

EXHIBITOR SERVICE MANUAL



California Rental
Association

South Point Hotel Casino & Spa
Halls A-C

January 14-15, 2025



Show Name: California Rental Association

Show Dates: January 14-15, 2025

Show Venue: South Point Hotel Casino & Spa

Deadline to Receive Discount Pricing: Thursday, January 2, 2025



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QUICK FACTS

EVENT SCHEDULE:

	Day	Date	Time
Exhibitor Move-In	Monday	January 13, 2025	6:00 AM - 4:00 PM
Show Hours	Tuesday	January 14, 2025	10:00 AM - 4:00 PM
	Wednesday	January 15, 2025	9:00 AM - 1:00 PM
Exhibitor Move-Out	Wednesday	January 15, 2025	1:00 PM - 5:00 PM

BOOTH PACKAGE:

Each 10' x 10' booth will be provided with:

- 8' - **BLACK** backwall drape
- 3' - **BLACK** sidewall drapes
- 1 - Wastebasket
- ID Sign

Exhibit Hall Carpet

Aisles will be carpeted in **MULTI-COLOR**

Booth numbers 100-327 will be on concrete flooring and booth numbers 400-1127 will be on carpet flooring

Exhibitors may order booth carpet/padding for specific color choices. Please see the **Carpet Rental Order Form** for pricing and options.

SHIPPING:

Materials should be shipped to ARRIVE at our warehouse **no later than: Monday, January 6, 2025**. Any shipments received more than 30-days prior to the move-in or after the deadline will incur additional charges. Please refer to the Material Handling Order Form for more details.

ADVANCE WAREHOUSE:

California Rental Association
Exhibiting Company Name / Booth Number
c/o AEX Convention Services
1720 Raiders Way
Henderson, NV 89052

Warehouse Hours (Monday - Friday): 9:00 AM - 3:00 PM

DIRECT TO FACILITY:

South Point Hotel Casino & Spa
California Rental Association
Exhibiting Company Name / Booth Number
c/o AEX Convention Services
9777 S Las Vegas Blvd
Las Vegas, NV 89183

Shipments will be received at the exhibit facility **ONLY** on: **Monday, January 13, 2025 between 6:00 AM - 4:00 PM.**

Move-Out Note: All carriers must check in no later than **3:00 PM, Wednesday, January 15, 2025** or freight will be shipped via the house carrier.

Customer Service

Phone: (609) 272-1600 / Fax: (609) 272-1680
Email: Orders@AEXServices.com

Show Management

Jeff Roberts
Phone: (909) 821-5998
Email: jeff.roberts@calrental.org

25-NV0104-T

DEFINITIONS AND RESPONSIBILITIES: The Terms and Conditions set forth become a part of the contract between AEX Convention Services, LLC. ("AEX Convention Services") and the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met: (1) An Exhibitor's materials are delivered to the Contractor's Advance Warehouse or to an event site; (2) The Authorization and Agreement Form is accepted or signed; (3) An order for labor, services and/or rental equipment is placed by the Exhibitor with the contractor; (4) Work is performed on behalf of Exhibitor by labor secured through the contractor. For purposes of this contract, the name "the contractor" shall be construed with the meaning of AEX Convention Services, LLC. ("AEX Convention Services"), DBA the contractor and its employees, directors, officers, agents, assigns, affiliates, and related entities including any subcontractors the contractor may hire. The contractor shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. The contractor does not assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under the contractor's direct supervision and control.

PAYMENT TERMS: Full payment, including applicable tax, is due in advance or at event. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional after deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the event and remain the property of the contractor except where specifically identified as a sale. All rentals include delivery, installation, and removal from Exhibitor's booth. In case of cancellation of any orders or services by Exhibitor, a one-hour "per person requested, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. A 100% pick-up fee will be applied to all on site exchanges or cancellations. If the event is canceled because of reasons beyond the contractor's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. It is Exhibitor's responsibility to advise the contractor of any problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the show or event. If Exhibitor is exempt from payment of sales tax, the contractor requires an exemption certificate for the state in which the services are to be provided. Should there be any unpaid balance after the close of the event, terms will be net, due and payable upon receipt of invoice. Effective thirty (30) days after invoice date, any unpaid balance will bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month (annual rate 18%), and future orders will be on a pre-paid basis only. These payment terms and conditions shall be governed by and construed in accordance with the laws of the State of New Jersey. In the event of any dispute between the Exhibitor and the contractor relative to any loss, damages, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to the contractor for its services, as an offset against the amount of any alleged loss or damages. Any claim against the contractor shall be considered a separate transaction, and shall be resolved on its own merits. The contractor reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by the Exhibitor, or for any charges that the contractor may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, the contractor hereby provides notice that it reserves the right, and Exhibitor authorizes the contractor, to continue to attempt to secure payment through that or any other Exhibitor(s) credit card for as long as unpaid balances remain on Exhibitor's account.

INDEMNIFICATION: Exhibitor agrees to indemnify and forever hold harmless the contractor and its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of contributed to by any of the following: (1) Exhibitor's negligent supervision of any labor secured through the contractor, or the negligent supervision of such labor by any of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC); (2) Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or exposition to which this Contract related, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of the contractor's equipment. (3) Exhibitor's violation of Federal, State, County or Local ordinances; (4) Exhibitor's violation of event regulations and/or rules as published and set forth by facility, show management, or the contractor.

CLAIM(S) FOR LOSS: Exhibitor agrees that any and all claims for loss or damage must be submitted to the contractor immediately at the show site, as well as in writing to csr@aexservices.com at the time of the potential claim for loss or damage. In any case not later than thirty (30) days after the conclusion of the event (for purposes of claim reporting, the "conclusion" of the event is the earlier of the conclusion date of the event or the time when Exhibitor's materials are delivered to the carrier for transportation from the event site or from the contractor's warehouse). All claims reported after the thirty (30) day period will be rejected. In no event shall a suit or action be brought against the contractor more than one (1) year after the date of loss or damage occurred. If found liable for any loss, the contractor's sole and exclusive maximum liability for loss or damage to Exhibitor's materials and Exhibitor's sole and exclusive remedy is limited to the lesser of \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less, and in no event shall exceed the total rental fees paid by exhibitor to the contractor for the event.

INBOUND AND OUTBOUND SHIPMENTS: Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor or its representative, and during such time the materials will be left unattended. The contractor will not be responsible for any loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's booth. Additionally, there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. The contractor will not be responsible for any loss, damage, theft, or disappearance of Exhibitor's materials before same have been picked up for reloading at the conclusion of the event. All Material Handling Agreements submitted to the contractor by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to the contractor and the actual count of such items in the booth at the time of pickup. Exhibitor agrees to accept and be bound by the contractor's count.

PACKAGING, CRATES, & EMPTY CONTAINERS: the contractor shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed materials. In addition, the contractor shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of the Exhibitor or its representative. All previous labels must be removed. The contractor assumes no responsibility for error in the above procedures, removal of containers with old empty labels and without the contractor labels, or improper information on the empty labels. The contractor will not be liable for loss or damage to crates and containers or their contents while same are in empty container storage.

SEVERABILITY: If any provision of this Contract proves to be illegal, invalid, or unenforceable, the remainder of this Contract will not be affected by such finding, and in lieu of each provision of this Contract that is proven to be illegal, invalid, or unenforceable, a provision will be added as part of this Contract as similar in terms to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid and enforceable.

NO ORAL MODIFICATION OR WAIVERS: The Limits and Liabilities are the complete and final agreement between Exhibitors and the contractor. The terms herein may not be modified or waived orally, but only by an instrument in writing signed by the party against which enforcement of the modification or waiver (as the case may be) is sought.

ORDER NOW!

Follow these simple steps to order Online:

1. **Go To:** <https://TexasExpo.boomerecommerce.com/>
2. **Login** using your email address and password
 - a. **New Users:** Username = Email address you've provided to Show Management
Password = You will receive an email containing a temporary password to create your own unique password to use
 - b. **Previous Users:** Username = Your email address
Password = Your pre-existing password
3. Find **California Rental Association** from the list of My Events on the left side of the Dashboard.
4. Click the **"Shop Now"** button to begin ordering.

For questions contact:
AEX Convention Services
609.272.1600
Orders@AEXServices.com

Please complete the information requested below and return this Authorization Form with your order. This form is required to be on file to process any orders for service.

Exhibiting Company Name	<div style="border: 1px dashed black; width: 100%; height: 30px; margin: 0 auto;"></div> Booth#
Cardholder Name (please print)	
Billing Address	City, State, Zip
Cardholder Email	Phone

METHOD OF PAYMENT

Personal Card Corporate Card

AMEX VISA MASTERCARD DISCOVER CHECK*

Card Number:	<table border="1" style="width: 100%; height: 25px; border-collapse: collapse;"> <tr> <td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td> </tr> </table>																					Exp. Date:	<table border="1" style="width: 100%; height: 25px; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td><td style="width: 25%;"></td><td style="width: 25%;"></td><td style="width: 25%;"></td> </tr> <tr> <td style="text-align: center;">M</td><td style="text-align: center;">M</td><td style="text-align: center;">Y</td><td style="text-align: center;">Y</td> </tr> </table>					M	M	Y	Y
M	M	Y	Y																												

*A credit card authorization is required to be held on file regardless of the method of payment selected.

Are you tax exempt for the state in which this event is held? Yes No

If yes, a tax exemption certificate is required to be submitted with this agreement.

By signing below, the Cardholder acknowledges receipt of goods and or services in the amount of such invoice and agrees to perform the obligations set forth in the Cardholder's Agreement with the issuer. Refunds cannot be given after the close of the event on items or services ordered but not received. Orders cancelled for any reason will receive a 50% refund. No refund can be provided once installation begins. Accounts past due are subject to a monthly charge of 1.5% (annual rate 18%) and all costs of collections including reasonable attorneys' fees. Rental items are only for the Exhibiting entity who has properly completed our rental forms and may not be sub-rented, "loaned" or given to other Exhibitors. If you do not need items rented or provided in a package, please contact the contractor for removal. Booth inventory is conducted daily and items not rented from the contractor will either be removed or charged to the Exhibiting company with improper possession.

PAYMENT INFORMATION

- Checks will not be accepted at show site
- All balances must be paid by the conclusion of the event.
- For your convenience, we will use this authorization to pay for any additional amounts ordered by your representative for services rendered for this event.
- A final invoice will be prepared and can be requested by contacting Exhibitor Services.
- If the credit card is declined, standard floor pricing prevails and a \$25.00 service charge will be added.

An Authorized Signature is required for orders to be processed

You and your organization agree to all terms and conditions on the front and back of all forms, including the contractor Limits & Liabilities and Terms & Conditions.

<div style="background-color: #0056b3; color: white; padding: 5px 10px; display: inline-block;">Sign Here</div>	<div style="font-size: 2em; font-weight: bold; margin-bottom: 5px;">X</div> Authorized Signature
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FURNITURE

Item #	Description	Discount	Standard	Qty.	Total
F10	Plastic Side Chair	\$124.25	\$174.00	_____	\$ _____
F20	Padded Side Chair	\$203.50	\$285.00	_____	\$ _____
F30	Padded Arm Chair	\$203.50	\$285.00	_____	\$ _____
F40	Padded Counter Stool	\$248.50	\$348.00	_____	\$ _____
F60	Cocktail Table 30"H	\$387.25	\$542.25	_____	\$ _____
F70	Cocktail Table 42"H	\$413.50	\$579.00	_____	\$ _____
F3104	Black Spandex Drape 42" Cocktail Table	\$ 51.50	\$ 72.00	_____	\$ _____



(actual products may vary)

ACCESSORIES

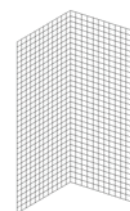
Item #	Description	Discount	Standard	Qty.	Total
F80	Literature Rack	\$305.75	\$428.00	_____	\$ _____
F100	Wastebasket	\$ 32.50	\$ 45.50	_____	\$ _____
F110	Easel	\$ 83.25	\$116.50	_____	\$ _____
F120	Chrome Sign Frame (22" W x 28" H)	\$188.75	\$264.25	_____	\$ _____
F130	Waterfall Bag Rack	\$177.75	\$248.75	_____	\$ _____
F150	Chrome Bag Holder	\$404.75	\$566.75	_____	\$ _____
F160	Chrome Clothes Tree	\$159.50	\$223.25	_____	\$ _____
F191	6' Garment Rack w/Wheels	\$404.75	\$566.75	_____	\$ _____

GRID WALL

Each Panel is 2' x 8' with a 3" x 3" grid.

At least two panels are needed to be free standing without the use of feet.

Item #	Description	Discount	Standard	Qty.	Total
F550	2' x 8' Grid Wall	\$253.00	\$354.25	_____	\$ _____
F5501	Pair of feet	\$ 82.50	\$115.50	_____	\$ _____



TACK BOARD

Item #	Description	Discount	Standard	Qty.	Total
F640	Style A - 4' w x 8' h Panel	\$457.50	\$640.50	_____	\$ _____
F660	Style B - 8' w x 4' h Panel	\$457.50	\$640.50	_____	\$ _____



Vertical to Floor

Style B
Horizontal off Floor
(30" Off the Floor)

Company Name: _____ Booth#: _____ Order Total: _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.375%.

25-NV0104-T



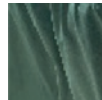
Blue



Burgundy



Black



Green



Gray



Red



White



Yellow

(actual colors may vary)

DISPLAY TABLES (Price includes top covered with white vinyl and 3 sides skirted)

Description	Discount	Standard	Qty.	Total
4' L x 24" W x 30" H	\$148.75	\$208.25	_____	\$ _____
4' L x 24" W x 42" H	\$161.75	\$226.50	_____	\$ _____
6' L x 24" W x 30" H	\$184.50	\$258.25	_____	\$ _____
6' L x 24" W x 42" H	\$197.75	\$276.75	_____	\$ _____
8' L x 24" W x 30" H	\$220.25	\$308.25	_____	\$ _____
8' L x 24" W x 42" H	\$233.50	\$327.00	_____	\$ _____
4th Side Skirt 30"	\$ 59.75	\$ 83.75	_____	\$ _____
4th Side Skirt 42"	\$ 65.75	\$ 92.00	_____	\$ _____

Please select skirt color:

Blue Burgundy
 Black Green
 Gray Red
 White Yellow
 Un-skirted

Undraped Tables - 25% off of skirted rate.

TABLETOP RISERS -12"w x 8"h (Covered in white vinyl)

Description	Discount	Standard	Qty.	Total
4' Long, Single Step Riser	\$170.50	\$238.75	_____	\$ _____
6' Long, Single Step Riser	\$212.25	\$297.25	_____	\$ _____

MASKING DRAPE (Drape rates are per linear foot)

Description	Discount	Standard	Qty.	Total
Side Rail Drape 3'	\$ 30.75	\$ 43.00	_____	\$ _____
8' Background Drape	\$ 38.50	\$ 54.00	_____	\$ _____

Please select drape color:

Blue Burgundy
 Black Green
 Gray Red
 White Yellow

Company Name: _____ Booth#: _____ Order Total: _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.375%.

25-NV0104-T



SELECTION



DESIGN

TRUSTED



SOLUTIONS



MODERN




SERVICE

To place your order for speciality furniture please email:

Orders@AEXServices.com



Power Up In Style.

Denotes Powered Products 

Powered Seating

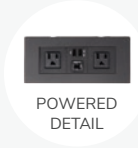
Empower attendees at your next show with functional charging furniture and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities.



HEDGE
HDG4FT
4' Boxwood Hedge
46"L 9"D 47"H




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



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




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




Powered Tables

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




**Ventura Powered
Bar Tables**
72.25"L 26.25"D 42"H
(silver frame)
A) VNTBLK (black top)
B) VNTWHT (white top)





**Ventura Powered
Café Tables**
72.25"L 26.25"D 30"H
(silver frame)
C) VNTCBK (black top)
D) VNTCWH (white top)




Please Note: Customer 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.

Take Charge.

Denotes Powered Products 

Powered Tables


Empower attendees at your next show with functional charging furniture and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities.

SYDNEY 
Sydney Powered Cocktail Tables
 48"L 26"D 18"H (brushed steel)
E) C1WP (white)
F) C1YP (black)



Please Note: Customer 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 Pedestals

Denoted AC and USB charging outlets 



A. | B. 



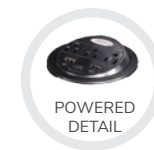
C. | D. 



Powered Locking Pedestal
 (white)
A) PDL36W 24"L 24"D 36"H
B) PDL42W 24"L 24"D 42"H (black)
C) PDL36B 24"L 24"D 36"H
D) PDL42B 24"L 24"D 42"H

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

Powered Tech Desk



A. 

B. 

C. 

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

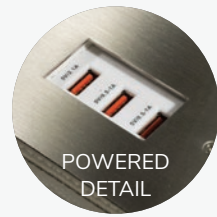
B) TECH Tech Desk, Powered
 (black metal, laminate)
 60"L 30"D 30"H

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

Take Charge.

Powered Tech Tablet Chair

Create an engaged learning environment at your next exhibit with the exclusive, powered Tech Tablet Chair. The soft dove gray vinyl chair features a removable white swivel tablet, an under-seat shelf for personal storage and an in-arm charging panel with three USB ports. An additional AC outlet is located at the base of the chair.




- A) TCHGRY Tech Tablet Chair
(gray vinyl, white metal tablet, chrome base)
30.5"L 29"D 33.5"H
- B) TCHP Tech Chair, No Tablet




Please Note: Customer 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

Denoted AC and USB charging outlets 

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.



Village Charging Hub

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



Please Note: Customer 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

Create Engaging Booth Environments

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

MARCHE

MAR001 Swivel Ottoman
(Forest Green Vinyl)
17"RND 18"H



Valencia Sofa & Chair 10 'x10' Booth

HEDGE

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

Soft Seating Collections



BAJA

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

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

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



STERLING

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

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



VALENCIA

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

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




KEY LARGO

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

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

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

Soft Seating

Denotes Powered Products 

Create Engaging Booth Environments



PALM BEACH
PALSOF Sofa
(white vinyl, brushed metal)
69"L 29"D 33"H

HEDGE
HDG4FT
4' Boxwood Hedge
46"L 9"D 47"H


SWANSON
SWAN Swivel Chair
(white vinyl)
28"L 25"D 30"H

Palm Beach Sofa & Swanson Chairs 10 'x10' Booth



PALM BEACH
PALSOF Sofa
(white vinyl, brushed metal)
69"L 29"D 33"H

Soft Seating Collections

Available in Power 



A.



B.

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



A.



B.

FAIRFAX
A) FAIRCW Sofa
(white vinyl, brushed metal)
62"L 26"D 30"H
B) FAIRCW Chair
(white vinyl, brushed metal)
27"L 26"D 30"H



B.



A.

NAPLES
A) NPLCHR Chair
(black vinyl)
36"L 30"D 33.25"H
NPLCHP (Powered)



C.

B) NPLSOF Sofa
(black vinyl)
87"L 30"D 33.25"H
NPLSOP (Powered)
C) NPLLOV Loveseat
(black vinyl)
62"L 30"D 33.25"H
NPLLOP (Powered)

Accent Chairs

Create Space

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



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



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



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



WENCHA
Wentworth Chair
(brown vinyl)
32.1"L 26"D 31.5"H

Meeting & Stage Chairs



Marina Chair
17.5"L 19.5"D 35"H
A) MARCWH (white vinyl)
B) MARCBK (black vinyl)
C) MARCBB (brown fabric)



OCMWHT
Meeting Chair
25.5"L 23.5"D 34"H
(white vinyl)

Accent Chairs

Accent Chair Styles



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 | pg 11



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



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



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

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

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

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

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

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



A.



B.



D.



E.



F.

Group Seating

Lounges

Carefully designed lounges deliver a safe and effective setting for casual and relaxed connections. The strategic placement of other furniture pieces—like coffee tables, room dividers, and large plants—helps to maintain order and preserve social distancing protocols while delivering comfortable and safe networking.

ZENITH

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

**B) 30MAHC
Madison Hydraulic
Café Table**
(chrome base, gray
acajou top)
30"RND 29"H



LAGUNA

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

**D) 30WHHC
Round Café Table**
(white laminate top,
chrome hydraulic base)
30" RND 29"H



MALBA

20"L 20"D 32"H

A) 810131 Chair (gray)
B) 810130 Chair (green)



MARINA

17.5"L 19.5"D 35"H

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



Styles & Shapes



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

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

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

**D) F20
Bradford Padded Side Chair**
Black Fabric
25"L 24"D 32"H

**E) F30
Bradford Padded Arm Chair**
Black Fabric
25"L 24"D 32"H

**F) SC10
Razor Armless Chair**
(white)
15.38"L 15.5"D 30.5"H

**G) BLDCSB
Blade Chair**
(sky blue)
20.5"L 19"D 30.5"H

**H) BLDCRD
Blade Chair**
(red)
20.5"L 19"D 30.5"H

Mix & Match

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

I. F10 Malaga Side Chair
(gray) 18"W x 17.75"D x 33"H

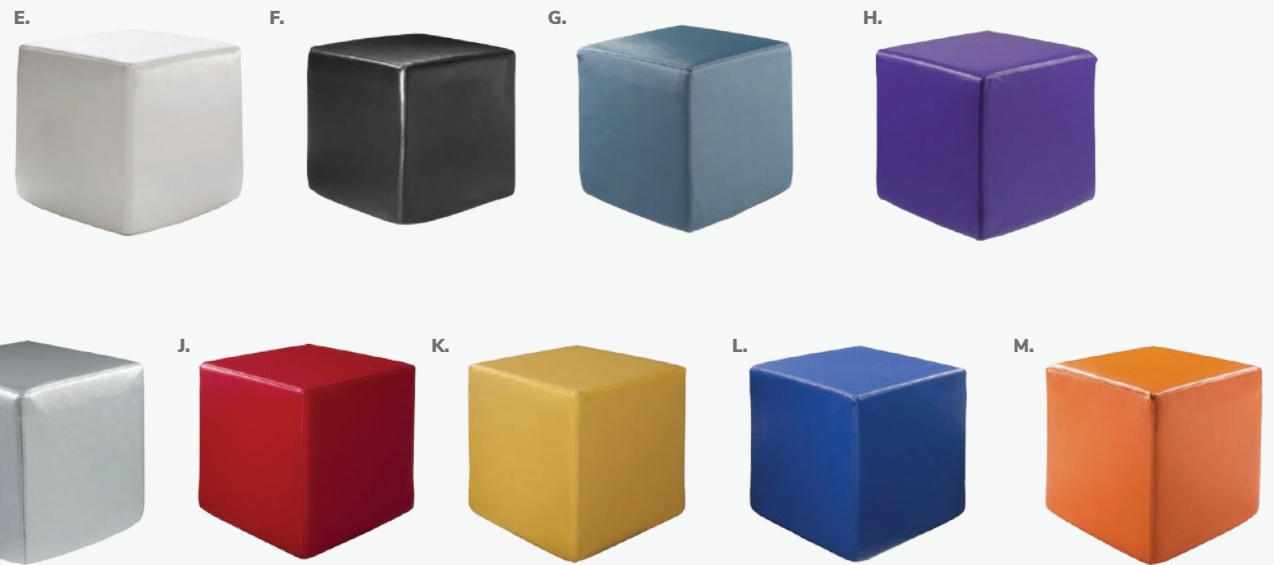


Ottomans

Vibe Cube

18"L 18"D 18"H

- A) VIB01 (citrus green vinyl)
- B) VIB16 (spice orange vinyl)
- C) VIB17 (desert rose vinyl)
- D) VIB15 (taupe 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 (yellow vinyl)
- L) VIB02 (blue vinyl)
- M) VIB08 (orange vinyl)

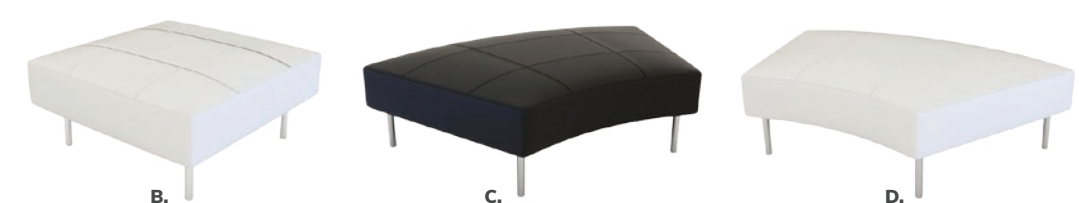
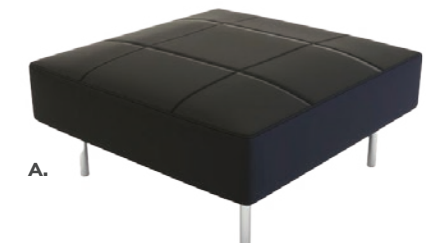


Beverly Bench Ottomans



- Beverly Bench**
60"L 20"D 18"H
- A) BVLYWH (white vinyl)
 - B) BVLYBK (black vinyl)
 - C) BVLYGR (gray fabric)
 - D) BVLYRD (red fabric)
 - E) BVLYOB (ocean blue fabric)
 - F) BVLYLN (linen fabric)
 - G) BVLYBN (brown fabric)

Styles & Shapes



- ENDLESS Square**
34"L 34"D 15"H
- A) END02B (black)
 - B) END02W (white)
- ENDLESS Curved**
60.5"L 37.5"D 15"H
- C) END01B (black)
 - D) END02B (white)

Ottomans

Beverly Small Bench Ottomans

30"L 20"D 18"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) BVSMNL (linen fabric)
- I) BVSMVL (lavender fabric)
- J) BVSMRD (red fabric)
- K) BVSMYL (yellow fabric)



Marche Swivel Ottomans



- Marche Swivel Ottomans**
17" RND 18"H
- A) MAR001 (white vinyl)
 - B) MAR005 (red fabric)
 - C) MAR016 (Ivory Faux Sheep Fur)
 - D) MAR009 (pear yellow fabric)
 - E) MAR007 (plum fabric)
 - F) MAR010 (blue fabric)
 - G) MAR002 (gray fabric)
 - H) MAR006 (rose quartz fabric)
 - I) MAR003 (linen fabric)
 - J) MAR004 (raspberry fabric)
 - K) MAR008 (meadow green fabric)
 - L) MAR011 (orange fabric)
 - M) MAR015 (black vinyl)
 - N) MAR012 (forest green vinyl)
 - O) MAR013 (teal velvet)
 - P) MAR014 (distressed brown vinyl)

Accent Tables

Tables and Meeting Rooms

When you want to facilitate more in-depth conversations and provide work surfaces, be sure to use appropriately-sized tables. As always, create generous aisleways between meetings spaces; this will help individuals feel comfortable networking.



MESA

- A) MESETW End Table**
20.5"RND 21.25"H (wood top, bronze)
- B) MESCTW Cocktail Table**
32.25"RND 17.25"H (wood top, bronze)
- C) MESETG End Table**
24"RND 21.25"H (glass top, bronze)
- D) MESCTG Cocktail Table**
36"RND 17.25"H (glass top, bronze)
- E) MESETB End Table**
20.5"RND 21.25"H (black top, bronze)
- F) MESCTB Cocktail Table**
32.25"RND 17.25"H (black top, bronze)

Styles & Shapes



ALONDRA

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

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

GEO

Cocktail Table
50"L 22"D 16"H
A) C1C (glass, chrome)
B) C1FWB (wood, black)

End Table
26"L 26"D 20"H
C) CE2 (glass, chrome)
D) E1FWB (wood, black)

Accent Tables

Tables and Meeting Rooms

TAOS SIDE TABLES

15.75"L 15.75"D 24"H

- A) TAOBWH**
(white top, bronze)
- B) TAOSBK**
(black top, bronze)
- C) TAOSWD**
(wood top, bronze)



SEDONA SIDE TABLE


15.75"L 15.75"D 24"H

- D) SEDBWH**
(white top, bronze)
- E) SEDBBK**
(black top, bronze)
- F) SEDBWD**
(wood top, bronze)



Styles & Shapes



Available in Power 

SYDNEY

- Cocktail Tables**
(brushed steel)
48"L 26"D 18"H
- A) C1W** (white)
- C1WP** (powered)
- B) C1Y** (black)
- C1YP** (powered)
- C) SYDBEC** (blue)
- D) SYDWDC** (wood)

- End Tables**
27"L 23"D 22"H
- E) E1W** (white)
- F) E1Y** (black)
- G) SYDBEE** (blue)
- H) SYDWDE** (wood)

REGIS

- (brushed metal)
- I) REGBEN Bench Table**
47"L 15.5"D 16"H
- J) REGOTT End Table**
16"L 15.5"D 16.5"H

SILVERADO

- (glass, chrome)
- K) E1E End Table**
24" RND 22"H
- L) C1E Cocktail Table**
36" RND 17"H

WIRELESS

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

AURA

- Round Table**
- N) AURA**
(white metal)
15" Round 22"H

Café Tables



A) 30BEHC Blue Hydraulic Café Table
(chrome base, blue top) 30" RND 29"H
B) MALGRY Malba Chair
(gray) 20"L 20"D 32"H



A) 30MAHC Madison Hydraulic Café Table
(chrome base, gray acajou top) 30" RND 29"H
B) MALGRN Malba Chair
(green) 20"L 20"D 32"H

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



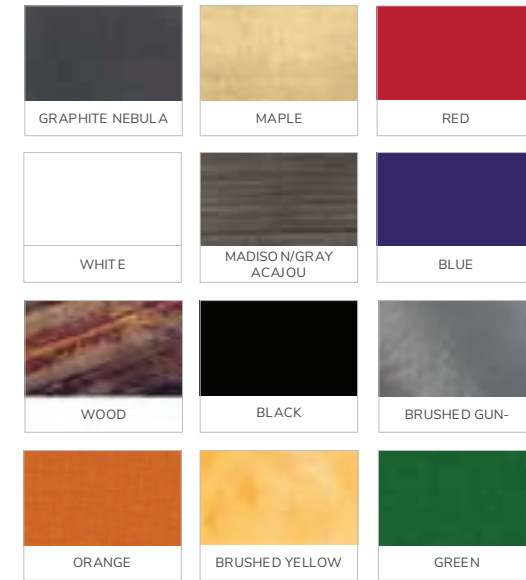
30" Round Café Table
A) 30BEC Standard Black Base (blue top) 30" RND 29"H
B) LUCHCL Lucent Chair (frosted, acrylic) 19.5"L 19.75"D 32.5"H



A) 30OSHC Hydraulic Cafe Table
(orange top, chrome) 30" RND 29"H
B) LMCHR Laguna Chair
(maple, chrome) 18"L 19"D 34"H

Customize and Create

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



Café Tables

Standard Black Base
30" RND 29"H

- A) 30WH29 (white)**
also available
- ZTA** (Madison/gray acajou)
- 30EBC** (blue)
- 30WDBC** (wood)
- 30BKSC** (black)
- 30AGBC** (brushed gunmetal)
- 30YSHC** (brushed yellow)
- 30GSBC** (green)
- 30OSBC** (orange)

36" RND 29"H
36BKSB (black)

Café Tables

Hydraulic Chrome Base
30" RND 29"H

- B) 30GRHC** (graphite nebula) also available
- 30MTHC** (maple)
- 30BRHC** (red)
- 30BEHC** (blue)
- 30WDBB** (wood)
- 30WHHC** (white)
- 30BKHC** (black)
- 30AGHC** (brushed gunmetal)
- 30YSBC** (brushed yellow)
- 30GSHC** (green)
- 30OSHC** (orange)

36" RND 29"H
36WTHC (white)
36GRHC (graphite nebula)
36MTHB (maple)
36BKHC (black)

Mix & Match

Create your look. Choose from a wide variety of tables and seating options.



C) BLDCRD Blade Chair
(red) 20.5"L 19"D 30.5"H
D) MARCWH Marina Chair
(white vinyl) 17.5"L 19.5"D 35"H



E. F30 Bradford Padded Arm Chair
Black Fabric
25"L 24"D 32"H
F. F60 Vaspoli Cocktail Table
Black / Chrome
30" RND 30"H
G. F10 Malaga Side Chair
(gray) 18"W x 17.75"D x 33"H

Bar Tables

A) 30WHHB 30" Round Bar Table
(white top, chrome hydraulic base) 30" RND 45"H
B) BLDBRD Blade Barstool (red) 20.5"L 20.125"D 40.5"H



E) 30BEHB 30" Round Bar Table
(blue top, chrome hydraulic base) 30" RND 45"H
F) LMBAR Laguna Barstool (maple, chrome) 18"L 20"D 47"H



C) RSTSQT Rustique Square Metal Bar Table
(gunmetal) 23.75"L 23.75"D 41.25"H
D) RSTSTL Rustique Barstool
(gunmetal) 13"L 13"D 30"H



G) F70 Vaspoli Cocktail Table Black / Chrome 30" RND 42"H
H) XBAR Christopher Barstool (white vinyl, chrome) 19"L 15"D 41"H



Customize and Create

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



GRAPHITE NEBULA	MAPLE	RED
WHITE	MADISON/GRAY ACAJOU	BLUE
WOOD	BLACK	BRUSHED GUN-
ORANGE	BRUSHED YELLOW	GREEN

Bar Tables

Standard Black Base
30" RND 42"H

- A) 30WH42** (white)
- B) 30YBBB** (brushed yellow)
- also available
- VTA**
(Madison/gray acajou)
- 30AGBB** (brushed gunmetal)
- 30BKSB** (black)
- 30GSBB** (green)
- 30OSBB** (orange)
- 30BEBB** (blue)
- 30WDBB** (wood)

36" RND 42"H
36BKSB (black)

Bar Tables

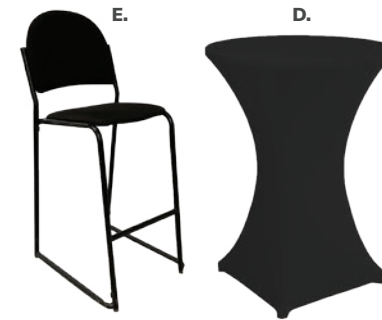
Hydraulic Chrome Base
30" RND 45"H

- C) 30BRHB** (red)
- also available
- 30MTHB** (maple)
- 30GRHB**
(graphite nebula)
- 30AGHB** (brushed gunmetal)
- 30BKHB** (black)
- 30GSHB** (green)
- 30OSHB** (orange)
- 30YSHB** (brushed yellow)
- 30BEHB** (blue)
- 30WDHB** (wood)
- 30BKHB** (black)

36" RND 45"H
36WTHB (white)
36GRHC (graphite nebula)
36MTHC (maple)
36BKHC (black)

Style & Design

Choose from a variety of table top colors and styles for the perfect look.



D) F75 Vaspoli Cocktail Table with Black Linen
Black / Chrome
30" RND 42"H

E) F40 Bradford Padded Stool
Black Fabric
25"L 26"D 44"H

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

G) F70 Vaspoli Cocktail Table
Black / Chrome
30" RND 42"H

H) BS002 Zoey Barstools
(white, chrome)
15"L 16"D 30-34.75"H



Barstools

LIFT Barstools

- 15" RND 23-33.5"H
A) ROLLWH (white vinyl)
B) ROLLRD (red vinyl)
C) ROLLBL (black vinyl)
D) ROLLGY (gray vinyl)



Marina Barstools



Marina Barstools
 21"L17.5"D41.5"H

- 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

Barstools

Mix & Match

A) BS002
Zoey Barstools
 (white, chrome)
 15"L 16"D 30-34.75"H

Banana Barstools
 21"L 22"D 41.75"H
B) BSS (black, chrome)
C) BST (white, chrome)

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

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

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

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



Barstools Styles & Shapes



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

Blade Barstool
 20.5"L 20.125"D 40.5"H
I) BLDBRD (red)
J) BLDBSB (sky blue)

K) F40 Bradford Padded Stool
 Black Fabric
 25"L 26"D 44"H

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

Conference Tables

42" Round Conference Table

42"RND 29"H
A) CONF42 (white laminate)
B) CB8 (Madison/gray acajou)
C) 42BKCT (black top, black)



Atomic Round Tables
 (glass, chrome)
42ATO 42" RND 30"H
36ATO 36" RND 30"H

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



Geo Tables



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

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

Work Space



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

Conference Tables

Madison

(Madison/gray acajou)
A) MADC05 5' Table
 60"L 48"D 29"H

B) MADC08 8' Table
 96"L 60"D 29"H

C) MADC10 10' Table
 120"L 48"D 29"H



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

Black Rectangular Conference Table



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

Black Rectangular Conference Table
 (black top, silver)

A) BKCT5N 5' Table
 60"L 48"D 29"H
BKCT5P Powered

B) BKCT8N 8' Table
 96"L 48"D 29"H
BKCT8P Powered

C) BKCT10N 10' Table
 120"L 48"D 29"H
BKCT10P Powered

Executive Seating

Pro Executive High Back Chair

25"L 24"D 48"H
A) PROEXE (white vinyl)
B) PROEXB (black vinyl)
 Adjustable height



Cupertino Mid Back Chair

A) CUPCHA (black vinyl, chrome) 27"L 30.5"D 40-43"H Adjustable.

Genesis Chair

B) GENCHA (black fabric, black) 27.5"L 27.5"D 40-43.5"H Adjustable.

Pro Executive Mid Back Chair

24"L 22"D 40"H
A) PROMID (white vinyl)
B) PROMDB (black vinyl)
 Adjustable height



Pro Executive Guest Chair

24"L 22"D 36"H
PROGB (black vinyl)



Task Stool

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



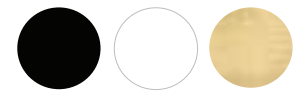
Communal and Powered Tables

Denotes AC and USB charging outlets



POWERED
DETAIL

Table Top Options



Colors not available in all table options. Please check options listed to the right.

Bar Tables



810860
 Laguna Barstool
 (maple, chrome)
 18"L 20"D 47"H

Ventura Powered Bar Tables

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

Ventura Communal Bar Tables

(silver frame)
 72.25"L 26.25"D 42"H

Maple Top
B) VNTMNP (solid)
VNTBMW (grommets)
 White Top
C) VNTBWW (grommets)
VNTWNP (solid)

Black Top
VNTBNP (solid)

Ventura Powered Café Tables

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

Ventura Communal Café Tables

(silver frame)
 72.25"L 26.25"D 30"H
 Maple Top
C) VNTCMN (solid)
VNTCMW (grommets)

White Top
D) VNTCWW (grommets)
VNTCWN (solid)


Black Top
E) VNTCBN (solid)

Café Tables



Please Note: Customer 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.

Office Essentials

Denotes AC and USB charging outlets 



A.
DESK BACK

B.



MADISON

A) JD8 Madison Executive Desk
(gray acajou) 60"L 30"D 29"H

B) PROEXE Pro Executive High Back Chair
(white classic vinyl) 25"L 24"D 48"H Adjustable



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

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

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

B. 



Please Note: Customer 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.

Lighting & Shelving




SHELVING

A) PSHCCS Posh Shelving
(chrome, acrylic) 36"L 18"D 72"H


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

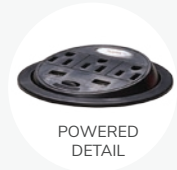
Show Essentials

Denotes AC and USB charging outlets 

Midtown Powered Counter

Metallic pewter gray curved counter with taupe-colored glass top features two AC outlets, three USB charging outlets, locking storage cabinet and two shelves.

 **Midtown Powered Counter**
60"L 18"D 42"H (pewter/glass)
MTCPUL (unlighted)
MTCLPI (lighted with plug-in)



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



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



Midtown Bar

Metallic pewter gray curved bar with taupe-colored glass top features locking cabinet for storage and two shelves.

Midtown Bar
60"L 18"D 42"H (pewter)
A) MTBUUL (unlighted)
B) MTBLPI (lighted with plug-in)
C) BS002 Zoey Barstools
(white, chrome)
15"L 16"D 30-34.75"H



Please Note: Customer 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.

Show Essentials

Greenery and Dividers

Metallic pewter gray curved counter with taupe-colored glass top features two AC outlets, three USB charging outlets, locking storage cabinet and two shelves.

HEDGE

- A) HDG7FT**
7' Boxwood Hedge
36.5"L 12"D 84"H
- B) HDG4FT**
4' Boxwood Hedge
46"L 9"D 47"H



Miramar Dividers



Miramar Dividers
(molded plastic)
A) MIRWHT (white)
Vertical: 63"L 23"D 83"H
Horizontal: 83"L 23"D 63"H



B) 30BEHB
30" Round Bar Table
(blue top, chrome hydraulic base)
30" RND 45"H
C) LMBAR Laguna Barstool
(maple, chrome)
18"L 20"D 47"H



DELIVERY INFORMATION	
Show Name:	
Contractor:	
Booth Number(s):	Show Date:
Venue:	

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ORDER INFORMATION	
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Phone:	
Fax:	
Contact:	
Email:	
Authorized By:	

PAYMENT INFORMATION	
Order Total:	
Ordering within 14 days of show open?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Late Order Fee: (Add 30% of Order Total)	
State Tax: (excluding NV, CA & OR)	0.00%
TOTAL DUE:	
<small>*To better protect your data, we no longer accept credit card information via email or fax. All credit card payments must be made through our secure online payment portal or over the phone. After your order has been processed, you will receive a confirmation PDF with a link and PIN to pay online. If you would like to pay over the phone, please call 1-844-855-0735 M-F between 7am - 5pm PST after you receive your confirmation.</small>	

PAYMENT: In order to guarantee delivery, all orders must be received and full payment made no later than 14 days prior to the show. Payment may be made by credit card or a check drawn on a U.S. bank unless prior arrangements were made.
LATE ORDERS: Orders received within 14 days prior to show opening are subject to a 30% 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.

NEW 2024	
SHOW NAME:	BOOTH:

CODE	QT	ITEM	DESCRIPTION	Discount	Standard	TOTAL
POWERED						
BKCT5P	5'	Table, Powered	Black Top, Silver	\$ 637	\$ 829	
C5PWR	5'	Table, Powered	White Top, Silver	\$ 637	\$ 829	
BKCT8P	8'	Table, Powered	Black Top, Silver	\$ 1314	\$ 1708	
C8PWR	8'	Table, Powered	White Top, Silver	\$ 1314	\$ 1708	
BKCT10P	10'	Table, Powered	Black Top, Silver	\$ 1314	\$ 1708	
C10PWR	10'	Table, Powered	White Top, Silver	\$ 1314	\$ 1708	
P30BWH	30"	Bar Table, Powered	White Top, Black	\$ 826	\$ 1073	
P30CWH	30"	Cafe Table, Powered	White Top, Black	\$ 826	\$ 1073	
ADCTBP		Adelaide Powered Cocktail Table	Black Top, Silver	\$ 431	\$ 560	
ADCTWP		Adelaide Powered Cocktail Table	White Top, Silver	\$ 431	\$ 560	

NPLCHP		Naples Chair, Powered	Black Vinyl	\$ 874	\$ 1136	
NPLLOP		Naples Loveseat, Powered	Black Vinyl	\$ 1081	\$ 1406	
NPLSOP		Naples Sofa, Powered	Black Vinyl	\$ 1277	\$ 1660	
TCHP		Tech Chair, No Tablet	Gray Vinyl, Chrome Base	\$ 442	\$ 574	
TCHGRY		Tech Tablet Chair	Gray Vinyl, White Metal Tablet, Chrome Base	\$ 442	\$ 574	
VNTBLK		Ventura Communal Bar Table, Powered	Black Top, Silver	\$ 1127	\$ 1465	
VNTWHT		Ventura Communal Bar Table, Powered	White Top, Silver	\$ 1127	\$ 1465	
VNTCBK		Ventura Communal Cafe Table, Powered	Black Top, Silver	\$ 919	\$ 1195	
VNTCWH		Ventura Communal Cafe Table, Powered	White Top, Silver	\$ 919	\$ 1195	
CUBPOW		Wireless Charging Table	White, AC Plug In	\$ 508	\$ 660	
VILHUB		Village Charging Hub	Cream	\$ 339	\$ 440	

SOFT SEATING COLLECTIONS						
CHR002		Alegro Chair	Blue Fabric, Brushed Metal	\$ 706	\$ 917	
SFA002		Alegro Sofa	Blue Fabric, Brushed Metal	\$ 911	\$ 1184	
BCHWHT		Baja Chair	White Vinyl	\$ 706	\$ 917	

BLWHT		Baja Loveseat	White Vinyl	\$ 893	\$ 1161	
BSFWHT		Baja Sofa	White Vinyl	\$ 1072	\$ 1393	
COCHTR		Cordoba Chair	Taupe Fabric, Black	\$ 563	\$ 732	
COLVTP		Cordoba Loveseat	Taupe Fabric, Black	\$ 807	\$ 1049	

FAIRCW		Fairfax Chair	White Vinyl, Brushed Metal	\$ 480	\$ 624	
FAIRSW		Fairfax Loveseat	White Vinyl, Brushed Metal	\$ 618	\$ 804	
KEYCHR		Key Largo Chair	Black Fabric, Wood	\$ 480	\$ 624	
KEYLOV		Key Largo Loveseat	Black Fabric, Wood	\$ 563	\$ 732	
KEYSOF		Key Largo Sofa	Black Fabric, Wood	\$ 618	\$ 804	

MONCHA		Montreal Chair	Blue, Black Metal	\$ 706	\$ 917	
MONLOV		Montreal Loveseat	Blue, Black Metal	\$ 893	\$ 1161	
NPLCHR		Naples Chair	Black Vinyl	\$ 706	\$ 917	
NPLLOV		Naples Loveseat	Black Vinyl	\$ 893	\$ 1161	
NPLSOF		Naples Sofa	Black Vinyl	\$ 1072	\$ 1393	

PALSOF		Palm Beach Sofa	White Vinyl	\$ 911	\$ 1184	
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STECOA		Sterling Chair	Gray Fabric	\$ 874	\$ 1136	
STESOF		Sterling Sofa	Gray Fabric	\$ 1277	\$ 1660	
VALCGN		Valencia Chair	Green Fabric	\$ 480	\$ 624	
VALCOT		Valencia Chair	Oat Fabric	\$ 480	\$ 624	

VALCHA		Valencia Chair	Spice Orange Velvet	\$ 480	\$ 624	
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VALSOF		Valencia Loveseat	Coffee Brown Velvet	\$ 618	\$ 804	
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VALVOT		Valencia Loveseat	Oat Fabric	\$ 618	\$ 804	
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ACCENT CHAIRS						
ATHCHA		Atherton Chair	Brown Leather, Black Metal	\$ 648	\$ 843	
BOWCHA		Bowery Chair	Ochre Fabric	\$ 648	\$ 843	
BNMCSB		Brooklyn Meeting Chair	Black Vinyl, Black Swivel Base	\$ 375	\$ 487	
BNMCOW		Brooklyn Meeting Chair	White Vinyl, Black Swivel Base	\$ 375	\$ 487	

CODE	QT	ITEM	DESCRIPTION	Discount	Standard	TOTAL
ACCENT CHAIRS (continued)						
BNMCOB		Brooklyn Meeting Chair	Black Vinyl, Oak-look Base	\$ 375	\$ 487	
BNMCSW		Brooklyn Meeting Chair	White Vinyl, Oak-look Base	\$ 375	\$ 487	
CNTCHR		Century Chair	Gray Velvet	\$ 648	\$ 843	
LABREA		La Brea Swivel Chair	Charcoal Gray Fabric, Chrome	\$ 563	\$ 732	
LENCHA		Lena Chair	Moss Green Leather, Bronze	\$ 563	\$ 732	
BCW		Madrid Chair	White Vinyl, Chrome	\$ 648	\$ 843	
MNCHCH		Munich Armless Chair	Gray Fabric, Black	\$ 442	\$ 574	
SWAN		Swanson Swivel Chair	White Vinyl, Chrome	\$ 442	\$ 574	
TRCHCO		Terrace Accent Chair	Cognac Leather, Black	\$ 600	\$ 780	
WENCHA		Wentworth Swivel Chair	Brown Vinyl	\$ 442	\$ 574	

GROUP SEATING						
BLDCBK		Blade Chair	Black	\$ 93	\$ 120	
BLDCRD		Blade Chair	Red	\$ 93	\$ 120	
BLDCSB		Blade Chair	Sky Blue	\$ 93	\$ 120	
SC3		Brewer Chair	Onyx, Chrome	\$ 160	\$ 207	
CCSCAZ		Chelsea Chair	Azure Blue, Black Swivel Base w/	\$ 160	\$ 207	
CCSCBK		Chelsea Chair	Black, Black Swivel Base w/ Casters	\$ 160	\$ 207	
CCSCYL		Chelsea Chair	Goldenrod Yellow, Black Swivel Base w/	\$ 160	\$ 207	
CCSCGY		Chelsea Chair	Gray, Black Swivel Base w/ Casters	\$ 160	\$ 207	
CCSCOR		Chelsea Chair	Orange, Black Swivel Base w/ Casters	\$ 160	\$ 207	
CCSCWL		Chelsea Chair	Walnut-look, Black Swivel Base w/ Casters	\$ 160	\$ 207	
CCBTAZ		Chelsea Chair	Azure Blue, Black Tower Base	\$ 160	\$ 207	
CCBTBK		Chelsea Chair	Black, Black Tower Base	\$ 160	\$ 207	
CCBTYL		Chelsea Chair	Goldenrod Yellow, Black Tower Base	\$ 160	\$ 207	
CCBTGY		Chelsea Chair	Gray, Black Tower Base	\$ 160	\$ 207	
CCBTOR		Chelsea Chair	Orange, Black Tower Base	\$ 160	\$ 207	
CCBTWL		Chelsea Chair	Walnut-look, Black Tower Base	\$ 160	\$ 207	
XCHR		Christopher Chair	White Vinyl, Chrome	\$ 160	\$ 207	
DUET		Duet Stack Chair	Black, Chrome	\$ 93	\$ 120	
LMCHR		Laguna Chair	Maple, Chrome	\$ 160	\$ 207	
LUCHCL		Lucent Chair	Frosted Acrylic, Chrome	\$ 243	\$ 315	
MALGRY		Malba Chair	Gray, Chrome	\$ 93	\$ 120	
MALGRN		Malba Chair	Green, Chrome	\$ 93	\$ 120	
MARCBK		Marina Chair	Black Vinyl, Brushed Metal	\$ 187	\$ 244	
MARCBR		Marina Chair	Brown Fabric, Brushed Metal	\$ 187	\$ 244	
MARCBE		Marina Chair	Ocean Blue Fabric, Brushed Metal	\$ 187	\$ 244	
MARCRD		Marina Chair	Red Fabric, Brushed Metal	\$ 187	\$ 244	
MARCWH		Marina Chair	White Vinyl, Brushed Metal	\$ 187	\$ 244	
PASCHR		Pasadena Chair	White Molded Plastic, Chrome	\$ 375	\$ 487	
SC10		Razor Armless Chair	White	\$ 93	\$ 120	
RSTDIN		Rustique Chair w/ Arms	Gunmetal	\$ 160	\$ 207	
CS4		Syntax Chair	Black, Chrome	\$ 225	\$ 292	
ZENCHR		Zenith Chair	White, Chrome	\$ 160	\$ 207	

OTTOMANS						
BVLYBK		Beverly Bench Ottoman	Black Vinyl	\$ 405	\$ 526	
BVLYBN		Beverly Bench Ottoman	Brown Fabric	\$ 405	\$ 526	
BVLYGR		Beverly Bench Ottoman	Gray Fabric	\$ 405	\$ 526	
BVLYLN		Beverly Bench Ottoman	Linen Fabric	\$ 405	\$ 526	
BVLYOB		Beverly Bench Ottoman	Ocean Blue Fabric	\$ 405	\$ 526	
BVLYRD		Beverly Bench Ottoman	Red Fabric	\$ 405	\$ 526	
BVLYWH		Beverly Bench Ottoman	White Vinyl	\$ 405	\$ 526	
BVSMBK		Beverly Small Bench Ottoman	Black Vinyl	\$ 339	\$ 440	
BVSMBL		Beverly Small Bench Ottoman	Ocean Blue Fabric	\$ 339	\$ 440	

SHOW NAME:						BOOTH:							
CODE	QT	ITEM	DESCRIPTION	Discount	Standard	TOTAL	CODE	QT	ITEM	DESCRIPTION	Discount	Standard	TOTAL
OTTOMANS (continued)						ACCENT TABLES (continued)							
BVSMBN		Beverly Small Bench Ottoman	Brown Fabric	\$ 339	\$ 440		MESETW		Mesa End Table	Barnwood Top, Bronze	\$ 243	\$ 315	
BVSMGN		Beverly Small Bench Ottoman	Olive Green Fabric	\$ 339	\$ 440		REGBEN		Regis Bench/Table	Brushed Metal	\$ 339	\$ 440	
BVSMGY		Beverly Small Bench Ottoman	Gray Fabric	\$ 339	\$ 440		REGOTT		Regis End Table	Brushed Metal	\$ 299	\$ 389	
BVSMNL		Beverly Small Bench Ottoman	Linen Fabric	\$ 339	\$ 440		SEDBBK		Sedona Side Table	Black Top, Bronze	\$ 167	\$ 217	
BVSMVL		Beverly Small Bench Ottoman	Lavender Fabric	\$ 339	\$ 440		SEDBWH		Sedona Side Table	White Top, Bronze	\$ 167	\$ 217	
BVSMOR		Beverly Small Bench Ottoman	Orange Fabric	\$ 339	\$ 440		SEDBWD		Sedona Side Table	Wood Top, Bronze	\$ 167	\$ 217	
BVSMRD		Beverly Small Bench Ottoman	Red Fabric	\$ 339	\$ 440		C1E		Silverado Cocktail Table	Glass Top, Chrome	\$ 310	\$ 402	
BVSMWH		Beverly Small Bench Ottoman	White Vinyl	\$ 339	\$ 440		E1E		Silverado End Table	Glass, Chrome	\$ 243	\$ 315	
BVSMYL		Beverly Small Bench Ottoman	Yellow Fabric	\$ 339	\$ 440		TAOBKH		Taos Side Table	Black Top, Bronze	\$ 167	\$ 217	
END01B		Endless Curved Ottoman	Black Vinyl, Chrome	\$ 525	\$ 682		TAOBWH		Taos Side Table	White Top, Bronze	\$ 167	\$ 217	
END01W		Endless Curved Ottoman	White Vinyl, Chrome	\$ 525	\$ 682		TAOBWD		Taos Side Table	Wood Top, Bronze	\$ 167	\$ 217	
END02B		Endless Square Ottoman	Black Vinyl, Chrome	\$ 460	\$ 597		TMBTBL		Timber Table	Wood	\$ 167	\$ 217	
END02W		Endless Square Ottoman	White Vinyl, Chrome	\$ 460	\$ 597		CAFÉ TABLES W/ STANDARD BLACK BASE						
MAR001		Marche Swivel Ottoman	White Vinyl	\$ 243	\$ 315		30BKSC		30" Round Cafe Table	Black Top	\$ 273	\$ 354	
MAR002		Marche Swivel Ottoman	Gray Fabric	\$ 243	\$ 315		30BEBC		30" Round Cafe Table	Blue Top	\$ 273	\$ 354	
MAR003		Marche Swivel Ottoman	Linen Fabric	\$ 243	\$ 315		30AGBC		30" Round Cafe Table	Brushed Gunmetal Top	\$ 273	\$ 354	
MAR004		Marche Swivel Ottoman	Raspberry Fabric	\$ 243	\$ 315		30YSBC		30" Round Cafe Table	Brushed Yellow Top	\$ 273	\$ 354	
MAR005		Marche Swivel Ottoman	Red Fabric	\$ 243	\$ 315		ZTJ		30" Round Cafe Table	Graphite Nebula Top	\$ 273	\$ 354	
MAR006		Marche Swivel Ottoman	Rose Quartz Fabric	\$ 243	\$ 315		ZTA		30" Round Cafe Table	Gray Acajou Top	\$ 273	\$ 354	
MAR007		Marche Swivel Ottoman	Plum Fabric	\$ 243	\$ 315		30GSBC		30" Round Cafe Table	Green Top	\$ 273	\$ 354	
MAR008		Marche Swivel Ottoman	Meadow Green	\$ 243	\$ 315		ZTK		30" Round Cafe Table	Maple Top	\$ 273	\$ 354	
MAR009		Marche Swivel Ottoman	Pear Yellow Fabric	\$ 243	\$ 315		30OSBC		30" Round Cafe Table	Orange Top	\$ 273	\$ 354	
MAR010		Marche Swivel Ottoman	Blue Fabric	\$ 243	\$ 315		ZTB		30" Round Cafe Table	Red Top	\$ 273	\$ 354	
MAR011		Marche Swivel Ottoman	Orange Fabric	\$ 243	\$ 315		30WH29		30" Round Cafe Table	White Top	\$ 273	\$ 354	
MAR012		Marche Swivel Ottoman	Forest Green Vinyl	\$ 243	\$ 315		30WDBC		30" Round Cafe Table	Barnwood Top	\$ 273	\$ 354	
MAR013		Marche Swivel Ottoman	Teal Velvet	\$ 243	\$ 315		36BKSC		36" Round Cafe Table	Black Top	\$ 282	\$ 367	
MAR014		Marche Swivel Ottoman	Distressed Brown Vinyl	\$ 243	\$ 315		ZTN		36" Round Cafe Table	Graphite Nebula Top	\$ 282	\$ 367	
MAR015		Marche Swivel Ottoman	Black Vinyl	\$ 243	\$ 315		ZTP		36" Round Cafe Table	Maple Top	\$ 282	\$ 367	
MAR016		Marche Swivel Ottoman	Ivory Faux Sheep Fur	\$ 243	\$ 315		ZTQ		36" Round Cafe Table	White Top	\$ 282	\$ 367	
MAR020		Marche Swivel Ottoman	Olive Faux Sheep Fur	\$ 243	\$ 315		CAFÉ TABLES W/ HYDRAULIC CHROME BASE						
MAR021		Marche Swivel Ottoman	Terracotta Faux Sheep Fur	\$ 243	\$ 315		30MAHC		30" Round Cafe Table	Gray Acajou Top	\$ 337	\$ 439	
VIB01		Vibe Cube Ottoman	Green Vinyl	\$ 130	\$ 168		30BRHC		30" Round Cafe Table	Red Top	\$ 337	\$ 439	
VIB02		Vibe Cube Ottoman	Blue Vinyl	\$ 130	\$ 168		30WHHC		30" Round Cafe Table	White Top	\$ 337	\$ 439	
VIB04		Vibe Cube Ottoman	Red Vinyl	\$ 130	\$ 168		30WDHC		30" Round Cafe Table	Barnwood Top	\$ 337	\$ 439	
VIB05		Vibe Cube Ottoman	Bright Yellow Vinyl	\$ 130	\$ 168		30BKHC		30" Round Cafe Table	Black Top	\$ 337	\$ 439	
VIB08		Vibe Cube Ottoman	Orange Vinyl	\$ 130	\$ 168		30BEHC		30" Round Cafe Table	Blue Top	\$ 337	\$ 439	
VIB09		Vibe Cube Ottoman	White Vinyl	\$ 130	\$ 168		30AGHC		30" Round Cafe Table	Brushed Gunmetal Top	\$ 337	\$ 439	
VIB10		Vibe Cube Ottoman	Black Vinyl	\$ 130	\$ 168		30YSHC		30" Round Cafe Table	Brushed Yellow Top	\$ 337	\$ 439	
VIB11		Vibe Cube Ottoman	Steel Blue Vinyl	\$ 130	\$ 168		30GRHC		30" Round Cafe Table	Graphite Nebula Top	\$ 337	\$ 439	
VIB12		Vibe Cube Ottoman	Silver Vinyl	\$ 130	\$ 168		30GSHC		30" Round Cafe Table	Green Top	\$ 337	\$ 439	
VIB13		Vibe Cube Ottoman	Purple Vinyl	\$ 130	\$ 168		30MTHC		30" Round Cafe Table	Maple Top	\$ 337	\$ 439	
VIB14		Vibe Cube Ottoman	Citrus Green Vinyl	\$ 130	\$ 168		30OSHC		30" Round Cafe Table	Orange Top	\$ 337	\$ 439	
VIB15		Vibe Cube Ottoman	Taupe Vinyl	\$ 130	\$ 168		36BKHC		36" Round Cafe Table	Black Top	\$ 395	\$ 513	
VIB16		Vibe Cube Ottoman	Spice Orange Vinyl	\$ 130	\$ 168		36GRHC		36" Round Cafe Table	Graphite Nebula Top	\$ 395	\$ 513	
VIB17		Vibe Cube Ottoman	Desert Rose Vinyl	\$ 130	\$ 168		36MTHC		36" Round Cafe Table	Maple Top	\$ 395	\$ 513	
VIB21		Vibe Cube Ottoman	Caramel Vinyl	\$ 130	\$ 168		36WTHC		36" Round Cafe Table	White Top	\$ 395	\$ 513	
VIB22		Vibe Cube Ottoman	Navy Vinyl	\$ 130	\$ 168		BAR TABLES W/ STANDARD BLACK BASE						
ACCENT TABLES						BAR TABLES W/ HYDRAULIC CHROME BASE							
ADCTBK		Adelaide Cocktail Table	Black Top, Silver	\$ 310	\$ 402		30BKSB		30" Round Bar Table	Black Top	\$ 273	\$ 354	
ADCTGL		Adelaide Cocktail Table	Glass Top, Silver	\$ 310	\$ 402		30EBEB		30" Round Bar Table	Blue Top	\$ 273	\$ 354	
ADCTWH		Adelaide Cocktail Table	White Top, Silver	\$ 310	\$ 402		30AGBB		30" Round Bar Table	Brushed Gunmetal Top	\$ 273	\$ 354	
ADETBK		Adelaide End Table	Black Top, Silver	\$ 299	\$ 389		30YBBB		30" Round Bar Table	Brushed Yellow Top	\$ 273	\$ 354	
ADETGL		Adelaide End Table	Glass Top, Silver	\$ 299	\$ 389		VTJ		30" Round Bar Table	Graphite Nebula Top	\$ 273	\$ 354	
ADETWH		Adelaide End Table	White Top, Silver	\$ 299	\$ 389		VTA		30" Round Bar Table	Gray Acajou Top	\$ 273	\$ 354	
ALC100		Alondra Cocktail Table	Glass Top, Chrome	\$ 375	\$ 487		30GSBB		30" Round Bar Table	Green Top	\$ 273	\$ 354	
ALC200		Alondra Cocktail Table	Brandy Maple Top, Chrome	\$ 375	\$ 487		VTK		30" Round Bar Table	Maple Top	\$ 273	\$ 354	
ALE100		Alondra End Table	Glass Top, Chrome	\$ 299	\$ 389		30OSBB		30" Round Bar Table	Orange Top	\$ 273	\$ 354	
ALE200		Alondra End Table	Brandy Maple Top, Chrome	\$ 299	\$ 389		VTB		30" Round Bar Table	Red Top	\$ 273	\$ 354	
AURA		Aura Round Table	White Metal	\$ 167	\$ 217		30WH42		30" Round Bar Table	White Top	\$ 273	\$ 354	
CTC		Geo Cocktail Table	Glass Top, Chrome	\$ 310	\$ 402		30WDDB		30" Round Bar Table	Barnwood Top	\$ 273	\$ 354	
CTFWB		Geo Cocktail Table	Brandy Maple Top, Black	\$ 310	\$ 402		36BKSB		36" Round Bar Table	Black Top	\$ 282	\$ 367	
E1C		Geo End Table	Glass Top, Chrome	\$ 243	\$ 315		VTN		36" Round Bar Table	Graphite Nebula Top	\$ 282	\$ 367	
E1FWB		Geo End Table	Brandy Maple Top, Black	\$ 243	\$ 315		VTP		36" Round Bar Table	Maple Top	\$ 282	\$ 367	
MESCTB		Mesa Cocktail Table	Black Top, Bronze	\$ 310	\$ 402		VTW		36" Round Bar Table	White Top	\$ 282	\$ 367	
MESCTG		Mesa Cocktail Table	Glass Top, Bronze	\$ 310	\$ 402		BAR TABLES W/ HYDRAULIC CHROME BASE						
MESCTW		Mesa Cocktail Table	Barnwood Top, Bronze	\$ 310	\$ 402		30KBHB		30" Round Bar Table	Black Top	\$ 337	\$ 439	
MESETB		Mesa End Table	Black Top, Bronze	\$ 243	\$ 315		30BEHB		30" Round Bar Table	Blue Top	\$ 337	\$ 439	
MESETG		Mesa End Table	Glass Top, Bronze	\$ 243	\$ 315		30AGHB		30" Round Bar Table	Brushed Gunmetal Top	\$ 337	\$ 439	
BAR TABLES W/ HYDRAULIC CHROME BASE (continued)						CONFERENCE TABLES (continued)							
30GRHB		30" Round Bar Table	Graphite Nebula Top	\$ 337	\$ 439		CB8		42" Round Madison Table	Gray Acajou, Black	\$ 450	\$ 585	
30GSHB		30" Round Bar Table	Green Top	\$ 337	\$ 439		CONF42		42" Round Table	White Top	\$ 450	\$ 585	
30MTHB		30" Round Bar Table	Maple Top	\$ 337	\$ 439		42BKCT		42" Round Table	Black Top, Black	\$ 450	\$ 585	
30OSHB		30" Round Bar Table	Orange Top	\$ 337	\$ 439		BKCT5N		5' Table	Black Top, Silver	\$ 563	\$ 732	
30BRHB		30" Round Bar Table	Red Top	\$ 337	\$ 439		CONF5		5' Table	White Top, Silver	\$ 563	\$ 732	
30WHHB		30" Round Bar Table	White Top	\$ 337	\$ 439		BKCT8N		8' Table	Black Top, Silver	\$ 1032	\$ 1342	
30WDHB		30" Round Bar Table	Barnwood Top	\$ 337	\$ 439		CONF8		8' Table	White Top, Silver	\$ 1032	\$ 1342	
30MAHB		30" Round Bar Table	Gray Acajou Top	\$ 337	\$ 439		BKCT10N		10' Table	Black Top, Silver	\$ 1032	\$ 1342	
36BKHB		36" Round Bar Table	Black Top	\$ 395	\$ 513		CONF10		10' Table	White Top, Silver	\$ 1032	\$ 1342	
36GRHB		36" Round Bar Table	Graphite Nebula Top	\$ 395	\$ 513		CF2		Geo Table, Rectangle	Glass Top, Black	\$ 563	\$ 732	
36MTHB		36" Round Bar Table	Maple Top	\$ 395	\$ 513		CE2		Geo Table, Rectangle	Glass Top, Chrome	\$ 563	\$ 732	
36WTHB		36" Round Bar Table	White Top	\$ 395	\$ 513		CF1		Geo Table, Rounded Square	Glass Top, Black	\$ 337	\$ 439	
BAR TABLE						CONFERENCE TABLES (continued)							
RSTSQT		Rustique Square Metal Bar Table	Gunmetal	\$ 355	\$ 462		CE1		Geo Table, Rounded Square	Glass Top, Chrome	\$ 337	\$ 439	
BARSTOOLS						CONFERENCE TABLES (continued)							
BSS		Banana Barstool	Black, Chrome	\$ 310	\$ 402		MADC05		Madison 5' Table	Gray Acajou, Chrome	\$ 563	\$ 732	
BST		Banana Barstool	White, Chrome	\$ 310	\$ 402		MADC08		Madison 8' Table	Gray Acajou, Chrome	\$ 1032	\$ 1342	
BLDBBK		Blade Barstool	Black	\$ 142	\$ 184		MADC10		Madison 10' Table	Gray Acajou, Chrome	\$ 1032	\$ 1342	
BLDBRD		Blade Barstool	Red	\$ 142	\$ 184		WD3		Work Table	White Top, White	\$ 347	\$ 451	
BLDBSB		Blade Barstool	Sky Blue	\$ 142	\$ 184		EXECUTIVE CHAIRS						
CBSBAZ		Chelsea Barstool	Azure Blue, Black Tower Base	\$ 216	\$ 281		ACHBCB		Ace High Back Chair	Black Vinyl, Chrome	\$ 310	\$ 402	
CBSBBK		Chelsea Barstool	Black, Black Tower Base	\$ 216	\$ 281		ACEHCB		Ace High Back Chair	White Vinyl, Chrome	\$ 310	\$ 402	
CBSBYL		Chelsea Barstool	Goldenrod Yellow, Black Tower Base	\$ 216	\$ 281		ACMBCB		Ace Mid Back Chair	Black Vinyl, Chrome	\$ 292	\$ 379	
CBSBGY		Chelsea Barstool	Gray, Black Tower Base	\$ 216	\$ 281		ACEMBC		Ace Mid Back Chair	White Vinyl, Chrome	\$ 292	\$ 379	
CBSBOR		Chelsea Barstool	Orange, Black Tower Base	\$ 216	\$ 281		CUPCHA		Cupertino Mid Back Chair	Black Vinyl	\$ 292	\$ 379	
CBSBWL		Chelsea Barstool	Walnut-look, Black Tower Base	\$ 216	\$ 281		GENCHA		Genesis Chair	Black	\$ 216	\$ 281	
							PROGB		Pro Executive Guest Chair	Black Vinyl, Chrome	\$ 282	\$ 340	
							TASKST		Task Stool	Black Fabric, Black	\$ 187	\$ 244	

XBAR	Christopher Barstool	White Vinyl, Chrome	\$ 243	\$ 315
KABSWH	Kamden Barstool	White Vinyl, Chrome	\$ 287	\$ 373
LMBAR	Laguna Barstool	Maple, Chrome	\$ 216	\$ 281
ROLLBL	Lift Barstool	Black Vinyl, Chrome	\$ 243	\$ 315
ROLLGY	Lift Barstool	Gray Vinyl, Chrome	\$ 243	\$ 315
ROLLRD	Lift Barstool	Red Vinyl, Chrome	\$ 243	\$ 315
ROLLWH	Lift Barstool	White Vinyl, Chrome	\$ 243	\$ 315
LUBSCL	Lucent Barstool	Frosted Acrylic, Chrome	\$ 310	\$ 402
MARBBE	Marina Barstool	Ocean Blue Fabric, Brushed Metal	\$ 310	\$ 402
MARBBK	Marina Barstool	Black Vinyl, Brushed Metal	\$ 310	\$ 402
MARBBR	Marina Barstool	Brown Fabric, Brushed Metal	\$ 310	\$ 402
MARBRD	Marina Barstool	Red Fabric, Brushed Metal	\$ 310	\$ 402
MARBWH	Marina Barstool	White Vinyl, Brushed Metal	\$ 310	\$ 402
RSTSTL	Rustique Barstool	Gunmetal	\$ 142	\$ 184
BS001	Shark Barstool	White, Chrome	\$ 337	\$ 439
BSR	Syntax Barstool	Black, Chrome	\$ 243	\$ 315
ZENBAR	Zenith Barstool	White, Chrome	\$ 216	\$ 281
BS002	Zoey Barstool	White, Chrome	\$ 310	\$ 402
COMMUNAL TABLES W/ SOLID TOPS & SILVER FRAME				
VNTBNP	Ventura Communal Bar Table	Black Top, Silver	\$ 874	\$ 1136
VNTMNP	Ventura Communal Bar Table	Maple Top, Silver	\$ 874	\$ 1136
VNTWNP	Ventura Communal Bar Table	White Top, Silver	\$ 874	\$ 1136
VNTCBN	Ventura Communal Cafe Table	Black Top, Silver	\$ 655	\$ 852
VNTCMN	Ventura Communal Cafe Table	Maple Top, Silver	\$ 655	\$ 852
VNTCWN	Ventura Communal Cafe Table	White Top, Silver	\$ 655	\$ 852
COMMUNAL TABLES W/ GROMMET HOLES & SILVER FRAME				
VNTBMW	Ventura Communal Bar Table w/ Grommet Holes	Maple Top, Silver	\$ 874	\$ 1136
VNTBWW	Ventura Communal Bar Table w/ Grommet Holes	White Top, Silver	\$ 874	\$ 1136
VNTCMW	Ventura Communal Cafe Table w/ Grommet Holes	Maple Top, Silver	\$ 655	\$ 852
VNTCWW	Ventura Communal Cafe Table w/ Grommet Holes	White Top, Silver	\$ 655	\$ 852
CONFERENCE TABLES				
36ATO	Atomic 36" Round Table	Glass Top, Chrome	\$ 299	\$ 389
42ATO	Atomic 42" Round Table	Glass Top, Chrome	\$ 299	\$ 389

OFFICE & PRODUCT DISPLAY				
TECH3	3 Drawer File Cabinet on Castors	Black Top, Black Metal	\$ 205	\$ 267
JD8	Madison Executive Desk	Gray Acajou, Chrome	\$ 676	\$ 878
TECH	Tech Desk, Powered	Black Metal, Black Laminate w/electrical	\$ 442	\$ 574
TECH3B	Tech Desk, Powered w/ 3 Drawer File Cabinet	Black Metal, Black Laminate w/electrical	\$ 667	\$ 868
BC8	Madison Bookcase	Gray Acajou, Chrome	\$ 525	\$ 682
PSHCCS	Posh Shelving	Chrome, Acrylic	\$ 431	\$ 560
PDL36B	Powered Locking Pedestal, 36"	Black	\$ 600	\$ 780
PDL36W	Powered Locking Pedestal, 36"	White	\$ 600	\$ 780
PDL42B	Powered Locking Pedestal, 42"	Black	\$ 706	\$ 917
PDL42W	Powered Locking Pedestal, 42"	White	\$ 706	\$ 917
LAMPS				
LA15	Mason Floor Lamp	Brushed Silver	\$ 299	\$ 389
LA14	Mason Table Lamp	Brushed Silver	\$ 160	\$ 207
BARS & COUNTERS				
MTBLPI	Midtown Bar, Lighted w/ Plug In	Taupe Glass Top, Pewter	\$ 1690	\$ 2196
MTBUUL	Midtown Bar, Unlighted	Taupe Glass Top, Pewter	\$ 1427	\$ 1855
MTCLPI	Midtown Powered Counter, Lighted w/ Plug In	Taupe Glass Top, Pewter	\$ 1690	\$ 2196
MTCPUL	Midtown Powered Counter, Unlighted	Taupe Glass Top, Pewter	\$ 1595	\$ 2073
GREENERY				
HDG4FT	Boxwood Hedge, 4'	Green, Black	\$ 655	\$ 852
HDG7FT	Boxwood Hedge, 7'	Green, Black	\$ 1032	\$ 1342
DIVIDERS				
DIVBAR	Clear Divider, Bar/Counter	Clear, Black	\$ 225	\$ 292
DIVFRE	Clear Divider, Freestanding	Silver, Clear	\$ 375	\$ 487
DIVFCR	Clear Divider, Freestanding Corner	Silver, Clear	\$ 748	\$ 972
DIVFWL	Clear Divider, Freestanding Wall	Silver, Clear	\$ 375	\$ 487
DIVFST	Clear Divider, Sofa/Table	Silver, Clear	\$ 280	\$ 363
DIVFWB	Divider, Freestanding Whiteboard	Silver, White	\$ 505	\$ 657
MIRWHT	Miramar Divider, White	Molded Plastic	\$ 544	\$ 707
STNSGN	Stanchion Sign Holder	Chrome	\$ 75	\$ 97
STNCH1	Stanchion w/ Retractable Belt	Black, Chrome	\$ 84	\$ 109

Show Name: California Rental Association

Show Dates: January 14-15, 2025

Show Venue: South Point Hotel Casino & Spa

Deadline to Receive Discount Pricing: Thursday, January 2, 2025



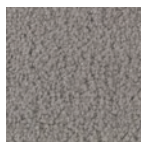
CARPET RENTAL ORDER FORM



Blue



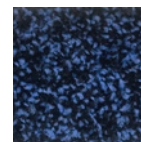
Black



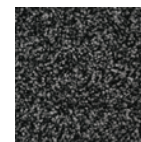
Gray



Red



Bluejay



Tuxedo

(actual colors may vary)

STANDARD BOOTH CARPET (Standard booth carpet is not available for Island Booths. Please see the Cut & Lay Carpet below.)

Description	Discount	Standard	Total
10' x 10'	\$224.50	\$ 314.25	\$ _____
10' x 20'	\$449.00	\$ 628.50	\$ _____
10' x 30'	\$673.50	\$ 942.75	\$ _____
10' x 40'	\$898.00	\$1,257.00	\$ _____

Please select standard or cut & lay carpet color:

- Blue
- Black
- Gray
- Red
- Bluejay
- Tuxedo

For islands and booths larger than 400 sq ft., standard booth carpet is not an available option. If complete exhibit area carpet is desired, see Cut & Lay and Plush Carpet offerings below.

CUT & LAY CARPET (100 sq. ft. minimum)

Description	Discount	Standard	Total
_____sq. ft.	\$ 9.00	\$12.50	\$ _____

PLUSH CARPET (200 sq. ft. minimum. Plush Carpet Order must be received at least four weeks prior to the show.)

Description	Discount	Standard	Total
_____sq. ft.	\$11.25	\$15.75	\$ _____

Please select plush carpet color:

- White
- Ivory
- Beige
- Big Blue Top
- Royal Blue
- Navy Blue
- Red
- Burgundy
- Charcoal
- Pewter Gray
- Black
- Emerald Green

Please call if you don't see your color.



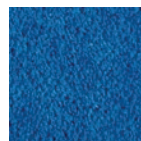
White



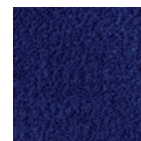
Ivory



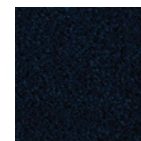
Beige



Big Blue Top



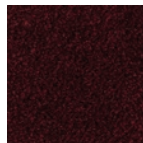
Royal Blue



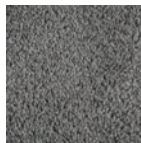
Navy Blue



Red



Burgundy



Charcoal



Pewter Gray



Black



Emerald Green

(actual colors may vary)

PADDING & COVERING (per sq. ft.)

Sq Ft.	Description	Discount	Standard	Total
_____	Padding	\$1.65 sq ft	\$2.31 sq ft	\$ _____
_____	Double Padding	\$3.30 sq ft	\$4.62 sq ft	\$ _____
_____	Plastic Covering	\$.83 sq ft	\$1.16 sq ft	\$ _____

Company Name: _____ Booth#: _____ Order Total: _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.375%.

25-NV0104-T

Show Name: California Rental Association

Show Dates: January 14-15, 2025

Show Venue: South Point Hotel Casino & Spa

Deadline to Receive Discount Pricing: Thursday, January 2, 2025



CLEANING SERVICE ORDER FORM



USE THIS FORM TO ORDER CLEANING SERVICE WITHIN YOUR BOOTH SPACE AND FOR DEBRIS ACCUMULATED DURING SET-UP AND EXHIBIT HOURS.

All rental carpets ordered from the contractor are installed in clean condition.

VACUUMING

All rates are based on the total square footage of your exhibit space (100 sq. ft. minimum)

Please check preference below:

		Discount	Standard
<input type="radio"/>	Daily Vacuum carpet before initial opening of event and daily thereafter	\$.75/sq. ft./day	\$1.05/sq. ft./day
<input type="radio"/>	One Time Vacuum carpet before initial opening of event	\$.85/sq. ft.	\$1.25/sq. ft.

Exhibit Space: _____ ft (x) _____ ft = _____ sq. ft. (x) \$ _____ (x) _____ = \$ _____
 (100 sq. ft. minimum) rate per sq. ft. Days Total

PORTER SERVICE

All rates are based on the total square footage of your exhibit space (100 sq. ft. minimum)

	Discount	Standard
Empty wastebasket, tidy and spot clean exhibit space during show hours.	\$202.25	\$283.25

Daily Service: _____ (Specify Days) Date: _____

Porter Service: _____ days (x) amount per day \$ _____ = Total \$ _____

SUBTOTAL ESTIMATED CLEANING ORDER: \$ _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.375%.

Company Name: _____ Booth#: _____

The Briarwood - 10' Pop Up

\$3,333.00

10' Pop Up Design Includes:

- (1) 100 sq. ft. Standard Carpet
- (1) Back Wall Graphics

Additional Options Available:

Lighting and Carpet Padding



The Crestwood - 3 Meter Hardwall

\$5,935.50

Classic 3 Meter Hardwall Includes:

- (1) 100 sq. ft. Standard Carpet
- (1) Header Graphic

Additional Options Available:

Lighting, Back Wall Graphics, and Carpet Padding

The Frankford - 6 Meter Hardwall

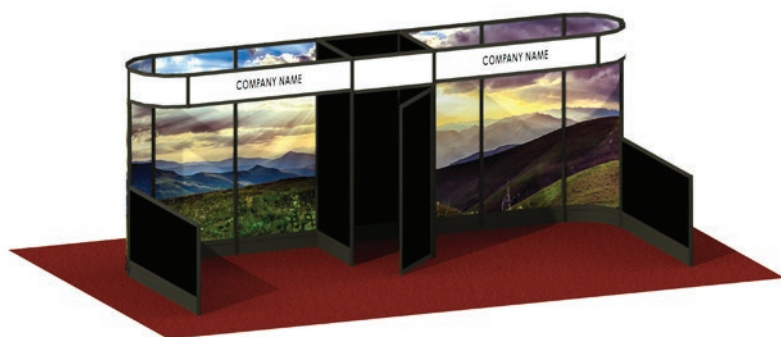
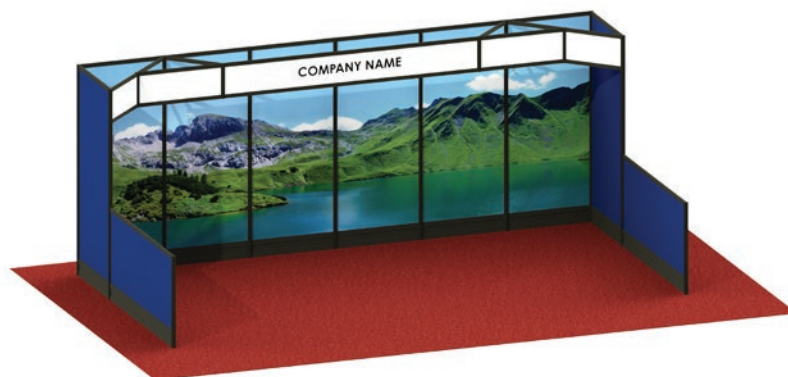
\$9,802.00

6 Meter Hardwall Design Includes:

- (1) 200 sq. ft. Standard Carpet
- (1) Header Graphic

Additional Options Available:

Lighting, Back Wall Graphics, and Carpet Padding



The Magnolia - 6 Meter Hardwall

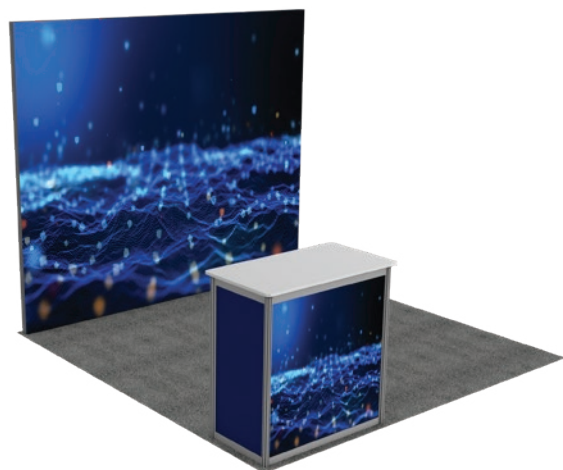
\$11,711.75

6 Meter Hardwall Design Includes:

- (1) 200 sq. ft. Standard Carpet
- (2) Header Graphics

Additional Options Available:

Lighting, Back Wall Graphics, Shelving and Carpet Padding



The Lakeview - 3 Meter Display

\$6,034.50

3 Meter Fabric Design Includes:

- (1) 100 sq. ft. Standard Carpet
- (1) 3 Meter Printed Fabric Backwall
- (1) 1 Meter Cabinet

Additional Options Available:

Cabinet Graphics and Carpet Padding

The Kensington - 3 Meter Hard Wall & Closet

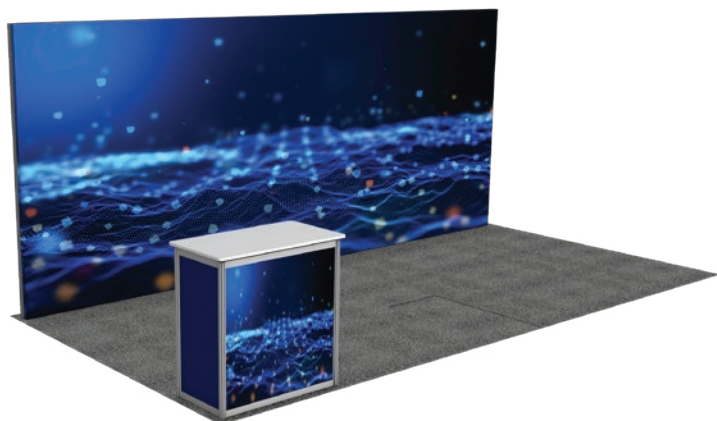
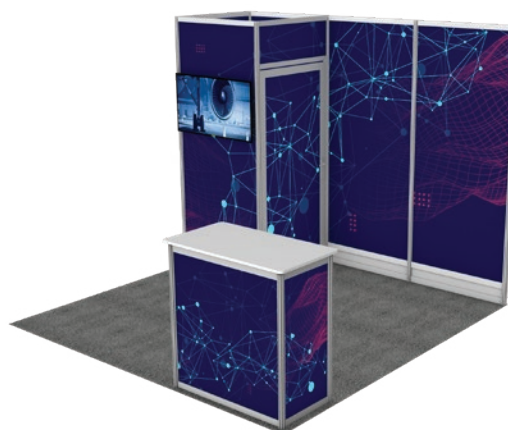
\$10,838.25

3 Meter Hardwall with Closet Includes:

- (1) 100 sq. ft. Standard Carpet
- (1) 3 Printed Panels
- (1) 1 Meter Cabinet

Additional Options Available:

Lighting, Monitor, Shelving, Graphics for Cabinet



The Mayflower - 6 Meter Display

\$10,322.50

6 Meter Fabric Display Includes:

- (1) 200 sq. ft. Standard Carpet
- (1) 6 Meter Printed Fabric Backwall
- (1) 1 Meter Cabinet

Additional Options Available:

Lighting, Graphics for Cabinet, and Carpet Padding

The Hillside - 6 Meter Hardwall Display

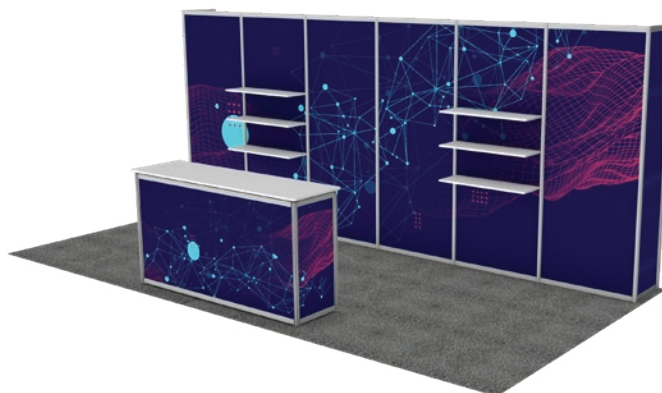
\$11,928.50

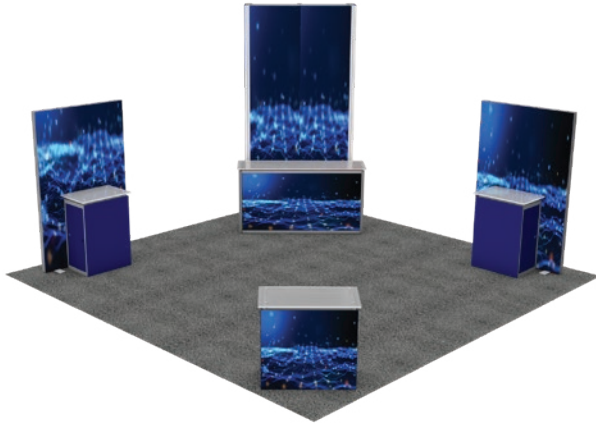
6 Meter Fabric Display Includes:

- (1) 200 sq. ft. Standard Carpet
- (6) Printed Backwall Panels
- (6) Shelves
- (1) Meter Cabinet

Additional Options Available:

Lighting, Graphics for Cabinet, and Carpet Padding





The Ridgewood - 20' x 20' Open Concept Display
\$22,359.75

20' x 20' Fabric Open Concept Includes:

- (1) 400 sq. ft. Standard Carpet
- (3) 1 Meter Work Stations
- (6) Printed Fabric for All Walls

Additional Options Available:

Monitors, Lighting, Graphics for Cabinets, and Carpet Padding

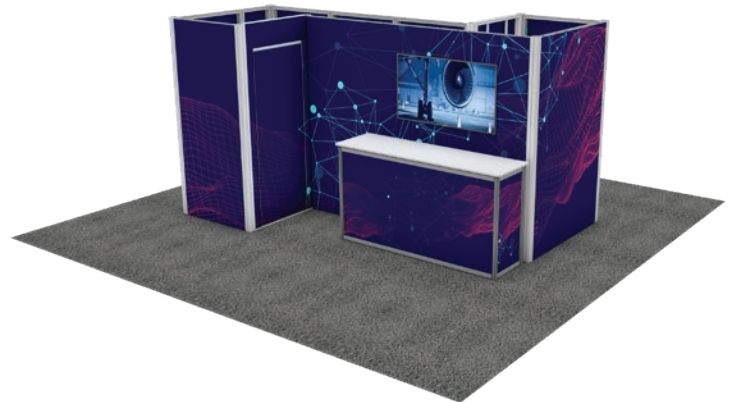
The Fairview - 20' x 20' Z Shaped Display
\$25,911.50

20' x 20' Fabric Open Concept Includes:

- (1) 400 sq. ft. Standard Carpet
- (2) 2 Meter Work Stations
- Printed Fabrics for Walls
- Closet

Additional Options Available:

Monitors, Lighting, Graphics for Work Stations, and Carpet Padding



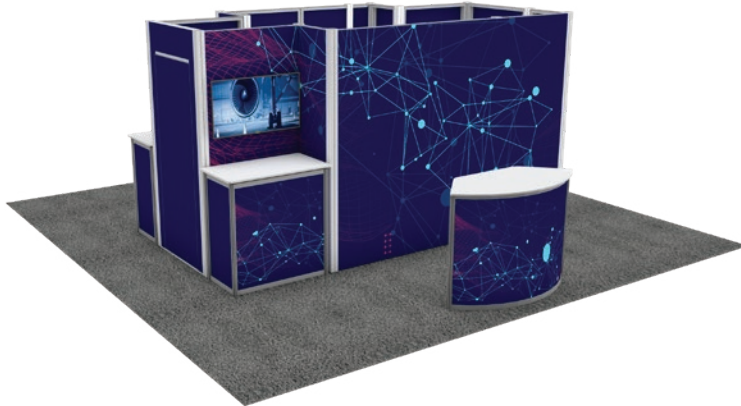
The Lexington - 20' x 20' Fabric Display
\$27,477.00

20'x x 20' Fabric Display Includes:

- (1) 400 sq ft Standard Carpet
- (3) 1 Meter Standard Work Stations
- (1) 1 Meter Curved Podium
- Printed Fabric for Walls

Additional Options Available:

Monitors, Lighting, Graphics for Work Stations, and Carpet Padding



- **Additional Lights** Qty. _____ Light @ \$214.50 each = \$ _____
- **Additional Hardware Shelves** Qty. _____ Shelves @ \$104.50 each = \$ _____
- **Slatwall Per Panel** Qty. _____ Slatwall @ \$500.50 each = \$ _____
- **Units 3, 5, 6, & 7 are provided in white hard wall unless colored or Velcro compatible panels are ordered.**
- Red ○ Blue ○ Black ○ Gray Qty. _____ Colored panels @ \$138.50 each = \$ _____
- Qty. _____ Velcro panels @ \$285.00 each = \$ _____

- Additional charges for custom graphic panels, please call for pricing.
- If you require a Custom Exhibit Design not shown above, please call (281) 800-1600.
- Electric service IS NOT included. Please make arrangements in advance with exhibit facility.
- **Add 30% if ordered after discount deadline**

Company Name: _____ Booth#: _____ Order Total: _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.375%.

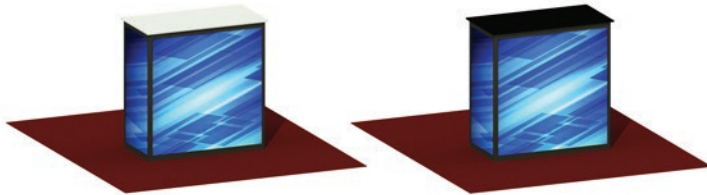
25-NV0104-T

Giving You More Options

Order Your Custom Counter

Add Graphics for Additional Branding

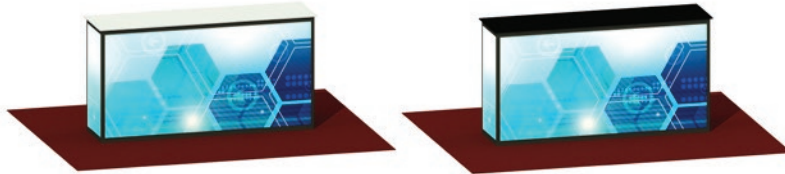
1 Meter Square Counters



Curved Counters



2 Meter Rectangle Counters



COUNTER OPTIONS

Description	Counter Size	Discount	Standard	Color Option	Quantity
1 Meter Square Counter	41" L x 42" H x 23" D	\$1,430.00	\$2,002.00	<input type="checkbox"/> White <input type="checkbox"/> Black	_____
Curved Counter	45" L x 42" H x 22" D	\$1,485.00	\$2,079.00	<input type="checkbox"/> White <input type="checkbox"/> Black	_____
2 Meter Rectangle Counter	80" L x 42" H x 23" D	\$1,760.00	\$2,464.00	<input type="checkbox"/> White <input type="checkbox"/> Black	_____

CUSTOM GRAPHICS

Description	Graphic Size	Discount	Standard	Quantity
1 Meter Square Counter (Front Panel Only)	38 1/4" x 39"	\$429.00	\$557.75	_____
Curved Counter	60 3/4" x 39"	\$466.50	\$606.50	_____
2 Meter Rectangle Counter (Front Panel Only)	77 1/2" x 39"	\$756.75	\$983.75	_____
Side Panel (Per Panel)	18 1/2" x 39"	\$221.00	\$287.25	_____

To receive the discount rate, order form, payment authorization and artwork (if applicable) must be received by the discount deadline. Orders received after discount deadline may not be available. Cancellations will not be accepted once your graphic artwork has been approved for production.

SUBTOTAL CUSTOM COUNTER ORDER: \$ _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.375%.

Company Name: _____ Booth#: _____

Show Name: California Rental Association

Show Dates: January 14-15, 2025

Show Venue: South Point Hotel Casino & Spa

Deadline to Receive Discount Pricing: Thursday, January 2, 2025



GRAPHICS ORDER FORM



Graphic elements provide opportunities for branding and messaging that increase visibility and contribute significantly to the impact of your exhibit!

BOOTH PANELS • BANNERS • GRAPHIC CLINGS • POSTERS • SIGNAGE • FLOOR GRAPHICS

For more information call the contractor at 609.272.1600

I AM SUPPLYING MY OWN ART

I NEED ITEMS DESIGNED. SEE COPY AND LAYOUT SPECS BELOW.

FULL COLOR POSTER AND COUNTER CARD

Description	Discount	Standard	Qty.	Total
18" x 24" Foamcore, single-sided	\$ 92.75	\$ 129.75	_____	\$ _____
18" x 24" Foamcore, double-sided	\$162.25	\$ 227.25	_____	\$ _____
22" x 28" Foamcore, single-sided	\$309.00	\$ 432.50	_____	\$ _____
22" x 28" Foamcore, double-sided	\$540.75	\$ 757.00	_____	\$ _____
24" x 36" Foamcore, single-sided	\$379.50	\$ 531.25	_____	\$ _____
24" x 36" Foamcore, double-sided	\$664.25	\$ 930.00	_____	\$ _____
28" x 44" Foamcore, single-sided	\$470.75	\$ 659.00	_____	\$ _____
28" x 44" Foamcore, double-sided	\$823.75	\$1,153.25	_____	\$ _____

For custom size signs please call our office for pricing. Half hour of design time included in prices above. For additional design time please contact Orders@aexservices.com for pricing.

FULL COLOR BANNER

Description	Discount	Standard	Qty.	Total
Custom Banner Size (per sq. ft.)	\$28.00	\$39.25	_____	\$ _____

CUSTOM SIZE GRAPHICS

SIZE	QUOTED PRICE	TOTAL
_____	_____	\$ _____

COPY AND LAYOUT SPECIFICATIONS

Indicate: Vertical Horizontal (Please attach a layout to this form)

E-mail address for proofing is required: _____

(Please note: Deadline for requesting a proof is 14 days prior to the first day of exhibitor move-in)

E-mail graphic files to Signshop@AEXServices.com. Please include your company name and the name of the show.

SUBTOTAL GRAPHICS ORDER: \$ _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.375%.

Company Name: _____ Booth#: _____ 25-NV0104-T

Sending your graphic and image files to AEX Convention Services

You are a valued client and we want your graphics and images to look the very best they can. AEX Convention Services is absolutely committed to making this a reality. In order to do that, certain guidelines for submitting your electronic files should be followed. If you are unable to provide digital artwork files for you signage, we can provide you with layout and design services. Contact your sales representative for details.

Vector vs. Bitmap (Raster)

Vector is the preferred file type. Vector-based artwork is resolution independent and is characterized by an outline of each element using lines and arcs to define its outer shape. They can be enlarged or reduced without loss of quality.

Bitmap files are resolution dependent, and will reproduce poorly if the appropriate file resolution is not supplied. They are characterized by tiny squares, known as pixels, placed adjacent to one another to define each elements shape and color. Bitmap files are commonly used for photographic digital print production.

Acceptable Vector Formats

PDF (preferred format), EPS, CS5 AI, and CS5 INDD
(Include all links/fonts/images for AI and INDD files)

Acceptable Raster Formats

EPS, JPEG, PDF, PSD, and TIFF

File Submission

E-mail (SignShop@AEXServices.com) or Online File Transfer Site
Contact us for more information regarding ftp.

**Please do not email large art files and do not send unnecessary files (ones that will not be used)*

Bleeds / Cropmarks / Registration Marks

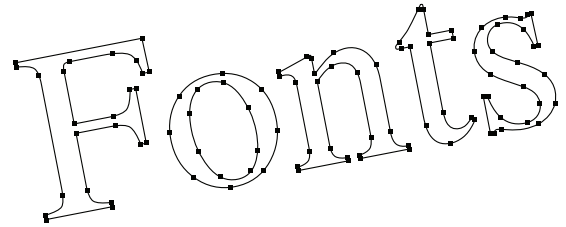
- Please do **NOT** include cropmarks or registration marks on graphic files.
- All signs printed on fabric require a **2" Bleed**
- All other signage requires a **1/4" Bleed**

Artwork In the Structures

Please note that any panels going in the metal frame will hide 1/4" of your art all the way around. If you have a continuous wall where individual panels are divided by metal, use 1.25" spacing in between each panel to account for gaps and the natural flow of the graphics.

Color & Misc. Specifications

- All files are to be built using CMYK. Vector art can be produced using PMS colors.
- If PMS color matching is required, please use original Pantone®+ Solid Coated® swatches in your artwork. Modifying Pantone® names will result in printing default color (CMYK).
- **Convert all type to outline.** If the type is not converted to outline and you do not send the fonts with the files then font substitution will occur.
**Once fonts are turned to outline they can not be edited so be sure to send the fonts with your files to be safe.*



- Bitmap art is best saved at no less than 150 dpi for large images and 300 dpi for any images under 8" x 10". Lower resolutions will result in reduced image quality. **Please avoid images pulled from the Internet because they are too low in resolution and will result in a poor quality print.*
- Documents should be created actual size (1" = 1" ratio). For larger artwork please indicate scale.
- Please supply the following information when sending your files:
Client Name, Show Name, Show Date and City of the Event
- We cannot use Gif, Power Point or Word files (with images), or images/logos downloaded from websites

Acceptable Software



Verifying Resolution on a Screen



UPLOADING GRAPHICS 101


ADDING FILES TO THE FTP SITE

All graphic files for ordered products should be uploaded to our FTP site. Please see Graphic Guidelines page for detailed file specifications.

BEFORE SENDING FILES

1. Please name your files for easy identification using the following format:
Company Name_Panel Letter
example: AEX_Panel A.pdf
2. Packaged files should be compressed (.zip) and include document, fonts and images needed.

SUBMITTING YOUR FILES

1. Go to <https://aexservices.files.com/u/exhibitor-upload>
2. Complete the form by filling out Your Name, Your Email Address, Your Company Name, Name of Trade Show you are attending, and Your Booth Number. If you do not know your booth number please put "N/A" in the required space.
3. Upload files by selecting the  Upload files button and browse to the files you want to upload. Or drag your files to the designated area in the browser.
4. Once your file is done uploading the status will change to "Uploaded"
5. When upload is complete, email the name of your files to: signshop@aexservices.com, with the subject line: "Show Name - Company Name" FTP Upload

Exhibitor Upload

To send files to this inbox, please complete the form below.

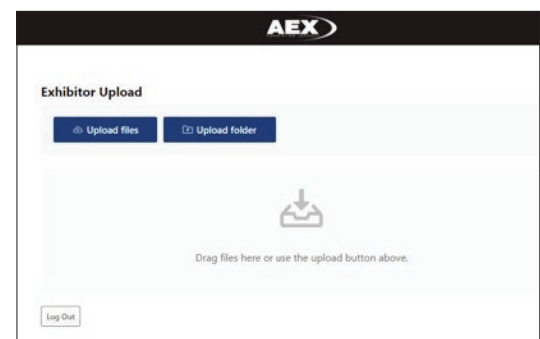
Your name:

Your email:

Company Name:

Trade Show Name:

Booth Number:



Exhibitor Upload

Files uploaded						
Name	Rate	ETA	Size	Status	Actions	
File Submission Guideline.pdf			180 KB	Uploaded		

The contractor is the exclusive provider of Material Handling.

Material Handling includes Unloading your exhibit material, Storing up to 30 days at the advance warehouse, Delivering to your booth, the Handling of empty containers to and from storage, and Removing of material from the booth for reloading onto your outbound carrier at the close of the show. You can either ship your materials in advance to the advance warehouse or ship directly to show site during designated move-in times. Material Handling is not to be confused with the cost of shipping/transporting your exhibit materials to and from the event.

Shipping to the ADVANCE WAREHOUSE?

- We will accept freight beginning 30 days prior to show move-in.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts. Your freight will still be received after the deadline, however additional charges will be incurred.
- The Warehouse will receive shipments Monday-Friday, except Holidays. Refer to the Quick Facts for warehouse hours.
- The Warehouse will accept crates, cartons, skids, trunks, cases and carpet/pads. Loose or pad wrapped materials must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip with the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as UPS and Fed Ex will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.
- Advance/Warehouse freight will be delivered to the booth prior to exhibitor set-up.

Shipping DIRECT TO SHOW SITE?

- Freight will be accepted during designated exhibitor move-in times. Refer to the Quick Facts for the specific delivery date/time window.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as UPS and Fed Ex, will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.
- Direct to show site shipments are not guaranteed to be in your booth prior to exhibitor move-in.

How should I LABEL MY FREIGHT?

- PLEASE USE THE PROVIDED SHIPPING LABELS.
- The label should contain the Exhibiting Company Name, Booth #, Name of the event, C/O AEX Convention Services and Facility Address.
- The specific shipping address for either the advance warehouse or direct to show site address is located on the Quick Facts and on the provided Shipping Labels.

How Do I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is billed individually and is subject to the applicable show weight minimum. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is to be considered one "cwt" (one hundred weight).
- Note: All Shipments are subject to reweigh.
- On the Material Handling Order Form, be sure to select if your freight will arrive at the ADVANCE WAREHOUSE or DIRECT TO SHOW SITE.
- On the Material Handling Order Form, select the rate for the category that best describes your shipment. See types of freight shipment.



What are the FREIGHT CATEGORIES?

CRATED: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

UNCRATED: Material that is shipped loose or pad wrapped, and/or unskidded machinery without proper lifting points.

SPECIAL HANDLING: Material delivered by the carrier in such a manner that it requires additional handling, such as designated piece unloading, loads mixed with pad wrapped materials, ground unloading, stacked and constricted space unloading, loads failing to maintain shipping integrity, and shipments that require additional equipment, time or labor to unload. UPS and FedEx are included in this category.

SPECIAL HANDLING Definitions

- Designated Piece Unloading - Shipments requiring multiple pieces of freight to be moved in order to select the next piece.
- Ground Loading - vehicles that are not dock height preventing the use of loading docks. (flat bed trailers, U-Hauls, company vehicles with trailers)
- Stacked Shipments - Shipments loaded in such a manner that requires multiple items to be removed to ground level for delivery to booth.
- Constricted Space - Shipments that are not easily accessible due to carrier being loaded high and tight.
- Shipment Integrity - Shipments that are delivered in such a manner that additional labor is needed to sort through and separate various shipments.

What happens to my EMPTY CONTAINERS?

- Pick up "Empty Labels" at the Contractor's Service Desk. Once the container is completely empty, place a label on each container individually.
- Labeled empty containers will be picked up periodically and stored in non-accessible storage during the event.
- At the close of the show, the empty containers will be returned to the booth in random order. This process may take several hours.

Do I need INSURANCE?

- Be sure your materials are insured from the time they leave your company until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by the contractor are subject to the Terms and Conditions.

How do I ensure that my SHIPPED MATERIALS ARE SECURELY delivered by or before they are picked up after the show?

- There may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. Which may also be the case for the close of the show phase. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or hire security services to monitor your booth/materials.

\$\$ MONEY SAVING TIPS \$\$

- Ship via common carrier to avoid possible special handling charges.
- CONSOLIDATE your shipments. Each separate shipment will incur a 200 lb minimum charge.
- Ship early to avoid rush/overnight charges whenever possible.
- Furnish accurate weight tickets with your shipment(s).
- Label your freight with the number of total pieces - example 1 of 3, 2 of 3, 3 of 3.
- Properly Address/Label all shipments to avoid time consuming re-routes, mis-deliveries and delays. Remove old shipping labels before shipping out again.
- When shipping to Show Site, confirm in advance that your carrier can guarantee delivery of your freight to the facility during designated move-in times. When possible, schedule your shipments to arrive during ST rather than OT.



MATERIAL HANDLING ORDER FORM

MATERIAL HANDLING RATES: All rates are per 100 pounds (per cwt.) with a 200 pound minimum charge. These rates are based on round trip Material Handling. Certified weight tickets are required on all shipments.

ADVANCE - WAREHOUSE SHIPMENTS - 200 LB. MINIMUM

Shipments can arrive to the Advance Warehouse up to 30 days prior to move in. Advance freight is delivered to your booth before direct shipments.

Table with 3 columns: Description, Overtime In or Out, O.T. In / O.T. Out. Rows include A1 - ON TIME Crated or Skidded shipments, A2 - SPECIAL HANDLING, and C - *Small Package Rates.

DIRECT - SHOW SITE SHIPMENTS - 200 LB. MINIMUM

Shipments must arrive only during published move in dates and times. Refer to the Quick Facts page for details.

Table with 4 columns: Description, S.T. In / S.T. Out, Overtime In or Out, O.T. In / O.T. Out. Rows include B1 - ON TIME Crated or Skidded shipments, B2 - SPECIAL HANDLING, and C - *Small Package Rates.

Labor Hours

- Straight Time - ST: Monday - Friday, 8:00 AM - 3:00 PM
Overtime - OT: Monday - Friday, Before 8:00 AM, After 3:00 PM Anytime Saturday/Sunday
Double Time - DT: Anytime on holidays

Early/Late Shipments to Warehouse 50% Surcharge

Re-weigh of Shipments

An additional charge per forklift load may be applied to shipments that have to be re-weighed at the dock due to the lack of a certified weight ticket, or an incorrect or an understated weight on delivery document.

Outbound Shipments

A transfer fee of \$350.00 + \$50.00 per cwt. will apply:

- In the event your carrier is unable to pick-up your shipment at the close of the event and you elect to transfer your shipment to the warehouse to be picked up at a later date.
If you choose to have your shipments transferred to the warehouse for pick-up by an outside carrier.

Estimated Charges - Material Handling _____ lbs. x _____ per cwt. = \$ _____

Material Handling fees will be based on actual certified weight ticket(s) for each shipment or the reweigh ticket on the inbound receiving report.

SUBTOTAL MATERIAL HANDLING ORDER: \$ _____

Company Name: _____ Booth#: _____ Order Total: _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.375%.

25-NV0104-T

WHAT IS MOBILE HANDLING?

A mobile handling rate applies to any equipment or mobile displays which do not require un-skidding or uncrating and can be wheeled onto the show floor and spotted in a booth. The equipment must remain on wheels throughout the show.

Please note that this facility prohibits exhibitors from driving their privately owned vehicles onto the exhibit floor for unloading or placing mobile displays without proper supervision from Texas XPO. You may order labor to spot the mobile equipment based on the rates provides below.

All work will be performed during straight time hours. The minimum handling rates are based on a round trip charge and consist of a 2 man crew.

MOBILE HANDLING RATES:

Description	Rate
SMALL	\$199.62
LARGE	\$330.75
CRAWLERS	\$358.31
FRONT END PNUEMATIC	\$203.96

OVERTIME CHARGES:

Overtime is applied to rates above if the shipments are handled on overtime due to the shows schedule. The overtime rate is applied to all shipments loaded or unloaded on Saturday, Sunday, Holiday's and anytime other than Monday - Friday, 8:00 AM - 4:30 PM.

Late Driver Check-In: All drivers checking in after 2:30 PM cannot be guaranteed Straight Time rates.

PLEASE FILL OUT AND RETURN THE MACHINERY/MOBILE SPOT RECAP WITH YOUR ORDER



Company Name: _____ Booth#: _____



WHAT IS MACHINE HANDLING?

Machinery is defined as materials or items used to produce a desired good or task. These items can also include metal parts or separate pieces that once joined together to form a completed machine or piece of functioning equipment. These items can not be driven under their own power, or operate independently without a fuel cell or device to guide, steer or maneuver with out the aid of equipment or personnel on site. The special machinery rate only applies to crated, skidded machinery shipments sent direct to show-site. The standard material handling rate will apply for non-machinery shipments. Weights listed below are applied to each individual piece of equipment/machinery in the shipment. Rates listed below quoted on a round trip basis. All shipments must have a certified weight ticket.

MACHINERY HANDLING RATES:

Description - Weight	Rate
100 lbs - 1,999 lbs	\$44.10 cwt
2,000 lbs - 4,999 lbs	\$39.90 cwt
5,000 lbs and up	\$34.37 cwt

OVERTIME CHARGES:

Overtime is applied to rates above if the shipments are handled on overtime due to the shows schedule. The overtime rate is applied to all shipments loaded or unloaded on Saturday, Sunday, Holiday's and anytime other than Monday - Friday, 8:00 AM - 4:30 PM.

SHIPPING INSTRUCTIONS FOR MACHINES:

- Machines should be shipped uncrated and without skids (or on skids that will remain under the machine during the show
- Machines should be shipped on open-sided trucks.
- The Exhibitor or a representative must be present at the time of unloading with a plan showing the location of machinery within the booth.
- Once the machinery is unloaded will there be any assembly rigging requirements i.e., uncrating or un-skidding? ___Yes ___No. If yes please explain:

- Additional rigging labor will apply
- Are you shipping a designed lifting device with the machinery. ___Yes ___ No.

PLEASE FILL OUT AND RETURN THE MACHINERY/MOBILE SPOT RECAP WITH YOUR ORDER

Company Name: _____ Booth#: _____



ONLY REQUIRED IF SHIPPING MACHINERY TO THE SHOW

Exhibiting Company: _____ Booth Number: _____
Company Contact: _____ Phone Number: _____
Email: _____ Cell Number: _____

PLEASE PROVIDE THE INFORMATION FOR EACH UNIT:

Description	L x W x H	Weight	Forklift Needed to Unload/Load	Crane Needed to Unload/Load

Additional charges apply for crane use. Quote available upon request.

Will there be any assembly/rigging requirements once machinery is unloaded? Yes No

If yes, please use the space below to describe any special towing equipment required to unload/load your machinery:

Please indicate total trucks by category being used for transporting your machinery display.

Van Line	Flat Bed	Company Vehicle	Common Carrier	Other

Please submit a detailed delivery schedule for your machinery arrival to show site including date, time and carrier contact information to Orders@TexasXPO.com.

Date and Time Exhibitor will be on-site to supervise placement of machinery:

Date: _____ Time: _____
On-Site Contact Name: _____ Cell Phone: _____

Company Name: _____ Booth#: _____

INBOUND DRIVER CHECK-IN REQUIREMENTS:

A CERTIFIED SCALE TICKET IS REQUIRED FOR EACH SHIPMENT

All Drivers must provide the following details on their Bills Of Lading (BOL):

1. Booth Number
2. Exhibiting Company's Name
3. Shipper's Name
4. Piece Count Summary
5. Actual Heavy & Light Weight Certified Scale Tickets. The trailer number MUST match on the Heavy & Light Weight Scale Tickets
6. Net, Gross and Tare Weight

Piece count summaries must be broken down into the following categories:

1. Crates (Wooden Boxes)
2. Cartons (Cardboard Boxes)
3. Carpets (Rugs and Pads)
4. Skids (Pallets)
5. Bundles
6. Machines
7. Miscellaneous (Loose or Unpacked Items)

ALL BILLS OF LADING MUST CONTAIN THIS INFORMATION BEFORE THEY CAN BE ACCEPTED FOR DRIVER CHECK-IN

Drivers that are unable to provide any of the requested information must contact their dispatch to get the necessary information to be checked in for unloading.

OUTBOUND DRIVER CHECK-IN REQUIREMENTS:

All Drivers must present the following information to pick up freight from a show:

1. Booth Number
 2. Exhibiting Company's Name
 3. Shipment Destination (City and State)
 4. Carrier's (or Broker's) Name
 5. Location or area the vehicle is parked
 6. Driver's Cell Phone Number
- There may be a wait time before the freight is ready to be picked up.
 - Please wait in the Marshalling Yard or other designated area until you are dispatched for loading by the Freight Clerk.

Drivers that are unable to provide any of the required information for check-in must contact their Dispatch for assistance

Company Name: _____ Booth#: _____

MOBILE & SELF PROPELLED EQUIPMENT SPOTTING



Description	Rate
SMALL	\$199.62
LARGE	\$330.75
CRAWLERS	\$358.31
FRONT END PNEUMATIC	\$203.96

MATERIAL HANDLING - MACHINERY

Applies to crated and skidded machinery ONLY. Rates are per 100 lbs. Divide your weight by 100 and round to the nearest 100 lbs.

Description - Weight	Rate
100 lbs - 1,999 lbs	\$44.10 cwt
2,000 lbs - 4,999 lbs	\$39.90 cwt
5,000 lbs and up	\$34.37 cwt

Estimated Charges - Material Handling _____ lbs. x _____ per cwt. = \$ _____

Labor Hours

Straight Time - ST: Monday - Friday, 8:00 AM - 3:00 PM
 Overtime - OT: Monday - Friday, Before 8:00 AM, After 3:00 PM
 Anytime Saturday/Sunday
 Double Time - DT: Anytime on holidays

SUBTOTAL MATERIAL HANDLING ORDER: \$ _____

Company Name: _____ Booth#: _____ Order Total: _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.38%.

25-NV0104-T

Cartload services are provided for personally owned vehicles with small hand-carried items to be delivered to the booth or dock location. If you arrive in a truck, van, trailer, or any commercial vehicle you will not qualify for this service and will be billed regular material handling rates.



(2' wide x 6' long x 3' high)

\$170.50 round trip

Cartload service includes one laborer, one cart, one trip.

Cart Service is for exhibitor's with small items weighing less than 200 lbs. that will fit on a flatbed cart and can be transported in one trip.

Delivery must be made in a POV (Privately Owned Vehicle) to qualify for this service, otherwise, freight will be charged at prevailing material handling rates. This service will only be available during published move-in and move-out times.

SUBTOTAL CART SERVICE ORDER: \$ _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.375%.

Company Name: _____ Booth#: _____



SPOTTING FEE

(This charge is per machinery and covers floor marking, the direction of vehicle to proper location and move-out. This charge applies whether we, or you, drive your vehicle to its location)

**ALL VEHICLES WILL BE CHARGED A SPOTTING FEE
- NO EXCEPTIONS -**

Description	Discount	Standard	# of Vehicles	Total
Vehicle Spotting Fee (Round Trip)	\$242.50	\$339.50	_____	\$ _____

REQUIREMENTS FOR THE INDOOR DISPLAY OF MOTOR VEHICLES:

All vehicles and equipment containing fuel must meet and comply with the following requirements before entry into the facility:

- There is to be no more than five (5) gallons of fuel or 1/4 the capacity of the fuel tank, whichever is less.
- Fuel tanks used for storage of excess fuel must meet applicable federal, state, and local fuel storage requirements.
- Fuel tanks are to be locked and all portable tanks removed. Locking the vehicle will be sufficient for cars in which the gas cap cover may only be detached from inside the vehicle.
- Ignition keys are to be removed and placed in a central location on-site.
- Vehicles, boats, and similar exhibited products with more than three hundred square feet (300 sq. ft.) of roofed area are to have a smoke detector.

SUBTOTAL VEHICLE SPOTTING: \$ _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.375%.

Company Name: _____ Booth#: _____

Priority Empty Container Storage

This service provides for the priority return of your empties to your booth after the close of the show and after aisle carpet has been rolled up. If you would like this service, please fill out the information below and return it to the contractor. The number of containers can be adjusted on showsite if necessary.

Priority Empty Container Return \$100.00 per container/skid _____

Estimated number of containers/skids _____

Total = \$ _____

**** PLEASE NOTE THAT THIS SERVICE CANNOT BE ORDERED AFTER THE EMPTIES HAVE BEEN TAKEN TO STORAGE. Special priority empty container labels are required for this service. Obtain priority labels from the Contractor's Service Desk to indicate the priority status on your empty containers.**

Accessible Storage

A storage area will be available for exhibitor's samples and literature during show hours, one hour prior to show opening, and one half hour after show closing each day. All material in storage on the last day of the show will be returned to their designated booth space at the close of the show. Storage space may be limited and subject to show rules.

The charge for storage space is as follows:

Accessible Storage Rates \$125.00 per container/skid _____

Estimated number of containers/skids _____

Total = \$ _____

The contractor will not be liable for loss or damage to crates and containers or their contents while they are in accessible storage. If secured/locked storage is required, please contact the contractor for rates and availability.

Show Name: California Rental Association

Show Dates: January 14-15, 2025

Show Venue: South Point Hotel Casino & Spa

Deadline to Receive Discount Pricing: Thursday, January 2, 2025



ADVANCE/WAREHOUSE SHIPPING LABEL

ADVANCE/WAREHOUSE SHIPPING LABEL



California Rental Association
C/O AEX Convention Services
1720 Raiders Way
Henderson, NV 89052

EXHIBITOR/COMPANY NAME: _____

BOOTH NUMBER: _____

#

DELIVER NO LATER THAN: **MONDAY, JANUARY 6, 2025**

Receiving 9:00 AM - 3:00 PM, Monday-Friday; Check In by 2:00 PM

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

ADVANCE/WAREHOUSE SHIPPING LABEL



California Rental Association
C/O AEX Convention Services
1720 Raiders Way
Henderson, NV 89052

EXHIBITOR/COMPANY NAME: _____

BOOTH NUMBER: _____

#

DELIVER NO LATER THAN: **MONDAY, JANUARY 6, 2025**

Receiving 9:00 AM - 3:00 PM, Monday-Friday; Check In by 2:00 PM

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

Show Name: California Rental Association

Show Dates: January 14-15, 2025

Show Venue: South Point Hotel Casino & Spa

Deadline to Receive Discount Pricing: Thursday, January 2, 2025



DIRECT/SHOW SITE SHIPPING LABEL

DIRECT/SHOW SITE SHIPPING LABEL



South Point Hotel Casino & Spa
California Rental Association
C/O AEX Convention Services
9777 S Las Vegas Blvd
Las Vegas, NV 89183

EXHIBITOR/COMPANY NAME: _____

BOOTH NUMBER: # _____

DELIVER ONLY ON: **MONDAY, JANUARY 13, 2025**

BETWEEN 6:00 AM - 4:00 PM

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

DIRECT/SHOW SITE SHIPPING LABEL



South Point Hotel Casino & Spa
California Rental Association
C/O AEX Convention Services
9777 S Las Vegas Blvd
Las Vegas, NV 89183

EXHIBITOR/COMPANY NAME: _____

BOOTH NUMBER: # _____

DELIVER ONLY ON: **MONDAY, JANUARY 13, 2025**

BETWEEN 6:00 AM - 4:00 PM

TRADE SHOW SHIPMENT - PLEASE EXPEDITE



MOVE YOUR EXHIBIT WITH PEACE OF MIND

**THE FREIGHT & CUSTOMS PARTNER YOU CAN RELY ON
FULLY DEDICATED TO YOUR CONVENTION AND TRADE SHOW SUCCESS**

Putting service first and leveraging our 42 years of freight & customs experience



Transportation Services

- Ground Freight (LTL)
- Full Load
- International Freight Forwarding
- Customs Brokerage Services
- Exclusive Use Full Trailer



Customized Solutions

- Door to door service
- Catering to your specific needs
- Single point of contact
- 24/7 customer attention
- Committed to excellence

Dedicated to delivering safely and on time every time.




Call Toll Free 1-866-938-1092 or 1.905.338.3993
email: exhibitorservices@libertycfs.us - www.libertycfs.us
LAS VEGAS | TORONTO





FREIGHT & CUSTOMS ORDER FORM

1 Please accept this form as authority for LibertyCFS NV, Inc. to provide the services listed below.
A second form is required for additional events.

Adobe Acrobat Reader DC may be required for completion of form. Click image to download 

Freight Only
 Customs Only
 Freight & Customs
 Return Only

2a **PICK-UP LOCATION**

Company Name _____
 Address1 _____
 Address2 _____
 City _____ State _____ ZipCode _____
 Contact _____ Phone # _____
 Email _____ IRS/Tax ID# _____

3 **DELIVERY TO ADDRESS**

Exhibiting Company Name _____ Booth # _____
 Show Name _____
 Address1 _____
 Address2 _____
 City _____ State _____ ZipCode _____
 Onsite Contact _____ Cell Phone # _____

2b **SERVICES**

P/U Date _____ From _____ To _____
 Hours _____
 Dlv Date _____ Hours _____

Express
 Economy LTL 7-10 Days
 Int'l
 Inside
 Liftgate
 Dock
 Other _____

4 **RETURN TO**

Check Box if the Return address is the same as 2a

Consignee: _____
 Address1 _____
 Address2 _____
 City _____ State _____ ZipCode _____
 Contact _____ Phone # _____
 PU Date _____ Arrive by _____

5 **PACKAGE INFO**

Carton(s)/Box
 Vinyl Case(s)/Color
 Wooden Crate(s)
 Trunk(s) / On Wheels
 Skid(s) - to contain # _____ of pieces




PCS	DIMENSIONS (L x W x H)	WGT
TOTAL PIECES		TOTAL WEIGHT

6 **VALUE**

Declared Value for Carriage: The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than \$50.00 per shipment unless a value is declared below and applicable charges paid thereon. The liability of Carrier for loss/damage are subject to the terms and conditions. LibertyCFS NV, Inc charges 8% per \$1000, Min \$80.

Exclusion: Does not include TV(s)/Monitor(s) **DECLARED VALUE** _____

7 **PAYMENT**

Credit Card Information / Billing Address
 
 
 

Credit Card Number _____ Security Code _____ Exp. Date ____ / ____
 I hereby authorize the use of this card for payment of services related to this Order Form. I understand that declined credit cards are subject to a 30% surcharge.

Address _____ Signature _____
 City _____ State _____ ZipCode _____
 Phone _____ Email _____

Comments: Include any additional comments that will be helpful for the movement of freight and contents

Print

LAS VEGAS, NV

While Las Vegas used to be fairly “user friendly”, unions have tightened their grip on the city over the past five years. Especially rigorous are the regulations governing electrical services. If you have not exhibited in Las Vegas for a while, please review your Exhibitor Services Manual carefully for rules and regulations. Do not equate the fact that Nevada is right to work state with liberty to do as you please within the convention centers. It is not the case.

BOOTH LABOR, FREIGHT AND RIGGING

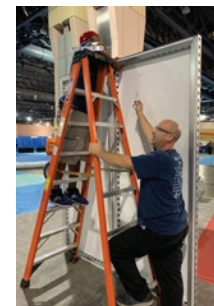
The teamsters union (Local #631) has jurisdiction for the erection, dismantling, touch-up painting, and repairs to all exhibits, unless this work is performed by a full time employee of the exhibiting company. If full-time company personnel are utilized to set an exhibit, they should carry positive company identification such as a business card, medical identification card or payroll stub. Teamster labor may be hired either through the general contractor or through an exhibitor appointed contractor, such as Momentum Management, Inc. Teamsters also are responsible for freight handling, which includes loading and unloading of all trucks, handling of all machinery (unloading, uncrating, unskidding, leveling, etc., and the reverse process). An exhibitor may “hand carry” material provided they do not use material handling equipment to assist them. When exhibitors choose to “hand carry” material, they may not be permitted access to the loading dock/freight door areas. Stagehands handle programmable theatrical lighting, productions, related rigging and Audio Visual. Suspended trusses, with or without legs, that contain dimmable or programmable lighting, studio or motion picture lighting, sound system projectors, video walls, special effects equipment, and laser lighting are to be installed and removed by stagehands. Regarding hanging signs, please note that if it is not electrical (handled by the electricians), in Las Vegas, the General Contractor will assemble, supervise, install and remove all hanging signs. However, after the show, they often drop the sign and abandon it. It would be prudent to have an exhibitor appointed supervisor oversee the hanging sign work so that they will know how to pack the sign back up after the close of show.

ELECTRICAL

Electrical unions do electrical work, hang signs that are lighted or rotating, and work on any part of the booth that includes electricity (back lit headers, light boxes, clip on lights, plasma screens, AV equipment, etc.) An exhibitor may plug-in their equipment into the 1(one) 20amp/120 VAC receptacle per booth and hand up to 4(four) small clip-on lights per booth. An electrician must be called for any increase in electrical service. Electricians also hoist all teamster assembled signs weighing over 300 lbs at the LVCC and over 200 lbs at the Sands Exposition. Suspended light trusses for non-programmable lighting and ground supported truss intended to distribute overhead electrical equipment is also the work of the electricians union. Electricians are responsible for all undercarpet distribution of electrical, communication wiring (coaxial cable, fiber optics, telephone, etc.) The list goes on, but you can figure if it in anyway involves electricity, the electrical union in Las Vegas will be trying to enforce their right to work on it. Also note, at the Las Vegas Convention Center, there is a ban on certain halogen lamps. Halogen lamps are limited to 75 watts and must be of the sealed variety. Your exhibitor kit will have more details.

HOURS

Straight time in Las Vegas is from 8:00 am – 5:00 pm, Monday through Friday. Lunch is from 12:00 – 1:00 pm. While the general contractor usually offers an overtime and a double time rate, many independent contractors offer only a single overtime rate. This is because it is generally necessary to pay the more qualified labor personnel at the higher scale in order to retain their services. Since this is the labor pool that makes up the resources of exhibitor appointed contractors such as Momentum Management, Inc., they often offer only straight time or over time.



EXHIBITOR SUPERVISED - INSTALL/DISMANTLE LABOR
LET US DO THE WORK WITH YOU

Install Labor Dismantle Labor

All work is done only under the supervision of the exhibitor.

Supervisor Contact: _____ Phone: _____

- On the day and time that you have requested labor, please report to the Contractor's Service Desk to pick-up and sign out your labor crew. The labor crew will not be sent to your booth without being signed out.
- Starting time can be guaranteed only in those instances where workers are requested for the start of the working day (usually 8:00 am).
- Upon completion of work, you are required to accompany the laborers to the Contractor's Service Desk and release them.

THE CONTRACTOR'S SUPERVISED - INSTALL/DISMANTLE LABOR
LET US DO THE WORK FOR YOU

Install Labor Dismantle Labor

Show Site Contact: _____ Phone: _____

- Please forward detailed instructions, blueprints or photos and complete the information on the following page.
- Our cost for this service is 35% of your total labor bill (\$35.00 minimum).
- Installation of your exhibit will be completed at our discretion prior to show opening.
- Please note: Our liability for damages, for whatever reason, is limited to our billed cost for supervision.

LABOR RATES:

		Discount	Standard
Straight Time - ST:	Monday - Friday, 8:00 AM - 4:30 PM	\$138.25 per hour	\$193.25 per hour
Overtime - OT:	Monday - Friday, Before 8:00 AM, After 4:30 PM Anytime Saturday/Sunday	\$207.38 per hour	\$290.00 per hour
Double Time - DT:	Anytime on holidays	\$276.00 per hour	\$386.50 per hour

- Please indicate the labor required by checking one of above options. If no plan is indicated, labor cannot be assigned until exhibitor's representative reports to the service desk.
- Orders canceled without 24 hour written notice will be charged a one (1) hour cancellation fee per laborer ordered
- A 30% surcharge will be assessed to orders placed after the deadline or at show-site.
- Price is per person/per hour billed in hour increments
- When scheduling dismantle labor, be sure to allow adequate time for empty containers to be returned to your booth.

	Start Date	Start Time	# of People	Approx. Hours	Total Hours	Hourly Rate	35% Supervision Fee	Estimated Total Cost
Installation						\$	\$	\$
Dismantle						\$	\$	\$

Dismantle - charge will be calculated to match the estimated hours and number of laborers for installation. In the event less chargeable time is used, we will credit you following the close of the show.

SUBTOTAL ESTIMATED LABOR SERVICE ORDER: \$ _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.375%.

Company Name: _____ Booth#: _____

25-NV0104-T



COMPLETE THIS FORM ONLY IF YOU HAVE SELECTED

SUPERVISED - INSTALL/DISMANTLE LABOR

This information is required in order to ensure proper supervision and installation of your display.

Freight is arriving at: Advance Warehouse Show Site Loading Dock Est. Delivery Date: _____

Date Shipped: _____ Via: _____ (freight carrier)

Display shipped from: _____ (address)

Total # of: Crates _____ Cartons _____ Fibercases _____ Other _____

Estimated Weight: _____

Display Includes: _____

Booth carpet in shipment? Yes No Color _____ Size _____

Set-up instructions: Attached to this order With display

Graphics: With display Shipped separately

Electrical Placement: Drawing Attached Drawing with display Electrical under carpet

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING:

Return Display to the following address:

Via: _____ (carrier)

YOU MUST COORDINATE/SCHEDULE YOUR OUTBOUND SHIPMENT WITH YOUR CARRIER

In the event your selected carrier fails to arrive by the designated move-out time, please select and initial one of the following options. If no option is selected, we will re-route the shipment accordingly via the house carrier.

Re-route via house carrier _____

Transfer to warehouse at exhibitor's expense _____

EMERGENCY CONTACT AT SHOW SITE:

Name: _____ Phone: _____

Hotel: _____ Arrival Date: _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.375%.

Company Name: _____ Booth#: _____

LET US DO THE HEAVY LIFTING!



THIS SERVICE IS AVAILABLE TO ASSIST IF HEAVY OR LARGE ITEMS MUST BE MOVED WITHIN YOUR BOOTH WITH THE USE OF A FORKLIFT

(e.g. spotting equipment, elevated header signs, cantilever structures, heavy display components or machinery which cannot be manually lifted in place)

TYPE OF WORK:

Description: _____

RATES:

		Discount	Standard
Straight Time - ST:	Monday - Friday, 8:00 AM - 4:30 PM	\$255.50 hr/crew	\$357.75 hr/crew
Overtime - OT:	Monday - Friday, Before 8:00 AM, After 4:30 PM Anytime Saturday/Sunday	\$383.25 hr/crew	\$536.50 hr/crew
Double Time - DT:	Anytime on holidays	\$511.00 hr/crew	\$715.50 hr/crew

Rigging Crew consists of a forklift and operator.

Above rates are based on a 5,000 lb capacity forklift. If you require a larger forklift, please call Customer Service for a quote.

One (1) Hour minimum per crew, one (1) hour increments thereafter.

Orders canceled without 24 hour written notice will be charged a one (1) hour cancellation fee per crew.

INSTRUCTIONS:

- On the day and time that you have requested rigging, please report to the Contractor's Service Desk to pick-up and sign out your rigging crew. The rigging crew will not be sent to your booth without being signed out.
- Upon completion of work, you are required to accompany the crew back to the Contractor's Service Desk and release them.
- Starting time can be guaranteed only in those instances where crew is requested for the start of the working day (usually 8:00 am).

(All work is done only under the supervision of the exhibitor's representative)

Show Site Contact: _____ Phone: _____

Dismantle - charge will be calculated to match the estimated hours and number of laborers for installation. In the event less chargeable time is used, we will credit you following the close of the show.

	Start Date	Start Time	Approx. Hours	Assembly/Disassembly Rate	Hourly Rate	Estimated Total Cost
Installation				\$	\$	\$
Dismantle				\$	\$	\$

SUBTOTAL ESTIMATED FORKLIFT AND RIGGING CREW ORDER: \$ _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.375%.

Company Name: _____ Booth#: _____

25-NV0104-T



The unpacking, installation, dismantle and packing of displays and equipment must be done by a full-time, bona fide employee of the exhibiting company or the correct type of union labor. AEX Convention Services, the official contractor, will have skilled crafts available to assist exhibitors. Arrangements for labor should be made through or in advance of the show. Official labor order forms are included in this exhibitor service manual. Exhibitors may elect to use an exhibitor-appointed contractor subject to contractual obligations, security and safety requirements.

An exhibitor-appointed contractor may be used only when the following requirements have been met:

1. Exhibitor must complete and return this form to AEX Convention Services a month prior. No Request, addendum or substitutions received after the specified date will be considered.
2. AEX Convention Services is to be advised of the name, address and contact of each exhibitor-appointed contractor being used.
3. An **original certificate of insurance** from the exhibitor-appointed contractor must also be received a month in advance. The policy must name AEX Convention Services and the Exhibition Center, as additionally insured and should also include public liability and property insurance for at least \$1,000,000.00 as well as worker's compensation insurance in accordance with local laws.

The service contractor designated must be used without exception for electrical, plumbing, telephone, drayage, rigging, booth cleaning, or Teamsters.

Contracting Company Agent _____

Contracting Company Name _____

Contracting Company Address _____

City _____ State/Country _____ Zip _____

Phone _____ Fax _____

Estimated Arrival date (Show site _____ Estimated Number of Workers _____

Contractor's Cell Phone: _____ Date _____

Exhibiting Company _____ Booth No _____

Mailing Address _____ Fax No _____

City/State/Zip _____ Phone _____

Authorized by: _____ Title _____

Print Name _____ E-mail _____

Fax or mail to: **AEX Convention Services**
3089 English Creek Ave
Egg Harbor Twp, NJ 08234
(609)272-1600 * FAX: (609)272-1680



An Exhibitor's Agent is anyone, other than the exhibitor's employees, engaged by the exhibitor to arrange for exhibit services. This form must be completed, signed and returned to our office, as indicated, no later than twenty-one days prior to the meeting in order for exhibitor's agent billing to be accepted. The exhibitor is ultimately responsible for payment of AEX Convention Services charges. Please be aware that if your agent fails to pay our invoice, such charges will immediately revert to you. Special note to Exhibitor's Agent - your status may be rejected if you do not provide credit card information below.

Please provide complete information:

Authorized Agent: _____

Street Address: _____

City, State & Zip: _____

Email Address: _____

Phone No. _____ Fax No. _____

We the undersigned have authorized the above agent to handle our exhibit for this event and are also authorized to receive and pay AEX Convention Services invoice for services. We understand and further agree that we, the exhibiting firm, are primarily responsible for payment of charges. In the event that the named agent does not discharge payment by 12 Noon of the day before the meeting closes, such charges are to be paid by the exhibiting firm on demand.

Statement to Exhibitor

Statement to Authorized Agent

Both parties must indicate acceptance below or request may be denied

Exhibitor will pay: Furniture Carpet Labor Cleaning Material Handling
Third Party will pay: Furniture Carpet Labor Cleaning Material Handling

Exhibiting Firm

Agent _____

Title _____

Signature _____

Exhibitor's Agent

Agent _____

Title _____

Signature _____

Invoices will be presented to exhibitors for payment unless agent settles charges at the AEX Convention Services service desk by 12:00 noon on the day before the meeting closes. AEX Convention Services suggest either the exhibiting company or its authorized agent provide credit card information on the Recap of Orders Form enclosed so that there is no question as to responsibility of payment.

This request will not be accepted without the next page, "Third Party Credit Card Authorization Form".

Exhibiting Company _____ Booth No _____

Mailing Address _____ Fax No _____

City/State/Zip _____ Phone _____

Print Name _____ E-mail _____



Please complete the information requested below and return this Authorization Form with your order. This form is required to be on file to process any orders for service.



Exhibiting Company Name

Booth#

Cardholder Name (please print)

Billing Address

City, State, Zip

Cardholder Email

Phone

METHOD OF PAYMENT

Personal Card Corporate Card

AMEX VISA MASTERCARD DISCOVER

Card Number: [16 digit grid]

Exp. Date: [MMYY grid]

M M Y Y

*A credit card authorization is required to be held on file.

Are you tax exempt for the state in which this event is held? Yes No

If yes, a tax exemption certificate is required to be submitted with this agreement.

By signing below, the Cardholder acknowledges receipt of goods and or services in the amount of such invoice and agrees to perform the obligations set forth in the Cardholder's Agreement with the issuer. Refunds cannot be given after the close of the event on items or services ordered but not received. Orders cancelled for any reason will receive a 50% refund. No refund can be provided once installation begins. Accounts past due are subject to a monthly charge of 1.5% (annual rate 18%) and all costs of collections including reasonable attorneys' fees. Rental items are only for the Exhibiting entity who has properly completed our rental forms and may not be sub-rented, "loaned" or given to other Exhibitors. If you do not need items rented or provided in a package, please contact the contractor for removal. Booth inventory is conducted daily and items not rented from the contractor will either be removed or charged to the Exhibiting company with improper possession.

PAYMENT INFORMATION

- Checks will not be accepted at show site
• All balances must be paid by the conclusion of the event.
• For your convenience, we will use this authorization to pay for any additional amounts ordered by your representative for services rendered for this event.
• A final invoice will be prepared and can be requested by contacting Exhibitor Services.
• If the credit card is declined, standard floor pricing prevails and a \$25.00 service charge will be added.

Payment Policy: 100% of amount owed including applicable tax is due in advance or at show site. Payment must be in U.S. funds. Invoices are to be paid by cash, travelers check drawn on U.S. Banks, VISA, Mastercard, Discover or American Express. Payment of all labor and services ordered by the exhibitor or their agent is the responsibility of the exhibitor. Your show site representative must be made aware of this policy and have the means to make payment. Otherwise, service will be denied unless credit card authorization is given on the Recap of Orders and Payment Policy Form. PLEASE DO NOT ASK US TO BILL YOU.

Unpaid Balance - A credit card authorization is required to settle any unpaid balance after the close of the show. Any balance outstanding as of move - out will be charged to this account.

An Authorized Signature is required for orders to be processed

You and your organization agree to all terms and conditions on the front and back of all forms, including the contractor Limits & Liabilities and Terms & Conditions.

Sign Here

X

Authorized Signature

ACORD 1. **CERTIFICATE OF LIABILITY INSURANCE** DATE

PRODUCER Insurance Company Name Fax: (212) 555-6100 Insurance Company Address 1 Insurance Company Address 2 Attn: Agent Name (212) 555-6102 ext. 1234	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. INSUREERS AFFORDING COVERAGE
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INSURED 2. Exhibiting Company Name Exhibiting Company Address 1 Exhibiting Company Address 2 Attn: Exhibiting Company Contact Name Phone Number Fax Number:	INSURER A: Hartford Insurance Company of Illinois INSURER B: Aetna Casualty & Surety Company INSURER C: Travelers Insurance Company INSURER D: Royal Insurance Company INSURER E:
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3. THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	4. TYPE OF INSURANCE	POLICY NUMBER	7. POLICY EFFECTIVE DATE (MM/DD/YY)	8. POLICY EXPIRATION DATE (MM/DD/YY)	9. LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	01/01/23	01/0/23	EACH OCCURENCE \$1,000,000 FIRE DAMAGE (Any one fire) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGRREGATE \$2,000,000 PRODUCTS-COMP/OP AGG \$2,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____	SKLS-029499S	01/01/23	01/01/23	COMBINED SINGLE LIMIT \$1,000,000 (Ea accident) BODILY INJURY \$ (Per person) BODILY INJURY \$ (Per accident) PROPERTY DAMAGE \$ (Per accident) AUTO ONLY-EA ACCIDENT OTHER THAN AUTO ONLY: \$ \$
A	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____	XL1234567	01/01/23	01/01/23	EACH OCCURENCE \$1,000,000 AGGREGATE \$1,000,000 _____ \$ _____ \$
A	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	XL1234567	01/01/23	01/01/23	EACH OCCURENCE \$1,000,000 AGGREGATE \$1,000,000 _____ \$ _____ \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/23	01/01/23	<input checked="" type="checkbox"/> WC STATU-ORY LIMITS OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE -POLICY LIMIT \$1,000,000
D	OTHER				Each Occurrence & Aggregate

5. DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS (Show Management), AEX Services (Official Service Provider), the (Facility), and (Show) are hereby named as additional insured, except for Workers' Compensation. (Show Management) and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Emerald, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by (Show Management) shall be excess and non-contributory. Show date(s) are: (00/00/0000) in (CITY, STATE).

CERTIFICATE HOLDER ADDITIONAL INSURED; INSURER LETTER: X CANCELLATION

6. AEX Services 3089 English Creek Ave Ste. A Egg Harbor Township, NJ 08234	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS AUTHORIZED REPRESENTATIVE 10.
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1. PRODUCER: Name, address and phone number of insurance carrier.
2. INSURED: Company name, address, phone number and booth number of company insured.
3. COVERAGES: Coverage must be provided for Comprehensive General Liability, Automotive Liability (if applicable), and Workmen's Compensation, complete with policy numbers, effective dates of Coverage and limits of coverage.
4. FORM OF COVERAGE: Must be "occurrence" form of coverage.
5. NAME OF ADDITIONAL INSUREDS: (Show Management), Texas Exposition Services (Official Service Provider), (Show) and the(Facility) as additional insureds on a primary and non-contributory basis. Show dates are (00/00/0000).
6. CERTIFICATE HOLDER: (SHOW MANAGEMENT), ADDRESS:
7. POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
9. LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Insurance Requirements.
10. AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.

SOUTH POINT

9777 S. Las Vegas Blvd. Las Vegas, NV 89183

2025 Exhibitor Kit



Chris Johnson
Audio Visual Production Manager
Direct Line: 702-797-8066
Email: johnsonc@southpointcasino.com

AV Power Services



Any power needed for booths on an expo floor needs must be ordered through:

EDLEN ELECTRICAL

6705 S. Eastern Avenue Las Vegas, NV. 89119 Toll-free: (800) 553-3536

Phone: (702) 385-6911 Fax: (702) 385-1810

Email: lasvegas@edlen.com

www.Edlen.com





2025 Audio Visual Order Form

South Point Convention Production Services is a full-service Audio Visual Department. The following forms include a list of our most commonly rented packages, and individual items.

Please provide your request to the Audio Visual Production Manager.

Prices are based on South Point owned equipment, per day, and per room.

Rates are subject to the current State of Nevada sales tax. Any sub-rented items will incur additional costs.

Event Name: _____ Event Dates: _____

Client or Group Name: _____ Location / Booth # _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Office Telephone: _____ Email: _____

On-Site Contact: _____ On-Site Contact Cell: _____

Load-In: Date / Time: _____ Load-Out: Date / Time: _____

PLEASE FILL OUT YOUR AUDIO VISUAL NEEDS BELOW

ITEMS	QUANTITY	DATE RANGE	TOTAL

Before this order is processed, prepayment is required		TOTAL : \$
ORDERED BY (Please Print Name) :	CUSTOMER AUTHORIZED SIGNATURE:	DATE:

AUDIO VISUAL LABOR

All Scheduled Technical Operator(s) require a four-hour minimum call time. Overtime begins after 10 hours. Rates are billed in half hour increments at time and one-half until release.

Breakout Rooms of 3 or more will require an AV Technician at the *Basic Hourly Rate* while the rooms are in use for the duration of the event.

At **South Point Hotel & Casino**, you are free to bring in external equipment and services for your event and/or meeting (*Ex: DJ's*). However if this results in multiple calls for assistance from the South Point Audio Visual Team, additional labor fees will be added at the *Basic Hourly Rate*.

Groups utilizing outside production companies, will require a South Point AV Technician in the room during load in/outs at the *Basic Hourly Rate*.

***Labor is not included in equipment prices
and will be added to your BEO & Audio Visual quote.***

AUDIO - VISUAL LABOR		
DESCRIPTION	BASIC HOURLY RATE	OVERTIME & HOLIDAY RATE
AV Technician (<i>Set-up & Strike Per Room, Per Tech</i>)	\$80.00 per hour	N/A
Technical Operators (audio, video, lighting, or graphics) (<i>Four hour minimum</i>)	\$95.00 per hour	\$135.00 per hour
Rigger 2 person (<i>Four-hour minimum</i>)	\$95.00 per hour	\$135.00 per hour
Banner Hanging (<i>2 person minimum</i>)	\$95.00 per hour	\$135.00 per hour

Internet / Phone Services

For the convenience of our guests, we offer complimentary Wi-Fi in our meeting and exhibit areas. To access Wi-Fi, connect to: **SouthPointMeetingRooms**
Custom options are available below:

****Due to the nature of Wi-Fi Access and use, we do not allow outside Wi-Fi routers, switches, or cellular boxes in use in any of our meeting rooms or the exhibit hall.**

INTERNET / PHONE SERVICES & EQUIPMENT	DESCRIPTION	FLAT FEE – per event
Wired Internet <i>(Private Wired) Includes installation</i>	Wired IP Address <i>(No Wi-Fi network)</i>	\$400.00
10/100 Ethernet Switch	8, 16, OR 24-Port Switch <i>(No Wi-Fi network)</i>	\$100.00
Cat6e Cable <i>(for wired service)</i>	Cat6e <i>(up to 50 feet per cable)</i>	\$30.00
Isolated Custom Wi-Fi Access Wi-Fi Name: _____	Internet Access Only Custom Password: _____ <i>(At least 8 characters long)</i>	\$300.00
Splash Page for Wi-Fi Access	Client's logo / artwork for Splash Page (Sponsors)	\$200.00
Custom VLAN for Wi-Fi Access	Networking Access for Wi-Fi	\$500.00
Polycom Phone		\$200.00
Expedite Fee	Orders must be received at least three (3) business days prior to Event to avoid an Expedite Fee.	\$250.00

AV Production Rigging Services

RIGGING & BANNER / SIGNAGE INSTALL		
DESCRIPTION	STANDARD	SHOW SITE
1/2 Ton Chain Motor	\$135.00	\$270.00
12" x 12" x 10' Box Truss <i>(Black)</i>	\$100.00	\$200.00
Scissor Lift <i>(32 feet)</i>	\$250.00	\$500.00
* Flown Aisle & Directional Sign Labor	\$75.00 per sign	\$150.00 per sign
* Banner <i>(Ground Supported Pipe & Drape Uprights)</i>	\$75.00	\$75.00
* Electrical <i>(Power needs to be ordered through Edlen)</i>		

Hanging Sign Services

TYPE OF SIGN / RIGGING

Aisle/Booth Banner Electrical Truss Other

SHAPE OF

Square Rectangle Triangle Circle Other Special Rigging Required

DIMENSIONS & WEIGHT OF SIGN / RIGGING:

Width _____ Length _____ Height _____ Weight _____

Number of structural pick points _____

Does your sign require assembly? Yes No *NOTE: If assembly is required, please reach out to Expo Company.*

Does your sign require electricity? Yes No *NOTE: Power must be ordered separately through Edlen.*

Is your sign motor driven? Yes No

Sign will be hung in accordance to the physical space of the venue where your event is taking place.
If there are no hanging hardware points to attach cables, **we reserve the right to not install.**

It is your responsibility to be available or have a representative available at the time of install.

2025 POLICIES FOR OUTSIDE AUDIO VISUAL COMPANIES

South Point Convention Production Services manages and oversees all Audio Visual Production Companies providing services within the South Point to insure standards are met. A South Point Technical Supervisor will be assigned to your Production Company for the duration of your Show at the discretion of the South Point Production Services Manager.

The South Point Convention Production Services is the **exclusive provider** for all rigging including supervision, assembly, installation, removal of signs, and trusses supported in any ceiling area to include any Uni-strut. Only ground supported trussing can be rigged/installed by outside Audio Visual companies/providers. A minimum of one high and one ground rigger are required for both load-in and load-out of all equipment that is to be hung in or attached to the ceiling.

Rigging point charges are \$100.00 per point for the run of the Show. A point is defined as each location a cable, strap, chain, or hanger is attached to the ceiling or grid.

Electrical power is an **exclusive service** of the South Point Hotel and Casino provided by Edlen for the Exhibit Hall and Convention Area when exhibit power is required. Table power and stage power requirements in the Convention Area are an **exclusive service** of the South Point Convention Production Services AV department and may require additional Edlen services based on electrical needs.

Please contact South Point Audio Visual Production Service Manager a minimum of forty-five (45) days prior to your Event with the preliminary production schedule and we will work with you to coordinate your needs and prepare an estimate for your review. A final production schedule will be due no later than twenty-one (21) days prior to your first Event date.



EXHIBITOR FOOD & BEVERAGE ORDER FORM

Please email completed form to Catering Office
 Ashley Loughary | lougharya@southpointcasino.com | 702-797-8060
 Violeta Rosales | rosalesv@southpointcasino.com | 702-797-8060

EXHIBITOR INFORMATION			
EXHIBIT SHOW NAME:			
COMPANY NAME:			PHONE:
CONTACT NAME:			CELL:
EMAIL ADDRESS:			
ADDRESS:			
CITY:		ST:	ZIP:
BOOTH #			
DATE(S):	START TIME:	END TIME:	

Pricing is per day

For more options please check out our Catering Menu <https://southpointmeetings.com/catering/>

FOOD & BEVERAGE ORDER	QTY	PRICE
Popcorn Minimum 100 at \$4.00 each with Popcorn machine maker at \$75.00 per day		
Hot Dogs Minimum 100 at \$4.00 each with Hot Dog warmer Rental at \$50.00 per day		
Pretzel Bites in cup Minimum 100 at \$3.00 each		
Cotton Candy Minimum 100 at \$2.00 each with Cotton Candy machine rental at \$100.00 per day		
Ice Cream Bars at \$60.00 per dozen		
Ben & Jerry's Cups at \$72.00 per dozen		
Slush Machine Minimum 100 at \$2.00 each with machine rental at \$100.00 per day Slush flavors available upon request		
Food Attendant required for food and slush items above		\$150 each
Kegged Beer – Domestic () Budweiser () Bud Light () Coors Light		\$500 each
Kegged Beer – Premium () Blue Moon () Shock Top () Samuel Adams () Goose IPA () Dogfish Head 90 Minute () Sierra Nevada Big Little Thing		\$625 each
Jockey Box *required for Kegged Beer		\$150 each
Bartender - *required for Kegged Beer (4 hour minimum)		\$200 each
Additional hour for Bartender		\$50 per hour

