

# Brede

EXPOSITION SERVICES



**ASRS 35<sup>th</sup> Annual Meeting**  
Hynes Convention Center  
Boston, MA  
August 11-15, 2017

Dear Exhibitor:

Brede Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming **ASRS 35<sup>th</sup> Annual Meeting**. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

Included in this service manual are forms for ordering various services and equipment. The Brede forms are to be returned to our office, the others to the specific contractors who are providing the services. Please review, complete, and submit your order forms as early as possible to take advantage of our discount pricing.

Please refer to the enclosed *Show Details* page for vital facts and information about this event. If you have any additional questions about Brede's services, please do not hesitate to call or email Brede's Customer Service Representative at [csbrede@brede.com](mailto:csbrede@brede.com)

A Brede Service Desk will be maintained in the exhibit area during exhibitor move-in to answer any questions that arise and to assist with any last minute requirements.

We look forward to working with you and your company toward a successful show.

Thank you.

The Brede logo, consisting of the word 'Brede' in a bold, blue, sans-serif font.

# Brede

EXPOSITION SERVICES

## Brede Customer Service

- 781.741.5900 Fax 781.741.5902 e-mail: [csbrede@brede.com](mailto:csbrede@brede.com)
- Office Hours: 8:00 AM - 4:30 PM (eastern time)
- No telephone orders accepted; please complete and submit your order and credit card information to Brede.

## Show Management

- Sam Zerang
- Membership Manager / American Society of Retina Specialists
- 312.578.5760
- [sam.zerang@asrs.org](mailto:sam.zerang@asrs.org)

## Booths

Each 10'x10' booth includes:

- 8' high back drape - Blue/White
- 3' high side drape - Blue
- (1) 6' x 30" draped table - Blue
- (2) side chairs
- (1) waste basket
- (1) one-line booth ID sign with booth number

Drape Colors: Blue/White

Aisle Carpet Color: Blue

**The exhibit hall is not carpeted.** Carpet or flooring is mandatory for all exhibitors. Exhibitors may bring their own floor covering or rent carpet through Brede Exposition Services using the *Carpet Requirement* form. If no carpet is ordered or provided, per show management, carpet will be installed at the exhibitor's expense.

## Material Handling

### Advance to Warehouse

Late to warehouse charges apply after: **August 4, 2017**

TO: Exhibiting Company Name and Booth #  
 FOR: ASRS 35<sup>th</sup> Annual Meeting  
 Brede Exposition Services  
 c/o ABF  
 150 Manley St  
 West Bridgewater, MA 02379

### Direct to Show Site

Do not deliver prior to: **August 11, 2017**

TO: Exhibiting Company Name and Booth #  
 FOR: ASRS 35<sup>th</sup> Annual Meeting  
 c/o Brede Exposition Services  
 Hynes Convention Center  
 via Cambria Street Loading Dock  
 900 Boylston St  
 Boston, MA 02115

## Exhibitor Schedule

<b>Exhibitor Move-in:</b>	Friday	August 11, 2017	11:00 AM	—	7:00 PM
<b>Show Hours:</b>	Saturday	August 12, 2017	7:15 AM	—	3:15 PM
	Sunday	August 13, 2017	7:30 AM	—	3:15 PM
	Monday	August 14, 2017	7:30 AM	—	4:30 PM
	Tuesday	August 15, 2017	7:30 AM	—	4:00 PM
<b>Exhibitor Move-out:</b>	Tuesday	August 15, 2017	*4:00 PM	—	10:00 PM

- \*Soft closing from 4:00 PM to 5:00 PM. Dismantling must remain quiet and free of noise (including tape guns) until 5:00 PM.
- Drivers for all carriers must be checked in at the Brede Service Desk for pick-up of freight by:  
**7:00 PM on Tuesday, August 15, 2017.**

## Utilities & Services

- For booth utilities and additional booth services, please contact the individual suppliers using the enclosed order forms.



[Find more on Brede.com](http://www.brede.com)



phone 781.741.5900  
 fax 781.741.5902  
 e-mail [csbrede@brede.com](mailto:csbrede@brede.com)



**Information Form** Please make your show site representative aware of the following policies.

### Important Deadlines

- Take advantage of advance order discount pricing! Orders must be received with payment in full no later than the following dates. Orders received with payment in full after discount deadline dates will be invoiced at "standard floor" pricing.

**Carpet and furnishings rentals** **July 28, 2017**

**Custom exhibits rentals** **July 28, 2017**

**Labor orders** **July 28, 2017**

- Freight received at the warehouse after the deadline will incur an additional charge.

**Advance shipments to warehouse to arrive by:** **August 4, 2017**

**Shipments to show site to arrive no sooner than:** **August 11, 2017**

### Payment Policies

- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.
- For your convenience, we accept the following methods of payment: cash; checks and money orders drawn on U.S. banks in U.S. funds; and credit cards including VISA, MasterCard and American Express.
- Purchase Orders are not considered payment; therefore, a check or credit card is required.

### Cancellations & Adjustments

- Cancellations are invoiced at 50% of original price, unless otherwise noted on order form.
- No adjustments will be made after close of the show.

### Tax Exemption

- If tax exempt, a copy of your tax exempt certificate must accompany your order. This is not a resale certificate.
- No adjustments for tax exempt status will be made after close of the show.

### Third Party Payment Billing

- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.

### Miscellaneous

- Rental items not ordered, yet found in booths, are invoiced at "Standard Floor" pricing.
- All prices are in U.S. dollars (\$).
- All rental items are subject to applicable taxes.
- All rental items remain the property of Brede Exposition Services.



[Find more on Brede.com](http://Brede.com)



**phone** 781.741.5900

**fax** 781.741.5902

**e-mail** [csbrede@brede.com](mailto:csbrede@brede.com)

# Brede

EXPOSITION SERVICES



**Required Form**

This form must accompany any completed order form(s) submitted to Brede.  
Payment Method must be completed to process orders.  
Orders received without full payment or credit card information will not be processed.

**Advance Order Discount Deadline: July 28, 2017**

**Order Summary**

Carpet	\$	_____
Tables & Accessories	\$	_____
Brede Rental Exhibits	\$	_____
Material Handling	\$	_____
Labor	\$	_____
Forklift	\$	_____
Hanging Sign	\$	_____
Graphics	\$	_____
<b>Total Due</b>	<b>\$</b>	_____

Third Party Payer

Tax Exempt  
include certificate

**Payment Method**

- For your convenience, we accept cash, checks and money orders drawn on U.S. banks in U.S. funds, VISA, MasterCard and American Express.
- Purchase Orders are not considered payment.
- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.

Brede Job #  
708.305

Our Federal ID #  
52-1248980

Pay By Credit Card

- Please complete the *Credit Card Authorization* form and submit with your order.

Pay By Check or Money Order Payable to Brede Exposition Services

- International checks must be drawn on a U.S. bank, U.S. funds account only - processing fee of \$25.00.
- Please include **ASRS 35<sup>th</sup> Annual Meeting** and booth number on all payments.

Check Number \_\_\_\_\_ Dated \_\_\_\_\_ Amount \_\_\_\_\_

**Exhibiting Company**

Company: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Booth Number

**COMPLETE and SUBMIT this form:**

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705 | USA by fax 781.741.5902

**Order Summary / Payment Method**



# Brede

## EXPOSITION SERVICES



### Required Form

*This form must accompany any completed order form(s) submitted to Brede. A credit card must be on file prior to the delivery of any goods or services. Orders received without full payment or credit card information will not be processed.*

### Terms

- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.
- Submitting credit card information and signature indicates agreement with the terms below.

### Credit Card

I authorize Brede Exposition Services to charge any additional amounts incurred by me or  Third Party Payer my show representative, including material handling and/or labor charges.  
 If credit card is declined, Standard Floor pricing prevails and a \$25.00 service charge will be added.

Cardholder's name (please print): \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Cardholder's Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

VISA MC AMEX

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EXP

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Exhibiting Company \_\_\_\_\_

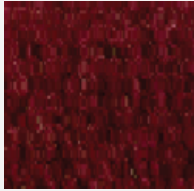
Booth Number
_____

**COMPLETE and SUBMIT this form:**

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705 | USA by fax 781.741.5902

## Standard Carpet Colors

*Burgundy*



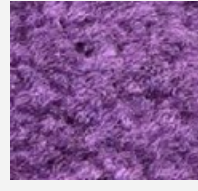
*Blue*



*Red*



*Plum*



*Teal*



*Black*



*Forest Green*

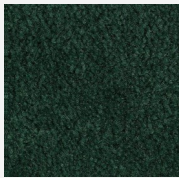


*Grey*

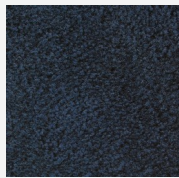


## Plush Custom Carpeting

*Emerald*



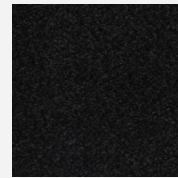
*Navy*



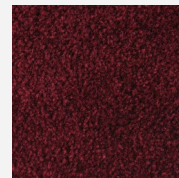
*Beige*



*Black*



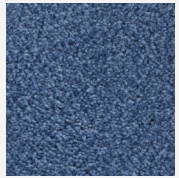
*Burgundy*



*Charcoal*



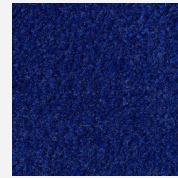
*Nu Blue*



*Red*



*Royal Blue*

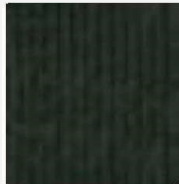


*Silver Cloud*



## Display Table Drape Colors

*Black*



*Blue*



*Burgundy*



*Forest Green*



*Plum*



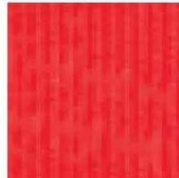
*Gold*



*Grey*



*Red*



*Teal*



*White*



[Find more on Brede.com](http://Brede.com)



phone 781.741.5900

fax 781.741.5902

e-mail [csbrede@brede.com](mailto:csbrede@brede.com)

# Brede

## EXPOSITION SERVICES



### Order Form

Submit this form if you wish to rent carpet, visqueen, or padding from Brede. Enter the Carpet Total below on Order Summary / Payment form. Orders received without full payment or credit card information will not be processed.

**Advance Order Discount Deadline: July 28, 2017**

### Carpet Requirement



The exhibit hall is not carpeted. **Carpet is required for this show.**



[Find more on Brede.com](#)

- We are providing our own carpet. Please select shipment method:  
 Advance Warehouse     Direct to Show Site

### Standard Carpeting

Select from Standard Colors (if no color is selected, show colors will prevail.)

- Black     Blue     Grey     Red     Burgundy     Forest Green

Qty	Size	Advance	Standard	Subtotal
_____	10' Carpet	\$ 291.50	\$ 379.00	\$ _____
_____	20' Carpet	\$ 583.00	\$ 758.00	\$ _____
_____	30' Carpet	\$ 874.50	\$ 1,137.00	\$ _____
_____	40' Carpet	\$ 1,166.00	\$ 1,516.00	\$ _____
_____	Full Coverage _____ x _____ = _____ sq. ft. (100 sq. ft. minimum)	\$ 8.25 per sq. ft.	\$ 10.75 per sq. ft.	\$ _____

- Standard carpets ordered in multiples of 2 or more do not include seaming and exact color match is not guaranteed.

### Options

_____	Carpet Padding	_____ x _____ = _____ sq. ft.	\$ 2.25	\$ 3.00	\$ _____
_____	Visqueen	_____ x _____ = _____ sq. ft.	\$ 1.75 per sq. ft.	\$ 2.25 per sq. ft.	\$ _____

### Plush Custom Carpeting

Select from Custom Colors

- Emerald     Navy     Beige     Black     Royal Blue     White  
 Charcoal     Nu Blue     Red     Burgundy     Silver Cloud

_____	Full Coverage _____ x _____ = _____ sq. ft. (100 sq. ft. minimum)	\$ 9.25 per sq. ft.	\$ 12.00 per sq. ft.	\$ _____
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- Includes poly covering for protection.
- To guarantee availability, orders must be received 30 days prior to show move-in.
- Cancelled orders for custom carpet will be charged 100%.

### Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

### Calculate

Subtotal	\$ _____
6.25% MA Tax	\$ _____
<b>Carpet Total</b>	<b>\$ _____</b>

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders without payment source will not be processed.

Booth Number

Exhibiting Company \_\_\_\_\_

**COMPLETE and SUBMIT this form:**

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705 | USA by fax 781.741.5902

Carpet Requirement

# Brede

## EXPOSITION SERVICES



### Order Form

Submit this form if you wish to rent tables, risers or furnishings from Brede.  
 Enter the Table & Accessories Total below on Order Summary / Payment form.  
 Orders received without full payment or credit card information will not be processed.

**Advance Order Discount Deadline: July 28, 2017**



[Find more on Brede.com](http://Brede.com)

### Tables

Qty	Item	Advance	Standard	Subtotal
<b>30" High Display Tables (includes white vinyl top, 3 side drape)</b>				
_____	4' x 2' draped table	\$ 176.00	\$ 228.00	\$ _____
_____	6' x 2' draped table	\$ 216.00	\$ 276.00	\$ _____
_____	8' x 2' draped table	\$ 250.00	\$ 325.00	\$ _____
_____	4th side drape	\$ 73.00	\$ 95.00	\$ _____
_____	4' x 2' undraped table	\$ 113.00	\$ 147.00	\$ _____
_____	6' x 2' undraped table	\$ 132.00	\$ 172.00	\$ _____
_____	8' x 2' undraped table	\$ 150.00	\$ 195.00	\$ _____
<b>42" High Display Tables (includes white vinyl top, 3 side drape)</b>				
_____	4' x 2' draped table	\$ 221.00	\$ 286.00	\$ _____
_____	6' x 2' draped table	\$ 268.00	\$ 349.00	\$ _____
_____	8' x 2' draped table	\$ 299.00	\$ 389.00	\$ _____
_____	4th side drape	\$ 86.00	\$ 112.00	\$ _____
_____	4' x 2' undraped table	\$ 138.00	\$ 180.00	\$ _____
_____	6' x 2' undraped table	\$ 157.00	\$ 204.00	\$ _____
_____	8' x 2' undraped table	\$ 172.00	\$ 223.00	\$ _____
<b>12" Tabletop Risers (includes white vinyl top)</b>				
_____	4' x 12" draped riser	\$ 100.00	\$ 132.00	\$ _____
_____	6' x 12" draped riser	\$ 118.00	\$ 152.00	\$ _____

### Accessories

Qty	Item	Advance	Standard	Subtotal
_____	Padded Side Chair - Grey	\$ 113.00	\$ 146.00	\$ _____
_____	Padded Arm Chair - Grey	\$ 127.00	\$ 173.00	\$ _____
_____	Counter Stool with Back	\$ 136.00	\$ 178.00	\$ _____
_____	30" Pedestal Table <input type="checkbox"/> 30" d <input type="checkbox"/> 36" d	\$ 185.00	\$ 240.00	\$ _____
_____	42" Pedestal Table <input type="checkbox"/> 30" d <input type="checkbox"/> 36" d	\$ 193.00	\$ 250.00	\$ _____
_____	Waste basket	\$ 37.00	\$ 48.00	\$ _____
_____	Floor Easel	\$ 52.00	\$ 67.00	\$ _____
_____	Sign Stand 22" x 28"	\$ 122.00	\$ 158.00	\$ _____
_____	Bag Rack	\$ 94.00	\$ 122.00	\$ _____
_____	Literature Rack	\$ 172.00	\$ 224.00	\$ _____
_____	Garment Rack	\$ 125.00	\$ 162.00	\$ _____
_____	Tackboard 8'x4' (horizontal only)	\$ 280.00	\$ 364.00	\$ _____
_____	Perfboard 8' x 4' <input type="checkbox"/> horizontal <input type="checkbox"/> vertical	\$ 280.00	\$ 364.00	\$ _____
_____	3' high drapery (per ft)	\$ 23.00	\$ 30.00	\$ _____
_____	8' high drapery (per ft)	\$ 30.00	\$ 38.00	\$ _____

Select Drape Color (if no color is selected, show colors will prevail.)

- Black     
  Blue     
  White     
  Burgundy  
 Red     
  Grey     
  Forest Green

### Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

### Calculate

Subtotal	\$ _____
6.25% MA Tax	\$ _____
<b>Table Total</b>	<b>\$ _____</b>

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company \_\_\_\_\_

Booth Number  
 \_\_\_\_\_

**COMPLETE and SUBMIT this form:**

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705 | USA by fax 781.741.5902

**Tables & Accessories**



# Brede

## EXPOSITION SERVICES



### Order Form

Submit this form if you wish to rent a hardwall exhibit from Brede.  
 Please contact Brede if you would like to inquire about our Custom Rental Exhibits.  
 Enter the Rental Exhibits Total below on Order Summary / Payment form.  
 Orders received without full payment or credit card information will not be processed.

**Advance Order Discount Deadline: July 28, 2017**



#### Plan A: 10' N-Line Option Includes:

- Hardwall Panels • Carpet • (1) side chair • (1) counter • (2) shelves • Header • Labor to Install & Dismantle

Qty	Item	Advance	Standard	Subtotal
_____	White Hardwall Panels	\$ 2,501.50	\$ 3,252.00	\$ _____
_____	Color Hardwall Panels	\$ 2,760.25	\$ 3,588.50	\$ _____
_____	Velcro Compatible Panels	\$ 3,396.75	\$ 4,416.00	\$ _____



#### Plan B: 20' N-Line Option Includes:

- Hardwall Panels • Carpet • (2) side chair • (1) counter • (4) shelves • Header • Labor to Install & Dismantle

Qty	Item	Advance	Standard	Subtotal
_____	White Hardwall Panels	\$ 4,534.25	\$ 5,894.75	\$ _____
_____	Color Hardwall Panels	\$ 4,948.25	\$ 6,432.75	\$ _____
_____	Velcro Compatible Panels	\$ 5,966.75	\$ 7,756.75	\$ _____

### Color Options:

- Select Panel Color (Hardwall Color/Velcro Panels)  Black  Blue  Grey
- Select Carpet Color:  Black  Blue  Red  Grey  Burgundy  Forest Green

### Header Copy:

Header Copy ~ One line with block letters: \_\_\_\_\_  
 (Please print clearly. Logos, color, & special lettering available at an additional cost. Call for quote.)

### Additional Options

Qty	Item	Advance	Standard	Subtotal
_____	Standard Counter 18"x39"x40"	\$ 187.75	\$ 244.25	\$ _____
_____	Adjustable Shelves	\$ 47.50	\$ 62.00	\$ _____
_____	Spot Lights (use w/ rental only)	\$ 52.75	\$ 68.50	\$ _____

Additional booth furnishings can be found throughout manual. Look for upgraded carpet, carpet pad, graphics, chairs, etc.



### Why Choose Custom?

Every exhibitor wishes to present a strong positive image of their company. What better way to do this than with a personalized exhibit?



### Important Notes

- Electricity is not included with rental.
- Cancelled orders will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

### Calculate

Subtotal \$ \_\_\_\_\_  
 6.25% MA Tax \$ \_\_\_\_\_  
**Est. Total** \$ \_\_\_\_\_

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment will not be processed.

Exhibiting Company \_\_\_\_\_

Booth Number  
 \_\_\_\_\_

### COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705 | USA by fax 781.741.5902



# Brede

EXPOSITION SERVICES

ASRS American Society of Retina Specialists

ASRS 35<sup>th</sup> Annual Meeting  
Hynes Convention Center  
Boston, MA  
August 11-15, 2017

## Why Choose Custom?

Exhibitors will have full access to Brede Exposition Services' design expertise. A Brede Design Specialist is available to create a customized exhibit that is within your desired budget. An attractive and functional exhibit will complement your marketing strategy, maximize your booth space, and enhance your presence on the show floor.

## Inline



10x20



10x20

## Island



20x20

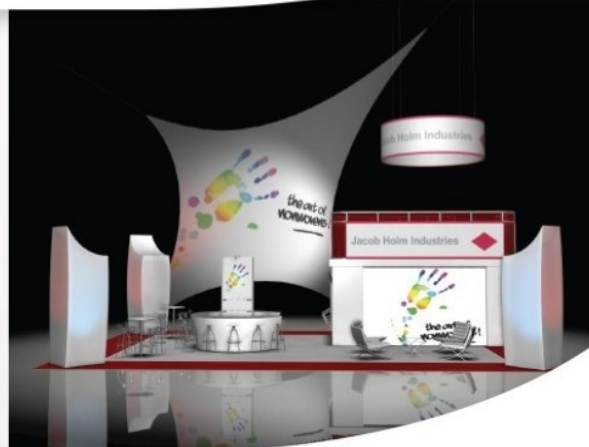


15x30

## Island



15x20



30x45

Custom Rental Exhibits



Find more on [Brede.com](http://Brede.com)



phone 781.741.5900

fax 781.741.5902

e-mail [csbrede@brede.com](mailto:csbrede@brede.com)

# Brede

EXPOSITION SERVICES

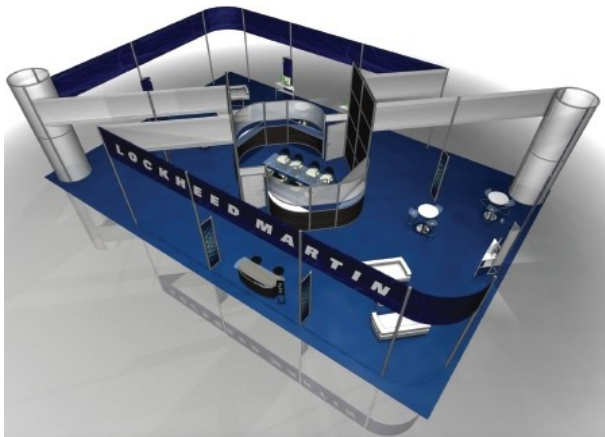
ASRS American Society of Retina Specialists

ASRS 35<sup>th</sup> Annual Meeting  
Hynes Convention Center  
Boston, MA  
August 11-15, 2017

**Why Choose Custom?**

We will work with you to create a customized exhibit to showcase your company. Most importantly, the Brede Design Team will work with you from the beginning concept through on-site completion.

**Custom**

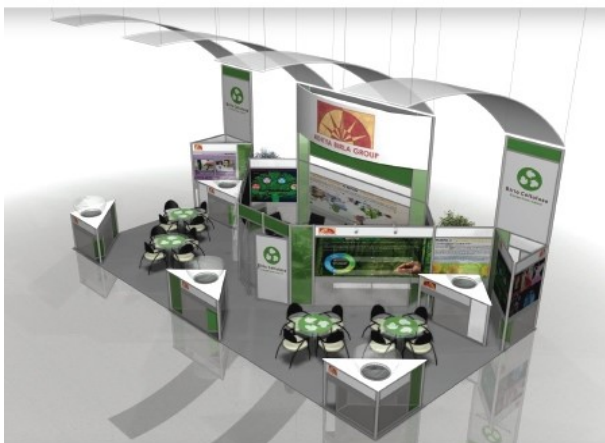


40x60



20x30

**Custom**



20x40

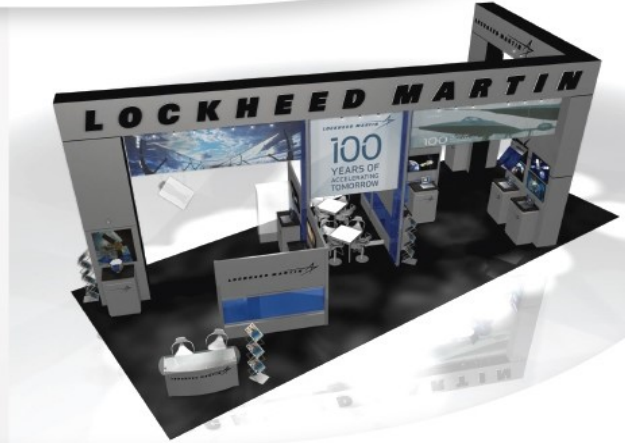


30x50

**Custom**



40x80



20x45

Custom Rental Exhibits



Find more on [Brede.com](http://Brede.com)



phone 781.741.5900  
fax 781.741.5902  
e-mail [csbrede@brede.com](mailto:csbrede@brede.com)





*Brede Exposition Services' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below. Please make your show site representative aware of the following policy.*

### Limitations of Brede Exposition Services' Liability and Responsibility

1. Brede Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Brede bills of lading covering outgoing shipments which are tendered to Brede Exposition Services by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
4. Brede Exposition Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Brede Exposition Services by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
6. Brede Exposition Services shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. Brede Exposition Services shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Brede Exposition Service's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Brede Exposition Services is limited to \$.30 per pound per article, with a maximum of \$50.00 per item, and a maximum of \$1,000.00 per shipment. This applies while these goods are in Brede's warehouse, in vehicles for delivery, or at show site.
7. Claims for loss or damage which are not submitted to Brede Exposition Services within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Brede Exposition Services or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
8. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede Exposition Services for such shipments.
9. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Brede Exposition Services assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Brede Exposition Services labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Brede will assist in the preparation of Brede bills of lading. Be sure that your material has been carefully crated or packed, and properly tagged or marked.
11. In order to expedite removal of materials, Brede Exposition Services shall have authority, without further clearance with exhibitors, to change designated carriers.
12. Labor and services ordered on behalf of exhibitors by display builders or other parties must be so authorized in a letter from exhibitors. Payment for all labor and services will be the responsibility of the exhibitor.
13. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.  

The exhibitor agrees, in the event of a dispute with Brede Exposition Services relative to any loss or damage to any of their materials or equipment, that they will not withhold payment of any amount due to Brede Exposition Services for Drayage or any other services provided by Brede Exposition Services as an offset against the amount of the alleged loss or damage. Instead, they agree to pay Brede Exposition Services at the close of the show for all such charges, and they further agree that any claim they may have against Brede Exposition Services shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
14. Service charge of 1-1/2% per month on any unpaid balance will be made starting 30 days after date of invoice.
15. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
16. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
17. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE** covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Brede Exposition Services is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Brede Exposition Services hereunder are based on the value of the material handling services and the scope of Brede Exposition Services liability as set forth above.



[Find more on Brede.com](http://Brede.com)



phone 781.741.5900  
fax 781.741.5902  
e-mail [csbrede@brede.com](mailto:csbrede@brede.com)



### Information Form

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Exhibitors may choose to ship freight to the advance warehouse or directly to show site. Brede will receive and manage the freight at the warehouse and on show site as described in the following pages. Material handling fees are paid to Brede for these material handling services, and are separate from and independent of freight transportation charges, which are paid to a freight carrier such as YRC, ABF, FedEx, or any other carrier of the exhibitor's choosing. Exhibitors are responsible for securing a carrier of their choosing and arranging freight transportation to and from the event, and all associated transportation fees.

## Advance Shipments to the Warehouse

### Deadlines and Info

- Receiving begins **30 days prior to exhibitor move-in.**
- Shipments received at the warehouse after **August 4, 2017** are subject to additional charges.
- Ship pre-paid; collect shipments will be refused
- Uncrated, pad wrapped or specialized equipment will not be accepted at the warehouse.
- Hazardous materials will not be accepted at the warehouse.

### Advantages

There are several advantages to shipping advance to the warehouse versus directly to the show site:

- Exhibitors can confirm shipment has arrived and is intact in advance of the move-in date.
- Materials will be delivered to your booth prior to your arrival on site.
- Delivery dates and times are more flexible.

## Advance Warehouse Rates

See below for definitions and descriptions of warehouse rates, and the *Material Handling Rates* form for the associated fees. All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

### Rates Include

Warehouse material handling rates include the following:

- Receiving exhibitor shipment at the advance warehouse, and storage beginning 30 days prior to the show.
- Movement of all exhibitor freight from warehouse to exhibit site.
- Materials unloaded and delivered to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

### Crated or Skidded

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

### Special Handling

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as Fedex, UPS, POVs (personally owned vehicles).

### Small Package

Use this rate for cartons/envelopes weighing less than 25 lbs. per shipment without documentation. These will be delivered to the booth without guarantee of piece count or condition.



[Find more on Brede.com](#)



phone 781.741.5900  
fax 781.741.5902  
e-mail [csbrede@brede.com](mailto:csbrede@brede.com)



### Information Form

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

## Direct Shipments to Show Site

### Deadlines and Info

- Do not ship to the facility prior to **August 11, 2017**. Early shipments to show site may be refused. Brede Exposition Services will be on show site at the loading dock to receive exhibitor materials only during move-in hours.
- Ship pre-paid; collect shipments will be refused.
- Hazardous materials will not be accepted at show site.

## Direct to Show Site Rates

See below for definitions and descriptions of direct to show site rates, and the *Material Handling Rates* form for the associated fees. All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

### Rates Include

Direct to show site material handling rates include the following:

- Materials unloaded at loading dock and delivered to booth.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

### Crated or Skidded

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

### Special Handling

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as Fedex, UPS, POVs (personally owned vehicles).

### Uncrated, Unskidded, or Wrapped

Use this rate for shipments that are not in crates, cases, or boxes and/or pad wrapped, specialized equipment, unskidded machinery or uncrated POV shipments. Uncrated shipments are received at show site only.

### Small Package

Use this rate for cartons/envelopes weighing less than 25 lbs. per shipment without documentation. Will be delivered to booth without guarantee of piece count or condition.

## Overtime Charges

### Inbound

Overtime charges apply on inbound shipments if:

- Your shipment is to be delivered to your booth before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your shipment is received at the warehouse, and is delivered to show site before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- A vehicle driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.

### Outbound

Overtime charges apply on outbound shipments if:

- Your shipment is loaded after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your carrier driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.



[Find more on Brede.com](http://www.brede.com)



phone 781.741.5900  
fax 781.741.5902  
e-mail [csbrede@brede.com](mailto:csbrede@brede.com)





### Information Form

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

## Material Handling Documentation

### Inbound Bill of Lading

All inbound shipments must have a Bill of Lading or delivery slip showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede for such shipments. Billed weight is based on incoming weight, whether outbound services are used completely or in part. The weight is rounded up to the next one hundred pounds (100 lbs) and is taken from the inbound Bill of Lading and/or the certified weight ticket. Separate shipments will not be combined. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Brede. This weight will prevail.

### Advance Warehouse Shipping Address

TO: Exhibiting Company Name and Booth #  
FOR: ASRS 35<sup>th</sup> Annual Meeting  
Brede Exposition Services  
c/o ABF  
150 Manley St  
West Bridgewater, MA 02379

- Use this address and information on your inbound bill of lading if shipping your freight to the Advance Warehouse.
- Please use the freight labels provided in this service manual.
- Receiving hours: M - F 8:00 a.m. to 4:00 p.m.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- **All shipments to the Advance Warehouse must arrive by August 4, 2017 to avoid late charges.**

### Direct to Show site Shipping Address

TO: Exhibiting Company Name and Booth #  
FOR: ASRS 35<sup>th</sup> Annual Meeting  
c/o Brede Exposition Services  
Hynes Convention Center  
via Cambria Street Loading Dock  
900 Boylston St  
Boston, MA 02115

- Use this address and information on your inbound bill of lading if shipping your freight Direct to Show site.
- Please use the freight labels provided in this service manual.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- **Shipments will be received at the facility no sooner than August 11, 2017 during move-in hours.**

### Empty Containers, Labels

Exhibitors with crates or boxes that need to be returned to pack up booth equipment at the end of the show must affix empty labels on the containers as soon as they are empty. Empty labels will be available at the Brede Service Desk. Affixing the labels is the sole responsibility of the exhibitor. Brede assumes no responsibility for removal of containers with old empty labels, improper information on labels or valuables stored in containers with empty labels. Empty containers will be removed from the floor and stored until the close of the show. You will not have access to empty containers during the show. In most cases, empty containers may not be stored in your booth during the show as it is a fire hazard.

### Outbound Bill of Lading

Outbound shipping is not an automatic process. Outbound Bills of Lading must be completed and turned in to the Brede Service Desk: **do not leave outbound Bills of Lading in your booth.** Exhibitors who wish to ship outbound materials via any carrier other than the show carrier must advise carrier to be checked in at the Brede Service Desk by the driver check-in time specified on the *Show Details* page. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Service Desk. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in by the designated time, Brede reserves the right to re-route shipment via the official show carrier as necessary, at the exhibitor's expense.



[Find more on Brede.com](#)



phone 781.741.5900  
fax 781.741.5902  
e-mail [csbrede@brede.com](mailto:csbrede@brede.com)



**EXPOSITION SERVICES**



**Order Form**

Submit this form if you will be shipping materials to the advance warehouse or show site. Use the rates and calculator below to estimate your material handling charges. Enter the Material Handling Estimate below on Order Summary / Payment form. Orders received without full payment or credit card information will not be processed.

**Material Handling Rate Schedule**

- For full definitions and descriptions of all rates, and rules, see the *Material Handling Information* forms included in this manual.
- All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown below. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

<b>OT One Way</b> move-in or move-out on OT per 100 lbs	<b>OT Two Ways</b> Both move-in and move-out on OT per 100 lbs
---	--

<b>Description: A 200 lb minimum charge per shipment applies</b>		
<b>Advance to Warehouse: Crated</b>	\$215.25	\$258.50
<b>Direct to Show site: Crated</b>	\$215.25	\$258.50
<b>Advance to Warehouse: Special Handling</b>	\$269.00	\$322.25
<b>Direct to Show site: Special Handling</b>	\$269.00	\$322.25
<b>Direct to Show site: Uncrated, Unskidded, or Wrapped</b>	\$296.00	\$387.25
<b>Advance to Warehouse/Direct to Show site: Small Packages</b>	\$55.00 <i>each</i>	

<b>Additional Services</b>	
<b>Late shipments, off-target shipments &amp; site shipments received before published move-in or after show opening.</b> Freight received at the warehouse after <b>August 4, 2017</b> or at show site prior to published move-in or after show opening, add an additional charge per 100 lbs. Additional transportation charges may apply.	\$29.00 <i>per 100 lbs.</i>
<b>Spotting Fee.</b> Any vehicles driven into the exhibit hall under their own power will incur a round-trip spotting fee. Vehicles not moved in under their own power will be unloaded and charged based on weight.	\$260.00 <i>round trip</i>
<b>Special Services.</b> Shipments returned to warehouse will be charged \$15.00 per 100 lbs. with a \$250.00 minimum. Storage will be charged if shipment is not routed or picked up after three working days. Storage fees prior to 30 days before show, or after 3 days following the show are \$1.25 per 100 lbs. per day with a \$35.00 minimum. On-site container storage for freight brought in by exhibitors is \$30.00 per piece.	

**Calculate Estimated Material Handling Charges**

Select:  Advanced  Direct

Carrier(s)	Tracking # or Shipped From	Date of Arrival	# Pieces	Est. Weight CWT	Rate per CWT	Estimated Cost 200 lb minimum
					X	= \$
					X	= \$
					X	= \$

Transfer this total to the *Order Summary / Payment* form. Payment Method must be completed to process orders. Orders received without full payment or credit card will not be processed.

**TOTAL** \$

Show Site Contact Name \_\_\_\_\_

Show Site Phone \_\_\_\_\_

Booth Number

Exhibiting Company \_\_\_\_\_

**COMPLETE and SUBMIT this form:**

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705 | USA by fax 781.741.5902

**Material Handling Rates**



### Information Form

By completing and submitting the Material Handling order form, exhibitor acknowledges reading and accepting the terms and conditions included on the Material Handling Information forms, as well as the Limits of Liability form. Please review these money-saving tips to make the most efficient use of your material handling budget. Please make your show site representative aware of the following information.

## Money-Saving Tips

### In General

- Ship via common carrier to avoid possible special handling surcharges.
- Ship early to avoid overnight charges whenever possible.
- Furnish accurate weight tickets with your shipment.
- Properly label/address all shipments to avoid time-consuming re-routes, mis-deliveries, and delays. Remove old shipping labels before you send materials, and attach new labels with complete information. Shipping labels are provided in this service manual for your convenience.
- When shipping direct to show site, confirm in advance that your carrier can guarantee delivery of your freight to the exhibit facility during move-in dates. When possible, schedule shipments to arrive during straight time rather than overtime periods.
- Label your freight with the number of total pieces – example 1 of 3, 2 of 3 and 3 of 3.
- Take a copy of tracking numbers to the show, as well as origination and destination points, piece counts, arrival dates and phone numbers for tracking purposes.

### Consolidate Your Shipment

- Separate shipments received by Brede will not be combined. The minimum 200 lb. charge applies to each shipment Brede receives.
- Consolidate your shipment whenever possible to avoid multiple minimum charges.

For example:

- o 1 piece weighing 36 lbs. charged @ 200 lb. minimum x \$215.25 per CWT = \$430.50
- o 1 piece weighing 62 lbs. charged @ 200 lb. minimum x \$215.25 per CWT = \$430.50
- o 1 piece weighing 54 lbs. charged @ 200 lb. minimum x \$215.25 per CWT = \$430.50

**TOTAL cost of three shipments arriving separately: \$1291.50**

**OR**

- o 3 pieces totaling 152 lbs @ 200 lb minimum x \$215.25 per CWT = \$430.50

**TOTAL cost of one consolidated shipment: \$430.50 Savings of \$861.00**

- Shipments arriving at the same time from different destinations are considered separate shipments.
- Please be aware that small package handlers may split shipments resulting in Brede receiving multiple shipments.



[Find more on Brede.com](http://Brede.com)



phone 781.741.5900  
fax 781.741.5902  
e-mail [csbrede@brede.com](mailto:csbrede@brede.com)

# Brede

EXPOSITION SERVICES

 **ASRS** American Society of Retina Specialists

**ASRS 35<sup>th</sup> Annual Meeting**  
Hynes Convention Center  
Boston, MA  
August 11-15, 2017



**Information  
Form**

*Please make your show site representative aware of the following move-in policy.*

## **All exhibitor move-in is restricted to the Hynes Convention Center loading dock.**

No exhibitors will be allowed access with any move-in materials via the Boylston Street or Prudential Mall Entrance.

**Exhibitor Move-in Information**



[Find more on Brede.com](http://Brede.com)



phone 781.741.5900  
fax 781.741.5902  
e-mail [csbrede@brede.com](mailto:csbrede@brede.com)

**ADVANCE WAREHOUSE**

**EXHIBIT MATERIAL**

**Rush to:**

**Brede** EXPOSITION SERVICES

c/o ABF

150 Manley St

West Bridgewater, MA 02379

**ASRS 35<sup>th</sup> Annual Meeting**

Hynes Convention Center  
Boston, MA  
August 11-15, 2017

Exhibitor

Booth

Late to warehouse charges apply after:

**August 4, 2017**

**ADVANCE WAREHOUSE**

**EXHIBIT MATERIAL**

**Rush to:**

**Brede** EXPOSITION SERVICES

c/o ABF

150 Manley St

West Bridgewater, MA 02379

**ASRS 35<sup>th</sup> Annual Meeting**

Hynes Convention Center  
Boston, MA  
August 11-15, 2017

Exhibitor

Booth

Late to warehouse charges apply after:

**August 4, 2017**

- These shipping labels are provided for your convenience to assist in preparing shipments to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment to the advance warehouse.
- Please make additional copies of these labels as needed.

**Important notes: Warehouse is not temperature controlled.**

**Hazardous materials will not be accepted at the warehouse.**



**DIRECT TO SHOW SITE**

**EXHIBIT MATERIAL**

**Rush to:**

**Brede** EXPOSITION SERVICES

Hynes Convention Center  
via Cambria Street Loading Dock  
900 Boylston St  
Boston, MA 02115

**ASRS 35<sup>th</sup> Annual Meeting**

Hynes Convention Center  
Boston, MA  
August 11-15, 2017

Exhibitor \_\_\_\_\_

Booth \_\_\_\_\_

**Do not deliver prior to:  
August 11, 2017**

**DIRECT TO SHOW SITE**

**EXHIBIT MATERIAL**

**Rush to:**

**Brede** EXPOSITION SERVICES

Hynes Convention Center  
via Cambria Street Loading Dock  
900 Boylston St  
Boston, MA 02115

**ASRS 35<sup>th</sup> Annual Meeting**

Hynes Convention Center  
Boston, MA  
August 11-15, 2017

Exhibitor \_\_\_\_\_

Booth \_\_\_\_\_

**Do not deliver prior to:  
August 11, 2017**

- These shipping labels are provided for your convenience to assist in preparing shipments direct to the show site.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of these labels as needed.

**Important note: Hazardous materials will not be accepted at show site.**

# Brede

EXPOSITION SERVICES



**Order Form** Complete this form to request a pre-printed outbound bill of lading and shipping labels for your outbound shipment. Forms and labels will be delivered to your booth at show site.

**Requests must be submitted by: July 28, 2017**

## Notes

- Please complete one form per shipment.
- Please review the *Material Handling Information*, *Material Handling Rate Schedule*, and *Limits of Liability* forms.
- **Do not leave Bills of Lading in your booth!**

## Outbound Shipping Information

Consigned to (Ship to): \_\_\_\_\_  
 Attention: \_\_\_\_\_  
 Destination (Street Address): \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Method

### Ground

ABF       Other Ground \_\_\_\_\_

### Air

ABF       Other Air \_\_\_\_\_  Next Day  2nd Day  Deferred

## Freight Charges Guaranteed By

Company/Exhibitor: \_\_\_\_\_  
 Attention: \_\_\_\_\_  
 Permanent Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

## Shipping Label Request

# of Shipping Labels Requested: \_\_\_\_\_

Exhibitors using FedEx or UPS must provide pre-printed labels with the account number.

Exhibiting Company \_\_\_\_\_

Booth Number
_____

**COMPLETE and SUBMIT this form:**

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705 | USA by fax 781.741.5902

TRUST YOUR IMPORTANT TRADE SHOW SHIPMENT WITH THE LEADER IN EXHIBIT TRANSPORTATION SERVICES

Your Recommended Carrier

**ABF** **tradeshow**

*On-Site... On-Time... Damage-Free*

**800-654-7019**

## Let ABF make your show the easiest you have attended.

Choose ABF guaranteed, expedited shipping solutions — air or ground with special show discounted rates for your inbound and outbound shipments.

For personalized quotes, please call our trade show division at 800-654-7019.

On the floor and behind the scenes, **ABF Freight System, Inc.®** makes it happen with:

- Priority handling of your inbound and outbound shipment.
- Guaranteed expedited air and ground services.
- LTL ground transportation.
- International transportation.



[tradeshow@abf.com](mailto:tradeshow@abf.com)



# ABF FREIGHT SYSTEM, INC.® • TRADE SHOW SERVICES

Show Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Show Date \_\_\_\_\_ Show City \_\_\_\_\_

Contractor \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Street Address \_\_\_\_\_

P.O. Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip (P.O. Box) \_\_\_\_\_ Zip (Street Address) \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Estimated Exhibit Value \_\_\_\_\_

Normal Exhibit Weight \_\_\_\_\_ Number of Shows Per Year \_\_\_\_\_

Normal Number of Exhibit Pieces \_\_\_\_\_ Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Cases \_\_\_\_\_ Carpet \_\_\_\_\_

Would you like to be included on future mailings?  Yes  No

Would you like an ABF Trade Show coordinator to call you with a quote or information?  Yes  No

Please send me a detailed information packet on ABF's Trade Show Service.

Please fax completed form back to 800-836-3320.

ABF Freight System, Inc. • Trade Show Services • P.O. Box 697 • Cherryville, NC 28021



*On-Site... On-Time... Damage-Free*

tradeshow@abf.com

**(800) 654-7019**



# Brede

## EXPOSITION SERVICES

 **ASRS** American Society of Retina Specialists  
**ASRS 35<sup>th</sup> Annual Meeting**  
Hynes Convention Center  
Boston, MA  
August 11-15, 2017



### Information Form

*These definitions are provided in order to acquaint you with specific guidelines for labor. Trade shows, conventions, and special events in this vicinity are governed by local union contracts. Please review the following information in order to better understand the applicable union jurisdictions. If you have any questions once you have read this, please address them directly to Brede Exposition Services.*

### Material Handling

Exhibitors are allowed to perform their own drayage, provided that their freight is delivered in their privately owned vehicle (POV), they use their own bona fide company employees, and they bring the freight into the building and to their booth. POVs are defined as personally owned vehicles such as cars, vans, station wagons, SUVs, and box trucks less than 24' in length. Pick-ups with trailers attached are not to exceed 24' in length. Exhibitors must be able to unload/load within 20 minutes of positioning at the designated dock. Any vehicles left unattended may be towed. Venue security will strictly enforce the 20 minute time limit.

Freight being delivered to the loading dock by common carrier, van line, or any vehicle other than a POV must be unloaded and delivered by the official drayage contractor. *There is a charge for this service.* Fork lifts, electric pallet jacks, and pallet jacks may be used by the official drayage contractor only.

### Booth Labor

Exhibitors are allowed to set-up and or dismantle their own booths, provided they use their own bona fide company employees who will be staffing the exhibit. Please advise them not to bring outside labor of any kind. Exhibitors who employ display houses or exhibit manufacturers to erect or dismantle their booths may have supervision sent in from their supplier. Supervisors of this type cannot physically erect the booth, unless they are members in good standing of Teamsters Local 25.

I. Exhibitors must use their own bona fide personnel or union personnel hired from Brede Exposition Services for installation and dismantling of exhibits.

#### OR

II. Non-official installation and dismantling contractors may provide supervision. Non-official contractors must use labor supplied by Brede Exposition Services unless the following requirements are fulfilled:

- Exhibitors must advise Brede Exposition Services in writing, thirty (30) days prior to setup of the show, of their intent to hire an outside installation and dismantle company or exhibit house to supervise, install, and dismantle their exhibit. The *Non-Official Contractor* form must be completed and returned no less than thirty (30) days prior to setup.
- Non-official contractors must furnish proof of adequate insurance, in the form of an original copy of a policy rider listing Brede Exposition Services as an additional insured, furnished by their broker to Brede Exposition Services' office no less than thirty (30) days in advance of actual installation dates.
- Non-official contractors must furnish show management the names, addresses and telephone numbers of key executives or emergency contact.
- All personnel must display proper identification at show site.

This statement and insurance rider are not required by the exhibitors who plan to setup and dismantle their own booths or equipment with their own employees.

Non-official installation and dismantle contractors will be allowed on the exhibit floor only during official installation & dismantling hours, and must be identified with a temporary work pass, either supplied by show management or the official service contractor.

### Safety

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

If assistance is required in the assembly/dismantle of your booth, please order labor on the enclosed *Labor Order* form and necessary ladders and tools will be provided.

### Gratuities

Brede Exposition Services requests that exhibitors do not tip our employees. Do not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a Brede supervisor. Employees of Brede are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Brede employees.

### In General

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed directly to Brede management personnel. It is recommended that any questions arising with regard to union jurisdiction or practices should be directed to a management representative of Brede.



[Find more on Brede.com](http://www.brede.com)



phone 781.741.5900  
fax 781.741.5902  
e-mail [csbrede@brede.com](mailto:csbrede@brede.com)



# Brede EXPOSITION SERVICES



## Order Form

Submit this form if you would like to order labor from Brede. Labor is available for installation and dismantling of exhibits, and for shrink wrapping and banding of materials. Enter the Total below on Order Summary / Payment form. Orders received without full payment or credit card information will not be processed.

### Advance Order Discount Deadline: July 28, 2017

#### Option A: Brede Supervised

- Option for installation to occur prior to exhibitor's arrival.
  - Reduce at-show expenses and time spent.
  - Labor under Brede supervision is straight time when possible.
- Check for Brede Supervised Labor

#### Installation

##### Shipped:

- Warehouse  
 Show site

##### Blueprints/Instructions:

- Attached  
 with Display-Crate # \_\_\_\_\_

##### Shipment :

- Crates  
 Boxes  
 Carpet/Pad

##### Electrical under carpet:

- Yes  No

##### Location:

\_\_\_\_\_

##### Carpet:

- From Brede  
 Shipped  
 None

##### Delivery Date:

\_\_\_\_\_

##### Special Equipment Required:

\_\_\_\_\_

- Brede Supervision costs **30%** of total labor bill.
- There is a **\$50.00** minimum charge for supervision per installation and dismantle.

#### Dismantle

**An Outbound Bill of Lading must be completed and turned in at the Brede Service Desk.**

Please provide the following information:

Ship to: \_\_\_\_\_  
 Attn: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, ST, Zip: \_\_\_\_\_  
 Official show carrier:  Ground  Air  
 Other carrier\*: \_\_\_\_\_

\*Show site Bill of Lading prevails.

#### Option B: Exhibitor Supervised

- All work is performed under direction of the exhibitor.
  - Exhibitor must meet labor at Brede Service Desk at scheduled time.
- Check for Exhibitor Supervised Labor

Show Site Contact: \_\_\_\_\_  
 Phone #: \_\_\_\_\_

#### Labor Rates

<b>Straight Time</b>	\$162.00
Monday-Friday 8:00a.m.-4:30p.m.	per person per hour
<b>Overtime</b>	\$241.00
Monday-Friday 4:30p.m.-8:00a.m. All day Saturday	per person per hour
<b>Double Time</b>	\$290.00
All day Sunday and observed union holidays	per person per hour

- One hour minimum** per laborer. Labor is then charged in 1/2 hour increments per laborer.
- \*Use labor rates at left to complete "Rate per laborer" column based on Straight, Overtime, or Double Time.
- Add Brede Supervision column only if using Option A.
- Multiply Subtotal Labor Cost by .30 for Brede Supervision cost.

#### Estimate Costs

	Date Time	# Laborers Requested	Est. Hrs. per laborer	Total Hrs.	Rate* per person per hour	Subtotal	Brede Supervision (Subtotal X .30)	Estimated Cost
Installation	_____	X	=	X	= \$	+ \$	= \$	
Dismantle	_____	X	=	X	= \$	+ \$	= \$	

#### Important Notes

- A 30% surcharge will be assessed to all Late/Floor orders.
- Orders not cancelled prior to move-in will result in a minimum one-hour charge per laborer requested.
- A credit card on file is required when using Brede.
- All charges must be paid prior to close of show.

#### Calculate Total

**Est. Total \$** \_\_\_\_\_

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders without payment source will not be processed.

Exhibiting Company \_\_\_\_\_

Booth Number

#### COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705 | USA by fax 781.741.5902

# Brede

## EXPOSITION SERVICES



### Order Form

Submit this form if you would like to order forklift labor from Brede Exposition Services..  
 Enter the Total below on Order Summary / Payment form.  
 Orders received without full payment or credit card information will not be processed.

### Advance Order Discount Deadline: July 28, 2017

This service is available to assist you with your setup, unskidding, and/or spotting of machinery once it has been delivered to your booth. You do not need to order forklifts to unload your truck or deliver your freight to your booth from the loading dock.

Please call your Brede Customer Service Representative for a quote if you require a forklift for over 5,000 lbs. capacity, a cage, or a crane.

### Forklift Rates

	Up to 5,000 lbs. capacity forklift & operator per hour	Helper per person per hour	
<b>Straight Time</b> Monday-Friday 8:00a.m.-4:30p.m.	\$248.50	\$162.00	<ul style="list-style-type: none"> <li>• One hour minimum per laborer.</li> <li>• Labor is then charged in 1/2 hour increments per laborer.</li> </ul>
<b>Overtime</b> Monday-Friday 4:30p.m.-8:00a.m. All day Saturday	\$330.25	\$241.00	
<b>Double Time</b> All day Sunday and observed union holidays	\$412.00	\$290.00	

### Order Details

#### Describe work to be done:

- Spotting of Equipment
- Installation/Dismantle of Header
- Other \_\_\_\_\_

#### Please specify other equipment:

- Straps
- Chains
- Fork Extensions

Four (4) Stage Forklift Required:  Yes  No

Contact responsible for move-in: \_\_\_\_\_ Phone #: \_\_\_\_\_

### Estimate Costs

	Date Time	Heaviest Piece (lbs.)	# of Forklifts up to 5,000 lbs. (w/Operator)	Est. Hrs. per Forklift	Rate per hour	Estimated Cost
Installation	_____	_____	_____	X	X \$	= \$
Dismantle	_____	_____	_____	X	X \$	= \$

### Important Notes

- 30% surcharge will be assessed to all Late/Floor orders.
- One hour will be charged on orders cancelled without 48 hour notice.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

### Calculate Total

**Est. Total \$** \_\_\_\_\_

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company \_\_\_\_\_

Booth Number  
 \_\_\_\_\_

### COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705 | USA by fax 781.741.5902

Forklift

# Brede

## EXPOSITION SERVICES



### Order Form

Submit this form if you wish to rent hanging signs labor from Brede Exposition Services. Brede is available for assembly, installation, and removal of any hanging signs. Enter the Total below on Order Summary / Payment form. Orders received without full payment or credit card information will not be processed.

### Advance Order Discount Deadline: July 28, 2017

### Signs Conditions

- Must conform to show management rules and regulations and facility limitations.
- Must have approved rigging points with the exception of cloth banners.
- Signs requiring electrical must be in working order and in accordance with the National Electrical Code.

**(Place electrical order on the appropriate form).**

- A detailed diagram must be forwarded to our office with this completed form prior to the show.

### Hanging Signs Rates

#### Rate for Lift & Crew Per Hour

**Straight Time**  
Monday-Friday 8:00a.m.-4:30p.m. \$678.00

**Overtime**  
Monday-Friday 4:30p.m.-8:00a.m. All day Saturday. \$1218.00

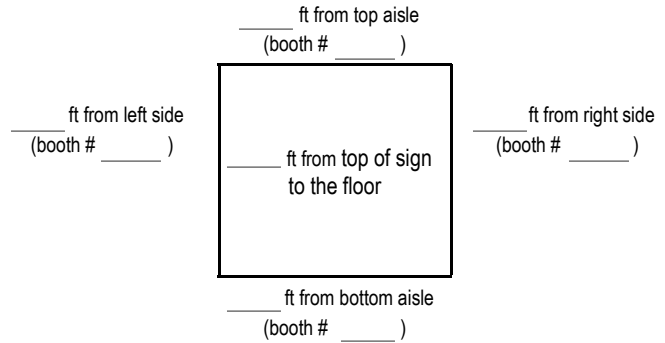
**Double Time**  
All day Sunday and observed union holidays \$1446.00

- The minimum crew consists of an operator, an additional laborer, and the equipment.
- There is a **one hour minimum** per laborer & equipment. Charges are by 1/2 hour increments thereafter for installation.
- There is a **one hour minimum** charge for the removal of hanging signs.

### Order Details

**Weight (lbs)**    **Height (ft)**    **Length (ft)**

<b>Type</b>	<b>Shape</b>	<b>Electrical</b>	<b>Assembly Required</b>
<input type="checkbox"/> Fabric	<input type="checkbox"/> Circle	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
<input type="checkbox"/> Metal	<input type="checkbox"/> Square	<input type="checkbox"/> No	<input type="checkbox"/> No
<input type="checkbox"/> Wood	<input type="checkbox"/> Triangle	<b>Chain Motor</b>	
<input type="checkbox"/> Truss		<input type="checkbox"/> Yes	
		<input type="checkbox"/> No	



### Estimate Costs

	Date Time	Hanging Signs Rate	Est. Hrs.	Subtotal Cost	Brede Supervision (Subtotal X .30)	Estimated Cost
Installation	_____	\$ _____ X	=	\$ _____	+ \$ _____	= \$ _____
Dismantle	_____	\$ _____ X	=	\$ _____	+ \$ _____	= \$ _____

### Important Notes

- Brede reserves the right to refuse to hang a sign if, in their opinion, it appears unsafe.
- 30% surcharge will be assessed to all Late/Floor orders.
- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in will be charged a one-hour fee per crew & equipment.
- A credit card on file is required when using Brede..
- All charges must be paid prior to close of show.

### Calculate Total

**Est. Total \$** \_\_\_\_\_

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders without payment source will not be processed.

Exhibiting Company \_\_\_\_\_

Booth Number  
 \_\_\_\_\_

### COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705 | USA by fax 781.741.5902

Hanging Sign

# Brede

## EXPOSITION SERVICES



### Information Form

Accessible storage will be available to you at this show. If you need to store and access materials that you do not have space for in your booth, such as back up equipment or hand-outs for attendees, accessible storage is an area at show site designated to hold these items for you.



**This is not an order form. This service must be ordered on-site.**

### Notes

- You must sign up for this service and pick up your labels at the Brede Exposition Services desk.
- All freight received at the show will be delivered to your booth space first, and will be placed in accessible storage when properly labeled.
- This is not secured storage.
- This is not empty storage.
- Accessible storage items may not be the first items returned to your booth at the close of the show.
- There will be a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.
- **There is a one time set up charge of \$100.00.**

### Storage Rates

Size of Storage Space sq. ft.	Rate per day
0-25	\$ 100.00
26-50	\$ 150.00
51-100	\$ 200.00
101-150	\$ 250.00
151-200	\$ 300.00

### Access Rates

- There is a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.



[Find more on Brede.com](http://www.brede.com)



phone 781.741.5900  
fax 781.741.5902  
e-mail [csbrede@brede.com](mailto:csbrede@brede.com)



# Brede

EXPOSITION SERVICES



### Order Form

Submit this form if the exhibiting company intends to use a contractor other than Brede Exposition Services. If the exhibiting company fails to comply with any or all of the requirements listed below, the non-official contractor will not be permitted to service your exhibit, and Brede Exposition Services must be hired for installation and dismantle labor. The non-official contractor will be able to provide supervision only.

### Contractor Requirements

Non-official contractors must use labor supplied by Brede Exposition Services unless the following requirements are fulfilled:

- Exhibitors must return this completed form to Brede Exposition Services at least thirty (30) days prior to the show.
- Non-official contractors must **submit proof of adequate insurance**, in the form of an original policy rider, listing Brede as an additional insured, furnished by their broker to Brede's office no later than thirty (30) days in advance of actual installation dates. This must include a copy of your Worker's Compensation Insurance.
- Non-official contractors must furnish show management the names, addresses and telephone numbers of key executives for emergency contact.
- All personnel must be properly badged at show site.

Non-official installation and dismantle contractors may provide supervision. Non-official contractors are allowed on the exhibit floor only during official installation and dismantle hours, providing the information above is supplied.

### Contractor Information

NON-OFFICIAL CONTRACTOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PHONE#: \_\_\_\_\_ FAX#: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ CELL#: \_\_\_\_\_

CONTACT IN BOOTH: \_\_\_\_\_

Exhibiting Company \_\_\_\_\_

Booth Number

\_\_\_\_\_

**COMPLETE and SUBMIT this form:**

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705 | USA by fax 781.741.5902

Non-Official I&D Contractor



# Brede

## EXPOSITION SERVICES



### Order Form

Submit this form if you wish to order signage from Brede.  
 Enter the Graphics Total below on Order Summary / Payment form.  
 Orders received without full payment or credit card information will not be processed.

**Advance Order Discount Deadline: July 28, 2017**

### Standard Sizes

Standard signs are digitally produced with color copy, mounted on white foam board, and include up to 10 words.

Qty	Size	Advance	Standard	Subtotal
_____	11" X 14"	\$ 87.00	\$ 113.00	\$ _____
_____	14" X 22"	\$ 113.00	\$ 148.00	\$ _____
_____	22" X 28"	\$ 126.00	\$ 164.00	\$ _____
_____	28" X 44"	\$ 185.00	\$ 240.00	\$ _____

Indicate sign copy & layout here

*\*File conversion, retouching, cloning or color correcting may incur additional labor charges.*

### Custom Sizes

Brede can provide digital graphic reproduction in custom sizes. Please contact us for full-color, photo-quality, high resolution digital printing in virtually any size for banners, exhibit graphics and more.

Length	Width	Square footage	Advance	Standard	Subtotal
_____	X _____	= _____	\$22.00 per sq. ft.	\$28.00 per sq. ft.	= \$ _____

Ten (10) sq. ft.  
minimum order

- Foamcore   
  Masonite   
  PVC   
  Plexi   
  Gatorfoam   
  Other \_\_\_\_\_

#### Select one

- Vertical  
 Horizontal

#### Special instructions

\_\_\_\_\_  
 \_\_\_\_\_

### Calculate

- Orders cancelled will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Subtotal \$ \_\_\_\_\_  
 6.25% MA Tax \$ \_\_\_\_\_  
**Graphics Total \$ \_\_\_\_\_**

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number

Exhibiting Company \_\_\_\_\_

### COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705 | USA by fax 781.741.5902



### Information Form

Please be sure to inform your show site representative of the following fire regulations to ensure the safety of all parties throughout the duration of the show.

### Booth Construction

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

### Permits

A permit shall be required for the following:

- Display and operation of any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operation of any electrical, mechanical, or chemical device which may be deemed hazardous by the local fire department.
- Use or storage of flammable liquids and dangerous chemicals.
- Display of any internal combustion engine (special requirements available upon request).
- Use of any compressed gases (permit required for 32CF bottles 1/2 full or less).

### Obstructions

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

### Flame Retardant Treatment

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth and similar materials shall be flame-retardant unless smaller than 1,232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame-retardant, therefore their use is prohibited.

### Combustibles

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

**Storage behind booth backwall is strictly prohibited.**



[Find more on Brede.com](http://www.brede.com)



phone 781.741.5900  
fax 781.741.5902  
e-mail [csbrede@brede.com](mailto:csbrede@brede.com)



BREDE/2017

**COADY FLORIST**  
 1540 CAMBRIDGE ST  
 CAMBRIDGE, MA 02139  
 (617) 547-9096  
 danflowerman@aol.com

NAME OF SHOW \_\_\_\_\_ SHOW DATE \_\_\_\_\_ LOCATION \_\_\_\_\_  
 EXHIBITING COMPANY\* \_\_\_\_\_ CONTACT PERSON \_\_\_\_\_ BOOTH # \_\_\_\_\_  
 COMPANY ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_  
 AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

RENTAL				
QTY	ITEM	PRICE	VARIETY (Subject To Availability)	TOTAL
	3' green Plant	<b>\$45.00</b>		
	4' green Plant	<b>\$55.00</b>		
	5' green Plant	<b>\$65.00</b>		
	6' green Plant	<b>\$85.00</b>		
	Ivy, Pothos - Med.	<b>\$35.00</b>		
	Ferns - Medium	<b>\$40.00</b>		
	Ferns - Large	<b>\$46.00</b>		
	Bromeliad	<b>\$36.00</b>		
	Bubble Bowl	<b>\$35.00</b>	8" glass	

PURCHASE			
QTY	ITEM	COLOR & VARIETY (Subject To Availability)	PRICE
	Potted Mums (Yellow, White, Lavender)		<b>\$26.00</b>
	Potted Seasonal Plant		<b>\$36.00</b>
	Floral Arrangement/Seasonal	<input type="checkbox"/> One Sided <input type="checkbox"/> Round	<b>\$75.00 +</b>
	Floral Arrangement/Tropical	<input type="checkbox"/> One Sided <input type="checkbox"/> Round	<b>\$80.00+</b>

PLEASE INCLUDE ORDER FORM WITH CHECK

TOTAL \_\_\_\_\_

6.25% TAX \_\_\_\_\_

GRAND TOTAL \_\_\_\_\_

ON-SITE ORDERS 25% HIGHER

**SPECIAL REQUESTS**

All plants and potted flowers will be in black containers. Others available on request:  Basket  White

SPECIAL INSTRUCTIONS/REQUESTS: \_\_\_\_\_

PLEASE HAVE DESIGNER SEE US AT OUR EXHIBIT \_\_\_\_\_ DATE/TIME: \_\_\_\_\_ REPRESENTATIVE: \_\_\_\_\_

I authorize Coady Florist to charge any additional amounts incurred by me or my show representative.  
 If credit card is declined, Standard Floor pricing prevails and a \$25 service charge may be added.

PAYMENT ENCLOSED:  CHECK  MC  VISA  AMEX

CARD # \_\_\_\_\_ CREDIT CARD PIN # \_\_\_\_\_

CARD BILLING NAME: \_\_\_\_\_ EXP. DATE \_\_\_\_\_

CARD BILLING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**CONTRACT CONDITIONS:** ALL orders must be paid in full prior to delivery. In U.S. funds drawn on U.S. banks. There is a \$25 fee for returned checks. Adjustments cannot be made after the close of the show. Cancellations must be received in writing 72 hours prior to show set up, or a 50% charge applies; no refund for on-site cancellations. All materials/plants available on rental basis only. Rental items missing from booth at close of show are the responsibility of exhibitor and an additional charge will be applied. All prices include delivery, installation, servicing, decorative containers and removal at end of show. Exhibitor agrees to hold Coady Florist harmless for all injury or damage resulting from items supplied by this contract. Please note: This order form is you invoice. No statement to follow unless specifically requested. IN ADVANCE  
 \*If you are a 3rd party vendor placing the order, please attach a 2nd page with your name, address, phone, fax and email



# Exhibitor Ordering Guide

JOHN B. HYNES VETERANS MEMORIAL CONVENTION CENTER

Prepared Exclusively for:



*Signature*  
**BOSTON™**

Remarkable experiences.  
Imagination realized.™



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# Introduction

## **On behalf of the Massachusetts Convention Center Authority, welcome to Boston!**

We are excited to have you exhibit at our state-of-the-art facilities and look forward to working together to help you achieve your most ambitious goals. We are proud to offer the service, technology, and resources that will help you bring your vision to life. Our Exhibitor Services Team is an invaluable resource to assist you with transforming your ideas into an unforgettable event for your guests.

World-class customer service has become our signature as a meetings destination, which is why we have given our meetings and conventions experience a new name: Signature Boston. Unique and personal, a signature represents a promise that defines who we are and what we stand for. It speaks to our unwavering commitment to making every event we host in our city a success beyond your expectations.

This Ordering Guide is designed to make planning and ordering easy for all exhibitors. Each service section contains the following:

- Description of Services & Equipment and Pricing;
- Installation & Connection Information;
- Terms & Conditions, and;
- Frequently Asked Questions.

In addition to the orderable services listed in this guide, the MCCA also offers the following services for you to take advantage of on-site:

- Exhibitor Service Desk with assigned Event Associate
- Internet Support Services
- Free Wireless Internet Service
- FedEx Business Center

If you have any unanswered questions, please contact Exhibitor Services at 1.617.954.2230 or [exhibitorservices@SignatureBoston.com](mailto:exhibitorservices@SignatureBoston.com), and we will be happy to assist you!

# General Information

## ORDERING POLICIES & PROCEDURES

### Pricing

Discount and Standard rates are available for most services. To qualify for the discount rate, order requests and payment must be received 21 days prior to the show opening. Standard rates will apply to orders received after this discount cut-off date.

### Ordering

Exhibitors are encouraged to submit orders online at our secure and easy-to-use website, [www.SignatureBoston.com](http://www.SignatureBoston.com). Credit card payment is required for all online orders. Exhibitors who prefer to mail in their orders and pay by check will find our Service Order Forms in the Appendix of this guide. No telephone orders will be accepted.

### Exhibitors should be aware of the following when placing orders:

- All payments must be in US currency;
- The date payment is received determines the applicable rate (see Pricing above);
- Incomplete order or payment information will delay processing;
- Booth number(s) must be identified on all order forms.

### Payments

Payment for services must be received in advance. Service will be delivered only after payment is received. All outstanding charges must be paid before the close of the show. Please note that there will be no additional taxes added to service charges.

### Refunds

Claims for refunds must be submitted by the exhibitor to Exhibitor Services prior to event close. Credit will not be given for services installed and not used. Refunds are issued in the same manner in which payment was received.

### General Terms & Conditions

- All booth number changes must be communicated by the exhibitor to Exhibitor Services prior to exhibitor move-in. Additional charges may result, if services must be moved after initial set-up.
- All equipment and material furnished by the MCCA shall remain the property of the MCCA and shall be removed only by MCCA personnel.
- Standard wall outlets and other permanent building outlets (e.g., electrical, telephone, plumbing, etc.) are not part of the booth space and may not be used by anyone other than MCCA personnel or designated service provider.
- Service connections must be made by MCCA personnel or designated service provider.
- Connection services generally cover the installation of service to the booth area in the most convenient manner to the MCCA.
- All equipment must comply with state and local safety codes. MCCA will refuse connection to any equipment that constitutes a safety hazard.
- Unless otherwise directed, MCCA personnel are authorized to cut floor coverings to permit installation of services.

# Electrical Services

The MCCA offers a variety of electrical services through our experienced in-house team of electricians.

SPECIAL CONNECTIONS (208 VOLT & 480 VOLT POWER)	DISCOUNT	STANDARD
Unless otherwise indicated in parentheses ( ), all special power connections will be hard-wire connected. To order three phase 100 amp service and higher, please contact MCCA exhibitor services for availability.		
208v single phase 30 amp (nema l21-30p)	\$350.00	\$437.00
208v single phase 60 amp	\$667.00	\$833.00
208v single phase 100 amp	\$1,023.00	\$1,279.00
208v three phase 30 amp (nema l21-30p)	\$635.00	\$792.00
208v three phase 60 amp	\$957.00	\$1,196.00
Note: Any 100+ Amp connection must be approved by MCCA Exhibitor Services. Please call 617.954.2230.		
208v three phase 100 amp	\$1,518.00	\$1,896.00
208v three phase 200 amp	\$2,895.00	\$3,618.00
208v three phase 400 amp	\$5,113.00	\$6,390.00
480v three phase 30 amp	\$965.00	\$1,206.00
480v three phase 60 amp	\$1,673.00	\$2,091.00
480v three phase 100 amp	\$3,089.00	\$3,861.00
480v three phase 200 amp	\$6,139.00	\$7,674.00

STANDARD CONNECTIONS (120 VOLT POWER)	DISCOUNT	STANDARD
<b>500 watt box</b> One 5 amp circuit and one receptacle or plug point	\$122.00	\$153.00
<b>1000 watt box</b> One 10 amp circuit and two receptacles or plug points	\$161.00	\$201.00
<b>2000 watt box</b> One 20 amp circuit and a minimum of three receptacles or plug points	\$200.00	\$250.00
<b>4000 watt box</b> Two 20 amp circuits with a minimum of three receptacles or plug points	\$232.00	\$289.00

ADDITIONAL ELECTRICAL SERVICES & EQUIPMENT	DISCOUNT	STANDARD
<b>25' round extension cords</b> 25' round, yellow extension cords for use in exhibit booths. Each cord has three, three-prong receptacles on the end.  <i>* Please Note: These extension cords cannot be used to run underneath booth carpeting.</i>	\$35.00	\$44.00
<b>24 hour power</b> If booth equipment requires electricity 24 hrs a day (for example, a Refrigerator), then the exhibitor should order 24 hr power.  In general, electrical service begins half an hour before the show and ends one hour after the show closes.	Add 50% to Initial Connection Rate	



## OVERHEAD POWER

Overhead power is available upon approval by the MCCA:

- At the JB Hynes Convention Center, overhead 120v electrical service is available in Halls A, B, C and certain areas of Hall D and Auditorium.
- If an overhead sign, truss, banner or other rigged item requires overhead 120v power, the MCCA can provide this service in any area of the Hynes.
- If an overhead sign, truss, banner or other rigged item requires overhead 208v or 480v power, the MCCA can provide this service in limited areas of the Hynes. Please contact the MCCA Exhibitor Services team for availability.
- Overhead power must accompany a rigging order.

## Installation & Distribution

- MCCA Electricians will provide the initial electrical power source.
- Electrical Service is brought from the nearest column or floor port into the booth. The electrical outlets or boxes are placed in the rear of the booth along the pipe & drape line.
- Electrical boxes are left accessible inside floor ports for island booths with no pipe and drape lines and no columns in their booth space.
- For 208V & 480V connections, we require floor plans so that we may provide the electrical service in a convenient location within the booth.
- Exhibitors are responsible for distributing their own 120V electrical cords and plugging in their booth equipment. Exhibitors may choose to:
  - » Hire labor from the General Service Contractor;
  - » Hire a third-party Installation & Dismantle (I&D) team to perform the distribution work;
  - » Bring their own company electrician to perform distribution and hardwire connections as long as he/she is a full time employee of the exhibiting company.

## Terms & Conditions

- The MCCA is the exclusive provider of electrical service. All electrical equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA personnel.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional electrical labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
  - » Monday-Friday 8am-4pm (except holidays)  
\$70.00
  - » All other times, including holidays  
\$105.00
- The use of open clip sockets, duplex or triplex attachment plugs, latex or lamp cord is prohibited. All cords must be of the 3 wire grounded type and UL approved. Cords can be no smaller than 12 wire or 12 gauge. Any exposed non-current carrying metal parts of fixed equipment must be grounded.
- Electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
- The MCCA cannot be responsible for voltage variations of the power company.

## FREQUENTLY ASKED QUESTIONS

### **If the MCCA doesn't run my electrical cords, and I can't do it myself, who should I send my electrical layout plan to?**

If you have booth floor plans that include electrical layouts, you should share that information with your preferred setup personnel. If you are working with a third-party exhibit company, they may run the cords for you. If you need to hire labor to run cords for you, the show's General Service Contractor can help you. Typically, the General Service Contractor will include an Electrical Cord Labor Form in the Exhibitor Kit. The MCCA is happy to keep any floor plans on file for reference. In fact, we recommend that you forward your electrical layouts to Exhibitor Services for all 208V and 480V connections so that we may place the initial drop in the most convenient location possible.

**How do I know if I need a 208V or 480V connection?**

Most exhibitors do not require special connections like a 208V or 480V connection. Many times, these types of electrical services are required for heavy equipment and/or specialized machinery. Kindly consult with the equipment manufacturer, name plate rating or installation technician for specific details. Exhibitors who bring their own distribution panels may need one of these special connections.

**How do I know how much power I need to order?**

When determining how much power to order for a booth, it is helpful to know how much total power is required for the equipment in your booth space. Below, we have outlined some standard electrical requirements (requirements may vary).

- Standard Laptop . . . . . 250-550 watts
- Lead Retrieval . . . . . 300-500 watts
- Standard Plasma TV . . . . . 300-400 watts

Items like laptops, standard booth lights, and televisions may be grouped together on one circuit provided they do not exceed the overall limit of the circuit or the surge protection device. There is some equipment that requires its own circuit to run properly. For example, a microwave or refrigerator requires its own dedicated circuit, so a laptop and refrigerator should not use the same power source.

**I am an International Exhibitor and my equipment requires a converter to step down from 220V to 208V. Can I rent a converter from the MCCA?**

The MCCA does not rent or supply power conversion equipment. Exhibitors are required to bring their own to the show.

**I can't find 208V or 480V overhead service listed on your online ordering site. How can I order this service?**

208V & 480V overhead services are limited in our convention centers. All requests for such connections must be approved by an MCCA electrician; please contact MCCA Exhibitor Services for more information.

# Telephone Services

The MCCA offers a variety of telephone services through our experienced in-house telephone technicians.

STANDARD TELEPHONE SERVICES	DISCOUNT	STANDARD
<b>Single-Line Service (Analog)</b> Service includes one phone number and a complimentary simple handset. Line usage included.	\$287.00	\$358.00
<b>Multi-Line Service (Digital)</b> Service includes one phone number with multiple line appearances and rental of one digital display phone. Equipment must be returned at the close of the show. Line usage included.	\$417.00	\$521.00
<b>Speaker Phone Service (Analog)</b> Service includes one phone number and rental of one speaker phone. Equipment must be returned at the close of the show. Line usage included.	\$320.00	\$400.00
<b>Polycom Speaker Phone Service (Analog)</b> Service includes one phone number and rental of one polycom speaker phone. Equipment must be returned at the close of the show. Line usage included.	\$371.00	\$464.00
<b>Fax Machine Phone Service (Analog)</b> Service includes one phone line and rental of a plain paper fax machine with copy capabilities. Line usage included.	\$422.00	\$528.00

ADDITIONAL SERVICES & EQUIPMENT	DISCOUNT	STANDARD
<b>Call Waiting (per phone line)</b> Allows user to know when another call is coming in.	\$50.00	\$62.50
<b>Voicemail (per phone line)</b> Allows user to setup a custom greeting and receive messages from incoming callers.	\$50.00	\$62.50
<b>ISDN/BRI Service</b> ISDN lines support video and CODEC applications. ISDN lines can be arranged by contacting Exhibitor Services two weeks prior to show. Exhibitors can select one of two long distance carriers: AT&T or MCI. Line usage will be billed per the selected carrier's rate after the close of the show.	\$300.00	\$375.00
<b>Polycom Videoconference Rental w/IP Connect Service</b> This service is used to connect from the MCCA's facility to an external/remote site with like IP video conferencing capabilities. Service includes IP connectivity for video conferencing. The distant video equipment must be IP compatible.	\$1,100.00	\$1,600.00
<b>Polycom Videoconference Rental w/ISDN</b> This service is used to connect from the MCCA's facility to an external/remote site with like ISDN video conferencing capabilities. This service includes three 128k ISDN lines. Line usage will be billed per the selected carriers rate after the close of the show.	\$2,000.00	\$2,500.00



## INSTALLATION & CONNECTIONS

- Telephone Service is brought from the nearest column or floor port into the booth.
- MCCA phone technicians typically provide a line that is long enough to run anywhere in your booth. Exhibitors may have their preferred setup personnel run their phone cord(s) under the carpet to desired locations, or they may hire the General Service Contractor to do so.
- All telephone equipment can be picked up at the MCCA Exhibitor Services Desk.

### Terms & Conditions

- The MCCA is the exclusive provider of all telephone services. All telephone equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA personnel.
- All MCCA telephone equipment (except simple analog handset) must be returned to the Exhibitor Service Desk at the close of the show. Failure to return MCCA phones will result in a replacement fee.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional telephone labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
  - » Monday-Friday 8am-4pm (except holidays)  
\$80.00
  - » All other times, including holidays  
\$120.00

## FREQUENTLY ASKED QUESTIONS

### How do I know if I need a single-line or a multi-line service?

Single-line phones are just like most household phones. They can be used for fax lines, credit card machines, standard telephones, and even to dial-up internet service (although we do not recommend this method of internet connectivity). A Multi-Line Service (Digital) includes one phone number with multiple line appearances and rental of one digital display phone.

### I have a wired credit card machine. Do I need to program anything specific for the machine to work on your single-line service?

Yes. Please preprogram your machine to dial "9" before your credit card company's number.

### How do I receive my phone number, dialing instructions, and phone/fax equipment?

Please visit the MCCA Exhibitor Services desk onsite to pick up your equipment. At this time you will receive assigned phone numbers and dialing instructions. This information can also be provided ahead of time if requested through Exhibitor Services.

### How can I place international calls on my phone line?

If you wish to place international calls on your phone line, please contact Exhibitor Services prior to move-in to submit this request. Otherwise, all phones will be limited to local and US numbers.

# Internet & Technical Services

*The MCCA offers a variety of Internet and Technical services through our experienced in-house team of technicians.*

## Wired Internet Connections

Exhibitors who order wired internet drops are provided with one internet connection and assistance, as needed, from our internal IT Support Services staff. All MCCA Internet services include one initial line regardless of how many IPs are ordered with the service. To have more than one computer connected at one time, exhibitors may bring their own switch or hub device and cables, or they may purchase a switch from the MCCA. Exhibitors are asked to read through the following service descriptions closely to ensure that the purchased service level is sufficient to meet their bandwidth requirements during the entirety of the show. Below are basic guidelines for ordering wired Internet services.

All services are delivered DHCP. Public IP addresses are available upon request with all of our managed services listed below. Public IP addresses are not available with our Basic Service Package. Managed Services requesting public IP addresses require manual configuration to each machine.

Custom orders for bandwidth above listed service levels below can be ordered on a case-by-case basis through the MCCA's Exhibitor Services Department at **617-954-2230** or [exhibitorservices@signatureboston.com](mailto:exhibitorservices@signatureboston.com).

<b>MANAGED SERVICES</b> Manually configured services require entry of IP addresses into the device before the device may access the internet.	<b>DISCOUNT</b>	<b>STANDARD</b>
<b>Basic Service Package</b> The Basic Service Package includes a private VLAN and subnet. This level is sufficient if the main use is for a basic internet connection, such as for e-mail or internet browsing. The Basic Service package may not be fast enough for streaming video or multi-purpose use. Public IP addresses are not available with this service.	\$935.00	\$1,000.00
<b>3 Mbps Managed Service</b> The 3 Mbps has more bandwidth than the Basic service and includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for basic e-mail and web browsing, standard definition video streaming, or can accommodate multiple Internet connections.	\$4,620.00	\$5,300.00
<b>6 Mbps Managed Service</b> The 6 Mbps has more bandwidth than the 3 Mbps service and includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 4 standard definition video streams, or a single HD video stream, or can accommodate multiple Internet connections.	\$7,810.00	\$9,000.00
<b>10 Mbps Managed Service</b> The 10 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 6 standard definition video streams, a single HD video stream, or can accommodate multiple Internet connections.	\$10,450.00	\$12,000.00
<b>15 Mbps Managed Service</b> The 15 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 2 HD video streams, or a single 4K stream, or can accommodate multiple Internet connections.	\$15,400.00	\$17,700.00

<b>20 Mbps Managed Service</b> The 20 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 3 HD video streams, or a single 4K stream, or can accommodate multiple Internet connections.	\$20,460.00	\$23,530.00
<b>25 Mbps Managed Service</b> The 25 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 4 HD video streams, or a single 4K stream, or can accommodate multiple Internet connections.	\$25,410.00	\$29,250.00
<b>30 Mbps Managed Service</b> The 30 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 5 HD video streams, or up to two 4K video streams, or can accommodate multiple Internet connections.	\$30,250.00	\$34,800.00
<b>35 Mbps Managed Service</b> The 35 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 5 HD video streams, or up to two 4K video streams, or can accommodate multiple Internet connections.	\$35,200.00	\$40,500.00
<b>40 Mbps Managed Service</b> The 40 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 6 HD video streams, or up to two 4K video streams, or can accommodate multiple Internet connections.	\$39,820.00	\$45,800.00

ADDITIONAL INTERNET SERVICES & EQUIPMENT	DISCOUNT	STANDARD
<b>Copper Patch/ Booth to Booth Connection</b> Copper Patch is a method of connecting computers or network equipment that may be in different locations in the facility. Copper patches can transmit data, audio, and video. This is not available with the shared service.	\$336.00	\$420.00
<b>Fiber Patch/ Booth to Booth Connection</b> Fiber Patch is a method of connecting computers or network equipment that may be in different locations in the facility. Fiber patches can transmit data, audio, and video.	\$470.00	\$588.00
<b>Switch-8 Port</b> This switch can connect up to 7 computers or devices together, giving all access to the internet service ordered.	\$104.00	\$130.00
<b>Switch-24 Port</b> This switch can connect up to 23 computers or devices together, giving all access to the internet service ordered.	\$355.00	\$444.00
25' CAT 5e Cable	\$45.00	\$56.00
50' CAT 5e Cable	\$61.00	\$78.00
100' CAT 5e Cable	\$96.00	\$120.00
Coupler	-	\$20.00

TECHNICAL SERVICES *	DISCOUNT	STANDARD
<b>Cable TV Service</b> Cable TV service is basic business cable service provided by Comcast cable. Service is provided to booth from floor boxes or columns.	\$245.00	\$307.00
<b>CATV Tuner Rental (Only available at the BCEC)</b> For TVs that are not cable ready (including some plasmas) the CATV Tuner interprets the signal and allows you to tune the signal. It functions similar to your cable box at home. Equipment must be returned at the close of the event, otherwise a replacement fee will be charged.	\$56.00	\$70.00
<b>CATV Tap Box Rental</b> A distribution box which allows up to 16 CATV feeds from a single cable tap. Equipment must be returned at the close of the event, otherwise a replacement fee will be charged.	\$200.00	\$250.00

\* For advanced Technical Service offerings, consult the online ordering site or contact MCCA Exhibitor Services.

## INSTALLATION & CONNECTIONS

- MCCA technicians will provide one initial network cable.
- Internet Service is brought from the nearest column or floor port into the booth.
- All MCCA internet services come with one initial line regardless of how many IPs are ordered with the service. To have more than one computer connected at one time, exhibitors may bring their own routing device and cables or may purchase a switch and purchase cables from the MCCA.
- Exhibitors are required to distribute their own internet cables.
- Exhibitors may choose to:
  - » Hire labor from the General Service Contractor or;
  - » Hire a third-party Installation & Dismantle (I&D) team to perform the distribution work.

## Terms & Conditions

- The MCCA is the exclusive provider of internet services.
- All services listed include labor to install and remove said service. Services do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional internet labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
  - » Tech Rep Monday-Friday 8am-4pm (except holidays) \$100.00
  - » Tech Rep All other times, including holidays \$150.00
  - » Network Engineer Monday-Friday 8am-4pm (except holidays) \$130.00
  - » Network Engineer All other times, including holidays \$195.00
- The MCCA will provide an Ethernet connection to a shared data network attachment for the use of Exhibitor's directors, officers, employees and guests during the official dates of specified show.
- Exhibitor will be responsible for providing all hardware, software and other equipment and facilities needed to connect to the Ethernet and to use network attachment.
- The network attachment provided by the MCCA may be used only by the Exhibitor's directors, officers, employees and guest, agents, or consultants. The MCCA network will facilitate communications between the company's authorized users and entities reachable through the national internet.
- The Exhibitor will promote efficient use of provided networks to minimize and avoid unnecessary network traffic and interference with the work of other users on interconnected networks.
- Users of MCCA networks shall not disrupt any of the MCCA networks or any other MCCA associated networks.
- MCCA networks shall not be used to transmit any communication where the meaning of the message, or its transmission or distribution, would violate any applicable law or regulation or would be highly offensive to the recipient or recipients thereof. Mass distribution of any message, including advertising, may not be broadcast or otherwise sent on an intrusive basis to any user of the MCCA network or any directly or indirectly attached network. When requested by a user of the networks, product information and other commercial messages are permitted to be transmitted. Discussion of a product's relative advantages and disadvantages by users of the product and vendors' response to those who pose questions about their products may be made available over the MCCA networks. Interpretation application and possible modification shall be within the sole discretion of MCCA.
- MCCA does not make any express of implied warranty of any kind specifically. There is no express or implied warranty of merchantability or fitness for a particular purpose for the services to be provided. The protocol used on the MCCA network call for end to end verification of the accuracy of any message and such verification is the sole responsibility of the purchasing company. Similarly, these protocols provide for end to end verification of the receipt of all the data that is transmitted. MCCA will not be responsible for any loss of data from delays, non-deliveries, incorrect deliveries, service interruptions, including those caused by the negligence, errors or omissions of the MCCA, or other losses or damages. Use of information obtained via the



services provided hereunder is at purchasing company's own risk. Exhibitor is responsible for (a) the accuracy and/or quality of the information obtained or data transmitted through the MCCA network and (b) assuring that each message purchasing company sends or receives has been received.

- MCCA shall not be liable to Exhibitor for any damage arising from any event that is out of the control of the MCCA. Neither shall the MCCA be liable to Exhibitor for indirect, special, incidental, exemplary, consequential or any other form of money damage, including, but not limited to, lost profits, or of the loss of data or information of any kind, however caused, and arising out of or in connection with the performance of MCCA, or the provision of services or performance hereunder, whether based in contract, tort, or any other legal theory, and whether or not MCCA has been made aware of the possibility of such damages.
- In no event shall liability exceed a refund of amounts actually paid to MCCA by Exhibitor for this network attachment.
- The network attachment shall be made available to Exhibitor by MCCA before the beginning through the end of the specified conference.
- The MCCA will provide a network attachment via an Ethernet connection at the Exhibitor's booth. At its own expense, the Exhibitor is responsible for providing the computer, attachment to Ethernet, electric power and all other hardware and software required to use the network attachment.

## FREQUENTLY ASKED QUESTIONS

### **I ordered a Managed Service that required IP Addresses.**

#### **How and when do I receive this information?**

When you are onsite and ready to configure your computers, please visit the Exhibitor Services desk to retrieve your IP Information.

### **Do you have wireless internet?**

The MCCA offers free wireless internet service throughout meeting rooms, lobbies, and expo halls; just open your internet browser and look for the Hynes Wireless Network. This service is designed for casual users and not guaranteed. If you are relying on the internet to showcase your product or services we strongly recommend a wired internet connection for guaranteed service.

### **I see that you don't offer hubs for sale. What is the difference between a hub and a switch? Can I bring my own hub or switch?**

The MCCA offers switch devices for sale instead of hubs because switches are known to provide better performance with a lower failure rate. Exhibitors are welcome to provide their own hub or switch for all internet services.

### **What is bandwidth and how do I know how much I need?**

Bandwidth is the "size of the pipe" that data can traverse. The bigger the bandwidth, the faster data can be transferred. To find out how much bandwidth you require, please consult with a technical representative in your company or look for program specifications listed with any demonstrations or downloads you plan to run.

### **I need to access my company's network while I'm exhibiting at your facility. Which service will allow me to do this?**

Exhibitors who need to connect remotely to their company's network using a VPN (Virtual Private Network) with authentication information like passwords, certificates, or "tokens" can do so with any of our services, however they should confirm with their IT department for the use of DHCP or public IP address requirements.

### **What is a VLAN?**

A VLAN (Virtual Local Area Network) allows a network of computers to behave as if they are connected to the same service even though they may actually be physically located in different areas around the facility. One of the biggest advantages of a VLAN is that when a computer is physically moved to a different location, it can stay on the same VLAN without any hardware reconfiguration.

### **I ordered a switch and cables, how and when do I get them?**

When you are ready for your switch and internet cables, please visit the Exhibitor Services Desk.

# Rigging Services

*The MCCA provides rigging and overhead lighting services through our service contractor, JCALPRO.*

## Planning Ahead for Rigging & Lighting Services

Diagrams and booth layouts are essential for planning rigging and lighting services. In order to ensure efficient delivery of required services, Exhibitors must submit rigging plots, drawing, blueprints, or engineers' certification with their orders. Diagrams must include the location, dimensions and weight, and the height from the floor to the top of the suspended item. Diagrams must also show booth outline with aisles or neighboring booths marked for reference and orientation.

<b>PACKAGE RIGGING SOLUTIONS</b> The MCCA offers package rigging solutions for exhibitors with basic and straight forward sign hanging needs. To qualify for the packages, exhibitors must be flexible with regards to days and times of load-in and take-down.	DISCOUNT	STANDARD
<b>Basic Rigging Package</b> This package includes all lifts, labor, and rigging equipment (cables, pipes, and hardware) necessary to install and take down one sign/banner weighing less than 150lbs, measuring less than 20' in length, and less than 175 square feet. The package service is provided during standard service hours, Monday-Saturday 7am – 12am, except holidays. If service is required outside these times, then a Team Labor Hour must be ordered in addition to the package.	\$1,550.00	\$1,684.00
<b>Electrical Rigging Package</b> This package includes the Basic Rigging Package plus labor to connect electrical service to an Exhibitor sign/banner. Overhead electrical service for rotator, motor or lighted sign must be ordered separately. Please see Electrical services section for details.	\$1,794.00	\$1,988.00
<b>Team Labor Hour</b> Exhibitors may request rigging service on Sundays, holidays or outside the package service hours (Monday-Saturday 7am – 12am). In this case, a Team Labor Hour must be ordered for each rigging package ordered. In addition, when receiving a custom quote for rigging and lighting, team labor hours will be quoted for all labor hours required that are not covered by the Rigging Packages such as building of truss, focusing and attachment of lights, and lighting maintenance.	\$244.00	\$304.00

## Custom Rigging & Lighting Solutions

The MCCA/JCALPRO also offers customized rigging and lighting solutions for Exhibitors with more complex or unique requirements. This option is best suited for Exhibitors with larger signs, multiple signs, and/or overhead lighting needs.

Custom Rigging and Lighting Solutions still require flexibility in load in and load out time. If you require a specific load in or load out day and/or time, hourly rates may apply (see Terms and Conditions – Page 17).

**Custom Rigging & Lighting solutions may only be ordered with a pre-arranged quote.**

Please contact JCALPRO at 1.617.954.2345 to initiate this process. Quotes will be issued in an easy-to-order format, and will typically include a base Rigging Package for labor charges and some combination of the following items as necessary.

*\* For Custom Rigging please contact JCALPRO at 617.954.2345, as these services are not available for online ordering.*

CUSTOM RIGGING SOLUTIONS	DISCOUNT	STANDARD
<b>Truss</b> A truss is an aluminum structure used to create a lower “ceiling” to hang lighting or other suspended items. It is available in 5’, 8’, or 10’ sections which can be attached to create desired lengths or height.		
Truss 5’ Section – Silver 12”x12” Box	\$25.00	\$30.00
Truss 8’ Section – Silver 12”x12” Box	\$40.00	\$48.00
Truss 10’ Section – Silver 12”x12” Box	\$50.00	\$60.00
Truss 5’ Section – Black 12”x12” Box	\$35.00	\$42.00
Truss 8’ Section – Black 12”x12” Box	\$56.00	\$67.00
Truss 10’ Section – Black 12”x12” Box	\$70.00	\$84.00
Truss 5’ Section – Silver 20.5”x20.5” Box	\$45.00	\$54.00
Truss 8’ Section – Silver 20.5”x20.5” Box	\$72.00	\$86.00
Truss 10’ Section – Silver 20.5”x20.5” Box	\$90.00	\$108.00
<b>Corner Block</b> A corner block is an aluminum piece that attaches to truss to create a right angle.		
Corner Block – Silver 12”x12” Box	\$50.00	\$60.00
Corner Block – Black 12”x12” Box	\$65.00	\$78.00
Corner Block – Silver 20.5”x20.5” Box	\$70.00	\$84.00
<b>Base Plate</b> A base plate is used as a stand for ground supported truss or poles.	\$35.00	\$42.00
<b>Rotator</b> A rotator is a motor used to rotate a hanging sign.	\$150.00	\$180.00
<b>Motor</b> A motor is a motorized pulley that is rigged to the ceiling and attached to truss to achieve a desired height. Motors are also used to safely suspend heavier items that cannot be supported by cables alone. Motors are available in ¼ ton, ½ ton, and 1 ton capacities.	\$150.00	\$180.00

<b>Cheeseboro</b> A cheeseboro is a clamp used to attach two pieces of truss or pipe together.	\$6.00	\$7.00
<b>Grapple</b> A grapple is a connector that allows you to make a 90 degree connection between trusses.	\$12.00	\$14.00

<b>LIGHTING FIXTURES</b> A variety of lighting options are available to brighten exhibit space. While lights cannot be attached directly to our ceiling, lighting can be suspended above exhibit space by utilizing truss and motors.	DISCOUNT	STANDARD
<b>Source 4 Par (575 watt, 750 watt)</b> This fixture is best used to create a wash effect or cover a larger area with light. It is available in 575 watt or 750 watt. Lenses are available in Very Narrow (VNSP), Narrow (NSP), Medium (MFL), Wide (WFL).	\$35.00	\$42.00
<b>Source 4 Leko (575, 750 watt)</b> This fixture is best used to create a spot light or to highlight specific spaces or objects. It is available in 575 watt or 750 watt. Lenses come in 19, 26, 36, 50 degrees to achieve the desired illumination from the light.	\$45.00	\$54.00
<b>Par 64 (1000 watt)</b> The Par 64 will deliver similar results as the S4Par, but there are no options for additional lenses. They are available in 1000 watts.	\$30.00	\$36.00

<b>CUSTOM LIGHTING SOLUTIONS</b> Lighting kits include a combination of Lekos, Source 4 Pars and Par 64s based on layout and design requirements. Price includes fixtures, fixture accessories and all necessary cables. Dimmer/control and labor are not included and must be ordered separately. Special Orders for larger kits are available upon request.	DISCOUNT	STANDARD
<b>Small Lighting Kit (4-6 lights)</b>	\$185.00	\$212.00
<b>Medium Lighting Kit (7-11 lights)</b>	\$325.00	\$390.00
<b>Large Lighting Kit (12-15 lights)</b>	\$450.00	\$540.00
<b>X-Large Lighting Kit (16-20 lights)</b>	\$550.00	\$660.00



<b>DIMMER RACKS &amp; LIGHTING CONTROLS</b>	<b>DISCOUNT</b>	<b>STANDARD</b>
These items are optional with individual fixtures or small lighting kits, but mandatory with larger lighting kits. The dimmer rack is a large “outlet” that all lights plug into to create a central control location. A dimmer rack, depending upon size, can be placed in a booth or attached to the truss and kept in the air. The lighting console/control plugs into the dimmer rack to dim or control individual lights, groups of lights, or all lights at once.  Electrical service is not included and must be ordered separately.		
Dimmer Control 1.2 x 4	\$80.00	\$96.00
Dimmer Control 2.4 x 12	\$150.00	\$180.00
Dimmer Control 2.4 x 24	\$320.00	\$384.00

### Terms & Conditions

- JCALPRO is the exclusive rigging vendor at the Hynes Convention Center if a sign requires a motor, electrical rigging, and/or truss, otherwise, the exhibitor may hire the general service contractor to hang signage.
- If an Exhibitor requires specific load-in/load-out dates and/or times, then a base rigging package may not be applicable. In this case, a special quote for required crew and lift equipment will be prepared using the following hourly labor and weekly lift rental rates:

HOURLY LABOR ITEMS	MON-SAT 7AM-12AM (EXCEPT HOLIDAYS)	SUNDAYS 7AM-5PM AND HOLIDAYS	SUNDAYS AFTER 5PM ALL DAYS 12AM-7AM
Crew Chief	\$95.00	\$142.50	\$190.00
Head Rigger	\$95.00	\$142.50	\$190.00
Rigger	\$82.00	\$123.00	\$164.00
Dept Head	\$72.00	\$108.00	\$144.00
Stagehand	\$67.00	\$100.50	\$134.00

WEEKLY LIFT RENTAL ITEMS	RATE
24'- 32' Scissor Lift	\$600.00
40'- 45' Boom Lift	\$950.00
60' Boom Lift	\$1,550.00

- All rigging must conform to the rules, regulations, and facility limitations of the MCCA and any show management regulations.
- All equipment, signs, products, etc. must be designed to suspend safely. Care must be taken to use only rated rigging hardware when designing, constructing or purchasing such items. Any equipment, signs, products etc. deemed to be unsafe for overhead suspension by MCCA/JCALPRO will be substituted or denied.
- The use of any type of tape/adhesive for attaching signs, banners, or decorations to the building walls or decorative surfaces is not permitted.
- All assembly of equipment, signs, products necessary prior to hanging, etc., will be the responsibility of the Exhibitor.
- Failure by Exhibitor to submit accurate diagrams prior to load-in will delay set-up and could incur additional cost.

## FREQUENTLY ASKED QUESTIONS

### **How do I know if I qualify for the Basic Rigging Package Rate?**

Find out the dimensions and weight of your sign. If your sign weighs less than 150 pounds and is less than 20' in length and less than 175 square feet and does not require electrical rigging, truss, or motors, you will qualify for the Basic Rigging Package. If your sign is motorized or needs electrical rigging (for example a rotating sign or a sign with lights), you qualify for the Electrical Rigging Package.

### **Can I order lighting to be suspended from the ceiling?**

If you would like to order lights to brighten up your booth or illuminate specific objects, you will need to get a *quote* from JCALPRO. In most cases, lights cannot be attached to our ceilings. Instead we can provide you with truss, using motors, to create a lower "ceiling" and then hang lights from that truss. We will require a diagram showing your booth layout and exactly what you want illuminated in order to put together a quote.

### **Do I ship my sign to you to put it together?**

No. Although JCALPRO provides labor to hang the sign, the General Service Contractor (GSC) handles all shipments. You may build your sign or hire the GSC to put it together for you. When the sign has arrived at the building and has been assembled, we will hang it for you. Be sure to keep this in mind when making your time and day requests for sign hanging.

### **Can I request load in and load out times?**

Yes, the Rigging Order Form has a space for you to indicate your preferred up and down times. Please note that your preferred timing is not guaranteed; however, we do try our best to cater to your requests. If you absolutely need a specific install or take down time, additional charges will apply. If you do not provide a diagram or layout prior to load-in, then you may experience set-up delays and additional cost.

### **What type of diagrams should I send?**

The most useful diagrams are on a proportioned grid to show the dimensions of the booth, the exact desired placement of hanging items, and orientation of the booths around yours. As a general rule, pictures from previous shows and pictures of the sign only are not as helpful as current diagrams of the entire booth space with the placement, height, and weight of the sign(s) or hanging item(s).

# Plumbing Services

The MCCA offers a variety of plumbing services through our experienced in-house team of plumbers.

PLUMBING SERVICES	DISCOUNT	STANDARD
<b>Water – Individual Connection</b> Water service is available at approximately 75 PSI with up to ¾” supply line. Water flows at five gallons per minute. Please note that this is cold water.	\$329.00	\$411.00
<b>Additional Water Connections</b> Exhibitors requiring more than an individual water connection should order each additional connection as needed.	\$193.00	\$241.00
<b>Drain – Individual Connection</b> The MCCA can provide waste drain connections up to ¾” line size.	\$329.00	\$411.00
<b>Additional Drain Connections</b> Exhibitors requiring more than an individual drain connection should order each additional connection as needed.	\$176.00	\$220.00
<b>Fill and Drain 0-100 Gallons</b> Exhibitors that need equipment to be filled with water at the beginning of a show and emptied at the end of a show should order a Fill and Drain service. Please visit the MCCA Exhibitor Services desk when equipment is ready to be filled.	\$165.00	\$206.00
<b>Each Additional 500 Gallons</b>	\$114.00	\$143.00

SINK RENTALS	DISCOUNT	STANDARD
<b>Cold Water Sink Rental</b> Cold water sink rental includes a single-tub basin (20”L x 24”W x 34”H), one water connection, and one drain connection. Legs allow the units to sit 34” above the floor.	\$660.00	\$825.00
<b>Small Hot &amp; Cold Water Sink Rental</b> Small Hot & Cold water sink rental includes a single-tub basin (20”L x 24”W x 34”H), a hot water heater (6 gallon capacity), dedicated power, two water connections, and one drain connection.	\$880.00	\$1,100.00
<b>Large Hot &amp; Cold Water Sink</b> Large Hot & Cold water sink rental includes a 3-tub basin (57”L x 24.5”W x 43”H), a hot water heater (6 gallon capacity), dedicated power, two water connections, and one drain connection. This service is available in specific areas of the exhibition hall. Please contact MCCA Exhibitor Services for more information.	\$1,100.00	\$1,375.00

COMPRESSED AIR AND GASSES	DISCOUNT	STANDARD
<b>Compressed Air – Individual Connection</b> Compressed Air is delivered at approximately 110 psi and a dew point of 35 degrees F (medical instrument quality).	\$402.00	\$502.00
<b>Additional Connection</b> Exhibitors who require more than an individual connection should order additional connections as needed.	\$207.00	\$259.00

OTHER COMPRESSED GASES		
The MCCA provides a variety of bottled gases. The most commonly ordered gases are listed below. If other gases not listed are required, the exhibitor should contact MCCA Exhibitor Services. Flammable gases are not permitted in MCCA facilities. Please note that in order to ensure delivery of service, orders need to be received one week prior to move-in.		
20 Lbs Dry or Liquid CO <sub>2</sub>	\$169.00	\$203.00
50 Lbs Dry or Liquid CO <sub>2</sub>	\$184.00	\$221.00
Dry Nitrogen 300 ft <sup>3</sup>	\$227.00	\$273.00

## INSTALLATION & CONNECTIONS

- Plumbing Service is brought from the nearest column or floor port into the booth.
- Air and Water connections are available in limited locations on the exhibit floor. Connection sizes and booth locations all factor into planning to supply air and water to exhibitors. Please provide a floor plan of the exhibit space indicating locations that require air or water service as well as connection requirements well in advance of exhibitor move-in.

### Terms & Conditions

- The MCCA is the exclusive provider of all plumbing services. All plumbing equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA Personnel.
- Exhibitors are not permitted to fill or drain their own equipment, use individual air compressors, or bring their own compressed gases from an outside vendor.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an

exhibitor requires additional plumbing labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:

- » Monday-Friday 8am-4pm (except holidays)  
\$77.00
- » All other times, including holidays  
\$115.00

## FREQUENTLY ASKED QUESTIONS

### Do all water connections need a drain?

While most water connections do require a drain service, there are some cases where the drain is unnecessary. When the water provided is being consumed or evaporated, a drain is not needed. For example, exhibitors using water service for a coffee machine do not need to order a drain because the water is being consumed.

### Will you provide the fittings and hoses for my water and drain connections?

To ensure that your booth's equipment runs properly we ask that you supply your own regulators, filters, and hoses.



**When would I need to order a Fill and Drain Service?**

Some of the most common reasons exhibitors order fill and drain are for items like fish tanks, pools, tubs for display, or running water displays. We use large hoses to fill vessels requiring water and then use existing drains in the floor to remove the water at the end of the show. Exhibitors are not permitted to bring their own water or use MCCA sinks to fill their own equipment.

**My booth requires a sprinkler system. What plumbing service should I order?**

If your booth requires a sprinkler system, you will need to order an individual water connection specifically for this purpose.

**My exhibitor kit says I need to order a hand washing unit because I am planning to prepare food in my booth. Do you provide these units?**

Levy Restaurants, our exclusive in-house catering company, can provide a hand washing unit that includes a small hand washing sink, paper towels, soap, and a discard bucket. Please consult your exhibitor kit for Levy Restaurants information or contact them directly at the Hynes (617.954.2284).

**Do you allow Exhibitors to bring Helium balloons into your buildings?**

No, unfortunately we do not allow exhibitors to bring helium balloons into the buildings.

# Security Services

The MCCA is the “preferred” provider of security booth coverage for exhibitors. If your event designates another security vendor for booth coverage, you may choose to order through the event’s preferred provider as detailed in your exhibitor kit.

SECURITY GUARD (BOOTH)	DISCOUNT	STANDARD
<p><b>Per Hour Per Officer</b>            The MCCA offers uniformed public safety officers to cover shows and events. Officers are scheduled at a 4-hour minimum and are available from move-in to move-out, around the clock. Orders need to be placed 21 days in advance of the show/event opening in order to guarantee your requested coverage. Any orders received after the 21 day cut-off are subject to approval and are not guaranteed.</p>	\$25.00	\$30.00

## FREQUENTLY ASKED QUESTIONS

**When do you recommend ordering security for an exhibitor booth?**

Our public safety department strongly suggests ordering security for booths planning to have VIP celebrity appearances, book signings etc., to monitor crowd control and escort as needed. Also, exhibitors with expensive or rare equipment in their booths may consider security for the overnight hours between show end and the next day’s show start.

**Is there general overnight security in the exhibit hall?**

The MCCA provides 24 hour security coverage for the facility; however, security coverage for the exhibit hall is determined by the show organizer and may vary from event to event.

## **APPENDIX – SERVICE ORDER FORMS**

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**Exhibitor Order Form  
Electrical Services**

Effective July 1, 2017

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <http://www.signatureboston.com/hynes/hynes-ordering-guide.aspx>.  
**To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.**

**\*Overhead electrical services must accompany a rigging order.**

*Incomplete information will delay processing.*

Event or Show:		Booth no. (s)			
Event or show date(s):		Exhibiting firm:			
Billing address:	City:	State:	Zip:	Country:	
Phone:		Email:			
Ordered by/title:		Show site contact:			
Date:		Contact phone:			

**STANDARD ELECTRICAL CONNECTIONS: 120 VOLT**

Description	Regular Service			Additional Services Available as Add-Ons					Total Due: \$
	QTY	Discount Rate	Standard Rate	QTY	24-Hour Service	QTY	Overhead Service*	QTY	
500 Watt Box (5 amps)		\$122.00	\$153.00		+50% rate		\$139.00		\$208.50
1000 Watt Box (10 amps)		\$161.00	\$201.00		+50% rate		\$201.00		\$301.50
2000 Watt Box (20 amps)		\$200.00	\$250.00		+50% rate		\$250.00		\$375.00
4000 Watt Box (20 amps x 2)		\$232.00	\$289.00		+50% rate		\$289.00		\$433.50

**STANDARD ELECTRICAL CONNECTIONS: 208 VOLT & 480 VOLT**

Description	Regular Service			Additional Services Available as Add-Ons					Total Due: \$
	QTY	Discount Rate	Standard Rate	QTY	24-Hour Service	QTY	Overhead Service*	QTY	
208V Single Phase 30 Amp		\$350.00	\$437.00		+50% rate		\$437.00		\$655.50
208V Single Phase 60 Amp		\$667.00	\$833.00		+50% rate		\$833.00		\$1,249.50
208V Single Phase 100 Amp		\$1,023.00	\$1,279.00		+50% rate		\$1,279.00		\$1,918.50
208V Three Phase 30 Amp		\$635.00	\$792.00		+50% rate		\$792.00		\$1,188.00
208V Three Phase 60 Amp		\$957.00	\$1,196.00		+50% rate		\$1,196.00		\$1,794.00
208V Three Phase 100 Amp		\$1,518.00	\$1,896.00		+50% rate		\$1,896.00		\$2,844.00
208V Three Phase 200 Amp		\$2,895.00	\$3,618.00		+50% rate		\$3,618.00		\$5,427.00
208V Three Phase 400 Amp		\$5,113.00	\$6,390.00		+50% rate		\$6,390.00		\$9,585.00
480V Three Phase 30 Amp		\$965.00	\$1,206.00		+50% rate		\$1,206.00		\$1,809.00
480V Three Phase 60 Amp		\$1,673.00	\$2,091.00		+50% rate		\$2,091.00		\$3,136.50
480V Three Phase 100 Amp		\$3,089.00	\$3,861.00		+50% rate		\$3,861.00		\$5,791.50
480V Three Phase 200 Amp		\$6,139.00	\$7,674.00		+50% rate		\$7,674.00		\$11,511.00
25' Round Extension Cord		\$35.00	\$44.00						
									<b>Total Due: \$</b>

SIGNATURE \_\_\_\_\_

To pay with a Discover, MasterCard, Visa or American Express, you may order online at [www.signatureboston.com](http://www.signatureboston.com).

To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

EXHIBITOR SERVICE CENTER | MASSACHUSETTS CONVENTION CENTER AUTHORITY | 415 SUMMER STREET | BOSTON, MASSACHUSETTS 02210  
 617.954.2230 EXHIBITORSERVICES@SIGNATUREBOSTON.COM TAX ID#: 042768982

**FOR MCCA USE ONLY**

Date Received:	Received by:	Check Number:	Discover/MC/Visa/Amex:
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## Exhibitor Order Form Telephone Services

Effective July 1, 2017

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <http://www.signatureboston.com/hynes/hynes-ordering-guide.aspx>.  
**To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.**

*Incomplete information will delay processing.*

Event or Show:		Booth no. (s)		
Event or show date(s):		Exhibiting firm:		
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by/title:		Show site contact:		
Date:		Contact phone:		

STANDARD TELEPHONE SERVICES	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Single Line Phone Service (Analog)		\$287.00	\$358.00	
Multi-Line Phone Service (Digital)		\$417.00	\$521.00	
Speaker Phone Service (Analog)		\$320.00	\$400.00	
Polycom Speaker Phone Service (Analog)		\$371.00	\$464.00	
Fax Machine Phone Service (Analog)		\$422.00	\$528.00	

ADDITIONAL TELEPHONE SERVICES & EQUIPMENT	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Call Waiting (Per Phone Line)		\$50.00	\$62.50	
Voice Mail (Per Phone Line)		\$50.00	\$62.50	
ISDN/BRI Service		\$300.00	\$375.00	
Polycom Video Conference Equipment Rental w/ IP Connect Service		\$1,100.00	\$1,600.00	
Polycom Video Conference Equipment Rental w/ ISDN Service		\$2,000.00	\$2,500.00	

**Total Due: \$**

SIGNATURE \_\_\_\_\_

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To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

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617.954.2230 EXHIBITORSERVICES@SIGNATUREBOSTON.COM TAX ID#: 042768982

FOR MCCA USE ONLY			
Date Received:	Received by:	Check Number:	Discover/MC/Visa/Amex:



## Exhibitor Order Form Internet & Technical Services

Effective July 1, 2017

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <http://www.signatureboston.com/hynes/hynes-ordering-guide.aspx>.  
**To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.**

*Incomplete information will delay processing.*

Event or Show:		Booth no. (s)		
Event or show date(s):		Exhibiting firm:		
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by/title:		Show site contact:		
Date:		Contact phone:		

WIRED INTERNET CONNECTIONS: MANUAL CONFIGURATION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
<b>Basic Service Package</b> (includes a private VLAN and subnet, public IP addresses not available)		\$935.00	\$1,000.00	
<b>3 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$4,620.00	\$5,300.00	
<b>6 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$7,810.00	\$9,000.00	
<b>10 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$10,450.00	\$12,000.00	
<b>15 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$15,400.00	\$17,700.00	
<b>20 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$20,460.00	\$23,530.00	
<b>25 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$25,410.00	\$29,250.00	
<b>30 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$30,250.00	\$34,800.00	
<b>35 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$35,200.00	\$40,500.00	
<b>40 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request)		\$39,820.00	\$45,800.00	

CONTINUED ON PAGE 28

ADDITIONAL SERVICES & EQUIPMENT		QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Copper Patch / Booth to Booth Connection			\$336.00	\$420.00	
Fiber Patch/ Booth to Booth Connection			\$470.00	\$588.00	
Switch	8 port		\$104.00	\$130.00	
	24 port		\$355.00	\$444.00	
25' CAT 5e Cable			\$45.00	\$56.00	
50' CAT 5e Cable			\$61.00	\$78.00	
100' CAT 5e Cable			\$96.00	\$120.00	
Coupler			-	\$20.00	

TECHNICAL SERVICES		QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Cable TV Service			\$245.00	\$307.00	
CATV Tuner Rental (Only available at the BCEC)			\$56.00	\$70.00	
CATV Tap Box Rental			\$200.00	\$250.00	
					<b>Total Due: \$</b>

SIGNATURE \_\_\_\_\_

To pay with a Discover, MasterCard, Visa or American Express, you may order online at [www.signatureboston.com](http://www.signatureboston.com).  
 To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

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 617.954.2230 EXHIBITORSERVICES@SIGNATUREBOSTON.COM TAX ID#: 042768982

FOR MCCA USE ONLY			
Date Received:	Received by:	Check Number:	Discover/MC/Visa/Amex:


**Exhibitor Order Form  
Rigging Services**

Effective July 1, 2017

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <http://www.signatureboston.com/hynes/hynes-ordering-guide.aspx>.  
**To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.**

*Incomplete information will delay processing.*

Event or Show:		Booth no. (s)		
Event or show date(s):		Exhibiting firm:		
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by/title:		Show site contact:		
Date:		Contact phone:		

**ITEM DESCRIPTION & INFORMATION**

\*\*Description of Item (Sign, Banner, Truss, etc.)

Quantity:	Size:	Weight:	Height desired from floor to top of suspended item:
Do any items require Electrical service (circle one)? <b>YES NO</b>		Indicate Service Ordered on Electrical Form:	
Date When Your Item Will Be Ready for Hanging:		Preferred Move-Out Date:	

**PACKAGE RIGGING SOLUTIONS**

Service Description	QTY	Discount Rate	Standard Rate	Total Due: \$
Basic Rigging Package (Per Sign/Banner)		\$1550.00	\$1684.00	
Electrical Rigging Package (Per Sign/Banner)		\$1794.00	\$1988.00	
Team Labor Hour		\$244.00	\$304.00	

**CUSTOM RIGGING SOLUTIONS - RIGGING EQUIPMENT RENTAL (REQUIRES QUOTE\*)**

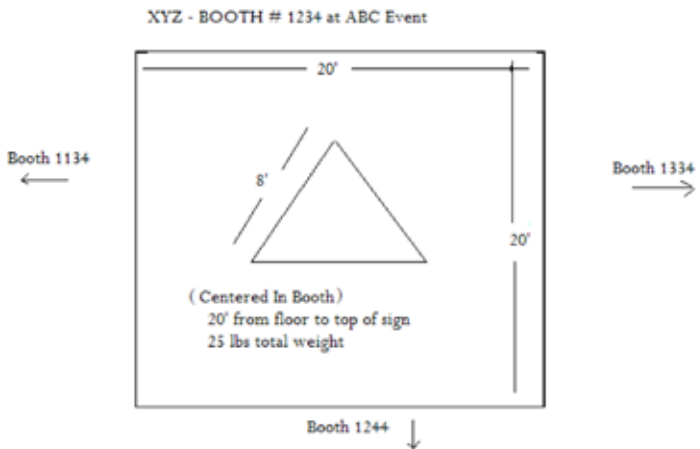
\*For any of the services below, please contact JCALPRO at 617.954.2345.

Equipment Description	QTY	Discount Rate	Standard Rate	Total Due: \$
Silver 12" x 12" Box Truss	5' Section	\$25.00	\$30.00	
	8' Section	\$40.00	\$48.00	
	10' Section	\$50.00	\$60.00	
Black 12" x 12" Box Truss	5' Section	\$35.00	\$42.00	
	8' Section	\$56.00	\$67.00	
	10' Section	\$70.00	\$84.00	
Silver 20.5" x 20.5" Box Truss	5' Section	\$45.00	\$54.00	
	8' Section	\$72.00	\$86.00	
	10' Section	\$90.00	\$108.00	
Corner Block	Silver 12" x 12" box	\$50.00	\$60.00	
	Black 12" x 12" box	\$65.00	\$78.00	
	Silver 20.5" x 20.5" box	\$70.00	\$84.00	
Base Plate		\$35.00	\$42.00	
Rotator		\$150.00	\$180.00	
Motor		\$150.00	\$180.00	
Cheeseboro		\$6.00	\$7.00	
Grapple		\$12.00	\$14.00	

CONTINUED ON PAGE 29



CUSTOM LIGHTING SOLUTIONS – LIGHTING EQUIPMENT RENTAL (REQUIRES QUOTE*)				
*For any of the services below, please contact JCALPRO at 617.954.2345.				
Lighting Fixtures	QTY	Discount Rate	Standard Rate	Total Due: \$
Source 4 Par – (575 watt, 750 watt)		\$35.00	\$42.00	
Source 4 Leko – (575, 750 watt)		\$45.00	\$54.00	
Par 64 (1000 watt)		\$30.00	\$36.00	
Lighting Kits	QTY	Discount Rate	Standard Rate	Total Due: \$
Small Lighting Kit		\$185.00	\$212.00	
Medium Lighting Kit		\$325.00	\$390.00	
Large Lighting Kit		\$450.00	\$540.00	
X-Large Lighting Kit		\$550.00	\$660.00	
Dimmer Racks & Lighting Controls	QTY	Discount Rate	Standard Rate	Total Due: \$
Dimmer Control 1.2 x 4		\$80.00	\$96.00	
Dimmer Control 2.4 x 12		\$150.00	\$180.00	
Dimmer Control 2.4 x 24		\$320.00	\$384.00	
<b>Total Due: \$</b>				



We require diagrams and booth layouts for all rigging and lighting orders. See sample on left.

SIGNATURE \_\_\_\_\_

To pay with a Discover, MasterCard, Visa or American Express, you may order online at [www.signatureboston.com](http://www.signatureboston.com).  
 To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

EXHIBITOR SERVICE CENTER | MASSACHUSETTS CONVENTION CENTER AUTHORITY | 415 SUMMER STREET | BOSTON, MASSACHUSETTS 02210  
 617.954.2230 [EXHIBITORSERVICES@SIGNATUREBOSTON.COM](mailto:EXHIBITORSERVICES@SIGNATUREBOSTON.COM) TAX ID#: 042768982

FOR MCCA USE ONLY			
Date Received:	Received by:	Check Number:	Discover/MC/Visa/Amex:


**Exhibitor Order Form  
Plumbing Services**

Effective July 1, 2017

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <http://www.signatureboston.com/hynes/hynes-ordering-guide.aspx>.  
**To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.**

*Incomplete information will delay processing.*

Event or Show:		Booth no. (s)			
Event or show date(s):		Exhibiting firm:			
Billing address:	City:	State:	Zip:	Country:	
Phone:		Email:			
Ordered by/title:		Show site contact:			
Date:		Contact phone:			

**WATER AND DRAIN SERVICES**

Service	Description	QTY	Size	Discount Rate	Standard Rate	Total Due: \$
Water Approx 75 PSI Up to ¾" line	Individual Connection			\$329.00	\$411.00	
	Additional Connection			\$193.00	\$241.00	
Drain Up to ¾" line	Individual Connection			\$329.00	\$411.00	
	Additional Connection			\$176.00	\$220.00	
Fill & Drain	0-100 Gallons			\$165.00	\$206.00	
	Each additional 500 gallons			\$114.00	\$143.00	

**SINK RENTALS**

Service	Description	QTY	Size	Discount Rate	Standard Rate	Total Due: \$
Cold Water Sink Rental	Includes: sink, one water and one drain connection			\$660.00	\$825.00	
Small Hot & Cold Water Sink Rental	Includes: sink, hot water heater (6 gallon cap.), dedicated power, 2 water and one drain connection			\$880.00	\$1,100.00	

**COMPRESSED AIR AND GASSES**

Service	Description	QTY	Size	Discount Rate	Standard Rate	Total Due: \$
Air Approx 110 PSI	Individual Connection			\$402.00	\$502.00	
	Additional Connection			\$207.00	\$259.00	
CO2	20 lb Cylinder (Dry)			\$169.00	\$203.00	
	50 lb Cylinder (Dry)			\$184.00	\$221.00	
	20 lb Cylinder (Liquid)			\$169.00	\$203.00	
	50 lb Cylinder (Liquid)			\$184.00	\$221.00	
Nitrogen	300 ft3 Tank (Dry)			\$227.00	\$273.00	

**Total Due: \$**

SIGNATURE \_\_\_\_\_

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To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

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**FOR MCCA USE ONLY**

Date Received:	Received by:	Check Number:	Discover/MC/Visa/Amex:
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**Exhibitor Order Form  
Security Services**

Effective July 1, 2017

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <http://www.signatureboston.com/hynes/hynes-ordering-guide.aspx>.  
**To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.**

*Incomplete information will delay processing.*

Event or Show:		Booth no. (s)			
Event or show date(s):		Exhibiting firm:			
Billing address:	City:	State:	Zip:	Country:	
Phone:		Email:			
Ordered by/title:		Show site contact:			
Date:		Contact phone:			

SECURITY SERVICES						
Date	# Of Officers	Scheduled hrs. (4 hr. min.)	Total Man hrs.	Discount Rate (per man hrs.)	Standard Rate (per man hrs.)	Total Due: \$
				\$25.00	\$30.00	
				\$25.00	\$30.00	
				\$25.00	\$30.00	
				\$25.00	\$30.00	
				\$25.00	\$30.00	
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				\$25.00	\$30.00	
				\$25.00	\$30.00	
				\$25.00	\$30.00	
			<b>Total Man Hours:</b>			<b>Total Due: \$</b>

SIGNATURE \_\_\_\_\_

 To pay with a Discover, MasterCard, Visa or American Express, you may order online at [www.signatureboston.com](http://www.signatureboston.com).

To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

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FOR MCCA USE ONLY			
Date Received:	Received by:	Check Number:	Discover/MC/Visa/Amex:

# Exhibitor Guidelines, Information and Regulations

## EXHIBITOR PARTICIPATION REGULATIONS

### ACCESS CONTROL AND CREDENTIALING

Exhibitors accessing the Hynes – including exhibitors traveling to the Hynes, unloading exhibitor-related cargo, and parking at the Hynes – must be credentialed by the Hynes Public Safety Department before entering the facility. Issued Exhibitor Credentials must be worn on the outermost garment (or on the right wrist if an ID band is issued) of the exhibitor (employees and contractors) at all times while inside the facility.

Exhibitors should check in with the General Service Contractor (GSC) before entering the facility. Upon request and as a requirement to be issued a MCCA ID, all employees and contractors working within an MCCA facility must identify themselves with a current and valid, government-issued photo identification (preferably a valid state-issued motor vehicle operator's license). Once positively identified by MCCA Public Safety, the exhibitor will be referred to the Licensee in order to register and receive event credentials.

ESCA identification badges are required for all General Service Contractors (GSC). Temporary MCCA credentials will not be issued to GSC employees and they will be turned away.

Lost/missing credentials must be reported to, and recorded by, MCCA Public Safety. The MCCA, in its sole discretion, reserves the right to revoke credentials for violations of law, facility policies and procedures, and/or injuries against persons or property, and/or when the revocation of those credentials is in the best interests of the MCCA.

### AFFIXING TO THE FACILITY STRUCTURE

The MCCA does not allow exhibitors to:

- Rig cable/hanging devices or affix any materials to the ceiling, electrical bus ducts and conduits, sprinkler pipes, ventilation equipment, windows, columns or any other physical structure at the Hynes
- Cause or permit any nails, staples, hooks, tacks, screws, or the like to be driven into the facility structure (including, but not limited to, any wall, ceiling, column, stone, window, drape, painted, carpeted or concrete surfaces of the premises)
- Erect any decorations or use adhesive materials, including tape that can deface the walls, ceilings, floors, facilities and equipment contained on the premises
- Paint or permanently cover walls, floors, ceilings, or other areas of the facility or its furnishings or fixtures

### BOOTH SET-UP AND DISMANTLE

The unpacking, assembling, dismantling and packing of displays and equipment may be done by full-time employees of an exhibiting company. Exhibitors are allowed to set-up and/or dismantle their own booths, provided that they use their own bona fide, full-time employees. It is acceptable for exhibitors to safely use power tools to set-up and/or dismantle their own booths.

No one under the age of 18 is permitted on the loading docks, in truck bays or in the loading dock yard. Additionally, no one under the age of 18 is permitted in the exhibit halls during move-in or move-out operations. The Licensee will determine age restrictions, if any, for hours when the exhibit hall is open for attendees

### BOOTH STAGING

1. In addition to equipment and furniture placed within a booth space, subject to show management limitations, exhibitors are allowed to stage the following items:



- a. Boxed or loose product, materials or literature
  - b. Fiber cases used to ship pop-up displays
  - c. Personal items such as luggage, purses, briefcases or coats
2. The following restrictions must be observed when staging these additional items:
- a. The amount of product, materials or literature that may be staged within a booth space must not exceed a one day supply.
  - b. Items may be placed either in a display case, on a counter, on a shelving unit, in a closet, on a table, under a table or stacked neatly within the booth space.
  - c. Items that are stacked must not create a tripping hazard or hamper easy movement within the booth space.
  - d. Items may not be placed on or within six inches of floor ports, electrical wiring or cabling.
  - e. Pallets, empty crates, cartons and boxes may not be stored in the booth space.
  - f. Staging will not be allowed behind the back wall of the booth and behind the drape within the booth or exhibit area.

### CABLING

No cables (telephone, Internet, electrical, audio, video, etc.) should be run in front of any doorways at any time. If cables must cross a doorway, cables must be flown — cable trays are not an acceptable substitute.

### CAUTION TAPE

Use of 'Caution Tape' is prohibited. Yellow or red plastic tape with black stripes, or printed with 'Caution,' 'Do Not Enter' or other warning messages may only be placed by the MCCA to warn individuals of a hazardous condition. The MCCA prohibits the use of yellow or red plastic tape to restrict access to an event or exhibit display. Rope and stanchion may be available from the General Service Contractor.

### COOKING DEMONSTRATIONS

If cooking or heating appliances will be used, the MCCA prefers they are powered by electricity, use UL listed/approved equipment and be adequately ventilated.

An exhibitor may use butane for cooking purposes with prior approval of the MCCA Public Safety Department.

Quantity inside the facility is limited to: two (2) 1-pound UL listed/approved non-refillable canisters per cooking device; one canister attached to the cooking device; and one spare canister. To prevent excessive amounts of butane within the facility, exhibitors may only use butane canisters purchased directly through the MCCA's exclusive food provider, Levy Restaurants.

Single-well cooking equipment (deep fryer type device) using combustible oils and solids shall:

1. Have lids available for immediate use
2. Be limited to 288 sq. in. (.19 sq. m) of cooking surface
3. Be placed in noncombustible surface materials
4. Be separated from each other by a minimum horizontal distance of 2 ft. (61 cm); multiple single-well cooking units may be placed together if the aggregate cooking surface does not exceed 288 sq. in. (.19 sq. m)
5. Be kept a minimum horizontal distance of 2 ft. (61 cm) from any combustible material

Exhibitor must provide a UL listed/approved fire extinguisher no less than 30 feet (9.15 meters) from the cooking device.

Exhibitor shall provide a 6 liter, Class K fire extinguisher for hazards where there is a potential for fires involving combustible cooking media (vegetable oils, animal oils or fats in cooking appliances) for each device.

Fire extinguishers must be mounted in a visible location and accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

Open flames, cooking or other sources of heat are prohibited under any tent, canopy or tarp.

### EXCLUSIVE SERVICES

The MCCA will be the exclusive provider of the following services: food & beverage, electrical, business center, telephone, Internet, rigging, the operation of ground-supported crank-ups, the operation and provision of lifts for theatrical purposes, plumbing, the use of the house sound system, and the supply of compressed airs and gases.

The MCCA is the preferred provider of security booth coverage for exhibitors. If your event designates another security vendor for booth coverage, you may choose to order through the event's preferred provider as detailed in your exhibitor kit.

## EXHIBITOR PRODUCT

Exhibitors are prohibited from offering or selling any product(s) to any employee, agent, contractor or subcontractor working at the MCCA.

At the conclusion of the event, all products must be either:

- Removed from MCCA facilities by the exhibitor;
- Properly disposed of;
- Donated to a previously identified nonprofit organization; or
- Sold to an established business, with sales receipts supplied and produced on demand.

Any MCCA employee, agent, contractor or subcontractor working in MCCA facilities who is determined to be removing and/or accepting event-related product(s) is subject to immediate termination of employment or prohibition from working at all MCCA facilities.

*All persons, vehicles, bags, containers, etc. are subject to search.*

## FIRE SAFETY REGULATIONS

Exhibits and decorative materials must meet the requirements of the Code of Massachusetts Regulations – 780 CMR EIGHT EDITION (Building Code). The Massachusetts Department of Public Safety (DPS) has jurisdiction over all safety matters of the MCCA. The DPS, in conjunction with the City of Boston Fire Department (BFD), provide guidance to the MCCA for a safe venue for all guests and employees at our facilities.

Prior to the show opening or at any time during the event, the MCCA Public Safety Department or other agency may inspect booths and other assembly areas to ensure these requirements are met. If they are not, adjustments can be costly – if a display is determined to be a hazard it may be ordered removed from the facility at the exhibitor's expense.

These requirements shall apply whether the event is open or closed to the public. The below topics are the minimum fire safety requirements for all events and are designed to provide an overview; the MCCA Public Safety Department reserves the right to make any final decision for life safety issues. Our sole effort is to ensure the success of your event and safeguard the safety and experience of all our visitors.

## FIRE SAFETY LIMITATIONS

The following limitations apply to all exhibits located in the exhibition halls in the Hynes:

1. The following items are fire hazards and are prohibited for use in the Hynes:
  - a. Compressed flammable gases. Exception: Butane for cooking purposes with prior approval of the MCCA Public Safety Department (see Cooking Demonstrations)
  - b. Pyrotechnics, flammable/combustible liquids, hazardous chemicals/materials, blasting agents and explosives
  - c. Cut Christmas trees, cut evergreens or similar trees
  - d. Fireplace logs, charcoal and similar materials
  - e. Untreated mulch and Spanish moss or similar vegetation
  - f. Untreated hay or straw
2. Any interior finish, either permanent or temporary, will be required to meet the requirements of the Code of Massachusetts Regulations – 780 CMR EIGHT EDITION (Building Code).
3. The following rules apply regarding flame-retardant treatments:
  - a. All curtains, drapes, banners, decorations and acoustical material (including but not limited to cotton, hay, paper, straw, moss, split bamboo and wood chips) must be flame-retardant treated to the satisfaction of the Massachusetts Department of Public Safety. Material that cannot be treated for flame retardancy shall not be used. The GSC or individual exhibitor must have on-site a copy of the Certificate of Flame Resistance for all floor covering, curtains and rigged signage. The use of carpet on walls, ceilings, seating products or as decorative material is prohibited.
  - b. Combustible materials, an inch or more in thickness, glass or asbestos cloth may be used without flame-retardant treatment.
  - c. The use of oilcloth, tarpaper, sisal paper, nylon, Orlon®, and certain other plastic materials that are not flame-retardant is prohibited.
4. Open flame devices may be permitted when they are

a necessary part of the exhibit, with prior approval of the MCCA Public Safety Department. Devices must be isolated from attendees by either four (4) feet or a barrier; be placed on a non-combustible surface; be separated from other devices by five (5) horizontal feet; and have a 10 lb. ABC fire extinguisher present within the exhibit. Fire extinguishers must be mounted in a visible location and be accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

5. The hanging or rigging of signs, displays or banners, etc. shall not interfere with the building fire sprinkler system.
6. Exhibitors are prohibited from covering displays with drop cloths, sheets, table cloths or other non-flame resistant material.
7. Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.
8. Exhibitors shall move, remove or arrange with the General Service Contractor to remove wooden pallets, shipping crates, cardboard boxes and other packing materials from the exhibit hall area as soon as possible. These items are not permitted in the exhibit halls during events. See Booth Staging.

#### EXHIBIT HALL LIFE SAFETY EQUIPMENT

Fire extinguishers and fire hoses are located on the perimeter wall of the exhibit halls and main floor of the auditorium. General Service Contractors (GSC) and exhibitors are required to maintain a minimum unobstructed path of no less than 48 inches (122 cm), 24 inches (61 cm) on center for fire extinguishers.

Fire extinguishers shall not be removed or temporarily relocated by any exhibitor, the Licensee or the GSC. The GSC is responsible for ensuring that egress paths, emergency exits, fire extinguishers, fire pull stations, fire department value boxes, fire alarm flashers and AEDs are not obstructed or obscured from view at any time in the facility. Anyone found responsible for moving, removing or blocking fire safety equipment is subject to a fine.

#### FLAME-RETARDANT TREATED MATERIALS

The following rules apply regarding flame-retardant treatments:

1. All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, and similar decorative materials shall be flame-retardant to the satisfaction of the Boston Fire Department and State Fire Marshal.
2. Combustible materials, inch or more in thickness, glass or asbestos cloth may be used without flame-retardant treatment.
3. The use of oilcloth, tarpaper, sisal paper, nylon, Orlon®, and certain other plastic materials that are not flame-retardant, is prohibited.
4. Table coverings used in exhibit halls must be flame-retardant treated, unless they lie flat, and have an overhang of no more than six (6) inches.
5. All materials must be certified by the Boston Fire Department within six (6) months of the event. The Boston Fire Department does not accept certificates from other jurisdictions. Materials may be sent directly to the Boston Fire Department for testing.
6. The City of Boston Fire Code prohibits the use of:
  - Fabric attached to a ceiling or used to cover any portion of an exhibit
  - Carpet on ceilings, walls, seating products, or as decorative material

#### LASERS

The use of lasers for exhibit demonstrations or visual effects for entertainment must be approved by the Licensee and the MCCA Public Safety Department. All lasers must comply with Code of Massachusetts Regulations 105 CMR 120.000, and be registered and approved by the Massachusetts Department of Public Health. Regulations and applications are available from the Massachusetts Department of Public Health.

#### FOOD & BEVERAGE SAMPLES

The MCCA prohibits any food or beverages from being brought into the building, except by Levy Restaurants, the exclusive food & beverage service provider. The distribution of food and beverages, regardless of type and/or quantity, is the sole responsibility of Levy Restaurants.

Levy Restaurants is the official caterer for all food and beverage services within the Hynes. All arrangements for the service of food and/or beverages must be made through the catering office. Food and beverage sampling in conjunction

with specific exhibits may be permitted, but only to the extent approved in writing, in advance, by a Levy Restaurants Catering Sales Manager.

In order to obtain authorization from your Catering Sales Manager to distribute food and beverage items, one of the following conditions must exist:

- (1) The party interested in distributing food and/or beverage must be the manufacturer of said product. The interested party must only distribute sample sizes (2 ounces of pre-packaged food items or 4 ounces of non-alcoholic beverages) of his/her product, and cannot participate in cash sales of said product during the show.

-OR-

- (2) The party interested in distributing food and/or beverage items must pay a fee, which is based on a percentage of retail pricing for the item and is subject to all applicable administrative fees and taxes, in order to waive its right to exclusivity under the MCCA/Hynes License Agreement.

If a party brings unauthorized food and/or beverage items into the Hynes and does not subsequently meet one of the conditions listed above, the party must immediately remove the unauthorized item(s) from their exhibit or meeting space.

### Temporary Food Service Permit Application

The City of Boston Inspectional Services Division requires a temporary food service permit for any food & beverage served at the Hynes that is not sourced through Levy Restaurants. Permit fees begin at \$30.00 for a one-day permit, with \$5.00 for each additional day of sampling (example: a 3-day permit costs \$40.00).

### GLITTER, CONFETTI, POPCORN AND OTHER MATERIALS

The use of glitter, confetti, sand, or simulated snow types of material is not permitted in the Hynes. Additionally, adhesive-backed decals may not be given away or utilized.

Popcorn is not permitted without prior written approval from the MCCA. Additional cleaning charges may apply.

### GRATUITIES POLICY

It is against the MCCA's policy for any employee or service contractor to accept gratuities or gifts from the Licensee and/or any exhibitors. Offering of tips and gratuities to personnel employed by the MCCA, or its contractors, agents or suppliers, is not necessary and strictly prohibited. If you are

approached or solicited by any MCCA or service contractor personnel for gratuities, please report this violation to the Chief of Public Safety at 617.954.2111.

### GUARDRAILS AND STAIRS

Any platforms exceeding 30" in height will require a Massachusetts-State-building-code-compliant guardrail system. The guardrail shall be 42" in height, with balusters or solid material such that a sphere with a four-inch (4") diameter cannot pass through any opening.

The guardrails shall not have an ornamental pattern that would provide a ladder effect. This includes a guardrail on stairs.

The guardrail system shall be capable of withstanding a load of 200 pounds (minimum).

Stair construction shall meet Massachusetts State building code for riser height of 7" maximum and a tread depth of 11" minimum. These stairs shall have a handrail that shall be continuous, without interruption by newel posts, other structure elements or obstructions. Handrails shall not be less than 34" or more than 38". The handrail ends shall be returned to a wall or post. All stairway handrails shall have a circular cross section with an outside diameter of at least 1-1/4" and not greater than 2".

Stair width shall be a minimum of 36". Many multi-level displays are designed without risers, which is not permitted by the Massachusetts State building code as the stairway is part of a means of egress. The easiest way to address this issue with minimal cost is to secure a fitted piece of fire-rated plywood or sheet rock between the stringers against the back of the treads.

### HAND-CARRY POLICY

The MCCA reserves the right to restrict all freight and package deliveries to the loading dock. MCCA Public Safety personnel will be on site to direct and assist exhibitors during move-in and move-out.

For the convenience and safety of exhibitors and patrons, all freight and material handling must enter and exit the facility through the loading dock. The Licensee and its exhibitors will be allowed to hand carry one item, one time, in or out of the facility without having to access the loading dock. (Hand-carried freight is defined as one item that can be easily carried by an individual, without the need for dollies or other mechanized equipment.)



## MATERIAL HANDLING

**Exhibitors are allowed to perform their own material handling, providing all of the following criteria are met:**

- Exhibit personnel performing the work must be bona fide, full-time employees (“authorized personnel”) of said company.
- Exhibitors may choose to off-load from a company-owned truck or rental vehicle, or from a car, van or truck owned by personnel of the company provided the vehicle is co-owned or rental vehicles must be less than 24 feet in length.
- Exhibitors may use only hand-operated equipment, which they have provided; two-wheeled hand trucks and four-wheeled flat trucks are permitted as well.
- At no time can vendors (A/V, furniture design firm, etc.) unload their items. An approved General Service Contractor (GSC) or the Exclusive Rigging Service Provider (ERSP) must be hired by the Licensee to unload/re-load and push in all vendors..

No parking is allowed at the Boylston Street entrance of the facility, and the use of passenger elevators for movement of freight is not allowed. All packages are subject to inspection by facility personnel.

## LIGHTS

Only Underwriters Laboratories (UL) approved, clamp-on types of portable spotlights are allowed. All display lights must be turned off when the exhibitor leaves for the day. Only UL approved extension cords 12 gauge or greater, rated for 20 amp, are allowed. Note: Household extension cords are not permitted. These are generally 14 or 16 gauge and only rated at 15 amp.

## MEANS OF EGRESS

The travel distance within an exhibit booth or exhibit enclosure (including temporary office/meeting spaces) to an exit access aisle shall not exceed 50 feet (15 meters). There should be a minimum of two (2) separate exits from any point in the hall or room where the occupant load is less than 500 persons. Where occupant loads are between 500 and 999 persons, there shall be a minimum of three (3) separate exit

doors. Where occupant loads are 1,000 persons or greater, there shall be a minimum of four (4) separate exit doors.

Exits must be so located and exit access arranged so that exits are readily accessible at all times. Where more than one exit is required, exits must be remotely located from each other and arranged and constructed to minimize any possibility that more than one may be blocked by a fire or other emergency condition.

Where exits are not immediately accessible from an open floor area, safe and continuous unobstructed passageways, aisles or corridors leading directly to every exit must be maintained and arranged, to provide access for each occupant to at least two exits by separate ways of travel. At no time should an exit door or exit access door be locked, blocked or obstructed in a manner that will confuse or slow the movement of any people within the area. This requirement will also be in effect during the “move in” and “move out” of events.

During certain events, the total occupancy of larger meeting rooms and the ballrooms meeting room(s) being used may not require all the exit capacity provided for that area. In these cases, a special review will be done on the request to close some of the exit doors. An explanation, along with detailed drawings showing these doors, must be submitted for approval. If approved, the doors and exit signs must be covered to prevent any confusion to the occupants.

## MOVE-IN PROCEDURES

All exhibitor move-in is restricted to the Hynes loading areas. No exhibitor will be allowed access with his or her move-in materials via any other entrance to the facility. Please note the hand carry rule within the Exhibitor Participation Rules/ General Conditions Section of the Event Guide.

**MULTI-LEVEL BOOTHS AND CEILINGS/CANOPIES****Guidelines for Covered Exhibits With Less Than Three Hundred (300) Covered Square Feet**

All materials used in the construction of covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. Certification of flame retardant treatment, along with samples of said materials, must be submitted, if requested by the MCCA Public Safety Department or the Massachusetts Department of Public Safety. It is strongly recommended that certifications of flame retardant treatments be available at show site to avoid on-site testing of materials.

Fabric must pass the NFPA-701 Code for flame spread and smoke development – Class A, Flame Spread less than or equal to 25, Smoke Developed less than or equal to 450. Canopies and tarps must be fire resistant and meet CPAI 84 (Canvas Products Association International) specifications. The original flame retardant compliance tag must be attached to tent, canopy or tarp.

The use of tents inside the Convention Center requires a special permit from the Massachusetts Department of Public Safety. Please contact the MCCA Public Safety Department at 617-954-2222 for assistance.

Exhibitor must install a single station and battery operated smoke detector on the interior of each covered exhibit or structure, including enclosed storage closets, regardless of the square footage. The detector must sound an audible alarm and be installed per the manufacturer's instructions.

Exhibitor must provide at least one (1) 10 lb. ABC, dry chemical fire extinguisher. Fire extinguishers must be mounted in a visible location and accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

A single exhibit or group of exhibits with ceilings that do not require sprinklers shall be separated by a distance of not less than 10 feet (3050 mm) where the aggregate ceiling exceeds 300 square feet (28 square meters).

Open flame, cooking or other sources of heat are prohibited under any tent, canopy or tarp.

**MULTI-LEVEL BOOTHS AND CEILINGS/CANOPIES****Guidelines for Multi-level Exhibits (regardless of the size) and Covered Exhibits With Larger Than Three Hundred (300) Covered Square Feet**

Requests for construction of multi-level exhibits (regardless of the size) must be authorized by show management before being reviewed by the MCCA Engineering and Maintenance Division and the MCCA Public Safety Department. To ensure the success of your exhibit, please read and comply with the following guidelines:

1. Plans should be submitted a minimum of 90 days before the move-in date of the event and must adhere to the following:
  - a. They must be scaled, signed and dated by a registered architect or professional engineer.
  - b. They must include the show name and dates.
  - c. They must include exhibitor's name and assigned booth number.
  - d. They must include directional information (i.e. indicate neighboring aisles and/or booth numbers).
  - e. They must indicate maximum exhibit height, within the booth. Height guidelines are established, per event, by show management.
  - f. They must include connection details for the elevated floor and stairs, and permitted loading for furnishings, storage units, work surfaces or occupants who will be permitted access to the upper level.
  - g. They must include a floor loading schedule that identifies the maximum safe floor loading, fixture loads (dead loads) and occupant loading (live loads), establishing what shall be the effective limits.
2. All materials used in the construction of multi-level and/or covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. If requested, certification of flame-retardant treatment, along with samples of said materials, must be submitted to the Massachusetts Department of Public Safety for testing. It is recommended that certifications of flame retardant treatments be available at show site.

CONTINUED ON PAGE 37

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**MULTI-LEVEL BOOTHS AND CEILINGS/CANOPIES****Guidelines for Multi-level Exhibits (regardless of the size) and Covered Exhibits With Larger Than Three Hundred (300) Covered Square Feet**

3. Exhibits with an enclosed room or occupied second story must post notice at the bottom of the stairway, indicating maximum permitted occupancy (or total permitted weight load of the second level).
4. If second level is to be occupied and greater than three hundred (300) square feet, or is designed to hold 10 or more persons, two (2) stairways are required, remote from each other. If second level is to be occupied and less than three hundred (300) square feet, one (1) set of stairs is permitted.
  - a. Stair construction shall meet Massachusetts State building code for riser height of 7" maximum and a tread depth of 11" minimum.
  - b. These stairs shall have a handrail that shall be continuous, without interruption by newel posts, other structure elements or obstructions.
  - c. Handrails shall not be less than 34" or more than 38". The handrail ends shall be returned to a wall or post. All stairway handrails shall have a circular cross-section with an outside diameter of at least 1-1/4" and not greater than 2".
  - d. Stair width shall be a minimum of 36". Many multi-level displays are designed without risers, which is not permitted by the Massachusetts State building code as the stairway is part of a means of egress.
5. Individual areas of upper decks or covered areas must be limited to dimensions that do not exceed one thousand (1,000) square feet.
6. Exhibitor must install a single station and battery-operated smoke detector on the interior of each covered exhibit or structure, regardless of the square footage. The detector must sound an audible alarm and be installed per the manufacturer's instructions.
7. Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit or structure. At least one (1) 10 lb. ABC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location and accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

**AUTOMATIC FIRE EXTINGUISHING SYSTEM**

1. The following shall be protected by an automatic extinguishing system:
  - a. Any home or house constructed within the exhibit hall; and it must also include smoke/fire alarms and a 10 lb. ABC fire extinguisher on each level
  - b. The lowest level of a multi-level exhibit, regardless of size, and/or a single-story covered exhibit where the covered area exceeds 300 sq. ft. (27.9 sq. m), and/or any covering over a multi-level exhibit exceeding 300 sq. ft. (27.9 sq. m)
  - c. Exception: Exhibitors installing these approved flame retardant materials as coverings may avoid the need to install a fire extinguishing system:
    - A flame retardant material with fusible seams that under low temperatures (176° F / 80° C) will split and open the canopy to allow smoke to rise, activate sprinklers and allow water through the opening
    - A flame retardant open mesh material with a minimum 70% opening
    - Ceilings that are constructed of open grate design or listed dropout ceilings in accordance with NFPA 13, Standard for the Installation of Sprinkler Systems, shall not be considered ceilings within the context of this section
    - Vehicles, boats and similar exhibited products having over 100 sq. ft. (9.3 sq. m) of roofed area shall be provided with smoke detectors (Single station and battery operated or portable smoke detectors meeting the requirements for Household Fire Warning Devices in NFPA 74 are acceptable.)
2. A temporary sprinkler system must be connected to the Convention Center's domestic water system. The MCCA maintains a list of approved, state-licensed fire sprinkler companies authorized to install temporary fire sprinkler systems. The vendor must submit a sprinkler coverage plan to the MCCA Engineering & Maintenance Department for approval.
3. To order a plumbing connection for the sprinkler system before you arrive, click on the "Exhibitor Online Ordering" link from the main MCCA Webpage ([www.massconvention.com](http://www.massconvention.com)).

4. Exhibitor must install at least one (1) single station and battery operated smoke detector on the interior of each covered exhibit or structure regardless of the square footage. The detector must have an audible alarm and be installed per the manufacturer's instructions.
5. Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit or structure. At least one (1) 10 lb. ABC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location, and be accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

The Massachusetts Department of Public Safety does not permit the use of a fire watch ordered in lieu of a temporary fire sprinkler system as an alternative method for fire safety compliance.

### **CREDENTIALING/POSITIVE ID REQUIRED**

All employees and contractors are required to wear MCCA or Exhibitor Services Contractor Association (ESCA) issued identification badge on their outermost garment at all times while working at an MCCA facility. Upon request and as a requirement to be issued a MCCA ID, all employees and contractors working within an MCCA facility must carry on their persons a current and valid government issued photo identification (i.e. driver's license) at all times.

ESCA identification badges are required for all General Service Contractors (GSC). Temporary MCCA credentials will not be issued to GSC employees and they will be turned away.

Exhibitor staff arriving at the facility must identify themselves with a photo ID (preferably a valid state issued motor vehicle operator's license) by the Loading Dock Officer. Once positively identified by MCCA Public Safety, the Exhibitor will be referred to the Licensee in order to register and receive event credentials.

Lost/missing credentials shall be reported to, and recorded by, MCCA Public Safety. The MCCA, in its sole discretion, reserves the right to revoke credentials for violations of law, facility policies and procedures, and/or injuries against persons or property, and/or when the revocation of those credentials.

### **PROTECT YOUR EXHIBIT AND MATERIALS**

The MCCA is not liable for, nor does the MCCA carry any insurance on, exhibitor property or fixtures. Please bear in mind that all of your exhibit material and displays are your property. Therefore, it is important that you take every precaution to protect this material. Below are some suggestions toward this end:

1. Ship your materials with a qualified carrier and be sure to lock trunks/crates.
2. If cartons are used, be sure that they are securely taped or banded and under no circumstances marked with the name or type of articles contained therein.
3. Be sure to furnish your shipping company with an accurate account and complete bill of lading.
4. Do not leave your booth unattended during the set-up period.
5. Do not leave exhibit material under tables or displays.
6. Do not include exhibit material in containers to be stored with empties.
7. At the close of the exhibit, be sure to pack as quickly as possible and under no circumstances leave your space unattended during this period.
8. If at all possible, have one of your staff remain in your space with your shipment, until it is actually picked up by the drayage contractor's personnel.
9. Promptly report any missing items or suspicious person(s) to Public Safety.
8. If at all possible, have one of your staff remain in your space with your shipment, until it is actually picked up by the drayage contractor's personnel.
9. Promptly report any missing items or suspicious person(s) to Public Safety.

### **SMOKING**

The Hynes is a non-smoking facility. Smoking of any tobacco product or electronic cigarette ("e-cigarettes") is NOT allowed in the building at any time. Designated smoking areas are located outside the building.

### **SOLICITATIONS**

No solicitations or collections are permitted in the Hynes.



## VEHICLES AND OTHER MOTORIZED EQUIPMENT

Vehicles that are to be brought into the Hynes must be pre-approved. In some cases, vehicles will not be allowed in the building, and there are restricted areas that vehicles cannot enter. Keys to start the vehicle, as well as any deactivation codes for security features, must be left with the Public Safety Department.

Motorized vehicles are defined as any vehicle that is propelled by an internal combustion engine, such as, but not limited to: automobiles, trucks, buses, farm equipment, construction equipment, motorcycles, snow mobiles, aircraft, watercraft and lawnmowers.

*Motorized vehicles shall:*

1. Be equipped with a locking (or taped) gas cap to prevent the escape of vapors. Fuel tanks shall not have more than three (3) gallons of fuel, or 1/8 tank, whichever is less.
  - a. Exceptions:
    - i. Recreational vehicles (RVs) may have up to 1/4 tank of fuel
    - ii. Aircraft that is on standby status and is required to have a minimal fuel level as determined by the Federal Aviation Administration (FAA) such as MedFlight®
2. Have at least one (1) battery cable used to start the engine, disconnected and the end of the disconnected battery cable, taped. It is preferred that the positive or “hot” cable be disconnected.
3. Not be moved during exhibit hours. Vehicles may not be started or operated within the exhibit hall for the first 15 minutes after the exhibit hall closes to the public for the day or final closing of the event. No vehicle may be operated on the exhibit hall without a lead person walking in front of the vehicle warning people of vehicle movement.
4. Fueling or defueling of vehicles is prohibited.

## MCCA Services

The MCCA and its contracted entities are the exclusive providers of the following services: food & beverage, electrical, business center, telephone, Internet, rigging, the operation of ground-supported truss trucks, plumbing, and the supply of compressed air and gases. Most of these services are available directly to exhibitors and can be provided through the Exhibitor Services Center. They are subject to prices and conditions detailed in our Exhibitor Ordering Guide. Our services cannot be resold or bundled as a package without prior written approval from the General Manager. Discounts may apply to some services by meeting the advance payment deadlines and conditions notes on the forms.

The MCCA is the preferred provider of security booth coverage for exhibitors. If your event designates another security vendor for booth coverage, you may choose to order through the event’s preferred provider as detailed in your Exhibitor Kit.

## ATMS

Guests will find an ATM on the lower level inside the Boylston Street entrance and inside the Prudential Center entrance.

## AUDIO/VISUAL SERVICES

The Hynes offers in-house A/V services on a preferred basis, with a preferred audio/visual provider to help provide comprehensive event support and services. All types of audio and visual display devices, screens and computer interfaces are available, along with skilled operators. The Hynes features a digital audio system and extensive use of fiber optic cabling to distribute signals throughout the facility. The Hynes has a clear line of sight to all satellites and dedicated truck parking spaces, complete with power and signal distribution. The preferred audio/visual provider is the exclusive provider for the use of the in-house sound systems. All other A/V companies must bring in a stand-alone speaker system.

## BOOTH PACKAGES

Services cannot be resold or bundled as a package without prior written approval.

## BUSINESS CENTER

The MCCA in-house vendor is the exclusive service provider of the Business Center. From simple documents to complex projects and on-going programs, the MCCA business center will provide document management solutions to meet your needs. The document solutions capabilities include: copying and digital printing, document production, supplies, computer services, electronic file submission, signage, custom printing services, document distribution, pack and ship options, express and ground service, fax service with delivery of incoming messages, and desktop/word processing.

## SATELLITE SERVICES

The Hynes has a clear line of sight to all satellites and convenient parking spots for uplink and downlink trucks. Power and signal distribution is available at all truck locations. Please contact Exhibitor Services for more details and pricing.

## Transportation

### PUBLIC TRANSPORTATION

We strongly encourage you to promote public transportation as an efficient option for your attendees and exhibitors. Public transportation in the Boston area is provided by the Massachusetts Bay Transportation Authority (MBTA or “The T”). A number of excellent public transportation options are available for service to and from the Hynes.

### TAXI INFORMATION

MCCA staff will coordinate with the individual taxicab companies and the Boston Hackney Division for the needs of each event. Assigned staff will manage taxi service logistics. There is a taxi stand outside the Boylston Street entrance for taxicab drop-off and pick-up.

Taxis will arrive at the designated taxi stand and wait in a short queue for customers as long as necessary for a passenger to board. The only limitation is that the taxis at the end of the queue do not block open lane traffic. Taxis unable to enter the designated curb lane will be required to proceed to the designated taxi pool area and will be called as service requires. For a complete list of taxi companies and their contact information, please visit the Hynes transportation website.

## PRIVATE CHARTER SERVICE

Any exhibitor wishing to pick up or drop off a private charter shuttle on-site must request a staging area from the MCCA Transportation Department. All requests must be made in advance by emailing [MCCATransportationServices@signatureboston.com](mailto:MCCATransportationServices@signatureboston.com). Requests must include the name of the event, the date & time of the trip, name of the bus company, and number of vehicles being used.

Exhibitors may contract directly with the MCCA to provide charter services. Please email [MCCATransportationServices@signatureboston.com](mailto:MCCATransportationServices@signatureboston.com) to request a quote for services.

## PARKING

There are several local parking garages/lots in the vicinity of the Hynes. The facility does not have on-site parking available.

### PARKING ON LOADING DOCK

Exhibitor staff members parking on the loading dock and displaying their loading dock parking pass on the dashboard of the motor vehicle for the purpose of unloading cargo have a limit of 20 minutes in order to do so. Exhibitor staff remaining in the loading dock area beyond the 20-minute limit, and/or who do not properly display a valid loading dock parking pass, subject themselves to towing at the vehicle owner/operator's risk and expense.

# Levy Restaurants Hynes Authorization Request

## *Sample Food and/or Beverage Distribution*

Please complete this form to receive authorization to distribute food or beverages not purchased through Levy Restaurants. Levy Restaurants has exclusive food and beverage distribution rights within the Hynes Convention Center and has the responsibility to the City of Boston to strictly regulate any food and beverage activity within the Hynes. Due to strict regulations, any vendor sampling product within the above mentioned parameters must submit a sampling form to Levy Restaurants for approval.

**The Selling of Food and/or Beverage products by any other entity is strictly prohibited.**

Sponsoring Organizations of expositions and trade shows, and/or their exhibitors, may distribute SAMPLE SIZE food and/or beverage products ONLY upon written authorization and adherence to ALL of the conditions outlined below.

### **GENERAL CONDITIONS - FOOD INDUSTRY RELATED SHOWS**

1. Items dispensed are limited to products Manufactured, Processed or Distributed by exhibiting companies.
2. All items are limited to SAMPLE SIZE and must be dispensed/distributed in accordance to Local and State Health Codes:
  - a. Non-Alcoholic Beverages limited to maximum of 4 oz. Sample Size, served in biodegradable (or plastic) cups. No cans or bottles will be permitted.
  - b. Alcoholic beverage sampling is permitted only if you are the manufacturer or distributor of the beverage. Alcoholic beverages must be "sample" sizes (2 oz. for beer/wine, .25 oz for liquor) and can only be served by a licensed Levy Restaurants bartender.
  - c. Food items are limited to "bite size", not to exceed 2 oz. portions or a 2 oz. prepackaged samples.
  - d. All food/beverage items brought in are required by the Boston Health Department to have a temporary Health Permit. This includes prepackaged food samples, samples not intended for consumption on the show floor, and bottled water.
3. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other Levy Restaurants and/or Hynes services.

### **IF YOU DO NOT MEET THE CONDITIONS LISTED ABOVE, THE FOLLOWING POLICIES APPLY:**

**TAKE-AWAY ITEMS AND BUY-OUT FEES.** Any Food and Beverage brought on premises without the written authorization from Levy Restaurants, the Hynes and [NAME Show] Management is strictly prohibited.

1. Take-away items will be assessed and approved on a case by case basis by Levy Restaurants. Take-away items are items that are distributed to attendees but are not intended for immediate consumption at the time of receipt.
2. Requests for all Food or Beverage Products brought on the premises for consumption at hosted banquet/booth events or that do not fall within the Sampling parameters listed above may incur a Buy-out Fee by Levy Restaurants. An appropriate buy-out fee will be determined by Levy Restaurants on a case by case basis; however, the buy-out fee will be based on a percentage of the retail pricing for the food and/or beverage item and is subject to all applicable taxes and service charges.

**UNUSED FOOD OR BEVERAGE PRODUCT** that requires pick-up or shipment after the show/event is the responsibility of the Company that is sampling the product. Absolutely NO REFUNDS of Buy-out Fees will be given for Food or Beverage Product if not consumed during show/event.

**FOOD AND BEVERAGE RELATED SERVICES** including storage, delivery, or any other service required for Food and/or Beverage products brought from the outside are not the responsibility of and will NOT be provided by Levy Restaurants.

If these services are required the following charges will assessed:

1. \$150.00 for a small visi cooler, per day
2. \$300.00 for a large double visi cooler, per day
3. \$25.00 per drop off and per pick-up for steward
4. \$150.00 per day minimum for dry or refrigerated storage, per pallet
5. \$6.00 per 5 pound bag of ice

*Both the refrigerator and cooler require stewarding labor to drop off and retrieve the equipment. A security deposit of \$250 per piece of equipment will also apply.*

**SHIPPING/RECEIVING** Please note that only product you expect to be prepared by, stored by and delivered by Levy Restaurants should be shipped to Levy Restaurants. Please see the Shipping Label, fill it out and ensure it is used properly to ensure proper receiving of your product. You must contact Levy Restaurants prior to shipping items – items not expected will not be received. For all Food and Beverage not purchased through Levy Restaurants, all standard fees mentioned above will be charged where applicable, including 20% Administrative Fee and Applicable Sales Tax.

The Company named below acknowledges they have sole responsibility for the use, servicing or other disposition of such items in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless Levy Restaurants and the Hynes from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items.

**Exhibiting firm must provide Levy Restaurants with a Certificate of Insurance showing evidence of Commercial General Liability with an each occurrence limit of \$1,000,000 and naming Levy Premium Foodservice Limited Partnership and Massachusetts Convention Center Authority as additional insured. Information must be received no later than close of business (5:00 PM EST) on \_\_\_\_\_**

Event or Show:		Event or show date(s):		
Exhibiting firm:		Booth no. (s):		
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by/title:		Show site contact:		
Date:		Contact phone:		

**PLEASE SPECIFY: ITEM / DISTRIBUTION PURPOSE / QUANTITY / PORTION SIZE / METHOD OF DISPENSING**

Before returning this document, please sign the “Agreed” indicating you have read and you agree with all conditions.

Agreed \_\_\_\_\_ Approved \_\_\_\_\_ Date \_\_\_\_\_  
Exhibiting Firm Levy Restaurants

**PLEASE RETURN FORM TO LEVY RESTAURANTS BY \_\_\_\_\_ TO ENSURE CONFIRMATION AND APPROVAL.**

For additional services and information, please contact: Levy Restaurants | Exhibitor Catering Sales Department  
 900 Boylston Street | Boston MA 02215 | Tel. 617.954.2189 | Fax 617.954.2281

## Exhibitor Equipment Rental Information | ASRS 2017

OVATION Inc. is pleased to be the vendor for your audio/visual needs at ASRS 2017 being held Aug 12<sup>th</sup> – 15<sup>th</sup> in Boston, MA at the Hynes Convention Center. We encourage you to use our safe and secure online ordering web site to place your order.

Once you register for your booth and we receive your information from ASRS, you will receive an email with a username and password to utilize our easy-to-use online ordering system. To take advantage of our advanced pricing, please place your order before July 17<sup>th</sup>, 2017. All ordering closes Aug 1<sup>st</sup>.

<https://ovation.boomerecommerce.com>

If you have any questions or do not receive the email with your login information, please feel free to reach out to us at: [exhibitorders@ovationevents.com](mailto:exhibitorders@ovationevents.com) or (615)498-5960.

OVATION Inc.







# Audio Visual Exhibit Rental Price List

Aug 12th-15th  
2017  
Boston, MA



American Society of  
Retina Specialists

All orders are placed online. Please contact us at [exhibitororders@ovationevents.com](mailto:exhibitororders@ovationevents.com) or 615-498-5960 if you need assistance with login.

<https://ovation.boomerecommerce.com/>

		Rates Per Day (3 day max)	
		Advance (Order by 7/17/17)	Standard
<b>Flat Panel Monitors</b>			
AV101	24" Flat Panel Monitor (16:9)	\$190.00	\$247.00
AV21	32" Smart Monitor (16:9)	\$350.00	\$415.00
AV20	32" Flat Panel Monitor (16:9)	\$250.00	\$325.00
AV40	46" Flat Panel Monitor (16:9)	\$550.00	\$715.00
AV13	60" Flat Panel Monitor (16:9)	\$700.00	\$910.00
AV60	Monitor Floor Stand (for 32" monitors and larger only)	\$125.00	\$162.50
AV80	Monitor Floor Stand Shelf	\$30.00	\$39.00
AV300	Spandex Monitor Stand Cover	\$15.00	\$20.00
<b>Computer Equipment</b>		<b>Advance</b>	<b>Standard</b>
AV220	PC Laptop Computer	\$200.00	\$260.00
AV230	Macbook Laptop Computer	\$250.00	\$350.00
AV2201	Presentation Remote/Clicker	\$60.00	\$78.00
AV22011	Laser Pointer	\$30.00	\$39.00
AV220111	Speaker Timer	\$175.00	\$277.50
AV2201111	Flipchart	\$50.00	\$65.00
AV202	Wired Keyboard and Mouse	\$20.00	\$27.00
AV2202	Wireless Mouse and Keyboard Bundle	\$30.00	\$45.00
<b>Audio Visual</b>		<b>Advance</b>	<b>Standard</b>
AV100	DVD Player	\$75.00	\$97.50
AV1001	Blu Ray Player	\$85.00	\$110.50
AV120	26" Black Draped Projector Cart	\$75.00	\$97.50
AV140	3,000 Lumens LCD Projector	\$600.00	\$780.00
AV150	5,000 Lumens LCD Projector	\$900.00	\$1,170.00
AV200	Computer / iPod Audio Patch	\$35.00	\$45.50
AV210	SINGLE DISC CD PLAYER	\$150.00	\$195.00
AV130	6' Tripod Screen (10-100 ppl)	\$40.00	\$52.00
AV1301	8' Tripod Screen (10-100 ppl)	\$40.00	\$52.00
AV13011	7.5'x10' Truss Screen w/ Drape Kit (100-200 ppl)	\$170.00	\$221.00
AV130111	9'x12' Truss Screen w/ Drape Kit (200-400 ppl)	\$190.00	\$247.00
AV1301111	10.5'x14' Truss Screen w/ Drape Kit (400+ ppl)	\$220.00	\$286.00
AV1901	Wireless Lavalier Microphone	\$145.00	\$188.50
AV1801	Wired Tabletop Microphone	\$35.00	\$45.50
AV170	Small Sound Package	\$155.00	\$186.00
AV180	Wired Microphone with Stand	\$35.00	\$45.50
AV190	Wireless Handheld Microphone	\$145.00	\$188.50
<b>Service Fees</b>		<b>Advance</b>	<b>Standard</b>
AV240	Service Fee (24% of total equipment covers labor set/strike).	\$0.00	\$0.00

Ovation - 1033 Demonbreun Street Ste. 615 - Nashville, TN 37203

## Exhibitor Information

Company		Booth #
Address		
City	Onsite Contact	
Prov/State	Phone	
Postal/Zip Code	Fax	

\*Early Bird Price: order and payment must be received by July 28, 2017

## MYLEADS - Standard

Quantity Amount

A small, light weight & easy to carry scanner, equipped with just one key, allows for easy and straight forward use. Equipped with 128 kB of memory, it provides an economical method of collecting leads. An electronic file is provided within one business day after the show closes. No electrical power required.

\*Early Bird Price **\$250.00**



Price(After July 28th) **\$275.00**

- Email To: \_\_\_\_\_

## MYLEADS – Mobile App

Real-time attendee lead information. Ability to either scan badges or type badge ID's. Multiple device option, which syncs to one portal. Lead details upload to your exhibitor portal. Take notes within each lead and answer custom surveys/qualifiers. Ability to modify custom qualifiers on demand through the exhibitor portal. Native application which allows the ability for off-line capturing in areas with poor connectivity. Ability to export your leads in multiple formats. No electrical power required.

\*3 Activations Included **\$275.00**



Additional License **\$100.00**

- Email To: \_\_\_\_\_

## Payment



Paying by Check

Check Payable to  
CONEXSYS

Tax ID #76-0704632

Total amount due in U.S. dollars

**TOTAL**

Account #	Expiry Date
Cardholder <i>Please Print</i>	Signature
Ordered By <i>Please Print</i>	Email address for receipt

**CANCELLATION POLICY: No refunds after July 28, 2017**

**Complete both sides and return to:**

**Please Note:**

**Order Online: [www.conexsysleads.com](http://www.conexsysleads.com)**  
**Event Code:ASRS17**

**Order By Fax:(877) 247-0864**

**Order By Mail:**

CONEXSYS INTERNATIONAL  
100 Cummings Center, Suite 341-D  
Beverly, MA 01915

**Order By Email:**

[kayla@conexsys.com](mailto:kayla@conexsys.com)

**For additional information**

**Toll Free: (877) 393-3979**

Barcode Scanners must be picked up at the Lead Retrieval Services desk located at the registration area. On-site orders see CONEXSYS at the Lead Retrieval Services desk.

CONEXSYS will take reasonable precautions to ensure the safety and integrity of the data produced from this service and does not accept liability for any losses incurred resulting from missing or invalid information.

**Exhibitor Lead Menu (Optional)**

Exhibitor: \_\_\_\_\_

Booth: \_\_\_\_\_

**REFERENCES: (MAXIMUM 8)**

Ex. Sales Reps, Territories, Divisions, etc.

1		5	
2		6	
3		7	
4		8	

**PRODUCTS AND SERVICE:**

1		14	
2		15	
3		16	
4		17	
5		18	
6		19	
7		20	
8		21	
9		22	
10		23	
11		24	
12		25	
13		26	

**FOLLOW UPS: (MAXIMUM 8)**

<input type="checkbox"/>	1. PHONE CALL		OTHER
<input type="checkbox"/>	2. SALES VISIT	<input type="checkbox"/>	
<input type="checkbox"/>	3. DEMONSTRATION	<input type="checkbox"/>	
<input type="checkbox"/>	4. QUOTATION	<input type="checkbox"/>	
<input type="checkbox"/>	5. SEND LITERATURE	<input type="checkbox"/>	
<input type="checkbox"/>	6. HOT LEAD (URGENT)	<input type="checkbox"/>	
<input type="checkbox"/>	7. SEE NOTES	<input type="checkbox"/>	
<input type="checkbox"/>	8. READY TO PURCHASE	<input type="checkbox"/>	
<input type="checkbox"/>	9. MAKES PURCHASING DEC.	<input type="checkbox"/>	
<input type="checkbox"/>	10. ORDER PLACED AT SHOW	<input type="checkbox"/>	

**PLEASE TYPE OR PRINT**



2017  
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.....  
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## WHISPER



**Whisper Sofa**

White Leather  
87"L x 37"D x 35"H



**Whisper Loveseat**

White Leather  
61"L x 37"D x 35"H



**Whisper Chair**

White Leather  
35"L x 37"D x 35"H



**Whisper Bench Ottoman**

White Leather  
60"L x 24"D x 17"H



**Whisper Square Ottoman**

White Leather  
40"Square x 17"H



**Whisper Round Ottoman**

White Leather  
46"Round x 17"H

## FUNCTION

Modular Seating Collection



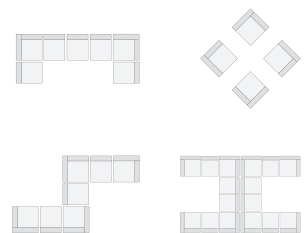
**Function Armless Chair**

White Leather  
28"Square x 29"H



**Function Corner**

White Leather  
28"Square x 29"H



## CONTINENTAL

Modular Seating Collection



### Continental Curved Loveseat

White Leather  
82"L x 34"D x 31"H



### Continental Reverse Curved Loveseat

White Leather  
72"L x 34"D x 31"H



### Continental Wedge Ottoman

White Leather  
30"L x 34"D x 19"H



### Continental Curved Bench Ottoman

White Leather  
70"L x 26"D x 19"H



### Continental Half Moon Ottoman

White Leather  
33"L x 19"D x 19"H

## SOPHISTICATION

Modular Seating Collection



### Sophistication Sofa

White Leather  
72"L x 31"D x 48"H



### Sophistication Loveseat

White Leather  
48"L x 31"D x 48"H



### Sophistication Chair

White Leather  
24"L x 31"D x 48"H

## SOPHISTICATION

Modular Seating Collection



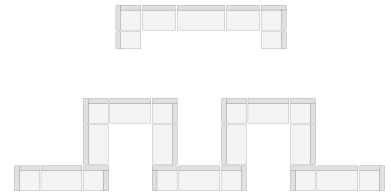
### Sophistication Corner

White Leather  
31"Square x 48"H



### Sophistication Ottoman

White Leather  
31"Square x 19"H



## BOCA

Modular Seating Collection



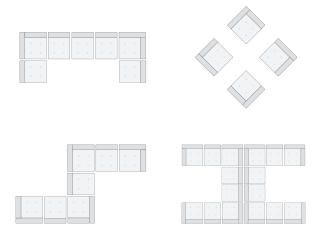
### Boca Corner

Black Leather  
27"Square x 30"H



### Boca Armless

Black Leather  
22"L x 27"D x 30"H



## METRO



### Metro Sofa

Black Leather  
85"L x 35"D x 35"H



### Metro Loveseat

Black Leather  
60"L x 35"D x 35"H



### Metro Chair

Black Leather  
35"Square x 35"H

## METRO



**Metro Square Ottoman**

Black Leather  
40" Square x 17"H



**Metro Bench Ottoman**

Black Leather  
60"L x 24"D x 17"H

## SUAVE MIDNIGHT



**Suave Midnight Sofa**

Midnight Suede  
77"L x 36"D x 33"H



**Suave Midnight Loveseat**

Midnight Suede  
54"L x 36"D x 33"H



**Suave Midnight Chair**

Midnight Suede  
32"L x 36"D x 33"H

## GRAMMERCY

Modular Seating Collection

\*See page 10 & 11 for additional Grammercy product available



**Grammercy Sofa**

Charcoal Leather  
82"L x 36"D x 36"H



**Grammercy Loveseat**

Charcoal Leather  
57"L x 36"D x 36"H



**Grammercy Chair**

Charcoal Leather  
28"L x 36"D x 36"H

**Grammercy Corner**  
36" Square x 36"H

## PARMA



**Parma Sofa**  
Brown Leather  
79"L x 37"D x 36"H



**Parma Loveseat**  
Brown Leather  
56"L x 37"D x 36"H



**Parma Chair**  
Brown Leather  
33"L x 37"D x 36"H



**Parma Bench Ottoman**  
Brown Leather  
60"L x 24"D x 17"H

## MONTANA MOCHA



**Montana Mocha Sofa**  
Mocha Tan Fabric  
79"L x 35"D x 34"H



**Montana Mocha Loveseat**  
Mocha Tan Fabric  
57"L x 35"D x 34"H



**Montana Mocha Chair**  
Mocha Tan Fabric  
35"Square x 34"H



## CHANDLER



### **Chandler Sofa**

Red Leather  
76"L x 37"D x 35"H



### **Chandler Loveseat**

Red Leather  
53"L x 37"D x 35"H



### **Chandler Chair**

Red Leather  
31"L x 37"D x 35"H



### **Chandler Bench Ottoman**

Red Leather  
60"L x 24"D x 17"H

## EVOKE



### **Evoke Sofa**

Coffee Resin Frame with Tan Cushions  
81"L x 35"D x 27"H



### **Evoke Chair**

Coffee Resin Frame with Tan Cushions  
33"L x 35"D x 27"H



### **Evoke Cocktail Table**

Coffee Resin Frame  
48"L x 24"D x 18"H

## EVOKE



### Evoke End Table

Coffee Resin Frame  
24"L x 28"D x 25"H



### Evoke Cube

Coffee Resin Frame  
18"Square

## STAGE CHAIRS



### Midnight Stage Chair

Midnight Microfiber  
25"L x 26"D x 37"H



### Chamois Stage Chair

Beige Microfiber  
25"L x 26"D x 37"H



### Buckskin Stage Chair

Tan Microfiber  
25"L x 26"D x 37"H



### Empire Chair

■ Black Leather  
□ White Leather  
28"L x 32"D x 32"H



### Ibiza Chair

■ Black Leather  
□ White Leather  
31"L x 35"D x 32"H



### Tulip Chair

Black Fabric/Tilt Back/Caster Feet  
27"L x 26"D x 35"H

## STAGE CHAIRS



**Monarch Chair**

Bright White Leather  
28"Square x 30"H

## OTTOMANS & BENCHES



**Curved Bench**

Continental White Leather  
70"L x 26"D x 19"H



**Square Ottoman**

- Metro Black Leather
  - Whisper White Leather
  - Grammercy Charcoal Leather
- 40"Square x 17"H



**Bench Ottoman**

- Metro Black Leather
  - Whisper White Leather
  - Chandler Red Leather
  - Grammercy Charcoal Leather
  - Parma Brown Leather
- 60"L x 24"D x 17"H



**Essentials Storage Ottoman**

White Leather with Locking Mechanism  
48"L x 24"D x 20"H  
Lock Not Included



**Round Ottoman**

- Grammercy Charcoal Leather
  - Whisper White Leather
- 46"Round x 17"H



**1/4 Round Ottoman**

- Grammercy Charcoal Leather
  - Whisper White Leather
- 34"L x 19"D x 17"H

## BANQUETTES



**Essentials Banquette**  
White Leather  
60"Round x 48"H (2 Pieces)



**Whisper Banquette**  
White Leather  
59"Round x 38"H (2 Pieces)



**Grammercy Banquette**  
Charcoal Leather  
59"Round x 38"H (2 Pieces)

## TURNING BEDS



**Essentials Turning Bed**  
White Leather  
96"L x 48"D x 34"H

## CUBE OTTOMANS



**Regency Cube Ottomans**  
From left to right: Orange Fabric, Teal Fabric, Ruby Fabric, Camel Fabric, Apple Fabric, Fuchsia Fabric  
18"Square

## CUBE OTTOMANS



### Cube Ottomans

From left to right: White Leather, Black Leather, Red Vinyl, Green Vinyl, Blue Vinyl, Purple Vinyl  
18" Square

**CHARGED!** CHARGED



### Essentials Turning Bed - Charged

White Leather  
96"L x 48"D x 25"H

*\*White slip cover available for black charging unit.*



### Boca Corner - Charged

Bright White Leather  
27" Square x 30"H



### Boca Chair - Charged

Bright White Leather  
22"L x 27"D x 30"H



### Aspen Bar Table - Charged

White / Brushed Steel  
72"L x 26"D x 42"H



### Aspen Cocktail Table - Charged

White / Brushed Steel  
48"L x 24"D x 18"H



### White Conference Table - Charged

White  
96"L x 43"D x 30"H



## OCCASIONAL TABLES



### Tribeca Tables

End Table Wood/Black  
24"L x 28"D x 22"H  
Console Table Wood/Black  
48"L x 18"D x 30"H  
Cocktail Table Wood/Black  
48"L x 28"D x 19"H



### Harmony Tables

End Table Wood/Esspresso  
24"Round x 22"H  
Console Table Wood/Esspresso  
52"L x 18"D x 30"H  
Cocktail Table Wood/Esspresso  
51"L x 28"D x 18"H



### Novel Tables

End Table Satin Steel  
15"Square x 16"H  
Cocktail Table Satin Steel  
46"L x 15"D x 16"H



### Aria Tables Red

End Table Red/Brushed Steel  
24"L x 20"D x 22"H  
Cocktail Table Red/Brushed Steel  
44"L x 20"D x 18"H



### Aria Tables Green

End Table Green/Brushed Steel  
24"L x 20"D x 22"H  
Cocktail Table Green/Brushed Steel  
44"L x 20"D x 18"H



### Aria Tables Blue

End Table Blue/Brushed Steel  
24"L x 20"D x 22"H  
Cocktail Table Blue/Brushed Steel  
44"L x 20"D x 18"H



### Aria Tables Purple

End Table Purple/Brushed Steel  
24"L x 20"D x 22"H  
Cocktail Table Purple/Brushed Steel  
44"L x 20"D x 18"H



### Aria Tables White

End Table White/Brushed Steel  
24"L x 20"D x 22"H  
Console Table White/Brushed Steel  
44"L x 20"D x 30"H  
Cocktail Table White/Brushed Steel  
44"L x 20"D x 18"H



### Aria Tables Charcoal

End Table Storm Grey/Brushed Steel  
24"L x 20"D x 22"H  
Console Table Storm Grey/Brushed Steel  
44"L x 20"D x 30"H  
Cocktail Table Storm Grey/Brushed Steel  
44"L x 20"D x 18"H

## OCCASIONAL TABLES



### London Tables

End Table Chrome/Marble  
24" Square x 23"H  
Console Table Chrome/Marble  
60"L x 16"D x 34"H  
Cocktail Table Chrome/Marble  
40" Square x 16"H



### Brooklyn Tables

End Table Square - Chrome  
22" Square x 20"H  
End Table Round - Chrome  
20" Round x 20"H  
Cocktail Table Rectangle - Chrome  
42"L x 24"D x 16"H  
Cocktail Table Round - Chrome  
30" Round x 16"H



### Vivid Tables

End Table - Smoked Powder Coat Finish  
26" Square x 21"H  
Console Table - Smoked Powder Coat Finish  
50"L x 24"D x 30"H  
Cocktail Table - Smoked Powder Coat Finish  
50"L x 24"D x 16"H



### Club Tables

End Table  
44"L x 22"D x 18"H  
Cocktail Table  
22" Square x 18"H  
(Includes built in Wireless LED Lighting)



### Rose Table

17" Round x 17"H



### Zanzibar Table

17" Square



### Cube End Tables

■ Black 24"  
□ White 24"  
24" Square x 21"H



### Cube Cocktail Tables

■ Black 24"  
□ White 24"  
24" Square x 16"H



### Hylton Tablet Table

White/Brushed Steel  
18"L x 12"D x 28"H

## OCCASIONAL TABLES



### Phoebe Tables

From left to right: Yellow, Lime Green, Rose, Gold, Teal  
17"Round x 22"H

## BARS & BAR BACKS



### Manhattan Bar

Black/Chrome  
63"L x 29"D x 42"H



### VIP Glow Bar 6'

Frosted Plexi with Built-in Wireless LED Kit  
72"L x 24"D x 42"H(Bar)  
13"D x 18"H (Shelf)  
\*Includes remote control



### VIP Glow Bar 4'

Frosted Plexi with Built-in Wireless LED Kit  
48"L x 24"D x 42"H(Bar)  
13"D x 18"H (Shelf)  
\*Includes remote control



### Bar

■ Black with 2 shelves in back  
□ White with 2 shelves in back  
48"L x 16"D x 42"H



### Blox Bar Back

Walnut/Brushed Metal  
30"L x 16"D x 86"H  
Please Inquire About Shelf Dimensions



### Piazza Bar Back

■ Black  
□ White  
44"L x 12"D x 80"H  
13"W x 14.25"H (Inside Shelf)

## BAR STOOLS



**Vienna Stool**  
 ■ Gray Acrylic  
 ■ Orange Acrylic  
 ■ Teal Acrylic  
 17"W x 17"D x 39"H



**Criss Cross Bar Stool**  
 ■ Espresso Leather  
 □ White Leather  
 15"W x 19"D x 41"H



**Escape Stool**  
 Natural Maple  
 16"Square x 41"H



**Silk Back Bar Stool**  
 ■ Black    ■ Green  
 □ White    ■ Purple  
 ■ Blue    ■ Red  
 17"L x 18"D x 42"H



**Euro Bar Stool**  
 Black  
 21"W x 23"D x 43"H



**Hourglass Bar Stool**  
 ■ Black  
 □ White  
 18"W x 20"D x 43"H



**Equino Stool**  
 ■ Black  
 □ White  
 15"W x 13"D x 35"H

## BAR STOOLS



**Caprice Stool**  
Black Fabric  
25"W x 26"D x 44"H



**Sonic Stool**  
Black  
22"W x 23"D x 42"H



**Marcus Bar Stool**  
18"W (at footbase) x 29"H



**Regal Stool**  
Brown Leather  
19"W x 24"D x 45"H

## CAFE CHAIRS



**Vienna Chair**  
■ Gray Acrylic  
■ Orange Acrylic  
■ Teal Acrylic  
21"Square x 32"H



**Silk Back Chair**  
■ Black ■ Green  
■ White ■ Purple  
■ Blue ■ Red  
17"W x 18"D x 34"H  
(Also Available With Arms)



CAFE CHAIRS



**Escape Chair**  
Natural Maple  
17"W x 16"D x 32"H



**Leslie Chair**  
White  
17"W x 21"D x 31"H



**Criss Cross Chair**  
■ Espresso Leather  
□ White Leather  
17"W x 21"D x 35"H



**Sonic Chair**  
Black  
20"W x 21"D x 32"H



**Elio Chair**  
17"Square x 33"H



**Caprice Chair**  
Black  
25"W x 24"D x 32"H



**Comet Chair**  
Black  
23"W x 22"D x 32"H (With Arms)  
19"W x 22"D x 32"H (Without Arms)



**Regal Dining Chair**  
Brown Leather  
19"W x 23"D x 38"H

## BAR TABLES



**Euro Bar Table**

Black/Black 30"  
30"Round x 42"H  
Black/Black 36"  
36"Round x 42"H



**Silk Bar Table**

Black/Chrome 30"  
30"Round x 42"H  
Black/Chrome 36"  
36"Round x 42"H



**Silk Bar Table  
Tulip Base**

Black/Chrome 30"  
30"Round x 42"H  
Black/Chrome 36"  
36"Round x 42"H



**City Bar Table**

Maple/Black 30"  
30"Round x 42"H  
Maple/Black 36"  
36"Round x 42"H



**Park Ave Bar Table**

Maple/Chrome 30"  
30"Round x 42"H  
Maple/Chrome 36"  
36"Round x 42"H



**Park Ave Bar Table  
Tulip Base**

Maple/Chrome 30"  
30"Round x 42"H  
Maple/Chrome 36"  
36"Round x 42"H



**Summit Bar Table**

White/Black 30"  
30"Round x 42"H  
White/Black 36"  
36"Round x 42"H



**Blanco Round Bar Table**

White/Chrome 30"  
30"Round x 42"H  
White/Chrome 36"  
36"Round x 42"H



**Blanco Round Bar Table  
Tulip Base**

White/Chrome 30"  
30"Round x 42"H  
White/Chrome 36"  
36"Round x 42"H

BAR TABLES



**Blanco Square Bar Table**

White/Chrome  
24"Square x 42"H



**Blanco Square Bar Table  
Tulip Base**

White/Chrome  
24"Square x 42"H



**Blanco Rectangle Bar Table**

White/Chrome  
72"L x 24"D x 42"H



**Spectrum Bar Table Red**

Red/Chrome  
24"Square x 42"H



**Spectrum Bar Table Red  
Tulip Base**

Red/Chrome  
24"Square x 42"H



**Spectrum Bar Table Green**

Green/Chrome  
24"Square x 42"H



**Spectrum Bar Table Green  
Tulip Base**

Green/Chrome  
24"Square x 42"H



**Spectrum Bar Table Blue**

Blue/Chrome  
24"Square x 42"H



**Spectrum Bar Table Blue  
Tulip Base**

Blue/Chrome  
24"Square x 42"H

## BAR TABLES



**Spectrum Bar Table Purple**

Purple/Chrome  
24" Square x 42"H



**Spectrum Bar Table Purple  
Tulip Base**

Purple/Chrome  
24" Square x 42"H



**Chardonnay Bar Table**

Clear Glass/Chrome  
31" Round x 42"H



**Aspen Bar Table**

White/Brushed Steel  
72"L x 26"D x 42"H

## CAFÉ TABLES



**Euro Café Table**

Black/Black 30"  
30" Round x 30"H  
Black/Black 36"  
36" Round x 30"H



**Silk Café Table**

Black/Chrome 30"  
30" Round x 30"H  
Black/Chrome 36"  
36" Round x 30"H



**Park Ave Café Table**

Maple/Chrome 30"  
30" Round x 30"H  
Maple/Chrome 36"  
36" Round x 30"H

## CAFÉ TABLES



**City Café Table**

Maple/Black 30"  
30"Round x 30"H  
Maple/Black 36"  
36"Round x 30"H



**Summit Café Table**

White/Black 30"  
30"Round x 30"H  
White/Black 36"  
36"Round x 30"H



**Blanco Café Table**

White/Chrome 30"  
30"Round x 30"H  
White/Chrome 36"  
36"Round x 30"H



**Blanco Café Table**

White/Chrome Rectangle  
72"L x 24"D x 30"H

**White/Chrome Square**

24"Square x 30"H



**Spectrum Café Table Purple**

Purple/Chrome  
24"Square x 30"H



**Spectrum Café Table Red**

Red/Chrome  
24"Square x 30"H



**Spectrum Café Table Green**

Green/Chrome  
24"Square x 30"H



**Spectrum Café Table Blue**

Blue/Chrome  
24"Square x 30"H



**Aspen Dining Table**

White/Brushed Steel  
72"L x 30"D x 30"H



OFFICE SEATING



**Tamiri High Back Chair**

Black Leather  
25"W x 27"D x 45"H



**Tamiri Mid Back Chair**

Black Leather  
25"W x 27"D x 29"H



**Tamiri Guest Chair**

Black Leather  
25"W x 27"D x 37"H



**Accord Chair**

Black  
 White  
 25"Square x 44"H



**Goal Task Chair**

Black  
25"Square x 39"H



**Goal Task Chair Armless**

Black  
21"W x 25"D x 39"H

## OFFICE SEATING



**Enterprise High Back  
Conference Chair**

Black Fabric  
25"W x 27"D x 45"H



**Enterprise Mid Back  
Conference Chair**

Black Fabric  
25"W x 27"D x 39"H



**Enterprise Guest Chair**

Black Fabric  
25"W x 27"D x 37"H



**Goal Drafting Stool**

Black  
25"W x 24"D x 48"H



**Goal Drafting Stool Armless**

Black  
21"W x 24"D x 48"H

## CONFERENCE TABLES



**Conference Table Round**

■ Black  
■ Mahogany  
42"Round x 29"H



**Conference Table Rectangle**

■ Black 6'	■ Black 8'
■ Mahogany 6'	■ Mahogany 8'
■ Maple 6'	■ Maple 8'
□ White 6'	□ White 8'

72"L x 36"D x 30"H      96"L x 48"D x 30"H

## OFFICE FURNITURE



**Computer Kiosk**

Black  
 White  
 24" Square x 42"H



**Computer Counter**

Graphite  
 48"L x 24"D x 42"H



**Computer Desk**

Graphite  
 48"L x 24"D x 29"H



**5 Shelf Bookcase**

Black  
 Mahogany  
 36"L x 12"D x 72"H



**Black Credenza**

Black  
 60"L x 20"D x 29"H



**Black Double Pedestal**

Black  
 60"L x 30"D x 29"H



**Genoa Storage Credenza**

Mahogany 2 Filing Cabinets  
 2-Drawers-Inside Shelves  
 66"L x 20"D x 29"H



**Genoa Kneespace Credenza**

Mahogany 2 Filing Cabinets/2-Drawers  
 66"L x 20"D x 29"H



**Genoa Executive Desk**

Mahogany Double Pedestal-Locking Drawers  
 72"L x 36"D x 29"H

OFFICE FURNITURE



**Presidential Kneespace Credenza**  
Mahogany  
24"L x 66"L x 29"H



**Presidential Executive Desk**  
Mahogany  
36"L x 72"L x 29"H



**Presidential File Cabinet**  
Mahogany  
24"L x 36"L x 29"H



**Vivid Café Table Square**  
Clear Glass/Smoked Powder Coat Finish  
42" Square x 30"H



**Vivid Café Table Rectangle**  
Clear Glass/Smoked Powder Coat Finish  
60"L x 36"D x 30"H



**Brooklyn Rectangle Dining Table**  
Clear Glass/Chrome  
60"L x 36"D x 30"H



**Brooklyn Round Dining Table**  
Clear Glass/Chrome  
42" Round x 30"H



**Aspen Dining Table**  
White/Brushed Steel  
72"L x 30"D x 30"H

## METAL FILE & STORAGE CABINETS



### 2-Drawer File

Black Letter  
15"L x 25"D x 29"H  
Black Legal  
18"L x 25"D x 29"H



### 4-Drawer File

Black Letter  
15"L x 25"D x 52"H  
Black Legal  
18"L x 25"D x 52"H



### 2-Drawer Lateral File

Black (Pictured)  
36"L x 18"D x 27"H  
Black (Not Pictured)  
36"L x 20"D x 29"H



### 4-Drawer Lateral File

Black  
36"L x 18"D x 54"H



### Storage Cabinet

Black  
36"W x 18"D x 72"H



## PEDESTALS



### Display Pedestals 42"

- Black  
14" Square x 42"H
- Black  
24" Square x 42"H
- Black  
18" Square x 42"H
- White  
14" Square x 42"H



### Display Pedestals 36"

- Black  
14" Square x 36"H
- Black  
24" Square x 36"H
- White  
14" Square x 36"H
- White  
24" Square x 36"H



### Display Pedestals 30"

- Black  
14" Square x 30"H
- Black  
24" Square x 30"H
- Black  
18" Square x 30"H
- White  
14" Square x 30"H



### Locking Pedestal

- Black
- White
- 24" Square x 42"H



### London Pedestal

- Chrome/Marble
- 24" Square x 42"H

## MISCELLANEOUS ITEMS



**Stanchion**  
Chrome  
41"H  
**Stanchion Rope**  
Red Velour  
6'L



**Literature Stand**  
■ Black  
■ Aluminum  
14.75"W x 12"D x 53.5"H



**Literature Rack**  
Black/Metal  
10.5"W x 9.5"D x 57"H



**Refrigerator Compact**  
White 4 Cu Ft  
19"W x 21"D x 33.5"H



**iPad<sup>®</sup> Stand**  
■ Black  
■ Silver  
14.25"W x 41.75"H  
(Fits 2nd, 3rd, or 4th iPad<sup>®</sup> generations. Can be positioned in portrait or landscape views.)

*\*Apple<sup>®</sup> and iPad<sup>®</sup> are registered trademarks of Apple Inc.*

## LIGHTING



### **Brushed Steel Lamps**

Table Lamp White/Steel  
26"H

Floor Lamp White/Steel  
66"H



### **Brushed Nickel Lamps**

Table Lamp White/Nickel  
29"H

Floor Lamp White/Nickel  
60"H



### **Rubbed Bronze Lamps**

Table Lamp White/Bronze  
28"H

Floor Lamp White/Bronze  
60"H



### **Brushed Steel Lamps**

Table Lamp Red/Steel  
26"H

Floor Lamp Red/Steel  
66"H



### **Neutrino Floor Lamp**

Steel  
67"H

# DESIGN YOUR BOOTH SPACE **YOUR WAY**



## **10x20 Booth Footprint**

Grammercy Loveseat & Corner • Novel Cocktail & End Table • 4FT VIP Bar • Criss Cross Chairs • Café Table



## **10x10 Booth Footprint**

Chamois Stage Chairs • Phoebe Table • Equino Stools  
Chardonnay Bar Table



## **10x10 Booth Footprint**

Metro Sofa & Chair • Novel End Tables  
Equino Stools • Silk Bar Table



## **20x20 Booth Footprint**

Whisper Sofa & Chairs • Brooklyn Cocktail & End Tables • Criss Cross Stools • Blanco Bar Table



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# Trade Show Order Form

AFR Sales Representative: Anne Scales/ Marisa Murphy

Email/Fax: [Ascales@rentfurniture.com](mailto:Ascales@rentfurniture.com) / [Mmurphy@rentfurniture.com](mailto:Mmurphy@rentfurniture.com) Fax: 781-721-5414

## TRADE SHOW INFORMATION

Show Name		Company Name	
Show Dates		Onsite Contact Name	
Venue Name		Onsite Contact Cell #	
Venue Address		Delivery Date	Time
		Pickup Date	Time
Booth # and Name		Show Contractor	

\*\*\*All Furniture Subject to Availability\*\*\*

**Terms & Conditions:** **Payments:** Payment terms - 100% Payment due prior to delivery to secure the order unless credit approved with AFR. You may be subject to additional charges by the drayage company for moving the furniture from the loading dock to the exhibit space, please check your Exhibitor Manual.

**Cancellation Fee:** If cancelled within 3 days prior to delivery, a 100% charge will be applied.

**Late Fee:** All orders received within 14 days of the show opening will receive a 25% Late Fee. Show Site orders will be based on availability and charged a 30% Late Fee.

**Confirmation:** Please email your sales team if you do not receive confirmation within 1-2 days of submitting this order form.

Item Number	Weight		Dimensions	Standard	Qty.	Total
<b>Whisper (Pg. 3)</b>						
18228-0607	115 lbs.	Whisper White Leather Sofa	87"W x 37"D x 35"H	\$600.00		\$ -
18167-0471	90 lbs.	Whisper White Leather Loveseat	61"W x 37"D x 35"H	\$575.00		\$ -
18284-0487	60 lbs.	Whisper White Leather Chair	35"W x 37"D x 35"H	\$470.00		\$ -
18024-0003	43 lbs.	Whisper White Leather Bench Ottoman	60"W x 24"D x 17"H	\$260.00		\$ -
18184-0034	65 lbs.	Whisper White Leather Square Ottoman	40"Square x 17"H	\$260.00		\$ -
18184-0038	64 lbs.	Whisper White Leather Round Ottoman	46"Round x 17"H	\$260.00		\$ -
<b>Function (Pg. 3)</b>						
18284-0554	40 lbs.	Function White Leather Armless Chair	28"Square x 29"H	\$315.00		\$ -
18066-0016	36 lbs.	Function White Leather Corner	28"Square x 29"H	\$340.00		\$ -
<b>Continental (Pg. 4)</b>						
18303-0001	105 lbs.	Continental White Leather Curved Loveseat	82"W x 34"D x 31"H	\$620.00		\$ -
18304-0001	105 lbs.	Continental White Leather Reverse Loveseat	72"W x 34"D x 31"H	\$600.00		\$ -
18296-0005	35 lbs.	Continental White Leather Wedge Ottoman	30"W x 34"D x 19"H	\$260.00		\$ -
18184-0131	75 lbs.	Continental White Leather Curved Bench	70"W x 26"D x 19"H	\$310.00		\$ -
18184-0132	30 lbs.	Continental White Leather Half Moon Ottoman	33"W x 19"D x 19"H	\$260.00		\$ -
<b>Sophistication (Pg. 4 &amp; 5)</b>						
18228-0674	100 lbs.	Sophistication White Leather Sofa	72"W x 31"D x 48"H	\$620.00		\$ -
18167-0466	90 lbs.	Sophistication White Leather Loveseat	48"W x 31"D x 48"H	\$415.00		\$ -
18284-0563	60 lbs.	Sophistication White Leather Chair	27"W x 31"D x 48"H	\$310.00		\$ -
18066-0017	60 lbs.	Sophistication White Leather Corner	31"Square x 48"H	\$310.00		\$ -
18184-0130	40 lbs.	Sophistication White Leather Ottoman	31"Square x 19"H	\$235.00		\$ -
<b>Boca (Pg. 5)</b>						
18066-0026	38 lbs.	Boca Black Leather Corner	27"W x 27"D x 30"H	\$315.00		\$ -
18284-0786	28 lbs.	Boca Black Leather Armless	22"W x 27"D x 30"H	\$340.00		\$ -
<b>Metro (Pg. 5 &amp; 6)</b>						
18228-0602	110 lbs.	Metro Black Leather Sofa	85"W x 35"D x 35"H	\$515.00		\$ -
18167-0467	90 lbs.	Metro Black Leather Loveseat	60"W x 35"D x 35"H	\$490.00		\$ -
18284-0482	75 lbs.	Metro Black Leather Chair	35"Square x 35"H	\$385.00		\$ -
18184-0179	65 lbs.	Metro Black Leather Square Ottoman	40"Square x 17"H	\$260.00		\$ -
18024-0008	43 lbs.	Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	\$260.00		\$ -
<b>Suave Midnight (Pg. 6)</b>						
18228-0085	105 lbs.	Suave Midnight Sofa	77"W x 36"D x 33"H	\$445.00		\$ -
18167-0069	80 lbs.	Suave Midnight Loveseat	54"W x 36"D x 33"H	\$390.00		\$ -
18284-0151	65 lbs.	Suave Midnight Chair	32"W x 36"D x 33"H	\$290.00		\$ -
<b>Grammercy (Pg. 6)</b>						
18228-0605	90 lbs.	Grammercy Charcoal Leather Sofa	82"W x 36"D x 36"H	\$575.00		\$ -
18167-0469	90 lbs.	Grammercy Charcoal Leather Loveseat	57"W x 36"D x 36"H	\$495.00		\$ -
18284-0485	40 lbs.	Grammercy Charcoal Leather Chair	28"W x 36"D x 36"H	\$315.00		\$ -
18066-0015	51 lbs.	Grammercy Charcoal Leather Corner	36"Square x 36"H	\$365.00		\$ -
<b>Parma (Pg. 7)</b>						
18228-0789	100 lbs.	Parma Brown Leather Sofa	79"W x 37"D x 36"H	\$515.00		\$ -
18167-0577	90 lbs.	Parma Brown Leather Loveseat	56"W x 37"D x 36"H	\$490.00		\$ -
18284-0710	75 lbs.	Parma Brown Leather Chair	33"W x 37"D x 36"H	\$385.00		\$ -
18024-0061	43 lbs.	Parma Brown Leather Bench Ottoman	60"W x 24"D x 17"H	\$260.00		\$ -
<b>Montana Mocha (Pg. 7)</b>						
18228-0784	100 lbs.	Montana Mocha Sofa	79"W x 35"D x 34"H	\$480.00		\$ -
18167-0573	90 lbs.	Montana Mocha Loveseat	57"W x 35"D x 34"H	\$420.00		\$ -
18284-0704	75 lbs.	Montana Mocha Chair	35"Square x 34"H	\$325.00		\$ -

<b>Chandler (Pg. 8)</b>						
18228-0795	100 lbs.	Chandler Red Leather Sofa	76"W x 37"D x 35"H	\$515.00	\$	-
18167-0581	90 lbs.	Chandler Red Leather Loveseat	53"W x 37"D x 35"H	\$490.00	\$	-
18284-0717	75 lbs.	Chandler Red Leather Chair	31"W x 37"D x 35"H	\$385.00	\$	-
18024-0062	43 lbs.	Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	\$260.00	\$	-
<b>Evoke (Pg. 8 &amp; 9)</b>						
13229-0007	80 lbs.	Evoke Sofa	81"W x 35"D x 27"H	\$780.00	\$	-
13041-0015	40 lbs.	Evoke Chair	33"W x 35"D x 27"H	\$415.00	\$	-
13054-0011	20 lbs.	Evoke Cocktail Table	48"W x 24"D x 18"H	\$260.00	\$	-
13110-0009	20 lbs.	Evoke End Table	24"W x 28"D x 25"H	\$235.00	\$	-
13110-0008	10 lbs.	Evoke Cube	18"Square	\$160.00	\$	-
<b>Stage Chairs (Pg. 9 &amp; 10)</b>						
18284-0478	29 lbs.	Midnight Microfiber Stage Chair	25"W x 26"D x 37"H	\$185.00	\$	-
18284-0477	29 lbs.	Chamois Microfiber Stage Chair	25"W x 26"D x 37"H	\$185.00	\$	-
18284-0476	29 lbs.	Buckskin Microfiber Stage Chair	25"W x 26"D x 37"H	\$185.00	\$	-
18284-0621	80 lbs.	Empire Chair Black Leather	28"W x 32"D x 32"H	\$340.00	\$	-
18284-0564	80 lbs.	Empire Chair White Leather	28"W x 32"D x 32"H	\$340.00	\$	-
18284-0590	50 lbs.	Ibiza Black Leather Chair	31"W x 35"D x 32"H	\$470.00	\$	-
18284-0449	50 lbs.	Ibiza White Leather Chair	31"W x 35"D x 32"H	\$470.00	\$	-
05035-0028	65 lbs.	Tulip Black Fabric Chair	26"W x 27"D x 35"H	\$205.00	\$	-
18284-0785	24 lbs.	Monarch Chair - Bright White	28"Square x 30"H	\$390.00	\$	-
<b>Ottomans &amp; Benches (Pg. 10)</b>						
18184-0131	75 lbs.	Continental White Leather Curved Bench	70"W x 26"D x 19"H	\$310.00	\$	-
18184-0179	65 lbs.	Metro Black Leather Square Ottoman	40"Square x 17"H	\$260.00	\$	-
18184-0034	65 lbs.	Whisper White Leather Square Ottoman	40"Square x 17"H	\$260.00	\$	-
18184-0033	65 lbs.	Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	\$260.00	\$	-
18024-0008	43 lbs.	Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	\$260.00	\$	-
18024-0003	43 lbs.	Whisper White Leather Bench Ottoman	60"W x 24"D x 17"H	\$260.00	\$	-
18024-0062	43 lbs.	Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	\$260.00	\$	-
18024-0002	43 lbs.	Grammercy Charcoal Leather Bench Ottoman	60"W x 24"D x 17"H	\$260.00	\$	-
18024-0061	43 lbs.	Parma Brown Leather Bench Ottoman	60"W x 24"D x 17"H	\$260.00	\$	-
18184-0192	70 lbs.	Essentials White Leather Storage Ottoman	48"W x 24"D x 20"H	\$365.00	\$	-
18184-0036	64 lbs.	Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	\$260.00	\$	-
18184-0038	64 lbs.	Whisper White Leather Round Ottoman	46"Round x 17"H	\$260.00	\$	-
18184-0028	15 lbs.	Grammercy Charcoal 1/4 Round Ottoman	34"W x 19"D x 17"H	\$155.00	\$	-
18184-0030	15 lbs.	Whisper White 1/4 Round Ottoman	34"W x 19"D x 17"H	\$155.00	\$	-
<b>Banquettes &amp; Turning Beds (Pg. 11)</b>						
18011-0011	185 lbs.	Essentials White Banquette (2 pcs)	60"Round x 48"H	\$780.00	\$	-
18011-0001	130 lbs.	Whisper White Tufted Leather Banquette (2 pcs)	59"Round x 38"H	\$780.00	\$	-
18011-0002	130 lbs.	Grammercy Charcoal Leather Banquette (2 pcs)	59"Round x 38"H	\$780.00	\$	-
02082-0033	200 lbs.	Essentials White Leather Turning Bed	96"W x 48"D x 34"H	\$935.00	\$	-
<b>Cube Ottomans (Pg. 11 &amp; 12)</b>						
18184-0198	15 lbs.	Regency Orange Cube	18"Square	\$100.00	\$	-
18184-0196	15 lbs.	Regency Teal Cube	18"Square	\$100.00	\$	-
18184-0197	15 lbs.	Regency Ruby Cube	18"Square	\$100.00	\$	-
18184-0200	15 lbs.	Regency Camel Cube	18"Square	\$100.00	\$	-
18184-0193	15 lbs.	Regency Apple Cube	18"Square	\$100.00	\$	-
18184-0199	15 lbs.	Regency Fuchsia Cube	18"Square	\$100.00	\$	-
18184-0129	15 lbs.	Cube Ottoman - White	18"Square	\$100.00	\$	-
18184-0128	15 lbs.	Cube Ottoman - Black	18"Square	\$100.00	\$	-
18200-0001	15 lbs.	Cube Ottoman - Red	18"Square	\$100.00	\$	-
18200-0002	15 lbs.	Cube Ottoman - Green	18"Square	\$100.00	\$	-
18200-0003	15 lbs.	Cube Ottoman - Blue	18"Square	\$100.00	\$	-
18200-0004	15 lbs.	Cube Ottoman - Purple	18"Square	\$100.00	\$	-
<b>Charged (Pg. 12)</b>						
22100-0001	192 lbs.	Essentials Turning Bed w/Charging Station Insert	96"W x 48"D x 19"H	\$1,040.00	\$	-
22051-0001	40 lbs.	Boca Bright White Corner - Charged	27"W x 27"D x 30"H	\$390.00	\$	-
22050-0001	40 lbs.	Boca Bright White Armless - Charged	22"W x 27"D x 30"H	\$360.00	\$	-
22001-0001	80 lbs.	Aspen Bar Table - Charged	72"W x 26"D x 42"H	\$610.00	\$	-
22002-0002	55 lbs.	Aspen Cocktail Table - Charged	48"W x 24"D x 18"H	\$340.00	\$	-
22200-0001	230 lbs.	White Conference Table - Charged	96"W x 43"D x 30"H	\$820.00	\$	-
<b>Occasional Tables (Pg. 13, 14, &amp; 15)</b>						
12107-0008	30 lbs.	Tribeca End Table	24"W x 28"D x 22"H	\$180.00	\$	-
12230-0005	40 lbs.	Tribeca Sofa/Console Table	48"W x 18"D x 30"H	\$200.00	\$	-
12055-0008	50 lbs.	Tribeca Cocktail Table	48"W x 28"D x 19"H	\$190.00	\$	-
12107-0281	30 lbs.	Harmony End Table	24"Round x 22"H	\$180.00	\$	-
12230-0080	55 lbs.	Harmony Sofa/Console Table	52"W x 18"D x 30"H	\$200.00	\$	-
12055-0272	60 lbs.	Harmony Cocktail Table	51"W x 28"D x 18"H	\$190.00	\$	-
18024-0010	30 lbs.	Novel End Table	15"Square x 16"H	\$235.00	\$	-
18024-0011	50 lbs.	Novel Cocktail Table	46"W x 15"D x 16"H	\$260.00	\$	-
99-12304-05	10 lbs.	Aria Red End Table	24"W x 20"D x 22"H	\$180.00	\$	-
99-12050-05	20 lbs.	Aria Red Cocktail Table	44"W x 20"D x 18"H	\$190.00	\$	-
99-12304-03	10 lbs.	Aria Green End Table	24"W x 20"D x 22"H	\$180.00	\$	-

99-12050-03	20 lbs.	Aria Green Cocktail Table	44"W x 20"D x 18"H	\$190.00	\$	-
99-12304-06	10 lbs.	Aria Blue End Table	24"W x 20"D x 22"H	\$180.00	\$	-
99-12050-06	20 lbs.	Aria Blue Cocktail Table	44"W x 20"D x 18"H	\$190.00	\$	-
99-12304-04	10 lbs.	Aria Purple End Table	24"W x 20"D x 22"H	\$180.00	\$	-
99-12050-04	20 lbs.	Aria Purple Cocktail Table	44"W x 20"D x 18"H	\$190.00	\$	-
99-12304-01	10 lbs.	Aria White End Table	24"W x 20"D x 22"H	\$180.00	\$	-
99-12305-01	35 lbs.	Aria White Sofa/Console Table	44"W x 20"D x 30"H	\$200.00	\$	-
99-12050-01	20 lbs.	Aria White Cocktail Table	44"W x 20"D x 18"H	\$190.00	\$	-
99-12304-02	10 lbs.	Aria Charcoal End Table	24"W x 20"D x 22"H	\$180.00	\$	-
99-12305-02	35 lbs.	Aria Charcoal Sofa/Console Table	44"W x 20"D x 30"H	\$200.00	\$	-
99-12050-02	20 lbs.	Aria Charcoal Cocktail Table	44"W x 20"D x 18"H	\$190.00	\$	-
12107-0493	27 lbs.	London End Table	24"Square x 23"H	\$195.00	\$	-
12230-0110	49 lbs.	London Sofa/Console Table	60"W x 16"D x 34"H	\$245.00	\$	-
12055-0428	55 lbs.	London Cocktail Table	40"Square x 16"H	\$225.00	\$	-
12107-0494	21 lbs.	Brooklyn II Square End Table	22"W x 22"D x 20"H	\$165.00	\$	-
12107-0495	15 lbs.	Brooklyn II Round End Table	20"Round x 20"H	\$165.00	\$	-
12055-0429	35 lbs.	Brooklyn II Rect Cocktail Table	42"W x 24"D x 16"H	\$185.00	\$	-
12055-0430	25 lbs.	Brooklyn II Round Cocktail Table	30"Round x 16"H	\$185.00	\$	-
12107-0282	35 lbs.	Vivid End Table	26"Square x 21"H	\$180.00	\$	-
12230-0081	62 lbs.	Vivid Sofa/Console Table	50"W x 24"D x 30"H	\$200.00	\$	-
12055-0273	50 lbs.	Vivid Cocktail Table	50"W x 24"D x 16"H	\$190.00	\$	-
12107-0331	35 lbs.	Club End Table w/ Built-in LED Lighting	22"Square x 18"H	\$235.00	\$	-
12055-0318	55 lbs.	Club Cocktail Table w/ Built-in LED Lighting	44"W x 22"D x 18"H	\$260.00	\$	-
12003-0038	15 lbs.	Rose Table	17"Round x 17"H	\$205.00	\$	-
12003-0039	20 lbs.	Zanzibar Table	17"Square	\$205.00	\$	-
12107-0296	50 lbs.	Cube, Black 24" End Table	24"Square x 21"H	\$185.00	\$	-
12107-0297	55 lbs.	Cube, White 24" End Table	24"Square x 21"H	\$185.00	\$	-
12055-0285	40 lbs.	Cube, Black 24" Cocktail Table	24"Square x 16"H	\$180.00	\$	-
12055-0286	40 lbs.	Cube, White 24" Cocktail Table	24"Square x 16"H	\$180.00	\$	-
12107-0467	13 lbs.	Hylton Table	18"W x 12"D x 28"H	\$160.00	\$	-
12003-0056	11 lbs.	Phoebe Table - Yellow	17"Round x 22"H	\$120.00	\$	-
12003-0052	11 lbs.	Phoebe Table - Lime Green	17"Round x 22"H	\$120.00	\$	-
12003-0053	11 lbs.	Phoebe Table - Rose	17"Round x 22"H	\$120.00	\$	-
12003-0051	11 lbs.	Phoebe Table - Gold	17"Round x 22"H	\$120.00	\$	-
12003-0074	11 lbs.	Phoebe Table - Teal	17"Round x 22"H	\$120.00	\$	-
<b>Bars &amp; Bar Backs (Pg. 15)</b>						
05012-0001	156 lbs.	Manhattan Martini Bar	63"W x 29"D x 42"H	\$680.00	\$	-
05012-0026	185 lbs.	VIP Frosted Plexi Glow Bar 6'	72"W x 24"D x 42"H	\$680.00	\$	-
05012-0024	130 lbs.	VIP Frosted Plexi Glow Bar 4'	48"W x 24"D x 42"H	\$575.00	\$	-
05012-0053	70 lbs.	Black Bar - 2 Shelf	48"W x 16"D x 42"H	\$310.00	\$	-
05012-0054	70 lbs.	White Bar - 2 Shelf	48"W x 16"D x 42"H	\$310.00	\$	-
12112-0010	60 lbs.	Blox Bar Back	30"W x 16"D x 86"H	\$390.00	\$	-
05001-0017	150 lbs.	Piazza Bar Back - Black	44"W x 12"D x 80"H	\$365.00	\$	-
05001-0018	150 lbs.	Piazza Bar Back - White	44"W x 12"D x 80"H	\$365.00	\$	-
<b>Bar Stools (Pg. 16 &amp; 17)</b>						
05237-0264	15 lbs.	Vienna Stool - Gray	17"Square x 39"H	\$190.00	\$	-
05237-0263	15 lbs.	Vienna Stool - Orange	17"Square x 39"H	\$190.00	\$	-
05237-0262	15 lbs.	Vienna Stool - Teal	17"Square x 39"H	\$190.00	\$	-
05237-0038	15 lbs.	Criss Cross Bar Stool - Espresso	15"W x 19"D x 41"H	\$170.00	\$	-
05237-0039	15 lbs.	Criss Cross Bar Stool - White	15"W x 19"D x 41"H	\$170.00	\$	-
05237-0036	15 lbs.	Escape Bar Stool - Natural Maple	16"Square x 41"H	\$145.00	\$	-
99-05237-01	20 lbs.	Silk Back Bar Stool - Black	17"W x 18"D x 42"H	\$160.00	\$	-
99-05237-02	20 lbs.	Silk Back Bar Stool - White	17"W x 18"D x 42"H	\$160.00	\$	-
99-05237-06	20 lbs.	Silk Back Bar Stool - Blue	17"W x 18"D x 42"H	\$160.00	\$	-
99-05237-03	20 lbs.	Silk Back Bar Stool - Green	17"W x 18"D x 42"H	\$160.00	\$	-
99-05237-04	20 lbs.	Silk Back Bar Stool - Purple	17"W x 18"D x 42"H	\$160.00	\$	-
99-05237-05	20 lbs.	Silk Back Bar Stool - Red	17"W x 18"D x 42"H	\$160.00	\$	-
05237-0221	20 lbs.	Euro Bar Stool - Black	22"W x 24"D x 42"H	\$160.00	\$	-
05237-0230	40 lbs.	Hourglass Bar Stool - Black	18"W x 20"D x 43"H	\$175.00	\$	-
05237-0231	40 lbs.	Hourglass Bar Stool - White	18"W x 20"D x 43"H	\$175.00	\$	-
05237-0160	35 lbs.	Equino Bar Stool - Black	15"W x 13"D x 35"H	\$175.00	\$	-
05237-0041	35 lbs.	Equino Bar Stool - White	15"W x 13"D x 35"H	\$175.00	\$	-
05237-0169	25 lbs.	Caprice Bar Stool - Black	25"W x 26"D x 44"H	\$175.00	\$	-
05237-0042	15 lbs.	Sonic Bar Stool - Black	22"W x 23"D x 42"H	\$145.00	\$	-
05237-0215	15 lbs.	Marcus Bar Stool - Gunmetal	18"Square x 29"H	\$130.00	\$	-
05237-0156	20 lbs.	Regal Stool - Brown Leather	19"W x 24"D x 45"H	\$175.00	\$	-
<b>Café Chairs (Pg. 17 &amp; 18)</b>						
05035-0032	15 lbs.	Vienna Chair - Gray	21"Square x 32"H	\$120.00	\$	-
05035-0031	15 lbs.	Vienna Chair - Orange	21"Square x 32"H	\$120.00	\$	-
05035-0030	15 lbs.	Vienna Chair - Teal	21"Square x 32"H	\$120.00	\$	-
99-05035-10	20 lbs.	Silk Back Armless Chair - Black	17"W x 18"D x 34"H	\$100.00	\$	-
99-05035-11	20 lbs.	Silk Back Armless Chair - White	17"W x 18"D x 34"H	\$100.00	\$	-
99-05035-15	20 lbs.	Silk Back Armless Chair - Blue	17"W x 18"D x 34"H	\$100.00	\$	-

99-05035-12	20 lbs.	Silk Back Armless Chair - Green	17"W x 18"D x 34"H	\$100.00		\$	-
99-05035-13	20 lbs.	Silk Back Armless Chair - Purple	17"W x 18"D x 34"H	\$100.00		\$	-
99-05035-14	20 lbs.	Silk Back Armless Chair - Red	17"W x 18"D x 34"H	\$100.00		\$	-
05035-0009	10 lbs.	Escape Chair - Natural Maple	17"W x 16"D x 32"H	\$100.00		\$	-
05035-0008	10 lbs.	Leslie Chair - White	17"W x 21"D x 31"H	\$90.00		\$	-
05035-0010	15 lbs.	Criss Cross Chair - Espresso	17"W x 21"D x 35"H	\$115.00		\$	-
05035-0011	15 lbs.	Criss Cross Chair - White	17"W x 21"D x 35"H	\$115.00		\$	-
14233-0016	10 lbs.	Sonic Chair - Black	20"W x 21"D x 32"H	\$100.00		\$	-
05035-0023	24 lbs.	Elio Chair	17"Square x 33"H	\$100.00		\$	-
14233-0025	20 lbs.	Caprice Chair - Black	25"W x 24"D x 32"H	\$100.00		\$	-
14233-0005	20 lbs.	Comet Stack Arm Chair - Black	23"W x 22"D x 32"H	\$140.00		\$	-
14233-0006	15 lbs.	Comet Stack Armless Chair - Black	19"W x 22"D x 32"H	\$130.00		\$	-
05221-0039	20 lbs.	Regal Dining Chair - Brown	19"W x 23"D x 38"H	\$145.00		\$	-
<b>Bar Tables (Pg. 19, 20, &amp; 21)</b>							
99-05245-01	34 lbs.	Euro Bar Table Black/Black 30" Round	30"Round x 42"H	\$180.00	1	\$	180.00
99-05245-02	41 lbs.	Euro Bar Table Black/Black 36" Round	36"Round x 42"H	\$185.00		\$	-
99-05245-04	30 lbs.	Silk Bar Table Black/Chrome 30" Round	30"Round x 42"H	\$180.00		\$	-
99-05245-05	37 lbs.	Silk Bar Table Black/Chrome 36" Round	36"Round x 42"H	\$185.00		\$	-
99-05245-04 Tulip	41 lbs.	Silk Bar Table Black/Tulip Base 30" Round	30"Round x 42"H	\$215.00		\$	-
99-05245-05 Tulip	48 lbs.	Silk Bar Table Black/Tulip Base 36" Round	36"Round x 42"H	\$220.00		\$	-
99-05245-14	34 lbs.	City Bar Table Maple/Black 30" Round	30"Round x 42"H	\$180.00		\$	-
99-05245-15	41 lbs.	City Bar Table Maple/Black 36" Round	36"Round x 42"H	\$185.00		\$	-
99-05245-07	30 lbs.	Park Ave Bar Table Maple/Chrome 30" Round	30"Round x 42"H	\$180.00		\$	-
99-05245-08	37 lbs.	Park Ave Bar Table Maple/Chrome 36" Round	36"Round x 42"H	\$185.00		\$	-
99-05245-07 Tulip	41 lbs.	Park Ave Bar Table Maple/Tulip Base 30" Round	30"Round x 42"H	\$215.00		\$	-
99-05245-08 Tulip	48 lbs.	Park Ave Bar Table Maple/Tulip Base 36" Round	36"Round x 42"H	\$220.00		\$	-
99-05245-16	34 lbs.	Summit Bar Table White/Black 30" Round	30"Round x 42"H	\$180.00		\$	-
99-05245-17	41 lbs.	Summit Bar Table White/Black 36" Round	36"Round x 42"H	\$185.00		\$	-
99-05245-10	30 lbs.	Blanco Bar Table White/Chrome 30" Round	30"Round x 42"H	\$180.00		\$	-
99-05245-11	37 lbs.	Blanco Bar Table White/Chrome 36" Round	36"Round x 42"H	\$185.00		\$	-
99-05245-10 Tulip	41 lbs.	Blanco Bar Table White/Tulip Base 30" Round	30"Round x 42"H	\$215.00		\$	-
99-05245-11 Tulip	48 lbs.	Blanco Bar Table White/Tulip Base 36" Round	36"Round x 42"H	\$220.00		\$	-
99-05245-12	28 lbs.	Blanco Bar Table - White/Chrome 24"Square	24"Square x 42"H	\$180.00		\$	-
99-05245-12 Tulip	39 lbs.	Blanco Bar Table - White/Tulip Base 24"Square	24"Square x 42"H	\$215.00		\$	-
99-05245-13	69 lbs.	Blanco Rectangle Bar Table - White/Chrome	72"W x 24"D x 42"H	\$285.00		\$	-
99-05245-20	28 lbs.	Spectrum Bar Table Red	24"Square x 42"H	\$200.00		\$	-
99-05245-20 Tulip	39 lbs.	Spectrum Bar Table Red Tulip Base	24"Square x 42"H	\$240.00		\$	-
99-05245-19	28 lbs.	Spectrum Bar Table Green	24"Square x 42"H	\$200.00		\$	-
99-05245-19 Tulip	39 lbs.	Spectrum Bar Table Green Tulip Base	24"Square x 42"H	\$240.00		\$	-
99-05245-21	28 lbs.	Spectrum Bar Table Blue	24"Square x 42"H	\$200.00		\$	-
99-05245-21 Tulip	39 lbs.	Spectrum Bar Table Blue Tulip Base	24"Square x 42"H	\$240.00		\$	-
99-05245-18	28 lbs.	Spectrum Bar Table Purple	24"Square x 42"H	\$200.00		\$	-
99-05245-18 Tulip	39 lbs.	Spectrum Bar Table Purple Tulip Base	24"Square x 42"H	\$240.00		\$	-
05012-0002	35 lbs.	Chardonnay Glass & Chrome Bar Table	31"Round x 42"H	\$260.00		\$	-
05204-0001	75 lbs.	Aspen Bar Table	72"W x 26"D x 42"H	\$520.00		\$	-
<b>Café Tables (Pg. 21 &amp; 22)</b>							
99-05036-01	30 lbs.	Euro Café Table Black/Black 30" Round	30"Round x 29"H	\$180.00		\$	-
99-05036-02	37 lbs.	Euro Café Table Black/Black 36" Round	36"Round x 29"H	\$185.00		\$	-
99-05036-04	27 lbs.	Silk Café Table Black/Chrome 30" Round	30"Round x 29"H	\$180.00		\$	-
99-05036-05	34 lbs.	Silk Café Table Black/Chrome 36" Round	36"Round x 29"H	\$185.00		\$	-
99-05036-07	27 lbs.	Park Ave Café Table Maple/Chrome 30" Round	30"Round x 29"H	\$180.00		\$	-
99-05036-08	34 lbs.	Park Ave Café Table Maple/Chrome 36" Round	36"Round x 29"H	\$185.00		\$	-
99-05036-14	30 lbs.	City Café Table Maple/Black 30" Round	30"Round x 29"H	\$180.00		\$	-
99-05036-15	37 lbs.	City Café Table Maple/Black 36" Round	36"Round x 29"H	\$185.00		\$	-
99-05036-16	30 lbs.	Summit Café Table White/Black 30" Round	30"Round x 29"H	\$180.00		\$	-
99-05036-17	37 lbs.	Summit Café Table White/Black 36" Round	36"Round x 29"H	\$185.00		\$	-
99-05036-10	27 lbs.	Blanco Café Table White/Chrome 30" Round	30"Round x 29"H	\$180.00		\$	-
99-05036-11	34 lbs.	Blanco Café Table White/Chrome 36" Round	36"Round x 29"H	\$185.00		\$	-
99-05036-13	63 lbs.	Blanco Café Table White/Chrome Rectangle	72"W x 24"D x 29"H	\$285.00		\$	-
99-05036-12	25 lbs.	Blanco Café Table White/Chrome 24"Square	24"Square x 30"H	\$180.00		\$	-
99-05036-18	25 lbs.	Spectrum Café Table Purple	24"Square x 29"H	\$195.00		\$	-
99-05036-20	25 lbs.	Spectrum Café Table Red	24"Square x 29"H	\$195.00		\$	-
99-05036-19	25 lbs.	Spectrum Café Table Green	24"Square x 29"H	\$195.00		\$	-
99-05036-21	25 lbs.	Spectrum Café Table Blue	24"Square x 29"H	\$195.00		\$	-
05090-0001	90 lbs.	Aspen Dining Table	72"W x 30"D x 30"H	\$440.00		\$	-
<b>Office Seating (Pg. 23 &amp; 24)</b>							
14136-0002	38 lbs.	Tamiri Black Leather High Back Chair	25"W x 27"D x 45"H	\$235.00		\$	-
14176-0007	37 lbs.	Tamiri Black Leather Mid Back Chair	27"Square x 39"H	\$200.00		\$	-
14128-0002	41 lbs.	Tamiri Black Leather Guest Chair	25"W x 26"D x 37"H	\$185.00		\$	-
14136-0081	40 lbs.	Accord Black Leather High Back	25"Square x 44"H	\$290.00		\$	-
14136-0010	40 lbs.	Accord White Leather High Back	25"Square x 44"H	\$290.00		\$	-
14250-0013	36 lbs.	Goal Black Task Chair With Arms	25"Square x 39"H	\$150.00		\$	-
14250-0014	38 lbs.	Goal Black Task Chair Armless	21"W x 25"D x 39"H	\$140.00		\$	-

14136-0080	40 lbs.	Enterprise High Back Black Fabric Conference Chair	25"W x 27"D x 45"H	\$205.00	\$	-
14176-0046	35 lbs.	Enterprise Mid Back Black Fabric Conference Chair	24"W x 26"D x 39"H	\$185.00	\$	-
14128-0096	30 lbs.	Enterprise Guest Black Fabric Conference Chair	25"W x 27"D x 37"H	\$170.00	\$	-
14307-0003	36 lbs.	Goal Black Drafting Stool - Arms	25"W x 24"D x 48"H	\$160.00	\$	-
14307-0004	30 lbs.	Goal Black Drafting Stool - Armless	21"W x 24"D x 48"H	\$150.00	\$	-
<b>Conference Tables (Pg. 24)</b>						
14062-0105	97 lbs.	42" Round Conference Table - Black	42" Round x 29"H	\$255.00	\$	-
14062-0106	97 lbs.	42" Round Conference Table - Mahogany	42" Round x 29"H	\$255.00	\$	-
14062-0224	175 lbs.	Conference Rectangle Table 6' - Black	72"W x 36"D x 30"H	\$435.00	\$	-
14062-0220	175 lbs.	Conference Rectangle Table 6' - Mahogany	72"W x 36"D x 30"H	\$435.00	\$	-
14062-0256	175 lbs.	Conference Rectangle Table 6' - Maple	72"W x 36"D x 30"H	\$435.00	\$	-
14062-0281	175 lbs.	Conference Rectangle Table 6' - White	72"W x 36"D x 30"H	\$460.00	\$	-
14062-0225	220 lbs.	Conference Rectangle Table 8' - Black	96"W x 48"D x 30"H	\$470.00	\$	-
14062-0226	220 lbs.	Conference Rectangle Table 8' - Mahogany	96"W x 48"D x 30"H	\$470.00	\$	-
14062-0257	220 lbs.	Conference Rectangle Table 8' - Maple	96"W x 48"D x 30"H	\$470.00	\$	-
14062-0282	220 lbs.	Conference Rectangle Table 8' - White	96"W x 48"D x 30"H	\$495.00	\$	-
<b>Office Furniture (Pg. 25 &amp; 26)</b>						
14309-0001	125 lbs.	Computer Kiosk - Black	24"Square x 42"H	\$380.00	\$	-
14179-0005	125 lbs.	Computer Kiosk - White	24"Square x 42"H	\$380.00	\$	-
14061-0002	20 lbs.	Computer Counter - Graphite	48"W x 24"D x 42"H	\$185.00	\$	-
14076-0014	20 lbs.	Computer Desk - Graphite	48"W x 24"D x 29"H	\$175.00	\$	-
14029-0098	56 lbs.	5 Shelf Bookcase - Black	36"W x 12"D x 72"H	\$365.00	\$	-
14029-0096	55 lbs.	5 Shelf Bookcase - Mahogany	36"W x 12"D x 72"H	\$365.00	\$	-
14072-0108	225 lbs.	Black Credenza	60"W x 20"D x 29"H	\$340.00	\$	-
14083-0105	290 lbs.	Black Double Pedestal Desk	60"W x 30"D x 29"H	\$390.00	\$	-
14072-0038	225 lbs.	Genoa Storage Credenza - Mahogany - 2 Drawer	66"W x 20"D x 29"H	\$340.00	\$	-
14072-0039	200 lbs.	Genoa Kneespace Storage Credenza - Mahogany	66"W x 20"D x 29"H	\$315.00	\$	-
14083-0117	290 lbs.	Genoa Exec. Desk - Mahogany - Double Pedestal	72"W x 36"D x 29"H	\$365.00	\$	-
14072-0042	250 lbs.	Presidential Kneespace Credenza - Mahogany	66"W x 24"D x 29"H	\$415.00	\$	-
14083-0125	250 lbs.	Presidential Executive Desk - Mahogany	72"W x 36"D x 29"H	\$515.00	\$	-
14143-0060	220 lbs.	Presidential File Cabinet - Mahogany	36"W x 24"D x 29"H	\$325.00	\$	-
05088-0365	70 lbs.	Vivid Café - Square Table Glass	42"Square x 30"H	\$315.00	\$	-
05088-0364	90 lbs.	Vivid Café - Rectangle Table Glass	60"W x 36"D x 30"H	\$365.00	\$	-
05088-0498		Brooklyn II Rect Dining Table	60"W x 36"D x 30"H	\$380.00	\$	-
05088-0499		Brooklyn II Round Dining Table	42" Round x 30"H	\$295.00	\$	-
05090-0001	90 lbs.	Aspen Dining Table	72"W x 30"D x 30"H	\$440.00	\$	-
<b>Metal File &amp; Storage Cabinets (Pg. 27)</b>						
14148-0001	35 lbs.	2 Drawer Vertical File - Letter Size Black	15"W x 25"D x 29"H	\$125.00	\$	-
14147-0001	35 lbs.	2 Drawer Vertical File - Legal Size Black	18"W x 25"D x 29"H	\$160.00	\$	-
14148-0002	45 lbs.	4 Drawer Vertical File - Letter Size Black	15"W x 25"D x 52"H	\$165.00	\$	-
14147-0002	45 lbs.	4 Drawer Vertical File - Legal Size Black	18"W x 25"D x 52"H	\$185.00	\$	-
14143-0006	100 lbs.	2 Drawer Lateral File - Black	36"W x 18"D x 27"H	\$165.00	\$	-
14143-0144	125 lbs.	2 Drawer Lateral File - Black	36"W x 20"D x 29"H	\$195.00	\$	-
14143-0008	170 lbs.	4 Drawer Lateral File - Black	36"W x 18"D x 54"H	\$210.00	\$	-
14034-0015	135 lbs.	Storage Cabinet - Black	36"W x 18"D x 72"H	\$210.00	\$	-
<b>Pedestals (Pg. 28)</b>						
12091-0023	50 lbs.	Display Pedestal 14" x 42" Black	14"Square x 42"H	\$250.00	\$	-
12091-0004	120 lbs.	Display Pedestal 24" x 42" Black	24"Square x 42"H	\$305.00	\$	-
12091-0002	55 lbs.	Display Pedestal 18" x 42" Black	18"Square x 42"H	\$280.00	\$	-
12091-0030	50 lbs.	Display Pedestal 14" x 42" White	14"Square x 42"H	\$250.00	\$	-
12091-0024	45 lbs.	Display Pedestal 14" x 36" Black	14"Square x 36"H	\$215.00	\$	-
12091-0034	75 lbs.	Display Pedestal 24" x 36" Black	24"Square x 36"H	\$305.00	\$	-
12091-0031	45 lbs.	Display Pedestal 14" x 36" White	14"Square x 36"H	\$215.00	\$	-
12091-0033	75 lbs.	Display Pedestal 24" x 36" White	24"Square x 36"H	\$305.00	\$	-
12091-0025	40 lbs.	Display Pedestal 14" x 30" Black	14"Square x 30"H	\$195.00	\$	-
12091-0003	80 lbs.	Display Pedestal 24" x 30" Black	24"Square x 30"H	\$290.00	\$	-
12091-0001	45 lbs.	Display Pedestal 18" x 30" Black	18"Square x 30"H	\$205.00	\$	-
12091-0032	40 lbs.	Display Pedestal 14" x 30" White	14"Square x 30"H	\$195.00	\$	-
14309-0001	125 lbs.	Locking Pedestal Black	24"Square x 42"H	\$380.00	\$	-
14179-0005	125 lbs.	Locking Pedestal White	24"Square x 42"H	\$380.00	\$	-
12091-0043	24 lbs.	London Pedestal	16"Square x 44"H	\$210.00	\$	-
<b>Miscellaneous Items (Pg. 29)</b>						
14189-0077	50 lbs.	Stanchion Chrome	41"H	\$55.00	\$	-
11526-0001	2 lbs.	Stanchion Rope - Red Velour	6' L	\$30.00	\$	-
14308-0009	8 lbs.	Literature Stand - Black	14.75"W x 12"D x 53.5"H	\$140.00	\$	-
14308-0010	8 lbs.	Literature Stand - Aluminum	14.75"W x 12"D x 53.5"H	\$140.00	\$	-
14308-0005	7 lbs.	Literature Rack - Black Metal	10.5"W x 9.5"D x 57"H	\$145.00	\$	-
01209-0003	50 lbs.	Compact Refrigerator White - 4.0 Cu Ft	19"W x 21"D x 33.5"H	\$260.00	\$	-
14523-0001	9.25 lbs.	iPad® Stand Black	14.25"W x 41.75"H	\$160.00	\$	-
14523-0002	9.25 lbs.	iPad® Stand Silver	14.25"W x 41.75"H	\$160.00	\$	-
<b>Lighting (Pg. 30)</b>						
09417-0001	4 lbs.	Brushed Steel Table Lamp - White	26"H	\$90.00	\$	-
09392-0001	8 lbs.	Brushed Steel Floor Lamp - White	66"H	\$130.00	\$	-



09417-0001	7 lbs.	Brushed Nickel Table Lamp - White	29"H	\$90.00		\$	-
09392-0001	12 lbs.	Brushed Nickel Floor Lamp - White	60"H	\$130.00		\$	-
09417-0001	7 lbs.	Rubbed Bronze Table Lamp - White	28"H	\$90.00		\$	-
09392-0001	11 lbs.	Rubbed Bronze Floor Lamp - White	60"H	\$130.00		\$	-
09417-0001	4 lbs.	Brushed Steel Table Lamp - Red	26"H	\$90.00		\$	-
09392-0001	8 lbs.	Brushed Steel Floor Lamp - Red	66"H	\$130.00		\$	-
09392-0001	7 lbs.	Neutrino Steel Floor Lamp - Steel	67"H	\$130.00		\$	-



**DO NOT MAIL ORDER FORM - Email / Fax Form ONLY**

Please make payments payable to: American Furniture Rental  
PO Box 65035  
Baltimore, MD 21264-5035

<b>Total Product</b>	\$	180.00
<b>Late Fee %</b>	\$	-
<b>Sub Total</b>	\$	180.00
<b>Sales Tax %</b>	\$	-
<b>Total Amount Due</b>	\$	180.00

<b>Company Name</b>	-	<b>Credit Card Type</b>	
<b>Street Address</b>		<b>Credit Card #</b>	
<b>City</b>		<b>Card Holder</b>	
<b>State</b>		<b>Expiration Date</b>	<b>Security Code</b>
<b>Zip Code</b>		<b>Signature</b>	
<b>Name / Date of Show</b>		<b>Date</b>	
<b>Booth Number</b>	-	<b>Email Address</b>	
<b>Contact Name</b>		<b>Fax #</b>	
<b>Contact Cell</b>			
<b>Special Instructions:</b>			