



Exhibitor Service Manual

105th TRB Annual Meeting

Sunday, January 11 - Tuesday, January 13, 2026

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Walter E. Washington Convention Center

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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 11 to Tuesday, January 13, 2026

Exhibitor Move-In

Friday, January 9	12:00 PM	to	5:00 PM	By Appointment Only (Booths 400 sq ft or larger)
Saturday, January 10	8:00 AM	to	4:30 PM	
Sunday, January 11	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 11. 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 11	4:00 PM	to	7:00 PM
Monday, January 12	9:00 AM	to	4:00 PM
Tuesday, January 13	9:00 AM	to	4:00 PM

NOTE: Subject to change.

Exhibitor Move-Out

Tuesday, January 13	4:00 PM	to	8:00 PM
Wednesday, January 14	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 13 at 7:00 PM** or by **Wednesday, January 14 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): Grey

3' High Draped Siderails – Color: Grey

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 11 at 11:00 AM** 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 18, 2025**. The package includes carpet, one six-foot draped table, two chairs, and one wastebasket for a discounted rate of \$672. To order this package, please see [Booth Package product in storefront](#).

General Information (cont.)

Important Deadlines

Due Date	Deadline
Friday, December 5, 2025	First Day for Shipment Receiving at the Advance Warehouse Advance Warehouse Receiving Hours: Monday – Friday 8:00 AM to 3:00 PM The warehouse will be closed December 25 and January 1.
Thursday, December 11, 2025	Rental Booth & Banner Order Deadline
Thursday, December 18, 2025	Advance Order, Graphics, & Rental Booth Art Submission Deadline Hargrove's advance prices apply to orders received with payment by this deadline.
Monday, December 29, 2025	Carpet & Online Ordering Deadline Orders after this date must be placed via phone or email and are subject to availability.
Tuesday, January 6, 2026	Last Day of Shipment Receiving at the Advance Warehouse Advance Warehouse Receiving Hours: Monday – Friday 8:00 AM to 3:00 PM. The warehouse will be closed December 25 and January 1.
Saturday, January 10, 2026	Direct to Show Site Shipments Received Direct Shipment Receiving Begins: Saturday, January 10, 2026 at 8:00 AM

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, December 5, 2025 at 8:00 AM** and ends **Tuesday, January 6, 2026 at 3:00 PM**.

Advance shipping address:

(Your Company Name & Booth Number)

105th TRB Annual Meeting

c/o Hargrove

TForce Freight

6571 Washington Blvd.

Elkridge, MD 21075

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

The warehouse will be closed December 25 and January 1.

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 **Saturday, January 10, 2026 at 8:00 AM**.

Direct shipping address:

(Your Company Name & Booth Number)

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c/o Hargrove

Walter E. Washington Convention Center

Halls D & E

801 Allen Y. Lew Place NW

Washington, DC 20001

NOTE: Items received before 8:00 AM or after 4:30 PM weekdays or any weekend hour will be handled on overtime. An overtime surcharge will apply.

Shipment Information

Pick-Up Address:

Walter E. Washington Convention Center

801 Allen Y. Lew Place NW

Washington, DC 20001

Hargrove Ordering & Payment Guide

Online Ordering

[Hargrove Storefront](#)

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

Login Information

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

Payment Information

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

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

Payment Policies

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

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

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

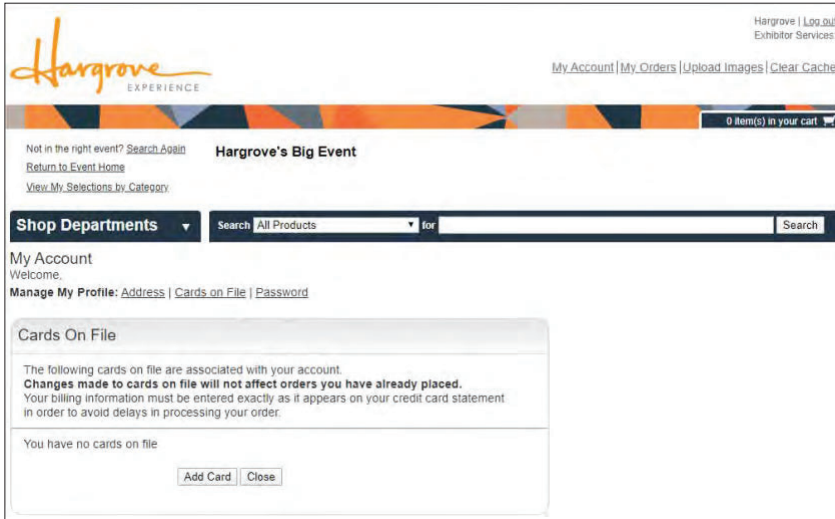
Please review Hargrove's Terms & Conditions for additional policies pertaining to orders.

Hargrove Ordering & Payment Guide (cont.)

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

Login to your Hargrove account at: [Hargrove Storefront](#)

How to Add a Credit Card to Your Account



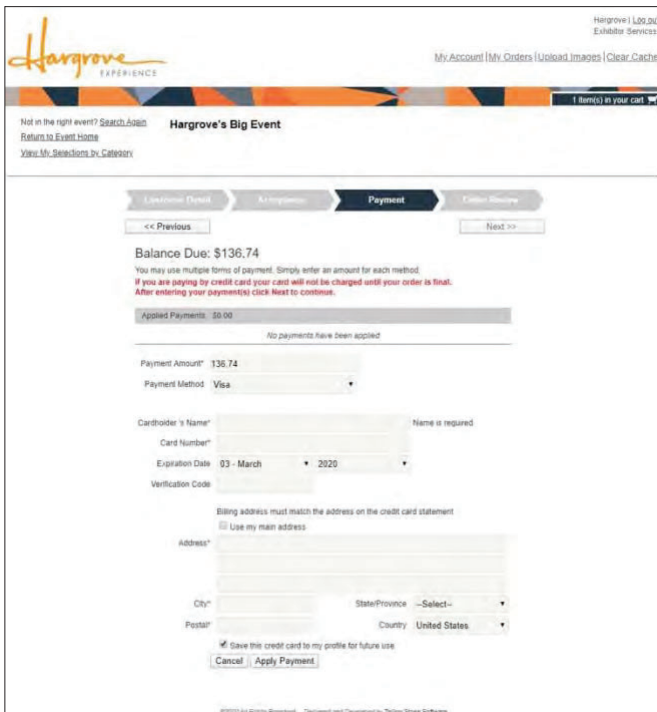
The screenshot shows the Hargrove account page. At the top, there's a navigation bar with links: My Account, My Orders, Upload Images, and Clear Cache. Below this, there's a section for 'My Account' with a welcome message and links to Manage My Profile, Address, Cards on File, and Password. The 'Cards On File' section is highlighted, showing a message: 'The following cards on file are associated with your account. Changes made to cards on file will not affect orders you have already placed. Your billing information must be entered exactly as it appears on your credit card statement in order to avoid delays in processing your order.' Below this, it says 'You have no cards on file' and there are buttons for 'Add Card' and 'Close'.

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.

How to Add a Credit Card When Placing Orders



The screenshot shows the Hargrove checkout page. At the top, there's a navigation bar with links: My Account, My Orders, Upload Images, and Clear Cache. Below this, there's a section for 'My Account' with a welcome message and links to Manage My Profile, Address, Cards on File, and Password. The 'Payment' section is highlighted, showing a progress bar with steps: Location, Details, Payment, and Order Review. The 'Payment' step is active, showing a balance due of \$136.74. Below this, there's a section for 'Payment Method' with a dropdown menu set to 'Visa'. There are fields for Cardholder's Name, Card Number, Expiration Date, and Verification Code. Below these, there's a section for 'Billing Address' with fields for Address, City, State/Province, Country, and Postal. At the bottom, there's a checkbox for 'Save this credit card to my profile for future use' and buttons for 'Cancel' and 'Apply Payment'.

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 18, 2025**

Payment Policy:

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

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.

NOTE: Include your company name, booth number, order number, and show name, and the country and bank where the transfer originated.

☐ Credit Card – Credit card information must be submitted online at 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: 50-46510) Order # _____

☐ ACH payment* on _____
(Date) (Order #)

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

* 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

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, DC 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 13 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 14 at 8:00 AM to 12:00 PM – Exhibitor Move-Out resumes.

Driver Check-In & Material Handling Agreement Deadlines

For **Tuesday, January 13** outbound shipments:

Driver Check-In by: 7:00 PM

Material Handling Agreement by: 8:00 PM

For **Wednesday, January 14** 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 13 at 7:00 PM or by Wednesday, January 14 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 14 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 14 at 12:00 PM – Final clean up, Exhibitor Move-Out ends.

Pick-Up Address:

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

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 (cont.)

- (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 (cont.)

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 (cont.)

(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 (cont.)

(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 (cont.)

(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

Hargrove Exhibitor Services Catalog

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



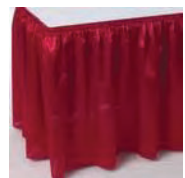
Teal



Purple



Burgundy



Red



Gold



Grey



White



Need more options?

Contact us today

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 & Flooring

The details matter. Materials in your booth should complement your brand, Hargrove has a wide variety of carpet and flooring options.

Carpet & Flooring 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



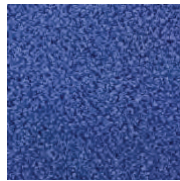
Black



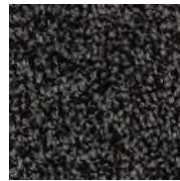
Red



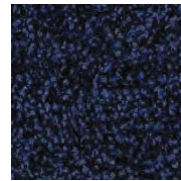
Grey



Blue



Pepper



Blue Jay

Plush Carpet Colors



Black



Charcoal



Platinum



Beige



White



Reflex Blue

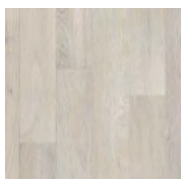


Navy

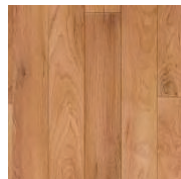


Red

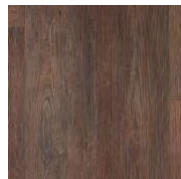
Expo Flex Vinyl Flooring Colors



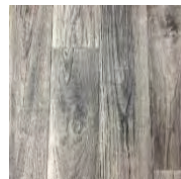
Whitewood



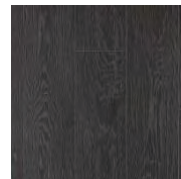
Dark Maple II



Barnwood II



Silverwood II



Blackwood II

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.

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

*Actual items may vary. All measurements are approximate.
Electrical service required*



Curved Counter

42" Tall x 60" Wide x 22" Deep

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"

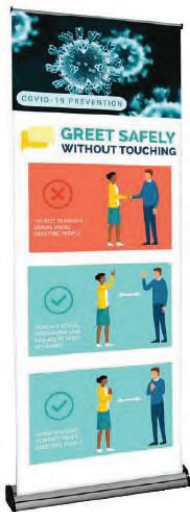
Retractable Banner Stands

Make a bold statement at your next event with retractable banner signs—lightweight, easy to set up, and designed to showcase your brand with stunning visuals.

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



Rental Exhibits

Hargrove Exhibitor Services Catalog

Hargrove
from **encore**[®]



Rental Exhibit Solutions

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



Hargrove Rental Booth 100 (RNBT100)

The 10' x 10' rental booth includes the following:

Booth Structure, graphics on all panels included

1 - 1 Meter counter with graphic wrap

Standard 10' x 10' Carpet

1 - Wastebasket

Furniture:

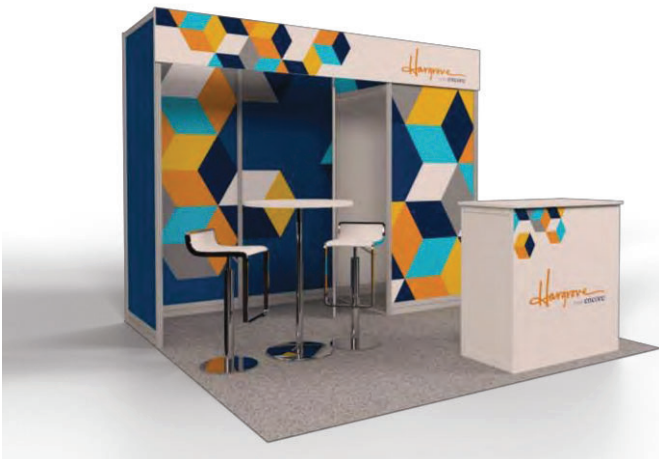
1 - Bar Table - white top, hydraulic base

2 - Zoey Barstools

Daily Cleaning for Each Show Day

Shipping & Material Handling of Exhibit Elements

Installation & Dismantle Labor of Exhibit Elements



Hargrove Rental Booth 101 (RNBT101)

The 10' x 10' rental booth includes the following:

Booth Structure, graphics on all panels included

1 - 1 Meter counter with graphic wrap

Standard 10' x 10' Carpet

1 - Wastebasket

Furniture:

1 - Bar Table - white top, hydraulic base

2 - Zoey Barstools

Daily Cleaning for Each Show Day

Shipping & Material Handling of Exhibit Elements

Installation & Dismantle Labor of Exhibit Elements



Hargrove Rental Booth 102 (RNBT102)

The 10' x 10' rental booth includes the following:

Booth Structure, graphics on all panels included

1 - 1 Meter counter with graphic wrap

Standard 10' x 10' Carpet

1 - Wastebasket

Furniture:

1 - Bar Table - white top, hydraulic base

2 - Zoey Barstools

Daily Cleaning for Each Show Day

Shipping & Material Handling of Exhibit Elements

Installation & Dismantle Labor of Exhibit Elements

Rental Exhibit Solutions

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



Rental Booth 200 (RNBT200)

The 10' x 20' rental booth includes the following:

Booth Structure, graphics on all panels included

1 - 2 Meter counter with graphic wrap

Standard 10' x 20' Carpet

1 - Wastebasket

Furniture:

1 - Bar Table - white top, hydraulic base

2 - Zoey Barstools

Daily Cleaning for Each Show Day

Shipping & Material Handling of Exhibit Elements

Installation & Dismantle Labor of Exhibit Elements



Rental Booth 201 (RNBT201)

The 10' x 20' rental booth includes the following:

Booth Structure, graphics on all panels included

1 - 2 Meter counter with graphic wrap

Standard 10' x 20' Carpet

1 - Wastebasket

Furniture:

1 - Bar Table - white top, hydraulic base

2 - Zoey Barstools

Daily Cleaning for Each Show Day

Shipping & Material Handling of Exhibit Elements

Installation & Dismantle Labor of Exhibit Elements



Rental Booth 202 (RNBT102)

The 10' x 20' rental booth includes the following:

Booth Structure, graphics on all panels included

Booth Structure, graphics on all panels included

1 - 2 Meter counter with graphic wrap

Standard 10' x 20' Carpet

1 - Wastebasket

Furniture:

1 - Bar Table - white top, hydraulic base

2 - Zoey Barstools

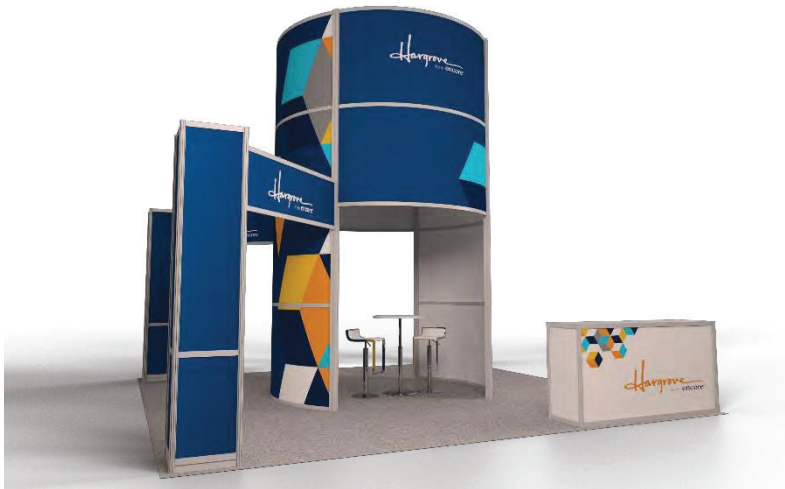
Daily Cleaning for Each Show Day

Shipping & Material Handling of Exhibit Elements

Installation & Dismantle Labor of Exhibit Elements

Rental Exhibit Solutions

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



Rental Booth 401 (RNBT401)

The 20' x 20' rental booth includes the following:

Booth Structure, graphics on all panels included

1 - L-Shaped Counter, graphics on front panels

3 - 1/2M Counters, graphics on front panels

Standard 20' x 20' Carpet

1 - Wastebasket

Furniture:

1 - Bar Table - white top, hydraulic base

2 - Zoey Barstools

Daily Cleaning for Each Show Day

Shipping & Material Handling of Exhibit Elements

Installation & Dismantle Labor of Exhibit Elements



Rental Booth 402 (RNBT402)

The 20' x 20' rental booth includes the following:

Booth Structure, graphics on all panels included

4 - 1 M Counters, graphics on front panels

Standard 20' x 20' Carpet

1 - Wastebasket

Furniture:

1 - Bar Table - white top, hydraulic base

2 - Zoey Barstools

1 - Baja Loveseat

2 - Baja Chairs

1 - Alonda Cocktail Table, glass top

Daily Cleaning for Each Show Day

Shipping & Material Handling of Exhibit Elements

Installation & Dismantle Labor of Exhibit Elements



Rental Booth 403 (RNBT403)

The 20' x 20' rental booth includes the following:

Booth Structure, graphics on all panels included

1 - 2 M Counter, graphics on front panels

4 - 1 M Counters, graphics on front panels

Standard 20' x 20' Carpet

1 - Wastebasket

Furniture:

1 - Bar Table - white top, hydraulic base

2 - Zoey Barstools

Daily Cleaning for Each Show Day

Shipping & Material Handling of Exhibit Elements

Installation & Dismantle Labor of Exhibit Elements

Fabric Rental Exhibit Solutions

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



8' x 10' – Fabric Rental Booth (RNBT001A)

The 8' H x 10' W rental booth includes the following:

- Rental Frame with Jack Legs for Support
- Single-Sided Printed Fabric Graphic
- 1 – 1 Meter counter with graphic wrap
- 1 - Wastebasket
- Standard 10' x 10' Carpet
- Daily Cleaning for each show Day
- Shipping & Material Handling of the Exhibit Elements
- Installation & Dismantle Labor of Exhibit Elements



8' x 20' – Fabric Rental Booth (RNBT001B)

The 8' H x 20' W rental booth includes the following:

- Single-Sided Printed Fabric Graphic
- 1 - 2 Meter counter with graphic wrap
- 1 - Wastebasket
- Standard 10' x 20' Carpet
- Daily Cleaning for each show Day
- Shipping & Material Handling of the Exhibit Elements
- Installation & Dismantle Labor of Exhibit Elements



8' x 30' – Fabric Rental Booth (RNBT001C) *

The 8' H x 30' W rental booth includes the following:

- Rental Frame with Jack Legs for Support
- Single-Sided Printed Fabric Graphic
- 1 - 2 Meter counter with graphic wrap
- 1 - Wastebasket
- Standard 10' x 30' Carpet
- Daily Cleaning for each show Day
- Shipping & Material Handling of the Exhibit Elements
- Installation & Dismantle Labor of Exhibit Elements




*** Special Order Item, additional lead time required for order and artwork submission.**

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

2025 TRADESHOW CATALOG



ESSENTIAL FURNISHINGS AND HELPFUL TIPS TO PLAN YOUR NEXT TRADESHOW EXHIBIT

Soft Seating					
Product Image	Product Name	Product Code	Color/Materials	Dimensions	
	Allegro Chair	CHRO02	Blue Fabric	Length: 36" Depth: 34.5" Height: 30" Seat Length: 23" Seat Depth: 23" Seat Height: 17"	
	Allegro Loveseat	LVS002	Blue Fabric	Length: 63" Depth: 34.5" Height: 30" Seat Length: 57" 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"	

Soft Seating



Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Cordoba Chair	COCHTP	Taupe Fabric, Black	Length: 37" Depth: 32" Height: 33" Seat Length: 22.5" Seat Depth: 21" Seat Height: 18"
	Cordoba Loveseat	COLVTP	Taupe Fabric, Black	Length: 60.5" Depth: 32" Height: 33" Seat Length: 46" Seat Depth: 21" Seat Height: 18"
	Fairfax Chair	FAIRCW	White Vinyl, Brushed Metal	Length: 27" Depth: 26" Height: 30" Seat Length: 24" Seat Depth: 20.5" Seat Height: 17"
	Fairfax Sofa	FAIRSW	White Vinyl, Brushed Metal	Length: 62" Depth: 26" Height: 30" Seat Length: 62" Seat Depth: 20.5" Seat Height: 17"
	Key Largo Chair	KEYCHR	Black Fabric, Wood	Length: 35" Depth: 35" Height: 34" Seat Length: 22" Seat Depth: 22" Seat Height: 19"
	Key Largo Loveseat	KEYLOV	Black Fabric, Wood	Length: 57" Depth: 35" Height: 34" Seat Length: 44" Seat Depth: 22" Seat Height: 19"

Soft Seating

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Key Largo Sofa	KEYSOF	Black Fabric, Wood	Length: 79" Depth: 35" Height: 34" Seat Length: 66" Seat Depth: 22" Seat Height: 19"
	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"

Soft Seating

Soft Seating					
Product Image	Product Name	Product Code	Color/Materials	Dimensions	
	Palm Beach Sofa	PALSOF	White Vinyl	Length: 69" Depth: 29" Height: 33" Seat Length: 48-62" Seat Depth: 19" Seat Height: 18"	
	Sterling Chair	STESCHA	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"	

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Valencia Loveseat	VALVOT	Oat Fabric	Length: 63" Depth: 30.5" Height: 31" Seat Length: 53" Seat Depth: 20.5" Seat Height: 17.5"
	Valencia Loveseat	VALSOF	Coffee Brown Velvet	Length: 63" Depth: 30.5" Height: 31" Seat Length: 53" Seat Depth: 20.5" Seat Height: 17.5"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Naples Chair	Powered: NPLCHP Non-Powered: NPLCHR	Black Vinyl	Length: 36" Depth: 30" Height: 33.25" Seat Length: 25" Seat Depth: 20.5" Seat Height: 18"
	Naples Loveseat	Powered: NPLLOP Non-Powered: NPLLOV	Black Vinyl	Length: 62" Depth: 30" Height: 33.25" Seat Length: 52.5" Seat Depth: 20.5" Seat Height: 18"
	Naples Sofa	Powered: NPLSOP Non-Powered: NPLSOF	Black Vinyl	Length: 87" Depth: 30" Height: 33.25" Seat Length: 77.5" Seat Depth: 20.5" Seat Height: 18"
	Tech Tablet Chair	Powered: TCHGRY Non-Powered: TCHTNP	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	Powered: TCHP Non-Powered: TCHNTP	Gray Vinyl, Chrome Base	Length: 30.5" Depth: 29" Height: 33.5" Seat Length: 22.5" Seat Depth: 19.5" Seat Height: 19"

Accent Chairs





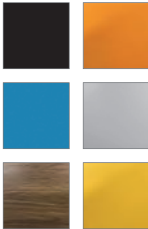
Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Atherton Chair	ATHCHA	Brown Leather, Black Metal	Length: 27" Depth: 31" Height: 30" Seat Length: 21.5" Seat Depth: 24" Seat Height: 17"
	Bowery Chair	BOWCHA	Ochre Fabric	Length: 29.75" Depth: 31" Height: 27.25" Seat Length: 30" Seat 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"

Accent Chairs


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"
	Lorna Chair	LRCHGN	Green Leather, Antique Brass	Length: 26" Depth: 25" Height: 30" Seat Length: 18.5" Seat Depth: 19.5" Seat Height: 18"
	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"

Accent Chairs






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 ⚡	Powered: TCHGRY Non-Powered: TCHTNP	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 ⚡	Powered: TCHP Non-Powered: TCHNTP	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
 	Blade Chair	BLDCBK BLDCRD BLDCSB	Black Red Sky Blue	Length: 20.5" Depth: 19" Height: 30.5" Seat Length: 15" Seat Depth: 16.75" Seat Height: 17.75"
	Brewer Chair	SC3	Onyx, Chrome	Length: 20" Depth: 20" Height: 32" Seat Length: 19.5" Seat Depth: 16.5" Seat Height: 18.75"
 	Chelsea Chair	CCBTWL CCBTAZ CCBTBK CCBTYL CCBTGY CCBTOR	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: 34" Seat Length: 18" Seat Depth: 16" Seat Height: 18.5"

Group Seating





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

Group Seating






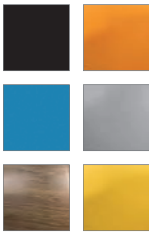
Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Malba Chair	MALGRY	Gray, Chrome	Length: 20" Depth: 20" Height: 32" Seat Length: 17" Seat Depth: 14" Seat Height: 19"
	Malba Chair	MALGRN	Green, Chrome	Length: 20" Depth: 20" Height: 32" Seat Length: 17" Seat Depth: 14" Seat Height: 19"
 <div></div>	Marina Chair	MARCWH MARCBR MARCBK MARGCY MARCBE MARCRD	White Vinyl, Brushed Metal Brown Fabric, Brushed Metal Black Vinyl, Brushed Metal Gray Fabric, 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"


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







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Beverly Bench Ottoman	BVLYBK BVLYBN BVLYGR BVLYLN BVLYOB BVLYRD BVLYWH	Black Vinyl Brown Fabric Gray Fabric Linen Fabric Ocean Blue Fabric Red Fabric White Vinyl	Length: 60" Depth: 20" Height: 18" Seat Length: 60" Seat Depth: 20" Seat Height: 18"
	Beverly Small Bench Ottoman	BVSMBK BVSMBN BVSMGY BVSMILV BVSMILN BVSMBL BVSMGN BVSMOR BVSMRD BVSMWH BVSMYL	Black Vinyl Brown Fabric Gray Fabric Lavender Fabric Linen Fabric Ocean Blue Fabric Olive Green Fabric Orange Fabric Red Fabric White Vinyl Yellow Fabric	Length: 30" Depth: 20" Height: 18" Seat Length: 30" Seat Depth: 20" Seat Height: 18"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
<div></div>	<div>Marche Swivel Ottoman</div>	MAR001 MAR015 MAR010 MAR014 MAR012 MAR002 MAR016 MAR003 MAR008 MAR020 MAR011 MAR009 MAR007 MAR004 MAR005 MAR006 MAR013 MAR021	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	<div>Round: 17" Height: 18" Seat Round: 17" Seat Height: 18"</div>
<div></div>	<div>Vibe Cube Ottoman</div> 	VIB10 VIB02 VIB05 VIB21 VIB14 VIB17 VIB01 VIB22 VIB08 VIB13 VIB04 VIB12 VIB16 VIB11 VIB15 VIB09	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	<div>Length: 18" Depth: 18" Height: 18" Seat Length: 18" Seat Depth: 18" Seat Height: 18"</div>



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"
 <div></div>	Blade Barstool	BLDBBK BLDBRD BLDBSB BLDBWH	Black Red Sky Blue White Molded Plastic	Length: 20.5" Depth: 20" Height: 40.5" Seat Length: 14" Seat Depth: 15.75" Seat Height: 30.25"
 <div></div>	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"


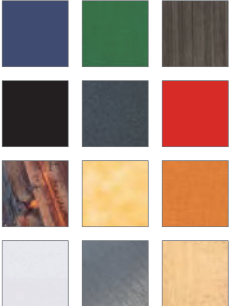

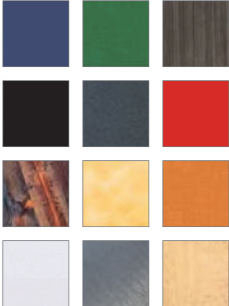


Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Christopher Barstool	XBAR	White Vinyl, Chrome	Length: 19" Depth: 19" Height: 41" Seat Length: 14.5" Seat Depth: 15" Seat Height: 29"
	Kamden Barstool	KABSWH	White Vinyl, Chrome	Length: 16.5" Depth: 20" Height: 25-33.5" Seat Length: 15"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

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

Bar Seating

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


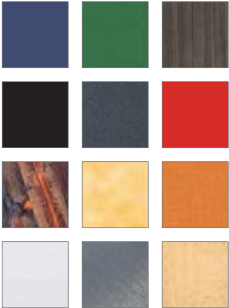




Bar & Café Tables



Product Image		Product Name	Product Code	Color/Materials	Dimensions
 	 	30" Round Bar Table w/ Hydraulic Base	30WHHB 30WDHB 30BKHB 30BEHB 30AGHB 30YSHB 30GRHB 30GSHB 30MTHB 30OSHB 30BRHB 30MAHB	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	Round: 30" Height: 45"
		30" Round Bar Table w/ Standard Black Base	30WH42 30WDBB 30BKSB 30BEBB 30AGBB 30YBBB VTJ 30GSBB VTK 30OSBB VTB VTA	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	Round: 30" Height: 42"
		30" Round Bar Table, Powered	P30BWH	White Top, Black Base	Round: 30" Height: 42"

Bar & Café Tables







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	36" Round Bar Table w/ Hydraulic Base	36WTHB 36BKHB 36GRHB 36MTHB	White Top Black Top Graphite Nebula Top Maple Top	Round: 36" Height: 45"
	36" Round Bar Table w/ Standard Black Base	VTW 36BKSB VTN VTP	White Top Black Top Graphite Nebula Top Maple Top	Round: 36" Height: 42"
	30" Round Café Table w/ Hydraulic Base	30WHHC 30WDHC 30BKHC 30BEHC 30AGHC 30YSHC 30GRHC 30GSHC 30MTHC 30OSHC 30BRHC 30MAHC	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	Round: 30" Height: 29"

Bar & Café Tables


Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	30" Round Cafe Table w/ Standard Black Base	30WH29 30WDBC 30BKSC 30BEBC 30AGBC 30YSBC ZTJ 30GSBC ZTK 30OSBC ZTB ZTA	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	Round: 30" Height: 29"
 	30" Round Cafe Table, Powered	P30CWH	White Top, Black Base	Round: 30" Height: 29"
 	36" Round Cafe Table w/ Hydraulic Base	36WTHC 36BKHC 36MTHC 36GRHC	White Top Black Top Maple Top Graphite Nebula Top	Round: 36" Height: 29"

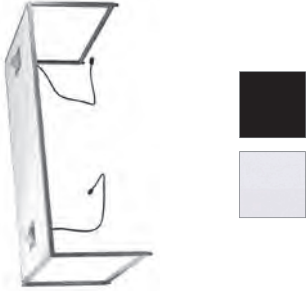


Product Image	Product Name	Product Code	Color/Materials	Dimensions
	36" Round Cafe Table w/ Standard Black Base	ZTQ 36BKSC ZTN ZTP	White Top Black Top Graphite Nebula Top Maple Top	Round: 36" Height: 29"
	Rustique Square Metal Bar Table	RSTSQT	Gunmetal	Length: 23.75" Depth: 23.75" Height: 41.25"






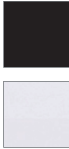
Communal Tables




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"

Communal Tables

Communal Tables					
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
	Adelaide Powered Cocktail Table	Powered: ADCTWP Non-Powered: ADCTWH	White Top, Silver	Length: 48.87" Depth: 25.37" Height: 18"
		Powered: ADCTBP Non-Powered: ADCTBK	Black Top, Silver	
	Ventura Communal Bar Table, Powered	VNTBLK VNTWHT	Black Top, Silver White Top, Silver	Length: 72.25" Depth: 26.25" Height: 42"
	Ventura Communal Cafe Table, Powered	VNTCBK VNTCWH	Black Top, Silver White Top, Silver	Length: 72.25" Depth: 26.25" Height: 30"




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: BK C10P Non-Powered: BK C10N	White Top, Silver Black Top, Silver	Length: 120" Depth: 48" Height: 29"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
 <div></div>	8' Table	Powered: C8PWR Non-Powered: CONF8 Powered: BKCT8P Non-Powered: BKCT8N	White Top, Silver Black Top, Silver	Length: 96" Depth: 60" Height: 29"
	5' Table	Powered: C5PWR Non-Powered: CONF5 Powered: BKCT5P Non-Powered: BKCT5N	White Top, Silver Black Top, Silver	Length: 60" Depth: 48" Height: 29"


Accent Tables

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



Accent Tables

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

Accent Tables

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

Accent Tables

Product Image		Product Name	Product Code	Color/Materials	Dimensions
		Silverado Cocktail Table	CIE	Glass Top, Chrome	Round: 36" Height: 17"
		Silverado End Table	EIE	Glass Top, Chrome	Round: 24" Height: 22"
		Timber Cocktail Table	TMBCKT	Distressed Wood	Round: 30" Height: 15"
		Timber End Table	TMBTBL	Distressed Wood	Round: 16" Height: 17"







Side Tables

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Aura Round Table	AURA	White Metal	Round: 15" Height: 22"
	Sedona Side Table	SEDBWH SEDBWD SEDBBK	White Top, Bronze Barnwood Top, Bronze Black Top, Bronze	Length: 15.75" Depth: 15.75" Height: 24"
	Taos Side Table	TAOBWH TAOBWD TAOBBK	White Top, Bronze Barnwood Top, Bronze Black Top, Bronze	Length: 15.75" Depth: 15.75" Height: 24"

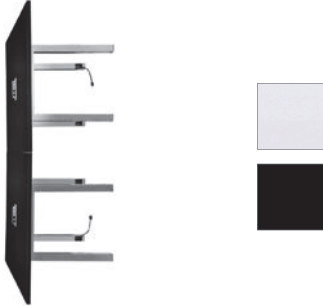
Office & Storage Essentials

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 TECH3	Black Metal, Black Laminate w/electrical unit Black Top, Black Metal	Length: 60" Depth: 30" Height: 30" 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"





Executive Conference Tables

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"







Executive Conference Tables

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	42" Round Table	CONF42 42BKCT	White Top, Black Black Top, Black	Round: 42" Height: 29"
	10' Table	Powered: BKCT10P Non-Powered: BKCT10N Powered: C10PWR Non-Powered: CONF10	Black Top, Silver White Top, Silver	Length: 120" Depth: 48" Height: 29"
	8' Table	Powered: BKCT8P Non-Powered: BKCT8N Powered: C8PWR Non-Powered: CONF8	Black Top, Silver White Top, Silver	Length: 96" Depth: 60" Height: 29"



Executive Conference Tables









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





Executive Seating

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"




Executive Seating

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

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Midtown 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	MTCPUL	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, 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"
	Miramar Divider, White	MIRWHT	Molded Plastic	Length: 63" Depth: 23" Height: 83"

Essential Accessories, Lighting & Greenery





Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Mason Floor Lamp	LA15	Brushed Silver	Round: 18" Height: 55"
	Mason Table Lamp	LA14	Brushed Silver	Round: 16" Height: 26"
	Boxwood Hedge 7'	HDG7FT	Green, Black	Length: 36.5" Depth: 12" Height: 84"
	Boxwood Hedge 4'	HDG4FT	Green, Black	Length: 46" Depth: 9" Height: 47"

Booth Package Special

Order Deadline: Thursday, December 18, 2025

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.

- Special package pricing does not allow for changes in drape color. No substitutions.
- Packages must be ordered in advance (by **Thursday, December 18**) and accompanied by full payment.
- Packages will not be available at show site.

BOOTH PACKAGE \$672(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
Booth Package: Carpet, Table, Chairs, Wastebasket	\$672	Table Drape: Gray Carpet: Bluejay

Tables & Drapery

Advance Order Deadline: Thursday, December 18, 2025

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
STANDARD TABLES			
ROUND TABLES (30" diameter top)			
Low - 18" high	RTRT18	\$298	\$379
Standard - 30" high	RTRT30	\$298	\$379
Tall - 42" high	RTRT42	\$298	\$379
DRAPED TABLES (30" high x 24" wide)			
Small (4' long)	TBDT04	\$227	\$288
Standard (6' long)	TBDT06	\$270	\$343
Long (8' long)	TBDT08	\$308	\$392
DRAPED COUNTERS (42" high x 24" wide)			
Small (4' long)	TBDC04	\$270	\$343
Standard (6' long)	TBDC06	\$308	\$392
Long (8' long)	TBDC08	\$352	\$448
UNDRAPED TABLES (30" high x 24" wide)			
Small (4' long)	TBUT04	\$134	\$171
Standard (6' long)	TBUT06	\$172	\$218
Long (8' long)	TBUT08	\$213	\$272
UNDRAPED COUNTERS (42" high x 24" wide)			
Small (4' long)	TBUC04	\$172	\$218
Standard (6' long)	TBUC06	\$213	\$272
Long (8' long)	TBUC08	\$251	\$319
DRAPE			
4th-side Table Drape (30" high)	TB4T	\$86	\$109
4th-side Counter Drape (42" high)	TB4C	\$86	\$109

Chairs, Accessories & Display Cabinets 000

Advance Order Deadline: Thursday, December 18, 2025

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
STANDARD CHAIRS			
Barstool	CHBS	\$185	\$235
Chair – Side (armless)	CHPA	\$144	\$183
ACCESSORIES			
Bag Rack – Slanted	ACBR	\$172	\$218
Bag Rack – Straight	ACSR	\$172	\$218
Easel	ACES	\$97	\$123
Fishbowl	ACFB	\$30	\$38
Literature Rack	ACLR	\$267	\$340
Posterboard – Horizontal (4' high x 8' wide)	ACPBVT	\$352	\$448
Posterboard – Vertical (8' high x 4' wide)	ACPBHZ	\$352	\$448
Sign Holder (for 28" high x 22" wide sign)	ACSH	\$204	\$259
Stanchion – Chrome (per stanchion)	ACSTCH	\$172	\$218
Stanchion – Velour Rope (8' length)	ACVR	\$97	\$123
Stanchion – Retractable, with Black Belt	ACSTBK	\$201	\$256
Wastebasket	ACWB	\$45	\$57
DISPLAY CABINETS			
Small Counter (approx. 43"w x 23"d x 42"h)	HMCBA	\$806	\$1,128
Large Counter (approx. 82"w x 23"d x 42"h)	HMCBF	\$1,063	\$1,488
Curved Counter (approx. 60"w x 22"d x 42"h)	HMCN	\$972	\$1,361
Custom Counter Graphic for Front Panel	HMCBCUST	\$234	\$468
Showcase (requires electricity for illumination)	HMDSG	\$1,120	\$1,568

Carpet

Advance Order Deadline: Thursday, December 18, 2025
Carpet/Vinyl Order Deadline: Monday, December 29, 2025

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 11 at 11:00 AM** 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
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	\$627	\$798
20' linear feet wide	CPPK20NC-CLSSC	\$1,253	\$1,595
30' linear feet wide	CPPK30NC-CLSSC	\$1,879	\$2,392
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	\$351	\$447
20' linear feet wide	CPSD20-CLSSC	\$701	\$892
30' linear feet wide	CPSD30-CLSSC	\$1,052	\$1,339
For island or peninsula booths, or in-line booths 400 sq ft or larger (Includes Poly):			
Special Cut - per sq ft	CPSC-MTRX	\$6.02	\$7.66
PLUSH CARPET and POLY - Colors: Black, Charcoal, White, Beige, Platinum, Reflex Blue, Navy, and Red.			
Plush - per sq ft	CPPC-DP01	\$8.55	\$10.88
CARPET PADDING & POLY			
Padding - per sq ft	CPPD-EPAD	\$2.56	\$3.25
Double Padding - per sq ft	CPDP-2EPAD	\$5.11	\$6.50
Poly (protective plastic) - per sq ft	CPPY	\$0.96	\$1.22

Vinyl Flooring

Advance Order Deadline: Thursday, December 18, 2025
Carpet/Vinyl Order Deadline: Monday, December 29, 2025

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 11 at 11:00 AM** 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
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	VYN10-EVFLX	\$1,259	\$1,602
20' linear feet wide	VYN20-EVFLX	\$2,515	\$3,201
30' linear feet wide	VYN30-EVFLX	\$3,771	\$4,800
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	VYNPK10-EVFLX	\$888	\$1,130
20' linear feet wide	VYNPK20-EVFLX	\$1,763	\$2,243
30' linear feet wide	VYNPK30-EVFLX	\$2,661	\$3,387
For island or peninsula booths, or in-line booths 400 sq ft or larger:			
Special Cut Vinyl – per sq ft	VYNSC-EVFLX	\$13.66	\$17.38
PADDING & POLY			
Padding – per sq ft	SC-VYNPD	\$4.42	\$5.62
Poly (protective plastic) – per sq ft	CPPY	\$0.96	\$1.22

Signs & Graphics

Signs & Graphics Order Deadline: Thursday, December 18, 2025

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
8.5" x 11" sign	SB1	\$176	\$352
22" x 28" sign	SB6	\$375	\$750
28" x 44" sign	SB7	\$548	\$1,096
Single-sided Hooper w/ cardboard pyramid base	SB21	\$707	\$1,414
Double-sided Hooper w/ cardboard pyramid base	SB22	\$967	\$1,934
Vinyl Banner (per sq ft)	SB8	\$23	\$46
Foamcore Panel (up to 4' x 8')	SB9	Request a quote	
Easel Back	SB20	\$19	\$38

Approved file types:

Adobe Illustrator (.ai)
Illustrator EPS (.eps)
Photoshop (.psd)
Adobe InDesign (.indd)

QuarkXPress (.qxd)
Image Files (.tif)
JPEG Images (.jpg)

Hargrove Rental Booths – Page 1 of 2

Rental Booth Order Deadline: Thursday, December 11, 2025
Rental Booth Art Submission Deadline: Thursday, December 18, 2025

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: 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.

All Premium Hargrove Rental Booths Include:

- Booth Structure
- Standard Carpet – Color Choices: Black, Red, Grey, Pepper, Blue Jay, and Blue.
- 1 – Wastebasket
- Counter (s)
- 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.

Description / Product #	Product #	Advance Price	Standard Price
For 10' x 10' booth spaces:			
Booth 100	RNBT100	\$10,511	\$14,715
Booth 101	RNBT101	\$10,538	\$14,753
Booth 102	RNBT102	\$9,994	\$13,991
For 10' x 20' booth spaces:			
Booth 200	RNBT200	\$20,921	\$29,289
Booth 201	RNBT201	\$18,597	\$26,035
Booth 202	RNBT202	\$18,310	\$25,634
For 20' x 20' booth spaces:			
Booth 401	RNBT401	\$28,590	\$40,026
Booth 402	RNBT402	\$35,752	\$50,052
Booth 403	RNBT403	\$52,815	\$73,941

Hargrove Rental Booths – Page 2 of 2

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
- Counter
- Single-Sided Printed Fabric Graphics
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements
- Installation & Dismantle Labor

FABRIC RENTAL BOOTHS			
Description / Product #	Product #	Advance Price	Standard Price
For 10' wide booth spaces:			
8' H x 10' W	RNBT001A	\$4,422	\$6,190
For 20' wide booth spaces:			
8' H x 20' W	RNBT001B	\$9,820	\$13,748

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

Choose from the following available upgrades to enhance your Hargrove Rental Booth and a Sales Representative contact you for pricing.

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

AVAILABLE UPGRADES			
Product #	Description	Advance Price	Standard Price
HMCBA	Small Counter (approx. 43"w x 23"d x 42"h)	\$806	\$1,128
HMCBF	Large Counter (approx. 82"w x 23"d x 42"h)	\$1,063	\$1,488
HMCN	Curved Counter (approx. 60"w x 22"d x 42"h)	\$972	\$1,361
HMCBCUST	Custom Counter Graphic	\$234	\$468
HMDSG	Illuminated Showcase (<i>electricity required</i> – approx. 79½"w x 20½"d x 41"h)	\$1,120	\$1,568
HMLIH	Stem Light (<i>electricity required</i>)	\$159	\$223
HMSF39I	Slanted Shelf (39" wide)	\$187	\$262
HMSF39J	Flat Shelf (39" wide)	\$123	\$172
	Plush Carpet 10' x 10' Flooring Upgrade	\$252.00	Call for Quote
	Plush Carpet 10' x 20' Flooring Upgrade	\$505.00	Call for Quote
	Plush Carpet 20' x 20' Flooring Upgrade	\$1,009.00	Call for Quote
	Vinyl Expo Flex Flooring 10' x 10' Flooring Upgrade	\$762.00	Call for Quote
	Vinyl Expo Flex Flooring 10' x 20' Flooring Upgrade	\$1,524.00	Call for Quote
	Vinyl Expo Flex Flooring 20' x 20' Flooring Upgrade	\$3,049.00	Call for Quote
	Vinyl Expo Flex Flooring with Padding 10' x 10' Flooring Upgrade	\$1,203.00	Call for Quote
	Vinyl Expo Flex Flooring with Padding 10' x 20' Flooring Upgrade	\$2,406.00	Call for Quote
	Vinyl Expo Flex Flooring with Padding 20' x 20' Flooring Upgrade	\$4,812.00	Call for Quote

Retractable Banner Stands

Order Deadline: Thursday, December 11, 2025

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
RETRACTABLE BANNER STANDS			
Barracuda 800 banner stand hardware	BCD-800-S-1	\$154	\$196
Barracuda 800 banner stand vinyl graphic	BCD-800-G	\$124	\$157
Barracuda 800 banner stand fabric graphic	BCD-800-G-RBF	\$192	\$244
Blade Lite 800 banner stand hardware	BLD-LT-800-1	\$125	\$159
Blade Lite 800 banner stand vinyl graphic	BLD-LT-800-G	\$124	\$157
Blade Lite 800 banner stand fabric graphic	BLD-LT-800-G-RBF	\$192	\$244
Mosquito 850 banner stand hardware	MSQT-850	\$74	\$94
Mosquito 850 banner stand vinyl graphic	MSQT-850-G	\$119	\$152

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 – Page 1 of 9

Advance Order Deadline: Thursday, December 18, 2025

Description	Product #	Advance Price	Standard Price
SOFTSEATING			
Allegro Chair - Blue Fabric	CHR002	\$743	\$945
Allegro Loveseat – Blue Fabric	LVS002	\$1,346	\$1,713
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	STECHEA	\$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, Powered	TCHGRY	\$550	\$700
Tech Tablet Chair - Grey Vinyl, White Metal Tablet, Chrome Base	TCHTNP	\$745	\$948
Tech Chair, No Tablet - Grey Vinyl, Chrome Base, Powered	TCHP	\$564	\$717
Tech Chair, No Tablet - Grey Vinyl, Chrome Base	TCHNTP	\$745	\$948

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Description	Product #	Advance Price	Standard Price
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
Lorna Chair - Green Leather, Antique Brass	LRCHGN	\$938	\$1,193
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 Tablet, Chrome Base, Powered	TCHGRY	\$550	\$700
Tech Tablet Chair - Grey Vinyl, White Tablet, Chrome Base	TCHTNP	\$745	\$948
Tech Chair, No Tablet - Grey Vinyl, Chrome Base, Powered	TCHP	\$564	\$717
Tech Chair, No Tablet - Grey Vinyl, Chrome Base	TCHNTP	\$745	\$948
Terrace Accent Chair	TRCHCO	\$754	\$959
Wentworth Swivel Chair - Brown Vinyl, Black	WENCHA	\$565	\$719
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 - Gray Fabric, Brushed Metal	MARCGY	\$305	\$388
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

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Description	Product #	Advance Price	Standard Price
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
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 - Gray 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

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Description	Product #	Advance Price	Standard Price
OTTOMANS (con't)			
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
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
Blade Barstool - White Molded Plastic	BLDBWH	\$268	\$341
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	#N/A	#N/A
Chelsea Barstool- Goldenrod Yellow, Black Tower Base	CBSBYL	\$212	\$269
Chelsea Barstool - Gray, 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 - Gray 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 - Gray Fabric, Brushed Metal	MARBGY	\$537	\$684
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

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Description	Product #	Advance Price	Standard Price
BAR & CAFÉ TABLES (cont.)			
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
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	30BEBBC	\$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 - Graphite 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

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Description	Product #	Advance Price	Standard Price
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	BKC10P	\$1,523	\$1,938
10' Table - Black Top, Silver	BKC10N	\$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

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Description	Product #	Advance Price	Standard Price
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	ADETHW	\$372	\$474
Adelaide End Table - Black Top, Silver	ADETBK	\$372	\$474
Adelaide End Table - Glass Top, Silver	ADETGL	\$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
Timber Cocktail Table	TMBCKT	\$516	\$657
Timber End Table	TMBTBL	\$311	\$395
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
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

Specialty Furnishings – Page 8 of 9

Description	Product #	Advance Price	Standard Price
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	BKC10P	\$1,523	\$1,938
10' Table - Black Top, Silver	BKC10N	\$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

Specialty Furnishings – Page 9 of 9

Description	Product #	Advance Price	Standard Price
ESSENTIAL ACCESSORIES, LIGHTING & GREENERY			
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
Miramar Divider, White - Molded Plastic	MIRWHT	\$614	\$782
Mason Floor Lamp - Brushed Silver	LA15	\$349	\$444
Mason Floor Lamp - Brushed Silver	LA14	\$242	\$308
Boxwood Hedge, 7' - Green, Black	HDG7FT	\$1,240	\$1,578
Boxwood Hedge, 4' - Green, Black	HDG4FT	\$759	\$966

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.

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 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

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.

Description	Product #	Price – per CWT*	Minimum
WAREHOUSE (ADVANCE) SHIPMENT Note: Items will be moved to site on overtime. A 50% overtime surcharge will apply.			
Crated or Skidded Shipment (includes \$160 rate plus 50% overtime surcharge)	MH1-OT-E	\$240.00	\$480.00
Small Package - first piece (includes \$70 rate plus 50% overtime surcharge)	MH2-OT-E		\$105.00
Small Package - additional pieces (includes \$70 rate plus 50% overtime surcharge)	MH3-OT-E		\$98.00
Special Handling/Uncrated Shipment (includes \$240 rate plus 50% overtime surcharge)	MH4-OT-E	\$360.00	\$720.00
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 Note: Items received before 8:00 AM or after 4:30 PM weekdays or any weekend hour will be handled on overtime. An overtime surcharge will apply.			
Crated or Skidded Shipment	MH8	\$147.00	\$294.00
Crated Shipment via Special Carrier (FedEx, UPS, DHL, USPS, etc.)	MH9	\$183.75	\$367.50
Small Package - first piece (applies to shipment weighing 30 pounds or less)	MH2		\$105.00
Small Package - each additional	MH3		\$98.00
Overtime Surcharge – Small Package (applies to shipment weighing 30 pounds or less)	MH3DOT		\$49.00
Special Handling/Uncrated Shipment (50% surcharge)	MH10	\$220.50	\$441.00
Overtime Surcharge - Crated or Skidded Shipment (50% surcharge)	MH11	\$73.50	\$147.00
Overtime Surcharge - Crated Shipment via Special Carrier (50% surcharge)	MH12	\$91.88	\$183.76
Overtime Surcharge - Special Handling/Uncrated Shipment (50% surcharge)	MH13	\$110.25	\$220.50
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		\$284.00
MISCELLANEOUS SERVICE			
Return to Warehouse (includes hold period** / first 5 days of storage)	MH15	\$40.00	\$200.00
Warehouse Storage Fee - per day (outside advance warehouse acceptance period)	MH16	\$5.00	\$25.00
Motorized Vehicle Spotting Fees (round-trip, per vehicle axle)	MH17		\$275.00
**Hold Period: Materials returned to the warehouse will be held for 5-business days and may not be picked up until after the hold period. *unless noted otherwise			

Labor

Advance Order Deadline: Thursday, December 18, 2025

Description – per hour, unless noted otherwise	Product #	Advance Price (by 12/19/25)	Standard Price (12/22 - 1/8/26)	Floor Order Price (begins 1/9/26)
DISPLAY & HANGING SIGN LABOR				
Straight Time	L1	\$139.00	\$166.80	\$194.60
Overtime	L2	\$197.00	\$236.40	\$275.80
Double Time / Holiday	L3	\$0.00	\$0.00	\$0.00
Supervision Fee	L4	30%, with \$50 minimum		
Shrink Wrap Skid (per skid)	L5	\$40.00	\$48.00	\$56.00
Band Skid or Crate (per piece)	LB	\$50.00	\$60.00	\$70.00
FORKLIFT & RIGGING LABOR				
Forklift w/ operator - up to 5,000 lbs. - Straight Time	L5	\$414.00	\$496.80	\$579.60
Forklift w/ operator - up to 5,000 lbs. - Overtime	L6	\$472.00	\$566.40	\$660.80
Forklift w/ operator - up to 5,000 lbs. - Double Time	L7	\$275.00	\$330.00	\$385.00
Forklift w/ operator - over 5,000 lbs.	L8	Request a quote		
Forklift Cage w/ rigger - Straight Time	L12	\$264.00	\$316.80	\$369.60
Forklift Cage w/ rigger - Overtime	L13	\$322.00	\$386.40	\$450.80
Forklift Cage w/ rigger - Double Time	L14	\$125.00	\$150.00	\$175.00
Boom lift w/crew - Straight Time	L15	\$778.00	\$933.60	\$1,089.20
Boom lift w/ crew - Overtime	L16	\$894.00	\$1,072.80	\$1,251.60
Boom lift w/crew - Double Time	L17	\$500.00	\$600.00	\$700.00
Scissor Lift w/crew - Straight Time	L18	\$678.00	\$813.60	\$949.20
Scissor Lift w/crew - Overtime	L19	\$794.00	\$952.80	\$1,111.60
Scissor Lift w/crew - Double Time	L20	\$400.00	\$480.00	\$560.00
Additional Banner Hanging Materials	L22	Exact needs to be determined during install		

- If labor will be Hargrove Supervised, please fill out [online instruction form](#).
- Straight Time: Straight Time applies from 8:00 AM to 4:30 PM on weekdays.
- Overtime: Overtime applies from 4:30 PM to 8:00 AM on weekdays and all day Saturdays.
- Double Time: Double Time applies all day on Sundays and 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

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
Basic Accessible Storage	LBASBC	\$2,134.00
Premium Accessible Storage	LBASPR	\$2,806.00

Exhibitor Appointed Contractors (EAC) & 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 includes:

Hargrove's EAC process can be completed entirely online at: hargroveinc.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.



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

105th TRB Annual Meeting

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE RECEIVED BY:
Tuesday, January 6, 2026 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

105th TRB Annual Meeting

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE RECEIVED BY:
Tuesday, January 6, 2026 at 3:00 PM

ADVANCE SHIPPING LABEL



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

105th TRB Annual Meeting

COMPANY NAME: _____

BOOTH NUMBER: _____

NO SHIPMENTS ACCEPTED BEFORE:
Saturday, January 10, 2026 at 8:00 AM

DIRECT SHIPPING LABEL

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

PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED



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

105th Transportation Research Board (TRB) Annual Meeting

COMPANY NAME: _____

BOOTH NUMBER: _____

NO SHIPMENTS ACCEPTED BEFORE:
Saturday, January 10, 2026 at 8:00 AM

DIRECT SHIPPING LABEL



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

105th Transportation Research Board (TRB) Annual Meeting

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE RECEIVED BY:
Tuesday, January 6, 2026 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
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Elkridge, MD 21075

105th Transportation Research Board (TRB) Annual Meeting

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Tuesday, January 6, 2026 at 3:00 PM

HANGING SIGNS LABEL