



**Pinners Indiana 2022
October 7-8, 2022
Indiana State Fairgrounds**

Bennett Events

EXHIBITOR MANUAL



Welcome Exhibitor

We take great pleasure in notifying you that **SES** has been selected as the *Official Service Contractor* for the **Pinners Indiana 2022**. We would like to take this opportunity to assure you that we will do our utmost to make this a successful and profitable event for you.

We offer a full range of services to assist you in maximizing the impact of your exhibit, from rental packages to experienced labor for installing or dismantling your booth. We are proud to be your partner.

Enclosed you will find important event information, as well as order forms for services you may require. **To retrieve this information electronically and place your order online contact Service@Superior-Expo.com to request a user login.** Questions regarding shipping, storage, furniture, graphics and labor should be directed to:

**Exhibitor Service Department
Superior Expo Services
10548 US Highway 80
Forney, TX 75126**

**service@superior-expo.com
972.271.7444 or toll free 866.386.3976 (866.FUN.EXPO)**

Questions regarding the convention's policies, space assignments, display limitations and event schedules should be directed to:

Bennett Events

Contact: Pinners Conference
Phone: 801-822-1333
E-mail: info@bennettevents.com

Please note:

Various items being provided for each booth by Show Management are located under ***Event Information. (See Table of Contents)***

Analyze your needs carefully and return your order forms with full payment before **Wednesday, September 21, 2022** to save money, as well as ensure the availability of your item.

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Event Information

Discount Deadline: Wednesday, September 21, 2022
Show Colors: Black
Booth Carpet Color: Facility is not carpeted. Available for rent on page 43.
Aisle Carpet Color: Red

Booth Information

*Substitutions are not permitted. If alterations or additions are required please review the enclosed order forms. No credit or refund will be given for items not used.

Each 8'X10' or 10'X10' booth includes:

- ◆ 8' tall background drape (Black)
- ◆ 3' tall side dividers (Black)

Event Schedule – Subject to Change

SES Move-In:	<u>Wednesday, October 5, 2022</u>	<u>8:00 AM - 5:00 PM</u>
Exhibitor Move-In:	<u>Thursday, October 6, 2022</u>	<u>8:00 AM - 6:00 PM</u>
Event Days:	<u>Friday, October 7, 2022</u> <u>Saturday, October 8, 2022</u> <u>Saturday, October 8, 2022</u>	<u>10:00 AM - 8:00 PM</u> <u>9:00 AM - 7:00 PM</u>
	<u>Saturday, October 8, 2022</u>	<u>VIP 8:30 AM</u>
Exhibitor Move-Out:	<u>Saturday, October 8, 2022</u>	<u>7:00 PM</u>
Driver Check-In:	<u>Saturday, October 8, 2022</u>	<u>8:30 PM</u>
Freight Re-Direct:	<u>Saturday, October 8, 2022</u>	<u>9:00 PM</u>
SES Move-Out:	<u>Saturday, October 8, 2022</u>	<u>7:00 PM</u>

Shipping Information (Material handling charges will apply)

Advance Shipping Address:

Superior Expo Services
Trade Show: Pinners Indiana 2022
Booth Company Name & # _____
4430 Stout Field Drive N
Indianapolis, IN 46241



Advance shipments **MUST** be received by
Monday, September 26, 2022

Direct Shipments to Show Site:

Irving Convention Center
c/o - Superior Expo Services – Pinners Indiana 2022
Booth Company Name & # _____
1202 East 38th
Indianapolis, IN 46205



Direct shipments to arrive **NO EARLIER** than
Wednesday, October 5, 2022

Assistance

- If you have questions or do not find what you are looking for in this manual, please feel free to email service@superior-expo.com or call our Exhibitor Service Department at **972.271.7444**.

FAQ

WHAT FURNISHINGS ARE PROVIDED WITH MY BOOTH SPACE?

- Each event is different. See *Event Information*, page 4, which will specifically list what items, if any, will be included in the booth space.

WHAT IF THE BOOTH DOES NOT INCLUDE ITEMS I NEED?

- Items that are provided as part of your booth package have no trade-in value. If you need an item that is not listed with the booth, you must order that item separately at the published rate.

HOW DO I PLACE MY ORDER?

- *Online Ordering* – A link to the site, username, and password will be emailed to you.
 - *Email orders* to service@superior-expo.com
 - *Fax in your order* with the *Credit Card Authorization* form to: **972.271.7888, Attn: Exhibitor Services**
 - *Mail in your order* forms and full payment to: **Superior Expo Services, 10548 US Highway 80, Forney, TX 75126**
- Orders will not be processed without full payment. Please review our *Payment Policies* for detailed information. Don't forget to keep a copy of your order for your records. For orders going to other "official suppliers", (i.e. Electrical, Internet, Telephone, Audio Visual, etc.) please follow the payment and mailing instructions indicated on each of the forms located in this manual.

WHAT IS THE CANCELLATION POLICY FOR REFUNDS ON FURNISHINGS?

Items cancelled on or prior to **Wednesday, September 21, 2022** will be refunded at 100%. Items cancelled after **Wednesday, September 21, 2022** and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are *Luxury Furniture, Graphics and Display Rentals*. If these items are cancelled after **Wednesday, September 21, 2022** they will be billed at 100%.

AM I REQUIRED TO PAY IN ADVANCE FOR SERVICES, OR MAY I BRING A CHECK TO THE SHOW?

Full payment must be received for services requested before the order will be processed. If you choose to pay by check, a credit card is still required to be on file.

WHAT ARE MY OPTIONS FOR INBOUND SHIPPING?

- **Option 1: Advance Shipping** is sending your materials, up to 30 days prior to the event, to a designated warehouse which will store your freight and then deliver it directly to your booth space during **SES** move in. The advantage of sending your freight in advance is knowing it has arrived and will be delivered to your booth prior to your arrival.
- **Option 2: Direct Shipping** is sending your materials directly to show site during the designated move in times. There is some risk with direct shipping because it does not allow for errors by your inbound carrier. If there is a problem and your carrier does not arrive on time, there may not be enough time to resend your materials.

WHAT IS THE DIFFERENCE BETWEEN MATERIAL HANDLING & SHIPPING?

- **Material Handling** includes receiving, unloading your exhibit materials, storage for up to 30 days at the advance shipping location, delivery to your booth, handling of empty containers (removal from booth, stored, then returned to the booth at the close of the event) and removal of the material from your exhibit booth for reloading onto outbound carriers. This charge does not include the cost of shipping.
- **Shipping** is the means by which shipments are transported via carriers to and from the event location.

WHO IS THE PREFERRED CARRIER?

- **Superior Expo Solutions** is the preferred carrier for the show. **SES Solutions** offers a convenient, hassle free shipping service. If you would like to arrange for shipping or receive a quote from **SES Solutions** please call **972-271-7444**.

WHAT IS A BILL OF LADING?

- **Bill of Lading** is a type of document that is used to acknowledge the receipt of a shipment of goods. In addition to acknowledging the receipt of goods, a Bill of Lading indicates the particular vessel on which the goods have been placed, their intended destination, and the terms for transporting the shipment to its final destination. A Bill of Lading is mandatory for **SES** to release your materials to your specified carrier at the close of the event.

WHAT ARE MY CHOICES FOR SHIPPING AT THE CLOSE OF THE SHOW?

You may use any carrier of your choice; however, we suggest you use the preferred carrier, **SES Solutions**. It is your responsibility to contact and make all arrangements for any carrier other than the preferred carrier. **SES** cannot guarantee that other carriers will show up to pick up your shipment. We do not provide outside carrier shipping documents and/or labels.

WHAT ARE THE MOVE-OUT PROCEDURES?

A **SES** Bill of Lading is required on **ALL** outbound shipments. The Bill of Lading is available at the service desk. After your booth is packed, labeled and ready to be shipped, please return the completed Bill of Lading form to the service desk. If you are not using **SES**, our preferred carrier, you must call your designated carrier with pick up information. **If your carrier fails to show up, your shipment will be re-directed through SES Solutions and the discount rate will not apply.** A **SES** representative will be available at show site for further questions.

HOW DO I OBTAIN A COPY OF MY FINAL INVOICE?

To obtain a final invoice, usually available one week after the event closes, contact our **Exhibitor Service Department** at **972.271.7444**.

Credit Card Authorization

**Full payment must be received for services requested before your order will be processed.
 If you choose to pay by check, a credit card is still required to be on file.**

This form authorizes SES to charge to your credit card account the amount of your advance/show site orders, material handling charges, shipping costs, surcharges and any other additional amounts incurred as a result of show site orders placed by you or your company representative. Please complete the information requested below and return this form with your order.







Company: _____

Booth Number: _____

Cardholder Name: _____

Credit Card Number: _____

Expiration Date (MM/YYYY): _____

Phone Number: _____

Card Billing Address: _____

Fax Number: _____

City, State, ZIP code: _____

Email: _____

Authorized Signature: I, _____, agree to the conditions stated in this manual and the above paragraph.

Material Handling (<i>non-taxable</i>)	\$
Booth Package	\$
Display Tables & Accessories	\$
Carpet & Cleaning	\$
Pipe & Drape	\$
Floral	\$
Luxury Furniture	\$
Sign & Graphics	\$
Rental Units	\$
Add On	\$
Hanging Banner/Rigging	\$
In-Booth Forklift	\$
Cartload Service	\$
Vehicle Spotting Service	\$
Labor (<i>non-taxable</i>)	\$
TOTAL	\$
Sales Tax 8.25%	\$
GRAND TOTAL	\$

Discount Deadline:
Wednesday, September 21, 2022

- All prices include delivery, installation, rental charges for the duration of the show and removal at completion.
- Payment in full must accompany all orders by discount deadline date to receive the discount price. Orders received after this date will be charged the standard rate.
- Items cancelled on or prior to **Wednesday, September 21, 2022** will be refunded at 100%. Items cancelled after **Wednesday, September 21, 2022** and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are Luxury Furniture, Graphics and Display Rentals. If these items are cancelled Wednesday, September 21, 2022 they will be billed at 100%.

If paying by check, make payable to: Superior Expo Services

Mail order forms & full payment to: 10548 W US Highway 80
 Forney, TX 75126

Please reference the Show Name & Company Name

Email orders with full payment to: service@superior-expo.com

Fax orders with full payment to: 972.271.7888
 Attn: Exhibitor Services

For any additional questions please feel free to email service@superior-expo.com or call us at 972.271.7444 or toll free 866.386.3976

Payment Policies

**Full payment must be received for services requested before the order will be processed.
If you choose to pay by check, a credit card is still required to be on file.**

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- All charges are subject to sales tax.
- Payment in full must accompany all orders by **Wednesday, September 21, 2022** to receive the discount price.
- Orders received after this date will be charged the standard rate.
- Items cancelled on or prior to **Wednesday, September 21, 2022** will be refunded at 100%. Items cancelled after **Wednesday, September 21, 2022**, and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are *Luxury Furniture, Graphics and Display Rentals*. If these items are cancelled after **Wednesday, September 21, 2022** they will be billed at 100%.

ADDING TAX TO YOUR ORDER

- Use the *Credit Card Authorization form* to help add up your order.
- Multiply the appropriate **8.25% Sales Tax** by the subtotal to arrive at the grand total.
- To be tax exempt you must be a government or non-profit organization. If you are eligible, please provide an exemption certificate when placing your order. A resale certificate is not acceptable, as we are not providing services to be resold.

PAYMENT OPTIONS

- **Online Ordering** - A link to the site, username and password will be emailed to you.
- **Payment by Email** - Email your order with full payment to: service@superior-expo.com
- **Payment by Fax** - Fax your order with full payment to: **972.271.7888 Attn: Exhibitor Services**
- **Payment by Mail** - Mail your order forms and full payment to:
Superior Expo Services
10548 US Highway 80
Forney, TX 75126
RE: [Pinner's Indiana 2022](#)
- **SES** accepts Discover, MasterCard, Visa and American Express cards only.
- If a check is being submitted for payment, please attach with your order forms and mail to **Superior Expo Services**. If you choose to pay by check, a credit card is still required to be on file. All checks should be payable to: **Superior Expo Services**
- Orders will **NOT** be processed without full payment. Please complete the *Credit Card Authorization Form*.

ADVANCE ORDERS (DISCOUNT RATE)

Purchase orders may not be used in lieu of payment. **SES** will only accept purchase orders from Government and State Agencies. To process your order and receive advance prices, payment in full must accompany your order. Advance payment for material handling should be based on estimated weight. Advance payment for labor and other equipment rental services should be based on estimated installation and dismantling hours.

SHOW SITE ORDERS

All show site orders including labor and material handling are payable upon presentation of our invoice at the event. For your convenience, we accept Visa, MasterCard and American Express, as well as checks, Travelers checks and cash. Orders received after the deadline or made at the service desk during the event will be billed at standard prices. Services ordered at show site will not be processed without full payment.

THIRD PARTY ORDERS

If you have contracted work through a display/exhibit house and require the services of **SES**, the payment policies stated above apply. Please forward this information to the proper parties. The exhibiting firm is ultimately responsible for payment of charges incurred. In the event the named third party does not make payment upon presentation of the invoice at show site, such charges will be presented to the exhibiting firm for payment.

INTERNATIONAL EXHIBITORS

International exhibitors must pay for all services in US funds and must be drawn from a US bank. All charges must be paid in full prior to the close of the event by credit card, check or cash. Wire transfers must include a \$20 (US) transfer fee.

MATERIAL HANDLING/LABOR ORDERS/RIGGING ORDERS/FORKLIFT, ETC.

If you are shipping freight to our warehouse or to show site and/or are ordering labor for installation or dismantling and/or rigging, you must complete the *Credit Card Authorization form*. Our services will not be performed unless we have a credit card authorization form on file. If you require rigging or dismantling labor on move out, charges will be applied to your credit card.



Limits & Liability

RESPONSIBILITY FOR LABOR

- **SES**, its subcontractors, and Show Management shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
- **SES**, its subcontractors, and Show Management shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by **SES** or its subcontractors, except when such laborers are working for or operating equipment under the direct supervision of a supervisor designated by **SES** or its subcontractors.
- **SES**, its subcontractors, and Show Management shall not be liable to any extent for any actual potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.
- Claims for loss, injury or damage, which are not submitted in writing to **SES** within thirty (30) days after the close of the event, at which the loss, injury, or damage occurred, shall be considered waived. No suit or action shall be brought against **SES** or its subcontractors more than one year after the accrual of the action.
- **SES** will not be responsible for improper packing of exhibitor materials and products or incorrect labeling if working under the supervision of the exhibitor.
- **SES** will not be responsible for improperly packed or concealed damages to exhibit.
- The placing of an order for the services of laborers and the use of equipment by an exhibitor, or any agent of the exhibitor, shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth.

MATERIAL HANDLING

- **SES**, its subcontractors, and Show Management shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
- **SES**, its subcontractors, and Show Management shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by **SES** or its subcontractors, except when such laborers are working for or operating equipment under the direct supervision of a supervisor designated by **SES** or its subcontractors.
- **SES**, its subcontractors, and Show Management shall not be liable to any extent for any actual potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.
- Claims for loss, injury or damage, which are not submitted in writing to **SES** within thirty (30) days after the close of the event, at which the loss, injury, or damage occurred, shall be considered waived. No suit or action shall be brought against **SES** or its subcontractors more than one year after the accrual of the action.
- **SES** will not be responsible for improper packing of exhibitor materials and products or incorrect labeling if working under the supervision of the exhibitor.
- **SES** will not be responsible for improperly packed or concealed damages to exhibit.
- The placing of an order for the services of laborers and the use of equipment by an exhibitor, or any agent of the exhibitor shall be construed as acceptance by such exhibitor or agent of terms and conditions set forth.

CERTIFIED WEIGHT TICKETS

- In the event that no weight tickets or inaccurate weight tickets are indicated on the delivery documents presented, **SES** shall estimate the weight or re-weigh, and charges shall be based upon the estimates. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the close of the show. All shipments received at the warehouse and show site are subject to re-weigh.

EMPTY REMOVAL INSTRUCTIONS

- All exhibitors must have all crates tagged for empty space storage by 2 hours prior to the end of Exhibitor move-in. Exhibitors will be subject to a surcharge of up to 20% of the total freight invoice if crates are not tagged for removal by the set deadline.
- **Any shipments not handled by SES, but for which SES is required to handle storage of the empty shipping containers, a charge of \$50 per crate, case, box or carton will be assessed.**

Limits & Liability (continued)

PAYMENT TERMS

- In order for us to process your order for services and materials listed in this Exhibitor Service Manual, we must have a signed *Credit Card Authorization form* with credit card information or full payment in advance. Invoices for outstanding balances will be prepared at the service desk for review and payment.
- Advance payments will be indicated and any balance due must be paid in full by credit card, check or cash.
- **All inquiries must be resolved and completed before you leave the event.**

ORDERS, QUESTIONS & ADJUSTMENTS

- Orders by telephone will not be accepted.
- All advance orders, discounted to your advantage, must be paid-in-full at the time the order is placed.
- Orders received without payment will not be processed. Payment for all show site orders will be due and payable upon presentation of our invoice at the show.
- Services ordered at show site will not be processed without full payment.
- The availability of furnishings at show site can, on occasion, be limited and for that reason cannot be guaranteed. It is recommended that you place your order in advance if possible.
- Any discrepancy in items ordered and items received, or any complaint or question concerning service, must be reported to SES immediately. Issues will be resolved and/or any valid adjustments will be made at that time and approved by the SES supervisor in charge. **Credits and adjustments will not be made on information received after the show.**
- Items cancelled on or prior to Wednesday, September 21, 2022 will be refunded at 100%. Items cancelled after Wednesday, September 21, 2022, and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are *Luxury Furniture, Graphics and Display Rental*. If these items are cancelled after Wednesday, September 21, 2022 they will be billed at 100%.

→ Shipping Instructions

ADVANCE SHIPMENTS TO WAREHOUSE

- Shipments may be sent to the advance warehouse up to thirty (30) days prior to **Monday, September 26, 2022**. Shipments must arrive by **Monday, September 26, 2022**, by 3:30 pm. No shipments will be received at the warehouse on weekends or holidays.
- Shipments arriving at the warehouse after **Monday, September 26, 2022**, will be charged a late warehouse fee of \$160 in addition to any other charges incurred.

DIRECT SHIPPING TO SHOW SITE

- Shipments must arrive no sooner than **Wednesday, October 5, 2022**. If shipments arrive before this date they may be refused.
- Shipments will be received during the designated move-in periods, as well as throughout the event. (*See Event Information page*).
- As an exhibitor, it is your responsibility to instruct your carrier of the proper date for direct deliveries to show site.
- Weigh tickets or Bills of Lading indicating weight must accompany freight delivery. The driver's signature on the show site receiving report will verify the total count and weight.

ALL SHIPMENTS

- All shipments must be **PREPAID**. Collect shipments may be **REFUSED**.
- Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills from carriers will be delivered to the exhibitor's booth without guarantee of piece count or condition. Material handling and additional surcharges may apply.
- No liability will be assumed by **SES** for these shipments.

OUTBOUND SHIPMENTS

- A **SES** Bill of Lading is required on **ALL** outbound shipments.
A Bill of Lading is a type of document that is used to acknowledge the receipt of a shipment of goods. In addition to acknowledging the receipt of goods, a Bill of Lading indicates the particular vessel on which the goods have been placed, their intended destination, and the terms for transporting the shipment to its final destination. A Bill of Lading is mandatory for **SES** to release your materials to your specified carrier at the close of the event. Freight left on the show floor without a Bill of Lading will result in an additional fee.
- Your **SES** Bill of Lading will be available for verification and signature at the **SES** Service Desk located at show site.
- After your booth is packed, labeled and ready to be shipped, please return the completed Bill of Lading form to the Service Desk.
- Please duplicate form for split shipments (one form for each location or one for each carrier).
- The *Credit Card Authorization* form **MUST** be provided when submitting this form.
- If your carrier fails to show up, your shipment will be re-directed through **SES Solutions** and the discount rate will not apply.
- It is **YOUR** responsibility to contact and make all arrangements for any other carrier than the preferred carrier, **SES Solutions**.
- If using an alternate carrier please provide **SES** with shipping documents and/or labels as well as this form.
- **SES** reserves the right to re-direct any outgoing shipment via an alternate carrier in the event the requested carrier fails to pick up the shipment by the established carrier check-in deadline.



**SUPERIOR
EXPO
SOLUTIONS**

Superior Expo Solutions is the official show carrier for the

Pinners Indiana 2022

Indiana State Fairgrounds

October 7-8, 2022

Superior Expo Solutions offers competitive solutions for all of your logistics needs.

- ✓ Round trip ground transportation & material handling services
- ✓ Pick-up and transportation from point of origin to either advance warehouse or show site
 - ✓ Pre-printed shipping labels
 - ✓ SAVE 15% on material handling when using *Superior Expo Solutions* roundtrip
- ✓ Consolidated invoicing for material handling and shipping charges
 - ✓ Managed transportation to and from the show floor
 - ✓ On-site customer support

For questions please free to email us at service@superior-expo.com or call 972.271.7444



Shipping (continued)

SUPERIOR EXPO SOLUTIONS – SHIPPING QUOTE FORM

Company Name:		Booth #:	
Contact Name:		Phone #:	
E-mail Address:			

INBOUND – PICK UP LOCATION INFORMATION

Requested Pick Up Date:	
Company:	
Street Address:	
City, State:	

SHIP TO

<input type="checkbox"/> I will be shipping to the Advance Warehouse Superior Expo Services 4430 Stout Field Drive, N Indianapolis, IN 46241 Advance Warehouse Deadline: <u>Monday, September 26, 2022</u>	<input type="checkbox"/> I will be shipping Direct to Show Site Indiana State Fairgrounds 1202 E, 38th Street Indianapolis, Indiana 46205 Delivery Date: <u>Wednesday, October 5, 2022</u>
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OUTBOUND SHIPPING

I would like to schedule *Outbound Transportation*. Please provide me with a *Material Handling Agreement* at show site for my shipping instructions and signature. So we may deliver your *Outbound Material Agreement* and labels, please complete the following information *if different from pick up address*:

Company: _____ City, State, ZIP Code: _____

Street Address: _____ Number of Labels:

Type of Service	Number Of Pieces	Description of Articles, Special Marks and Exceptions	Dimensions in Inches			Estimated Weight (lbs.) Subject to Correction *
			L x	W x	H	
<input type="checkbox"/> Standard Ground		Crates Exhibition Material, K.D. (wooden)	L x	W x	H	
<input type="checkbox"/> Expedited Ground		Cartons (cardboard)	L x	W x	H	
<input type="checkbox"/> Next Day		Trunks/Cases (fiber) (color) _____	L x	W x	H	
<input type="checkbox"/> Other		Skids/Pallets	L x	W x	H	
		Carpet (color) _____	L x	W x	H	
		Other _____	L x	W x	H	

Liftgate Needed Hours of Operation: _____ * Final Weight Subject to Correct Weight & Dimensions

A representative from Superior Expo Solutions will contact you to confirm receipt of order and finalize details.

**ADVANCE WAREHOUSE
LABEL**

**DIRECT TO SHOW SITE
LABEL**



Pinner's Indiana 2022

Pinner's Indiana 2022

EXHIBIT MATERIALS

EXHIBIT MATERIALS

MUST be received by

To arrive NO SOONER than

Monday, September 26, 2022

Wednesday, October 5, 2022

Between 8:30 AM – 5:00 PM

To: (Exhibiting Company Name) _____

To: (Exhibiting Company Name) _____

Superior Expo Services
4430 Stout Field Drive N
Indianapolis, IN 46241

Indiana State Fairgrounds
C/O Superior Expo Services
1202 E, 38th Street
Indianapolis, Indiana 46205

WAREHOUSE

SHOW SITE

Booth # (s): _____ **Number of Pieces:** _____

Booth # (s): _____ **Number of Pieces:** _____

Carrier: _____

Carrier: _____



THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLEASE PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.



Material Handling FAQ's

SES has the responsibility of receiving and handling all exhibit materials, empty materials and empty crates. It is our responsibility to manage docks and schedule vehicles for the smooth and efficient move in/out of the event. SES will not be responsible, however, for any materials they do not handle. SES will have complete control of the loading docks at all times. If you wish to unload or load, you must report to the SES Freight Desk. Do not proceed to docks until told to do so.

WHAT IS MATERIAL HANDLING?

Material handling includes receiving, unloading your exhibit materials, storage for up to 30 days at the advance shipping location, delivery to your booth, handling of empty containers (removal from booth, stored, then returned to the booth at the close of the event) and removal of the material from your exhibit booth for reloading onto outbound carriers. This charge does not include the cost of shipping. Please refer to the *Shipping Information* page of this manual for further information.

WHAT ARE CRATED SHIPMENTS?

Crated shipments are packed in any type of shipping container that can be unloaded at the dock and delivered without additional handling. **Crated containers include: crates, fiber cases, and properly packed skids.**

WHAT ARE SPECIAL HANDLING SHIPMENTS?

- **Mixed Shipments** - Includes a mix of both crated and uncrated materials
- **Ground Loading/Unloading** - Special handling charges will apply to shipments that arrive in vehicles that are not dock height, such as u-hauls, flatbed trailers, double drop trailers, etc.
- **Stacked Shipments** - Shipments that require multiple items to be moved or removed for delivery to booth (i.e. loose items stacked on top of crates and/or pallets).
- **Piece Loading/Unloading** - Drivers who require multiple pieces to be moved to the rear of the trailer in order to select the next piece, or having to remove the freight from the trailer to re-fit in sequence.
- **No Documentation** - Shipments that arrive from a carrier without a *Bill of Lading*, which requires additional time and labor to process.
- **Excess of Small Shipments** - 10 or more loose pieces that are not palletized or crated.
- **Uncrated Shipments** - Indicates a shipment that is shipped loose or pad-wrapped, and/or un-skidded machinery without proper lifting tools.

HOW IS STRAIGHT TIME/OVERTIME DETERMINED?

Straight Time – Monday – Friday, 8:00 am to 4:30 pm

Overtime – All other times, Saturday, Sunday and holidays

- **ST/OT or OT/ST:** If freight will be handled one way on straight time and one way on overtime, either into the event or out of the event.
- **OT/OT:** If freight will be handled on overtime into the event and out of the event.

Overtime charges are assessed when SES has been granted access to the facility during overtime, per the contractual agreement with Show Management and the facility. This includes warehouse shipments.

HOW DO I CALCULATE MY MATERIAL HANDLING CHARGES?

Charges will be based on the weight of your inbound shipment. Each shipment received is considered separate. The shipment weight will be rounded up to the next 100 lbs. Each 100 lbs. is considered one **cwt** (hundred weight). There is a 200 lb. minimum charge for each shipment. Please refer to the *Material Handling Rate Sheet* for event prices.

Calculate Total CWT (Enter in increments of 10 lbs. only; make sure to round up to the next 100 lbs.)

Example below is based on the published rate:

350 lbs. (rounded to the next 100) divided by 100 = 4 Total CWT

4 CWT x \$79.00 = Material Handling Charge \$316.00

WHAT IS THE MOST COST EFFECTIVE WAY TO SEND SHIPMENTS?

The most cost-effective way to send your shipment is to consolidate and shrink wrap your shipments into one. If your shipment is broken up and delivered in multiple shipments, you will be charged per shipment. Please advise your carrier to deliver as one (1) shipment. Below is an example for an advance to warehouse shipment using the published rate: **\$79.00**

If sending 4 Separate Shipments:

- 1st shipment @ 41 lbs. = **\$158.00** (200 lbs. minimum)
- 2nd shipment @ 44 lbs. = **\$158.00** (200 lbs. minimum)
- 3rd shipment @ 52 lbs. = **\$158.00** (200 lbs. minimum)
- 4th shipment @ 60 lbs. = **\$158.00** (200 lbs. minimum)

If sending 1 Consolidated Shipment:

- 1 shipment (4 pieces) @ **197 lbs.** = **\$158.00** (200 lbs. minimum)



Material Handling Charges Include:

Material handling is the process of receiving your materials, either at the warehouse in advance of the show or at show site during move-in; delivering them to your booth; removing empty containers for storage during the show; returning the empty containers to your booth after the show; delivering your materials back to the dock; and loading for outbound shipping. Charges are determined by weight and ease of handling.

Advance Shipments to Warehouse

- The advance warehouse will begin receiving shipments 30 days prior to: **Monday, September 26, 2022**
- All materials shipped advance to the warehouse **MUST ARRIVE BY: Monday, September 26, 2022**
- Any shipment arriving after this date will be charged a late to warehouse fee of **\$160** in addition to any other charges incurred.
- Warehouse receiving hours are **Monday – Friday, 8:30 am – 5:00 pm**. Any shipment delivered after hours or on weekends may be refused.
- **Small Packages:** Cartons under 35 lbs. (received in a single shipment) will be charged **\$48** for the 1st package and **\$22** per package thereafter within the same shipment.
- Shipments will be weighed. Pricing is based on actual weight of shipment.

Direct Shipments to Show Site

- All materials shipped direct to show site **MUST ARRIVE NO SOONER THAN: Wednesday, October 5, 2022**
- Any shipments arriving prior to the above date may be refused.
- Shipments will be received during the move in periods and throughout the event.
- **Small Packages:** Cartons under 35 lbs. (received in a single shipment) will be charged **\$48** for the 1st package and **\$22** per package thereafter (per shipment) within the same shipment.
- Shipments will be weighed. Pricing is based on actual weight of shipment. Charges will not be billed until freight is received.

Overtime

- *Overtime charges* are assessed when SES has been granted initial access to the facility during overtime, per the contractual agreement between Show Management and the facility.
- Driver check in time does not guarantee *straight time* rates.
- *Overtime rate* is applied to all shipments loaded or unloaded on Saturday, Sunday, holidays, and any time other than **8:00 am – 4:30 pm, Monday through Friday**.
- Overtime charges are assessed if shipment is moved into or out of show site on overtime due to scheduling.

Rates below based on Published Event Move-In & Move-Out Schedule (OT Rates May Apply. See "Overtime" above.)

RATE CLASSIFICATIONS:	Price per CWT	200 lbs. Minimum
Warehouse Shipment (200 lbs. minimum)		
Crated or skidded shipment	\$79.00	\$158.00
Special handling	\$94.00	\$188.00
Show Site Shipment (200 lbs. minimum)		
Crated or skidded shipment	\$89.00	\$178.00
Special handling	\$104.00	\$208.00
Small Package (Maximum weight 35 lbs. per shipment)		
First carton	\$48.00	--
Each additional carton	\$22.00	--
ADDITIONAL SURCHARGES:		
Overtime Charge – Move-In or Move-Out (in addition to above rates)		
Crated or skidded shipment	\$15.25	\$30.50
Special handling shipment	\$19.06	\$38.12
Double Overtime Charge – Move-In and Move-Out (in addition to above rates)		
Crated or skidded shipment	\$30.50	\$61.00
Special handling shipment	\$38.12	\$76.24
Late to Warehouse		
Freight arriving after Monday, September 26, 2022	\$160.00 per shipment	
Back to Warehouse (in addition to above rates)		
200 lbs. minimum	\$200.00	\$400.00

A credit card **MUST** be on file for all material handling, shipping inbound and/or outbound to event.



Display Tables & Accessories Order Form

Discount Deadline: Wednesday, September 21, 2022

Company:		Contact Name:	
Address:		City, State:	Zip Code:
Phone Number:		Fax Number:	Booth Number:
Email:			

Skirted Display Tables 30" high (topped in white vinyl)				
QTY	Item Description	Discount	Standard	Total
	4' L x 24" W x 30" H	\$90.50	\$110.00	\$
	6' L x 24" W x 30" H	\$110.25	\$133.00	\$
	4th Side Skirt 6'	\$42.00	\$52.00	\$
	Table Skirt Only 6'	\$66.00	\$82.72	\$
	8' L x 24" W x 30" H	\$128.00	\$154.50	\$
	4th Side Skirt 8'	\$41.75	\$52.00	\$
	Table Skirt Only 8'	\$66.00	\$82.75	\$

Skirted Display Tables 42" high (topped in white vinyl)				
QTY	Item Description	Discount	Standard	Total
	4' L x 24" W x 42" H	\$122.25	\$153.00	\$
	6' L x 24" W x 42" H	\$138.75	\$173.00	\$
	4th Side Skirt 6'	\$41.75	\$52.00	\$
	Table Skirt Only 6'	\$66.00	\$82.75	\$
	8' L x 24" W x 42" H	\$159.25	\$199.75	\$
	4th Side Skirt 8'	\$41.75	\$52.00	\$
	Table Skirt Only 8'	\$66.00	\$82.75	\$

Unskirted Display Tables 30" high (topped in white vinyl)				
QTY	Item Description	Discount	Standard	Total
	4' L x 24" W x 30" H	\$53.00	\$66.00	\$
	6' L x 24" W x 30" H	\$65.25	\$81.75	\$
	8' L x 24" W x 30" H	\$77.75	\$95.75	\$

Unskirted Display Tables 42" high (topped in white vinyl)				
QTY	Item Description	Discount	Standard	Total
	4' L x 24" W x 42" H	\$75.25	\$91.50	\$
	6' L x 24" W x 42" H	\$86.75	\$107.75	\$
	8' L x 24" W x 42" H	\$93.75	\$117.50	\$

Unskirted Specialty Tables 30" in Diameter				
QTY	Item Description	Discount	Standard	Total
	Café Table 30" H	\$72.50	\$87.00	\$
	Cocktail Table 42" H	\$92.50	\$110.75	\$

Table Risers (covered with white vinyl)				
QTY	Item Description	Discount	Standard	Total
	4' L x 12" W x 12" H	\$54.50	\$68.00	\$
	6' L x 12" W x 12" H	\$66.75	\$82.25	\$
	8' L x 12" W x 12" H	\$77.00	\$96.75	\$

Chairs				
QTY	Item Description	Discount	Standard	Total
	Side Chair	\$49.25	\$61.25	\$
	Modular High Stool Gray Fabric – 29" Tall	\$78.50	\$98.00	\$
	Padded Chair	\$69.75	\$86.75	\$

Pegboards, Tack Boards & Grid Wall				
QTY	Item Description	Discount	Standard	Total
	Pegboard 4' x 8' Horizontal	\$196.00	\$245.50	\$
	Pegboard 8' x 4' Vertical	\$196.00	\$245.50	\$
	Tack Board 4' x 8' Horizontal	\$176.00	\$211.50	\$
	Tack Board 8' x 4' Vertical	\$176.00	\$211.50	\$
	Grid Wall 2' x 8'	\$65.25	\$81.75	\$

Bag, Literature & Garment Racks				
QTY	Item Description	Discount	Standard	Total
	Bag Rack	\$92.75	\$116.00	\$
	Literature Rack	\$102.00	\$125.00	\$
	Clothes Rack	\$92.75	\$116.00	\$
	Garment Rack – 2 Arm (Water Fall)	\$93.00	\$116.00	\$
	Garment Rack – 4 Arm (Water Fall)	\$93.00	\$116.00	\$

Additional Accessories				
QTY	Item Description	Discount	Standard	Total
	Easel	\$30.00	\$37.25	\$
	Fish Bowl	\$28.50	\$34.25	\$
	Wastebasket	\$16.00	\$18.75	\$
	Arm Light	\$60.75	\$75.50	\$
	Floor Lamp	\$48.25	\$85.75	\$
	Table Light	\$69.75	\$96.50	\$

Event Colors are: **Black**

Red	White	Rose	Forest Green
Plum	Silver	Royal Blue	Champagne
Black	Lime Green	Gold	Burgundy
Teal			

ORDER POLICY

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- Payment in full must accompany all orders by **Wednesday, September 21, 2022** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Wednesday, September 21, 2022** will be refunded at 100%. Items cancelled after **Wednesday, September 21, 2022** and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are *Luxury Furniture, Graphics and Display Rentals*. If these items are cancelled after **Wednesday, September 21, 2022** they will be billed at 100%.

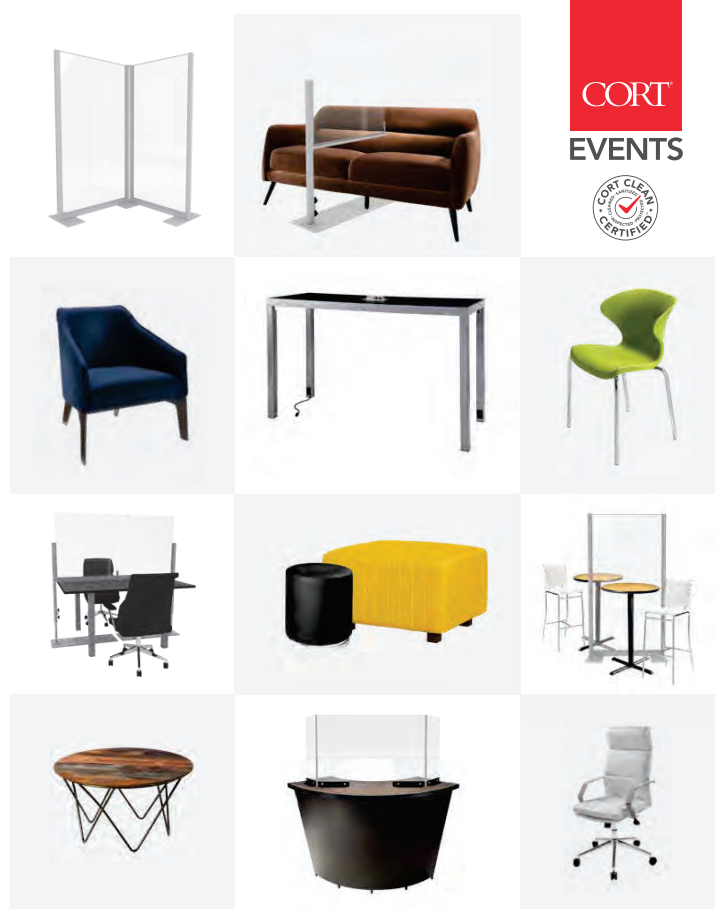
Total	+	Sales Tax 8.25%	=	Grand Total
\$	+	\$	=	\$



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Design safe environments without sacrificing style.

It is possible! Keep your staff and clients healthy while creating beautiful, engaging spaces to network, educate and promote your offerings. At CORT Events, we're sharing creative and sensible guidelines to help you plan for the most effective and thoughtful spaces.

Look for expert tips throughout the catalog, and scan or click the QR code for more!



20'x20' - Midtown, Greenery Booth

- Midtown Bar | p 120
- Dividers | p 16
- Bar Tables | p 86
- Barstools | p 90
- Greenery | p 20

Top Design Tips for Tradeshow Exhibits

Look for ways to bring these tips to life throughout the catalog!



Form and Function. Use a clear divider (or two!) that fits between sofas or conference tables to safely hold face-to-face meetings.



Get Connected. Communal tables facilitate networking opportunities and build connections.

Creature Comforts. Comfortable "living room" spaces relax clients and encourage genuine conversation.



Keep it Green. Lifelike greenery warms up booth environments by bringing nature indoors.



Demo Down. Ottomans are a great way to design small theaters for quick demonstrations.

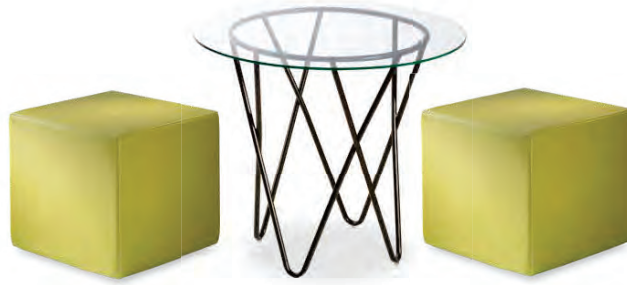
Top Design Tips for Tradeshow Exhibits

Look for ways to bring these tips to life throughout the catalog!



Spin Around. Swivel chairs maximize functionality and allow you to engage with those all around. They're particularly helpful in smaller spaces!

6 | Design Tips



Gather Round! Ottomans styled around an accent table create an informal campfire setting for small group discussions.

Level the Field!

Low and casual seating makes clients more comfortable and open to learning.



Charge It!

Powered products encourage clients to linger in the booth as they recharge.



Provide a Pop!

Colorful furnishings attract more attention while reinforcing brand themes.



Design Tips | 7

Stay Social. Style eye-catching spaces worth sharing on social networks to increase brand exposure.



Design in 2D and 3D with just a few clicks.

CORT Events is pleased to provide you free 2D and 3D space planning via cortevents.com.



- Fully integrated product line for your convenience.
 - Real time collaboration with team members.
 - Easy to use distancing rulers.
 - Instant 3D renderings to bring designs to life.
- Click or scan the QR code to get started now!



Powered By
cvent



Click or scan the QR code to get started now!

8 | Space Planning

Space Planning | 9

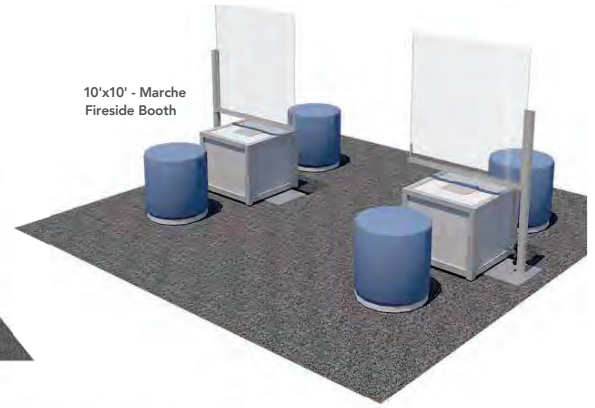
Curated Designs for Safe 10'x10' Exhibits



Scan or click the QR code for best practices in designing safe exhibits.

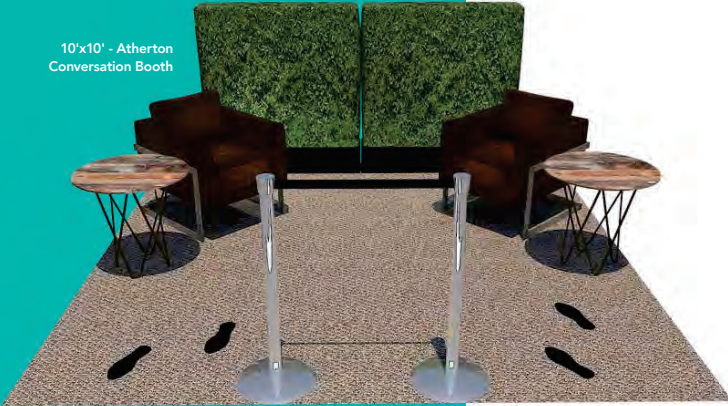


10'x10' - Ventura Conference Booth



10'x10' - Marche Fireside Booth

10'x10' - Atherton Conversation Booth



10'x10' - Zoey Consultation Booth

Curated Designs for Safe 10'x20' Exhibits



Scan or click the QR code for best practices in designing safe exhibits.

10'x20' - Bowery/Marina Meeting Booth



10'x20' - Madison Presentation Booth



10'x20' - Beverly Demonstration Booth



10'x20' - Wireless Charging Engagement Booth





SAFETY

Collection

Dividers

Clear Dividers

A) DIVFRE Freestanding
(Silver, Clear) 39" L 1.5" D 72" H

B) DIVFWL Freestanding Wall Unit
(Silver, Clear) 40" L 1.5" D 72" H

C) DIVFCR Freestanding Corner
(Silver, Clear) 39" L 39" D 72" H



Bar Tables | p 86
Barstools | p 90



Bars | p 120



Clear Dividers

D) DIVBAR Bar/Counter
(Silver, Clear)
48-70" L 12" D 31.5" H

E) DIVFST Sofa/Table
(Silver, Clear)
34" L 11" D 47-74" H
Adjustable height.

Attract, Connect and Inspire.

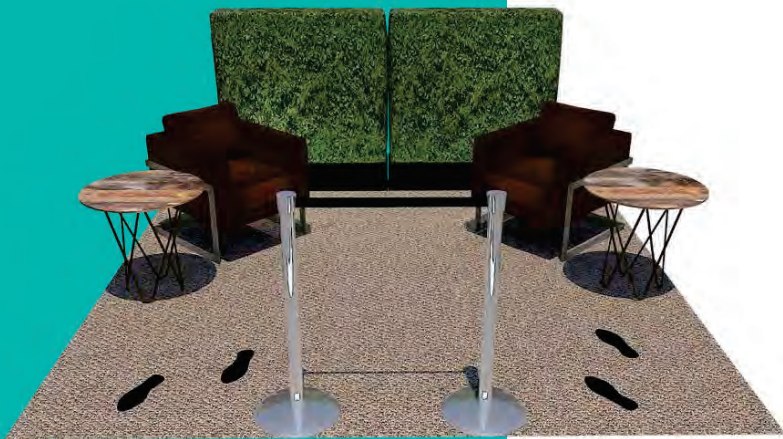
CORT Events offers a complete collection of trendy furnishings, helping you design unique and safely spaced selling environments that are clean, comfortable, and give your clients peace of mind.



Sofa | p 38



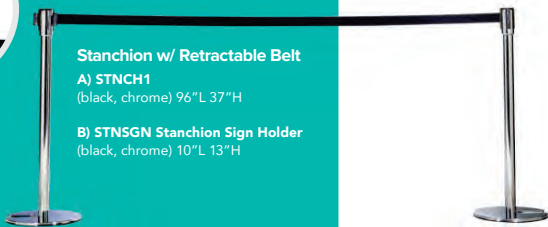
Dividers



Accent Chairs | p 48
Side Tables | p 72
Greenery | p 20



A.
Stanchion w/ Retractable Belt
A) STNCH1
(black, chrome) 96"L 37"H
B) STNSGN Stanchion Sign Holder
(black, chrome) 10"L 13"H



Conference Tables | p 110
Executive Seating | p 104

C) DIVFWB Clear Divider,
Freestanding Whiteboard
(Silver, Clear) 39"L 1.5"D 72"H



D) MIRWHT Miramar
Divider, White
(molded plastic)
Vertical: 63"L 23"D 83"H
Horizontal: 83"L 23"D 63"H



Accent Chairs | p 48
Side Tables | p 80

Boxwood Hedges

A) HDG7FT Boxwood Hedge, 7'
36.5"L 12"D 84"H

B) HDG4FT Boxwood Hedge, 4'
46"L 9"D 47"H



Accent Chairs | p 46
Side Tables | p 80

Keep it Green

Lifelike greenery is an easy yet sophisticated way to bridge the distance between seats for a warmer, organic environment.



Bar Tables | p 86
Barstools | p 90

POWERED

Collections



Powered ⚡ Seating

Naples

Collection



A) NPLSOP Naples Sofa, Powered
(black vinyl) 87"L 30"D 33.25"H

B) NPLCHP Naples Chair, Powered
(black vinyl) 36"L 30"D 33.25"H

C) NPLLOP Naples Loveseat, Powered
(black vinyl) 62"L 30"D 33.25"H

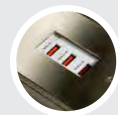


Charge It!

Providing powered capabilities within your booth encourages guests to stay longer as they recharge and engage with your brand.

Tech Tablet Chair

TCHGRY Tech Tablet Chair
(gray vinyl, white metal tablet, chrome base)
30.5"L 29"D 33.5"H
Also available without tablet.



POWERED
DETAIL



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.

Powered Communal Tables



Ventura Bar Tables, Powered

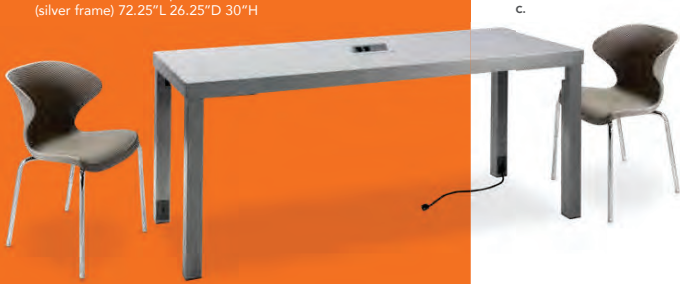
A) VNTWHT (white top)
B) VNTBLK (black top)
(silver frame) 72.25" L 26.25" D 42" H



Styling Tip:
One chair or barstool at each end of a communal table is exactly 6' apart, perfect for safe networking in any sized space.

Ventura Cafe Tables, Powered

C) VNTCWH (white top)
D) VNTCBK (black top)
(silver frame) 72.25" L 26.25" D 30" H



26 | Powered



Use Ventura 6' Bar or Cafe Tables
in your design to facilitate conversations while physical distancing.



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.

Powered | 27

Powered Tables

Sydney Powered Cocktail Tables



Sydney Powered Cocktail Tables

C1WP (white top)
C1YP (black top)
(brushed steel)
48" L 26" D 18" H



28 | Powered



10'x20' -
Wireless Charging
Demonstration
Booth

Wireless Charging Table

**CUBPOW Wireless
Charging Table, Powered**
(white, AC plug-in) 20" L 20" D 18" H
Mobile devices must have Qi
wireless charging capability.



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.

Powered | 29

Powered

Desk & Conference Tables



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



Conference Powered Tables 5', 8', 10'
(black top, silver)
D) BKCT5P 5' 60"L 48"D 29"H
E) BKCT8P 8' 96"L 60"D 29"H
F) BKCT10P 10' 120"L 48"D 29"H
 Also available without power.

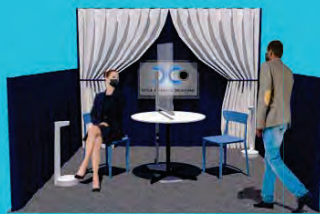
Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

Powered

Products

Village

Charging Hub



VILHUB
Village Charging Hub
(cream)
 12"L 12"D 28.25"H



Styling Tip:
 Standalone hubs let guests plug in with a minimal footprint, while powered pedestals serve a dual purpose: keeping items secure while charging devices.

Powered Pedestals

The flip-top electrical units rotate 180° to let devices charge on or inside the cabinet.



Powered Locking Pedestals

White
PDL36W 24"L 24"D 36"H
PDL42W 24"L 24"D 42"H

Black
PDL36B 24"L 24"D 36"H
PDL42B 24"L 24"D 42"H



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.

Inspired Designs. Creature Comforts.

When guests are comfortable, they're more likely to linger and relax, resulting in candid and meaningful conversations with your team. Offer a "living room" style design in your booth space to provide that comfort, as well as an escape from the standard trade show experience. Go traditional with matched soft seating sets, or mix and match for a uniquely trendy look!



20'x20' - Valencia Networking Booth

Dividers | p 16
Soft Seating | p 36
Bars | p 120
Bar Tables | p 86
Barstools | p 90
Greenery | p 20



SOFT SEATING Collections

Soft Seating Collections

Valencia

VALCHA Chair
(spice orange velvet)
28"L 30.5"D 31"H

VALSOF Sofa
(coffee brown velvet)
63"L 30.5"D 31"H



Level The Field!

Low and casual seating makes clients more comfortable and open to learn about your product.

Pair loveseats and sofas with the Sofa/Table Divider to create individual spaces.



Dividers | p 16



Fairfax

FAIRSW Sofa
(white vinyl, brushed metal)
62"L 26"D 30"H

FAIRCW Chair
(white vinyl, brushed metal)
27"L 26"D 30"H



Sterling

STECHA Chair
(gray fabric)
33"L 33.5"D 32"H

STESOF Sofa
(gray fabric)
82"L 33.5"D 32"H



Soft Seating Collections

Allegro

CHR002 Chair
(blue fabric)
36"L 34.5"D 30"H

SFA002 Sofa
(blue fabric)
73"L 34.5"D 30"H



Palm Beach

PALSOF Sofa
(white vinyl)
69"L 29"D 33"H



Key Largo

KEYSOF Sofa
(black fabric)
79"L 35"D 34"H

KEYCHR Chair
(black fabric)
35"L 35"D 34"H

KEYLOV Loveseat
(black fabric)
57"L 35"D 34"H



Soft Seating Collections

Baja

BCHWHT Chair
(white vinyl)
36"L 30.5"D 28"H

BSFWHT Sofa
(white vinyl)
86"L 30"D 28"H



BLVWHT Loveseat
(white vinyl)
61"L 30.5"D 28"H



Powered Products



POWERED
DETAIL

Naples

NPLCHP Chair, Powered
(black vinyl)
36"L 30"D 33.25"H
Also available with
standard arm (NPLCHR).

NPLSOP Sofa, Powered
(black vinyl)
87"L 30"D 33.25"H
Also available with
standard arms (NPLSOF).

NPLLOP Loveseat, Powered
(black vinyl)
62"L 30"D 33.25"H
Also available with
standard arms (NPLLOV).

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.

Soft Seating | 43

42 | Soft Seating

ACCENT Chairs



44 | Accents Chairs

Accent Chairs | 45

Accent Chairs



**Bowery
BOWCHA Swivel Chair**
(ochre fabric, chrome)
29.75"L 31"D 27.25"H



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



**Swanson
SWAN Swivel Chair**
(white vinyl, chrome)
28"L 25"D 30"H

Make it
swivel



10'x20' - Meeting Booth



**Wentworth
WENCHA Swivel Chair**
(brown vinyl, black)
31"L 24"D 31.5"H

Accent Chairs



**Madrid
BCW Chair**
(white, chrome)
30"L 30"D 31"H



**Montreal
MONCHA Chair**
(blue, black metal)
30"L 23.25"D 30"H



Accent Tables | p 72

**Lena
LENCHA Chair**
(moss green leather, bronze)
27"L 25"D 31"H



Create
Space

Design with a wide selection of standout accent chairs to facilitate sales and demos while properly distancing. Pair each seat with an end table for individually-owned spaces.

A) TCHP Tech Chair, No Tablet
(gray vinyl, chrome base)
30.5"L 29"D 33.5"H

**B) MNCHCH Munich
Armless Chair**
(gray fabric) 22.5"L 27"D 28.5"H

C) CNTCHR Century Chair
(gray velvet) 30"L 30"D 31"H

D) ATHCHA Atherton Chair
(distressed brown leather,
blackened steel) 27"L 31"D 30"H

**E) PROGB Pro Executive
Guest Chair**
(black vinyl) 24"L 26"D 36"H

F) PASCHR Pasadena Chair
(white molded plastic w/
tower base) 27"L 25"D 26"H



INDIVIDUAL

Seating



MARINA

CHAIRS

17.5"L19.5"D35"H



A) MARCBR (brown fabric) B) MARCBE (ocean blue fabric)
C) MARCRD (red fabric) D) MARCWH (white vinyl) E) MARCBK (black vinyl)

All frames brushed metal.

Individual Seating

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



**Lucent
LUCHCL Chair**
(frosted acrylic, chrome)
19.5"L 19.75"D 32.5"H



A) CS4 Syntax Chair
(black, chrome)
23"L 19"D 32.25"H

B) XCHR Christopher Chair
(white vinyl, chrome)
17"L 19"D 35"H

C) SC3 Brewer Chair
(onyx, black) 20"L 20"D 32"H

**D) RSTDIN Rustique
Chair w/arms**
(gunmetal) 20"L 18"D 31"H

E) ZENCHR Zenith Chair
(white, chrome)
18.25"L 22"D 32"H

F) Duet Stack Chair
(black, chrome) 21"L 23"D 33"H

G) SC10 Razor Armless Chair
(white) 15.5"L 15.5"D 30.5"H

H) OGMWHT Meeting Chair
(white vinyl, wenge)
25.5"L 23.5"D 34"H

Malba Chair

I) MALGRN (green, chrome)

J) MALGRY (gray, chrome)

20"L 20"D 32"H

Blade Chair

K) BLDCSB (sky blue)

L) BLDCRD (red)

20.5"L 19"D 30.5"H

Versatile Executions.

When space is limited, furnishing with pieces that are versatile and multipurpose is key to providing a well-rounded experience. Ottomans serve as both additional seats and tables depending on your need. Stage them around accent tables for a comfortable campfire setting, or line them up in rows to create an audience for your presentation. Colorful options also help amplify your brand's style.



10'x20' - Beverly Demonstration Booth

Ottomans | p 58

Powered Products | p 32

Dividers | p 16

Bar Tables | p 86

Barstools | p 90



OTTOMAN

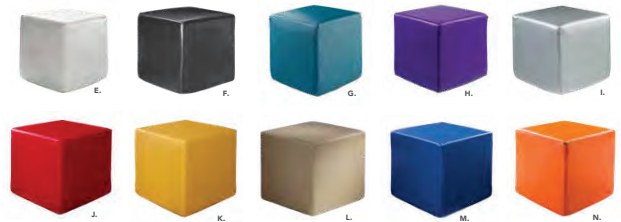
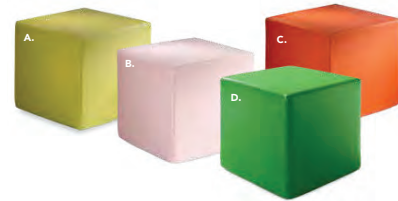
Collections



Provide a Pop!
Colorful furnishings attract more attention while reinforcing brand themes. Amplify your organization's color palette, or simply go bold to catch passing eyes.

CUBE

OTTOMANS
18"Lx18"Dx18"H



- A) VIB14 (citrus green vinyl) B) VIB17 (desert rose vinyl) C) VIB16 (spice orange vinyl)
- D) VIB01 (green vinyl) E) VIB09 (white vinyl) F) VIB10 (black vinyl) G) VIB11 (steel blue vinyl)
- H) VIB13 (purple vinyl) I) VIB12 (silver vinyl) J) VIB04 (red vinyl) K) VIB05 (bright yellow vinyl)
- L) VIB15 (taupe vinyl) M) VIB02 (blue vinyl) N) VIB08 (orange vinyl)



SMALL BENCH

OTTOMANS
30"L20"D18"H



- A) BVSMOR (orange fabric) B) BVSMGN (olive green fabric) C) BVSMWH (white vinyl)
- D) BVSMBK (black vinyl) E) BVSMBL (ocean blue fabric) F) BVSMBN (brown fabric)
- G) BVSMGY (gray fabric) H) BVSMNLN (linen fabric) I) BVSMVLV (lavender fabric)
- J) BVSMRD (red fabric) K) BVSMYL (yellow fabric)



BENCH

OTTOMANS
60"L20"D18"H



- A) BVLYWH (white vinyl) B) BVLYRD (red fabric) C) BVLYGR (gray fabric) D) BVLYOB (ocean blue fabric)
- E) BVLYBK (black vinyl) F) BVLYLN (linen fabric) G) BVLYBN (brown fabric)



MARCHE

SWIVEL

OTTOMANS
17" RND 18"H



- A) MAR011 (orange fabric) B) MAR16 (Ivory Faux Sheep Fur) C) MAR009 (pear yellow fabric)
- D) MAR005 (red fabric) E) MAR001 (white vinyl) F) MAR006 (rose quartz fabric) G) MAR007 (plum fabric)
- H) MAR010 (blue fabric) I) MAR002 (gray fabric) J) MAR003 (linen fabric) K) MAR004 (raspberry fabric)
- L) MAR008 (meadow green fabric) M) MAR015 (black vinyl) N) MAR012 (forest green vinyl)
- O) MAR013 (teal velvet) P) MAR014 (distressed brown vinyl)



Ottomans

Squares
Endless
END02B (black vinyl, chrome)
END02W (white vinyl, chrome)
34"L 34"D 15"H

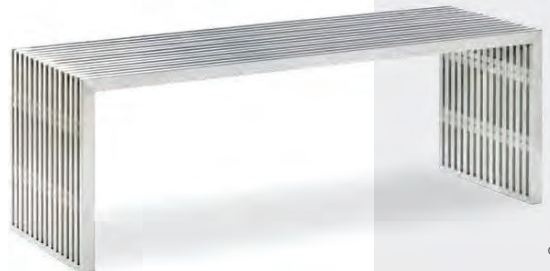


Curves
Endless
END01W (white vinyl, chrome)
END01B (black vinyl, chrome)
60.5"L 37.5"D 15"H



Demo Down

Square, circular, or curved - ottomans are a great way to design theater-style seating for demonstrations.



Bench
REGBEN Regis
(brushed metal)
47"L 15.5"D 16"H

ACCENT

Tables



ACCENT

COCKTAIL & END TABLES
32.25"RND 17.25"H | 20.5"RND 21.25"H



A) MESCTW Cocktail Table / B) MESETW End Table (barnwood top)
C) MESCTB Cocktail Table / D) MESETB End Table (black top)
E) MESCTG Cocktail Table / F) MESETG End Table (glass top)

All frames bronze finish.



ALONDRA

ACCENT
 COCKTAIL & END TABLES
 47"L 24"D 16"H | 20"L 20"D 20"H



A) ALC100 Cocktail Table / B) ALE100 End Table (glass top)
 C) ALC200 Cocktail Table / D) ALE200 End Table (wood top)

All frames chrome finish.



GEO

ACCENT
 COCKTAIL & END TABLES



A) C1C Cocktail Table / B) E1C End Table (glass top, chrome) 50"L 22"D 16"H | 26"L 26"D 20"H
 C) C1FWB Cocktail Table / D) E1FWB End Table (wood top, black) 47"L 24"D 17"H | 20"L 20"D 21"H



SYDNEY

ACCENT
COCKTAIL & END TABLES
 48"L 26"D 18"H | 27"L 23"D 22"H



A/B Powered options available.



Cocktail Tables A) C1W (white) B) C1Y (black) C) SYDBEC (blue) D) SYDWDC (barnwood)
End Tables E) E1W (white) F) E1Y (black) G) SYDBEE (blue) H) SYDWDE (barnwood)

All frames brushed steel.



TAOS | SEDONA

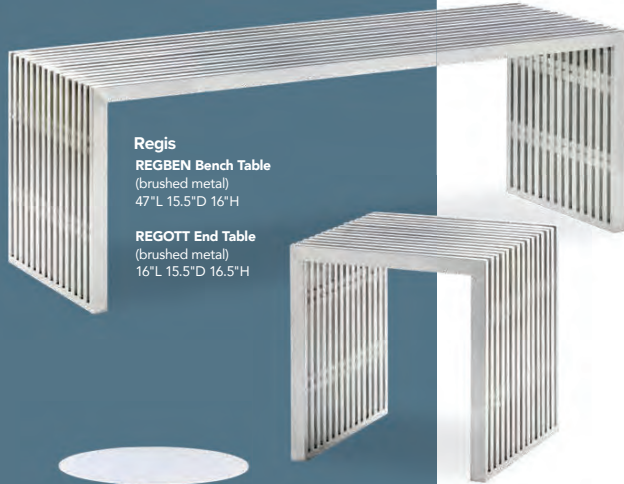
SIDE
TABLES
 15.75"L 15.75"D 24"H



Taos Tables A) TAOBWH (white top) B) TAOBBK (black top) C) TAOBWD (barnwood top)
Sedona Tables D) SEDBWH (white top) E) SEDBBK (black top) F) SEDBWD (barnwood top)

All frames bronze finish.

Accent Tables



Regis
REGBEN Bench Table
(brushed metal)
47" L 15.5" D 16" H

REGOTT End Table
(brushed metal)
16" L 15.5" D 16.5" H



Aura
AURA Round Table
(white metal)
15" RND 22" H



Timber
TMBTBL End Table
(wood)
16" RND 17" H



Powered Products

Wireless
CUBPOW Charging Table,
Powered
(white, AC plug-in)
20" L 20" D 18" H

Gather Round

Seat guests around accent tables to create an informal campfire setting for small group discussions, or pair with individual seats for a safely "owned" space.



Silverado
C1E Cocktail Table
(glass top, chrome)
36" RND 17" H
E1E End Table
(glass top, chrome)
24" RND 22" H

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.

Accent Tables | 83

Stay on Brand.

Tie in your brand's style or color scheme in your booth designs to leave a lasting impression on your customers. Classic black and whites, or venture out with bold colors; go natural with wood textures, or stay sleek with metals! No matter your preference, dozens of bar and cafe table options are available to meet your need and amplify your brand's voice.



**10'x20' - Wireless Charging
Demonstration Booth**

Bar Tables | p 86
Barstools | p 90
Ottomans | p 58
Power Tables | p 26
Dividers & Stanchions | p 16



BAR & CAFE Tables

Bar & Cafe Tables



**Rustique
RSTSQT Square
Metal Bar Table**
(gunmetal)
23.75"L 23.75"D 41.25"H



Bar Tables

Standard Black Base
30" RND 42"H

VTJ (graphite nebula top)

VTK (red top)

VTB (red top)

30WH42 (white top)

30WDDB (barnwood top)

30BKSB (black top)

30AGBB

(brushed gunmetal top)

30OSBB (orange top)

VTA

(Madison/gray acajou top)

30BEBB (blue top)

30YBBB (brushed yellow top)

30GSBB (green top)

36" RND 42"H

VTN (graphite nebula top)

VTP (maple top)

VTW (white top)

36BKSB (black top)

Bar Tables

Hydraulic Chrome Base
30" RND 45"H

30GRHB

(graphite nebula top)

30MTHB (maple top)

30BRHB (red top)

30WHH29 (white top)

30WDHB (barnwood top)

30BKHB (black top)

30AGHB

(brushed gunmetal top)

30OSHB (orange top)

30MAHB

(Madison/gray acajou top)

30BEHB (blue top)

30YSHB (brushed yellow top)

30GSHB (green top)

36" RND 45"H

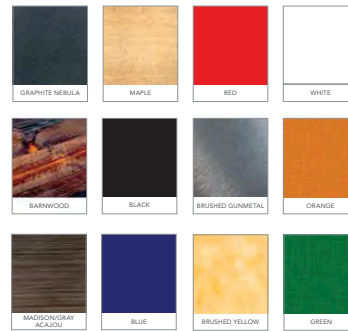
36GRHB (graphite nebula)

36MTHB (maple top)

36WTHB (white)

36BKHB (black top)

1. Choose your base: black or chrome...
2. Then pick a color that suits your design.



Create Space

Mix and match table tops with base options to create the perfect combination for your needs.



Cafe Tables

Hydraulic Chrome Base
30" RND 29"H

30GRHC (graphite nebula top)

30MTHC (maple top)

30BRHC (red top)

30WHHC (white top)

30WDHC (barnwood top)

30BKHC (black top)

30AGHC (brushed gunmetal top)

30OSHC (orange top)

30MAHC (Madison/gray acajou top)

30BEHC (blue top)

30YSHC (brushed yellow top)

30GSHC (green top)

36" RND 29"H

36GRHC (graphite nebula top)

36MTHC (maple top)

36WTHC (white top)

36BKHC (black top)

Cafe Tables

Standard Black Base
30" RND 29"H

ZTJ (graphite nebula top)

ZTK (maple top)

ZTB (red top)

30WH29 (white top)

30WDBC (barnwood top)

30BKSC (black top)

30AGBC (brushed gunmetal top)

30OSBC (orange top)

ZTA (Madison/gray acajou top)

30BEBC (blue top)

30YSBC (brushed yellow top)

30GSBC (green top)

36" RND 29"H

ZTN (graphite nebula top)

ZTP (maple top)

ZTQ (white top)

36BKSC (black top)

BARSTOOL
Collections



MARINA

BARSTOOL

COLLECTION
21" L x 17.5" D x 41.5" H



A.

B.



C.

D.

E.

A) MARBBE (ocean blue fabric) B) MARBBR (brown fabric)
C) MARBRD (red fabric) D) MARBWH (white vinyl) E) MARBBK (black vinyl)

All frames brushed metal.



BARSTOOL

COLLECTION
15"RND23 - 33.5"H



A) ROLLWH (white vinyl) B) ROLLRD (red vinyl)
C) ROLLBL (black vinyl) D) ROLLGY (gray vinyl)

All bases chrome finish.



BARSTOOL

COLLECTIONS



Zoey Barstool 15"L 16"D 30-34.75"H A) BS002 (white)
Banana Barstool 21"L 22"D 41"H B) BSS (black) C) BST (white)

All bases chrome finish.

Barstools Styles



Blade
BLDBRD (red)
BLDBSB (sky blue)
20.5"L 20"D 40.5"H



Zenith
ZENBAR Barstool
(white, chrome)
19"L 20"D 44"H



A) XBAR Christopher Barstool
(white vinyl, chrome)
19" L 15" D 41" H



B) BS001 Shark Barstool
(white, chrome)
22" L 19" D 34-44" H



C) BSR Syntax Barstool
(black, chrome)
23" L 19" D 43.25" H



D) LUBSCL Lucent Barstool
(frosted acrylic, chrome)
22" L 22.5" D 45.5" H



E) RSTSTL Rustique Barstool
(gunmetal) 13" L 13" D 30" H



Laguna
LMBAR Barstool
(maple, chrome)
18" L 20" D 47" H

Styling Tip:

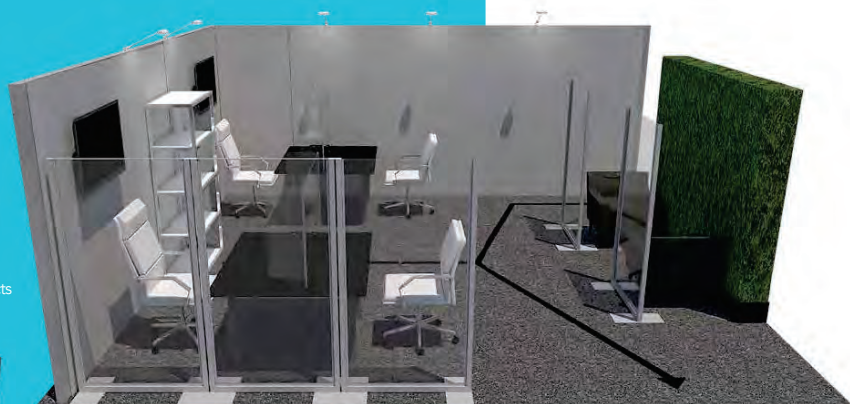
Create proper distance between individuals by pairing one barstool with each 30" or 36" round, or placing one barstool at each end of a communal table.

Meet in Style.

Professional doesn't have to mean stale. Set up a temporary workplace away from the office that serves both form and function. Pair office furnishings with safety products so you and your customers can confidently get down to business.



10'x20' -
Madison
Presentation
Booth



20'x20' - Executive Meeting Booth

Conference Tables | p 114
Madison Desk & Storage | p 112
Executive Seating | p 104
Dividers | p 16



OFFICE

Collections

Executive Seating

Pro High Back Executive Chairs
A) PROEXE
(white vinyl, chrome)



B) PROEXB
(black vinyl, chrome)
25"L 24"D 45-48"H
Adjustable height



Pro Mid Back Executive Chairs
C) PROMID
(white vinyl, chrome)



D) PROMDB
(black vinyl, chrome)
24"L 22"D 36.75-39.75"H
Adjustable height



Pro Guest PROGB Executive Chair
(black vinyl, chrome)
24"L 26"D 36"H



Cupertino CUPCHA Mid Back Chair
(black vinyl, chrome)
27"L 30.5"D 40-43"H
Adjustable height



Genesis GENCHA Chair
(black fabric, black)
27.5"L 27.5"D 40-43.5"H
Adjustable height



Task TASKST Stool
(black fabric, black)
27.5"L 27.5"D 32.75"-40.25"H
Adjustable height





42" ROUND



CONFERENCE

TABLES
42" RND 29" H



A) CONF42 (white top) B) CB8 (Madison/gray acajou top)
C) 42BKCT (black top)
All bases black finish.



GEO



CONFERENCE

TABLES



Rounded Square Tables 42"L 42"D 29"H A) CF1 (glass top, black) B) CE1 (glass top, chrome)
Rectangular Tables 60"L 36"D 29"H C) CF2 (glass top, black) D) CE2 (glass top, chrome)

Show Information			
Show Name:			
Exhibiting Co:			
Booth Number			
Order Information		Payment Information	
Company Name:	Full payment must be received along with order. If you choose to pay by check, a credit card is still required to be on file. This form authorizes SES to charge to your credit card account the amount of your luxury furniture order including applicable sales tax. SES accepts MasterCard, Visa, and American Express.		Order Total:
Address:			Sales Tax:
City, State Zip:			Total Due:
Phone:	Credit Card #:		
Fax:	Exp Date:	CVV:	
Contact:	Billing Address:		
Email:	City,State,Zip:		
Authorized By:	Name on Card:		

Payment: In order to guarantee delivery, all orders must be received and full payment made no later than 14 days prior to the show.
Late Orders: Orders received within 14 days prior to show opening are subject to an additional 20% late order fee.
Cancellations: If cancelled within 14 days prior to move-in, a 50% charge will be applied. Cancellations made after move-in begins receive no refund.

CODE	ITEM	DESC.	QTY	ADVANCE	STANDARD	TOTAL	CODE	ITEM	DESC.	QTY	ADVANCE	STANDARD	TOTAL
POWERED							GROUP SEATING						
BKCT5P	5' Table, Powered	Black Top		\$ 479.00	\$ 526.90		BLDCRD	Blade Chair	Red		\$ 59.00	\$ 64.90	
BKCT8P	8' Table, Powered	Black Top		\$ 921.00	\$ 1,013.10		BLDCSB	233 Sky Blue			\$ 59.00	\$ 64.90	
BKCI0P	10' Table, Powered	Black Top, Silver		\$ 921.00	\$ 1,013.10		SC3	Brewer Chair	Onyx, Black		\$ 145.00	\$ 159.50	
NPLCHP	Naples Chair, Powered	Black Vinyl		\$ 525.00	\$ 577.50		XCHR	Christopher Chair	White Vinyl		\$ 95.00	\$ 104.50	
NPLLOP	Naples Loveseat, Powered	Black Vinyl		\$ 685.00	\$ 753.50		DUET	Duet Stack Chair	Black, Chrome		\$ 60.00	\$ 66.00	
NPLSOP	Naples Sofa, Powered	Black Vinyl		\$ 835.00	\$ 918.50		LMCHR	Laguna Chair	Maple		\$ 119.00	\$ 130.90	
CIYP	Sydney Cocktail Table, Powered	Black		\$ 305.00	\$ 335.50		LUCHCL	Lucent Chair	Frosted, Acrylic		\$ 149.00	\$ 163.90	
CIWP	Sydney Cocktail Table, Powered	White		\$ 305.00	\$ 335.50		MALGRY	Malba Chair	Gray		\$ 90.00	\$ 99.00	
VNTBLK	Ventura Bar Table, Powered	Black Top		\$ 635.00	\$ 698.50		MALGRN	Malba Chair	Green		\$ 90.00	\$ 99.00	
VNTWHT	Ventura Bar Table, Powered	White Top		\$ 635.00	\$ 698.50		MARCBK	Marina Chair	Black Vinyl		\$ 125.00	\$ 137.50	
VNTCBK	Ventura Café Table, Powered	Black Top		\$ 489.00	\$ 537.90		MARCBR	Marina Chair	Brown Fabric		\$ 125.00	\$ 137.50	
VNTCWH	Ventura Café Table, Powered	White Top, Silver Frame		\$ 489.00	\$ 537.90		MARCBE	Marina Chair	Ocean Blue		\$ 125.00	\$ 137.50	
CUBPOW	Wireless Charging Tble, Powered	White, AC Plug In		\$ 365.00	\$ 401.50		MARCRD	Marina Chair	Red Fabric		\$ 125.00	\$ 137.50	
VLHUB	Village Charging Hub	Cream		\$ 216.00	\$ 237.60		MARCSH	Marina Chair	White Vinyl		\$ 125.00	\$ 137.50	
SOFT SEATING COLLECTIONS							OTTOMANS						
CHR002	Allegro Chair	Blue Fabric		\$ 419.00	\$ 460.90		PSASCHR	Pasadena Chair	White Molded Plastic w/Chrome Tower Base		\$ 268.00	\$ 294.80	
SFA002	Allegro Sofa	Blue Fabric		\$ 590.00	\$ 649.00		SC10	Razor Armless Chair	White		\$ 70.00	\$ 77.00	
BCHWHT	Baja Chair	White Vinyl		\$ 449.00	\$ 493.90		RSTDIN	Rustique Chair w/ arms	Gunmetal		\$ 125.00	\$ 137.50	
BLWHT	Baja Loveseat	White Vinyl		\$ 659.00	\$ 724.90		CS4	Syntax Chair	Black, Chrome		\$ 170.00	\$ 187.00	
BSFWHT	Baja Sofa	White Vinyl		\$ 715.00	\$ 786.50		ZENCHR	Zenith Chair	White, Chrome		\$ 139.00	\$ 152.90	
FAIRCW	Fairfax Chair	White Vinyl		\$ 295.00	\$ 324.50		OTTOMANS						
FAIRSW	Fairfax Sofa	White Vinyl		\$ 410.00	\$ 451.00		BVLYBK	Beverly Bench Ottoman	Black Vinyl		\$ 325.00	\$ 357.50	
KEYCHR	Key Largo Chair	Black, Fabric		\$ 265.00	\$ 291.50		BVLYBN	Beverly Bench Ottoman	Brown Fabric		\$ 325.00	\$ 357.50	
KEYLOV	Key Largo Loveseat	Black, Fabric		\$ 309.00	\$ 339.90		BVYGR	Beverly Bench Ottoman	Gray Fabric		\$ 325.00	\$ 357.50	
KEYSOF	Key Largo Sofa	Black, Fabric		\$ 409.00	\$ 449.90		BVLYLN	Beverly Bench Ottoman	Linen Fabric		\$ 325.00	\$ 357.50	
NPLCHR	Naples Chair,	Black Vinyl		\$ 495.00	\$ 544.50		BVLYOB	Beverly Bench Ottoman	Ocean Blue		\$ 325.00	\$ 357.50	
NPLLOV	Naples Loveseat	Black Vinyl		\$ 590.00	\$ 649.00		BVLYRD	Beverly Bench Ottoman	Red Fabric		\$ 325.00	\$ 357.50	
NPLSOF	Naples Sofa	Black Vinyl		\$ 710.00	\$ 781.00		BVLYWH	Beverly Bench Ottoman	White Vinyl		\$ 325.00	\$ 357.50	
PALSOF	Palm Beach Sofa	White Vinyl		\$ 565.00	\$ 621.50		BVSMBK	Beverly Small Bench Ottoman	Black Vinyl		\$ 239.00	\$ 262.90	
STECOA	Sterling Chair	Gray Fabric		\$ 616.00	\$ 677.60		BVSMBL	Beverly Small Bench Ottoman	Ocean Blue Fabric		\$ 239.00	\$ 262.90	
STESOF	Sterling Sofa	Gray Fabric		\$ 898.00	\$ 987.80		BVSMBN	Beverly Small Bench Ottoman	Brown Fabric		\$ 239.00	\$ 262.90	
VALCHA	Valencia Chair	Spice Orange Velvet		\$ 255.00	\$ 280.50		BVSMGN	Beverly Small Bench Ottoman	Olive Green		\$ 239.00	\$ 262.90	
VALSOF	Valencia Chair	Coffee Brown Velvet		\$ 379.00	\$ 416.90		BVSMGY	Beverly Small Bench Ottoman	Gray Fabric		\$ 239.00	\$ 262.90	
ACCENT CHAIRS							OTTOMANS						
ATHCHA	Atherton Chair	Brown, Black Metal		\$ 463.00	\$ 509.30		BVSMMLN	Beverly Small Bench Ottoman	Linen Fabric		\$ 239.00	\$ 262.90	
BOWCHA	Bowery Chair	Ochre Fabric		\$ 434.00	\$ 477.40		BVSMMLV	Beverly Small Bench Ottoman	Lavender		\$ 239.00	\$ 262.90	
CNTCHR	Century Chair	Gray Velvet		\$ 442.00	\$ 486.20		BVSMOR	Beverly Small Bench Ottoman	Orange		\$ 239.00	\$ 262.90	
LABREA	La Brea Swivel Chair	Charcoal Gray		\$ 350.00	\$ 385.00		BVSMRD	Beverly Small Bench Ottoman	Red Fabric		\$ 239.00	\$ 262.90	
LENCHA	Lena Chair	Moss Green, Bronze		\$ 390.00	\$ 429.00		BVSMWH	Beverly Small Bench Ottoman	White Vinyl		\$ 239.00	\$ 262.90	
BCW	Madrid Chair	White		\$ 545.00	\$ 599.50		BVSMYL	Beverly Small Bench Ottoman	Yellow Fabric		\$ 239.00	\$ 262.90	
OCMWHT	Meeting Chair	White Vinyl		\$ 239.00	\$ 262.90		END01B	Endless Curved Ottoman	Black Vinyl		\$ 355.00	\$ 390.50	
MONCHA	Montreal Chair	Blue, Black Metal		\$ 477.00	\$ 524.70		END01W	Endless Curved Ottoman	White Vinyl		\$ 355.00	\$ 390.50	
MNCHCH	Munich Armless Chair	Gray, Black		\$ 375.00	\$ 412.50		END02B	Endless Square Ottoman	Black Vinyl		\$ 305.00	\$ 335.50	
SWAN	Swanson Swivel Chair	White Vinyl		\$ 305.00	\$ 335.50		END02W	Endless Square Ottoman	White Vinyl		\$ 305.00	\$ 335.50	
TCHP	Tech Chair, No Tblet	Gray Vinyl		\$ 341.00	\$ 375.10		WHT12	Half Bench Ottoman	White Vinyl		\$ 309.00	\$ 339.90	
TCHGRY	Tech Tablet Chair	Gray Vinyl, White Metal Tablet		\$ 332.00	\$ 365.20		MAR001	Marche Swivel Ottoman	White Vinyl		\$ 160.00	\$ 176.00	
WENCHA	Wentworth Swivel Chair	Brown Vinyl		\$ 275.00	\$ 302.50		MAR002	Marche Swivel Ottoman	Gray Fabric		\$ 160.00	\$ 176.00	
							MAR003	Marche Swivel Ottoman	Linen Fabric		\$ 160.00	\$ 176.00	
							MAR004	Marche Swivel Ottoman	Raspberry Fabric		\$ 160.00	\$ 176.00	
							MAR005	Marche Swivel Ottoman	Red Fabric		\$ 160.00	\$ 176.00	
							MAR006	Marche Swivel Ottoman	Fabric		\$ 160.00	\$ 176.00	
Page 1 TOTAL													
Additional Ottomans On Pg 2													

CODE	ITEM	DESCRIPTION	QTY	ADVANCE	STANDARD	TOTAL	CODE	ITEM	DESCRIPTION	QTY	ADVANCE	STANDARD	TOTAL
OTTOMANS (continued)						CAFE TABLES W/ STANDARD BLACK BASE							
MAR007	Marche Swivel Ottoman	Plum Fabric		\$ 160.00	\$ 176.00		30BKSC	30" Round Café Table	Black Top		\$ 190.00	\$ 209.00	
MAR008	Marche Swivel Ottoman	Meadow Green		\$ 160.00	\$ 176.00		30BEBE	30" Round Café Table	Blue Top		\$ 190.00	\$ 209.00	
MAR009	Marche Swivel Ottoman	Pear Yellow		\$ 160.00	\$ 176.00		30AGBC	30" Round Café Table	Brushed Gunmetal Top		\$ 190.00	\$ 209.00	
MAR010	Marche Swivel Ottoman	Blue Fabric		\$ 160.00	\$ 176.00		30V5BC	30" Round Café Table	Brushed Yellow Top		\$ 190.00	\$ 209.00	
MAR011	Marche Swivel Ottoman	Orange Fabric		\$ 160.00	\$ 176.00		ZTJ	30" Round Café Table	Graphite Nela		\$ 190.00	\$ 209.00	
MAR012	Marche Swivel Ottoman	Forest Green Vinyl		\$ 160.00	\$ 176.00		ZTA	30" Round Café Table	Gray Acajou		\$ 190.00	\$ 209.00	
MAR013	Marche Swivel Ottoman	Teal Velvet		\$ 160.00	\$ 176.00		30GSBC	30" Round Café Table	Green Top		\$ 190.00	\$ 209.00	
MAR014	Marche Swivel Ottoman	Distressed Brown Vinyl		\$ 160.00	\$ 176.00		ZTK	30" Round Café Table	Maple Top		\$ 190.00	\$ 209.00	
MAR015	Marche Swivel Ottoman	Black Vinyl		\$ 160.00	\$ 176.00		30OSBC	30" Round Café Table	Orange Top		\$ 190.00	\$ 209.00	
MAR016	Marche Swivel Ottoman	Ivory Faux Sheep Fur		\$ 160.00	\$ 176.00		ZTB	30" Round Café Table	Red Top		\$ 190.00	\$ 209.00	
VIB01	Vibe Cube Ottoman	Green Vinyl		\$ 119.00	\$ 130.90		30WH29	30" Round Café Table	White Top		\$ 190.00	\$ 209.00	
VIB02	Vibe Cube Ottoman	Blue Vinyl		\$ 119.00	\$ 130.90		30WDBC	30" Round Madison Café Table	Barnwood Top		\$ 190.00	\$ 209.00	
VIB04	Vibe Cube Ottoman	Red Vinyl		\$ 119.00	\$ 130.90		36BKSC	36" Round Café Table	Black Top		\$ 205.00	\$ 225.50	
VIB05	Vibe Cube Ottoman	Bright Yellow		\$ 119.00	\$ 130.90		ZTN	36" Round Café Table	Graphit Nebula		\$ 205.00	\$ 225.50	
VIB08	Vibe Cube Ottoman	Orange Vinyl		\$ 119.00	\$ 130.90		ZTP	36" Round Café Table	Maple Top		\$ 205.00	\$ 225.50	
VIB09	Vibe Cube Ottoman	White Vinyl		\$ 119.00	\$ 130.90		ZTQ	36" Round Café Table	White Top		\$ 205.00	\$ 225.50	
VIB10	Vibe Cube Ottoman	Black Vinyl		\$ 119.00	\$ 130.90		CAFE TABLES W/ HYDRAULIC CHROME BASE						
VIB11	Vibe Cube Ottoman	Steel Blue Vinyl		\$ 119.00	\$ 130.90		30MAHC	30" Round Café Table	Gray Acajou		\$ 259.00	\$ 284.90	
VIB12	Vibe Cube Ottoman	Silver Vinyl		\$ 119.00	\$ 130.90		30BRHC	30" Round Café Table	Red Top		\$ 259.00	\$ 284.90	
VIB13	Vibe Cube Ottoman	Purple Vinyl		\$ 119.00	\$ 130.90		30WHHC	30" Round Café Table	White Top		\$ 259.00	\$ 284.90	
VIB14	Vibe Cube Ottoman	Citrus Green Vinyl		\$ 119.00	\$ 130.90		30WDHC	30" Round Café Table	Barnwood Top		\$ 259.00	\$ 284.90	
VIB15	Vibe Cube Ottoman	Taupe Vinyl		\$ 119.00	\$ 130.90		30BKHC	30" Round Café Table	Black Top		\$ 259.00	\$ 284.90	
VIB16	Vibe Cube Ottoman	Spice Orange		\$ 119.00	\$ 130.90		30BEHC	30" Round Café Table	Blue Top		\$ 259.00	\$ 284.90	
VIB17	Vibe Cube Ottoman	Desert Rose		\$ 119.00	\$ 130.90		30AGHC	30" Round Café Table	Brushed Gunmetal		\$ 259.00	\$ 284.90	
ACCENT TABLES						BAR TABLES W/ STANDARD BLACK BASE							
ALC100	Alondra Cocktail Table	Glass, Chrome		\$ 279.00	\$ 306.90		30YSHC	30" Round Café Table	Brushed Yellow Top		\$ 259.00	\$ 284.90	
ALC200	Alondra Cocktail Table	Wood, Chrome		\$ 279.00	\$ 306.90		30GRHC	30" Round Café Table	Graphite Nebula Top		\$ 259.00	\$ 284.90	
ALE100	Alondra End Table	Glass, Chrome		\$ 200.00	\$ 220.00		30GSHC	30" Round Café Table	Green Top		\$ 259.00	\$ 284.90	
ALE200	Alondra End Table	Wood, Chrome		\$ 200.00	\$ 220.00		30MTHC	30" Round Café Table	Maple Top		\$ 259.00	\$ 284.90	
AURA	Aura Round Table	White Metal		\$ 125.00	\$ 137.50		30OSHC	30" Round Café Table	Orange Top		\$ 259.00	\$ 284.90	
C1C	Geo Cocktail Table	Glass, Chrome		\$ 235.00	\$ 258.50		36BKHC	36" Round Café Table	Black Top		\$ 279.00	\$ 306.90	
C1FWB	Geo Cocktail Table	Wood, Black		\$ 235.00	\$ 258.50		36GRHB	36" Round Café Table	Graphite Nebula Top		\$ 279.00	\$ 306.90	
E1C	Geo End Table	Glass, Chrome		\$ 210.00	\$ 231.00		36MTHC	36" Round Café Table	Maple Top		\$ 279.00	\$ 306.90	
E1FWB	Geo End Table	Wood, Black		\$ 210.00	\$ 231.00		36WTHC	36" Round Café Table	White Top		\$ 279.00	\$ 306.90	
MESCTB	Mesa Cocktail Table	Black Top, Bronze		\$ 165.00	\$ 181.50		BAR TABLES W/ STANDARD BLACK BASE						
MESCTG	Mesa Cocktail Table	Glass Top, Bronze		\$ 165.00	\$ 181.50		30BKSBB	30" Round Bar Table	Black Top		\$ 210.00	\$ 231.00	
MESCTW	Mesa Cocktail Table	Wood Top, Bronze		\$ 165.00	\$ 181.50		30BEBB	30" Round Bar Table	Blue Top		\$ 210.00	\$ 231.00	
MESETB	Mesa End Table	Black Top, Bronze		\$ 109.00	\$ 119.90		30AGBB	30" Round Bar Table	Brushed Gunmetal		\$ 210.00	\$ 231.00	
MESETG	Mesa End Table	Glass Top, Bronze		\$ 109.00	\$ 119.90		30YBBB	30" Round Bar Table	Brushed Yellow		\$ 210.00	\$ 231.00	
MESETW	Mesa End Table	Wood Top, Bronze		\$ 109.00	\$ 119.90		VTJ	30" Round Bar Table	Graphite Nebula		\$ 210.00	\$ 231.00	
REGBEN	Regis Bench/Table	Brushed Metal		\$ 249.00	\$ 273.90		VTA	30" Round Bar Table	Gray Acajou		\$ 210.00	\$ 231.00	
REGOTT	Regis End Table	Brushed Metal		\$ 175.00	\$ 192.50		30GSBB	30" Round Bar Table	Green Top		\$ 210.00	\$ 231.00	
SEDBBK	Sedona Side Table	Black Top, Bronze		\$ 110.00	\$ 121.00		VTK	30" Round Bar Table	Maple Top		\$ 210.00	\$ 231.00	
SEDBWH	Sedona Side Table	White Top, Bronze		\$ 110.00	\$ 121.00		30OSBB	30" Round Bar Table	Orange Top		\$ 210.00	\$ 231.00	
SEDBWD	Sedona Side Table	Wood Top, Bronze		\$ 110.00	\$ 121.00		VTB	30" Round Bar Table	Red Top		\$ 210.00	\$ 231.00	
C1E	Silverado Cocktail Table	Glass, Chrome		\$ 240.00	\$ 264.00		30WH42	30" Round Bar Table	White Top		\$ 210.00	\$ 231.00	
E1E	Silverado End Table	Glass, Chrome		\$ 220.00	\$ 242.00		30" Round Madison Bar Table	Barnwood Top		\$ 210.00	\$ 231.00		
C1Y	Sydney Cocktail Table	Black, Brushed Steel		\$ 240.00	\$ 264.00		36BKSB	36" Round Bar Table	Black Top		\$ 229.00	\$ 251.90	
SYDBEC	Sydney Cocktail Table	Blue, Brushed Steel		\$ 240.00	\$ 264.00		VTN	36" Round Bar Table	Graphite Nebula Top		\$ 229.00	\$ 251.90	
C1W	Sydney Cocktail Table	White, Brushed Steel		\$ 240.00	\$ 264.00		VTP	36" Round Bar Table	Maple Top		\$ 229.00	\$ 251.90	
SYDWDC	Sydney Cocktail Table	Wood Brushed Steel		\$ 240.00	\$ 264.00		VTW	36" Round Bar Table	White Top		\$ 229.00	\$ 251.90	
E1Y	Sydney End Table	Black, Brushed Steel		\$ 210.00	\$ 231.00		Page 2 TOTAL						
SYDBEE	Sydney End Table	Blue, Brushed Steel		\$ 210.00	\$ 231.00								
E1W	Sydney End Table	White, Brushed Steel		\$ 210.00	\$ 231.00								
SYDWDE	Sydney End Table	Wood, Brushed Steel		\$ 210.00	\$ 231.00								
TAOBBK	Taos Side Table	Black Top, Bronze		\$ 110.00	\$ 121.00								
TAOBWH	Taos Side Table	White Top, Bronze		\$ 110.00	\$ 121.00								
TAOBWD	Taos Side Table	Wood Top, Bronze		\$ 110.00	\$ 121.00								
TMBTBL	Timber Table	Wood		\$ 149.00	\$ 163.90								

CODE	ITEM	DESCRIPTION	QTY	ADVANCE	STANDARD	TOTAL	CODE	ITEM	DESCRIPTION	QTY	ADVANCE	STANDARD	TOTAL
BAR TABLES W/ HYDRAULIC CHROME BASE							EXECUTIVE CHAIRS						
30BKH	30" Round Bar Table	Black Top		\$ 259.00	\$ 284.90		TASKST	Task Stool	Black Fabric		\$ 125.00	\$ 137.50	
30BEHB	30" Round Bar Table	Blue Top		\$ 259.00	\$ 284.90		CUPCHA	Cupertino Mid Back Chair	Black Vinyl		\$ 235.00	\$ 258.50	
30AGHB	30" Round Bar Table	Brushed Gunmetal		\$ 259.00	\$ 284.90		GENCHA	Genesis Chair	Black		\$ 205.00	\$ 225.50	
30YSHB	30" Round Bar Table	Brushed Yellow		\$ 259.00	\$ 284.90		PROGB	Pro Executive Guest Chair	Black Vinyl		\$ 215.00	\$ 236.50	
30GRHB	30" Round Bar Table	Graphite Nebula		\$ 259.00	\$ 284.90		PROEXB	Pro Executive High Back Chair	Black Vinyl		\$ 309.00	\$ 339.90	
30GSHB	30" Round Bar Table	Green Top		\$ 259.00	\$ 284.90		PROEXE	Pro Executive High Back Chair	White Classic Vinyl		\$ 309.00	\$ 339.90	
30MTHB	30" Round Bar Table	Maple Top		\$ 259.00	\$ 284.90		PROMDB	Pro Executive Mid Back Chair	Black Vinyl		\$ 200.00	\$ 220.00	
30OSHB	30" Round Bar Table	Orange Top		\$ 259.00	\$ 284.90		PROMID	Pro Executive Mid Back Chair	White Classic Vinyl		\$ 200.00	\$ 220.00	
30BRHB	30" Round Bar Table	Red Top		\$ 259.00	\$ 284.90		OFFICE & PRODUCT DISPLAY						
30WHHB	30" Round Bar Table	White Top		\$ 259.00	\$ 284.90		TECH3	3 Drawer File Cabinet on Castors	Black Metal, Laminate		\$ 125.00	\$ 137.50	
30WDHB	30" Round Bar Table	Barnwood		\$ 259.00	\$ 284.90		JD8	Madison Executive Desk	Gray Acajou		\$ 475.00	\$ 522.50	
30MAHB	30" Round Bar Table	Gray Acajou		\$ 259.00	\$ 284.90		TECH	Tech Desk, Powered	Black Metal, Laminate		\$ 385.00	\$ 423.50	
36BKH	36" Round Bar Table	Black Top		\$ 279.00	\$ 306.90		TECH3B	Tech Desk, Powered w/ 3 Drawer File Cabinet	Black Metal, Laminate		\$ 475.00	\$ 522.50	
36GRHB	36" Round Bar Table	Graphite Nebula Top		\$ 279.00	\$ 306.90		BC8	Madison Bookcase	Gray Acajou		\$ 359.00	\$ 394.90	
36MTHB	36" Round Bar Table	Maple Top		\$ 279.00	\$ 306.90		PSHCCS	Posh Shelving	Chrome, Acrylic		\$ 410.00	\$ 451.00	
36WTHB	36" Round Bar Table	White Top		\$ 279.00	\$ 306.90		PDL36B	Powered Locking Pedestal, 36"	Black		\$ 429.00	\$ 471.90	
BAR TABLES							PDL36W	Powered Locking Pedestal, 36"	White		\$ 429.00	\$ 471.90	
RSTSQT	Rustique Square Metal Bar Table	Gunmetal		\$ 220.00	\$ 242.00		PDL42B	Powered Locking Pedestal, 42"	Black		\$ 510.00	\$ 561.00	
BARSTOOLS							PDL42W	Powered Locking Pedestal, 42"	White		\$ 510.00	\$ 561.00	
BSS	Banana Barstool	Black		\$ 210.00	\$ 231.00		LAMPS						
BST	Banana Barstool	White Chrome		\$ 210.00	\$ 231.00		LA15	Mason Floor Lamp	Brushed Silver		\$ 185.00	\$ 203.50	
BLDBRD	Blade Barstool	Red Vinyl		\$ 109.00	\$ 119.90		LA14	Mason Table Lamp	Brushed Silver		\$ 125.00	\$ 137.50	
BLDBSB	Blade Barstool	Sky Blue		\$ 109.00	\$ 119.90		GREENERY						
XBAR	Christopher Barstool	White Vinyl		\$ 165.00	\$ 181.50		HDG4FT	Boxwood Hedge, 4'	Green		\$ 370.00	\$ 407.00	
LMBAR	Laguna Barstool	Maple		\$ 149.00	\$ 163.90		HDG7FT	Boxwood Hedge, 7'	Green		\$ 609.00	\$ 669.90	
ROLLBL	Lift Barstool	Black Vinyl		\$ 180.00	\$ 198.00		BARSTOOLS & COUNTERS						
ROLLGY	Lift Barstool	Gray Vinyl		\$ 180.00	\$ 198.00		MTBPLI	Midtown Bar, Lighted w/ Plug In	Pewter		\$ 1,250.00	\$ 1,375.00	
ROLLRD	Lift Barstool	Red Vinyl		\$ 180.00	\$ 198.00		MTBUUL	Midtown Bar, Unlighted	Pewter		\$ 1,175.00	\$ 1,292.50	
ROLLWH	Lift Barstool	White Vinyl		\$ 180.00	\$ 198.00		MTCLPI	Midtown Powered Counter, Lighted w. Plug In	Pewter		\$ 1,250.00	\$ 1,375.00	
LUBSCL	Lucent Barstool	Frosted, Acrylic		\$ 215.00	\$ 236.50		MTCPUL	Midtown Powered Counter, Unlighted	Pewter		\$ 1,179.00	\$ 1,296.90	
MARBBE	Marina Barstool	Ocean Blue		\$ 239.00	\$ 262.90		DIVIDERS						
MARBBK	Marina Barstool	Black		\$ 239.00	\$ 262.90		DIVBAR	Clear Divider, Bar/Conter	Clear, Black		\$ 144.00	\$ 158.40	
MARBBR	Marina Barstool	Brown		\$ 239.00	\$ 262.90		DIVFRE	Clear Divider, Freestanding	Silver, Clear		\$ 289.00	\$ 317.90	
MARBRD	Marina Barstool	Red		\$ 239.00	\$ 262.90		DIVFCR	Clear Divider, Freestanding Corner	Silver, Clear		\$ 579.00	\$ 636.90	
MARBWH	Marina Barstool	White		\$ 239.00	\$ 262.90		DIVFWL	Clear Divider, Freestanding Wall	Silver, Clear		\$ 289.00	\$ 317.90	
RSTSTL	Rustique Barstool	Gunmetal		\$ 110.00	\$ 121.00		DIVFST	Clear Divider, Sofa/Table	Silver, Clear		\$ 260.00	\$ 286.00	
BS001	Shark Barstool	White		\$ 275.00	\$ 302.50		DIVFWB	Divider, Freestanding Whiteboard	Silver, White		\$ 361.00	\$ 397.10	
BSR	Syntax Barstool	Black		\$ 185.00	\$ 203.50		MIRWHT	Miramar Divider, White	Molded Plastic		\$ 370.00	\$ 407.00	
ZENBAR	Zenith Barstool	White		\$ 155.00	\$ 170.50		STNSGN	Stanchion Sign Holder	Chrome		\$ 44.00	\$ 48.40	
BS002	Zoey Barstool	White		\$ 249.00	\$ 273.90		STNCH1	Stanchion w/Retractable Belt	Black, Chrome		\$ 51.00	\$ 56.10	
COMMUNAL TABLES W/ SOLID TOPS & SILVER FRAME							Page 3 TOTAL						
VNTBNP	Ventura Communal Bar Table	Black Top		\$ 545.00	\$ 599.50								
VNTMNP	Ventura Communal Bar Table	Maple Top		\$ 545.00	\$ 599.50								
VNTWNP	Ventura Communal Bar Table	White Top		\$ 545.00	\$ 599.50								
VNTCBN	Ventura Communal Café Table	Black Top		\$ 435.00	\$ 478.50								
VNTCMN	Ventura Communal Café Table	Maple Top		\$ 435.00	\$ 478.50								
VNTCWN	Ventura Communal Café Table	White Top		\$ 435.00	\$ 478.50								
COMMUNAL TABLES W/ GROMMET HOLES & SILVER FRAME													
VNTBMW	Ventura Communal Bar Table	Maple, Silver		\$ 545.00	\$ 599.50								
VNTBWW	Ventura Communal Bar Table	White, Silver		\$ 545.00	\$ 599.50								
VNTCMW	Ventura Communal Bar Table	Maple, Silver		\$ 435.00	\$ 478.50								
VNTCWW	Ventura Communal Café Table	White, Silver		\$ 435.00	\$ 478.50								
CONFERENCE TABLES													
36ATO	Atomic 36" Round Table	Glass		\$ 259.00	\$ 284.90								
42ATO	Atomic 42" Round Table	Glass		\$ 259.00	\$ 284.90								
WD3	Work Table	White		\$ 285.00	\$ 313.50								
CB8	42" Round Madison Conference Table	Gray Acajou		\$ 325.00	\$ 357.50								
CB1	42" Round Table	Graphite Nebula		\$ 325.00	\$ 357.50								
CONF24	42" Round Table	White		\$ 325.00	\$ 357.50								
42BKCT	42" Round Table	Black Top		\$ 325.00	\$ 357.50								
BKCT5N	5' Table	Black, Silver		\$ 385.00	\$ 423.50								
BKCT8N	8' Table	Black, Silver		\$ 769.00	\$ 845.90								
BKCT10N	10' Table	Black, Silver		\$ 769.00	\$ 845.90								
CF2	Geo Table, Rectangle	Glass, Black		\$ 380.00	\$ 418.00								
CE2	Geo Table, Rectangle	Glass, Chrome		\$ 380.00	\$ 418.00								
CF1	Geo Table, Rounded Square	Glass, Black		\$ 275.00	\$ 302.50								
CE1	Geo Table, Rounded Square	Glass		\$ 275.00	\$ 302.50								
MADC05	Madison 5' Table	Gray Acajou		\$ 385.00	\$ 423.50								
MADC08	Madison 8' Table	Gray Acajou		\$ 769.00	\$ 845.90								
MADC10	Madison 10' Table	Gray Acajou		\$ 769.00	\$ 845.90								



Carpet & Cleaning Order Form

Discount Deadline: **Wednesday, September 21, 2022**

Company:	Contact Name:
Address:	City, State: Zip Code:
Phone Number:	Fax Number: Booth Number:
Email:	

Standard Carpet

Prices include installation and taping front edges. (Please check the carpet color of choice.)

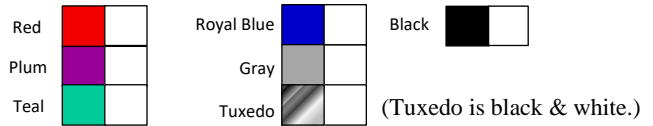
QTY	Item Description	Discount	Standard	Total
	10' x 10' Carpet	\$132.25	\$165.50	\$
	10' x 20' Carpet	\$242.00	\$302.00	\$
	10' x 30' Carpet	\$351.25	\$439.00	\$
	10' x 40' Carpet	\$461.50	\$577.00	\$
	10' x 50' Carpet	\$578.75	\$714.00	\$

Carpet Accessories				
	Carpet Padding per sq ft	\$0.80	\$0.90	\$
	Visqueen per sq ft	\$0.80	\$0.90	\$
	Taping of Visqueen per linear ft	\$0.75	\$0.80	\$

Event Colors: **Black**

CARPET COLORS

Please ✓ carpet color of choice:



All **Custom Carpet** orders must be received by **Wednesday, September 21, 2022**. Orders received after this date may be subject to availability and additional charges may apply. Custom carpet orders are **non-refundable**.

Custom Carpet

Prices include installation, removal, taping front edges, as well as Visqueen. (Please check carpet color of choice.)

Booth Dimensions	Feet	x	Feet	=	Total Sq Ft	x	Price	=	Total Price
	ft	x	ft	=	sq ft	x	\$4.00	=	

Deluxe Custom Carpet

Prices include installation, removal, taping front edges, as well as Visqueen. (Please check carpet color of choice.)

Please call our *Exhibitor Service Department* at **972.271.7444** for price quotes and color options.

Cleaning

	# of Days	Booth Size per sq ft	Price per sq ft	Total
Vacuum Once Prior to Show Opening			\$0.35	\$
Vacuum Daily (Includes prior)			\$0.33	\$

Porter Service

Description	# of Event Days	Price per Day	Total
Up to 300 sq ft		x \$134.50	\$
300 – 500 sq ft		x \$181.50	\$

EXCESSIVE TRASH FEE

Excessive Trash Fee will be subject to an additional fee for dismantling and disposal.

ORDER POLICY

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- Payment in full must accompany all orders by **Wednesday, September 21, 2022** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Wednesday, September 21, 2022** will be refunded at 100%. Items cancelled after **Wednesday, September 21, 2022** and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are *Luxury Furniture, Graphics and Display Rentals*. If these items are cancelled after **Wednesday, September 21, 2022** they will be billed at 100%.

Total	+	Sales Tax 8.25%	=	Grand Total
\$	+	\$	=	\$

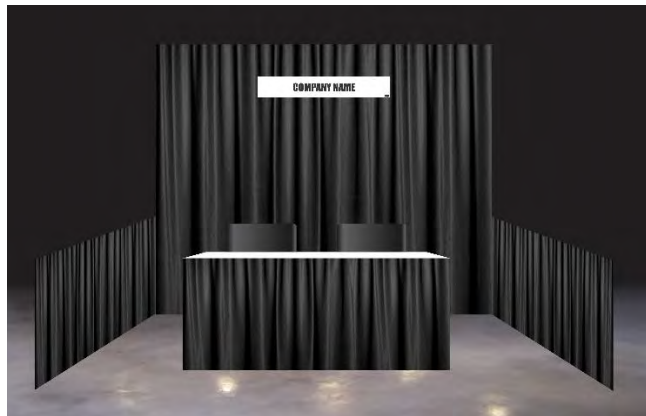


➔ Pipe & Drape Order Form

Discount Deadline: **Wednesday, September 21, 2022**

Company:	Contact Name:	
Address:	City, State:	Zip Code:
Phone Number:	Fax Number:	Booth Number:
Email:		

Drape				
QTY	Item Description	Discount	Standard	Total
ft	3' High Drape (includes hardware)	\$7.00	\$8.50	\$
ft	8' High Drape (includes hardware)	\$11.50	\$15.00	\$
Steel				
	3' Steel Uprights	\$6.00	\$7.25	\$
	8' Steel Uprights	\$6.75	\$8.00	\$
	3' Steel Bases	\$8.00	\$10.00	\$
	8' Steel Bases	\$8.00	\$10.00	\$
	6' – 10' Steel Expanders	\$6.00	\$7.25	\$



Event Colors are: **Black**

Should you require a color other than the event colors, please contact *Show Management for approval.*

DRAPE COLORS

Please ✓ drape color of choice
****if other than event colors****
Charges will apply

**Please use colors only as a reference.*

ORDER POLICY

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- Payment in full must accompany all orders by **Wednesday, September 21, 2022** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Wednesday, September 21, 2022** will be refunded at 100%. Items cancelled after **Wednesday, September 21, 2022** and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are *Luxury Furniture, Graphics and Display Rentals*. If these items are cancelled after **Wednesday, September 21, 2022** they will be billed at 100%.



Total	+	Sales Tax 8.25%	=	Grand Total
\$	+	\$	=	\$



Plant Order Form

Discount Deadline: Wednesday, September 21, 2022

Company:	Contact Name:	
Address:	City, State:	Zip Code:
Phone Number:	Fax Number:	Booth Number:
Email:		

Plant and floral arrangements can significantly enhance your exhibit space. We offer numerous plants, flowers and arrangements as a service to exhibitors with no hassle. Our prices include the container and maintenance when needed, as well as delivery and pick-up. Please call our *Exhibitor Service Department* at **972.271.7444** if you have questions or are interested in items that may not be listed.

- *Show site ordering may not be available.*
- *Images below are for illustration purposes only.*

Plants				
QTY	Item Description	Discount	Standard	Total
	3' plants	\$78.30	\$97.80	\$
	4' plants	\$92.40	\$115.50	\$
	5' plants	\$106.80	\$133.20	\$
	6' plants	\$120.90	\$150.90	\$
	Ferns	\$54.00	\$67.20	\$



Blooming Plants (Substitutions if out of season.)				
	Azaleas	\$54.00	\$67.20	\$
	Bromeliads	\$54.00	\$67.20	\$
	Mums	\$54.00	\$67.20	\$

Cut Flower Arrangements				
	12" high	\$78.30	\$97.80	\$
	24" high	\$99.60	\$124.75	\$



ORDER POLICY

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- Payment in full must accompany all orders by Wednesday, September 21, 2022 to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to Wednesday, September 21, 2022 will be refunded at 100%. Items cancelled after Wednesday, September 21, 2022 and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are *Luxury Furniture, Graphics and Display Rentals*. If these items are cancelled after Wednesday, September 21, 2022 they will be billed at 100%.

Total	+	Sales Tax 8.25%	=	Grand Total
\$	+	\$	=	\$

Signs & Graphics Order Form

Discount Deadline: **Wednesday, September 21, 2022**

Company:	Contact Name:	
Address:	City, State:	Zip Code:
Phone Number:	Fax Number:	Booth Number:
Email:		

High-quality signs and graphics can enhance the overall image of your booth. Our *Graphic/Sign Department* at SES is driven to excellence and strives to produce the highest quality signs and graphics.

- All standard signs are digitally produced on white foam core.
- Standard sign price includes text/copy placement in a color specified area on a single side.
- Custom signs and banners can be ordered in advance **ONLY**.
- We must receive your order with payment by **Wednesday, September 21, 2022**. Orders received after this date may be subject to availability and additional charges may apply.

Easel Sign



Stand Sign



Meter Board Sign



2' X 6' Banner



Standard Size Signs									
Size/Description		✓		✓		Discount	Standard	QTY	Total
11" X 14"	Table Top Sign – with easel back		Horizontal		Vertical	\$48.25	\$72.25		\$
22" X 28"	Stand Sign – single sided, includes sign stand		Horizontal		Vertical	\$128.50	\$171.25		\$
28" X 44"	Easel Sign – single sided, includes easel		Horizontal		Vertical	\$90.00	\$109.25		\$
2' X 6'	Banner – single sided with grommets					\$154.25	\$192.75		\$
38 1/8" X 93"	Meter Board Sign – single sided, free standing					\$315.75	\$385.25		\$
7" X 44"	ID Sign – card stock					\$35.31	\$53.00		\$

Custom Graphics		
	Standard	Total
Customer Supplied graphics <i>(Must be sized. If graphic is not print ready there will be a 1 hour graphic design charge.)</i>	\$16.00 per sq ft	\$
Custom Graphics Design <i>(1 hour minimum)</i>	\$75.00 per hour	\$

Complete information below:

Dimensions:	Length (ft) _____ x Width (ft) _____ = Square (ft) _____					
Substrate:	<input type="checkbox"/> Vinyl Banner	<input type="checkbox"/> Foam Core	<input type="checkbox"/> Coroplast	<input type="checkbox"/> Sintra	<input type="checkbox"/> Gator Board	Other:
Other options:	<input type="checkbox"/> Grommets		<input type="checkbox"/> Easel Back		<input type="checkbox"/> Single Sided	<input type="checkbox"/> Double Sided

ORDER POLICY

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- Payment in full must accompany all orders by **Wednesday, September 21, 2022** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Wednesday, September 21, 2022** will be refunded at 100%. Items cancelled after **Wednesday, September 21, 2022R**, on show site or after delivery are **non-refundable** and billed at 100%.

Total	+	Sales Tax 8.25%	=	Grand Total
\$	+	\$	=	\$

Booth Rental Displays

Backwall Unit w/o Graphics



Backwall Unit with Graphics



10' x 10' Booth Display w/o Graphics



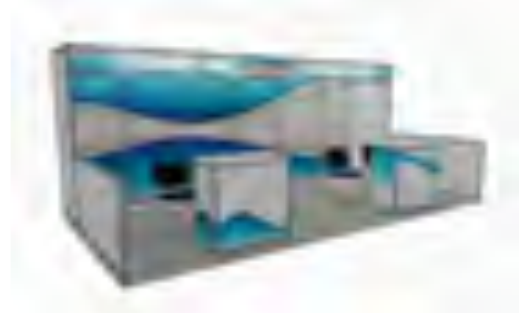
10' x 10' Booth Display with Graphics



10' x 20' Booth Display w/o Graphics



10' x 20' Booth Display with Graphics



Superior Custom Booth



Black Panel 10' x 20' Display





Booth Rental Display Order Form

Company:	Contact Name:	
Address:	City, State:	Zip Code:
Phone Number:	Fax Number:	Booth Number:
Email:		

- Payment in full must accompany **ALL** orders.
- Rental Units are available if ordered by **Wednesday, September 21, 2022**. Orders received after this date may be subject to availability and additional charges may apply.
- Please refer to the *Add-Ons for Rental Units* or *Display Tables & Accessories* order forms for further options.
- Rental Units include: Installation & dismantling.
- Items cancelled prior to **Wednesday, September 21, 2022**, will be refunded at 100%. Items cancelled after **Wednesday, September 21, 2022**, on show site or after delivery are **non-refundable** and billed at 100%.

10' x 10' Rental Units		Price	Total
Backwall Unit without Graphics 10' wide x 8' tall Backwall Unit includes printed company name header		w/o graphics \$1,285.00	
Backwall Unit with full Graphics 10' x 8' tall Backwall Unit includes Full Custom Printed Graphics		with graphics \$2,300.00	
10' x 10' Booth Display without Graphics 10' wide x 8' tall Booth Display includes 2 side rails, 1 meter counter, and 2 chairs. Also includes printed company name header and printed front panel on meter counter		w/o graphics \$1,715.00	
10' x 10' Booth Display with Full Graphics 10' wide x 8' tall Booth Display includes 2 side rails, 1 meter counter, and 2 chairs. Also includes Full Custom Printed Graphics		with graphics \$2,785.00	
Superior Custom Booth 10' wide x 10' tall Custom Booth includes backwall with full custom printed graphics, meter counter and half-meter pedestal with full custom printed graphics		\$2,995.00	
10' x 20' Rental Units			
10' x 20' Booth Display without Graphics 20' wide x 8' tall Booth Display includes 2 side rails, 2 meter counters, and 2 chairs. Also includes 2 printed company name headers and printed front panel on meter counters		w/o graphics \$3,425.00	
10' x 20' Booth Display with Graphics 20' wide x 8' tall Booth Display includes 2 side rails, 2 meter counters, and 2 chairs Also includes Full Custom Printed Graphics		with graphics \$5,565.00	
Black Panel 10' x 20' Display 20' wide x 8' tall Booth Display with all black panels includes 2 side rails with curved ends, 2 printed company name headers, 6 shelves, lockable storage closet with key		\$3,960.00	
20' x 20' Rental Unit			
For 20' x 20' Rental Units or larger, please call us for design and pricing.			

ORDER POLICY

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- Payment in full must accompany all orders by **Wednesday, September 21, 2022** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Wednesday, September 21, 2022** will be refunded at 100%. Items cancelled after **Wednesday, September 21, 2022**, on show site or after delivery are **non-refundable** and billed at 100%.

Total	+	Sales Tax 8.25%	=	Grand Total
\$	+	\$	=	\$



Add-Ons for Rental Units Order Form

Discount Deadline: Wednesday, September 21, 2022

Company:	Contact Name:	
Address:	City, State:	Zip Code:
Phone Number:	Fax Number:	Booth Number:
Email:		

- Payment in full must accompany **ALL** orders.
- Add-Ons for Rental Units are available if ordered by **Wednesday, September 21, 2022**. Orders received after this date may be subject to availability and additional charges may apply.
- Please refer to the "Graphics Order Form" for further options.
- Items cancelled prior to **Wednesday, September 21, 2022**, will be refunded at 100%. Items cancelled after **Wednesday, September 21, 2022**, on show site or after delivery are **non-refundable** and billed at 100%.

Add-Ons		Discount	Standard	QTY	Total
Meter Counter: Black counter top with black sides, graphics optional. Dimension totals: 27.5" wide x 39" high x 22.5" diameter.	Can be ordered separately or added to rental units	\$299.00	\$345.00		\$
Literature Stand: Collapsible literature stand with 6 pockets	Can be ordered separately or added to rental units	\$95.25	\$116.50		\$
Cocktail Table: 42" tall with standard base	Can be ordered separately or added to rental units	\$86.25	\$103.50		\$
Café Table: 30" tall with standard base	Can be ordered separately or added to rental units	\$67.75	\$81.25		\$
Glass Display Case: White - 78" tall x 48" wide x 18" deep, Lockable sliding glass doors, 8" glass shelves	Can be ordered separately or added to rental units	\$365.00	\$465.00		\$
Glass Display Counter: White - 38" tall x 48" wide x 18" deep, Lockable sliding glass doors, 8" glass shelves	Can be ordered separately or added to rental units	\$299.00	\$399.00		\$
Rolling TV Cart Floor Stand: Height adjustable mount and audio, lockable caster wheels for 32-70" flat screen and curved tv.	Can be ordered separately or added to rental units	\$120.00	\$160.00		\$

Meter Counter



Cocktail Table 42" tall Standard Base



Glass Display Case



Glass Display Counter



Literature Stand



Rolling TV Cart Floor Stand



Café Table 30" tall Standard Base



ORDER POLICY

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- Payment in full must accompany all orders by **Wednesday, September 21, 2022** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Wednesday, September 21, 2022** will be refunded at 100%. Items cancelled after **Wednesday, September 21, 2022** on show site or after delivery are **non-refundable** and billed at

Total	+	Sales Tax 8.25%	=	Grand Total
\$	+	\$	=	\$



Display Labor Order Form

Company:	Contact Name:
Address:	City, State: Zip Code:
Phone Number:	Fax Number: Booth Number:
Email:	

Very Important:

If using **SES Supervision** please fill out the information below as well as the **Outbound Bill of Lading** (located on the next page). If using **Exhibitor Supervision** please complete all outbound shipping documents at the **SES Service Desk** prior to the close of the event.

- All work performed without direct exhibitor supervision will be charged a 25% supervision fee with a minimum fee of \$25.00.
- All orders must be paid in advance. Orders for display labor will not be processed without pre-payment.** The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (1/2) hour increments per worker. Labor cancelled on site will be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the worker (s) at the time specified, a one (1) hour **"Not Ready"** charge per worker will apply.

Rates				
<i>Based on one (1) man, per one (1) hour</i>				
	Pre-Order	Show Site	Days	Time
Straight Time	\$72.00	\$93.00	Monday – Friday	8:00 am – 4:30 pm
Overtime	\$108.00	\$140.40	Monday – Friday Monday – Friday Saturday	4:31 pm – 12:00 am Prior to 8:00 am & after 4:30 pm All Day
Double Time	\$144.00	\$187.20	Sundays & Holidays	All Day

Please complete information below:

Invoice will be calculated according to actual hours worked.

	# of Men	Date	Start Time	# of Hours
Install:				
Dismantle:				

Type of Service:

- SES Supervision** (Exhibitor not required to be present)
 SES will proceed with your display setup unless you instruct us otherwise. Work will be done on straight time, unless move in/move out schedule does not permit. All work performed without direct exhibitor supervision will be charged a 25% supervision fee with a minimum fee of \$25.00.

If using SES Supervision, please complete the information below:

Number of Crates: _____	Self-contained unit? <input type="checkbox"/> Yes <input type="checkbox"/> No
Set up plans attached? <input type="checkbox"/> Yes <input type="checkbox"/> No	Photo enclosed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Carpet: <input type="checkbox"/> Own <input type="checkbox"/> SES Color: _____	Suggested tools (i.e. 16' ladder): _____
Special Instructions:	

- Exhibitor Supervision** (Exhibitor must pick up labor from the SES Service Desk)
 All work to be performed **ONLY** under the supervision of an Exhibitor Representative. Labor ordered and not called for by the exhibitor will be billed at a one (1) hour **"Not Ready"** charge per man. Work start time can only be guaranteed in those cases when labor is requested for the start of the workday.

Contact information for the person in charge of your move in:

Name: _____

Phone number: _____

Total	+	Sales Tax	=	Grand Total
\$	+	8.25%	=	\$

Order Policy
<ul style="list-style-type: none"> • The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. • Equipment and labor cancelled on site will be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time specified, a one (1) hour "Not Ready" charge per worker and equipment will apply.



→ Hanging Banner/Rigging Order Form

Company:	Contact Name:	
Address:	City, State:	Zip Code:
Phone Number:	Fax Number:	Booth Number:
Email:		

- If the below procedures are not followed, **SES** cannot guarantee hanging of your banner/sign.
- Overhead hanging banners/signs should be sent in separate containers to the advance warehouse. Please use the advanced shipping labels and note **"Banner"** on label. Your banner **MUST** arrive by **Wednesday, September 21, 2022**.
- All ceiling rigging must conform to Show Management facility rules, regulations and facility limitations.
- All hanging banners/signs must be installed and removed by **SES**. Display companies and/or I & D representatives may supervise, but will not be allowed to install or remove the hanging banner/sign. Assembly and disassembly of overhead hanging can be provided by **SES** at an additional cost, or by your company representative, display house, or lighting contractor pending a **Certificate of Insurance**. Please complete the enclosed **Display Labor** order form if you need **SES** to assemble your banner/sign. Set up instructions should be provided for signs requiring assembly.
- To minimize your costs hanging points should be pre-fabricated and ready for use. If any hang point supports are over 250 lbs., notify **SES** immediately for special authorization.
- For signs other than banners include a blueprint or drawing with detailed information so that hang points can be determined.
- Electrical signs must be in working condition and in accordance with the National Electric Code. Electrical Service requirements must be ordered in advance through the specified electrical provider.
- If you require **SES** Supervision a 25% surcharge will be added to your rigging total.

All orders must be paid in advance. Orders for hanging banner/rigging will not be processed without pre-payment. The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. Equipment and labor cancelled on site will be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time specified, a one (1) hour **"Not Ready"** charge per worker and equipment will apply.

Rates				
<i>Based on a crew, which will consist of a lift with two (2) riggers.</i>				
	Pre-Order	Show Site	Days	Time
Straight Time	\$272.50	\$354.25	Monday – Friday	8:00 am – 4:30 pm
Overtime	\$408.75	\$531.38	Monday – Friday Monday – Friday Saturday	4:31 pm – 12:00 am Prior to 8:00 am & after 4:30 pm All Day
Double Time	\$545.00	\$708.50	Sundays & Holidays	All Day

Please complete information below:

Installation Date: _____	Time: _____	Approx Hrs: _____	Weight (lbs): _____	Height (ft): _____	# of Pts: _____	Assembly Required? _____	Supervision? _____
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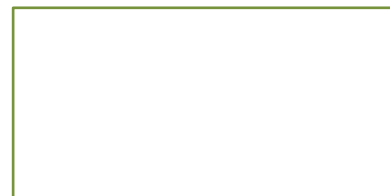
Type: <input type="checkbox"/> Fabric – Cloth <input type="checkbox"/> Metal <input type="checkbox"/> Wood <input type="checkbox"/> Truss	Shape: <input type="checkbox"/> Circle <input type="checkbox"/> Square <input type="checkbox"/> Triangle	<input type="checkbox"/> Exhibitor Supervised <input type="checkbox"/> SES Supervised (25% supervision charge applies)
---	--	---

Chain Motor: <input type="checkbox"/> Yes <input type="checkbox"/> No	Electrical: <input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

Indicate dimensions from each boundary you would like your banner/sign placed. *Note: Specified location of sign may be changed due to availability of hang points.*

_____ ft in from back aisle _____ ft in from front aisle
 _____ ft in from left side _____ ft in from right aisle
 _____ ft from floor to top of sign

Mark positioning of banner below:



Contact name and phone number of person in charge of your move in:

Name: _____

Phone Number: _____

Order Policy
<ul style="list-style-type: none"> • The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. • Equipment and labor cancelled on site will be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time specified, a one (1) hour "Not Ready" charge per worker and equipment will apply.

Total	+	Sales Tax 8.25%	=	Grand Total
\$	+	\$	=	\$



➔ In-Booth Forklift Order Form

Company:	Contact Name:	
Address:	City, State:	Zip Code:
Phone Number:	Fax Number:	Booth Number:
Email:		

In-booth forklift service may be required to:

- Assemble displays, or when uncrating, positioning and re-skidding equipment and/or machinery.
- Assist in the moving of equipment and materials weighing 200 lbs. or more within your booth space.

Please Note:

- In-booth forklift service **does not** replace material handling.
- Must not require storage of empty crates, pallets or packaging.
- Unloading and loading must be done at exhibitor's direction.
- Forklifts must be ordered in advance for more than 5,000 lbs. capacity. Please contact SES at **972-271-7444** for a quote.

All orders must be paid in advance. Orders for in-booth forklift will not be processed without pre-payment. The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. Equipment and labor cancelled on site will be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time specified, a one (1) hour **"Not Ready"** charge per worker and equipment will apply.

Rates				
<i>Based on one (1) hour per one (1) forklift</i>				
	Pre-Order	Show Site	Days	Time
Straight Time	\$114.00	\$148.20	Monday – Friday	8:00 am – 4:30 pm
Overtime	\$171.00	\$222.30	Monday – Friday Monday – Friday Saturday	4:31 pm – 12:00 am Prior to 8:00 am & after 4:30 pm All Day
Double Time	\$228.00	\$296.40	Sundays & Holidays	All Day

Please complete information below:

Invoice will be calculated according to actual hours worked.

	# of Forklifts up to 5,000 lbs. (w/operator)	Weight of heaviest piece	Date	Time	Approx hours
Install:					
Dismantle:					
Describe work needed:	<input type="checkbox"/> Spotting of Equipment <input type="checkbox"/> Installation/Dismantle of Header <input type="checkbox"/> Other _____				
Specify other equipment:	<input type="checkbox"/> Straps <input type="checkbox"/> Chains <input type="checkbox"/> Fork Extensions				
Four (4) stage forklift required:	<input type="checkbox"/> Yes (additional charges may apply) <input type="checkbox"/> No				

Contact information for the person in charge of your move in:

Name: _____

Phone Number: _____

Order Policy
<ul style="list-style-type: none"> • The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. • Equipment and labor cancelled on site will be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time specified, a one (1) hour "Not Ready" charge per worker and equipment will apply.

Total	+	Sales Tax 8.25%	=	Grand Total
\$	+	\$	=	\$



→ Cartload Service Order Form

Company:	Contact Name:	
Address:	City, State:	Zip Code:
Phone Number:	Fax Number:	Booth Number:
Email:		

A Credit Card Authorization form must be on file to receive service.

SES is pleased to make available one (1) laborer with one (1) pushcart, for one (1) trip, one way from the dock to your booth or from your booth to the dock for a charge of **\$60.00 (ST)** or **\$90.00 (OT)** each way. A cartload is ten (10) pieces or less, weighing less than 200 lbs. total. There is a maximum of two (2) cartload trips per booth. If additional trips are required, exhibitor will be charged material handling.

This service will help expedite the process and reduce your hassles. Service will be available during move in and move out at the event. You can make the arrangements at the **SES Exhibitor Service Desk** prior to (or before the end of) the show. If you have any questions please contact SES Exhibitor Service Department at **972-271-7444**. Pre-orders will receive preferential service at show site, but you may also order this service at the **SES Service Desk**.

Check In Procedure:

1. One person will check in with a SES Supervisor, who will direct exhibitors to the POV unloading area.
2. One person must remain with the vehicle at all times or must return to vehicle within 20 min.
3. A laborer will be dispatched to assist unloading of your vehicle on a first come, first serve basis.

A **POV**, or privately owned vehicle, is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include **sedans, pick-ups, passenger vans, taxis or sports utility vehicles**. Cartload Service will be refused and material handling charges will apply if arriving with any of the following vehicles:

- ◆ **Semi** ◆ **Flatbed** ◆ **Trailers** ◆ **Bobtail**

Cartload Service	# of Trips	Straight Time	Overtime	Total
Dock to booth		\$60.00	\$90.00	\$
Booth to dock		\$60.00	\$90.00	\$
Round-trip		\$120.00	\$180.00	\$

Advance orders will receive preferential service at show site.

Please indicate the approximate date, time and type of vehicle arriving in:

Date: _____

Vehicle Description: _____

Time: _____

Rules Regarding Cartload Service:

- Must arrive in privately owned vehicle
- This service is for exhibitors who have small hand carry items, all of which must fit in a 3' x 4' push cart
- Vehicle must unload at the receiving dock of exhibit hall
- SES personnel will direct vehicles
- Cart is not authorized to enter or go to any parking structure
- Freight that is too large or heavy will be charged material handling rates

ORDER POLICY

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- Items cancelled on or prior to **Wednesday, September 21, 2022** will be refunded at 100%. Items cancelled after **Wednesday, September 21, 2022** and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are **Luxury Furniture, Graphics and Display Rentals**. If these items are cancelled after **Wednesday, September 21, 2022** they will be billed at 100%.

Total	+	Sales Tax 8.25%	=	Grand Total
\$	+	\$	=	\$



Vehicle Spotting Service Order Form

Company:	Contact Name:	
Address:	City, State:	Zip Code:
Phone Number:	Fax Number:	Booth Number:
Email:		

A Credit Card Authorization Form must be on file to receive service.

The spotting of vehicles is one of the most critical segments of the move in operation. Spotting is the placement or "dropping" of a vehicle or trailer on the event floor and its subsequent removal from the event floor. Exhibitors with vehicles (*self-propelled or pushed*) scheduled for display **MUST** complete and return the following form, via fax, to **SES** no later than **Wednesday, September 21, 2022**. *Orders by phone will not be accepted.* A target move-in time will be assigned based upon this information. Any off-target or unscheduled vehicle deliveries may be assessed a time and labor surcharge.

Round Trip Vehicle Spotting Fee

\$215.00 per vehicle

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

Description of vehicle (s) to be spotted:

Arrival Date/Time: _____ **Booth Number/Location:** _____

Dimensions: Length _____ Width _____ Height _____ Weight (lbs.) _____

Special Needs/Handling:

Vehicle Spotting Rules:

- Fuel tank must not contain more than 1/4 - tank (or 5 gallons, whichever is less) of fuel.
- Gas cap must be locked or sealed by tape to prevent the escape of vapors
- Refueling, or removal of fuel from vehicles, while on the premises is prohibited.
- Vehicle cannot be turned on, operated or moved during event hours.
- Batteries must be disconnected and taped.
- Key(s) should be available to Show Management and/or **SES** at all times.
- No vehicles shall be parked in designated fire lanes.
- All spotting service orders are subject to **SES Payment Policy and Limits and Liability**.
- All work is to be performed under the supervision of an authorized exhibitor representative.
- *Please note:* some venues may have other and/or additional rules.

ORDER POLICY

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
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- Items cancelled on or prior to **Wednesday, September 21, 2022** will be refunded at 100%. Items cancelled after **Wednesday, September 21, 2022** and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are *Luxury Furniture, Graphics and Display Rentals*. If these items are cancelled after **Wednesday, September 21, 2022** they will be billed at 100%.

Total	+	Sales Tax	=	Grand Total
\$	+	\$ 8.25%	=	\$

➔ Rules & Regulations

To assist in planning for your participation in this event, we know you will appreciate knowing in advance that union labor is required for certain aspects of your exhibit handling. To help you understand the **Area Work Rules-Labor Regulations**, we ask that you read the following.

➤ Decorator Labor

We currently have agreements with local unions to provide labor for display installation and dismantling. Full time employees of the exhibiting companies or approved EAC's, however, may set their own exhibits without assistance from any union labor. If you would like assistance to set your booth, it can be ordered in advance by filling out the *Display Labor Form* in the **SES** exhibitor manual or on show site at the **SES Exhibitor Service Desk**.

➤ Material Handling

Exhibitors may use a two-wheel dolly or hand-carry their own freight into the exhibit hall. Please keep in mind, for some shows, parking may be limited for unloading and loading. A designated entrance for POV's will be provided and an allotted amount of time will be given per vehicle for loading and unloading. The use or rental of four-wheel dollies, flat bed carts or other mechanical equipment is not permitted. **SES** will control access to the loading docks in order to provide for a safe and orderly move in/move out.

➤ Tipping

We request that exhibitors do not tip employees (give money, merchandise, or other special consideration for services rendered.) Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor. Employees are paid at an excellent wage. Tipping is strongly discouraged and is not accepted company policy.

➤ Safety

Standing on chairs, tables or other rental equipment is prohibited. This equipment is not engineered to support your weight. **SES** cannot be responsible for injuries or falls caused by the improper use of this equipment.

➔ Third Party Payment

Full payment must be received for services requested before the order will be processed. If you choose to pay by check, a credit card still must be on file.

SES will present invoices to third parties at show site for payment of all services rendered to exhibitors under the following conditions:

- The Exhibitor is required to complete the *Exhibitor Appointed Contractor (EAC)* form located in this Exhibitor Service Manual.
 - The payment of the third party must be acceptable to SES. The credit card information below must be completed and submitted to SES prior to the show.
 - If there is any doubt who is to be invoiced for a service, the charge will be issued to the exhibitor. The exhibiting firm is ultimately responsible for the payment of charges. If the EAC requires SES to fax an invoice from the convention facility, a \$10.00 service fee will be added.
 - The following form is to be completed, signed and returned by both parties. Otherwise, the request will not be approved.
- ❖ **All invoices must be resolved by the close of the show.**

Exhibiting Company: _____ Booth Number: _____

Exhibiting Company Contact Name & Title: _____

Authorized Signature: _____

Display House Name (Third Party Payer): _____

Display House Contact Name & Title: _____

Authorized Signature: _____

Display House Address (Third Party Payer): _____ City, State, ZIP code: _____

Phone: _____ Fax: _____

Items being billed to Third Party: Material Handling Furnishings Display Labor All Services

Other _____

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the named third party does not make payment upon presentation of invoice at show site, such charges will be presented to the exhibiting firm for payment.

Company Name: _____

Cardholder Name: _____



Credit Card Number:

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Expiration Date (MM/YYYY): _____

Billing Address: _____ City, State, ZIP code: _____

Phone: _____ Fax: _____ Email: _____

Authorized Signature: I, _____, agree to the conditions stated in this manual and the paragraph above.



➔ Exhibitor Appointed Contractor – EAC Form

SES has been selected as the **Official Service Contractor** and must be used for all material handling, furniture rental, signs, rigging, cleaning, installation and dismantling of exhibit materials.

An **Exhibitor Appointed Contractor (EAC)** is: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on site and does not represent one or more of the **Official Contractors**.

Rules and Regulations

- Each representative of an **EAC** must physically pick up, in person, an “**Exhibit Crew**” badge at the **SES Service Center**. If an **EAC** representative does not have identification which verifies his/her employment by the **EAC**, he/she must be accompanied to the **SES Service Desk** by a representative who does have verifying identification.
- These services shall not conflict with existing labor regulations or contracts and in fulfilling his/her obligations, the representative of an **EAC** shall adhere to the regulations set up by the Hall and Show Management regarding entrance. It is the responsibility of the Exhibitor to see that each representative of an **EAC** abides by the official **Rules and Regulations** of this exposition.
- The representative of an **EAC** shall have a true and valid order for services from an Exhibitor in advance of the event move-in date.
- No **EAC** shall solicit business on the show floor.

Certificate of Insurance (COI)

It is the responsibility of each Exhibiting Firm utilizing an **EAC** to complete and return this form along with a **Certificate of Insurance (COI)** which names **SES** as additional insured for each **EAC** firm being utilized. (A sample **COI** can be found in this exhibitor manual.)

The EAC Certificate of Insurance must maintain:

- At least \$1 million in employer’s liability, general liability, automobile liability and workers compensation as required in the state the exposition is located.

This form must be received by: Wednesday, September 21,

If this **EAC** form and the **Certificate of Insurance** are not received by **Wednesday, September 21, 2022**
 Exhibitor or **EAC** will be required to order labor from **SES**.

Please clearly note Company Name and Show Name on the Certificate of Insurance form. (See sample)

Complete all information below:

Exhibiting Firm:	Booth Number:
Authorized Contact Name & Title:	Authorized Contact Signature:
Full Name of EAC:	
Address of EAC:	City, State, Zip Code:
Authorized EAC Contact Name & Title:	Authorized EAC Contact Signature:
EAC Representative on Show Site:	
Phone Number:	Fax Number:
Email Address:	
Type of service being performed: _____ _____	

For additional questions please call us at 972.271.7444 or toll free 866.386.3976 (866.FUN.EXPO)



**REQUISITION FOR ELECTRICAL INSTALLATION
FOR INDIANA STATE FAIRGROUNDS EVENTS - 2022**

ERMCO No. _____

Trade Show Name _____
 Start Date of Show _____ Booth No. _____
 Exhibitor Name _____
 Telephone Number _____
 Exhibitor Address _____
 City, State, Zip _____
 Contact _____

Mail Requests and Payment to:
 ERMCO, Inc.
 P. O. Box 1507
 Indianapolis, IN 46206
 Attention: Regina Rosebrock
 Email: rosebrock@ERMCO.com

Questions:
 Attention: Jake VanWye
 Call: (317) 416-7158
 Email: jvanwye@ermco.com

Please note: **All equipment and labor for electrical work shall be furnished by ERMCO, Inc., the official electrical contractor for trade shows at the Indiana State Fairgrounds. Exhibitors shall not furnish nor have furnished by any agent other than ERMCO any electric. SERVICES NOT LISTED BELOW WILL BE FURNISHED ON A TIME AND MATERIAL BASIS**

ITEM	QUANTITY	PRICES		TOTAL
		Advance	Floor	
OUTLETS - 110 VOLT, GROUNDED:				
500 WATTS, INSTALLED COMPLETE		\$48.75	\$60.78	
1000 WATTS, INSTALLED COMPLETE		\$66.00	\$81.75	
1500 WATTS, INSTALLED COMPLETE		\$90.75	\$108.75	
2000 WATTS, INSTALLED COMPLETE		\$92.00	\$110.75	
OUTLETS - 220 VOLT, GROUNDED:				
30 AMP, 3 WIRE, 1 PHASE, INSTALLED COMPLETE		\$146.25	\$184.00	
60 AMP, 3 WIRE, 1 PHASE, INSTALLED COMPLETE		\$219.50	\$275.00	
30 AMP, 3 WIRE, 3 PHASE, INSTALLED COMPLETE		\$166.00	\$204.00	
30 AMP, 4 WIRE, 3 PHASE, INSTALLED COMPLETE		\$176.00	\$214.00	
60 AMP, 3 WIRE, 3 PHASE, INSTALLED COMPLETE		\$292.00	\$367.50	
60 AMP, 4 WIRE, 3 PHASE, INSTALLED COMPLETE		\$302.00	\$377.50	
100 AMP, 1 PHASE		\$430.00	\$480.00	
100 AMP, 3 WIRE AND LARGER		BY QUOTE	BY QUOTE	
FLOODLIGHTS & SPOTLIGHTS:				
1500 WATT, QUARTZ FLOODLIGHT		\$88.25	\$108.50	
OTHER - \$420.00 MINIMUM PER SHOW				
FEEDS FOR POWER FOR 24 HOUR SERVICE, ADD		\$37.95	\$47.60	
SUBTOTAL				
7% SALES TAX				
TOTAL				

Materials used will remain the property of ERMCO, Inc. Exhibitor agrees to pay for material not returned.

For any telephone and internet needs, please use Telephone/IT Order Form or contact events@indianastatefair.com.

LABOR CHARGES PER HOUR (STANDBY OR OTHER NECESSARY WORK)	
8:00 AM to 4:30 PM, Monday through Friday	\$ 99.95
4:30 PM to 12:00 PM, Monday through Friday	\$ 149.93
All other times	\$ 199.90

NOTE: *Electricity is A/C - 60 cycles, 1 phase, 120 or 208 volt/3 phase, 208 volt.
 *24 HOUR SERVICE MUST BE REQUESTED IN ADVANCE.
***ADVANCE PRICING IS VALID UP TO 5 BUSINESS DAYS PRIOR TO START OF EVENT.**
***BILLS MUST BE PAID BEFORE THE START OF THE SHOW.**

We accept All Major Credit Cards. Payment made out to ERMCO.

VISA/MC or DISCOVER: _____ Expiration Date: _____
 Credit Card Zip Code: _____ CVV2 Code: _____
 Printed Name: _____ Amount: _____
 Customer Signature: _____ Date Signed: _____



2022 TELEPHONE AND INTERNET ORDER FORM

Event Name: _____
 Start Date of Event: _____ Booth #: _____
 Billing Company Name: _____
 Billing Company Address: _____
 City, State, Zip _____
 Contact Name: _____
 Contact Cell Number: _____

Mail Payment to:
 Indiana State Fairgrounds & Event Center
 Attention: Accounting
 1202 East 38th Street
 Indianapolis, IN 46205
 Email: accounting@indianastatefair.com

Requests, Questions & Custom Orders:
 Email events@indianastatefair.com

To order/pay for Wireless Internet: Connect on-site to Event_Wireless and follow directions to purchase this service via Credit Card. Wireless connectivity starts immediately after purchase and is good for one device to be connected at a time.

WIRELESS INTERNET

PRICE

5 Mbps vs 10 Mbps

Single Day Packages

1 Day Pass – 5 Mbps \$ 50.00
 1 Day Pass – 10 Mbps \$ 75.00

Multiple Day Packages

* Prices are for consecutive days and cannot be split, refunded, or separated for future events.

2 to 5 Consecutive Day pass – 5 Mbps \$ 100.00
 2 to 5 Consecutive Day pass – 10 Mbps \$175.00
 6 to 24 Consecutive Day pass – 5 Mbps \$ 175.00
 6 to 24 Consecutive Day pass – 10 Mbps \$ 300.00

5 Mbps Connectivity - Recommend for light use including general web browsing, email, social media and credit card processing.

10 Mbps Connectivity - Recommend for HD streaming and advanced web browsing.

Custom Orders / Multiple User Packages

Contact for Quote

HARDLINE INTERNET

ADVANCE

FLOOR

QTY

TOTAL

ADVANCE PRICING IS VALID UP TO 5 BUSINESS DAYS PRIOR TO START OF EVENT

SHARED INTERNET – Recommended for light use and/or general web browsing:

High Speed (5 Mbps Shared)	\$ 721.00	\$ 871.00	_____	_____
High Speed (20 Mbps Shared)	\$ 1,400.00	\$ 1,550.00	_____	_____
High Speed (100 Mbps Shared)	\$ 2,575.00	\$ 2,725.00	_____	_____
High Speed (250 Mbps Shared)	\$ 6,440.00	\$ 6,590.00	_____	_____

DEDICATED INTERNET – Recommended for HD streaming & advanced web browsing

High Speed (5 Mbps Dedicated)	\$ 1,442.00	\$ 1,592.00	_____	_____
High Speed (20 Mbps Dedicated)	\$ 2,782.00	\$ 2,932.00	_____	_____
High Speed (100 Mbps Dedicated)	\$ 5,150.00	\$ 5,300.00	_____	_____
High Speed (250 Mbps Dedicated)	\$ 12,875.00	\$ 13,025.00	_____	_____

Custom Orders and/or Speeds

Contact for Quote

TELEPHONE

Analog Line for Credit Card (each)	\$ 300.00	\$ 450.00	_____	_____
VOIP Phone (each)	\$ 300.00	\$ 450.00	_____	_____

VOIP Replacement cost is \$300/each

SUBTOTAL _____

7% SALES TAX _____

TOTAL _____

SERVICES NOT LISTED ABOVE WILL BE FURNISHED ON A TIME AND MATERIAL BASIS
 Exhibitor agrees to pay for material not returned.
 Materials used will remain the property of Indiana State Fair Commission.

LABOR CHARGES PER HOUR (STANDBY OR OTHER NECESSARY WORK)

7:00 AM to 3:30 PM, Monday through Friday - \$89.50 per hour
 3:30 PM to 12:00 AM, Monday through Friday - \$134.25 per hour
 All other times - \$179.00 per hour

CUSTOMER SIGNATURE: _____

DATE: _____

BILLS MUST BE PAID BEFORE THE START OF THE EVENT.

We accept All Major Credit Cards - Payments made to Indiana State Fair Commission