

GENERAL SERVICES CONTRACTOR



104th ANNUAL MEETING
January 5–9, 2025 • Washington, DC

104th TRB Annual Meeting

EXHIBITOR SERVICE MANUAL

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

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- Plants/Floral – **TBD**
- Security – **Simmons**

General Information

LOCATION & DATES

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

Sunday, January 5 to Tuesday, January 7, 2025

EXHIBITOR MOVE-IN

Friday, January 3	12:00 PM to 5:00 PM	By Appointment Only (Booths 400 sq ft or larger)
Saturday, January 4	8:00 AM to 4:30 PM	
Sunday, January 5	8:00 AM to 1:00 PM	

NOTE: Overtime rates in effect after 4:30 PM weekdays and all weekend hours.

* Booth structures must be completely set by 1:00 PM on Sunday, January 5. 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 5	4:00 PM to 7:00 PM
Monday, January 6	9:00 AM to 4:00 PM
Tuesday, January 7	9:00 AM to 4:00 PM

NOTE: Subject to change.

EXHIBITOR MOVE-OUT

Tuesday, January 7	4:00 PM to 8:00 PM
Wednesday, January 8	8:00 AM to 12:00 PM

NOTE: Overtime rates in effect after 4:30 PM weekdays.

Outside carriers must be checked in by **Tuesday, January 7 at 7:00 PM or by Wednesday, January 8 at 11:00 AM for all remaining outbound shipments.** Please see the [Move-Out Information sheet](#) 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

Aisle Carpet Color **Tuxedo**

NOTE: Per Show Management, exhibitors must use a professional floor covering in their booth space(s) at their own expense; carpet or vinyl flooring may be [ordered from Hargrove](#). If you are providing your own floor covering, please submit the [Exhibitor Provided Flooring Affidavit](#). Exhibitor Provided Flooring is subject to material handling fees. **Per Show Management, any booth that does not have floor covering by Sunday, January 5 at 1:30 PM will have carpet installed by Hargrove at the exhibitor's expense.**

Furnishing Rental Package:

A special booth package is available to exhibitors if ordered by **Thursday, December 12, 2024**. The package includes carpet, one six-foot draped table, two chairs, and one wastebasket for a discounted rate of \$652. To order this package, use the [Booth Package Special form](#).

HARGROVE ADVANCE & ONLINE ORDER DEADLINES

Thursday, December 5, 2024 RENTAL BOOTH & RENTAL BANNER ORDER DEADLINE

Thursday, December 12, 2024 ADVANCE ORDER & RENTAL ART SUBMISSION DEADLINE

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

Friday, December 20, 2024 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 **Friday, November 29** at **8:00 AM** and ends **Monday, December 30** at **3:00 PM**.

Advance shipping address:
(Your Company Name & Booth Number)
104th TRB Annual Meeting
c/o Hargrove
TForce Freight
6571 Washington Blvd.
Elkridge, MD 21075

Receiving Hours: Monday – Friday **8:00 AM** to **3:00 PM** and the warehouse will be closed **December 25**.

NOTE: Advance shipments will be moved to site on overtime. An overtime surcharge of 50% will apply. All shipments are subject to material handling charges. See [Material Handling Estimate](#) and [Labor forms](#) for straight time, overtime, and double time (Labor) days and hours. 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.

DIRECT SHIPPING

Direct shipping will begin on **Friday, January 3** at **12:00 PM**.

Direct shipping address:
(Your Company Name & Booth Number)
104th TRB Annual Meeting
c/o Hargrove
Walter E. Washington Convention Center
Halls D & E
801 Allen Y. Lew Place NW
Washington, DC 20001

NOTE: Direct shipments received before 8:00 AM or after 4:30 PM weekdays, or any weekend hours, will be assessed a 50% overtime surcharge. All shipments are subject to material handling charges. See [Material Handling Estimate](#) and [Labor forms](#) for straight time, overtime, and double time (Labor) days and hours. 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.

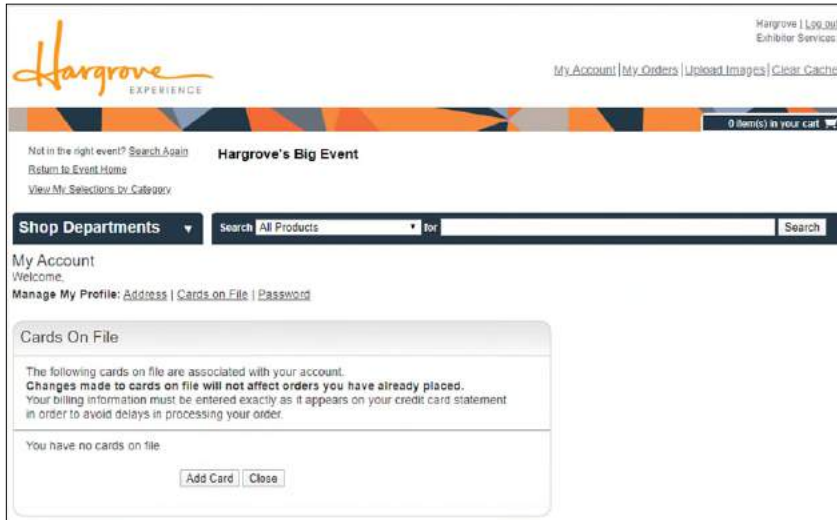
Please review Hargrove's [Exhibitor Terms & Conditions](#) for additional policies pertaining to orders.

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

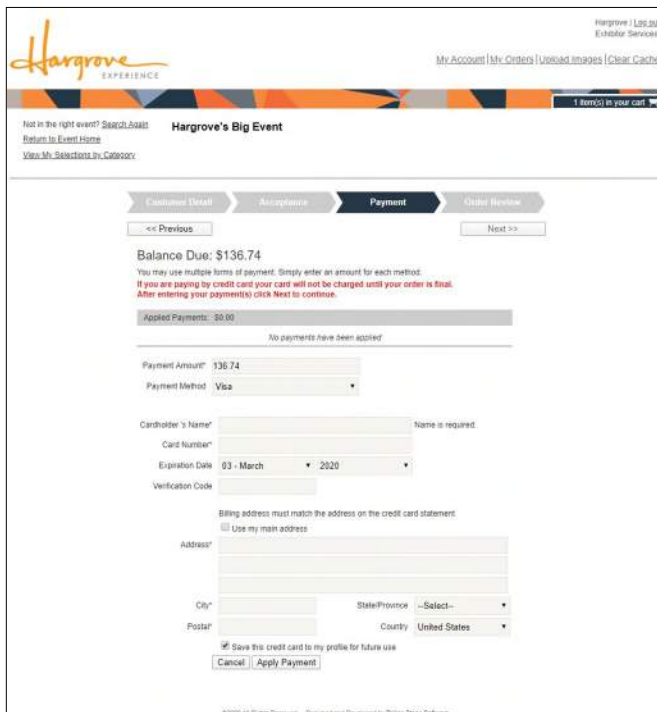


Select My Account.

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: **Thursday, December 12, 2024**

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: 50-45716)

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.

Union Rules & Regulations

WASHINGTON, DC

To assist you in planning for your participation in this Washington, DC 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.

Exhibit Installation and Dismantling

Hargrove currently has an agreement with the Local 491 Union to provide labor for display installation and dismantling. Full time employees of the exhibiting company may set their own exhibits without assistance from this local union. Labor services that may be required beyond what your regular full-time employees can provide, may be carried out by the Union. Labor can be ordered in advance via online ordering or at show site by visiting the Hargrove Service Desk.

Material Handling

Full time employees of the exhibiting company may hand-carry their own materials into the exhibit venue without the use of dollies, hand trucks or other mechanical equipment. Hargrove currently has an agreement with Local 491 Union and will control access to the loading docks, manage the unloading and loading of freight and the operation of all mobile equipment to provide a safe, and efficient load in and out.

Gratuities

Current work rules prohibit the solicitation or acceptance of tips or gratuities in any form. Please do not tip any Hargrove employee (union or non-union), as all are paid at an appropriate wage scale.

In General

Any questions arising regarding 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 is not 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 via our online storefront and the tools and ladders required 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 7 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 8 at 8:00 AM to 12:00 PM – Exhibitor Move-Out resumes.

Driver Check-In & Material Handling Agreement Deadlines

For **Tuesday, January 7** outbound shipments:

Driver Check-In by: 7:00 PM

Material Handling Agreement by: 8:00 PM

For **Wednesday, January 8** outbound shipments:

Driver Check-In by: 11:00 AM

Material Handling Agreement by: 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 7 at 7:00 PM or by Wednesday, January 8 at 11:00 AM** for all remaining outbound shipments. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Material Handling Agreement has been turned in to the Hargrove Service Center. Drivers whose Material Handling Agreements have not been turned in will be placed in a holding queue until the booth is packed and a Material Handling Agreement is turned in. Should your carrier fail to check in at the loading dock by **Wednesday, January 8 at 11:00 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 8 at 12:00 PM – Final clean up, Exhibitor Move-Out ends.

Exhibitor Terms and Conditions

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

1. GENERAL PROVISIONS.

(a) Definitions. As used throughout this Exhibitor Terms and Conditions (this "Agreement"), the following terms have the following meanings: (i) "Hargrove" means, collectively, Hargrove, LLC, a Maryland 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 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.

Exhibitor 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.

Exhibitor Terms and Conditions (con't)

3. MATERIAL HANDLING.

(a) Responsibility for Exhibitor Materials. The protection of all 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 ensure 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 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.

Exhibitor 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.

Exhibitor 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 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 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.

Exhibitor 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

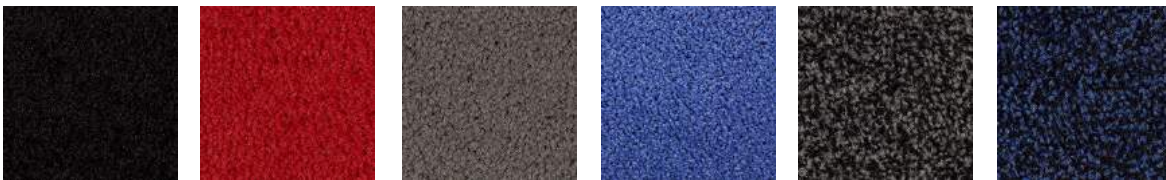
Custom colors available. Actual colors may vary. Some colors not available for certain shows.

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

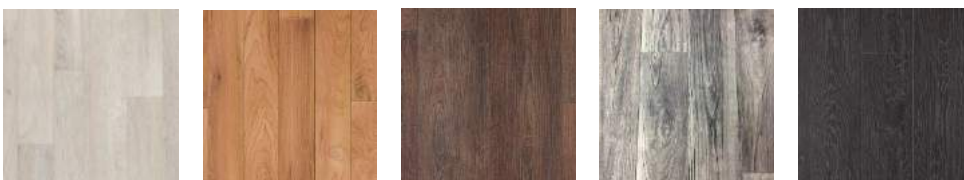
Beige

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:

exhibitorservices@hargroveinc.com
+1 301.306.4627

Order Online:

[Hargrove Exhibitor Services](#)



Booth 100 (RNTB100) - Includes:

- Booth Structure
- Standard 10' x 10' Carpet
- 1 - Wastebasket
- 1 - 1 M Counter
- Graphics (as shown)
- Furniture :
 - 1 - Bar Table - white top, hydraulic base
 - 2 - Zoey Barstools
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements only
- Installation & Dismantle Labor Exhibit Elements only



Booth 101 (RNTB101) – Includes:

- Booth Structure
- Standard 10' x 10' Carpet
- 1 - Wastebasket
- 1 - 1 M Counter
- Graphics (as shown)
- Furniture :
 - 1 - Bar Table - white top, hydraulic base
 - 2 - Zoey Barstools
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements only
- Installation & Dismantle Labor of Exhibit Elements only

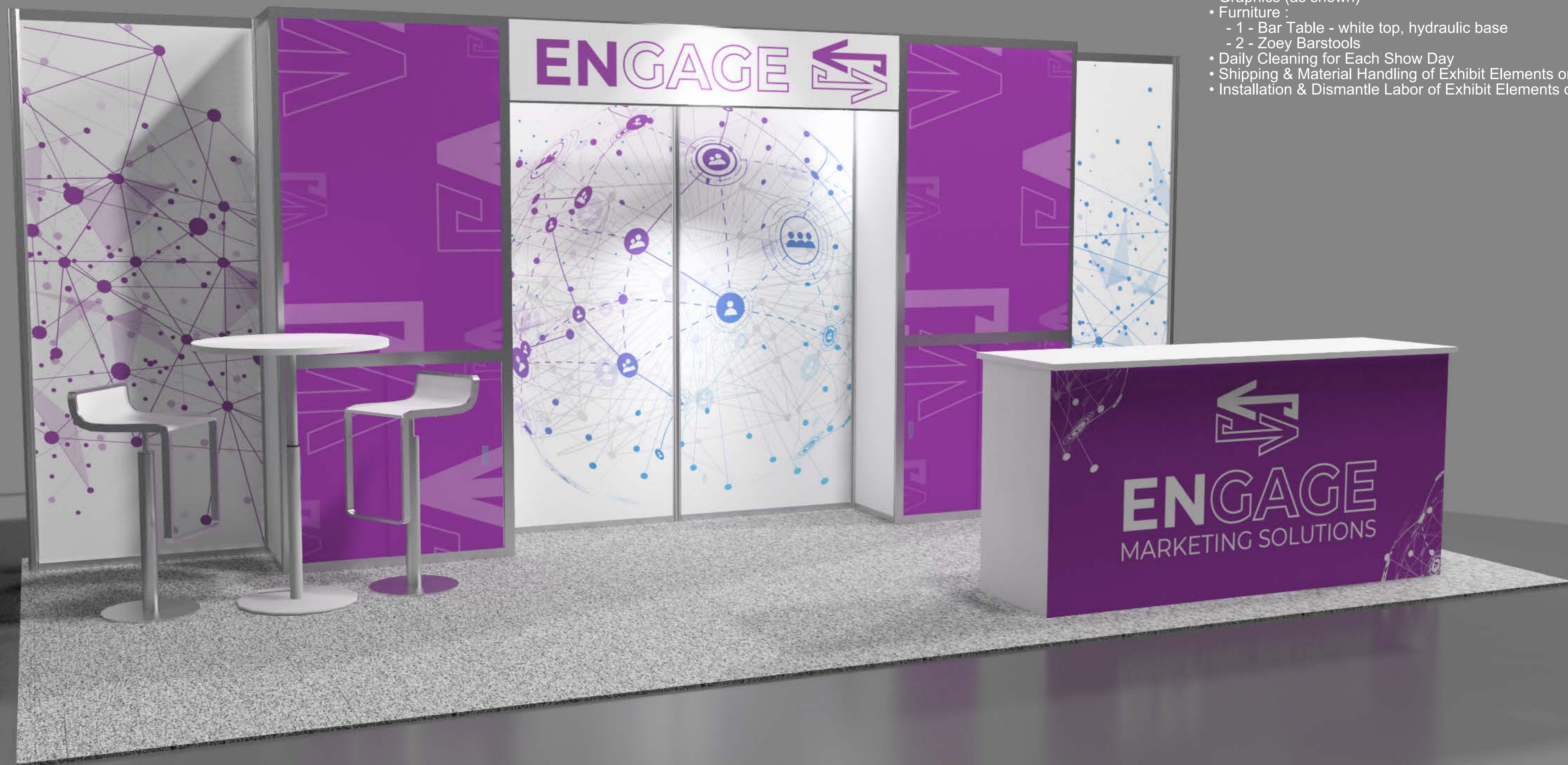


Booth 102 (RNTB102) – Includes:

- Booth Structure
- Standard 10' x 10' Carpet
- 1 - Wastebasket
- 1 - 1 M Counter
- Graphics (as shown)
- Furniture
 - 1 - Bar :Table - white top, hydraulic base
 - 2 - Zoey Barstools
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements only
- Installation & Dismantle Labor of Exhibit Elements only

Booth 200 (RNTB200) – Includes:

- Booth Structure
- Standard 10' x 20' Carpet
- 1 - Wastebasket
- 1 – 2 M Counter
- Graphics (as shown)
- Furniture :
 - 1 - Bar Table - white top, hydraulic base
 - 2 - Zoey Barstools
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements only
- Installation & Dismantle Labor of Exhibit Elements only





Booth 201 (RNTB201) – Includes:

- Booth Structure
- Standard 10' x 20' Carpet
- 1 - Wastebasket
- 1 – 2 M Counter
- Graphics (as shown)
- Furniture :
 - 1 - Bar Table - white top, hydraulic base
 - 2 - Zoey Barstools
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements only
- Installation & Dismantle Labor of Exhibit Elements only



Booth 202 (RNTB202) – Includes:

- Booth Structure
- Standard 10' x 20' Carpet
- 1 - Wastebasket
- 1 – 2 M Counter
- Graphics (as shown)
- Furniture :
 - 1 - Bar Table - white top, hydraulic base
 - 2 - Zoey Barstools
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements only
- Installation & Dismantle Labor of Exhibit Elements only



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 :
 - 1 - Bar Table - white top, hydraulic base
 - 2 - Zoey Barstools
- Daily Cleaning for each Show Day
- Shipping & Material Handling of Exhibit Elements only
- Installation & Dismantle Labor of Exhibit Elements only



Booth 402 (RNTB402) – Includes:

- Booth Structure
- Standard 20' x 20' Carpet
- 1 - Wastebasket
- 1 - 2 M Counter
- 4 - 1 M Counters
- Graphics (as shown)
- Furniture :
 - 1 - Bar Table - white top, hydraulic base
 - 2 - Zoey Barstools
 - 1 - Baja Loveseats
 - 2 - Baja Chairs
 - 1 - Alondra Cocktail Table, glass top
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements only
- Installation & Dismantle Labor of Exhibit Elements only



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 :
 - 1 - Bar Table, white top, hydraulic base
 - 2 - Zoey Barstools
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements only
- Installation & Dismantle Labor of Exhibit Elements only



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

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

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

- Rental Frame with Jack Legs for Support
- Single-Sided Printed Fabric Graphic
- Standard 10' x 20' Carpet
- 1 – Wastebasket
- 1 – 2 M Counter
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements only
- Installation & Dismantle Labor of Exhibit Elements only





2024 TRADESHOW CATALOG










ESSENTIAL FURNISHINGS AND HELPFUL TIPS TO PLAN YOUR NEXT TRADESHOW EXHIBIT









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 Loveseat	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	VALCGN	Green Fabric	Length: 28" Depth: 30.5" Height: 31" Seat Length: 17.5" Seat Depth: 21" Seat Height: 17.5"
	Valencia Chair	VALCOT	Oat Fabric	Length: 28" Depth: 30.5" Height: 31" Seat Length: 17.5" Seat Depth: 21" Seat Height: 17.5"
	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 Loveseat	VALVOT	Oat Fabric	Length: 63" Depth: 30.5" Height: 31" Seat Length: 53" Seat Depth: 20.5" Seat Height: 17.5"





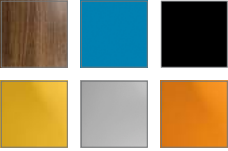


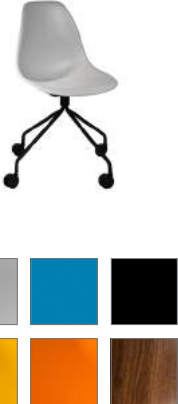




Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Valencia Loveseat	VALSOF	Coffee Brown Velvet	Length: 63" Depth: 30.5" Height: 31" Seat Length: 53" Seat Depth: 20.5" Seat Height: 17.5"
	Naples Chair	Powered: NPLCHP Non-Powered: NPLCHR	Black Vinyl	Length: 36" Depth: 30" Height: 33.25" Seat Length: 25" Seat Depth: 20.5" Seat Height: 18"
	Naples Loveseat	Powered: NPLL0P Non-Powered: NPLL0V	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"




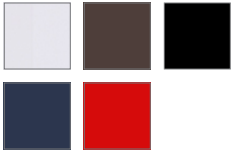


Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Atherton Chair	ATHCHA	Brown Leather, Black Metal	Length: 27" Depth: 31" Height: 30" Seat Length: 21.5" Seat Depth: 24" Seat Height: 17"
	Bowery Chair	BOWCHA	Ochre Fabric	Length: 29.75" Depth: 31" Height: 27.25" Seat Length: 30" Seat 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
	Pro Executive Guest Chair	PROGB	Black Vinyl, Chrome	Length: 24" Depth: 26" Height: 36" Seat Length: 19.5" Seat Depth: 19" Seat Height: 18"
	Swanson Swivel Chair	SWAN	White Vinyl	Length: 28" Depth: 25" Height: 30" Seat Length: 22" Seat Depth: 17.5" Seat Height: 17"
	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"
	Terrace Accent Chair	TRCHCO	Cognac Leather, Black Base	Length: 24" Depth: 30.5" Height: 31.25" Seat Length: 22.5" Seat Depth: 21.5" Seat Height: 17.5"
	Wentworth Swivel Chair	WENCHA	Brown Vinyl	Length: 31" Depth: 24" Height: 31.5" Seat Length: 21.5" Seat Depth: 19" Seat Height: 18"





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" Seat Height: 18.75"</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
	<p>Chelsea Chair</p>	<p>CCSCGY CCSCAZ CCSCBK CCSCYL CCSCOR CCSCWL</p>	<p>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</p>	<p>Length: 18.5" Depth: 22" Height: 34" Seat Length: 18" Seat Depth: 16" Seat Height: 18.5"</p>
	<p>Christopher Chair</p>	<p>XCHR</p>	<p>White Vinyl, Chrome</p>	<p>Length: 17" Depth: 19" Height: 35" Seat Length: 16.75" Seat Depth: 14.75" Seat Height: 18"</p>
	<p>Duet Stack Chair</p>	<p>DUET</p>	<p>Black, Chrome</p>	<p>Length: 21" Depth: 23" Height: 33" Seat Length: 18" Seat Depth: 18" Seat Height: 18"</p>
	<p>Laguna Chair</p>	<p>LMCHR</p>	<p>Maple, Chrome</p>	<p>Length: 18" Depth: 19" Height: 34" Seat Length: 17" Seat Depth: 16" Seat Height: 18"</p>
	<p>Lucent Chair</p>	<p>LUCHCL</p>	<p>Frosted Acrylic, Chrome</p>	<p>Length: 19.5" Depth: 19.75" Height: 32.5" Seat Length: 16.25" Seat Depth: 15.5" Seat Height: 18.75"</p>






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 MARC BK 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"







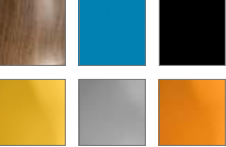
Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p>Syntax Chair</p>	<p>CS4</p>	<p>Black, Chrome</p>	<p>Length: 23" Depth: 19" Height: 32.25" Seat Length: 18" Seat Depth: 17" Seat Height: 18.5"</p>
	<p>Zenith Chair</p>	<p>ZENCHR</p>	<p>White, Chrome</p>	<p>Length: 18.25" Depth: 22"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





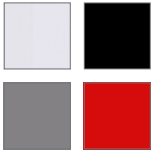
Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p>Beverly Bench Ottoman</p>	<p>BVLYBK BVLYBN BVLYGR BVLYLN BVLYOB BVLYRD BVLYWH</p>	<p>Black Vinyl Brown Fabric Gray Fabric Linen Fabric Ocean Blue Fabric Red Fabric White Vinyl</p>	<p>Length: 60" Depth: 20" Height: 18" Seat Length: 60" Seat Depth: 20" Seat Height: 18"</p>
 	<p>Beverly Small Bench Ottoman</p>	<p>BVSMBK BVSMBN BVSMGY BVSMMLV BVSMMLN BVSMMLB 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: 30" Depth: 20" Height: 18" Seat Length: 30" Seat Depth: 20" Seat Height: 18"</p>


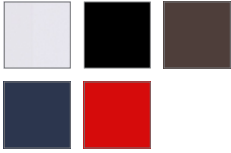




Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p>Marche Swivel Ottoman</p>	<p>MAR001 MAR015 MAR010 MAR014 MAR012 MAR002 MAR016 MAR003 MAR008 MAR020 MAR011 MAR009 MAR007 MAR004 MAR005 MAR006 MAR013 MAR021</p>	<p>White Vinyl Black Vinyl Blue Fabric Distressed Brown Vinyl Forest Green Vinyl Gray Fabric Ivory Faux Sheep Fur Linen Fabric Meadow Green Olive Faux Sheep Fur Orange Velvet Pear Yellow Fabric Plum Fabric Raspberry Fabric Red Fabric Rose Quartz Fabric Teal Velvet Terracotta Faux Sheep Fur</p>	<p>Round: 17" Height: 18" Seat Round: 17" Seat Height: 18"</p>
 	<p>Vibe Cube Ottoman</p>	<p>VIB10 VIB02 VIB05 VIB21 VIB14 VIB17 VIB01 VIB22 VIB08 VIB13 VIB04 VIB12 VIB16 VIB11 VIB15 VIB09</p>	<p>Black Vinyl Blue Vinyl Bright Yellow Vinyl Caramel Vinyl Citrus Green Vinyl Desert Rose Vinyl Green Vinyl Navy 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>








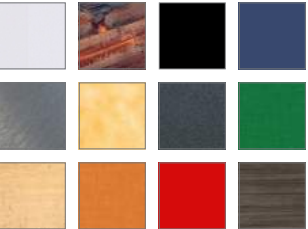


Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Endless Curved Ottoman	END01B	Black Vinyl, Chrome	Length: 60.5" Depth: 37.5" Height: 15" Seat Length: 60.5" Seat Depth: 34"
	Endless Curved Ottoman	END01W	White Vinyl, Chrome	Length: 60.5" Depth: 37.5" Height: 15" Seat Length: 60.5" Seat Depth: 34"
	Endless Square Ottoman	END02B	Black Vinyl, Chrome	Length: 34" Depth: 34" Height: 15" Seat Length: 34" Seat Depth: 34"
	Endless Square Ottoman	END02W	White Vinyl, Chrome	Length: 34" Depth: 34" Height: 15" Seat Length: 34" Seat Depth: 34"
	Regis Bench	REGBEN	Brushed Metal	Length: 47" Depth: 15.5" Height: 16"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Banana Barstool	BSS	Black, Chrome	Length: 21" Depth: 22" Height: 41" Seat Length: 18" Seat Depth: 18" Seat Height: 30.25"
	Banana Barstool	BST	White, Chrome	Length: 21" Depth: 22" Height: 41" Seat Length: 18" Seat Depth: 18" Seat Height: 30.25"
  	Blade Barstool	BLDBBK BLDBRD BLDBSB	Black Red Sky Blue	Length: 20.5" Depth: 20" Height: 40.5" Seat Length: 14" Seat Depth: 15.75" Seat Height: 30.25"
 	Chelsea Barstool	CBSBWL CBSBAZ CBSBBK CBSBYL CBSBGY CBSBOR	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	Length: 18.5" Depth: 22" Height: 46" Seat Length: 18" Seat Depth: 16" Seat Height: 30.75"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p>Christopher Barstool</p>	<p>XBAR</p>	<p>White Vinyl, Chrome</p>	<p>Length: 19" Depth: 19" Height: 41" Seat Length: 14.5" Seat Depth: 15" Seat Height: 29"</p>
	<p>Kamden Barstool</p>	<p>KABSWH</p>	<p>White Vinyl, Chrome</p>	<p>Length: 16.5" Depth: 20" Height: 25-33.5" Seat Length: 15" Seat Depth: 19" Seat Height: 22-32"</p>
	<p>Laguna Barstool</p>	<p>LMBAR</p>	<p>Maple, Chrome</p>	<p>Length: 18" Depth: 20" Height: 47" Seat Length: 17" Seat Depth: 16" Seat Height: 31"</p>
 	<p>Lift Barstool</p>	<p>ROLLWH ROLLBL ROLLGY ROLLRD</p>	<p>White Vinyl, Chrome Black Vinyl, Chrome Gray Vinyl, Chrome Red Vinyl, Chrome</p>	<p>Round: 15" Height: 23-33.5" Seat Round: 15" Seat Height: 22.25-31.5"</p>



Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p>Marina Barstool</p>	<p>MARBWH MARBBK MARBBR MARBBE MARBRD</p>	<p>White Vinyl, Brushed Metal Black Vinyl, Brushed Metal Brown Fabric, Brushed Metal Ocean Blue Fabric, Brushed Metal Red Fabric, Brushed Metal</p>	<p>Length: 21" Depth: 17.5" Height: 41.5" Seat Length: 17" Seat Depth: 16" Seat Height: 30.5"</p>
	<p>Lucent Barstool</p>	<p>LUBSCL</p>	<p>Frosted Acrylic, Chrome</p>	<p>Length: 22" Depth: 22.5" Height: 45.5" Seat Length: 16.25" Seat Depth: 15.5" Seat Height: 31"</p>
	<p>Rustique Barstool</p>	<p>RSTSTL</p>	<p>Gunmetal</p>	<p>Length: 13" Depth: 13" Height: 30" Seat Length: 12" Seat Depth: 12" Seat Height: 30"</p>
	<p>Shark Barstool</p>	<p>BS001</p>	<p>White, Chrome</p>	<p>Length: 22" Depth: 19" Height: 34-44" Seat Length: 17.5" Seat Depth: 14.5" Seat Height: 21.5-32"</p>
	<p>Syntax Barstool</p>	<p>BSR</p>	<p>Black, Chrome</p>	<p>Length: 23" Depth: 19" Height: 43.25" Seat Length: 18" Seat Depth: 17" Seat Height: 28.5"</p>








Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p>Zenith Barstool</p>	<p>ZENBAR</p>	<p>White, Chrome</p>	<p>Length: 19" Depth: 20" Height: 44" Seat Length: 18" Seat Depth: 16" Seat Height: 29"</p>
	<p>Zoey Barstool</p>	<p>BS002</p>	<p>White, Chrome</p>	<p>Length: 15" Depth: 16" Height: 30-34.75" Seat Length: 14" Seat Depth: 13" Seat Height: 26-30.5"</p>








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 Base</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 Base</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"





Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	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
 	<p>Adelaide Powered Cocktail Table</p>	<p>Powered: ADCTWP Non-Powered: ADCTWH</p> <p>Powered: ADCTBP Non-Powered: ADCTBK</p>	<p>White Top, Silver</p> <p>Black Top, Silver</p>	<p>Length: 48.87" Depth: 25.37" Height: 18"</p>
 	<p>Ventura Communal Bar Table, Powered</p>	<p>VNTBLK VNTWHT</p>	<p>Black Top, Silver White Top, Silver</p>	<p>Length: 72.25" Depth: 26.25" Height: 42"</p>
 	<p>Ventura Communal Cafe Table, Powered</p>	<p>VNTCBK VNTCWH</p>	<p>Black Top, Silver White Top, Silver</p>	<p>Length: 72.25" Depth: 26.25" Height: 30"</p>







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	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, Black Base	Round: 30" Height: 42"
	30" Round Cafe Table, Powered	P30CWH	White Top, Black Base	Round: 30" Height: 29"
 	10' Table	Powered: C10PWR Non-Powered: CONF10 Powered: BKC10P Non-Powered: BKC10N	White Top, Silver Black Top, Silver	Length: 120" Depth: 48" Height: 29"









Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p>8' Table</p>	<p>Powered: C8PWR Non-Powered: CONF8</p> <p>Powered: BKCT8P Non-Powered: BKCT8N</p>	<p>White Top, Silver</p> <p>Black Top, 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>White Top, Silver</p> <p>Black Top, 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 ADETBK ADETGL</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 MESCTG</p>	<p>Barnwood Top, Bronze Black Top, Bronze Glass Top, Bronze</p>	<p>Round: 32.25" Height: 17.25" Round: 36" Height: 17.25"</p>
 	<p>Mesa End Table</p>	<p>MESETW MESETB MESETG</p>	<p>Barnwood Top, Bronze Black Top, Bronze Glass Top, Bronze</p>	<p>Round: 20.5" Height: 21.25" 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>CIE</p>	<p>Glass Top, Chrome</p>	<p>Round: 36" Height: 17"</p>
	<p>Silverado End Table</p>	<p>EIE</p>	<p>Glass Top, Chrome</p>	<p>Round: 24" 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" 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
 	<p>42" Round Table</p>	<p>CONF42 42BKCT</p>	<p>White Top, Black Black Top, Black</p>	<p>Round: 42" Height: 29"</p>
 	<p>10' Table</p>	<p>Powered: BKC10P Non-Powered: BKC10N</p> <p>Powered: C10PWR Non-Powered: CONF10</p> 	<p>Black Top, Silver</p> <p>White Top, Silver</p>	<p>Length: 120" Depth: 48" Height: 29"</p>
 	<p>8' Table</p>	<p>Powered: BKCT8P Non-Powered: BKCT8N</p> <p>Powered: C8PWR Non-Powered: CONF8</p> 	<p>Black Top, Silver</p> <p>White Top, Silver</p>	<p>Length: 96" Depth: 60" Height: 29"</p>





Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p>5' Table</p>	<p>Powered: BKCT5P Non-Powered: BKCT5N</p> <p>Powered: C5PWR Non-Powered: CONF5</p>	<p>Black Top, Silver</p> <p>White Top, Silver</p>	<p>Length: 60" Depth: 48" Height: 29"</p>
	<p>Madison 10' Table</p>	<p>MADC10</p>	<p>Gray Acajou, Silver</p>	<p>Length: 120" Depth: 48" Height: 29"</p>
	<p>Madison 8' Table</p>	<p>MADC08</p>	<p>Gray Acajou, Silver</p>	<p>Length: 96" Depth: 60" Height: 29"</p>
	<p>Madison 5' Table</p>	<p>MADC05</p>	<p>Gray Acajou, Silver</p>	<p>Length: 60" Depth: 48" Height: 29"</p>

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Ace High Back Chair	ACHBCB	Black Vinyl, Chrome	Length: 26" Depth: 26" Height: 41.75-44.25" Seat Length: 19.5" Seat Depth: 18" Seat Height: 18.5-21"
	Ace High Back Chair	ACEHBC	White Vinyl, Chrome	Length: 26" Depth: 26" Height: 41.75-44.25" Seat Length: 19.5" Seat Depth: 18" Seat Height: 18.5-21"
	Ace Mid Back Chair	ACMBCB	Black Vinyl, Chrome	Length: 26" Depth: 26" Height: 33.25-33.75" Seat Length: 19.5" Seat Depth: 18" Seat Height: 18-20.5"
	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: 18-20.5"
	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"

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>Task Stool</p>	<p>TASKST</p>	<p>Black Fabric, Black</p>	<p>Length: 27.5" Depth: 27.5" Height: 32.75-40.25" Seat Length: 18.5" Seat Depth: 18.5" Seat Height: 18-25.5"</p>

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Midtown Bar, Lighted w/ Plug In	MTBLPI	Taupe Glass Top, Pewter	Length: 60" Depth: 18" Height: 42"
	Midtown Bar, Unlighted	MTBUUL	Taupe Glass Top, Pewter	Length: 60" Depth: 18" Height: 42"
	Midtown Powered Counter, Lighted w/ Plug In	MTCLPI	Taupe Glass Top, Pewter	Length: 60" Depth: 18" Height: 42"
	Midtown Powered Counter, Unlighted	MTCFUL	Taupe Glass Top, Pewter	Length: 60" Depth: 18" Height: 42"
	Powered Locking Pedestal, 36"	PDL36B PDL36W	Black White	Length: 24" Depth: 24" Height: 36"
	Powered Locking Pedestal, 42"	PDL42B PDL42W	Black 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
	<p>Mason Floor Lamp</p>	<p>LA15</p>	<p>Brushed Silver</p>	<p>Round: 18" Height: 55"</p>
	<p>Mason Table Lamp</p>	<p>LA14</p>	<p>Brushed Silver</p>	<p>Round: 16" Height: 26"</p>
	<p>Boxwood Hedge 7'</p>	<p>HDG7FT</p>	<p>Green, Black</p>	<p>Length: 36.5" Depth: 12" Height: 84"</p>
	<p>Boxwood Hedge 4'</p>	<p>HDG4FT</p>	<p>Green, Black</p>	<p>Length: 46" Depth: 9" Height: 47"</p>





Booth Package Special

Advance Order Deadline: **Thursday, December 12, 2024**

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 **Thursday, December 12, 2024**.

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

BOOTH PACKAGE \$652 (plus tax)	
	Booth Carpet 1 – 10' x 10' standard carpet Color: Bluejay
	Table 1 - standard 6' x 30" draped table Color: Gray
	Chairs 2 - upholstered side chairs
	Wastebasket

Description	Price	Colors	Quantity	Total
Booth Package: Carpet, Table, Chairs, Wastebasket		Table Drape: Gray Carpet: Bluejay		
Subtotal:				
Tax 6%:				
TOTAL:				

Tables & Drapery

Advance Order Deadline: **Thursday, December 12, 2024**

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	\$289	\$445		N/A	
Standard – 30" high	RTRT30	\$289	\$445		N/A	
Tall – 42" high	RTRT42	\$289	\$445		N/A	
Draped Tables (30" high x 24" wide)						
Small (4' long)	TBDT04	\$220	\$339			
Standard (6' long)	TBDT06	\$262	\$402			
Long (8' long)	TBDT08	\$299	\$461			
Draped Counters (42" high x 24" wide)						
Small (4' long)	TBDC04	\$262	\$402			
Standard (6' long)	TBDC06	\$299	\$461			
Long (8' long)	TBDC08	\$342	\$526			
Undraped Tables (30" high x 24" wide)						
Small (4' long)	TBUT04	\$130	\$199		N/A	
Standard (6' long)	TBUT06	\$166	\$256		N/A	
Long (8' long)	TBUT08	\$207	\$319		N/A	
Undraped Counters (42" high x 24" wide)						
Small (4' long)	TBUC04	\$166	\$256		N/A	
Standard (6' long)	TBUC06	\$207	\$319		N/A	
Long (8' long)	TBUC08	\$243	\$374		N/A	
DRAPE						
4th-side Table Drape (30" high)	TB4T	\$84	\$127			
4th-side Counter Drape (42" high)	TB4C	\$84	\$127			

Subtotal:	
Tax 6%:	
TOTAL:	

Chairs, Accessories & Display Cabinets

Advance Order Deadline: **Thursday, December 12, 2024**

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	\$179	\$276		
Chair – Side (armless)	CHPA	\$140	\$216		
ACCESSORIES					
Bag Rack – Slanted	ACBR	\$166	\$256		
Bag Rack – Straight	ACSR	\$166	\$256		
Easel	ACES	\$94	\$144		
Fishbowl	ACFB	\$29	\$45		
Literature Rack	ACLR	\$260	\$400		
Posterboard – Horizontal (4’ high x 8’ wide)	ACPBVT	\$342	\$526		
Posterboard – Vertical (8’ high x 4’ wide)	ACPBHZ	\$342	\$526		
Sign Holder (for 28” high x 22” wide sign)	ACSH	\$198	\$305		
Stanchion – Chrome (per stanchion)	ACSTCH	\$166	\$256		
Stanchion – Velour Rope (8’ length)	ACVR	\$94	\$144		
Stanchion – Retractable, with Black Belt	ACSTBK	\$196	\$301		
Wastebasket	ACWB	\$44	\$67		
DISPLAY CABINETS					
Small Counter (approx. 43”w x 23”d x 42”h)	HMCBA	\$783	\$1,204		
Large Counter (approx. 82”w x 23”d x 42”h)	HMCBF	\$1,032	\$1,588		
Curved Counter (approx. 60”w x 22”d x 42”h)	HMCN	\$944	\$1,450		
Custom Counter Graphic for Front Panel	HMCBCUST	\$227	\$454		
Showcase (requires electricity for illumination)	HMDSG	\$1,087	\$1,670		

Subtotal:	
Tax 6%:	
TOTAL:	

Carpet

Advance Order Deadline: **Thursday, December 12, 2024**
 Carpet/Vinyl Order Deadline: **Friday, December 20, 2024**

Company Name: _____ Booth: _____

NOTE: Per Show Management, exhibitors must use a professional floor covering in their booth space(s) at their own expense; carpet or vinyl flooring may be [ordered](#) from Hargrove. If you are providing your own floor covering, please submit the [Exhibitor Provided Flooring Affidavit](#). Exhibitor Provided Flooring is subject to material handling fees. Per Show Management, any booth that does not have flooring covering by **Sunday, January 5 at 1:30 PM** will have carpet installed by Hargrove at the exhibitor's expense.

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) and single padding						
For booths 10' in depth and up to 30' in length:						
10' linear feet wide	CPPK10NC-CLSSC	\$609	\$775			
20' linear feet wide	CPPK20NC-CLSSC	\$1,216	\$1,547			
30' linear feet wide	CPPK30NC-CLSSC	\$1,824	\$2,322			
STANDARD CARPET – Colors: Black, Red, Grey, Pepper, Blue Jay, and Blue.						
For booths 10' in depth and up to 30' in length:						
10' linear feet wide	CPSD10-CLSSC	\$341	\$525			
20' linear feet wide	CPSD20-CLSSC	\$680	\$1,046			
30' linear feet wide	CPSD30-CLSSC	\$1,021	\$1,570			
For island or peninsula booths, or in-line booths 400 sq ft or larger (Includes Poly):						
Special Cut – per sq ft	CPSC-MTRX	\$5.85	\$8.98	sq ft		
PLUSH CARPET and POLY - Colors: Black, Charcoal, White, Beige, Platinum, Reflex Blue, and Navy.						
Plush – per sq ft	CPPC-DP01	\$8.30	\$12.76	sq ft		
CARPET PADDING & POLY						
Padding – per sq ft	CPPD-EPAD	\$2.48	\$3.81	sq ft	N/A	
Double Padding – per sq ft	CPDP-2EPAD	\$4.95	\$7.62	sq ft	N/A	
Poly (protective plastic) – per sq ft	CPPY	\$0.93	\$1.43	sq ft	N/A	

Subtotal:	
Tax 6%:	
TOTAL:	

Vinyl Flooring

Advance Order Deadline: **Thursday, December 12, 2024**
 Carpet/Vinyl Order Deadline: **Friday, December 20, 2024**

Company Name: _____ Booth: _____

NOTE: Per Show Management, exhibitors must use a professional floor covering in their booth space(s) at their own expense; carpet or vinyl flooring may be [ordered](#) from Hargrove. If you are providing your own floor covering, please submit the [Exhibitor Provided Flooring Affidavit](#). Exhibitor Provided Flooring is subject to material handling fees. Per Show Management, any booth that does not have flooring covering by **Sunday, January 5 at 1:30 PM** will have carpet installed by Hargrove at the exhibitor's expense.

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' linear feet wide	VYNPK10-EVFLX	\$1,221	\$1,554			
20' linear feet wide	VYNPK20-EVFLX	\$2,441	\$3,107			
30' linear feet wide	VYNPK30-EVFLX	\$3,661	\$4,660			
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' linear feet wide	VYN10-EVFLX	\$862	\$1,097			
20' linear feet wide	VYN20-EVFLX	\$1,711	\$2,177			
30' linear feet wide	VYN30-EVFLX	\$2,583	\$3,288			
For island or peninsula booths, or in-line booths 400 sq ft or larger:						
Special Cut Vinyl – per sq ft	VYNSC-EVFLX	\$13.25	\$16.86	sq ft		
PADDING & POLY						
Padding – per sq ft	SC-VYNPD	\$4.28	\$5.45	sq ft	N/A	
Poly (protective plastic) – per sq ft	CPPY	\$0.93	\$1.43	sq ft	N/A	
						Subtotal:
						Tax 6%:
						TOTAL:

Exhibitor Provided Flooring Affidavit

NOTE: Per Show Management, exhibitors must use a professional floor covering in their booth space(s) at their own expense; carpet or vinyl flooring may be [ordered](#) from Hargrove. If you are providing your own floor covering, please submit the Exhibitor Provided Flooring Affidavit. Exhibitor Provided Flooring is subject to material handling fees. Per Show Management, any booth that does not have flooring covering by **Sunday, January 5 at 1:30 PM** will have carpet installed by Hargrove at the exhibitor's expense.

Save up to 10% by [ordering online](#) by the deadline date, **Thursday, December 12, 2024**. Advance order prices apply to orders received with payment by the deadline date. Standard prices apply to all orders placed after the deadline date.

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: **Thursday, December 12, 2024**

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	\$85	\$170				
22" x 28" sign	SB6	\$182	\$364				
28" x 44" sign	SB7	\$266	\$532				
Single-sided Hooper w/ cardboard pyramid base	SB21	\$343	\$686				
Double-sided Hooper w/ cardboard pyramid base	SB22	\$469	\$938				
Vinyl Banner (per sq ft)	SB8	\$11	\$22				
Foamcore Panel (up to 4' x 8')	SB9	Request a quote					
Easel Back	SB20	\$18	\$36	N/A		N/A	

Subtotal:

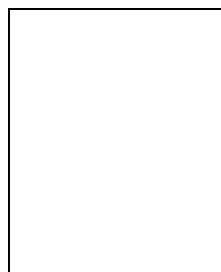
Tax 6%:

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: **Thursday, December 5, 2024**
 Rental Booth Art Submission Deadline: **Thursday, December 12, 2024**

Company Name: _____ Booth: _____

Advance order prices apply to orders received with payment by the Rental Booth 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, Grey, 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	RBNT100	\$10,204	\$14,285			
Booth 101	RBNT101	\$10,231	\$14,323			
Booth 102	RBNT102	\$9,703	\$13,584			
For 10' x 20' booth spaces:						
Booth 200	RBNT200	\$20,311	\$28,435			
Booth 201	RBNT201	\$18,056	\$25,278			
Booth 202	RBNT202	\$17,777	\$24,887			
For 20' x 20' booth spaces:						
Booth 401	RBNT401	\$27,757	\$38,859			
Booth 402	RBNT402	\$34,710	\$48,594			
Booth 403	RBNT403	\$51,277	\$71,787			
Subtotal:						

All Fabric Hargrove Rental Booths Include:

- Rental Frame with Jack Legs for Support
- Standard Carpet – Color Choices: Black, Red, Grey, 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: **Thursday, December 5, 2024**
 Rental Booth Art Submission Deadline: **Thursday, December 12, 2024**

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	\$4,293	\$6,010			
For 20' wide booth spaces:						
8' H x 20' W	RNTH001B	\$9,534	\$13,347			
For 30' wide booth spaces:						
8' H x 30' W	RNBT001C	\$13,902	\$19,462			
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)	\$783	\$1,204		
HMCBF	Large Counter (approx. 82" w x 23" d x 42" h)	\$1,032	\$1,588		
HMCN	Curved Counter (approx. 60" w x 22" d x 42" h)	\$944	\$1,450		
HMCBCUST	Custom Counter Graphic	\$227	\$454		
HMDSG	Illuminated Showcase (<i>electricity required</i> – approx. 79½" w x 20½" d x 41" h)	\$1,087	\$1,670		
HMLIH	Stem Light (<i>electricity required</i>)	\$154	\$238		
HMSF39I	Slanted Shelf (39" wide)	\$182	\$255		
HMSF39J	Flat Shelf (39" wide)	\$119	\$167		
	Plush Carpet 10' x 10' Flooring Upgrade	\$245.00	Call for Quote		
	Plush Carpet 10' x 20' Flooring Upgrade	\$490.00	Call for Quote		
	Plush Carpet 20' x 20' Flooring Upgrade	\$980.00	Call for Quote		
	Vinyl Expo Flex Flooring 10' x 10' Flooring Upgrade	\$740.00	Call for Quote		
	Vinyl Expo Flex Flooring 10' x 20' Flooring Upgrade	\$1,480.00	Call for Quote		
	Vinyl Expo Flex Flooring 20' x 20' Flooring Upgrade	\$2,960.00	Call for Quote		
	Vinyl Expo Flex Flooring with Padding 10' x 10' Flooring Upgrade	\$1,168.00	Call for Quote		
	Vinyl Expo Flex Flooring with Padding 10' x 20' Flooring Upgrade	\$2,336.00	Call for Quote		
	Vinyl Expo Flex Flooring with Padding 20' x 20' Flooring Upgrade	\$4,672.00	Call for Quote		

TOTAL COST

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

Retractable Banner Stands

Order Deadline: **Thursday, December 5, 2024**

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

- 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.
- 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	\$149	\$189		
Barracuda 800 banner stand vinyl graphic	BCD-800-G	\$119	\$152		
Barracuda 800 banner stand fabric graphic	BCD-800-G-RBF	\$185	\$236		
Blade Lite 800 banner stand hardware	BLD-LT-800-1	\$120	\$153		
Blade Lite 800 banner stand vinyl graphic	BLD-LT-800-G	\$119	\$152		
Blade Lite 800 banner stand fabric graphic	BLD-LT-800-G-RBF	\$185	\$236		
Mosquito 850 banner stand hardware	MSQT-850	\$72	\$91		
Mosquito 850 banner stand vinyl graphic	MSQT-850-G	\$115	\$146		

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: **Thursday, December 12, 2024**

Company Name: _____ Booth: _____

Description	Product #	Advance Price	Standard Price	Quantity	Total
SOFTSEATING					
Allegro Chair - Blue Fabric	CHR002	\$743	\$945		
Allegro Sofa - Blue Fabric	SFA002	\$1,038	\$1,321		
Baja Chair - White Vinyl	BCHWHT	\$831	\$1,057		
Baja Loveseat - White Vinyl	BLVWHT	\$1,270	\$1,616		
Baja Sofa - White Vinyl	BSFWHT	\$1,466	\$1,865		
Cordoba Chair - Taupe Fabric, Black	COCHTP	\$649	\$826		
Cordoba Loveseat - Taupe Fabric, Black	COLVTP	\$929	\$1,182		
Fairfax Chair - White Vinyl, Brushed Metal	FAIRCW	\$537	\$684		
Fairfax Sofa - White Vinyl, Brushed Metal	FAIRSW	\$741	\$943		
Key Largo Chair - Black Fabric, Wood	KEYCHR	\$488	\$621		
Key Largo Loveseat - Black Fabric, Wood	KEYLOVE	\$566	\$720		
Key Largo Sofa - Black Fabric, Wood	KEYSOF	\$732	\$931		
Montreal Chair - Blue, Black Metal	MONCHA	\$791	\$1,007		
Montreal Loveseat - Blue, Black Metal	MONLOV	\$1,185	\$1,508		
Naples Chair - Black Vinyl	NPLCHR	\$1,054	\$1,342		
Naples Chair, Powered - Black Vinyl	NPLCHP	\$978	\$1,245		
Naples Loveseat - Black Vinyl	NPLLOV	\$1,270	\$1,616		
Naples Loveseat, Powered - Black Vinyl	NPLLOP	\$1,357	\$1,727		
Naples Sofa - Black Vinyl	NPLSOF	\$1,507	\$1,918		
Naples Sofa, Powered - Black Vinyl	NPLSOP	\$1,572	\$2,001		
Palm Beach Sofa - White Vinyl	PALSOF	\$1,097	\$1,396		
Sterling Chair - Grey Fabric	STECHA	\$1,020	\$1,298		
Sterling Sofa - Grey Fabric	STESOF	\$1,483	\$1,888		
Valencia Chair - Green Fabric	VALCGN	456	580		
Valencia Chair - Oat Fabric	VALCOT	456	580		
Valencia Chair - Spice Orange Velvet	VALCHA	\$498	\$633		
Valencia Loveseat - Oat Fabric	VALVOT	676	860		
Valencia Sofa - Coffee Brown Velvet	VALSOF	\$735	\$936		
POWERED SEATING					
Naples Chair, Powered - Black Vinyl	NPLCHP	\$978	\$1,245		
Naples Chair - Black Vinyl	NPLCHR	\$1,054	\$1,342		
Naples Loveseat, Powered - Black Vinyl	NPLLOP	\$1,357	\$1,727		
Naples Loveseat - Black Vinyl	NPLLOV	\$1,270	\$1,616		
Naples Sofa, Powered - Black Vinyl	NPLSOP	\$1,572	\$2,001		
Naples Sofa - Black Vinyl	NPLSOF	\$1,507	\$1,918		
Tech Tablet Chair - Grey Vinyl, White Metal Tablet, Chrome Base	TCHGRY	\$550	\$700		
Tech Chair, No Tablet - Grey Vinyl, Chrome Base	TCHP	\$564	\$717		
ACCENT CHAIRS					
Atherton Chair - Brown Leather, Black Metal	ATHCHA	\$765	\$973		
Bowery Chair - Orchre Fabric, Chrome	BOWCHA	\$720	\$916		
Brooklyn Meeting Chair, Swivel - White Vinyl, Black Swivel Base	BNMCSW	\$434	\$552		
Brooklyn Meeting Chair, Swivel - Black Vinyl, Black Swivel Base	BNMCOB	\$434	\$552		
Brooklyn Meeting Chair - White Vinyl, Oak-look Base	BNMCOW	\$434	\$552		
Brooklyn Meeting Chair - Black Vinyl, Oak-look Base	BNMCSB	\$434	\$552		
Century Chair - Grey Velvet	CNTCHR	\$732	\$931		
La Brea Swivel Chair - Charcoal Grey Fabric, Chrome	LABREA	\$743	\$945		
Lena Chair - Moss Green Leather, Bronze	LENCHA	\$646	\$822		
Madrid Chair - White, Chrome	BCW	\$1,093	\$1,391		
Munich Armless Chair - Grey Fabric, Black	MNCHCH	\$699	\$889		
Pasadena Chair - White Molded Plastic, Chrome Tower Base	PASCHR	\$448	\$570		
Pro Executive Guest Chair - Black Vinyl, Chrome	PROGB	\$405	\$516		
Swanson Swivel Chair - White Vinyl, Chrome	SWAN	\$646	\$822		
Tech Tablet Chair - Grey Vinyl, White Metal Tablet, Chrome Base	TCHGRY	\$550	\$700		
Tech Chair, No Tablet - Grey Vinyl, Chrome Base	TCHP	\$564	\$717		
Terrace Accent Chair	TRCHCO	754	959		
Wentworth Swivel Chair - Brown Vinyl, Black	WENCHA	\$565	\$719		

SUBTOTAL:

Specialty Furnishings 2 of 9

Advance Order Deadline: **Thursday, December 12, 2024**

Company Name: _____ Booth: _____

Description	Product #	Advance Price	Standard Price	Quantity	Total
Group Seating					
Blade Chair - Black	BLDCBK	\$213	\$271		
Blade Chair - Red	BLDCRD	\$213	\$271		
Blade Chair - Sky Blue	BLDCSB	\$213	\$271		
Brewer Chair - Onyx, Chrome	SC3	\$246	\$313		
Chelsea Chair - Walnut-look, Black Tower Base	CCBTWL	\$212	\$269		
Chelsea Chair - Azure Blue, Black Tower Base	CCBTAZ	\$212	\$269		
Chelsea Chair - Black, Black Tower Base	CCBTBK	\$212	\$269		
Chelsea Chair - Goldenrod Yellow, Black Tower Base	CCBTYL	\$212	\$269		
Chelsea Chair - Grey, Black Tower Base	CCBTGY	\$212	\$269		
Chelsea Chair - Orange, Black Tower Base	CCBTOR	\$212	\$269		
Chelsea Chair - Grey, Black Swivel Base w/ Casters	CCSCGY	\$212	\$269		
Chelsea Chair - Azure Blue, Black Swivel Base w/ Casters	CCSCAZ	\$212	\$269		
Chelsea Chair - Black, Black Swivel Base w/ Casters	CCSCBK	\$212	\$269		
Chelsea Chair - Goldenrod Yellow, Black Swivel Base w/ Casters	CCSCYL	\$212	\$269		
Chelsea Chair - Orange, Black Swivel Base w/ Casters	CCSCOR	\$212	\$269		
Chelsea Chair - Walnut-look, Black Swivel Base w/ Casters	CCSCWL	\$212	\$269		
Christopher Chair - White Vinyl, Chrome	XCHR	\$467	\$594		
Duet Stack Chair - Black, Chrome	DUET	\$213	\$271		
Laguna Chair - Maple, Chrome	LMCHR	\$225	\$286		
Lucent Chair - Frosted Acrylic, Chrome	LUCHCL	\$307	\$391		
Malba Chair - Grey, Chrome	MALGRY	\$213	\$271		
Malba Chair - Green, Chrome	MALGRN	\$213	\$271		
Marina Chair - White Vinyl, Brushed Metal	MARCWH	\$259	\$329		
Marina Chair - Brown Fabric, Brushed Metal	MARCBR	\$261	\$332		
Marina Chair - Black Vinyl, Brushed Metal	MARCBK	\$261	\$332		
Marina Chair - Ocean Blue Fabric, Brushed Metal	MARCBE	\$261	\$332		
Marina Chair - Red Fabric, Brushed Metal	MARCRD	\$261	\$332		
Razor Armless Chair - White	SC10	\$213	\$271		
Rustique Chair w/ Arms - Gunmetal	RSTDIN	\$267	\$339		
Syntax Chair - Black, Chrome	CS4	\$311	\$395		
Zenith Chair - White, Chrome	ZENCHR	\$251	\$320		
OTTOMANS					
Beverly Bench Ottoman - Black Vinyl	BVLYBK	\$605	\$770		
Beverly Bench Ottoman - Brown Fabric	BVLYBN	\$605	\$770		
Beverly Bench Ottoman - Grey Fabric	BVLYGR	\$605	\$770		
Beverly Bench Ottoman - Linen Fabric	BVLYLN	\$605	\$770		
Beverly Bench Ottoman - Ocean Blue Fabric	BVLYOB	\$605	\$770		
Beverly Bench Ottoman - Red Fabric	BVLYRD	\$605	\$770		
Beverly Bench Ottoman - White Vinyl	BVLYWH	\$605	\$770		
SUBTOTAL:					

Specialty Furnishings 3 of 9

Advance Order Deadline: **Thursday, December 12, 2024**

Company Name: _____ Booth: _____

Description	Product #	Advance Price	Standard Price	Quantity	Total
OTTOMANS					
Beverly Small Bench Ottoman - Black Vinyl	BVSMBK	\$396	\$504		
Beverly Small Bench Ottoman - Brown Fabric	BVSMBN	\$396	\$504		
Beverly Small Bench Ottoman - Grey Fabric	BVSMGY	\$396	\$504		
Beverly Small Bench Ottoman - Lavender Fabric	BVSMLV	\$396	\$504		
Beverly Small Bench Ottoman - Linen Fabric	BVSMLN	\$396	\$504		
Beverly Small Bench Ottoman - Ocean Blue Fabric	BVSMBL	\$396	\$504		
Beverly Small Bench Ottoman - Olive Green Fabric	BVSMGN	\$396	\$504		
Beverly Small Bench Ottoman - Orange Fabric	BVSMOR	\$396	\$504		
Beverly Small Bench Ottoman - Red Fabric	BVSMRD	\$396	\$504		
Beverly Small Bench Ottoman - White Vinyl	BVSMWH	\$396	\$504		
Beverly Small Bench Ottoman - Yellow Fabric	BVSMYL	\$396	\$504		
Marche Swivel Ottoman - White Vinyl	MAR001	\$281	\$357		
Marche Swivel Ottoman - Black Vinyl	MAR015	\$264	\$336		
Marche Swivel Ottoman - Blue Fabric	MAR010	\$281	\$357		
Marche Swivel Ottoman - Distressed Brown Vinyl	MAR014	\$264	\$336		
Marche Swivel Ottoman - Forest Green Vinyl	MAR012	\$264	\$336		
Marche Swivel Ottoman - Grey Fabric	MAR002	\$281	\$357		
Marche Swivel Ottoman - Ivory Faux Sheep Fur	MAR016	\$283	\$360		
Marche Swivel Ottoman - Linen Fabric	MAR003	\$281	\$357		
Marche Swivel Ottoman - Meadow Green Fabric	MAR008	\$281	\$357		
Marche Swivel Ottoman - Olive Faux Sheep Fur	MAR020	281	357		
Marche Swivel Ottoman - Orange Velvet Fabric	MAR011	\$281	\$357		
Marche Swivel Ottoman - Pear Yellow Fabric	MAR009	\$281	\$357		
Marche Swivel Ottoman - Plum Fabric	MAR007	\$281	\$357		
Marche Swivel Ottoman - Raspberry Fabric	MAR004	\$281	\$357		
Marche Swivel Ottoman - Red Fabric	MAR005	\$281	\$357		
Marche Swivel Ottoman - Rose Quartz Fabric	MAR006	\$281	\$357		
Marche Swivel Ottoman - Teal Velvet	MAR013	\$264	\$336		
Marche Swivel Ottoman - Terracotta Faux Sheep Fur	MAR021	281	357		
Vibe Cube Ottoman - Black Vinyl	VIB10	\$217	\$276		
Vibe Cube Ottoman - Blue Vinyl	VIB02	\$217	\$276		
Vibe Cube Ottoman - Bright Yellow Vinyl	VIB05	\$217	\$276		
Vibe Cube Ottoman - Caramel Vinyl	VIB21	217	276		
Vibe Cube Ottoman - Citrus Green Vinyl	VIB14	\$202	\$257		
Vibe Cube Ottoman - Desert Rose Vinyl	VIB17	\$202	\$257		
Vibe Cube Ottoman - Green Vinyl	VIB01	\$217	\$276		
Vibe Cube Ottoman - Navy Vinyl	VIB22	217	276		
Vibe Cube Ottoman - Orange Vinyl	VIB08	\$217	\$276		
Vibe Cube Ottoman - Purple Vinyl	VIB13	\$217	\$276		
Vibe Cube Ottoman - Red Vinyl	VIB04	\$217	\$276		
Vibe Cube Ottoman - Silver Vinyl	VIB12	\$217	\$276		
Vibe Cube Ottoman - Spice Orange Vinyl	VIB16	\$202	\$257		
Vibe Cube Ottoman - Steel Blue Vinyl	VIB11	\$217	\$276		
Vibe Cube Ottoman - Taupe Vinyl	VIB15	\$202	\$257		
Vibe Cube Ottoman - White Vinyl	VIB09	\$217	\$276		
Endless Curved Ottoman - Black Vinyl, Chrome	END01B	\$648	\$825		
Endless Curved Ottoman - White Vinyl, Chrome	END01W	\$648	\$825		
Endless Square Ottoman - Black Vinyl, Chrome	END02B	\$646	\$822		
Endless Square Ottoman - White Vinyl, Chrome	END02W	\$646	\$822		
Regis Bench	REGBEN	\$446	\$567		
				SUBTOTAL:	

Specialty Furnishings 4 of 9

Advance Order Deadline: **Thursday, December 12, 2024**

Company Name: _____ Booth: _____

Description	Product #	Advance Price	Standard Price	Quantity	Total
BAR SEATING					
Banana Barstool - Black, Chrome	BSS	\$349	\$444		
Banana Barstool - White, Chrome	BST	\$349	\$444		
Blade Barstool - Black	BLDBBK	\$269	\$342		
Blade Barstool - Red	BLDBRD	\$269	\$342		
Blade Barstool - Sky Blue	BLDBSB	\$269	\$342		
Chelsea Barstool - Walnut-look, Black Tower Base	CBSBWL	\$212	\$269		
Chelsea Barstool - Azure Blue, Black Tower Base	CBSBAZ	\$212	\$269		
Chelsea Barstool - Black, Black Tower Base	CBSBBK	\$212	\$269		
Chelsea Barstool- Goldenrod Yellow, Black Tower Base	CBSBYL	\$212	\$269		
Chelsea Barstool - Grey, Black Tower Base	CBSBGY	\$212	\$269		
Chelsea Barstool - Orange, Black Tower Base	CBSBOR	\$212	\$269		
Christopher Barstool - White Vinyl, Chrome	XBAR	\$281	\$357		
Kamden Barstool - White Vinyl, Chrome	KABSWH	410	521		
Laguna Barstool - Maple, Chrome	LMBAR	\$281	\$357		
Lift Barstool - White Vinyl, Chrome	ROLLWH	\$384	\$489		
Lift Barstool - Black Vinyl, Chrome	ROLLBL	\$384	\$489		
Lift Barstool - Grey Vinyl, Chrome	ROLLGY	\$384	\$489		
Lift Barstool - Red Vinyl, Chrome	ROLLRD	\$384	\$489		
Marina Barstool - White Vinyl, Brushed Metal	MARBWH	\$396	\$504		
Marina Barstool - Black Vinyl, Brushed Metal	MARBBK	\$396	\$504		
Marina Barstool - Brown Fabric, Brushed Metal	MARBBR	\$396	\$504		
Marina Barstool - Ocean Blue Fabric, Brushed Metal	MARBBE	\$396	\$504		
Marina Barstool - Red Fabric, Brushed Metal	MARBRD	\$396	\$504		
Lucent Barstool - Frosted Acrylic, Chrome	LUBSCL	\$454	\$577		
Rustique Barstool - Gunmetal	RSTSTL	\$269	\$342		
Shark Barstool - White, Chrome	BS001	\$428	\$545		
Syntax Barstool - Black, Chrome	BSR	\$341	\$434		
Zenith Barstool - White, Chrome	ZENBAR	\$269	\$342		
Zoey Barstool - White, Chrome	BS002	\$407	\$518		
BAR & CAFE TABLES					
30" Round Bar Table w/ Hydraulic Base - White Top	30WHHB	\$467	\$594		
30" Round Bar Table w/ Hydraulic Base - Barnwood Top	30WDHB	\$534	\$679		
30" Round Bar Table w/ Hydraulic Base - Black Top	30BKHB	\$510	\$649		
30" Round Bar Table w/ Hydraulic Base - Blue Top	30BEHB	\$534	\$679		
30" Round Bar Table w/ Hydraulic Base - Brushed Gunmetal Top	30AGHB	\$510	\$649		
30" Round Bar Table w/ Hydraulic Base - Brushed Yellow Top	30YSHB	\$510	\$649		
30" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top	30GRHB	\$467	\$594		
30" Round Bar Table w/ Hydraulic Base - Green Top	30GSHB	\$510	\$649		
30" Round Bar Table w/ Hydraulic Base - Maple Top	30MTHB	\$467	\$594		
30" Round Bar Table w/ Hydraulic Base - Orange Top	30OSHB	\$510	\$649		
30" Round Bar Table w/ Hydraulic Base - Red Top	30BRHB	\$467	\$594		
30" Round Bar Table w/ Hydraulic Base - Grey Acajou Top	30MAHB	\$450	\$573		
30" Round Bar Table w/ Standard Black Base - White Top	30WH42	\$432	\$549		
30" Round Bar Table w/ Standard Black Base - Barnwood Top	30WDBB	\$437	\$556		
30" Round Bar Table w/ Standard Black Base - Black Top	30BKSB	\$416	\$530		
30" Round Bar Table w/ Standard Black Base - Blue Top	30BEBB	\$437	\$556		
30" Round Bar Table w/ Standard Black Base - Brushed Gunmetal Top	30AGBB	\$416	\$530		
30" Round Bar Table w/ Standard Black Base - Brushed Yellow Top	30YBBB	\$416	\$530		
30" Round Bar Table w/ Standard Black Base - Graphite Nebula Top	VTJ	\$432	\$549		
30" Round Bar Table w/ Standard Black Base - Green Top	30GSBB	\$416	\$530		
30" Round Bar Table w/ Standard Black Base - Maple Top	VTK	\$432	\$549		
30" Round Bar Table w/ Standard Black Base - Orange Top	30OSBB	\$407	\$518		
30" Round Bar Table w/ Standard Black Base - Red Top	VTB	\$432	\$549		
30" Round Bar Table w/ Standard Black Base - Grey Acajou Top	VTA	\$432	\$549		
30" Bar Table, Powered - White Top, Black Base	P30BWH	\$835	\$1,063		
				SUBTOTAL:	

Specialty Furnishings 5 of 9

Advance Order Deadline: **Thursday, December 12, 2024**

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	\$506	\$644		
36" Round Bar Table w/ Hydraulic Base - Black Top	36BKHB	\$776	\$987		
36" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top	36GRHB	\$506	\$644		
36" Round Bar Table w/ Hydraulic Base - Maple Top	36MTHB	\$506	\$644		
36" Round Bar Table w/ Standard Black Base - White Top	VTW	\$432	\$549		
36" Round Bar Table w/ Standard Black Base - Black Top	36BKSB	\$339	\$432		
36" Round Bar Table w/ Standard Black Base - Graphite Nebula Top	VTN	\$432	\$549		
36" Round Bar Table w/ Standard Black Base - Maple Top	VTP	\$432	\$549		
30" Round Cafe Table w/ Hydraulic Base - White Top	30WHHC	\$467	\$594		
30" Round Cafe Table w/ Hydraulic Base - Barnwood Top	30WDHC	\$466	\$593		
30" Round Cafe Table w/ Hydraulic Base - Black Top	30BKHC	\$510	\$649		
30" Round Cafe Table w/ Hydraulic Base - Blue Top	30BEHC	\$534	\$679		
30" Round Cafe Table w/ Hydraulic Base - Brushed Gunmetal Top	30AGHC	\$510	\$649		
30" Round Cafe Table w/ Hydraulic Base - Brushed Yellow Top	30YSHC	\$510	\$649		
30" Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top	30GRHC	\$467	\$594		
30" Round Cafe Table w/ Hydraulic Base - Green Top	30GSHC	\$510	\$649		
30" Round Cafe Table w/ Hydraulic Base - Maple Top	30MTHC	\$467	\$594		
30" Round Cafe Table w/ Hydraulic Base - Orange Top	30OSHC	\$510	\$649		
30" Round Cafe Table w/ Hydraulic Base - Red Top	30BRHC	\$467	\$594		
30" Round Cafe Table w/ Hydraulic Base - Grey Acajou Top	30MAHC	\$450	\$573		
30" Round Cafe Table w/ Standard Black Base - White Top	30WH29	\$432	\$549		
30" Round Cafe Table w/ Standard Black Base - Barnwood Top	30WDBC	\$432	\$549		
30" Round Cafe Table w/ Standard Black Base - Black Top	30BKSC	\$372	\$474		
30" Round Cafe Table w/ Standard Black Base - Blue Top	30BEBC	\$432	\$549		
30" Round Cafe Table w/ Standard Black Base - Brushed Gunmetal Top	30AGBC	\$372	\$474		
30" Round Cafe Table w/ Standard Black Base - Brushed Yellow Top	30YSBC	\$372	\$474		
30" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top	ZTJ	\$432	\$549		
30" Round Cafe Table w/ Standard Black Base - Green Top	30GSBC	\$372	\$474		
30" Round Cafe Table w/ Standard Black Base - Maple Top	ZTK	\$432	\$549		
30" Round Cafe Table w/ Standard Black Base - Orange Top	30OSBC	\$372	\$474		
30" Round Cafe Table w/ Standard Black Base - Red Top	ZTB	\$432	\$549		
30" Round Cafe Table w/ Standard Black Base - Grey Acajou Top	ZTA	\$432	\$549		
30" Cafe Table, Powered - White Top, Black Base	P30CWH	\$835	\$1,063		
36" Round Cafe Table w/ Hydraulic Base - White Top	36WTHC	\$506	\$644		
36" Round Cafe Table w/ Hydraulic Base - Black Top	36BKHC	\$479	\$609		
36" Round Cafe Table w/ Hydraulic Base - Maple Top	36MTHC	\$506	\$644		
36" Round Cafe Table w/ Hydraulic Base - Graphic Nebula Top	36GRHC	\$506	\$644		
36" Round Cafe Table w/ Standard Black Base - White Top	ZTQ	\$432	\$549		
36" Round Cafe Table w/ Standard Black Base - Black Top	36BKSC	\$334	\$425		
36" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top	ZTN	\$432	\$549		
36" Round Cafe Table w/ Standard Black Base - Maple Top	ZTP	\$432	\$549		
Rustique Square Metal Bar Table – Gunmetal	RSTSQT	\$413	\$525		

SUBTOTAL: _____

Specialty Furnishings 6 of 9

Advance Order Deadline: **Thursday, December 12, 2024**

Company Name: _____ Booth: _____

Description	Product #	Advance Price	Standard Price	Quantity	Total
COMMUNAL TABLES					
Ventura Communal Bar Table - Black Top, Silver	VNTBNP	\$1,082	\$1,377		
Ventura Communal Bar Table - White Top, Silver	VNTWNP	\$1,082	\$1,377		
Ventura Communal Bar Table - Maple Top, Silver	VNTMNP	\$1,082	\$1,377		
Ventura Communal Bar Table, Powered - Black Top, Silver	VNTBLK	\$1,214	\$1,545		
Ventura Communal Bar Table, Powered - White Top, Silver	VNTWHT	\$1,214	\$1,545		
Ventura Communal Bar Table w/ Grommet Holes - White Top, Silver	VNTBWW	\$1,082	\$1,377		
Ventura Communal Bar Table w/ Grommet Holes - Maple Top, Silver	VNTBMW	\$1,082	\$1,377		
Ventura Communal Cafe Table - Black Top, Silver	VNTCBN	\$888	\$1,130		
Ventura Communal Cafe Table - White Top, Silver	VNTCWN	\$888	\$1,130		
Ventura Communal Cafe Table - Maple Top, Silver	VNTCMN	\$888	\$1,130		
Ventura Communal Cafe Table, Powered - Black Top, Silver	VNTCBK	\$996	\$1,267		
Ventura Communal Cafe Table, Powered - White Top, Silver	VNTCWH	\$996	\$1,267		
Ventura Communal Cafe Table w/ Grommet Holes - White Top, Silver	VNTCWW	\$888	\$1,130		
Ventura Communal Cafe Table w/ Grommet Holes - Maple Top, Silver	VNTCMW	\$888	\$1,130		
POWERED PRODUCTS					
Adelaide Powered Cocktail Table - White Top, Silver	ADCTWP	\$534	\$679		
Adelaide Cocktail Table, Non-Powered - White Top, Silver	ADCTWH	\$385	\$490		
Adelaide Powered Cocktail Table - Black Top, Silver	ADCTBP	\$534	\$679		
Adelaide Cocktail Table, Non-Powered - Black Top, Silver	ADCTBK	\$385	\$490		
Ventura Communal Bar Table, Powered - Black Top, Silver	VNTBLK	\$1,214	\$1,545		
Ventura Communal Bar Table, Powered - White Top, Silver	VNTWHT	\$1,214	\$1,545		
Ventura Communal Cafe Table, Powered - Black Top, Silver	VNTCBK	\$996	\$1,267		
Ventura Communal Cafe Table, Powered - White Top, Silver	VNTCWH	\$996	\$1,267		
Village Charging Hub - Cream	VILHUB	\$360	\$458		
Wireless Charging Table, Powered - White, AC Outlets	CUBPOW	\$759	\$966		
30" Bar Table, Powered - White Top, Black Base	P30BWH	\$835	\$1,063		
30" Cafe Table, Powered - White Top, Black Base	P30CWH	\$835	\$1,063		
10' Table, Powered - White Top, Silver	C10PWR	\$1,522	\$1,937		
10' Table - White Top, Silver	CONF10	\$1,270	\$1,616		
10' Table, Powered - Black Top, Silver	BKCT10P	\$1,523	\$1,938		
10' Table - Black Top, Silver	BKCT10N	\$1,224	\$1,557		
8' Table, Powered - White Top, Silver	C8PWR	\$1,522	\$1,937		
8' Table - White Top, Silver	CONF8	\$1,270	\$1,616		
8' Table, Powered - Black Top, Silver	BKCT8P	\$1,523	\$1,938		
8' Table - Black Top, Silver	BKCT8N	\$1,224	\$1,557		
5' Table, Powered - White Top, Silver	C5PWR	\$792	\$1,008		
5' Table - White Top, Silver	CONF5	\$669	\$852		
5' Table, Powered - Black Top, Silver	BKCT5P	\$795	\$1,011		
5' Table - Black Top, Silver	BKCT5N	\$622	\$791		
SUBTOTAL:					

Specialty Furnishings 7 of 9

Advance Order Deadline: **Thursday, December 12, 2024**

Company Name: _____ Booth: _____

Description	Product #	Advance Price	Standard Price	Quantity	Total
ACCENT TABLES					
Adelaide Cocktail Table - White Top, Silver	ADCTWH	\$385	\$490		
Adelaide Powered Cocktail Table - White Top, Silver	ADCTWP	\$534	\$679		
Adelaide Cocktail Table - Black Top, Silver	ADCTBK	\$385	\$490		
Adelaide Powered Cocktail Table - Black Top, Silver	ADCTBP	\$534	\$679		
Adelaide Cocktail Table - Glass Top, Silver	ADCTGL	\$385	\$490		
Adelaide End Table - White Top, Silver	ADETWLH	\$372	\$474		
Adelaide End Table - Black Top, Silver	ADETBK	\$372	\$474		
Adelaide End Table - Glass Top, Silver	ADETGGL	\$372	\$474		
Alondra Cocktail Table - Brandy Maple Top, Chrome	ALC200	\$504	\$642		
Alondra Cocktail Table - Glass Top, Chrome	ALC100	\$504	\$642		
Alondra End Table - Brandy Maple Top, Chrome	ALE200	\$215	\$273		
Alondra End Table - Glass Top, Chrome	ALE100	\$215	\$273		
Geo Cocktail Table - Brandy Maple Top, Black Base	C1FWB	\$439	\$559		
Geo Cocktail Table - Glass Top, Chrome Base	C1C	\$363	\$462		
Geo End Table - Brandy Maple Top, Black Base	E1FWB	\$384	\$489		
Geo End Table - Glass Top, Chrome Base	E1C	\$341	\$434		
Mesa Cocktail Table - Barnwood Top, Bronze	MESCTW	\$323	\$411		
Mesa Cocktail Table - Black Top, Bronze	MESCTB	\$323	\$411		
Mesa Cocktail Table - Glass Top, Bronze	MESCTG	\$323	\$411		
Mesa End Table - Barnwood Top, Bronze	MESETW	\$215	\$273		
Mesa End Table - Black Top, Bronze	MESETB	\$215	\$273		
Mesa End Table - Glass Top, Bronze	MESETG	\$215	\$273		
Regis Bench/Table - Brushed Metal	REGBEN	\$446	\$567		
Regis End Table - Brushed Metal	REGOTT	\$330	\$420		
Silverado Cocktail Table - Glass Top, Chrome	C1E	\$384	\$489		
Silverado End Table - Glass Top, Chrome	E1E	\$363	\$462		
Sydney Cocktail Table - White Top, Brushed Steel Base	CIW	\$413	\$525		
Sydney Powered Cocktail Table - White Top, Brushed Steel Base	CIWP	\$556	\$707		
Sydney Cocktail Table - Barnwood Top, Brushed Steel Base	SYDWDC	\$501	\$637		
Sydney Cocktail Table - Black Top, Brushed Steel Base	CIY	\$413	\$525		
Sydney Powered Cocktail Table - Black Top, Brushed Steel	CIYP	\$556	\$707		
Sydney Cocktail Table - Blue Top, Brushed Steel Base	SYDBEC	\$501	\$637		
Sydney End Table - White Top, Brushed Steel Base	E1W	\$373	\$475		
Sydney End Table - Barnwood Top, Brushed Steel Base	SYDWDE	\$437	\$556		
Sydney End Table - Black Top, Brushed Steel Base	E1Y	\$373	\$475		
Sydney End Table - Blue Top, Brushed Steel Base	SYDBEE	\$437	\$556		
SIDE TABLES					
Aura Round Table - White Metal	AURA	\$267	\$339		
Sedona Side Table - White Top, Bronze	SEDBWH	\$218	\$278		
Sedona Side Table - Barnwood Top, Bronze	SEDBWD	\$218	\$278		
Sedona Side Table - Black Top, Bronze	SEDBBK	\$218	\$278		
Taos Side Table - White Top, Bronze	TAOBWH	\$218	\$278		
Taos Side Table - Barnwood Top, Bronze	TAOBWD	\$218	\$278		
Taos Side Table - Black Top, Bronze	TAOBBK	\$218	\$278		
Timber Table - Wood	TMBTBL	\$311	\$395		
OFFICE & STORAGE ESSENTIALS					
Madison Executive Desk - Grey Acajou	JD8	\$910	\$1,158		
Tech Desk, Powered - Black Metal, Black Laminate w/electrical unit	TECH	\$699	\$889		
Tech Desk, Powered w/ 3 Drawer File Cabinet - Black Metal, Black Laminate w/electrical unit	TECH3B	\$862	\$1,097		
3 Drawer File Cabinet on Castors - Black Top, Black Metal	TECH3	\$235	\$299		
Madison Bookcase - Grey Acajou	BC8	\$660	\$840		
Posh Shelving - Chrome, Acrylic	PSHCCS	\$773	\$983		
Divider, Freestanding Whiteboard - Silver, White	DIVFWB	\$597	\$759		

Subtotal:

Specialty Furnishings 8 of 9

Advance Order Deadline: **Thursday, December 12, 2024**

Company Name: _____ Booth: _____

Description	Product #	Advance Price	Standard Price	Quantity	Total
EXECUTIVE CONFERENCE TABLES					
Atomic 42" Round Table - Glass Top, Chrome	42ATO	\$478	\$608		
Atomic 36" Round Table - Glass Top, Chrome	36ATO	\$478	\$608		
Geo Table, Rectangle - Glass Top, Black	CF2	\$566	\$720		
Geo Table, Rectangle - Glass Top, Chrome	CE2	\$588	\$748		
Geo Table, Rounded Square - Glass Top, Chrome	CE1	\$407	\$518		
Geo Table, Rounded Square - Glass Top, Black	CF1	\$384	\$489		
Work Table - White Top, White	WD3	\$602	\$766		
42" Round Madison Table - Grey Acajou Top, Black	CB8	\$520	\$661		
42" Round Table - White Top, Black	CONF42	\$520	\$661		
42" Round Table - Black Top, Black	42BKCT	\$493	\$628		
10' Table, Powered - Black Top, Silver	BKCT10P	\$1,523	\$1,938		
10' Table - Black Top, Silver	BKCT10N	\$1,224	\$1,557		
10' Table, Powered - White Top, Silver	C10PWR	\$1,522	\$1,937		
10' Table - White Top, Silver	CONF10	\$1,270	\$1,616		
8' Table, Powered - Black Top, Silver	BKCT8P	\$1,523	\$1,938		
8' Table - Black Top, Silver	BKCT8N	\$1,224	\$1,557		
8' Table, Powered - White Top, Silver	C8PWR	\$1,522	\$1,937		
8' Table - White Top, Silver	CONF8	\$1,270	\$1,616		
5' Table, Powered - Black Top, Silver	BKCT5P	\$795	\$1,011		
5' Table - Black Top, Silver	BKCT5N	\$622	\$791		
5' Table, Powered - White Top, Silver	C5PWR	\$792	\$1,008		
5' Table - White Top, Silver	CONF5	\$669	\$852		
Madison 10' Table - Grey Acajou, Silver	MADC10	\$1,440	\$1,833		
Madison 8' Table - Grey Acajou, Silver	MADC08	\$1,440	\$1,833		
Madison 5' Table - Grey Acajou, Silver	MADC05	\$723	\$920		
EXECUTIVE SEATING					
Ace High Back Chair - Black Vinyl, Chrome	ACHBCB	577	734		
Ace High Back Chair - White Vinyl, Chrome	ACEHBC	\$577	\$734		
Ace Mid Back Chair - Black Vinyl, Chrome	ACMBCB	308	392		
Ace Mid Back Chair - White Vinyl, Chrome	ACEMBC	\$308	\$392		
Cupertino Mid Back Chair - Black Vinyl, Chrome	CUPCHA	\$457	\$581		
Genesis Chair - Black Fabric, Black	GENCHA	\$399	\$507		
Pro Executive Guest Chair - Black Vinyl, Chrome	PROGB	\$405	\$516		
Task Stool - Black Fabric, Black	TASKST	\$270	\$343		
COUNTERS & PEDESTALS					
Midtown Bar, Lighted w/ Plug In - Taupe Glass Top Pewter	MTBLPI	\$2,221	\$2,827		
Midtown Bar, Unlighted - Taupe Glass Top, Pewter	MTBUUL	\$2,381	\$3,030		
Midtown Powered Counter, Lighted w/ Plug In - Taupe Glass Top, Pewter	MTCLPI	\$2,540	\$3,233		
Midtown Powered Counter, Unlighted - Taupe Glass Top, Pewter	MTCPU	\$2,398	\$3,052		
Powered Locking Pedestal, 36" - Black	PDL36B	\$911	\$1,160		
Powered Locking Pedestal, 36" - White	PDL36W	\$911	\$1,160		
Powered Locking Pedestal, 42" - Black	PDL42B	\$1,077	\$1,371		
Powered Locking Pedestal, 42" - White	PDL42W	\$1,077	\$1,371		

SUBTOTAL:

Specialty Furnishings 9 of 9

Advance Order Deadline: **Thursday, December 12, 2024**

Company Name: _____ Booth: _____

Description	Product #	Advance Price	Standard Price	Quantity	Total
ESSENTIAL ACCESSORIES, LIGHTING & GREENERY					
Clear Divider, Bar/Counter - Clear, Black	DIVBAR	\$239	\$304		
Clear Divider, Freestanding - Silver, Clear	DIVFRE	\$478	\$608		
Clear Divider, Freestanding Corner - Silver, Clear	DIVFCR	\$957	\$1,218		
Clear Divider, Freestanding Wall - Silver, Clear	DIVFWL	\$478	\$608		
Clear Divider, Sofa/Table - Silver, Clear	DIVFST	\$428	\$545		
Miramar Divider, White - Molded Plastic	MIRWHT	\$614	\$782		
Mason Floor Lamp - Brushed Silver	LA15	\$349	\$444		
Mason Table Lamp - Brushed Silver	LA14	\$242	\$308		
Boxwood Hedge, 7' - Green, Black	HDG7FT	\$1,240	\$1,578		
Boxwood Hedge, 4' - Green, Black	HDG4FT	\$759	\$966		
Subtotal – Page 9:					
Subtotal – Pages 1-9:					
Tax 6%:					
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

104th TRB Annual Meeting

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE RECEIVED BY:
Monday, December 30, 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

104th TRB Annual Meeting

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE RECEIVED BY:
Monday, December 30, 2024 at 3:00 PM

ADVANCE SHIPPING LABEL



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

104th TRB Annual Meeting

COMPANY NAME: _____

BOOTH NUMBER: _____

NO SHIPMENTS ACCEPTED BEFORE:
Friday, January 3, 2025 at 12:00 PM

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 C.C.
Halls D & E
801 Allen Y. Lew Place NW
Washington, DC 20001

104th TRB Annual Meeting

COMPANY NAME: _____

BOOTH NUMBER: _____

NO SHIPMENTS ACCEPTED BEFORE:
Friday, January 3, 2025 at 12:00 PM

DIRECT SHIPPING LABEL



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

104th TRB Annual Meeting

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE RECEIVED BY:
Monday, December 30, 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

104th TRB Annual Meeting

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE RECEIVED BY:
Monday, December 30, 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, or any weekend hours or 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 weekdays, or all weekend hours, will be assessed a **50% overtime surcharge**.

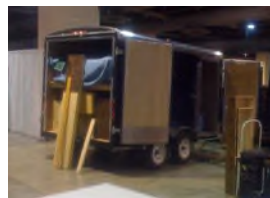
Description	Product #	Price – per CWT unless noted otherwise	Minimum			
WAREHOUSE (ADVANCE) SHIPMENT						
Crated or Skidded Shipment	MH1	\$152.00	\$304.00			
Small Package - first piece (applies to shipment weighing 30 pounds or less)	MH2	\$70.00				
Small Package - each additional	MH3	\$65.00				
Overtime Surcharge – Small Package (applies to shipment weighing 30 pounds or less)	MH3AOT	\$32.50				
Special Handling/Uncrated Shipment (50% surcharge)	MH4	\$228.00	\$456.00			
Overtime Surcharge - Crated or Skidded Shipment (50% surcharge)	MH5	\$76.00	\$152.00			
Overtime Surcharge - Special Handling/Uncrated Shipment (50% surcharge)	MH6	\$114.00	\$228.00			
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	\$142.00	\$284.00			
Crated Shipment via Special Carrier (FedEx, UPS, DHL, USPS, etc.)	MH9	\$177.50	\$355.00			
Small Package - first piece (applies to shipment weighing 30 pounds or less)	MH2	\$70.00				
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 (50% surcharge)	MH10	\$213.00	\$426.00			
Overtime Surcharge - Crated or Skidded Shipment (50% surcharge)	MH11	\$71.00	\$142.00			
Overtime Surcharge - Crated Shipment via Special Carrier (50% surcharge)	MH12	\$88.75	\$177.50			
Overtime Surcharge - Special Handling/Uncrated Shipment (50% surcharge)	MH13	\$106.50	\$213.00			
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	\$275.00				
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 2 axle vehicle, additional axles \$275 each)	MH17	\$550.00				
** 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:						

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
Friday, January 3: 1:00 PM - 4:00 PM	Tuesday, January 7: 5:00 PM - 7:00 PM
Saturday, January 4: 9:00 AM - 3:30 PM	Wednesday, January 8: 9:00 AM - 11:00 AM
Sunday, January 5: 9:00 AM - 12:00 PM	

Flat Cart Service Rate:

\$275.00 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: **Thursday, December 12, 2024**

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 Thursday, December 12, 2024**. 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

\$550 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

- Batteries must be disconnected and taped.
- Fuel supply must not exceed ¼-tank.
- Vehicle must be furnished with a locking gas cap or a cap sealed with tape to prevent the escape of vapors.
- Refueling, or removal of fuel from vehicles, while on the premises is prohibited.
- Vehicle cannot be turned on, operated, or moved during show hours.
- All spotting service orders are subject to Hargrove’s Payment Policy and Exhibitor Terms and 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										

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

TOTAL:

Additional Instructions:

Contact Name: _____ Title: _____

Phone: _____ Email: _____

Labor

Advance Order Deadline: **Thursday, December 12, 2024**

Company Name: _____ Booth: _____

Description – per hour, unless noted otherwise	Product #	Advance Price (by 12/12/24)	Standard Price (by 12/13 - 1/2/2025)	Floor Order Price (begins 1/3/25)
Display and Hanging Sign Labor				
Straight Time	L1	\$135.00	\$162.00	\$189.00
Overtime	L2	\$191.00	\$229.20	\$267.40
Double Time / Holiday	L3	\$270.00	\$324.00	\$378.00
Supervision Fee	L4	30%, with \$50 minimum		
Shrink Wrap Skid (per skid)	LS	\$41.00	\$49.00	\$57.00
Band Skid or Crate (per piece)	LB	\$52.00	\$62.00	\$72.00

FORKLIFT & RIGGING LABOR				
Forklift w/ operator - up to 5,000 lbs. - Straight Time	L5	\$385.00	\$462.00	\$539.00
Forklift w/ operator - up to 5,000 lbs. - Overtime	L6	\$441.00	\$529.20	\$617.40
Forklift w/ operator - up to 5,000 lbs. - Double Time	L7	\$520.00	\$624.00	\$728.00
Forklift w/ operator - over 5,000 lbs.	L8	Request a quote		
Boom lift w/crew - Straight Time	L15	\$805.00	\$966.00	\$1,127.00
Boom lift w/ crew - Overtime	L16	\$973.00	\$1,167.60	\$1,362.20
Boom lift w/crew - Double Time	L17	\$1,210.00	\$1,452.00	\$1,694.00
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):

TOTAL:

- **Straight Time:** Rates apply Monday-Friday 8:00 AM - 4:30 PM.
- **Overtime:** Rates apply Monday-Friday before 8:00 AM and after 4:30 PM, and all day Saturday.
- **Double Time:** Rates apply on Sundays and select holidays..
- **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	\$2,037.00	
Premium Accessible Storage	LBASPR	\$2,689.00	
TOTAL:			

Hanging Signs & Overhead Structures

Submission Deadline: **Thursday, December 12, 2024**

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 Order Form](#) page. The minimum order for hanging signs/banners is one (1)-hour Boom lift w/crew for the installation and an additional one (1)-hour Boom lift 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 complete the work safely/securely 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:

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

Specifications:

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

Assembly required? Yes No

Electricity required? Yes * No * Order electrical service!

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

Placement:

Feet from rear of booth: _____

feet from left side of booth: _____



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 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 agrees 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.

****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 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.

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 Services – Hi-Tech](#)

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

Additional Vendors

Audio, Video, & Computer Equipment – **Encore**

Plants/Floral – **TBD**

Security – **Simmons**