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T3 EXPO INFORMATION
Dear HENAAC Exhibitor,

T3 Expo is proud to have been selected as the official service contractor for HENAAC 2017. This document contains information and order forms for many of the services we offer. Please take a few minutes to review and read this material carefully. Our goal is to help make your participation at this event a success. We recommend you place your order as soon as possible in order to take advantage of the advance order discounts.

T3 Expo has a customer service department ready to assist with your exhibiting needs. Please contact help@t3expo.com, 1-888-698-3397 x 309.

Thank you for your business,
From all of us at T3 Expo
IMPORTANT DATES & DEADLINES CHECKLIST

☐ Friday, September 8, 2017  Presta™ Rental Exhibit Package Order Deadline
☐ Friday, September 15, 2017  Presta™ Rental Exhibit Package Artwork Deadline
☐ Monday, September 18, 2017  Exhibitor Appointed Contractor Form Deadline
☐ Thursday, September 21, 2017  Receiving at Advance Warehouse Begins
☐ Thursday, September 28, 2017  T3 Service Orders Advanced Discount Deadline
☐ Thursday, September 28, 2017  Hanging Sign Approval Form Deadline
☐ Saturday, September 30, 2017  Electrical Services Advanced Discount Deadline
☐ Friday, October 6, 2017  Specialty Furniture Advanced Discount Deadline
☐ Thursday, October 12, 2017  Last Day for Advanced Shipments to Arrive Without Surcharges
☐ Thursday, October 19, 2017  Show Site Shipments May Begin Arriving After 8:00 am
☐ Saturday, October 21, 2017  All Exhibits Must Be Set By 8:45 am
☐ Sunday, October 22, 2017  All Carriers Must Check in By 8:00 am
SHOW SCHEDULE

Location: Pasadena Convention Center
128 South Marengo Avenue
Pasadena, CA 91101

Halls: A, B

Exhibit Hall: Drape: Blue/Green/Blue
Aisle Carpet: Grey

Booth Package*:
Each 10’ x 10’ exhibitor booth includes:

8’ high backwall drape
3’ high side rail
(1) Booth ID sign (44” w x 7” h)
(1) 6’x2’x 30” h table - Green drape
(2) Side Chairs
(1) Wastebasket

* Electrical is NOT included. Please order from Edlen - see page 95

Show Schedule:

Exhibitor Move In:

Thursday, October 19  8:00 am - 8:00 pm
Friday, October 20  8:00 am - 5:00 pm
Saturday, October 21  7:00 am - 8:45 am

Exhibit Hours:

Saturday, October 21  9:00 am - 4:00 pm

Dismantle and Move Out:

Saturday, October 21  4:00 pm - 9:00 pm
Sunday, October 22  8:00 am - 1:00 pm

Carrier Check - In:

Sunday, October 22  By 8:00 am

*Please note that hours are subject to change.
IMPORTANT DATES & DEADLINES CHECKLIST

☐ 1. Review this entire service kit
   Please note that payment is required with all orders.

☐ 2. Read the event terms and conditions (see pages 40–41)

☐ 3. Arrange in-bound freight/material handling
   If you, or any other vendor, are shipping materials to your booth, be sure to:
   1. Choose Advance or Direct Shipping:
      - **Advance Shipping:**
        - If you ship to the Advance Warehouse your freight will be guaranteed to be in your booth for the first day of set up.*
        - Make sure you look at the Late to Warehouse date. Freight being received after the date will incur a surcharge.
        - The Advance Warehouse is not able to accept loose unpackaged pieces. Shipping crates, fibers, ons and pallets are acceptable.
      - **Direct Shipping:**
        - If you ship Direct to Show Site, pay attention to the dates that shipments can be received. Shipments arriving before these dates may be refused.
        - Please note: any freight arriving on a Saturday, Sunday or before 8:00 am and after 4:30 pm Monday – Friday or observed local union holidays will incur an overtime surcharge.
   2. Check the show timing to gauge which shipping option meets your scheduling parameters.
      - Please make note of handling surcharges (overtime, off target, late/early to warehouse etc.)
   3. Fill out the Material Handling Agreement in the service kit to estimate your costs and submit with payment.
   4. Label your freight correctly with your company name, booth number, show name and address listed in the service kit.
      - Shipping label forms are provided in the service kit.
   5. Bring all copies of shipping documents with tracking numbers with you to show site.
      - *Due to circumstances of timing or facility availability beyond the control of T3 Expo, this may result in an overtime surcharge. Please refer to the Material Handling Agreement.

☐ 4. If applicable order rental booth structure and/or option
   • Please choose the appropriate option and/or configuration of your booth structure.

☐ 5. Order graphics/signage and submit artwork
   • See the Artwork Submission Guidelines pages in this kit for format information and submission details.
   • You will receive instructions via email on how to submit artwork after your order and payment forms are received.

☐ 6. Order booth furnishings/accessories
   • There are forms in this kit with many options to enhance the look of your exhibit.
   • Discount price deadlines are noted on the forms.

☐ 7. Order T3 installation & dismantle labor, and/or submit EAC forms with proof of insurance
   • Venues have different union regulations; review the Labor Guidelines page to determine if you need to hire labor to set-up/tear down your exhibit properties.
   • If you are using a firm other than the official service contractor you must submit the Notification of Intent to Use EAC form and proof of insurance at least 30 days prior to the first day of exhibitor move-in. Without these documents, your EAC will not be allowed to set any exhibits.

☐ 8. Order additional/ancillary services
   • There are forms in this kit for other services such as cleaning, accessible storage, sign hanging, electricity, audio visual, internet, lead retrieval, specialty furnishings, floral or catering.
   • Some of these services are provided by vendors other than T3 Expo; be sure to submit forms and payments to the proper vendors.
   • Please make note of ordering discount deadlines.

☐ 9. Submit your order with payment (REQUIRED)
   This will ensure all booth options, graphics, furnishings and accessories are reserved for your event.
   • Orders received without payment cannot be processed.
   • We accept Mastercard, Visa, American Express, company check, money order or wire transfer. There is a processing fee on wire transfers.

☐ 10. Arrange out-bound freight
    • Before the end of your event, be sure to visit the T3 Service Desk to pick up a Material Handling Agreement.
    • No Material Handling Agreement will be distributed unless the account is paid in full.
    • There will be a show carrier providing air and/or ground shipping options.
    • If you are using your own carrier, you will need to schedule them on your own for a pickup.
    • Please note the carrier check-in time on the Show Information page.
    • If your carrier does not check-in by the date/time listed, your freight will be re-routed to ship with the show carrier at your expense.

*Due to circumstances of timing or facility availability beyond the control of T3 Expo, this may result in an overtime surcharge. Please refer to the Material Handling Agreement.
CHECKLIST - ON - SITE

1. Check all freight when you arrive
   - Verify that all your shipments have arrived in your booth space; check against your shipping documentation before unpacking any freight.
   - If the piece count does not match your documents, or something is damaged or does not belong to you, report to the service desk immediately for assistance.

2. Booth set up
   - If using booth labor, you must check-in at the T3 Service Desk to inform us that you are ready for your labor.
   - Installation/dismantle labor start time is only guaranteed when ordered for 8:00 am start.
   - Once your Booth structure is set up, please tag your empty boxes with empty stickers. Empty stickers can be picked up at the T3 Service Desk.

3. Arrange out-bound freight
   - Before the end of your event, be sure to visit the T3 Service Desk to pick up a Material Handling Agreement.
   - No Material Handling Agreement will be distributed unless the account is paid in full.
   - There will be a show carrier providing air and/or ground shipping options.
   - If you are using your own carrier, you will need to schedule them on your own for a pickup.
   - Please note the carrier check-in time on the Show Information page.
   - If your carrier does not check-in by the date/time listed, your freight will be re-routed to ship with the show carrier at your expense.

4. Booth structure packed to ship out
   - Once your freight is packed and labeled to ship out, please turn in a Material Handling Agreement to the T3 Service Desk.
   - Do not leave your Material Handling Agreement in your booth space/on your freight.
   - If you do not turn your Material Handling Agreement in at the T3 Service Desk, your shipment may be delayed and/or re-routed on a show carrier.
SHIPPING INFORMATION
MATERIAL HANDLING

Rate Classifications
- Crated - Material that is skidded or in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Uncrated - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. The Advance Warehouse is not able to accept loose unpackaged pieces. Shipping crates, fibers, cartons and pallets are ok.
- Small Package - A shipment of any number of pieces with a combined weight of between 1 and 50 lbs that is received on the same day, from the same shipper and delivered by the same carrier at the same time.

Additional Fees May be Applicable
- Late to Warehouse Fee: Shipments arriving after Thursday, October 12, 2017 will be charged an additional 30%.
- Shipments Returned to Warehouse: Shipments returned to the warehouse at close of the show will be charged an additional 30% per pound. Shipments not picked up from the warehouse within 72 hours will be charged for storage.

Overtime/Double Time
- Overtime is before 8:00 a.m. and after 4:30 p.m., Monday through Friday, and all hours on Saturday.
- Double Time is all hours on Sunday and observed union holidays.
- Based upon the freight handling rates quoted, a 30% surcharge per pound for each occurrence will apply if:
  - Shipments are received on overtime.
  - Your advance shipment to the warehouse is received during straight time hours, but due to scheduling beyond T3 Expo’s control, is moved into show site on overtime.
  - Shipments are loaded-out on overtime.

Outbound Shipping
- A Material Handling Agreement MUST be filled out for any shipment leaving the expo hall. These forms can be picked up at the T3 Expo Service Center. *All accounts must be settled prior to requesting this form.
- Once you have filled out the Material Handling Agreement and ALL of your booth materials are packed, labeled, and ready for shipping, please return the completed form to the T3 Expo Service Center. DO NOT LEAVE THIS FORM IN YOUR BOOTH SPACE.
- Carrier check in: All carriers must be checked in at the loading dock no later than 8:00 a.m. on Sunday, October 22, 2017. If prior arrangements have not been made, official event carriers, for both expedited & ground freight services, will be on site to coordinate shipping.
- UPS or Federal Express, to use these carriers, you MUST have their shipping labels for each piece, schedule your pick up, produce a pick up confirmation number or code. Without these, your freight will NOT be taken by either. If there is an associated business center on the property, to guarantee pick up by UPS or Federal Express, it is recommended that you bring your items there. Please note: there may be an additional fee from the facility for this.
- If your selected carrier does not check in for your shipment by 8:00 a.m. on Sunday, October 22, 2017, your freight will be re-routed onto one of the show carriers at prevailing rates.

Advance Shipments to T3 Expo Warehouse
Advance Shipments will be received at the Advance Warehouse beginning on Thursday, September 21, 2017. Shipments arriving prior to Thursday, September 21, 2017 may be refused.

Crated or Uncrated
Shipments arriving after Thursday, October 12, 2017 will be charged an additional 30%.

Small Package Shipment - Total Shipment Weight 50 lbs or Less

Direct Shipments to Show Site
Direct shipments will be received starting on Thursday, October 19, 2017 at 8:00 am. Shipments that arrive prior to Thursday, October 19, 2017 may be refused by the facility as T3 Expo will not have staff present prior to this date and time.

Crated or Uncrated
Shipments arriving after Thursday, October 12, 2017 will be charged an additional 30%.

Small Package Shipment - Total Shipment Weight 50 lbs or Less

MATERIAL HANDLING

Advance Shipments to T3 Expo Warehouse

Adv. Ship Weight __________ x $1.11/lb. = $ _________

Small Package Shipment - Total Shipment Weight 50 lbs or Less

Small Package Shipment __________ x $50.00 ea. = $ _________

Direct Shipments to Show Site

Direct Ship Weight __________ x $1.15/lb. = $ _________

Small Package Shipment - Total Shipment Weight 50 lbs or Less

Small Package Ship __________ x $50.00 ea. = $ _________

ESTIMATE TOTAL
MATERIAL HANDLING …..$ __________________
SHIPPING ADDRESSES

Advance Shipments to T3 Expo Warehouse

Address
To: (exhibiting company name and booth #)
For: HENAAC 2017
c/o: T3 Expo
YRC Freight
11300 Peoria Street
Sun Valley, CA 91352

Information
Advance shipments will be accepted beginning on Thursday, September 21, 2017 through Thursday, October 12, 2017 between the hours of 8:00 am – 4:00 pm.

Any shipment after Thursday, October 12, 2017 will be charged an additional 30% per pound.

Direct Shipments to Show Site

Address
To: (exhibiting company name and booth #)
For: HENAAC 2017
c/o: T3 Expo
Pasadena Convention Center - Marengo Loading Dock
128 South Marengo Avenue
Pasadena, CA 91101

Information
Direct shipments are accepted starting on Thursday, October 19, 2017 beginning at 8:00 am and throughout published event hours.
Introducing T3shipping™

DON’T HASSLE WITH MULTIPLE CARRIERS
T3 EXPO WILL TAKE CARE OF YOUR SHIPPING NEEDS

Do you have questions about shipping to and from an event? No time to shop rates with multiple carriers? T3 Shipping™ is a streamlined solution for your shipping needs. We know this industry forward and back, and we’re committed to getting you the resources you need at the right time and for the best value.

Meet your T3 Shipping™ representative at the service desk. We’ll provide you with your own on-site shipping staff, dedicated to overseeing your outbound freight gets shipped where you need it to go, straight from the tradeshow floor.

CONTACT INFORMATION

Contact Name: ____________________________________________

Cell Phone #: ____________________________________________

Email: __________________________________________________

Booth Name: ____________________________________________  Booth #: __________

SHIPPING INFORMATION

To Destination / Event: ____________________________________________

Address: __________________________________________________

City, State, Zip: ____________________________________________

LEVEL OF SERVICE

# of pieces _______  # of labels _______  Estimated weight of shipment: _______ *

Total # of shipments from booth __________

☐ Ground  ☐ 2nd Day Air  ☐ Overnight  Must arrive by date: _____________

* shipments will be re-weighed for accuracy

Please check all that apply: ☐ Inside delivery  ☐ Liftgate needed  ☐ Convention Delivery

FOR INTERNAL USE ONLY:

Please fill out form and return it to the service desk

© 2017 T3 Expo, LLC. All rights reserved  |  www.T3expo.com  |  phone: 888-698-3397  |  email:T3Shipping@T3expo.com
ADVANCE SHIPMENT

To:________________________
   Exhibitor Name

c/o: T3 Expo
    YRC
    11300 Peoria Street
    Sun Valley, CA 91352

Event:  HENAAC 2017
Booth #: ________________________
Piece #: ____________ of: ____________ pieces

These labels are provided for your convenience, please affix to each piece shipped to ensure proper delivery.

Advance shipments accepted beginning, Thursday, September 21, 2017 from 8:00 am – 4:00 pm.
DIRECT SHIPMENT

To: ________________________________
    Exhibitor Name

c/o: T3 Expo
     Pasadena Convention Center
     Marengo Loading Dock
     128 South Marengo Avenue
     Pasadena, CA 91101

Event: HENAAC 2017
Booth #: __________________________
Piece #: ________________ of: ________________ pieces

DIRECT SHIPMENT

To: ________________________________
    Exhibitor Name

c/o: T3 Expo
     Pasadena Convention Center
     Marengo Loading Dock
     128 South Marengo Avenue
     Pasadena, CA 91101

Event: HENAAC 2017
Booth #: __________________________
Piece #: ________________ of: ________________ pieces
HANGING SIGN  ADVANCE SHIPMENT

To: ________________________________
Exhibitor Name

c/o: T3 Expo
YRC
11300 Peoria Street
Sun Valley, CA 91352

Event: HENAAC 2017
Booth #: __________________________
Piece #: ______________ of: ___________ pieces

Advance Hanging Sign shipments accepted beginning, Thursday, September 21, 2017 from 8:00 am – 4:00 pm.

These labels are provided for your convenience, please affix to each piece shipped to ensure proper delivery.

---

HANGING SIGN  ADVANCE SHIPMENT

To: ________________________________
Exhibitor Name

c/o: T3 Expo
YRC
11300 Peoria Street
Sun Valley, CA 91352

Event: HENAAC 2017
Booth #: __________________________
Piece #: ______________ of: ___________ pieces
T3 SERVICE
INFORMATION & FORMS
10’ X 10’ PRESTA™ RENTAL EXHIBIT PACKAGE INFORMATION

Rent a Booth Package for the ultimate exhibiting experience. Utilizing Presta™, our proprietary exhibit system, T3 will create the following displays and will set everything up for your arrival.

10’ x 10’ Package: $4,330.00
- 9’ w x 8’ h Digitally Printed Backwall
- 10’ x 10’ Standard Carpet
- (1) 35”w x 40”h x 19”d White Lockable Demo Cabinet
- (3) Clip on lights
- Labor to Install and Dismantle
- 1st Day Cleaning

NOTE: MONITOR IS NOT INCLUDED.

Pricing does not include AV equipment, electrical or internet connection. Exhibitor must provide artwork for backwall and returns. Please review Artwork Submission Guidelines on pages 22-23.

Carpet Color: Included In Price
- Red
- Navy
- Charcoal
- Burgundy
- Green
- Black
- Blue
- Grey

Artwork Files Required:
- (1) 108” w x 95.5” h Backwall

See next page for submission order form...
10’ X 10’ PRESTA™ RENTAL EXHIBIT PACKAGE SUBMISSION FORM

The following information is required. Please return completed form to T3 Expo.

1. Client Contact
   Company Name: ____________________________
   Contact Name: ____________________________
   Email Address: ____________________________
   Phone #: ____________________________
   Booth #: ____________________________

2. Review Package
   • 9’ w x 8’ h Digitally Printed Backwall
   • 10’ x 10’ Standard Carpet
   • (1) 35” w x 40” h x 19” d White Lockable Demo Cabinet
   • (3) Clip on Lights
   • Labor to Install and Dismantle
   • 1st Day Cleaning

Select Carpet Color:
(Included in booth package price, please check one)
   □ Red
   □ Burgundy
   □ Blue
   □ Navy
   □ Green
   □ Grey
   □ Charcoal
   □ Black

10’ X 10’ BOOTH PACKAGE .................................. $4,330.00
TAX 8.75% .................................................. $ ___________
ESTIMATED TOTAL TURNKEY PACKAGE .......... $ ___________

*Pricing does not include AV equipment, electrical or internet connection.

3. Indicate Graphic Panel Instructions
   (See pages 22-23 for Artwork Submission Guidelines)
   □ I’m sending artwork
   □ I’m sending my logo
   □ Please lay out my copy (email word document)

4. Submit Artwork
   Upon receipt of this order form, and the payment information form (page 37) a private, direct link to an upload folder will be sent to the email address provided.

5. Submit This Form
   Fax or email this completed form to:
   Fax: 800-846-6030
   Email: orders@t3expo.com

6. Submit Payment Information Form (Page 37)
   Fax or email this completed form to:
   Fax: 800-846-6030
   Email: orders@t3expo.com

10’ X 10’ RENTAL EXHIBIT PACKAGE ............... $4,330.00
TAX 8.75% .................................................. $ ___________
ESTIMATED TOTAL RENTAL EXHIBIT PACKAGE .... $ ___________

*Pricing does not include AV equipment, electrical or internet connection.
10’ X 20’ PRESTA™ RENTAL EXHIBIT
PACKAGE INFORMATION

Rent an exhibit and T3 will set everything up for your arrival for the ultimate exhibiting experience.

10’ x 20’ Rental Exhibit Package: $7,746.00

- 18’ w x 8’ h Digitally Printed Backwall
- 10’ x 20’ Standard Carpet
- (2) White Lockable Demo Counters
- Reception Counter with Digital Graphic
- (6) Clip Lights
- 1st Day Cleaning
- Labor to Install and Dismantle

Carpet Color:

<table>
<thead>
<tr>
<th>Included In Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red</td>
</tr>
<tr>
<td>Burgundy</td>
</tr>
<tr>
<td>Blue</td>
</tr>
<tr>
<td>Navy</td>
</tr>
<tr>
<td>Green</td>
</tr>
<tr>
<td>Grey</td>
</tr>
<tr>
<td>Charcoal</td>
</tr>
<tr>
<td>Black</td>
</tr>
</tbody>
</table>

NOTE: MONITOR IS NOT INCLUDED.

Pricing does not include AV equipment, electrical or internet connection. Exhibitor must provide artwork for backwall and returns. Please review Artwork Submission Guidelines on pages 22-23.

Exhibitor Order Deadline: September 8, 2017
Artwork Submission Deadline: September 15, 2017
Artwork Approval Deadline: September 22, 2017

*An additional 25% rush fee will be added to the total price of the package if graphic files are received after September 15, 2017.

Exhibitor must provide artwork for backwall and returns. Please review Artwork Submission Guidelines on pages 22-23.

See next page for submission order form...
10’ X 20’ PRESTA™ RENTAL EXHIBIT PACKAGE SUBMISSION FORM

The following information is required. Please return completed form to T3 Expo.

1. Client Contact
   Company Name: ____________________________________________
   Contact Name: ____________________________________________
   Email Address: ____________________________________________
   Phone #: _________________________________________________
   Booth #: _________________________________________________

2. Review Package
   • 18’ w x 8’ h Digitally Printed Backwall
   • 10’ x 20’ Standard Carpet
   • (2) 35” w x 40” h x 19” d White Lockable Demo Counters
   • (1) 63” w x 39” h x 20.75” d Reception Counter Graphic
   • (6) Clip Lights
   • Labor to Install and Dismantle
   • 1st Day Cleaning

Select Carpet Color:
(Included in booth package price, please check one)
   □ Red   □ Burgundy   □ Blue
   □ Navy   □ Green   □ Grey
   □ Charcoal   □ Black

10’ X 20’ BOOTH PACKAGE ........................................... $7,746.00
TAX 8.75% ........................................... $ ___________
ESTIMATED TOTAL TURNKEY PACKAGE ........ $ ___________
*Pricing does not include AV equipment, electrical or internet connection.

3. Indicate Graphic Panel Instructions
   (See pages 22-23 for Artwork Submission Guidelines)
   □ I’m sending artwork
   □ I’m sending my logo
   □ Please lay out my copy (email word document)

4. Submit Artwork
   Upon receipt of this order form, and the payment information form (page 37) a private, direct link to an upload folder will be sent to the email address provided.

5. Submit This Form
   Fax or email this completed form to:
   Fax: 800-846-6030
   Email: orders@t3expo.com

6. Submit Payment Information Form (Page 37)
   Fax or email this completed form to:
   Fax: 800-846-6030
   Email: orders@t3expo.com

Company Name: ________________________________
Contact Name: ________________________________
Email Address: ________________________________
Phone #: ________________________________
Booth #: ________________________________

10’ X 20’ RENTAL EXHIBIT PACKAGE ................. $7,746.00
TAX 8.75% ........................................... $ ___________
ESTIMATED TOTAL RENTAL EXHIBIT PACKAGE ... $ ___________
*Pricing does not include AV equipment, electrical or internet connection.
CUSTOM EXHIBIT RENTALS

T3 Exhibits can provide custom designed exhibit programs tailored to your company’s specific needs.

All T3 Exhibit rental programs are full service and include exhibit design, graphic production and installation services.

Best of all, there are no material handling fees for the exhibit properties and your exhibit will have priority during set up.

Please Contact Pete Dorson at T3 Exhibits for your custom rental exhibit program.

pdorson@t3expo.com

Designs are confidential and the exclusive property of T3 Expo, LLC. Designs are provided solely for the purpose of evaluating T3 Expo’s proposal. Designs may not be used for any other purpose or reproduced or publicly disclosed without T3 Expo’s written consent.
ARTWORK SUBMISSION GUIDELINES

GENERAL FILE SET UP

Please provide artwork in native formats whenever possible:
• Adobe Illustrator and Adobe InDesign are preferred

When creating multiple-panel signs/structure graphics (booth backwalls, etc.):
• Use Adobe Illustrator for layout
• Create artwork using one artboard for entire graphic. Don’t use separate artboards for artwork spanning more than one panel.
• Include 2” bleeds on all sides
• Convert fonts to outlines
• Embed all linked images

When creating single-panel graphics/smaller signs (meter boards, placards, etc.):
• Use Adobe Illustrator or InDesign for layout
• Include 1” bleeds on all sides
• Convert fonts to outlines
• Embed all linked images

* Templates are available upon request

PREFERRED FILE FORMATS
• Adobe Illustrator: (AI or EPS) outline fonts and embed all links
• Adobe InDesign: package all fonts and links
• Adobe Photoshop: (PSD, TIF or JPG) for image files

UNACCEPTABLE FILE FORMATS
• Microsoft Publisher
• Microsoft Powerpoint
• Microsoft Word
• PageMaker
• Quark
• GIF
• BMP

CHECKLIST

☐ SET DOCUMENT MODE TO CMYK
• Artwork documents must be created in CMYK color mode. Colors may differ if converted from RGB to CMYK for printing.
• Specific colors should be noted as Pantone PMS swatches

☐ USE APPROPRIATE DIMENSIONS AND SCALE
• Create files at 100% scale whenever possible
• Use 50%, 25% or 10% scale as alternate option
• Double-check the artwork dimensions to make sure it matches the product/structure you are ordering

☐ SET APPROPRIATE BLEEDS ON ALL SIDES

☐ CHECK IMAGE RESOLUTION
• Placed/linked images should be high resolution; see notes on resolution at left

☐ CONVERT FONTS TO OUTLINES
• Convert all fonts to outlines or send a zipped copy of the font along with your artwork file

☐ EMBED IMAGES / SAVE & PACKAGE YOUR FILE
• Illustrator: Be sure all links have been embedded
• Package your Illustrator or InDesign file (Preferred method)
  Illustrator: File > Package
  InDesign: File > Package

☐ INCLUDE PDF PROOF
• Create a low resolution PDF proof of your file for reference (PDF not to be used for print production)

IMAGES

Rasterized pixel-based images such as PSD, TIF or JPEGs should be high resolution (150 - 300 dpi) at full size, 1:1 ratio. This includes images linked or embedded in InDesign or Illustrator files.

Based on viewing distance, below are some basic guidelines for resolution when working with formats such as PSD, TIF and JPG files.

48” x 96” Graphics and larger
Recommended resolution for your graphic at full size dimensions:
• Viewing distance of 1-4 feet ....... 200 dpi at full size
• Viewing distance of 5-9 feet ....... 150 dpi at full size
Minimum resolution for your graphic at full size dimensions:
• Viewing distance of 1-4 feet ....... 150 dpi at full size
• Viewing distance of 5-9 feet ....... 100 dpi at full size

Graphics smaller than 48” x 96”
• Viewing distance of 1-4 feet ....... 300 dpi at full size

One can then determine the final dpi when the image is scaled up to final output size.
ARTWORK SUBMISSION GUIDELINES

SUBMITTING ARTWORK

UPLOADING ARTWORK

Once the graphics submission form and the payment form are received you will receive an email containing a private, direct link to an upload folders as well as directions on the graphic proof for approval process.

Once you have received the link:
1. Double-click on the link in the email.
2. Drag file(s) into the folder.
3. You will receive a proof of your artwork for review and final approval.

QUESTIONS?

Questions regarding artwork may be emailed to:

Exhibitor Graphics
exhibitorgraphics@t3expo.com

Include event name, company name, booth number and contact information in all inquiries.

US MAIL

T3 Expo / Exhibitor Graphics
8 Lakeville Business Park
Lakeville, MA 02347

Acceptable devices:
CD/DVD
Flash Drive

Include a color hard copy print along with your file(s)

* Include event name, company name, booth number and contact information on all submissions.
**Upgraded Carpet**

30oz. premium 100% nylon carpet

- Red
- Grey
- Navy
- Teal
- Green
- White
- Black
- Burgundy

*Please Note: Colors may vary slightly from photo.*

**Standard Carpet**

16oz. nylon carpet

- Red
- Burgundy
- Blue
- Navy
- Green
- Grey
- Black

*Please Note: Colors may vary slightly from photo.*
## FLOOR COVERING

### Upgraded Carpet
30 oz. premium 100% nylon carpet

**Enter size and select carpet color**

<table>
<thead>
<tr>
<th>Booth Dimensions</th>
<th>Total Area</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Size .......................</td>
<td>_______ x _______ = _______ sq. ft</td>
<td>$5.77 or $6.93</td>
<td>= $ _______</td>
<td></td>
</tr>
</tbody>
</table>

### Please Select Carpet Color:
(check one)

- [ ] Red
- [ ] Grey
- [ ] Navy
- [ ] Teal
- [ ] Green
- [ ] White
- [ ] Black
- [ ] Burgundy

### Standard Carpet
16 oz. nylon carpet

**Enter size and select carpet color**

**Custom Size**
Custom size is required for larger, island or peninsula booths.

<table>
<thead>
<tr>
<th>Discount</th>
<th>Standard</th>
<th>Extended</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ 10’ x 10’</td>
<td>$ 208.00</td>
<td>$333.00</td>
</tr>
<tr>
<td>□ 10’ x 20’</td>
<td>$ 417.00</td>
<td>$ 666.00</td>
</tr>
<tr>
<td>□ 10’ x 30’</td>
<td>$ 625.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>□ 10’ x 40’</td>
<td>$ 833.00</td>
<td>$1,333.00</td>
</tr>
</tbody>
</table>

**Please Select Carpet Color:**
(check one)

- [ ] Red
- [ ] Burgundy
- [ ] Blue
- [ ] Navy
- [ ] Green
- [ ] Grey
- [ ] Black

### Additional Items

**½” Foam Padding**

<table>
<thead>
<tr>
<th>Booth Dimensions</th>
<th>Total Area</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ x ___ = _____ sq. ft</td>
<td>$ .90 or $ 2.50</td>
<td>= $ __________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Double Padding x2

**Visqueen**

<table>
<thead>
<tr>
<th>Booth Dimensions</th>
<th>Total Area</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ x ___ = _____ sq. ft</td>
<td>$1.25 or $ 1.75</td>
<td>= $ __________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Discount Price Deadline:**
Order & payment due by Thursday, September 28, 2017

Please Note: There is a 50% cancellation fee of any items cancelled after delivery to the booth.

**Company Name:** ____________________________
**Contact Name:** ____________________________
**Email Address:** ____________________________
**Phone #:** ____________________________
**Booth #:** ____________________________

**Subtotal:** $ ______

**TAX 8.75%**

**ESTIMATED TOTAL FLOOR COVERING** $ ______
Standard Chairs

A. Side chair, black
B. Bar stool, black

*Please Note: Colors and style may vary upon availability.
**ACCESSORIES**

- A. Bag Stand - Chrome
- B. Brochure holder
- C. Display board (8' w x 4' h)
- D. Display counter (36" w x 41" h x 21" d)
- E. Easel - Tripod
- F. Glass showcase - 6’ w full view
- G. Literature stand
- H. Raffle drum
- I. Sign Stand - Chrome (22” w x 28” h)
- J. Stanchion (with 7” retractable cord)
- K. Wastebasket

*Please Note: Colors and style may vary upon availability.*
# FURNITURE & ACCESSORIES

## Furniture

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Side chair, black</td>
<td>x</td>
<td>$129.00</td>
<td>$180.00</td>
<td>$__________</td>
</tr>
<tr>
<td>B. Bar stool, black</td>
<td>x</td>
<td>$155.00</td>
<td>$217.00</td>
<td>$__________</td>
</tr>
</tbody>
</table>

## Accessories

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Bag Stand - Chrome</td>
<td>x</td>
<td>$206.00</td>
<td>$288.00</td>
<td>$__________</td>
</tr>
<tr>
<td>B. Brochure holder</td>
<td>x</td>
<td>$77.00</td>
<td>$108.00</td>
<td>$__________</td>
</tr>
<tr>
<td>C. Display board (8' w x 4' h)</td>
<td>x</td>
<td>$208.10</td>
<td>$292.00</td>
<td>$__________</td>
</tr>
<tr>
<td>D. Display counter (36&quot; w x 41&quot; h x 21” d)</td>
<td>x</td>
<td>$300.00</td>
<td>$390.00</td>
<td>$__________</td>
</tr>
<tr>
<td>E. Easel - Tripod</td>
<td>x</td>
<td>$86.00</td>
<td>$120.00</td>
<td>$__________</td>
</tr>
<tr>
<td>F. Glass showcase - 6’ w full view</td>
<td>x</td>
<td>$387.00</td>
<td>$541.00</td>
<td>$__________</td>
</tr>
<tr>
<td>G. Literature stand</td>
<td>x</td>
<td>$164.00</td>
<td>$230.00</td>
<td>$__________</td>
</tr>
<tr>
<td>H. Raffle drum</td>
<td>x</td>
<td>$90.00</td>
<td>$108.00</td>
<td>$__________</td>
</tr>
<tr>
<td>I. Sign Stand - Chrome (22” w x 28” h)</td>
<td>x</td>
<td>$137.00</td>
<td>$192.00</td>
<td>$__________</td>
</tr>
<tr>
<td>J. Stanchion (includes 7’ retractable cord)</td>
<td>x</td>
<td>$62.00</td>
<td>$87.00</td>
<td>$__________</td>
</tr>
<tr>
<td>K. Wastebasket</td>
<td>x</td>
<td>$16.66</td>
<td>$23.33</td>
<td>$__________</td>
</tr>
</tbody>
</table>

**Please Note:** There is a 50% cancellation fee of any items cancelled after delivery to the booth.

**Discount Price Deadline:** Order & payment due by Thursday, September 28, 2017

T3 Expo Fax Line: 1-888-846-6030  
Email Order: orders@t3expo.com  
Help Email: help@t3expo.com  
Phone: 888-698-3397 x 309
Skirted Tables
• 4’ w x 2’ d x 30” h
• 6’ w x 2’ d x 30” h
• 8’ w x 2’ d x 30” h
• 4’ w x 2’ d x 40” h
• 6’ w x 2’ d x 40” h
• 8’ w x 2’ d x 40” h

Skirted tables include white vinyl top and pleated skirt on three sides. Fourth side skirting is available at an additional cost.

Unskirted Tables
• 4’ w x 2’ d x 30” h
• 6’ w x 2’ d x 30” h
• 8’ w x 2’ d x 30” h
• 4’ w x 2’ d x 40” h
• 6’ w x 2’ d x 40” h
• 8’ w x 2’ d x 40” h

Round Tables
• 30” dia. x 30” h, black
• 30” dia. x 40” h, black

*Please Note: Colors and style may vary upon availability.

Skirting not available on round tables.
## DISPLAY TABLES

### 30" High Skirted (on 3 sides)

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>4' x 2' d</td>
<td>$149.00 or $208.00</td>
<td>$173.00 or $242.00</td>
<td>$173.00 or $242.00</td>
</tr>
<tr>
<td>6' x 2' d</td>
<td>$202.00 or $283.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8' x 2' d</td>
<td>$202.00 or $283.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th Side Skirting</td>
<td>$48.00 or $67.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 40" High Skirted (on 3 sides)

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>4' x 2' d</td>
<td>$173.00 or $242.00</td>
<td>$202.00 or $283.00</td>
<td>$202.00 or $283.00</td>
</tr>
<tr>
<td>6' x 2' d</td>
<td>$232.00 or $325.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8' x 2' d</td>
<td>$232.00 or $325.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th Side Skirting</td>
<td>$57.00 or $80.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 30" High Unskirted

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>4' x 2' d</td>
<td>$60.00 or $83.00</td>
<td>$77.00 or $108.00</td>
<td>$77.00 or $108.00</td>
</tr>
<tr>
<td>6' x 2' d</td>
<td>$77.00 or $108.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8' x 2' d</td>
<td>$95.00 or $133.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 40" High Unskirted

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>4' x 2' d</td>
<td>$78.00 or $108.00</td>
<td>$95.00 or $133.00</td>
<td>$95.00 or $133.00</td>
</tr>
<tr>
<td>6' x 2' d</td>
<td>$95.00 or $133.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8' x 2' d</td>
<td>$113.00 or $158.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Round Tables

<table>
<thead>
<tr>
<th>Product</th>
<th>Quantity</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>30&quot; x 30&quot; h, black</td>
<td></td>
<td>$101.00 or $142.00</td>
<td>$114.00 or $160.00</td>
<td></td>
</tr>
<tr>
<td>30&quot; x 40&quot; h, black</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Please Select Skirting Color:**
- Red
- Blue
- Gold
- Green
- Burgundy
- Plum
- White
- Grey
- Black

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TAX 8.75%**

**ESTIMATED TOTAL DISPLAY TABLES**

---

Company Name:  
Contact Name:  
Email Address:  
Phone #:  
Booth #:  

*Please Note: There is a 50% cancellation fee of any items cancelled after delivery to the booth.*

**Discount Price Deadline:**
Order & payment due by Thursday, September 28, 2017
ADDITIONAL INFORMATION & FORMS
## Display Labor & Forklift

### Important Information
- Straight Time: 8:00 a.m. to 4:30 p.m., Monday through Friday.
- Overtime: Before 8:00 a.m. and after 4:30 p.m., Monday through Friday, and all hours on Saturday.
- Double Time: Sunday and observed union holidays.
- Show site labor orders: Add 30% to hourly rates.
- T3 Expo bills 1 hour minimum per laborer. Additional time is billed in 1/2 hour increments per laborer.
- Exhibitors ordering forklift will be assigned a forklift & operator.
- Determination of crew size is at the discretion of the official service contractor.
- Starting time is to be confirmed with T3 Expo. Only labor ordered for 8:00 a.m. start time is guaranteed. All other start times will begin as soon as labor is available.
- Exhibitor must check in at the T3 Expo service desk when ready for labor, and check out at the T3 Expo service desk upon completion of work.
- Exhibitors ordering forklift to assemble displays or for uncrating, unskidding, positioning and reskidding equipment or machinery will need to estimate their needs on this form.

### Display Labor

<table>
<thead>
<tr>
<th>Labor</th>
<th>Straight Time</th>
<th>Overtime</th>
<th>Double Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>$118.00</td>
<td>$177.00</td>
<td>$236.00</td>
<td></td>
</tr>
<tr>
<td>T3 Supervised Labor</td>
<td>$153.40</td>
<td>$230.10</td>
<td>$306.80</td>
</tr>
<tr>
<td>Forklift and Operator</td>
<td>$193.00</td>
<td>$252.00</td>
<td>$311.00</td>
</tr>
</tbody>
</table>

### Requested Date & Time
- # of Laborers
- # Hours
- Hourly Rate
- Total Cost

### For display labor - Supervision of all labor is required (check one)
- Exhibitor Supervision
- T3 Expo Supervision

### Heaviest piece weight
- Dimensions

### For forklift orders - Type of Work Being Performed
- Un-skit/re-skid equipment
- Place equipment
- Build booth structure
- Other:

### Size of forklift required:
- 5,000 lb lift
- 10,000 lb lift
- 15,000 lb lift

### Company Name:
- Contact Name:
- Email Address:
- Phone #:
- Booth #:
- Heaviest piece weight:
- Dimensions

### ESTIMATED TOTAL LABOR
- $
HANGING SIGN

Important Information

- Straight Time: 8:00 a.m. to 4:30 p.m., Monday through Friday.
- Overtime: Before 8:00 a.m. and after 4:30 p.m., Monday through Friday, and all hours on Saturday.
- Double Time: Sunday and observed union holidays.
- Show site labor orders: Add 30% to hourly rates.
- T3 Expo bills in 1 hour increments per crew for sign hanging.
- Hanging signs should be sent in a separate container to the advance shipping warehouse no later than Thursday, October 12, 2017 using the enclosed “Hanging Sign” labels.
- All hanging signs are subject to approval and must conform to show management and facility regulations.
- Signs requiring electricity must be in accordance with the National Electrical Code.
- T3 Expo reserves the right to refuse to hang any sign which we deem to be unsafe.

Sign Hanging Lift/Crew

<table>
<thead>
<tr>
<th></th>
<th>Straight Time</th>
<th>Overtime</th>
<th>Double Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>$479.00</td>
<td>$656.00</td>
<td>$833.00</td>
<td></td>
</tr>
</tbody>
</table>

Requested Date & Time  # of Lift(s)/Crew(s) # Hours  Hourly Rate  Total Cost

Installation  x  x  = $

Dismantle  x  x  = $

Overtime

Double Time

Straight Time

Hanging Sign

Company Name: ________________________________
Contact Name: _______________________________
Email Address: ______________________________
Phone #: ________________________________
Booth #: ________________________________

ESTIMATED TOTAL HANGING SIGN . $______
# HANGING SIGN DESCRIPTION AND POSITION

## Description of Sign

### Material
- Cloth/Vinyl
- Wood
- System
- Metal
- Other ________________
- Single Sided
- Double Sided
- Pockets
- Gromets
- # of Hang Points ______

### Shape
- Square
- Circle
- Triangle
- Pinwheel
- Other ________________

### Dimensions
- Height ____________
- Width ____________
- Length ____________
- Approx Weight _________ Lbs.

## Assembly Required?
- Yes
- No

## Electricity Required?
- Yes
- No

## Chain Motors Required? (call/email T3 Expo for rates)
- Yes
- No

## Is exhibitor supervision required for T3 Expo to assemble and hang the sign?
- Yes
- No

## Position of Sign

### Distance from the floor to the top of the sign:
- _______ or
- to maximum height allowed

### Location
- Center of Booth
- See Diagram Below

Use this grid to indicate the position of your hanging sign.
- Please indicate the scale of the grid (i.e. 1 square=1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers in the space around the grid.

Each square = ________

![Diagram of grid for hanging sign positioning]

Adjacent Booth or Aisle # = ________
ANCILLARY SERVICES

- Exhibitor must sign up for accessible storage at the on site Service Desk.
- Accessible storage is for storing items such as giveaways or literature that need to be replenished.
- ½ hour minimum labor charge to bring items to storage and ½ hour minimum charge for each time retrieved. Actual hours will be included in final billing.
- NOTE: If you are already paying for advance or direct material handling to T3 Expo, there is no additional charge for empty storage. If you are hand carrying your exhibit and require storage, empty storage fees will apply.
- Empty Storage fees cover the duration of the event.

### Accessible Storage
Based upon square footage required for storage.

<table>
<thead>
<tr>
<th>Area</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 25 sq. ft</td>
<td>$90.00 per day</td>
</tr>
<tr>
<td>26 to 50 sq. ft</td>
<td>$140.00 per day</td>
</tr>
<tr>
<td>51 to 100 sq. ft</td>
<td>$200.00 per day</td>
</tr>
<tr>
<td>101 to 150 sq. ft</td>
<td>$240.00 per day</td>
</tr>
<tr>
<td>151 to 200 sq. ft</td>
<td>$350.00 per day</td>
</tr>
</tbody>
</table>

Subtotal = $__________  

*One half hour of labor will be charged to bring items to storage and one half hour for each time items are retrieved from or brought into storage.*

### Empty Storage
Cardboard Box ............................................................... $ 40.00 each  
Fiber Case ................................................................. $ 50.00 each  

Subtotal = $__________  

### Cleaning

<table>
<thead>
<tr>
<th>Area</th>
<th>Price</th>
<th># Days</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacuuming</td>
<td>$0.55 per sq. ft x</td>
<td>= $ ________</td>
<td></td>
</tr>
<tr>
<td>Porter Service</td>
<td>$1.10 per sq. ft x</td>
<td>= $ ________</td>
<td></td>
</tr>
</tbody>
</table>

TAX 8.75% = $__________  
ESTIMATED TOTAL SERVICES. $__________
## SIGNAGE

### Important Information
- Double sq. ft. for double sided graphics.
- Round sq. ft. to next whole increment.
- File conversion, retouching or color correction may incur additional charges.
- T3 can design layouts of graphics for and additional fee of $125 per hour, minimum of 2 hours.
- Please refer to the graphic submission guidelines form for artwork file set-up and uploading instructions.

### Signage

#### Standard Size Signs

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Discount</th>
<th>Standard</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.5&quot; w x 11&quot; h</td>
<td>$ 55.00</td>
<td>$ 65.00</td>
<td></td>
</tr>
<tr>
<td>44&quot; w x 7&quot; h</td>
<td>$131.00</td>
<td>$157.00</td>
<td></td>
</tr>
<tr>
<td>14&quot; w x 22&quot; h</td>
<td>$ 71.00</td>
<td>$ 85.00</td>
<td></td>
</tr>
<tr>
<td>22&quot; w x 28&quot; h</td>
<td>$131.00</td>
<td>$157.00</td>
<td></td>
</tr>
<tr>
<td>28&quot; w x 44&quot; h</td>
<td>$169.00</td>
<td>$203.00</td>
<td></td>
</tr>
</tbody>
</table>

#### Custom Size Banner (in square feet)

\[
\text{width} \times \text{height} = \text{area} \times \$20.00 \text{ per square foot} = \$ \\
\text{Double Sided} \times 2 \\
\text{Subtotal} = \$
\]

### Discount Price Deadline:
Order & payment due by Thursday, September 28, 2017

### Company Information

- **Company Name:** ____________________________
- **Contact Name:** ____________________________
- **Email Address:** ____________________________
- **Phone #:** ____________________________
- **Booth #:** ____________________________

**TAX 8.75%** : $ ________

**ESTIMATED TOTAL SIGNAGE** : $ ________
# PAYMENT INFORMATION

## Services Ordered

<table>
<thead>
<tr>
<th>Service</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Material Handling</td>
<td>$</td>
</tr>
<tr>
<td>Presta Rental Exhibit Packages</td>
<td>$</td>
</tr>
<tr>
<td>Floor Covering</td>
<td>$</td>
</tr>
<tr>
<td>Furniture &amp; Accessories</td>
<td>$</td>
</tr>
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<td>Display Tables</td>
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<td>Labor</td>
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<td>Forklift Labor</td>
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<td>Hanging Sign</td>
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<td>Ancillary Services</td>
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<td>Signage</td>
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<td><strong>Total</strong></td>
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</tbody>
</table>

## Partner Profile

- **Company Name:**
- **Booth #:**
- **Street Address:**
- **City:**
- **State:**
- **Zip:**
- **Country:**
- **Contact Name:**
- **Email Address:**
- **Telephone:** ( )
- **Fax:** ( )

## Method of Payment

- **Company Check** (Checks must be in U.S. Funds)
- **Money Order**
- **Wire Transfer** fees: Domestic $15.00 International $35.00
- **Credit Card**

## Credit Card Information

- **Exhibiting Company:**
- **Booth #:**
- **Cardholder Name:**
- **Email Address:**
- **Account Number:**
- **Card Type:**
- **Expiration Date:**
- **Signature:**
- **CCID#**
- **Cardholder Billing Address:**
- **City/State/Zip:**

**Important Information**

- If paying by check, money order or wire, we will need a credit card as well to hold the order.
- Credit card will be charged for items ordered if intended method of payment is not received at least two weeks prior to the first move in day of the event. Please review show timing.
- Wire Bank fees:
  - Domestic $15.00
  - International $35.00
  - *Wire details will be sent to the contact email address upon receipt of this form.*
- Visa
- Master Card
- American Express
- We will use this authorization to charge your credit card for any additional subsequent orders placed by you or your representative for services rendered to your company for this event.

**Please Note:** There is a 50% cancellation fee of any items cancelled after delivery to the booth.
NOTIFICATION OF INTENT TO USE EAC

Important Information

Inform your Exhibitor Appointed Contractor that they MUST send a copy of their General Liability Insurance Certificate no later than 30 days prior to the first day of exhibitor move in or they will not be permitted to service your exhibit.

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.

If your company plans to use a firm which is not the official service contractor as designated by Show Management, please complete this form and mail or email to the addresses listed below.

Please return to: Great Minds in STEM
Contact: Monica Villafana
602 Monterey Pass Road
Monterey Park, CA 91754
Phone #: 213-359-2644
Email: mvillafana@greatmindsinstem.org

* Please also send this form with your order to T3 Expo.

Exhibiting Company Information

Exhibiting Company Name: Booth Number:
Exhibitor Name:
Signature: Date:

Exhibitor Appointed Contractor Information

EAC Company Name:
EAC Contact Name:
EAC Address:
City/State/Zip:
Phone: Fax:
Type of Service to be Performed:

Return Form By:
Monday, September 18, 2017
# THIRD PARTY AUTHORIZATION

## Important Information

“We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from T3 Expo, to be bound by all terms and conditions as described in the Terms & Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party.”

## Exhibiting Company Authorization of Third Party Billing

<table>
<thead>
<tr>
<th>Exhibitor Name:</th>
<th>Date:</th>
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## Exhibiting Company Information

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<td>Phone:</td>
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## Third Party Company Information

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<td>Contact’s E-Mail Address:</td>
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## Third Party Responsible for (list services):

- Material Handling
- Presta Rental Exhibit Packages
- Floor covering
- Furniture & Accessories
- Labor
- Forklift work
- Sign Hanging
- Ancillary Services
- Signage

## Third Party Credit Card Authorization

<table>
<thead>
<tr>
<th>Cardholder Name:</th>
<th>CCID#:</th>
<th>Expiration Date:</th>
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<td>Account Number:</td>
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Please Note: There is a 50% cancellation fee of any items cancelled after delivery to the booth.

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Discount Price Deadline: Order & payment due by Thursday, September 28, 2017
The terms and conditions set forth below are part of the contractual agreement between T3 Expo, LLC. and you the EXHIBITOR. Exhibitor agrees to and accepts the terms and conditions of this contract when any of the following conditions are met: THE MATERIAL HANDLING AGREEMENT IS SIGNED; OR THE EXHIBITOR’S MATERIALS ARE DELIVERED BY A CARRIER TO T3’S WAREHOUSE OR TO A SHOW/EXPOSITION SITE FOR WHICH T3 IS THE OFFICIAL SHOW CONTRACTOR, OR A SUBCONTRACTOR FOR THE OFFICIAL SHOW CONTRACTOR; OR AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH T3 EXPO, LLC.

1. DEFINITIONS.
For purposes of this contract, “T3” means T3 Expo, LLC. and their employees, agents, directors and assigns, affiliated companies, related entities including but not limited to any subcontractors T3 may appoint. The term “EXHIBITOR” means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractor (“EAC”).

2. PACKAGING AND CRATES.
T3 shall not be responsible for damage to loose uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition T3 shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or having prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

3. EMPTY CONTAINERS.
Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his/her representative. All previous labels must be removed or obliterated. T3 assumes no responsibility for:
- Error in the above procedures
- Removal of containers with old empty labels & without T3 labels
- Improper information on empty labels

T3 WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.

4. INBOUND SHIPMENTS.
Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or his representative, and during such time the materials will be left unattended. T3 WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR’S BOOTH AT THE SHOW SITE. T3 recommends the securing of security services from Facility or Show Management.

5. OUTBOUND SHIPMENTS.
Consistent with trade show industry practices there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. T3 WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. T3 highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to T3 by EXHIBITOR will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any agreement form submitted to T3 and the actual count of such items in the booth at the time of pickup.

6. DELIVERY TO THE CARRIER FOR RELOADING.
T3 WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR’S APPOINTED CARRIER, SHIPPER, OR AGENT FOR TRANSPORTATION AFTER THE EVENT, INCLUDING A T3 DESIGNATED CARRIER IN ACCORDANCE WITH SECTION 7 BELOW. T3 loads the materials onto the carrier under directions from the carrier or driver of that same carrier. Any reloading into the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. T3 ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS THAT ARISE OUT OF IMPROPERLY LOADED MATERIALS.

7. DESIGNATED CARRIERS.
In order to expedite removal of materials from the show site, T3 shall have the authority to change designated carriers if the carrier designated by the EXHIBITOR does not pick up the shipment(s) in time. Where no disposition is made by EXHIBITOR, materials may be taken to a warehouse to await EXHIBITORS shipping instructions and EXHIBITOR agrees to be responsible for charges relating to such rerouting and handling. IN NO EVENT SHALL T3 BE RESPONSIBLE OR LIABLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION. EXHIBITOR hereby understands and agrees that the carrier’s terms and conditions apply to their shipment once the materials have been accepted by said carrier. It is the responsibility of the EXHIBITOR to familiarize himself/herself with these terms and conditions T3 WILL NOT BE RESPONSIBLE OR LIABLE FOR FAILURE TO PROVIDE THESE CARRIER TERMS AND CONDITIONS TO THE EXHIBITOR.

8. T3’S RESPONSIBILITIES.
T3 shall be responsible only for those services which it directly provides. T3 assumes no responsibility for any persons, parties, or other contracting firms not under T3’s direct supervision and control. T3 shall not be responsible for loss, delay or damage due to strike lockouts, work stoppages, natural elements, vandalism, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond T3’s reasonable control nor for ordinary wear & tear in the handling of materials.
9. INSURANCE.
It is understood that T3 is not an insurer. Any insurance shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide T3 with a release and waiver of subrogation to the extent of any insurance settlement received.

10. CLAIM(S) FOR LOSS.
EXHIBITOR agrees that any and all claims for loss or damage must be submitted to T3 immediately at the show site and in any case not later than thirty (30) business days after the conclusion of the show or exposition for purposes of claim reporting, the “conclusion” of the show shall be construed as the time when EXHIBITOR’S materials are delivered to the carrier for transportation from the show site or from T3’s warehouse. All claims reported after thirty (30) business days will be rejected. In no event shall a suit or action be brought against T3 more than one year after the date of loss or damage occurred.

a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between the EXHIBITOR and T3 relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to T3 for its services, as an offset against the amount of any alleged loss or damage. Any claims against T3 shall be considered a separate transaction, and shall be resolved on its own merits.

b. MAXIMUM RECOVERY. THE DECLARED VALUE DOES NOT APPLY TO THE SERVICES PROVIDED BY T3 if found liable for any loss. T3’s sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR’S materials and EXHIBITOR’S sole and exclusive remedy is limited to repair or replacement with like kind and quality, subject to a dollar amount limited equal to the amount paid by T3 for materials handling services during the show or exposition under this contract.

c. BREACH OF CONTRACT AND/OR NEGLIGENCE. T3’s liability shall be limited to any loss or damage which results solely from T3’s NEGLIGENCE in the actual physical handling of the items comprising EXHIBITOR’S shipment(s) OR which results from BREACH OF THIS CONTRACT and not for any other type of loss or damage. In no event shall T3 be liable to the EXHIBITOR or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damages, whether such damages occur either prior to, subsequent to, or are alleged as a result of tortuous conduct, failure of the equipment or services of T3 or breach of any of the provisions of this agreement regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if T3 has been advised or has notice of the possibility of such damages or for any damages caused by EXHIBITOR’S failure to perform EXHIBITOR’s responsibilities. Such excluded damages include but are not limited to: loss of profits, loss of use or interruption of business, or other consequential or indirect economic loss(s).

11. JURISDICTION.
THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF MASSACHUSETTS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS AND RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN PLYMOUTH COUNTY, MASSACHUSETTS.

12. INDEMNIFICATION.
EXHIBITOR agrees to indemnify, forever hold harmless and defend T3 and their employees, directors, officers and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury or death, damage to or loss of property or profits arising out of or contributed to, by any of the following:

- EXHIBITOR’S negligent supervision of any labor secured through T3 or the negligent supervision of such labor by any of EXHIBITORS employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC).
- EXHIBITOR’S negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of EXHIBITOR’S employees, agents, representatives, customers, invitees, and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of T3’s equipment.
- EXHIBITOR’S violation of Federal State, County or Local ordinances.
- EXHIBITOR’S violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

13. WAIVER AND RELEASE.
EXHIBITOR, as a material part of the consideration to T3 for services, waives and releases all claims against T3 with respect to all matters for which T3 disclaimed liability pursuant to the provisions of this Agreement.

14. MISCELLANEOUS.
EXHIBITOR, as a material part of the consideration to T3 for material handling services, waives and releases all claims against T3, its employees, agents, directors and officers with respect to all matters for which T3 has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or unenforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all other provisions herein.
UNITED STATES FIRE DEPARTMENT REGULATIONS

For Exhibits, Exhibitions, Displays and Trade Shows - Public & Private

Booth Construction - Booths, platforms and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to the Fire Department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus will be of a 3-wire UL type approved.

Fire Department - A permit shall be required for the following:

1) Display and operate any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
2) Display or operate any electrical, mechanical, or chemical device which may be deemed hazardous by the Fire Department.
3) Use or storage of inflammable liquids and dangerous chemicals.
4) Display any internal combustion engine (special requirements available upon request).
5) Use of compressed gases. (Permit available for 32CF bottles 1/2 full or less).

Obstructions - Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily seen locations and may be required to be posted with designating signs.

Fire-Retardant Treatment - All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1232 square inches (28” x 44”) if separated from other combustibles by a minimum of 12” horizontally and 24” vertically. Oilcloth, tarpaper, nylon and certain other plastic materials cannot be made flame-retardant, and their use is prohibited.

Combustibles - Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

Storage behind booth backwall is strictly prohibited.
PASADENA LABOR GUIDELINES

Booth Labor
The Decorators Union claims jurisdiction over all set-up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. You may install and/or dismantle your exhibit display if one person, who is a full time employee of the exhibiting firm, can accomplish the task in an hour or less without the use of tools.

If your exhibit preparation, installation, or dismantling requires more than 1 hour, you must use union personnel supplied by either the general contractor, or your exhibitor appointed contractor of choice.

Material Handling (Drayage)
Exhibitors may hand-carry in what they can handle with one person in one trip. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. Teamsters are responsible for all additional freight moving. The general contractor will control access to the loading docks and control the unloading and reloading of all vehicles at the loading docks. Only full time employees of the exhibiting company will be allowed to hand carry items.

Rigging is handled by riggers.

Electrical
Electricians are responsible for all electrical installations and connections. Exhibitor provided cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floor work. All multi-outlet devices such as power strips must have circuit protection.
ANCILLARY
INFORMATION & FORMS

*PLEASE SUBMIT ORDER FORMS AND PAYMENT DIRECTLY TO INDIVIDUAL VENDORS.
TRADE SHOW FURNISHINGS

Product Guide

Featuring:
• POWERED Collections
• Modular Seating
• Executive Seating
• Communal Tables
• Barstools
Power Up In Style.

Empower attendees at your next show with functional charging furniture from CORT and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities. Charging adapters are available to rent for all powered products.

**POWERED Seating**

Empower attendees at your next show with functional charging furniture from CORT and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities. Charging adapters are available to rent for all powered products.

- SFAPWR Sofa, Powered (white vinyl) 78"L 31"D 33"H
- CHRPWR Chair, Powered (white vinyl) 37"L 31"D 33"H

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**Powered Seating**

Empower attendees at your next show with functional charging furniture from CORT and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities. Charging adapters are available to rent for all powered products.
Powered Seating

Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

A) NPLCHP
Naples Chair, Powered
(black vinyl)
36”L 30”D 28”H

B) NPLSOP
Naples Sofa, Powered
(black vinyl)
87”L 30”D 28”H

C) NPLLLOP
Naples Loveseat, Powered
(black vinyl)
62”L 30”D 28”H

Powered Tables

A) G30BWP
G30 Bar Table, Powered
(white top)
72”L 26”D 42”H

B) G30DWP
G30 Café Table, Powered
(white top)
72”L 26”D 30”H

C) G30CWP
G30 Cocktail Table, Powered
(white top)
72”L 26”D 18”H

D) C1WP
Sydney Cocktail Table, Powered
(white, brushed steel)
48”L 26”D 18”H

E) C1YP
Sydney Cocktail Table, Powered
(black, brushed steel)
48”L 26”D 18”H

Charging adapters are available to rent for all powered products.

F) ADAPTW (white)
G) ADAPTB (black)
Powered Banquettes.

MODULAR SYSTEM
Create round banquettes or custom serpentine seating. The Power Banquette system has 3 AC and 2 USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free standing charging station.

BNQTL7 Center Cone
w/Electrical Charging Outlet
(white vinyl)
38”RND 51”H

BNQ417 Full Banquette
w/Electrical Charging Outlet
(white vinyl)
72”RND 51”H

BNQR17 Ottoman Ring
(4 ottoman seats)
(white vinyl)
72”RND 18”H

BNQ7 Quarter Curve Ottoman
(white vinyl)
53”L 22”D 18”H

WHT12 Half Bench Ottoman
(white vinyl)
39”L 22.5”D 18”H
Powered Pedestals

Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

Charging Adapters
E) ADAPTW (white)
F) ADAPTB (black)

Charging adapters are available to rent for all powered products.

Powered Tech Desk

A) TECH3B Tech Desk, Powered w/3 Drawer File Cabinet
   (black metal, laminate)
   60"L 30"D 30"H

B) TECH Tech Desk, Powered
   (black metal, laminate)
   60"L 30"D 30"H

C) TECH3 3 Drawer File Cabinet on Castors
   (black metal, laminate)
   16"L 20"D 28"H

Charging Adapter
D) ADAPTB (black)
Charging adapters are available to rent for all powered products.
Soft Seating Collections

HOPI
HOPCH Chair
(gray linen)
21"L 25"D 34"H

HOPI
HOPLY Loveseat
(gray linen)
48"L 25"D 34"H

SILVERADO
C1E Cocktail Table
(glass, chrome)
36" Round 17"H
Soft Seating Collections

FAIRFAX
A) FAIRSW Sofa
   (white vinyl, brushed metal)
   62"L 27"D 30"H
B) FAIRCW Chair
   (white vinyl, brushed metal)
   30"L 27"D 30"H

NAPLES
A) NPLCHR Chair
   (black vinyl)
   36"L 30"D 28"H
NPLCHP (Powered)
B) NPLLOV Loveseat
   (black vinyl)
   62"L 30"D 28"H
NPLLOP (Powered)
C) NPLSOF Sofa
   (black vinyl)
   87"L 30"D 28"H
NPLSOP (Powered)

ROMA
A) CHR003 Chair
   (white vinyl)
   37"L 31"D 33"H
CHRPPWR (Powered)
B) SFA003 Sofa
   (white vinyl)
   78"L 31"D 33"H
SFAPWR (Powered)

Available in Power
Soft Seating Collections

HEATHROW
H5008 Sectional 3pcs
(black vinyl)
72”L 48”D 28”H

HCH08 Heathrow Chair
(black vinyl)
24”L 24”D 28”H

HC008 Heathrow Corner Chair
(black vinyl)
24”L 24”D 28”H

HEA08 Heathrow Sofa
(black vinyl)
48”L 24”D 28”H
### ALLEGRO
- **A)** CHR002 Chair (blue fabric)
  - 36"L 34.5"D 30"H
- **B)** SFA002 Sofa (blue fabric)
  - 73"L 34.5"D 30"H

### TANGIERS
- **A)** TANSOF Sofa (beige textured)
  - 78"L 37"D 36"H
- **B)** TANCHR Chair (beige textured)
  - 34"L 37"D 36"H

### KEY LARGO
- **A)** KEYCHR Chair (black fabric)
  - 35"L 35"D 34"H
- **B)** KEYLOV Loveseat (black fabric)
  - 57"L 35"D 34"H
- **C)** KEYSOF Sofa (black fabric)
  - 79"L 35"D 34"H

### SOUTH BEACH
- **A)** SO1 Sofa (platinum suede)
  - 69"L 29"D 33"H
- **B)** OTS Ottoman (platinum suede)
  - 25"L 31"D 18"H
- **C)** SO2 Sofa Sectional 3pc. (platinum suede)
  - 152"L 40"D 33"H
Accent Chairs

KEY WEST
OCB Chair
(black)
31”L 31”D 31”H

MADGRY Arm Chair
(light gray vinyl)
27”L 32”D 33”H

SWANSON
SWAN Swivel Chair
(white vinyl)
26”L 26”D 30”H

MADDEN
MADGRY Arm Chair
(light gray vinyl)
27”L 32”D 33”H
**Accent Chairs**

A) BCW Madrid Chair (white vinyl) 30"L 30"D 31"H

B) OCH Madrid Chair (black vinyl) 30"L 30"D 31"H

C) LABREA La Brea Swivel Chair (charcoal gray, fabric) 35"L 27"D 40"H

D) CCE Ice Chair (transparent, chrome) 17.25"L 20"D 32"H

**Meeting & Stage Chairs**

Meeting Chair 25.5"L 23.5"D 34"H

A) OCMESP (espresso vinyl)

B) OCMTAU (taupe fabric)

C) OCMWHT (white vinyl)
Group Seating

- **ZENITH**
  - ZENCHR Chair (white, chrome)
  - 18.5"L 22"D 34"H

- **LAGUNA**
  - LMCHR Chair (maple, chrome)
  - 18"L 19"D 34"H

- **MALBA**
  - MALGRY Chair (gray)
  - 20"L 20"D 32"H

- **MALBA**
  - MALGRN Chair (green)
  - 20"L 20"D 32"H
Mix & Match

Create the ultimate seating configuration. Choose from a variety of shapes and sizes to design the perfect look.

J) RSTDIN Rustique Chair w/arms (gunmetal) 20"L 18"D 31"H
K) DUET Duet Chair (black, chrome) 21"L 23"D 33"H
Ottomans

VIBE CUBE
18”L 18”D 18”H

A) VIB09 (white vinyl)
B) VIB10 (black vinyl)
C) VIB07 (beige vinyl)
D) VIB04 (red vinyl)
E) VIB05 (yellow vinyl)
F) VIB02 (blue vinyl)
G) VIB08 (orange vinyl)
H) VIB06 (gold/bronze vinyl)
I) VIB01 (green vinyl)
J) VIB03 (pink vinyl)
Styles & Shapes

ENDLESS Square
34"L 34"D 15"H
A) END02B (black)  
B) END02W (white)

ENDLESS Curved
60.5"L 37.5"D 15"H
C) END01B (black)  
D) END01W (white)

Bench Ottomans
60"L 20"D 18"H
E) BNO08 (black vinyl)  
F) BNO75 (white vinyl)

G) SAL Sally Stool
(white)  
12" Round 17"H

H) CUBL20 Edge
LED Cube Ottomans
(white plastic)  
20"L 20"D 20"H
A/C power only

I) WHT12 Half Bench
(white vinyl)  
39"L 22.5"D 18"H

J) BNO7 Quarter Curve
(white vinyl)  
53"L 22"D 18"H

K) BNQR17 Ring
(4 ottoman seats)
(white vinyl)  
72"RND 18"H

Marche Swivel Ottomans
17"RND 18"H
A) MAR001 (white vinyl)  
B) MAR005 (red fabric)
C) MAR009 (pear yellow)  
D) MAR007 (plum fabric)
E) MAR010 (blue fabric)  
F) MAR002 (gray fabric)
G) MAR006 (rose quartz)  
H) MAR003 (linen fabric)
I) MAR004 (raspberry fabric)
J) MAR008 (meadow green)

Marche Swivel

A.  
B.  
C.  
D.  
E.  
F.  
G.  
H.  
I.  
J.  
K.
Accent Tables

**ALONDRA**

- **Cocktail Table**
  - A) ALC100 (glass, chrome)
  - B) ALC200 (wood, chrome)

- **End Table**
  - C) ALE100 (glass, chrome)
  - D) ALE200 (wood, chrome)

**GEO**

- **Cocktail Table**
  - A) C1C (glass, chrome)
  - B) C1FWB (wood, black)

- **End Table**
  - C) E1C (glass, chrome)
  - D) E1FWB (wood, black)
**Styles & Shapes**

SYDNEY
- (brushed steel)
- Cocktail Tables
  - 48"L 26"D 18"H
  - A) C1W (white)
  - C1WP (Powered)
  - B) C1Y (black)
  - C1YP (Powered)

End Tables
- 27"L 23"D 22"H
  - C) E1W (white)
  - D) E1Y (black)

REGIS
- (brushed metal)
- E) REGBEN Bench Table
  - 47"L 15.5"D 16"H
- F) REGOTT End Table
  - 16"L 15.5"D 16.5"H

SILVERADO
- (glass, chrome)
- G) E1E End Table
  - 24" Round 22"H
- H) C1E Cocktail Table
  - 36" Round 17"H

OLIVER
- (walnut finish)
- I) EOLI End Table
  - 22" Round 22"H
- J) COLI Cocktail Table
  - 47"L 27"D 19"H

RUSTIC
- (wood)
- K) ETBL E-Table
  - 21"L 15.5"D 27.5"H
- L) TMBTBL Timber Table
  - 16" Round 17"H
- M) NEMSAC
  - Mosaic Tables, Set of 3
    - (wood, metal)
    - 12"L 14"D 16"H
    - 16.5"L 15"D 18"H
    - 20.5"L 16"D 20"H
- N) AURA
  - Aura Round Table
    - (white metal)
    - 15" Round 22"H
- O) CUBTBL Edge LED Cube Table
  - (plexi top, white plastic)
    - 20"L 20"D 20"H
    - A/C power only
Café Tables

A) 30SBHC 30” Round Café Table
   (liquid steel blue top, chrome hydraulic base)
   30”RND 29”H

B) RSTDIN Rustique Chair w/Arms
   (gunmetal)
   20”L 18”D 31”H

30” Round Café Tables
Standard Black Base
30” Round 29”H
A) ZTB (red top)
B) ZTH (liquid steel blue top)

Hydraulic Chrome Base
30” Round 29”H
C) LIQ009 (liquid white top)
D) 30MAHC (Madison gray acajou top)

Malba Chair
20”L 20”D 32”H
E) MALGRN (green)
Customize And Create

Choose your base, black or chrome, then pick a color that suits your design.

Café Tables
Standard Black Base
30" Round 29"H
A) ZTG (silver textured)
B) ZTJ (graphite nebula)
C) ZTK (maple)
D) LIO004 (liquid white)
E) ZTA (Madison/gray acajou)

36" Round 29"H
F) ZTQ (white laminate)
G) ZTN (graphite nebula)
H) ZTP (maple)

Café Tables
Hydraulic Chrome Base
30" Round 29"H
I) 30STHC (silver textured)
J) 30GRHC (graphite nebula)
K) 30MTHC (maple)
L) 30BRHC (red)

36" Round 29"H
M) 36WTHC (white laminate)
N) 36GRHC (graphite nebula)
O) 36MTHC (maple)

See additional options on page 21.

Mix & Match
Create the ultimate look. Choose from a wide variety of colorful Group Seating for the perfect style.
A) ZENCHR Zenith Chair (white, chrome) 18.5"L 22"D 32"H
B) DUET Duet Chair (black, chrome) 21"L 23"D 33"H
Bar Tables

A) LIQ010
30" Round Bar Table
(liquid white, chrome hydraulic base)
30"RND 45”H

B) AP512
Apex Barstools
(blue ultra suede)
21"L 21"D 33”H

C) 305BHB
30" Round Bar Table
(liquid steel blue top, chrome hydraulic base)
30"RND 45”H

D) RSTSTL
Rustique Barstool
(gunmetal)
13”L 13”D 30”H
Customize And Create

Choose your base, black or chrome, then pick a color that suits your design.

MAPLE
WHITE LAMINATE
SILVER TEXTURED
GRAPHITE NEBULA
LIQUID WHITE
LIQUID STEEL BLUE
RED
MADISON/GRAY ACAJOU

Bar Tables
Standard Black Base
30” Round 42”H
A) VTJ (graphite nebula)
B) VTK (maple)
C) VTX (silver textured)
D) VTB (red)
E) LIQ003 (liquid white)
F) VTH (liquid steel blue)
36” Round 42”H
G) VTW (white laminate)
H) VTN (graphite nebula)
I) VTP (maple)

Bar Tables
Hydraulic Chrome Base
30” Round 45”H
J) 30GRHB (graphite nebula)
K) 30MTHB (maple)
L) 30STHB (silver textured)
M) 30BRHB (red)
36” Round 45”H
N) 36WTHB (white laminate)
O) 36GRHB (graphite nebula)
P) 36MTHB (maple)

See additional options on page 23.

Q) 30MAHB 30” Round Bar Table w/Hydraulic Chrome Base
(Madison/gray acajou) 30” RND 45”H
R) VTA 30’ Round Bar Table w/ Standard Black Base
(Madison/gray acajou) 30” RND 42”H
Barstools

LIFT BARSTOOLS
15” Round 23-33.5”H
A) ROLLWH (white vinyl)
B) ROLLRD (red vinyl)
C) ROLLBL (black vinyl)
D) ROLLGY (gray vinyl)
Create the ultimate look. Choose from a wide variety of select Bar Seating for the perfect style.

P) ZENBAR Zenith Barstool (white, chrome) 19”L 20”D 44”H
Q) RSTSTL Rustique Barstool (gunmetal) 13”L 13”D 30”H
R) LMBAR Laguna Barstool (maple, chrome) 18”L 20”D 47”H
Conference Tables

42" Round Conference Table
42" RND 29" H
A) CONF42 (white laminate)
B) CB1 (graphite nebula)
C) CB8 (Madison/gray acajou)

MADISON
(Madison/gray acajou)
D) MADC05 5' Table
60"L 48"D 29" H
E) MADC08 8' Table
96"L 60"D 29" H
F) MADC10 10' Table
120"L 48"D 29" H

Powered Conference Table Module
(included) 2"L 2.25"D 2"H
Includes 2 AC and 2 USB outlets. Available for all conference tables except the Geo, Merlin and Work Tables.
Styles & Shapes

Create the right look. Choose from a wide selection of Conference Chairs for the perfect style.

- PROEXB Pro Executive High Back Chair (black vinyl) 25"L 24"D 48"H Adjustable.
- PROMID Pro Executive Mid Back Chair (white vinyl) 24"L 22"D 40"H Adjustable.

Geo Rounded Square Tables
- 42"L 42"D 29"H
  - A) CE1 (glass, chrome)
  - B) CF1 (glass, black)

Geo Rectangular Tables
- 60"L 36"D 29"H
  - C) CF2 Geo (glass, black)
  - D) CE2 Geo (glass, chrome)

Conference Tables (graphite nebula)
- E) CB3 8' 96"L 48"D 29"H
- F) CB2 6' 72"L 42"D 29"H

Conference Tables (granite)
- G) C508GR 8' 96"L 44"D 29"H
- H) CT10GR 10' 120"L 46"D 29"H
- I) CT06GR 6' 72"L 36"D 29"H

J) MERLIN
Merlin Multi Use Table (gray laminate, black) 46"L 29"D 30"H
K) WD3 Work Table (white laminate, white) 48"L 24"D 30"H
Executive Seating

Create the right look. Choose from a wide selection of Executive Seating for the perfect style.

G) PROEXB Pro Executive High Back Chair (black vinyl) 25"L 24"D 48"H Adjustable.
H) PROEXE Pro Executive High Back Chair (white classic vinyl) 25"L 24"D 48"H Adjustable.

Pro Executive Mid Back Chair
24"L 22"D 40"H Adjustable
A) PROMDB (black vinyl)
B) PROMID (white vinyl)

C) PROGB Pro Executive Guest Chair
(black vinyl)
24"L 22"D 36"H

D) XC1 Luxor High Back Executive Chair
(black vinyl)
27"L 28"D 47"H Adjustable

E) XC2 Luxor Mid Back Executive Chair
(black vinyl)
27"L 28"D 41"H Adjustable

F) SY1 Altura Steno Chair
(black crepe)
25"L 26"D 21"H

G. H.
Communal Tables

G30 Powered Tables

A) G30BWP G30 Bar Table, Powered (white top) 72"L 26"D 42"H.
B) G30DWP G30 Café Table, Powered (white top) 72"L 26"D 30"H.
C) G30CWP G30 Cocktail Table, Powered (white top) 72"L 26"D 18"H.
D) BSD Oslo Barstool (Blue) 17"L 20"D 30"H.

E) Bar Table
G30BMS (solid top)
G30BMW (grommet holes)

F) Café Table
G30DMS (solid top)
G30DMW (grommet holes)

G) Cocktail Table
G30CMS (solid top)
G30CMW (grommet holes)

H) Bar Table
G30BWS (solid top)
G30BWW (grommets)

I) Café Table
G30DWS (solid top)
G30DWW (grommets)

J) Cocktail Table
G30CWS (solid top)
G30CWW (grommets)

K) MERLIN
Merlin Multi Use Table
Gray laminate, Black
46"L 29"D 30"H

L) WD3 Work Table
(White laminate, white)
48"L 24"D 30"H

(Choose from solid top tables or with grommet holes)

TABLE TOP OPTIONS
(G30 Powered Tables only available in white)

MAPLE
WHITE

(ADAPTW)
Charging adapters are available to rent for all G30 Powered Table Products.

Denotes AC and USB charging outlets

G30 Communal Tables (maple tops)
E) Bar Table
72"L 26"D 42"H
G30BMS (solid top)
G30BMW (grommet holes)

F) Café Table
72"L 26"D 30"H
G30DMS (solid top)
G30DMW (grommet holes)

G) Cocktail Table
72"L 26"D 18"H
G30CMS (solid top)
G30CMW (grommet holes)

H) Bar Table
72"L 26"D 42"H
G30BMS (solid top)
G30BWW (grommets)

I) Café Table
72"L 26"D 30"H
G30DWS (solid top)
G30DWW (grommets)

J) Cocktail Table
72"L 26"D 18"H
G30CWS (solid top)
G30CWW (grommets)

K) MERLIN
Merlin Multi Use Table
Gray laminate, Black
46"L 29"D 30"H

L) WD3 Work Table
(White laminate, white)
48"L 24"D 30"H
Office Essentials

MADISON

A) JDB Madison Executive Desk
   (gray acajou) 60"L 30"D 29"H

B) CR8 Madison Credenza
   (gray acajou) 60"L 20"D 29"H

C) BC8 Madison Bookcase
   (gray acajou) 36"L 12"D 72"H

D) SWAN Swanson Swivel Chair
   (white vinyl) 28"L 25"D 30"H
POWERED PEDESTALS

Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

A) Powered Locking Pedestal (white)
PDL36W 24”L 24”D 36”H
PDL42W 24”L 24”D 42”H

B) Powered Locking Pedestal (black)
PDL36B 24”L 24”D 36”H
PDL42B 24”L 24”D 42”H

Charging Adapters
C) ADAPTW (white)
D) ADAPTB (black)

(Power outlets rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface)

ACCENT LAMPS

A) LA15 Mason Floor Lamp (brushed silver)
18” Round 55”H

B) LA14 Mason Table Lamp (brushed silver)
16” Round 26”H

TECH COLLECTION

A) TECH3B Tech Desk, Powered, w/3 Drawer File Cabinet (black metal, laminate)
60”L 30”D 30”H

B) TECH Tech Desk, Powered (black metal, laminate)
60”L 30”D 30”H

C) TECH3 3 Drawer File Cabinet on Castors (black metal, laminate)
16”L 20”D 28”H

Charging Adapters
D) ADAPTB (black)

(Denotes AC and USB charging outlets)

Charging adapters are available to rent for all powered products.

Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

充电适配器适用于所有带电产品出租。

请注意：客户负责提供劳动力和电力电源至家具。每个充电板需要一个110V电源。两个充电单元可以串联。每个充电板的最大电流为10A。
MARTINI BAR

A) BRC Martini Bar Circle
Comprised of three BR1 Martini Bars
100’L 100’D 45’H

B) BR1 Martini Bar
(gray metal, frosted glass top)
67’L 22’D 45’H

Suggested Uses of Martini Bar

A. B.
LIGHTED PRODUCTS

LED light available in white, red, green, blue and rolling color.

A) CUBL20 Edge
   LED Cube Ottoman
   (white plastic)
   20"L 20"D 20"H
   A/C power only

B) CUBTBL Edge LED
   Cube Table
   (plexi top, white plastic)
   20"L 20"D 20"H
   A/C power only

MOBILE TABLET STANDS & ACCESSORIES

TABLET STANDS

A) TBSTND (black)
   14"L 13"D 44.5"H

B) TBSTDW (white)
   14"L 13"D 44.5"H

ACCESSORIES

C) TBBCHR
   Brochure Holder
   (black)
   8.625"L 1.1"D 11.325"H

D) TBSHLF
   Charging Shelf
   (black)
   14.85"L 7.17"D 1"H

E) TBPNTR
   Wireless Printer Holder
   (black)
   3.3"L 1.9"D 5.28"H

Denotes AC and USB charging outlets

Mobile Tablet Stands Include 3 AC and 2 USB Charging Outlets

A.  B.  C.  D.  E.
Power Up In Style.

Empower attendees at your next show with functional charging furniture from CORT and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities. Charging adapters are available to rent for all powered products.

Powered Seating

Empower attendees at your next show with functional charging furniture from CORT and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities. Charging adapters are available to rent for all powered products.
Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

A) NPLCHP
Naples Chair, Powered (black vinyl)
36"L 30"D 28"H

B) NPLSOP
Naples Sofa, Powered (black vinyl)
87"L 30"D 28"H

C) NPLLOP
Naples Loveseat, Powered (black vinyl)
62"L 30"D 28"H

Charging adapters are available to rent for all powered products.

F) ADAPTW (white)
G) ADAPTB (black)
Powered Banquettes.

MODULAR SYSTEM
Create round banquettes or custom serpentine seating. The Power Banquette system has 3 AC and 2 USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free standing charging station.

BNQtl7 Center Cone
w/Electrical Charging Outlet
(white vinyl)
38"RND 51"H

BNQ417 Full Banquette
w/Electrical Charging Outlet
(white vinyl)
72"RND 51"H

BNQR17 Ottoman Ring
(4 ottoman seats)
(white vinyl)
72"RND 18"H

BNQ7 Quarter Curve Ottoman
(white vinyl)
53"L 22"D 18"H

WHT12 Half Bench Ottoman
(white vinyl)
39"L 22.5"D 18"H

Denotes Powered Products

Detail of Electrical Charging Outlet
Powered Pedestals

Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

- **A)** PDL36W (white) 24”L 24”D 36”H
- **B)** PDL42W (white) 24”L 24”D 42”H
- **C)** PDL36B (black) 24”L 24”D 36”H
- **D)** PDL42B (black) 24”L 24”D 42”H

Charging Adapters
- **E)** ADAPTW (white)
- **F)** ADAPTB (black)

Charging adapters are available to rent for all powered products.

(The flip top electrical units rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface)

Powered Tech Desk

- **A) TECH3B Tech Desk, Powered w/3 Drawer File Cabinet** (black metal, laminate) 60”L 30”D 30”H
- **B) TECH Tech Desk, Powered** (black metal, laminate) 60”L 30”D 30”H
- **C) TECH3 3 Drawer File Cabinet on Castors** (black metal, laminate) 16”L 20”D 28”H

Charging Adapter
- **D)** ADAPTB (black)

Charging adapters are available to rent for all powered products.
Soft Seating Collections

HOPI
HOPCH Chair (gray linen) 21"L 25"D 34"H

HOPI
HOPLY Loveseat (gray linen) 48"L 30"D 34"H

SILVERADO
C1E Cocktail Table (glass, chrome) 36" Round 17"H
Soft Seating Collections

**FAIRFAX**
A) **FAIRSW Sofa**  
(white vinyl, brushed metal)  
62”L 27”D 30”H

B) **FAIRCW Chair**  
(white vinyl, brushed metal)  
30”L 27”D 30”H

**NAPLES**
A) **NPLCHR Chair**  
(black vinyl)  
36”L 30”D 28”H  
NPLCHP (Powered)

B) **NPLLOV Loveseat**  
(black vinyl)  
62”L 30”D 28”H  
NPLLOP (Powered)

C) **NPLSOF Sofa**  
(black vinyl)  
87”L 30”D 28”H  
NPLSOP (Powered)

**ROMA**
A) **CHR003 Chair**  
(white vinyl)  
37”L 31”D 33”H  
CHRPWR (Powered)

B) **SFA003 Sofa**  
(white vinyl)  
78”L 31”D 33”H  
SFAPWR (Powered)
Soft Seating Collections

HEATHROW
H5008 Sectional 3pcs
(black vinyl)
72" L 48" D 28" H

HCH08 Heathrow Chair
(black vinyl)
24" L 24" D 28" H

HC008 Heathrow Corner Chair
(black vinyl)
24" L 24" D 28" H

HEA08 Heathrow Sofa
(black vinyl)
48" L 24" D 28" H
Soft Seating Collections

ALLEGRO
A) CHR002 Chair  
(blue fabric)  
36”L 34.5”D 30”H  
B) SFA002 Sofa  
(blue fabric)  
73”L 34.5”D 30”H

TANGIERS
A) TANSOF Sofa  
(beige textured)  
78”L 37”D 36”H  
B) TANCHR Chair  
(beige textured)  
34”L 37”D 36”H

KEY LARGO
A) KEYCHR Chair  
(black fabric)  
35”L 35”D 34”H  
B) KEYLOV Loveseat  
(black fabric)  
57”L 35”D 34”H  
C) KEYSOF Sofa  
(black fabric)  
79”L 35”D 34”H

SOUTH BEACH
A) SO1 Sofa  
(platinum suede)  
69”L 29”D 33”H  
B) OTS Ottoman  
(platinum suede)  
25”L 31”D 18”H  
C) SO2  
Sofa Sectional 3pc.  
(platinum suede)  
152”L 40”D 33”H
Accent Chairs

KEY WEST

OCB Chair
(black)
31"L 31"D 31"H

MADGRY Arm Chair
(light gray vinyl)
27"L 32"D 33"H

SWANSON

SWAN Swivel Chair
(white vinyl)
26"L 26"D 30"H

MADDEN

MADGRY Arm Chair
(light gray vinyl)
27"L 32"D 33"H
### Accent Chairs

A) **BCW**
   - Madrid Chair (white vinyl)
     - 30”L, 30”D, 31”H

B) **OCH**
   - Madrid Chair (black vinyl)
     - 30”L, 30”D, 31”H

C) **LABREA**
   - La Brea Swivel Chair (charcoal gray, fabric)
     - 35”L, 27”D, 40”H

D) **CCE**
   - Ice Chair (transparent, chrome)
     - 17.25”L, 20”D, 32”H

### Meeting & Stage Chairs

Meeting Chair
25.5”L, 23.5”D, 34”H

A) **OCMESP** (espresso vinyl)
B) **OCMTAU** (taupe fabric)
C) **OCMWHT** (white vinyl)
Group Seating

ZENITH
ZENCHR Chair
(white, chrome)
18.5"L 22"D 32"H

LAGUNA
LMCHR Chair
(maple, chrome)
18"L 19"D 34"H

MALBA
MALGRY Chair
(gray)
20"L 20"D 32"H

MALBA
MALGRN Chair
(green)
20"L 20"D 32"H
Create the ultimate seating configuration. Choose from a variety of shapes and sizes to design the perfect look.

J) RSTDIN Rustique Chair w/arms (gunmetal) 20"L 18"D 31"H
K) DUET Duet Chair (black, chrome) 21"L 23"D 33"H
Ottomans

VIBE CUBE
18”L 18”D 18”H

A) VIB09 (white vinyl)  B) VIB10 (black vinyl)  C) VIB07 (beige vinyl)  D) VIB04 (red vinyl)
E) VIB05 (yellow vinyl)  F) VIB02 (blue vinyl)  G) VIB08 (orange vinyl)  H) VIB06 (gold/bronze vinyl)
I) VIB01 (green vinyl)  J) VIB03 (pink vinyl)
Styles & Shapes

ENDLESS Square
34"L 34"D 15"H
A) END02B (black)
B) END02W (white)

ENDLESS Curved
60.5"L 37.5"D 15"H
C) END01B (black)
D) END01W (white)

Bench Ottomans
60"L 20"D 18"H
E) BNO08 (black vinyl)
F) BNO75 (white vinyl)

G) SAL Sally Stool
(white)
12" Round 17"H

H) CUBL20 Edge
LED Cube Ottomans
(white plastic)
20"L 20"D 20"H
A/C power only

I) WHT12 Half Bench
(white vinyl)
39"L 22.5"D 18"H

J) BNO7 Quarter Curve
(white vinyl)
53"L 22"D 18"H

K) BNQR17 Ring
(4 ottoman seats)
(white vinyl)
72"RND 18"H

Marche Swivel

Marche Swivel Ottomans
17"RND 18"H
A) MAR001 (white vinyl)
B) MAR005 (red fabric)
C) MAR009 (pear yellow) fabric
D) MAR007 (plum fabric)
E) MAR010 (blue fabric)
F) MAR002 (gray fabric)
G) MAR006 (rose quartz fabric)
H) MAR003 (linen fabric)
I) MAR004 (raspberry fabric)
J) MAR008 (meadow green)
Accent Tables

ALONDRA
Cocktail Table
47”L 24”D 16”H
A) ALC100 (glass, chrome)
B) ALC200 (wood, chrome)

End Table
20”L 20”D 20”H
C) ALE100 (glass, chrome)
D) ALE200 (wood, chrome)

GEO
Cocktail Table
A) C1C (glass, chrome)
50”L 22”D 16”H
B) C1FWB (wood, black)
47”L 24”D 17”H

End Table
C) E1C (glass, chrome)
26”L 26”D 20”H
D) E1FWB (wood, black)
20”L 20”D 21”H
Styles & Shapes

SYDNEY
(brushed steel)
Cocktail Tables
48”L 26”D 18”H
A) C1W (white)
C1WP (Powered)
B) C1Y (black)
C1YP (Powered)

End Tables
27”L 23”D 22”H
C) E1W (white)
D) E1Y (black)

REGIS
(brushed metal)
E) REGBEN Bench Table
47”L 15.5”D 16”H
F) REGOTT End Table
16”L 15.5”D 16.5”H

SILVERADO
(glass, chrome)
G) E1E End Table
24” Round 22”H
H) C1E Cocktail Table
36” Round 17”H

OLIVER
(walnut finish)
I) EOLI End Table
22” Round 22”H
J) COLI Cocktail Table
47”L 27”D 19”H

RUSTIC
(wood)
K) ETBL E-Table
21”L 15.5”D 27.5”H
L) TMBTBL Timber Table
16” Round 17”H
M) NEMSAC
Mosaic Tables, Set of 3
(wood, metal)
12”L 14”D 16”H
16.5”L 15”D 18”H
20.5”L 16”D 20”H

N) AURA
Aura Round Table
(white metal)
15” Round 22”H

O) CUBTBL Edge LED Cube Table
(plexi top, white plastic)
20”L 20”D 20”H
A/C power only
Café Tables

A) 30SBHC 30" Round Café Table
   (liquid steel blue top, chrome hydraulic base)
   30"RND 29"H

B) RSTDIN Rustique Chair w/Arms
   (gunmetal)
   20"L 16"D 31"H

30" Round Café Tables
Standard Black Base
30" Round 29"H
A) ZTB (red top)
B) ZTH (liquid steel blue top)

Hydraulic Chrome Base
30" Round 29"H
C) LIQ009 (liquid white top)
D) 30MAHC (Madison gray acajou top)

Malba Chair
20"L 20"D 32"H
E) MALGRN (green)
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**Additional Ottomans On Pg 2**

**Page 1 TOTAL: $ 0**
### ACCENT TABLES

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<th>Code</th>
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<tr>
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<tr>
<td>AUDP</td>
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### BARSTOOLS (continued)

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### CONFERENCE TABLES

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<td>CEJ</td>
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<td>CFI</td>
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<td>Allura Steno Chair, Black Nappa</td>
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<td>Luxor High Back Executive Chair, Black Nappa</td>
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<td>XC1X</td>
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<td>Luxor Mid Back Chair, Black Nappa</td>
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<td>PROMDE</td>
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<td>PROMHD</td>
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### OFFICE & PRODUCT DISPLAY

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<tr>
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<tr>
<td>JOS</td>
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<td>JOR</td>
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### BARSTOOLS (continued)

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<td>Apex Barstool, Black Vinyl</td>
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<td>APS12</td>
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<td>Apex Barstool, Blue Ultra Sage</td>
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<td>APS75</td>
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### MOBILE TABLESTANDS

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<td>TBSPNL</td>
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<td>Brochure Holder, White</td>
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<td>TBSN</td>
<td></td>
<td>Charging Shelf, Black</td>
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<td>TSPB</td>
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### REFRIGERATORS

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<tbody>
<tr>
<td>RT8</td>
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<td>Refrigerator, Large, 40 cubic feet</td>
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<td>RTQ</td>
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<td>Refrigerator, Small, 10 cubic feet</td>
<td>$236</td>
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**TOTAL COST:** $0
## ELECTRICAL ORDER FORM

**Advance Payment Deadline Date:** 09/30/2017

**COMPANY:**

**BTH #**

**EVENT:** HENAAC Conference 2017

**FACILITY:** Pasadena Center

**DATES:** October 21, 2017  
**EVENT #** 107014LA

**FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM**

### ORDER INSTRUCTIONS

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

**208/480V POWER DELIVERY AND CONNECTIONS**
If you require 208 volt or higher services please call for a quote. Edlen electricians must make all high voltage connections and disconnects. This is done on a time and material basis. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order form.

**ISLAND BOOTHS**
Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.

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

**DEDICATED OUTLETS**
For a dedicated outlet order a 20 amp outlet.

**MATERIAL DELIVERY**
Material requested on this order form must be picked up by the exhibitor at the Edlen service desk on show site.

**CANCELLATIONS**
Credits will not be issued for services delivered and not used. See back of form for additional details.

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

---

### ELECTRICAL OUTLETS

Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

<table>
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<tr>
<th>120 VOLT</th>
<th>QTY</th>
<th>QTY</th>
<th>ADVANCE PAYMENT PRICE</th>
<th>REGULAR PAYMENT PRICE</th>
<th>TOTAL COST</th>
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<td>24hrs/day Double rate</td>
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<td>500 WATTS (5 AMPS)</td>
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<td>97.00</td>
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**208 VOLT SINGLE PHASE**

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**208 VOLT THREE PHASE**

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<th>100 AMP</th>
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<td>873.00</td>
<td>1044.00</td>
<td>1364.00</td>
<td>1796.00</td>
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</table>

**TRANSFORMER(S)** Boost 208 Volt to 230 Volt

Transformer (20 amp minimum charge)  
Total Amps: _________ x 3.00 = _________

### MATERIAL RENTAL
(Exhibitor must pick up items at electrical service center on show site)

<table>
<thead>
<tr>
<th>15' EXTENSION CORD</th>
<th>POWER STRIP</th>
<th>EUROPEAN POWER STRIP</th>
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<tr>
<td>26.00</td>
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### ELECTRICAL LABOR

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<th>OT (Mon-Fri, 4:30pm-8am, Sat, Sun &amp; holidays)</th>
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<tbody>
<tr>
<td>88.00</td>
<td>176.00</td>
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**PLACE TOTAL HERE**

**PRINT NAME:**

**AUTHORIZED SIGNATURE:**  
**DATE:**

**EMAIL:**  
**PHONE:**

The “Method of Payment Form” must be completed and returned with this order form.
**TERMS & CONDITIONS**

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.

2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.

3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.

4. Outlet rates listed do not include the connection of any equipment, special wiring, or distribution of the outlets to other location’s within the booth space. Distribution to all other locations regardless of booth type require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.

5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.

6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.

7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.

8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.

9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.

10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.

11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.

12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.

13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.

14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.

15. All Exhibitors’ cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.

16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.

17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than $50.00 unless specifically requested in writing.

18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.

19. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen’s control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.

20. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.

21. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A $25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.

22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

---

**COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?**

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

---

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM OR CALL THE NUMBER ON THE FRONT OF THIS FORM**
METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 09/30/2017

COMPANY: BTH #

EVENT: HENAAC Conference 2017
FACILITY: Pasadena Center
DATES: October 21, 2017 EVENT # 107014LA

EXHIBITOR INFORMATION

<table>
<thead>
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<th>PHONE:</th>
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<td>FAX:</td>
</tr>
<tr>
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<td>COUNTRY:</td>
<td>ZIP:</td>
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<tr>
<td>EMAIL:</td>
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</tbody>
</table>

METHOD OF PAYMENT

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

- [ ] COMPANY CHECK
  Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. For those booths that require labor a credit card must be on file. Please reference the Event # listed above on your remittance.

- [ ] BANK WIRE TRANSFER INFORMATION *
  Bank transfer to Bank of America
  Wire Transfer:
  ABA#: 026009593 Acct: 33855214
  International Wire Transfer:
  Swift Code: BOFAUS3N Acct: 33855214
  * $25 processing fee MUST be included with transfer.

- [ ] CREDIT CARD
  For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

- [ ] VISA  [ ] MASTER CARD  [ ] AMX  [ ] DISCOVER

ACHELECTRONIC PAYMENT TRANSFER

Bank of America ABA# 125000024 Acct: 33855214
6900 Westcliff Drive, Las Vegas, NV 89145
Phone: 888.852.5000 Ext 6007

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

CHECK AND CREDIT CARD INFORMATION

<table>
<thead>
<tr>
<th>CHECK #</th>
<th>CREDIT CARD NUMBER:</th>
<th>EXP DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CARD HOLDER SIGN:</td>
<td>PRINT NAME:</td>
</tr>
<tr>
<td>EMAIL ADDRESS:</td>
<td></td>
<td>THIRD PARTY: YES or NO</td>
</tr>
<tr>
<td>CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADDRESS:</td>
<td>CITY:</td>
<td>ST:</td>
</tr>
</tbody>
</table>

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

PLEASE SIGN

AUTHORIZED SIGNATURE

PRINT NAME DATE

SERVICE TOTALS

<table>
<thead>
<tr>
<th>ELECTRICAL/LABOR/MATERIAL</th>
<th>PLUMBING</th>
<th>LIGHTING</th>
<th>TOTAL DUE</th>
</tr>
</thead>
</table>

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ELECTRICAL JURISDICTION

The work described below falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

| 1. Electrical distribution under carpet | 5. Wiring of overhead signs |
| 2. Connection of all 208V or higher services | 6. Installation of lighting requiring tools for installation |
| 3. Hardwiring of any electrical apparatus | 7. Installation of lighting hung from ceiling |
| 4. Overhead power distribution | 8. Assembly and installation of lights hung on truss |

ELECTRICAL DISTRIBUTION UNDER CARPET - PLEASE COMPLETE

Island booths MUST complete the information below. Inline and peninsula booths only need to complete this information if they require power at any other location than the rear of their booth space. Complete the next page of this form for all other electrical installation needs.

1. Island Booths should provide the following information on their floor plan or Electrical Layout Form:
   A. Provide exact outlet locations with dimensions and must be to scale. The power required at each location should be noted.
   B. Floor plan must reflect booth orientation. Please note surrounding booth or aisle numbers.
   C. Identify a main power location. **Power is dropped from the ceiling and then distributed** from that point.

2. Inline or Peninsula booths should provide the same information with the exception of main power location. Your main power location will be located at the rear of your booth space.

3. Date you will begin building your booth _________________________ Estimated time _________________________

4. Are you renting your carpet through the decorator Yes______ No ______ Bringing own ______________

5. Show Site Contact with authority to make additions or changes to your order:
   Contact Name _____________________________________________________________
   Contact Company __________________________________________________________
   Contact Cell # ____________________________________________________________

6. By providing this information, it allows Edlen the opportunity to expedite your move-in by having your power distribution complete prior to your scheduled move-in time. Please note that Edlen will make every attempt to complete the work prior to your arrival. Material and labor charges will apply. There is a minimum 1 hour installation cost and a 1/2 hour dismantle cost.

7. Credit card information must be on file before any labor begins in your booth space. Please provide this information on the method of payment form.

SCHEDULE ALL OTHER ELECTRICAL LABOR ON NEXT PAGE
**ELECTRICAL LABOR FORM**

(Complete & return with the electrical order form if applicable)

<table>
<thead>
<tr>
<th>COMPANY:</th>
<th>BTH #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**EVENT:** HENAAC Conference 2017  
**FACILITY:** Pasadena Center  
**DATES:** October 21, 2017  
**EVENT #** 107014LA

---

**SCHEDULE ALL OTHER ELECTRICAL LABOR BELOW EXCEPT DISTRIBUTION UNDER CARPET**

If you require any additional electrical work in your booth, please provide us with a production schedule with the dates, times, number of men required and the type of work requested. This will assist us in accommodating your labor needs.

**Example**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th># Men</th>
<th>Time</th>
<th>Work required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>1/5</td>
<td>4</td>
<td>8:00 AM</td>
<td>Assemble &amp; hang truss/lights</td>
</tr>
<tr>
<td>Tuesday</td>
<td>1/6</td>
<td>1</td>
<td>12:30 PM</td>
<td>Wire electric sign</td>
</tr>
</tbody>
</table>

---

**SHOW SITE SUPERVISOR**

<table>
<thead>
<tr>
<th>Contact Name:</th>
<th>Company:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cell Number:</th>
<th>Email address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**ELECTRICAL LABOR/LIFT RATES & RULES**

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come, first-served basis. A representative must come to Edlen’s Labor Desk prior to each individual labor call to confirm the booth is ready for such labor. If labor is dispatched at the requested time and no “exhibitor supervisor” is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per man for installation. Dismantle time will be calculated at 1/2 of the total installation time.

**LABOR RATES**

- Straight time: 88.00 per hour
- Monday-Friday 8:00 AM - 4:30 PM, excluding holidays
- Overtime: 176.00 per hour
- Monday-Friday 4:30PM - 8:00 AM, all day Saturday, Sunday & Holidays

Lift charges will apply to for all overhead work such as: light installation overhead, power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator.

---

**PLEASE PROVIDE CREDIT CARD INFORMATION ON THE METHOD OF PAYMENT FORM**

Credit card information must be on file before any of the requested labor is performed
### ELECTRICAL LAYOUT FORM

**COMPANY:**

**BTH #**

<table>
<thead>
<tr>
<th>EVENT</th>
<th>FACILITY</th>
<th>DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>HENAAC Conference 2017</td>
<td>Pasadena Center</td>
<td>October 21, 2017</td>
</tr>
</tbody>
</table>

**EVENT #** 107014LA

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**Advance Payment Deadline Date:** 09/30/2017

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**Use the grid below to indicate the location of each electrical outlet ordered. If power is only required at the rear of an in-line booth this form is not necessary.**

- **Indicate booth type:** Island ☐ Peninsula ☐ Inline ☐ Provide aisle or adjacent booth #'s for orientation

**Power is brought to one location in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend below:**

- **X = Main Distribution Point**
- **◆ = 5amp/500watt**
- **▲ = 10amp/1000watt**
- **★ = 15amp/1500watt**
- **● = 20amp/2000 watt**

**Indicate the layout scale and total square footage. Example: 1 Square = 1 Foot**

- _____Square = _____Ft
- Total Square Footage = ________

---

**Adjacent Booth or Aisle #**

---

---

---

---

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---

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---
### CUSTOMER INFORMATION

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Event Dates</th>
<th>Booth Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>On-site Contact</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>On-site Cell</td>
<td></td>
</tr>
</tbody>
</table>

### Onsite Deliver/Setup: (someone MUST be present for delivery)

**Ordered By**

Fax: 

**Onsite Delivery Date:**

**Phone**

Email: *

*Time frame (circle one):* 8am-10am  10am-12noon  1pm-3pm  3pm-5pm

### ALL PRICING IS PER DAY

<table>
<thead>
<tr>
<th>LCD Monitors (Includes Speakers)</th>
<th>Qty</th>
<th>Daily Rate</th>
<th>No. of Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>32&quot; Flat Panel Video and Data Monitor (16:9)</td>
<td></td>
<td>Floor Stand</td>
<td>Tabletop</td>
<td>$235.00</td>
</tr>
<tr>
<td>40&quot; Flat Panel Video and Data Monitor (16:9)</td>
<td></td>
<td>Floor Stand</td>
<td>Tabletop</td>
<td>$360.00</td>
</tr>
<tr>
<td>50&quot; Flat Panel Video and Data Monitor (16:9)</td>
<td></td>
<td>Floor Stand</td>
<td>Tabletop</td>
<td>$510.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Computer ONLY Monitors (Speakers NOT included)</th>
<th>Qty</th>
<th>Daily Rate</th>
<th>No. of Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>19&quot; LCD Flat Panel Computer Monitor (4:3)</td>
<td></td>
<td>Table Top</td>
<td></td>
<td>$130.00</td>
</tr>
</tbody>
</table>

**MAC USERS: PSAV does not supply conversion video adaptor (dongle). Please be sure to provide your own.**

### PC Computers, Accessories & Printers

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Daily Rate</th>
<th>No. of Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desktop Computer (17&quot; LCD Monitor, wired Mouse and wired Keyboard included)</td>
<td></td>
<td></td>
<td>$295.00</td>
<td></td>
</tr>
<tr>
<td>Laptop - Windows</td>
<td></td>
<td></td>
<td>$220.00</td>
<td></td>
</tr>
<tr>
<td>Keyboard and Mouse - Wired</td>
<td></td>
<td></td>
<td>$24.00</td>
<td></td>
</tr>
<tr>
<td>HP LaserJet Black &amp; White Printer (25 PPM, Mac, PC, Network)</td>
<td></td>
<td></td>
<td>$170.00</td>
<td></td>
</tr>
</tbody>
</table>

### LCD Projectors

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Daily Rate</th>
<th>No. of Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCD Desktop Projector (3200 lumens)</td>
<td></td>
<td></td>
<td>$425.00</td>
<td></td>
</tr>
</tbody>
</table>

### Audio

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Daily Rate</th>
<th>No. of Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wired Microphone</td>
<td></td>
<td></td>
<td>$60.00</td>
<td></td>
</tr>
<tr>
<td>UHF Wireless Microphone</td>
<td></td>
<td>Handheld</td>
<td>$175.00</td>
<td></td>
</tr>
<tr>
<td>UHF Wireless Microphone</td>
<td></td>
<td>Lavaliere</td>
<td>$230.00</td>
<td></td>
</tr>
<tr>
<td>Individual Self Powered Speaker with stand</td>
<td></td>
<td></td>
<td>$105.00</td>
<td></td>
</tr>
<tr>
<td>Small Exhibit Sound System with (1) wired microphone and (2) speakers</td>
<td></td>
<td></td>
<td>$275.00</td>
<td></td>
</tr>
<tr>
<td>Large Exhibit Sound System with (1) wired microphone, (2) speakers, iPod connection, and 4 channel mixer</td>
<td></td>
<td></td>
<td>$385.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Daily Rate</th>
<th>No. of Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custom Exhibit Sound Package</td>
<td></td>
<td>Please Call for Quote</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Miscellaneous

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Daily Rate</th>
<th>No. of Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>42&quot; Rolling Cart w/ Black Skirt</td>
<td></td>
<td></td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td>Blu-Ray Player (US compatible, Region 1/NTSC)</td>
<td></td>
<td></td>
<td>$85.00</td>
<td></td>
</tr>
<tr>
<td>Small Boom Box/ iPod connection</td>
<td></td>
<td></td>
<td>$70.00</td>
<td></td>
</tr>
</tbody>
</table>

### High Speed Internet - Prices are per device (non-taxable)

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Daily Rate</th>
<th>No. of Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Premium Wireless Internet (dedicated 768k)</td>
<td></td>
<td></td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td>Premium Wired Internet (dedicated 1mb) <em>One time port activation and initial device fee</em></td>
<td></td>
<td></td>
<td>$360.00</td>
<td></td>
</tr>
<tr>
<td>Premium Wired Additional Connections</td>
<td></td>
<td></td>
<td>$115.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Qty</th>
<th>Daily Rate</th>
<th>No. of Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Sales Tax | | | | $8.75%
| On-site Order Fee | | | $25 |
| Total | | | | |

### IMPORTANT: PSAV Cancellation Policy

Cancellations received within 24 to 48 hours of the scheduled delivery date are subject to 50% of the order total. Those received less than 24 hours or the day of scheduled delivery (onsite cancellations or no shows) are subject to the full amount. PSAV reserves the right to modify this form at any time.

### CREDIT CARD INFORMATION

For your protection, PSAV does not accept credit card information through fax or e-mail. If you will be paying by credit card, a PSAV representative will call for credit card information. Please don’t forget to provide a phone number.