ASRS 41st Annual Scientific Meeting  
July 28 – August 1, 2023  
Seattle Convention Center  
Seattle, WA

Dear Exhibitor:

As the Official General Service Contractor, we would like to welcome you to the **ASRS 41st Annual Scientific Meeting**

We have, along with Show Management, compiled this Exhibitor Services Manual to provide you with all of the necessary forms and vital information that you will need for a successful exposition experience.

In order to qualify for discount prices where available, please take time to review this manual now. To receive the discount prices your order(s) along with full payment must be received by the date indicated on the particular form. Please do not miss out on this opportunity to secure discounted prices. The savings offered to you are substantial.

Should you have any questions regarding any of the services or need assistance in planning your exhibit, please do not hesitate to contact our customer service department at 253 437 0031 or via email at operations@levyexpo.com. We will be happy to assist you in any way possible to ensure that you have a successful experience at **ASRS 41st Annual Scientific Meeting**.

Thank you and we look forward to servicing your needs at **ASRS 41st Annual Scientific Meeting** in **Seattle, Washington**.

Sincerely,

Levy Exposition Services, Inc.
SERVICE: LEVY EXPOSITION SERVICES INC.
CONTRACTOR: 14900 Interurban Ave. S, Suite 271
CONTACT: Seattle, WA 98168
Tel: 253 437 0031  Fax: 253 437 0032

LOCATION: Seattle Convention Center
705 Pike Street
Seattle, WA 98101

**schedule subject to change**

EXHIBITOR MOVE-IN: Friday, July 28, 2023  9:00 am – 5:00 pm

EXHIBITION DATES:
Saturday, July 29, 2023  7:30 am – 3:50 pm AND
4:50 pm – 5:50 pm
Sunday, July 30, 2023  7:30 am – 2:45 pm
Monday, July 31, 2023  7:30 am – 5:00 pm

EXHIBITOR MOVE-OUT: Monday, July 31, 2023  5:00 pm – Midnight
Tuesday, August 1, 2023  11:30 am – 6:00 pm

**Please note all exhibit materials must be removed from the facility by 6:00 pm on Tuesday, August 1, 2023. Dismantling of exhibits is strictly prohibited during general session hours**

BOOTH EQUIPMENT:
Each 10’ x 10’ booth space includes:
- 8’ high drapery backwall – blue & white
- 3’ high drapery sidewall – blue
- 1 – 6’ x 2’ skirted table – blue
- 2 – side chairs
- 1 – wastebasket
- 1 – 7” x 44” booth identification sign

BOOTH CARPET:
To maintain a consistent and professional appearance on the show floor, ASRS 41st Annual Scientific Meeting show rules require that all exhibitor booths have carpeting or an alternative floor covering. If you are not bringing your own carpeting or floor covering, please see the Levy Carpet Order Forms for options and ordering

CEILING HEIGHT:
The ceiling height in the exhibit hall is 24 feet.

AISLE CARPET:
The aisles will be carpeted in blue.

DISCOUNT PRICE DEADLINE:
In order to receive the discount rates listed on the enclosed order forms, your PAID order is to be received by July 7, 2023.

LEVY ONLINE ORDERING:
The online ordering link and instructions will be sent via email to all exhibitors. Please provide your correct contact information to the show organizer to ensure you receive all necessary show information.

SEATTLE CONVENTION CENTER SERVICES:
Please click on the link below to order utility services through SCC: https://seattleconventioncenter.com/exhibitor-services

Quick Facts continued...
ASRS 41st Annual Scientific Meeting

**SHIPMENTS:** Please see the Material Handling order form and invoice in this manual for further information and associated costs. Please note concerning outbound shipments at the close of the show, all carriers must be checked in by 9:00 am on Tuesday, August 1, 2023. If your carrier is not checked in by this time the shipment(s) will be re-routed via the official show carrier, Liberty Convention Freight.

**SHIPMENTS:** All **ADVANCE** air and ground shipments should arrive at the advance warehouse between June 26, 2023 – July 24, 2023 and should be consigned as follows:

ASRS 41st Annual Scientific Meeting  
Company Name & Booth #  
Levy Exposition Services, Inc.  
c/o Liberty CFS NV, Inc.  
12855 48th Ave S  
Tukwila, WA  98168

All **DIRECT** air and ground shipments should not arrive prior to 8:00 AM on Thursday, July 27, 2023 and should be consigned as follows:

ASRS 41st Annual Scientific Meeting  
Company Name & Booth #  
Seattle Convention Center  
c/o Levy Exposition Services, Inc.  
705 Pike Street  
Seattle, WA  98101

**DISMANTLE AND MOVE-OUT INFORMATION:** All exhibitor materials MUST be removed from the exhibit facility by 6:00 pm on Tuesday, August 1, 2023. To ensure that all exhibitor materials are removed by this time, please have your carrier check in no later than 3:00 pm on August 1, 2023.

**POST SHOW SHIPPING PAPERWORK:** Our customer service center, which will be located in the exhibit hall, will have outbound bills of lading and shipping labels for your convenience. Please note that Levy Exposition Services bills of lading MUST be filled out and turned into the service center once your materials are packed for all outbound shipments. It is vital that your carrier knows your company name and booth # when you make your outbound shipping arrangements. Additionally, if your carrier plans to use a freight forwarder company to pick up your shipment(s), you MUST include this company’s name as well as the actual shipping company’s name on the bill of lading that you fill out. In the event someone other than the company listed on your outbound bill of lading arrives to pick up your shipment, it will be rerouted via the official show carrier.
SAFETY RULES

Exhibitors must provide adequate space within the exhibit to allow for the comfort and safety of persons watching demonstrations and/or placing orders. Each exhibitor is responsible for keeping the aisles near their booth free of congestion which may be caused by such demonstrations and/or order placement.

Aisles MUST remain free and clear of all obstructions. If chairs are being used as part of your exhibit, they MUST remain inside your booth space. Chairs in the aisle constitute a violation of fire codes and are also considered a booth violation.

Do not run electrical cords or position displays and/or product in such a way as to pose a safety hazard for attendees and company personnel who will traffic into booth areas.

Do not store cardboard cartons or packing materials in booth areas, as this is a violation of fire codes and poses a safety hazard.

Do not place product samples, whether on tables or free-standing displays, at the edge of the aisle, or in the case of an island booth, on shelving units on an outside wall. All portions of an Exhibitor’s display must be contained within his/her assigned booth space, including chairs placed at the edge of an aisle.

At the close of the exhibit hall, please keep clear of all aisles including exhibit material and/or product. During the first two or three hours after the close of the exhibit hall, there is ample traffic in the aisles including but not limited to forklift traffic returning empty containers.
UNION REGULATIONS

SEATTLE, WASHINGTON UNION JURISDICTIONS
To assist you in planning for your participation in this event, we’re certain that you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling and erection. To help you understand the jurisdictions that the local unions have, we ask that you please read the following:

EXHIBIT INSTALLATION AND DISMANTLING
We currently have an agreement with the local Carpenters Union to provide labor for display installation and dismantling. Full time employees of the exhibiting companies, however, may install and dismantle their own exhibits without assistance from the Carpenters Union as long as the exhibit can be installed and dismantled utilizing Full time company employees without the use of power tools or ladders and is 200 square feet or less in size. Labor required in excess of this must be ordered thru Levy Exposition Services. It is recommended that all display labor required be ordered in advance from the Levy Exposition Services Labor Order Form located in your exhibitor service manual. Proof of full time employment status must be carried at all times.

MATERIAL HANDLING
Exhibitors may hand-carry their own materials into and out of the exhibit facility. The use or rental of dollies, flat carts and other mechanical equipment is not permitted. Levy Exposition Services will control access to the loading docks in order to provide for a safe and orderly move in/out. Only full time employees of the exhibiting companies will be permitted to hand-carry items into and out of the exhibit facility. Unloading or reloading at the dock of any and all contracted carriers will be handled exclusively by Levy Exposition Services.

TIPPING
Levy Exposition Services requests that exhibitors refrain from tipping our employees. They are paid at an excellent wage scale denoting a professional status and we feel that tipping is not necessary. Any request for a tip made by any employee of Levy Exposition Services should be brought to the attention of a Levy Exposition Services representative at the exhibitor service desk. We thank you in advance for your cooperation in this matter.

SAFETY
Standing on tables, chairs or other rental furniture is strictly prohibited. Our furniture rental items are not engineered to support your standing weight. Levy Exposition Services cannot and will not be held responsible for injuries or falls caused by improper use of this furniture. If assistance is required in assembling or dismantling your exhibit, please order labor on the Labor Order Form and the necessary tools and ladders will be provided.
**EXHIBIT CONSTRUCTION GUIDELINES SUMMARY**

The Exhibitor’s responsibility can be summed up as simply: “Be a good neighbor!” All exhibitors are equal regardless of size and should be given an equal opportunity, within reason, to present their product in the most effective manner to the audience.

**STANDARD BOOTH**

Linear Booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. They are also called “in-line” booths.

**Dimensions:** Linear Booths are most commonly ten feet (10’) wide and ten feet (10’) deep, i.e. 10’x10’. A maximum back wall height limitation of height feet (8’) is generally specified.

**Use of Space:** Regardless of the number of Linear Booths utilized, (e.g. 10’x20’, 10’x30’, 10’x40’, etc.) Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.

The maximum height of eight feet (8’) is allowed only in the rear half of the booth space, with a four-foot (4’) height restriction imposed on all materials in the remaining space forward to the aisle.

![Diagram of Standard Booth](image)

One or more standard 10’x10’ units in a straight line.  
**Note:** Booth drape is set at 8 ft max.

Display fixtures over 4 ft high must be confined to that area that is at least 5 ft from the aisle line.

**HANGING SIGN BOOTH**

An exhibit component suspended above an exhibit of four or more standard units back-to-back with an aisle on at least three sides for the purpose of displaying graphics or identification.

![Diagram of Hanging Sign Booth](image)

Length of sign not to exceed 50% of the corresponding dimension of the booth.

**Note:** All overhead hanging must be assembled, installed, and removed by Levy. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.

**PENINSULA END-CAP BOOTH**

An end cap booth is exposed to aisles on three sides and composed of two booths.

**Dimensions:** End-cap Booths are generally ten feet (10’) deep by twenty feet (20’) wide. The maximum back wall height of eight feet (8’) is allowed only in the rear half of the booth space and within five feet (5’) of the two side aisles with a four foot (4’) height restriction imposed on all materials in the remaining space forward to the aisle.

![Diagram of Peninsula End-Cap Booth](image)

**ISLAND BOOTH**

An Island Booth is any size booth exposed to aisles on all four sides.

**Dimensions:** An Island Booth is 20’x30’ or larger, although it may be configured differently.

**Use of Space:** The entire cubic content of the space may be used up to the maximum allowable height, which is usually sixteen feet (16’), including signage.

![Diagram of Island Booth](image)

Please note that the ceiling height in the Exhibit Hall is 24 feet.
### THIRD PARTY BILLING REQUEST

**COMPANY**

**ADDRESS**

**PHONE**

**AUTHORIZED CONTACT SIGNATURE**

---

**BOOTH NUMBER**

**street**

**city**

**state/province**

**zip/postal code**

**country**

**PURCHASE ORDER NUMBER**

**AUTHORIZED CONTACT - PLEASE PRINT**

**DATE**

---

**Deadline Date**

**July 7, 2023**

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You may arrange for a third party to handle your display and be billed for services. LES will agree to this arrangement if the third party has a satisfactory payment record with us. BOTH firms must complete this form, and the THIRD PARTY must complete the credit card charge authorization on the Payment & Credit Card Authorization form. Return both forms by the deadline date.

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to you, the exhibiting firm. All invoices are due and payable upon receipt.

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### EXHIBITING FIRM

**EXHIBITING FIRM**

**ADDRESS**

**PHONE**

**AUTHORIZED SIGNATURE**

---

### THIRD PARTY

**THIRD PARTY**

**ADDRESS**

**PHONE**

**AUTHORIZED SIGNATURE**

---

ALL LES SERVICES WILL BE INVOICED TO THE THIRD PARTY UNLESS INDICATED BELOW:

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### EXHIBITING FIRM’S CREDIT CARD CHARGE AUTHORIZATION

**CARDHOLDER’S BILLING ADDRESS**

**CITY**

**PROV. / STATE**

**POSTAL/ZIP CODE**

**COUNTRY**

**TODAY’S DATE**

**MONTH / DAY / YEAR**

---

**CARD NUMBER**

**VISA**

**MASTERCARD**

**AMEX**

**CHECK**

**EXPIRY DATE**

**CVCC**

---

**CARDHOLDER NAME (PLEASE PRINT)**

**SIGNATURE**
# PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>BOOTH NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS</td>
<td>STREET</td>
</tr>
<tr>
<td>PHONE</td>
<td>FAX</td>
</tr>
</tbody>
</table>

**AUTHORIZED CONTACT SIGNATURE**

**AUTHORIZED CONTACT - PLEASE PRINT**

**DATE**

---

## CREDIT CARD AUTHORIZATION

- [ ] VISA
- [ ] MASTERCARD
- [ ] AMERICAN EXPRESS

<table>
<thead>
<tr>
<th>ACCOUNT NUMBER</th>
<th>EXPIRY DATE</th>
<th>CCVC</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>CARDHOLDER'S BILLING ADDRESS</th>
<th>CITY</th>
<th>STATE/PROVINCE</th>
<th>ZIP/POSTAL CODE</th>
<th>COUNTRY</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>CARDHOLDER'S SIGNATURE</th>
<th>CARDHOLDER'S NAME - PLEASE PRINT</th>
</tr>
</thead>
</table>

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Please complete the REQUIRED order forms and submit with Payment & Credit Card Authorization Form and full payment. You may choose to pay by credit card and/or bank check, however, **we require your credit card authorization to be on file with LES. For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for this event.**

### CALCULATION OF ORDER FORMS

<table>
<thead>
<tr>
<th>Carpet, Drape &amp; Complements Rental Order Form</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custom Carpet Order Form</td>
<td>$</td>
</tr>
<tr>
<td>Table and Chair Rental Order Form</td>
<td>$</td>
</tr>
<tr>
<td>Specialty Accessories Order Form</td>
<td>$</td>
</tr>
<tr>
<td>Rental Exhibits Order Form</td>
<td>$</td>
</tr>
<tr>
<td>Cabinets Order Form</td>
<td>$</td>
</tr>
<tr>
<td>Graphics &amp; Sign Order Form</td>
<td>$</td>
</tr>
<tr>
<td>Plant &amp; Flower Order Form</td>
<td>$</td>
</tr>
<tr>
<td>Exhibit Booth Cleaning Order Form</td>
<td>$</td>
</tr>
<tr>
<td>In-Booth Forklift Order Form</td>
<td>$</td>
</tr>
<tr>
<td>Sign &amp; Banner Hanging Order Form</td>
<td>$</td>
</tr>
<tr>
<td>Labor Order Form</td>
<td>$</td>
</tr>
<tr>
<td>Material Handling Order Form</td>
<td>$</td>
</tr>
</tbody>
</table>

**TOTAL FROM EACH ORDER FORM**

---

### FULL PAYMENT IN US FUNDS

**To simplify payment,** send one check payable to Levy Exposition Services Inc. for the entire amount or note the amount to be charged to your credit card.

**Charge my credit card in the amount of**

**Check no.** [ ] **Dated** [ ] **in the amount of**

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Fax: 253 437 0032
14900 Interurban Avenue South, Suite 271
Seattle, WA
USA 98168
Telephone: 253 437 0031
E-mail: operations@levyexpo.com

ASRS 41st Annual Scientific Meeting
July 28 - August 1, 2023
Seattle Convention Center
Seattle, WA
CARPET and DRAPE

Standard carpet color options

- Blue
- Red
- Teal
- Grey
- Burgundy
- Purple
- Black

Drape color options

- Blue
- Red
- Teal
- White
- Gold
- Black
- Purple
- Green
- Grey
- Burgundy

*DISCLAIMER* Actual products and colors available may vary from the images shown. All products subject to availability.
### CARPET, DRAPE & COMPLEMENTS RENTAL ORDER FORM & INVOICE

#### COLORED CARPET SELECTIONS

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Size - 10 ft x 10 ft.</td>
<td>357.00</td>
<td>464.10</td>
<td></td>
</tr>
<tr>
<td>10 ft. X 20 ft.</td>
<td>592.00</td>
<td>769.60</td>
<td></td>
</tr>
<tr>
<td>10 ft. X 30 ft.</td>
<td>888.00</td>
<td>1154.40</td>
<td></td>
</tr>
<tr>
<td>10 ft. X 40 ft.</td>
<td>1,184.00</td>
<td>1,539.20</td>
<td></td>
</tr>
</tbody>
</table>

Custom cut size.
Calculate sq. ft. x price per sq. ft.

Size _______ ft. x _______ ft.

= ______________________ sq. ft.

4.95 6.44

- Blue - Red - Teal - Grey - Burgundy - Purple - Black

#### CARPET OPTIONS

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpet foam padding per sq. ft.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Size _______ ft. x _______ ft.</td>
<td></td>
<td></td>
<td>2.30</td>
</tr>
<tr>
<td>= ______________________ sq. ft.</td>
<td></td>
<td></td>
<td>2.99</td>
</tr>
</tbody>
</table>

Poly covering per sq. ft.

Size _______ ft. x _______ ft.

= ______________________ sq. ft.

1.20 1.56

#### DRAPE (includes installation and removal)

- ________ lin. ft. of 3’ high drape: $8.75/ft $11.35/ft
- ________ lin. ft. of 8’ high drape: $11.05/ft $14.73/ft

- Blue - Red - Teal - White - Gold - Black
- Purple - Green - Grey - Burgundy

#### COMPLEMENTS (Also see Specialty Accessories Form)

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waste basket</td>
<td>27.00</td>
<td>35.10</td>
<td></td>
</tr>
<tr>
<td>Chrome coat tree</td>
<td>98.00</td>
<td>128.00</td>
<td></td>
</tr>
<tr>
<td>Aluminum easel</td>
<td>75.00</td>
<td>97.50</td>
<td></td>
</tr>
<tr>
<td>Chrome sign holder 22” X 28”</td>
<td>199.00</td>
<td>258.70</td>
<td></td>
</tr>
<tr>
<td>Chrome stanchions</td>
<td>35.00</td>
<td>45.50</td>
<td></td>
</tr>
<tr>
<td>Velvet stanchion ropes - blue</td>
<td>35.00</td>
<td>45.50</td>
<td></td>
</tr>
</tbody>
</table>

#### SPECIAL INSTRUCTIONS

- 
- 
- 
- 

#### EXHIBITOR INFORMATION

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>CONTACT</th>
<th>BOOTH#</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### COST SUMMARY

**RATE ADJUSTMENT (OFFICE USE ONLY)**

**25% CANCELLATION FEE (OFFICE USE ONLY)**

<table>
<thead>
<tr>
<th>SUBTOTAL</th>
<th>10.25% SALES TAX</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL US DOLLARS**

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**

**ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT**

**STANDARD RATE** will be applied to all orders not received and paid in full by July 7, 2023. We reserve the right to adjust orders calculated incorrectly.

**A 25% CANCELLATION FEE** will be applied to all orders received and then canceled. If full service has been provided then 100% of original fee will be applied.

---

xpo21_carpet-drape
CUSTOM CARPET

Deluxe Decorator 28oz. Carpet color options

- Black
- Red
- Nu Blue
- Silver Cloud
- Beige
- Charcoal
- Key Lime
- Navy
- Cobalt
- White
- Silky Beige

*DISCLAIMER* Actual products and colors available may vary from the images shown. All products subject to availability.
CUSTOM CARPET ORDER FORM

Deluxe 28 oz. Carpet in a Variety of Decorator Colors to Enhance Your Exhibit

☐ Black  ☐ Red  ☐ Nu Blue
☐ Silver Cloud  ☐ Beige  ☐ Charcoal
☐ Key Lime  ☐ Navy  ☐ Cobalt
☐ White  ☐ Silky Beige

(CHECK BOX OF COLOR DESIRED)
SAMPLES AVAILABLE UPON REQUEST

Rental includes installation and poly covering for protection and removal.
Orders must be received by July 7, 2023 to guarantee availability.

Discount Price  Standard Price

Booth Size  _____ ft. x  _____ ft. =  _______ sq. Ft. at  $7.10 per sq. ft.  $9.23 per sq. ft. =$______
Carpet Pad  _____ ft. x  _____ ft. =  _______ sq. Ft. at  $2.30 per sq. ft.  $2.99 per sq. ft. =$______

NOTE: Include a floor plan if additional carpet is required to cover steps, skids and display fixtures. A quotation will be forwarded to you before we proceed.

SPECIAL INSTRUCTIONS


EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT  (OFFICE USE ONLY)
CANCELLATION FEE  (OFFICE USE ONLY)

SUBTOTAL

10.25% SALES TAX

TOTAL US DOLLARS

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

**ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT**

STANDARD RATE  will be applied to all orders not received and paid in full by July 7, 2023. We reserve the right to adjust orders calculated incorrectly.

A 25% CANCELLATION FEE  will be applied to all orders received then canceled. If full service has been provided then 100% of original fee will be applied.
TABLES & CHAIRS

Tables

All tables are available in the below options:

- Unskirted or Skirted
- 30” or 40” height
- 4’, 6’, or 8’ lengths x 2’ widths

Skirt color options

- Blue
- Red
- Black
- Teal
- Burgundy
- Gold
- Green
- Grey
- Purple
- White

Pedestal Tables

All pedestal tables are available in the below options:

- 30” diameter tops
- 30” or 40” high

Chairs

- Fabric Sled Base Chair
- Fabric Arm Chair
- Fabric Highback Stool

*DISCLAIMER* Actual products and colors available may vary from the images shown. All products subject to availability.
# TABLE AND CHAIR RENTAL ORDER FORM & INVOICE

## TABLES

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>30” HEIGHT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8’ x 2’ Skirted</td>
<td></td>
<td>232.75</td>
<td>302.58</td>
<td></td>
</tr>
<tr>
<td>6’ x 2’ Skirted</td>
<td></td>
<td>215.00</td>
<td>279.50</td>
<td></td>
</tr>
<tr>
<td>4’ x 2’ Skirted</td>
<td></td>
<td>185.00</td>
<td>240.50</td>
<td></td>
</tr>
<tr>
<td>Fourth side of table skirted</td>
<td></td>
<td>102.00</td>
<td>132.60</td>
<td></td>
</tr>
<tr>
<td>Unskirted table 8’ 6’ 4’</td>
<td></td>
<td>129.00</td>
<td>167.70</td>
<td></td>
</tr>
</tbody>
</table>

- Blue
- Red
- Black
- Teal
- Burgundy
- Gold
- Green
- Grey
- Purple
- White

| **40” COUNTER HEIGHT**     |     |               |               |       |
| 8’ x 2’ Skirted            |     | 275.00        | 357.50        |       |
| 6’ x 2’ Skirted            |     | 255.00        | 331.50        |       |
| 4’ x 2’ Skirted            |     | 230.00        | 299.00        |       |
| Fourth side of table skirted |     | 132.00        | 171.60        |       |
| Unskirted table 8’ 6’ 4’  |     | 142.00        | 184.60        |       |

## CHAIRS

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FABRIC SLED BASE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHAIR - GREY</td>
<td></td>
<td>174.50</td>
<td>226.20</td>
<td></td>
</tr>
<tr>
<td>ARMCHAIR - GREY</td>
<td></td>
<td>210.00</td>
<td>273.00</td>
<td></td>
</tr>
<tr>
<td><strong>FABRIC HIGHBACK</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STOOL - GREY</td>
<td></td>
<td>263.50</td>
<td>342.55</td>
<td></td>
</tr>
</tbody>
</table>

## GREY PEDESTAL

| TABLE - 30” DIAMETER       |     |               |               |       |
| 30” Table height           |     | 210.00        | 273.00        |       |
| 40” Counter height         |     | 230.00        | 299.00        |       |

## SPECIAL INSTRUCTIONS


## EXHIBITOR INFORMATION

| COMPANY | CONTACT | BOOTH#
|---------|---------|---------|

## COST SUMMARY

<table>
<thead>
<tr>
<th>Description</th>
<th>(OFFICE USE ONLY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>RATE ADJUSTMENT</td>
<td></td>
</tr>
<tr>
<td>CANCELLATION FEE</td>
<td></td>
</tr>
</tbody>
</table>

- SUBTOTAL
- 10.25% SALES TAX

- TOTAL US DOLLARS

## PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

**ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT**

**STANDARD RATE** will be applied to all orders not received and paid in full by July 7, 2023. We reserve the right to adjust orders calculated incorrectly.

**A 25% CANCELLATION FEE** will be applied to all orders received and then canceled. If full service has been provided then 100% of original fee will be applied.
**SPECIALTY ACCESSORIES RENTAL ORDER FORM & INVOICE**

<table>
<thead>
<tr>
<th>DISPLAY UNITS</th>
<th>Description</th>
<th>Qty.</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>FABRIC POSTER BOARD</td>
<td>4' x 8' grey fabric covered both sides</td>
<td></td>
<td></td>
<td>464.00</td>
<td>603.20</td>
</tr>
<tr>
<td>POP-UP BOOTH</td>
<td>9'-6&quot; x 7'-5&quot; tall</td>
<td></td>
<td></td>
<td>3,240.00</td>
<td>4,212.00</td>
</tr>
<tr>
<td>BLACK UPRIGHT LITERATURE RACK</td>
<td>6 pockets for 8.5&quot; x 11&quot; material</td>
<td></td>
<td></td>
<td>267.00</td>
<td>347.10</td>
</tr>
<tr>
<td>PLEXIGLASS BROCHURE HOLDER</td>
<td>9&quot; x 11&quot;</td>
<td></td>
<td></td>
<td>46.00</td>
<td>59.80</td>
</tr>
<tr>
<td>ALUMINUM EASEL</td>
<td>Fits sign sizes: 22&quot; x 28&quot; 24&quot; x 36&quot; 28&quot; x 44&quot;</td>
<td></td>
<td></td>
<td>75.00</td>
<td>97.50</td>
</tr>
<tr>
<td>CHROME SIGN HOLDER</td>
<td>22&quot; x 28&quot;</td>
<td></td>
<td></td>
<td>199.00</td>
<td>258.70</td>
</tr>
</tbody>
</table>

**ACCESSORIES**

| CHROME BAG HOLDER OR CLOTHING STAND | 120.00 | 156.00 |
| CHROME COAT TREE | 98.00 | 128.00 |

**SPECIAL INSTRUCTIONS**


**EXHIBITOR INFORMATION**

| COMPANY | CONTACT | BOOTH# |

**COST SUMMARY**

<table>
<thead>
<tr>
<th>RATE ADJUSTMENT</th>
<th>(OFFICE USE ONLY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>25% CANCELLATION FEE</td>
<td>(OFFICE USE ONLY)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUBTOTAL</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>10.25% SALES TAX</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL** | **US DOLLARS** |
 | |

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**

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RENTERAL EXHIBITS

10' x 10' Hardwall Rental Exhibit Booths

All hardwall packages include the below:

- Aluminum structure
- White
- Header(s) - block letters - black (logo extra)
- 10' x 10' Carpet
- 30" pedestal table (x1)
- Fabric sledbase chairs (x2)

Package A1
- Base

Package B1
- Base
- Curved header - block letters - black (logo extra)
- Curved front display counter

Package C1
- Base

Package D1
- Base
- Oversized header - block letters - black (logo extra)
- 20" x 39" x 39" high built-in counters on backwall (x2)

Package A2
- Deluxe
- Base Package plus the below:
  - 10" deep shelves (x2)
  - 39" x 20" x 39" counter (x1)

Package B2
- Deluxe
- Base Package plus the below:
  - Enclosed corner counter
  - 10" deep shelves (x2)

Package C2
- Deluxe
- Base Package plus the below:
  - 10" deep shelves (x2)
  - 39" x 20" x 39" counter (x1)

Package D2
- Deluxe
- Base Package plus the below:
  - 10" deep shelves (x2)
  - 39" x 20" x 39" counter (x1)

*DISCLAIMER* Actual products and colors available may vary from the images shown. All products subject to availability.
RENTAL EXHIBITS

10' x 20' Hardwall Rental Exhibit Booths

All hardwall packages include the below:

- Aluminum structure
- White
- Header(s) - block letters - black (logo extra)
- 10' x 20' Carpet
- 30” pedestal table (x1)
- Fabric sledbase chairs (x2)

---

**Package E1**

Base
- Straight headers (x2)

**Package E2**

Deluxe
- Base Package plus the below:
  - 10" deep shelves (x2)
  - 39" x 20" x 39" counter (x1)

---

**Package F1**

Base
- Straight header (x1)
- Angled header (x2)
- Storage area with drape door
- Front built-in corner counters (x2)

**Package F2**

Deluxe
- Base Package plus the below:
  - Lockable door for storage area
  - 39" x 20" x 39" counter (x2)

---

**Package G1**

Base
- Straight header (x1)
- 39" x 20" x 39" built-in counter (x1)

**Package G2**

Deluxe
- Base Package plus the below:
  - 10" deep shelves (x4)

---

**Package H1**

Base
- Oversized curved header (x1)
- 39" x 20" x 39" built-in counters (x3)

**Package H2**

Deluxe
- Base Package plus the below:
  - 10" deep shelves (x3)
  - 2m curved front counter (x1)

*DISCLAIMER* Actual products and colors available may vary from the images shown. All products subject to availability.
CUSTOM EXHIBITS

A more sophisticated technique to exhibit marketing messages creatively and effectively!

With decades of service, Levy continues to provide viable and reliable alternatives to maximize clients' overall booth space. Our sales team and design specialists work closely with each and every client to create a unique exhibit designed to meet a wide variety of today's marketing strategies. Whether the image and budget are conservative or extravagant Levy exceeds to offer the most suitable and perfect space solutions.

Collaboratively designed to meet your specific requirements, budget, and bring your vision to reality.

Each Levy Custom Designed Exhibit will be built to exact specifications and will be:

- Unique
- Attractive
- Versatile
- Impressive
- Memorable
- Creative
- Inviting
- Functional
- Efficient

Let us help you create a one of a kind booth space.

Call our experienced professionals for an innovative, customized, and no obligation approach.
**RENTAL EXHIBITS RENTAL ORDER FORM & INVOICE**

### 10' x 10' BOOTH PACKAGES - Please contact customer service for GRAPHIC UPGRADES

**Description:** Base package includes: Aluminum structure, white hardwalls, booth header with company name in block lettering, carpet, 30" pedestal table, (2) fabric chairs, installation and dismantle.

<table>
<thead>
<tr>
<th>Package</th>
<th>Description</th>
<th>Qty</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>Basic - Base package with header</td>
<td>4</td>
<td>4,471.20</td>
<td>5,812.10</td>
<td>5,812.10</td>
</tr>
<tr>
<td>A2</td>
<td>Deluxe - Base package + (2) 10&quot; deep shelves, (1) 39&quot; x 20&quot; x 39&quot; counter</td>
<td>5</td>
<td>5,080.70</td>
<td>6,604.45</td>
<td>6,604.45</td>
</tr>
<tr>
<td>B1</td>
<td>Basic - Corner base package booth with curved counter, 1 curved header sign</td>
<td>5</td>
<td>5,092.20</td>
<td>6,081.20</td>
<td>6,081.20</td>
</tr>
<tr>
<td>B2</td>
<td>Deluxe - Base package + enclosed corner counter, (2) 10&quot; deep shelves</td>
<td>5</td>
<td>5,161.20</td>
<td>6,709.00</td>
<td>6,709.00</td>
</tr>
<tr>
<td>C1</td>
<td>Basic - Base package with header</td>
<td>4</td>
<td>4,678.20</td>
<td>6,092.70</td>
<td>6,092.70</td>
</tr>
<tr>
<td>C2</td>
<td>Deluxe - Base package + (2) 10&quot; deep shelves, (1) 39&quot; x 20&quot; x 39&quot; counter</td>
<td>5</td>
<td>5,287.70</td>
<td>6,873.55</td>
<td>6,873.55</td>
</tr>
<tr>
<td>D1</td>
<td>Basic - Base package with oversized header, (2) built-in back counters</td>
<td>5</td>
<td>5,271.60</td>
<td>6,853.08</td>
<td>6,853.08</td>
</tr>
<tr>
<td>D2</td>
<td>Deluxe - Base package + (2) 10&quot; deep shelves, (1) 39&quot; x 20&quot; x 39&quot; counter</td>
<td>5</td>
<td>5,881.10</td>
<td>7,645.43</td>
<td>7,645.43</td>
</tr>
</tbody>
</table>

### 10' x 20' BOOTH PACKAGES - Please contact customer service for GRAPHIC UPGRADES

**Description:** Base package includes: Aluminum structure, white hardwalls, booth header with company name in block lettering, carpet, 30" pedestal table, (2) fabric chairs, installation and dismantle.

<table>
<thead>
<tr>
<th>Package</th>
<th>Description</th>
<th>Qty</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>E1</td>
<td>Basic - Base package with header</td>
<td>6</td>
<td>6,706.80</td>
<td>8,718.84</td>
<td>8,718.84</td>
</tr>
<tr>
<td>E2</td>
<td>Deluxe - Base package + (2) 10&quot; deep shelves, (1) 39&quot; x 20&quot; x 39&quot; counter</td>
<td>7</td>
<td>7,316.30</td>
<td>9,511.78</td>
<td>9,511.78</td>
</tr>
<tr>
<td>F1</td>
<td>Basic - Base package with headers, storage and drape door, (2) built-in counters</td>
<td>7</td>
<td>7,189.80</td>
<td>9,346.74</td>
<td>9,346.74</td>
</tr>
<tr>
<td>F2</td>
<td>Deluxe - Base package + lockable door for storage, (2) 39&quot; x 20&quot; x 39&quot; counters</td>
<td>7</td>
<td>7,799.30</td>
<td>10,139.09</td>
<td>10,139.09</td>
</tr>
<tr>
<td>G1</td>
<td>Basic - Base package with header, (1) built-in counter</td>
<td>7</td>
<td>7,617.60</td>
<td>9,902.65</td>
<td>9,902.65</td>
</tr>
<tr>
<td>G2</td>
<td>Deluxe - Base package + (2) 10&quot; deep shelves</td>
<td>8</td>
<td>8,227.10</td>
<td>10,695.00</td>
<td>10,695.00</td>
</tr>
<tr>
<td>H1</td>
<td>Basic - Base package with oversized curved header, (3) built-in back counters</td>
<td>8</td>
<td>8,528.40</td>
<td>11,086.00</td>
<td>11,086.00</td>
</tr>
<tr>
<td>H2</td>
<td>Deluxe - Base package + (2) 10&quot; deep shelves, (1) curved front counter</td>
<td>9</td>
<td>9,137.90</td>
<td>11,879.27</td>
<td>11,879.27</td>
</tr>
</tbody>
</table>

### OPTIONS & INFORMATION

**HARDWALL PANEL** (non fabric) SELECTION
- White
- Grey
- Red
- Teal
- Blue
- Black
- Burgundy
- Purple

**CARPET COLOR SELECTIONS**
- Red
- Blue
- Grey
- Teal
- Black
- Burgundy
- Purple

**HEADER TO READ** (up to 20 characters, black lettering on white)

<table>
<thead>
<tr>
<th>Header</th>
<th>One</th>
<th>Two</th>
</tr>
</thead>
</table>

### ACCESSORY OPTIONS

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 meter Angled Shelves</td>
<td></td>
<td>70.00</td>
<td>91.00</td>
<td></td>
</tr>
<tr>
<td>1 meter Shelves</td>
<td></td>
<td>59.00</td>
<td>76.70</td>
<td></td>
</tr>
<tr>
<td>Spot Lights (For use with rental unit)</td>
<td></td>
<td>77.00</td>
<td>100.10</td>
<td></td>
</tr>
<tr>
<td>Literature Pockets 8 1/2&quot; x 11&quot;</td>
<td></td>
<td>31.00</td>
<td>40.30</td>
<td></td>
</tr>
<tr>
<td>Nylon Loop Fabric Panel per sq.ft.</td>
<td></td>
<td>$5.00</td>
<td>6.50</td>
<td>sq.ft.</td>
</tr>
</tbody>
</table>

**SPECIAL INSTRUCTIONS**

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**

**STANDARD RATE** will be applied to all orders not received and paid in full by July 7, 2023. We reserve the right to adjust orders calculated incorrectly.

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---

**COST SUMMARY**

**RATE ADJUSTMENT** (OFFICE USE ONLY)

25% CANCELLATION FEE (OFFICE USE ONLY)

**SUBTOTAL**

10.25% SALES TAX

**TOTAL US DOLLARS**
CABINETS

Straight Cabinets

All straight cabinets come with sliding doors. Optional Upgrades noted below:

- Lock for doors
- Lighting
  * Jewelry Case or Show Case
- Branding - graphic panels

Cabinet "A"
1 meter cabinet with doors
39" long x 20" deep x 40" high

Cabinet "B"
1 meter Jewelry Case with doors
39" long x 20" deep x 40" high

Cabinet "C"
1 meter Show Case with doors
39" long x 20" deep x 40" high
(2 meter Show Case available)

Cabinet "D"
2 meter cabinet with doors
80" long x 20" deep x 40" high

Curved Cabinets

Optional Upgrades noted below:

- Lock for doors
- Branding - graphic panels

Cabinet "E"
1 meter curved cabinet
61" long x 20" deep x 40" high

Cabinet "F"
1 meter curved cabinet with door
61" long x 20" deep x 40" high
*Same as cabinet "E" but with door

*DISCLAIMER* Actual products and colors available may vary from the images shown. All products subject to availability.
CABINETS ORDER FORM & INVOICE

<table>
<thead>
<tr>
<th>STYLE</th>
<th>DESCRIPTION</th>
<th>QTY</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>CABINET &quot;A&quot;</td>
<td>1 meter Cabinet with doors</td>
<td></td>
<td></td>
<td>696.00</td>
<td>904.80</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>906.00</td>
<td>1,177.80</td>
</tr>
<tr>
<td></td>
<td>Cabinet with + custom graphic panel</td>
<td></td>
<td></td>
<td>696.00</td>
<td>904.80</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>906.00</td>
<td>1,177.80</td>
</tr>
<tr>
<td>CABINET &quot;B&quot;</td>
<td>1 meter Jewelry Case with doors</td>
<td></td>
<td></td>
<td>792.00</td>
<td>1,029.60</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>929.00</td>
<td>1,207.70</td>
</tr>
<tr>
<td>CABINET &quot;C&quot;</td>
<td>1 meter Show Case with doors</td>
<td></td>
<td></td>
<td>912.00</td>
<td>1,185.60</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>996.00</td>
<td>1,294.80</td>
</tr>
<tr>
<td>CABINET &quot;D&quot;</td>
<td>2 meter Cabinet with doors</td>
<td></td>
<td></td>
<td>936.00</td>
<td>1,216.80</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,381.00</td>
<td>1,795.30</td>
</tr>
<tr>
<td>CABINET &quot;E&quot;</td>
<td>1 meter Curved cabinet (open back)</td>
<td></td>
<td></td>
<td>804.00</td>
<td>1,045.20</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,145.00</td>
<td>1,489.80</td>
</tr>
<tr>
<td>CABINET &quot;F&quot;</td>
<td>1 meter Curved cabinet with doors</td>
<td></td>
<td></td>
<td>828.00</td>
<td>1,076.40</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,170.00</td>
<td>1,521.00</td>
</tr>
</tbody>
</table>

NOTE: Should you wish to have a graphic panel upgrade for your cabinet, please contact our Operations department to confirm details on graphic file submission.

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT  (OFFICE USE ONLY)
CANCELLATION FEE  (OFFICE USE ONLY)

SUBTOTAL

10.25% SALES TAX

TOTAL  US DOLLARS

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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### STANDARD SIGN SIZES

<table>
<thead>
<tr>
<th>Quantity x Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>7” x 11”</td>
<td>31.00</td>
<td>40.00</td>
<td></td>
</tr>
<tr>
<td>7” x 44”</td>
<td>37.00</td>
<td>48.00</td>
<td></td>
</tr>
<tr>
<td>11” x 14”</td>
<td>47.00</td>
<td>61.00</td>
<td></td>
</tr>
<tr>
<td>14” x 22”</td>
<td>63.00</td>
<td>82.00</td>
<td></td>
</tr>
<tr>
<td>22” x 28”</td>
<td>79.00</td>
<td>103.00</td>
<td></td>
</tr>
<tr>
<td>28” x 44”</td>
<td>113.00</td>
<td>147.00</td>
<td></td>
</tr>
</tbody>
</table>

Prices listed are for one-color copy (up to 10 words) on a white background.

### OPTIONAL SERVICES

<table>
<thead>
<tr>
<th>Quantity x Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Over 10 words (Add per word)</td>
<td>3.62</td>
<td>4.70</td>
<td></td>
</tr>
<tr>
<td>Easel back on sign (Up to 22” x 28”)</td>
<td>4.83</td>
<td>6.23</td>
<td></td>
</tr>
<tr>
<td>Logo sign</td>
<td>Quoted on Request</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Banner</td>
<td>Quoted on Request</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### DIGITAL GRAPHICS (6 SQ FT MINIMUM)

- Digital files must be provided to LES specifications.
- Graphics should be sent in vector format as .eps files.
- Also acceptable: Adobe Illustrator (.ai) & Corel Draw (.cdr) files.
- Photographic & Pixel based complex graphics must be MINIMUM 100 dpi at actual output size.
- Acceptable formats include: .tif, .bmp, & Adobe Photoshop & Corel Photo Paint files.
- All text MUST be outlined / converted to curves, or fonts included with image files.
- Art work is to be received as file ready.
- Editing & Design time is charged at a rate of $75.00 per hour (1 hour minimum).
- Digital files must be received at least three (3) weeks before show to receive discount price.

<table>
<thead>
<tr>
<th>Quantity x Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Prints per sq.ft. (Mounted on Foamcore w/ Matte Laminate)</td>
<td>$19.50</td>
<td>$29.00</td>
<td></td>
</tr>
</tbody>
</table>

### ADDITIONAL SERVICES & TERMS

If you would like us to provide more information and pricing on banners, logos, silk screening, special graphics or any other items please contact our Exhibits department for a complimentary consultation.

Orders required within 72 hours before show opening may be subject to a rush delivery charge. Please allow a minimum of 24 hours for any on-site sign orders.

### SPECIAL INSTRUCTIONS

- Levy Exposition Services inc.
- Extra copy of design layout

### COST SUMMARY

<table>
<thead>
<tr>
<th>RATE ADJUSTMENT</th>
<th>(OFFICE USE ONLY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% CANCELLATION FEE</td>
<td>(OFFICE USE ONLY)</td>
</tr>
<tr>
<td>SUBTOTAL</td>
<td></td>
</tr>
<tr>
<td>10.25% SALES TAX</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>$</td>
</tr>
<tr>
<td>US DOLLARS</td>
<td>$</td>
</tr>
</tbody>
</table>

### PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

**ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT**

- **STANDARD RATE** will be applied to all orders not received and paid in full by July 7, 2023. We reserve the right to adjust orders calculated incorrectly.
- **A 100% CANCELLATION FEE** will be applied to all orders received then cancelled.
## PLANT & FLOWER RENTAL ORDER FORM & INVOICE

### LIVE PLANTS

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Potted flowers</td>
<td>58.00</td>
<td>75.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Boston fern</td>
<td>64.00</td>
<td>83.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hanging green plant</td>
<td>64.00</td>
<td>83.20</td>
<td></td>
</tr>
</tbody>
</table>

### LIVE TROPICAL PLANTS

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3’ - 4’ tall floor plant</td>
<td>92.00</td>
<td>119.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4’ - 5’ tall floor plant</td>
<td>109.00</td>
<td>141.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6’ tall floor plant</td>
<td>134.00</td>
<td>174.20</td>
<td></td>
</tr>
</tbody>
</table>

### COLORFUL FRESH CUT FLOWERS

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Small floral arrangement</td>
<td>205.00</td>
<td>266.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Large floral arrangement</td>
<td>260.00</td>
<td>338.00</td>
<td></td>
</tr>
</tbody>
</table>

Please indicate color preference here, if any: ________________________________

The above items are priced on a rental basis only. Price includes container, delivery, installation and removal at the end of show. Any items missing from the booth upon dismantling are the responsibility of the exhibitor and an additional charge will be applied.

### SPECIAL INSTRUCTIONS

__________________________

__________________________

### EXHIBITOR INFORMATION

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>CONTACT</th>
<th>BOOTH#</th>
</tr>
</thead>
</table>

### COST SUMMARY

<table>
<thead>
<tr>
<th>RATE ADJUSTMENT</th>
<th>(OFFICE USE ONLY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>25% CANCELLATION FEE</td>
<td>(OFFICE USE ONLY)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUBTOTAL</th>
<th>10.25% SALES TAX</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>TOTAL</th>
<th>US DOLLARS</th>
</tr>
</thead>
</table>

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

**ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT**

**STANDARD RATE** will be applied to all orders not received and paid in full by **July 7, 2023**. We reserve the right to adjust orders calculated incorrectly.

**A 25% CANCELLATION FEE** will be applied to all orders received then canceled. If full service has been provided then 100% of original fee will be applied.
**EXHIBIT BOOTH CLEANING ORDER FORM & INVOICE**

**SERVICES**

OUR SERVICES INCLUDE THE FOLLOWING:

<table>
<thead>
<tr>
<th>SERVICES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EXHIBIT VACUUMING</td>
<td></td>
</tr>
<tr>
<td>EMPTYING OF WASTEBASKETS</td>
<td></td>
</tr>
<tr>
<td>GENERAL HOUSEKEEPING</td>
<td></td>
</tr>
</tbody>
</table>

**DISCOUNT RATE**

<table>
<thead>
<tr>
<th>TOTAL SQUARE FEET OF BOOTH SPACE</th>
<th>DAYS REQUIRED</th>
<th>RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Prior To Show Opening</td>
<td>$0.78</td>
<td>—</td>
</tr>
<tr>
<td></td>
<td>After First Day</td>
<td></td>
<td>—</td>
</tr>
<tr>
<td></td>
<td>After Second Day</td>
<td></td>
<td>—</td>
</tr>
<tr>
<td></td>
<td>After Third Day</td>
<td></td>
<td>—</td>
</tr>
</tbody>
</table>

100 Square Feet Minimum Order  Total Number of Days  X  $0.78 =

**STANDARD RATE & ON-SITE ORDERS**

<table>
<thead>
<tr>
<th>TOTAL SQUARE FEET OF BOOTH SPACE</th>
<th>DAYS REQUIRED</th>
<th>RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Prior To Show Opening</td>
<td>$0.98</td>
<td>—</td>
</tr>
<tr>
<td></td>
<td>After First Day</td>
<td></td>
<td>—</td>
</tr>
<tr>
<td></td>
<td>After Second Day</td>
<td></td>
<td>—</td>
</tr>
<tr>
<td></td>
<td>After Third Day</td>
<td></td>
<td>—</td>
</tr>
</tbody>
</table>

100 Square Feet Minimum Order  Total Number of Days  X  $0.98 =

**ADDITIONAL INFORMATION**

General vacuuming of the show floor aisles is provided, however, cleaning of your exhibit area is not included in your exhibit space rental.

All carpets ordered from us are installed clean for your use. However, you may order cleaning services for debris created during set-up and show hours.

If you have any questions or need assistance with any items not listed, please contact our exhibits department.

A surcharge may be applied for any damage and or staining of exhibit space.

**SPECIAL INSTRUCTIONS** Please indicate on the lines below any special cleaning requests or instructions you may have.

**EXHIBITOR INFORMATION**

<table>
<thead>
<tr>
<th>COMPANY</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTACT</td>
<td>BOOTH#</td>
</tr>
</tbody>
</table>

**COST SUMMARY**

<table>
<thead>
<tr>
<th>RATE ADJUSTMENT (OFFICE USE ONLY)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>25% CANCELLATION FEE (OFFICE USE ONLY)</td>
<td>—</td>
</tr>
</tbody>
</table>

| SUBTOTAL  |  |
| 10.25% SALES TAX | — |

**TOTAL US DOLLARS**

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**

**STANDARD RATE** will be applied to all orders not received and paid in full by July 7, 2023. We reserve the right to adjust orders calculated incorrectly.

**A 25% CANCELLATION FEE** will be applied to all orders received then canceled. If full service has been provided then 100% of original fee will be applied.
IN-BOOTH FORKLIFT ORDER FORM & INVOICE

TERMS & CONDITIONS

The exhibitor, his agent or representative must supply sufficient manpower including competent and authorized supervisors to manage and control the exhibit installation activity.

The exhibitor, upon signing this order form, covenants and agrees to indemnify and hold harmless Levy Exposition Services Inc., from and against all claims, demands, charges, losses or damage arising or alleged to arise directly or indirectly or incidentally by person of any act omission or operations of the exhibitor, his agent or representative, their officers, employees, agents or anyone for whom the exhibitor, his agent or representative are legally responsible. Levy Exposition Services Inc., is to be cross insured on the insurance for the exhibitor’s, his agent’s or representative’s operations conducted at this event. Evidence of the insurance described above shall be forwarded to Levy Exposition Services Inc.

THIS SERVICE IS NOT PROVIDED BY SHOW MANAGEMENT

RATES

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>STANDARD RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>STRAIGHT TIME 8:00 AM - 4:30 PM Monday to Friday (Includes 5000 lb Forklift and operator)</td>
<td>$215.00 per Hour</td>
</tr>
<tr>
<td>STRAIGHT TIME 8:00 AM - 4:30 PM Monday to Friday (Foreman)</td>
<td>$148.75 per Hour</td>
</tr>
<tr>
<td>OVERTIME 4:30 PM - 8:00 AM Monday to Friday, All day Saturday, Sunday, and holidays (Includes 5000 lb Forklift and operator)</td>
<td>$322.50 per Hour</td>
</tr>
<tr>
<td>OVERTIME 4:30 PM - 8:00 AM Monday to Friday, All day Saturday, Sunday, and holidays (Foreman)</td>
<td>$206.75 per Hour</td>
</tr>
</tbody>
</table>

ESTIMATED INSTALLATION REQUIREMENTS

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>STANDARD RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>STRAIGHT TIME Forklift Hours</td>
<td>$215.00 per Hour</td>
<td>$__________ Total</td>
</tr>
<tr>
<td>OVERTIME Forklift Hours</td>
<td>$322.50 per Hour</td>
<td>$__________ Total</td>
</tr>
</tbody>
</table>

There is a minimum charge of one (1) hour per forklift. Additional time thereafter is charged in one-half (½) hour increments.

Date Required ____________________________

Start Time ____________________________

ESTIMATED DISMANTLE REQUIREMENTS

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>STANDARD RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>STRAIGHT TIME Forklift Hours</td>
<td>$215.00 per Hour</td>
<td>$__________ Total</td>
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<td>$322.50 per Hour</td>
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</tr>
</tbody>
</table>

There is a minimum charge of one (1) hour per forklift. Additional time thereafter is charged in one-half (½) hour increments.

Date Required ____________________________

Start Time ____________________________

EXHIBITOR INFORMATION

COMPANY ____________________________

CONTACT ____________________________

BOOTH# ____________________________

*PLEASE ADD 25% FOR ORDERS PLACED AFTER JULY 7, 2023

COST SUMMARY

<table>
<thead>
<tr>
<th>RATE ADJUSTMENT</th>
<th>OFFICE USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>25% CANCELLATION FEE</td>
<td>OFFICE USE ONLY</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUBTOTAL</th>
<th>ADDITIONAL 25% LATE ORDER</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>TOTAL</th>
<th>US DOLLARS</th>
</tr>
</thead>
</table>

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

**ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT**

A 25% CANCELLATION FEE will be applied to all orders received then canceled. If full service has been provided then 100% of original fee will be applied.

xpo21_in-boothforklift
# SIGN & BANNER HANGING ORDER FORM & INVOICE

## TERMS AND CONDITIONS

ALL OVERHEAD HANGING SIGNS MUST BE ASSEMBLED, INSTALLED AND DISMANTLED BY LEVY. SIGN ASSEMBLY REQUIRES A 2 PERSON CREW. THE REQUIRED AMOUNT OF MAN HOURS TO ASSEMBLE YOUR SIGN(S) WILL BE ADDED TO YOUR ACCOUNT UPON COMPLETION OF THE WORK. THERE IS A MINIMUM CHARGE OF 2 HOURS FOR INSTALL AND 2 HOURS FOR DISMANTLE FOR ALL SIGN HANGING SERVICES

This order form is for labor and equipment that may be required for the hanging of signs, banners, decorations, etc. This order will be considered as a tentative reservation and **must be confirmed with a signed work order** at the Levy Exposition Services Inc. service desk.

A sign hanging crew consists of two men and a boom lift.

### LABOR RATES

<table>
<thead>
<tr>
<th>REGULAR TIME</th>
<th>8:00 AM - 4:30 PM Monday to Friday</th>
<th>Boom lift and two man crew - $790.00 per Hour/ minimum 2 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OVER TIME</td>
<td>4:30 PM - 8:00 AM Monday to Friday, All day Saturday, Sunday and Holidays</td>
<td>Boom lift and two man crew - $980.00 per Hour/ minimum 2 hours</td>
</tr>
</tbody>
</table>

### ESTIMATED INSTALLATION REQUIREMENTS

<table>
<thead>
<tr>
<th>REGULAR TIME</th>
<th>Laborers</th>
<th>Date Required</th>
<th>Start Time</th>
<th>Approx. Hours</th>
<th>Boom lift and two man crew - $790.00 per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Additional Rigger(s) - $148.75 per Person per Hour</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$__________ Total</td>
</tr>
<tr>
<td>OVER TIME</td>
<td>Laborers</td>
<td>Date Required</td>
<td>Start Time</td>
<td>Approx. Hours</td>
<td>Boom lift and two man crew - $980.00 per Hour</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Additional Rigger(s) - $206.75 per Person per Hour</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$__________ Total</td>
</tr>
</tbody>
</table>

### ESTIMATED DISMANTLE REQUIREMENTS

<table>
<thead>
<tr>
<th>REGULAR TIME</th>
<th>Laborers</th>
<th>Date Required</th>
<th>Start Time</th>
<th>Approx. Hours</th>
<th>Boom lift and two man crew - $790.00 per Hour</th>
</tr>
</thead>
<tbody>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>$__________ Total</td>
</tr>
<tr>
<td>OVER TIME</td>
<td>Laborers</td>
<td>Date Required</td>
<td>Start Time</td>
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<td>Boom lift and two man crew - $980.00 per Hour</td>
</tr>
<tr>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$__________ Total</td>
</tr>
</tbody>
</table>

All Rates are based on current wage scales and are subject to change in accordance with existing wage scales at the time of the exposition.

**NOTE:** Any miscellaneous rigging supplies such as cable, shackles etc. required to install your sign will be calculated and added to your invoice upon completion of the installation

*PLEASE ADD 25% TO ORDERS PLACED AFTER JULY 7, 2023.*

## SPECIAL INSTRUCTIONS

## COST SUMMARY

<table>
<thead>
<tr>
<th>RATE ADJUSTMENT</th>
<th>(OFFICE USE ONLY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>25% CANCELLATION FEE</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ADDITIONAL 25% LATE ORDER</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>TOTAL</th>
<th>US DOLLARS</th>
</tr>
</thead>
</table>

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

**ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT**
LABOR ORDER FORM & INVOICE

SUPERVISION SERVICES  (Please indicate desired service)

LEVY EXPOSITION SERVICES INC. SUPERVISED
☐ MOVE IN □ MOVE OUT

LEVY EXPOSITION SERVICES INC. WILL SUPERVISE
labor to unpack and install display before exhibitor arrival at show site
and/or dismantle and pack display after show closing.

**BE SURE TO COMPLETE THE OUTBOUND FORM AS WELL**

A 50% Surcharge will be added to the labor rates below for this
professional supervision.

LABOR RATES

<table>
<thead>
<tr>
<th></th>
<th>8:00 AM - 4:30 PM Monday to Friday</th>
<th>$148.75 per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>REGULAR TIME</td>
<td>Before 8:00 am and after 4:30 pm Monday to Friday, All day Saturday, Sunday, and holidays.</td>
<td>$206.75 per Hour</td>
</tr>
<tr>
<td>OVER TIME</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ESTIMATED INSTALLATION REQUIREMENTS

<table>
<thead>
<tr>
<th></th>
<th>Laborers</th>
<th>Hours</th>
<th>$148.75 per Hour</th>
<th>$__________ Total</th>
</tr>
</thead>
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<tr>
<td>OVER TIME</td>
<td>_____</td>
<td>_____</td>
<td>$206.75 per Hour</td>
<td>$__________ Total</td>
</tr>
</tbody>
</table>

A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half
(½) hour increments.

Date Required

Start Time

ESTIMATED DISMANTLE REQUIREMENTS

<table>
<thead>
<tr>
<th></th>
<th>Laborers</th>
<th>Hours</th>
<th>$148.75 per Hour</th>
<th>$__________ Total</th>
</tr>
</thead>
<tbody>
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<td>OVER TIME</td>
<td>_____</td>
<td>_____</td>
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<td>$__________ Total</td>
</tr>
</tbody>
</table>

A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half
(½) hour increments.

Date Required

Start Time

INBOUND FREIGHT INFORMATION  **BE SURE TO COMPLETE THE OUTBOUND FORM AS WELL**

Carrier

Number of Pieces

Loose Display

Crate Display

Weight

Date Shipped

Arrival Date (Target)

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH# #

*PLEASE ADD 25% FOR ORDERS PLACED AFTER JULY 7, 2023

COST SUMMARY

RATE ADJUSTMENT (OFFICE USE ONLY)

CANCELLATION FEE (OFFICE USE ONLY)

SUBTOTAL

SUPERVISION 50%

ADDITIONAL 25% LATE ORDER

TOTAL US DOLLARS

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

**ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT**

TERMS & CONDITIONS  Gratuities in any form, including cash,
gifts or labor hours for work not actually performed are prohibited.
We reserve the right to adjust orders calculated incorrectly.

CANCELLATION FEE  A one (1) hour “per person, per
hour” charge will be applied for all canceled labor orders.
### Outbound Shipping - Booth I&D Labor

<table>
<thead>
<tr>
<th>Exhibitor Name:</th>
<th>Tel. #:</th>
<th>Booth #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billing Address:</td>
<td>Fax #:</td>
<td>Auth. by:</td>
</tr>
<tr>
<td>City / State / Zip:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Outbound Shipping Instructions

Please complete this section if Levy will be supervising booth labor.

- **Company / Show:**
- **Address:**
- **City / State / Zip:**
- **Attention:**

- [ ] **Ship via carrier of exhibitor’s choice**

**Name of Carrier:**

- [ ] **Ship via official show freight carrier**

**Select shipping method**

- [ ] **Ground**
- [ ] **Air**

**Select Service Provider:**

Please note:

- [ ] If an exhibitor is using a carrier of his/her own choice (or not using the official show freight carrier,) the exhibitor is responsible for arranging for carrier to pick up at close of show.
- [ ] Levy cannot guarnatee pick up time for exhibitor appointed carriers. All shipments are moved out of the exhibit hall at Levy’s discretion.

#### Billing Information

Please review the Quick Facts for the Carrier Check-in time

**Bill Shipping Charges to (if different from above):**

- **Shipper (signature):**
- **Shipper (print name):**

**Freight Charges Billed To (Company/Show):**

- **Address:**
- **City / State / Zip:**

Please indicate billing information for carrier charges if different than above.

- **Telephone:**
- **Attention:**
PAYMENT & LABOR

The terms and conditions set forth below become part of the contractual agreement between Levy Exposition Services Inc. and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:
~ WHEN THE METHOD OF PAYMENT FORM IS SIGNED; OR
~ WHEN AN ORDER FOR LABOR, SERVICES, AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH LEVY EXPOSITION SERVICES INC.; OR
~ WHEN WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH LEVY EXPOSITION SERVICES INC.

DEFINITIONS
"Levy Exposition Services Inc." ("LES"), and any sub-contractors affiliated within the show. The term EXHIBITOR shall be construed within the meaning of this contract as the EXHIBITOR and/or its employees, agents, representatives, and/or any Exhibitor Appointed Contractor (E.A.C.).

PAYMENT TERMS
Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. Funds and all checks must be drawn on a U.S. Bank. Orders received without advance payment or after the deadline date will incur additional [After Deadline] charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of LES except where specifically identified as a sale. All LES rentals include delivery, installation and removal from EXHIBITOR’S booth, unless stated otherwise. In case of cancellation, a one-hour “per person, per hour” charge will be applied to all labor, forklift and sign hanging orders that are not canceled in writing at least seven (7) days prior to the scheduled start time. If services have already been provided at the time of cancellation, 100% of original fee will be applied. It is EXHIBITOR’S responsibility to advise LES Exhibitor Services personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If EXHIBITOR is exempt from payment of sales tax, LES requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is remitting these charges to its customers. For International EXHIBITORS, LES requires 100% prepayment of advance orders, and any orders or services places at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in the UNITED STATES OF AMERICA, upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge here under exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by LES shall either be applied to reduce the principal unpaid balance or refunded to the payer. These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF WASHINGTON. In the event of any dispute between EXHIBITOR and LES relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to LES relative to any services, as an offset against the amount of any alleged loss or damage. Any claim against LES shall be considered a separate transaction, and shall be resolved on its own merits. LES reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR’s estimate of charges and the actual charges incurred by the EXHIBITOR, or for any charges that LES may be obligated to pay on behalf of the EXHIBITOR, including without limitation, any shipping charges.

LABOR PROVIDED UNDER THE SUPERVISION OF LES

RESPONSIBILITIES
LES shall be responsible for the performance of labor provided under this option. LES cannot assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under LES’s direct supervision and control. In no event shall LES be liable for loss or damage caused by delay in labor beginning work when EXHIBITOR requests labor to begin later than the start of the working day. LES shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond LES’s reasonable control.

INDEMNIFICATION
LES agrees to indemnify, hold harmless, and defend EXHIBITOR from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) for bodily injury, including any injury to LES employees, or property damage arising out of work performed by labor provided by and supervised by LES, except when EXHIBITOR exercises direction and/or control over the work being performed.

LABOR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES
EXHIBITOR shall be responsible for the performance of labor provided under this section. It is responsibility of EXHIBITOR to supervise labor secured through LES in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with LES Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management Rules and/or Regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION
EXHIBITOR agrees to indemnify, hold harmless, and defend LES from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) for bodily injury, including any injury to LES employees, and/or property damage arising out of work performed by labor provided by LES but supervised by EXHIBITOR. Further, EXHIBITOR’s indemnification of LES includes any and all violations of Federal, State, County or Local ordinances, “Show Regulations and/or Rules” as published and/or set forth by Facility or Show Management, and/or directing labor provided by LES to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT
PLEASE REFER TO LES’S MATERIAL HANDLING TERMS AND CONDITIONS AS THEY RELATE TO MATERIAL HANDLING SERVICES. CONTRACTUAL TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH LES. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH LES.
The following is a list of frequently asked questions pertaining to material handling and freight services. We strongly recommend that you read this document in its entirety to better familiarize yourself with the processes relating to material handling and freight services.

As the official service contractor, LEVY is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

**HOW DO I SHIP TO THE ADVANCE WAREHOUSE?**
- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the number listed on the Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts and Shipping Instructions pages. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, excluding holidays. Refer to the Shipping Instructions page for warehouse receiving hours.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped materials must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor setup.
- Please call the number located on the Quick Facts if you want to ship oversized material that requires special equipment to the warehouse.

**HOW DO I SHIP TO SHOW SITE?**
- Freight will be accepted only during exhibitor move-in. Please refer to the Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

**WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?**
- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive “collect,” mark your bill of lading “prepaid.”
- “Prepaid” designates that the transportation charges will be paid by the exhibitor or a third party.

**HOW SHOULD I LABEL MY FREIGHT?**
- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site can be found on the Quick Facts and Shipping Instructions pages.

**HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?**
- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be multiplied by the applicable per pound rate with no round-ups. All shipments are subject to reweigh.
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Crated: material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Add the late delivery charge listed on the Order Form if the shipment is accepted at the warehouse or at show site after the deadline date listed on the Quick Facts and Shipping Instructions pages.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.
- Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.

**WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?**
- Pick up “Empty Labels” at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.
- Please note that LEVY will assume no liability for interrupted travel plans due to the length of time required for the empty container return. It is the responsibility of the exhibitor to schedule travel plans accordingly.

**HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?**
- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

**HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?**
- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or rerouted to LEVY’s carrier choice or delivered back to the warehouse at exhibitor’s expense.
- For your convenience, show-recommended carriers will be on site to handle outbound transportation.

**WHERE DO I GET A FORKLIFT?**
- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Order Form for available equipment.
- Advance and show-site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

**DO I NEED INSURANCE?**
- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by LEVY are subject to the enclosed Terms and Conditions.

**OTHER AVAILABLE SERVICES** (may not be available in all locations)
- Cranes
- Scissor lifts, condors
- Access storage at show site
- Exhibit transportation services (see enclosed Liberty Convention Freight form)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery
ONE RATE. ONE FEE.

THE SIMPLIFIED PRICING OF PAYING PER POUND INCLUDES:

- Receiving and unloading your materials at the advance warehouse.
- Secure storage of materials for up to 30 days before the show.
- Transfer to show-site, unload, and deliver materials to your booth.
- Removal and storage of empty containers during the show.
- Returning empties from storage at the close of the show.
- Outbound loading of your materials onto your carrier of choice or Levy’s official carrier.
SOLO RATE MATERIAL HANDLING ORDER FORM & INVOICE

SOLO RATE MATERIAL HANDLING SERVICES

DUE TO LIMITED MATERIAL HANDLING SERVICES AT THE SEATTLE CONVENTION CENTER, WE HIGHLY RECOMMEND THAT ALL MATERIALS BE SHIPPED TO OUR ADVANCE WAREHOUSE IN ORDER TO AVOID POTENTIAL DELAYS IN UNLOADING AT SHOW SITE.

Material Handling Service:

Levy Exposition Services Inc. is the exclusive provider of Solo Rate Material Handling Services for ASRS 41st Annual Scientific Meeting. Solo Rate Material Handling Services include:

- receiving and unloading your exhibit materials at the advance warehouse
- storage of exhibit materials for up to 30 days prior to the show
- transportation to show site, unloading and delivery of exhibit materials to your booth space,
- removal and storage of your empty containers during the event
- return of your empty containers at the close of the event
- outbound loading of your materials onto your carrier vehicle of choice at show site

You have the choice to ship to the advance warehouse prior to the show or to ship directly to the show site where your materials must arrive within the exhibitor move-in dates and times.

SOLO RATE MATERIAL HANDLING DESCRIPTIONS

Normal Warehouse Hours for Receiving Freight: 8:00 A.M. to 3:00 P.M. Monday through Friday, Holidays excluded.

Advance Receiving: Shipment(s) received at the Advance Warehouse between June 26, 2023 and July 24, 2023.

Early/Late to Warehouse & Off Target: Shipment(s) received at the Advance Warehouse prior to June 26, 2023 or after July 24, 2023. Shipments received at show site prior to 8:00 am on Thursday, July 27, 2023.

Show Site Receiving: Shipment(s) shipped to and received at the Seattle Convention Center. Shipments cannot be received at the Seattle Convention Center prior to 8:00 am on Thursday, July 27, 2023.

Dedicated Delivery from Advance Warehouse: Any freight received at the Advance Warehouse after July 26, 2023 could incur a $650.00 delivery fee if a dedicated truck is required to deliver freight to show site.

<table>
<thead>
<tr>
<th>Advance and Direct Shipment Rates</th>
<th>Price Per lb.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance Warehouse &amp; Show Site Receiving Rate</td>
<td>$3.75</td>
</tr>
<tr>
<td>Early/Late to Warehouse &amp; Off Target Rate</td>
<td>$4.25</td>
</tr>
<tr>
<td>Dedicated Delivery from Advance Warehouse</td>
<td>$650.00 (flat fee)</td>
</tr>
</tbody>
</table>

PLEASE NOTE:
Acceptance of Terms & Conditions will be construed when the Material Handling Service Agreement is signed; or when exhibitor’s materials are delivered to Levy Exposition Services Inc. warehouse or to a SHOW / EXPOSITION SITE for which Levy Exposition Services Inc. is the official show contractor.

<table>
<thead>
<tr>
<th>Description</th>
<th>Weight in LBS</th>
<th>Price Per lb.</th>
<th>Estimated Total Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance Receiving - 1 crate, 2 boxes</td>
<td>298</td>
<td>$3.75</td>
<td>$640.70</td>
</tr>
</tbody>
</table>

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

TOTAL US DOLLARS

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

**ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT**
SHIPPING INSTRUCTIONS

SHIPMENTS CAN BE SENT DIRECTLY TO THE SHOW-SITE ON MOVE-IN DAY, OR TO THE ADVANCE WAREHOUSE UP TO THIRTY DAYS PRIOR TO MOVE-IN.

All freight shipped to the advance receiving warehouse must be properly crated, boxed, or stretch wrapped on pallets.

ADVANCE RECEIVING

For advance receiving, mail or fax the Material Handling Order Form & Invoice with pre-payment to LEVY EXPOSITION SERVICES INC. Shipments sent collect WILL NOT be accepted.

Advance receiving includes the following:

- receiving your material at the warehouse up to thirty days in advance of the move-in day
- delivering the shipment to your booth at the facility
- removing empty crates from your booth to a designated storage area
- returning your empty crates to your booth at the close of the show
- loading your crates onto your designated carrier at the close of the show

The material handling services provided by LEVY EXPOSITION SERVICES INC. end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier for shipping following the close of the show. Please make special note of the allotted move-out times and days, and confirm with your carrier that they are able to meet these allotted times.

Please remove all old shipping labels and ensure that all freight destined for the advance warehouse is labeled with the following information:

ASRS 41st Annual Scientific Meeting
COMPANY NAME & BOOTH #
Levy Exposition Services Inc.
c/o Liberty CFS NV, Inc.
12855 48th Ave S
Tukwila, WA 98168

Shipments may be sent to the advance warehouse up to thirty days prior to the move-in day for the show. All shipments however, must be received at the warehouse a minimum of one week (seven days) in advance of the show move-in date. Shipments received less than seven days prior to the move-in day are subject to extra charges and delivery time will not be guaranteed. All shipments must be received at the advance warehouse between the hours of 08:00 and 15:00, Monday to Friday, no earlier than June 26, 2023 and no later than July 24, 2023. Shipments that arrive prior to June 26, 2023 or after July 24, 2023 will be subject to the rate of $4.25 per pound.

ANY SHIPMENT(S) RECEIVED AT THE ADVANCE WAREHOUSE AFTER JULY 26, 2023 COULD INCUR A CHARGE OF $650.00 IN ADDITION TO LATE TO WAREHOUSE FEES.

Shipments must include an official weight ticket or bill of lading.
SHOW-SITE RECEIVING

For show-site receiving, mail or fax the Material Handling Order Form & Invoice with pre-payment to LEVY EXPOSITION SERVICES INC. Shipments sent collect WILL NOT be accepted.

Show-site receiving includes the following:

- receiving and signing for your shipment on your behalf
- delivering the shipment to your booth at the facility
- removing empty crates from your booth to a designated storage area
- returning your empty crates to your booth at the close of the show
- loading your crates onto your designated carrier at the close of the show

The material handling services provided by LEVY EXPOSITION SERVICES INC. end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier for shipping following the close of the show. Please make special note of the allotted move-out times and days, and confirm with your carrier that they are able to meet these allotted times.

Please remove all old shipping labels and ensure that all freight destined for show-site receiving is labeled with the following information:

ASRS 41st Annual Scientific Meeting
COMPANY NAME & BOOTH #
Seattle Convention Center
c/o Levy Exposition Services Inc.
705 Pike Street
Seattle, WA 98101

PLEASE NOTE THAT SHIPMENTS CANNOT BE RECEIVED AT THE SEATTLE CONVENTION CENTER PRIOR TO 8:00 AM ON THURSDAY, JULY 27, 2023.

ALL SHIPMENTS MUST INCLUDE A CERTIFIED WEIGHT TICKET OR BILL OF LADING. IN THE EVENT THAT YOUR SHIPMENT(s) DOES NOT INCLUDE A CERTIFIED WEIGHT TICKET, IT WILL BE WEIGHED ON-SITE AND A SURCHARGE OF ($0.40) PER POUND WILL BE APPLIED.

LIMITS OF LIABILITY

See Material Handling Terms & Conditions Sheet enclosed.
1. DEFINITIONS. “Levy Exposition Services Inc” (“LES”), and any sub-contractors affiliated within the show.

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

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his representative. All previous labels must be removed or obliterated. LES assumes no responsibility for: Error in the above procedures; Removal of containers with old empty labels & without LES labels; or Improper information on empty labels. LES WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHEN SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.

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

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

6. LES’S RESPONSIBILITIES. LES shall be responsible only for those services which it directly provides. LES assumes no responsibility for any persons, parties, or other contracting firms not under LES’s direct supervision and control. LES shall not be responsible for loss, delay, or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond LES’s reasonable control, nor for ordinary wear & tear in the handling of materials.

7. INSURANCE. It is understood that LES is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide LES with a release of subrogation to the extent of any insurance settlement received.

8. CLAIM(S) FOR LOSS. Claims for loss or damage must be reported at show-site.

A. PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between the EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment due to LES for its services, as an offset against the amount of any alleged loss or damage.

B. MAXIMUM RECOVERY. If found damaged LES’s sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR’s materials and EXHIBITOR’s sole and exclusive remedy is limited to $.50 per pound article with a maximum liability of $100.00 per item, or $1,500.00 per shipment.

9. JURISDICTION. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF WASHINGTON WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OUR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN SEATTLE, WASHINGTON.

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

- EXHIBITOR’s negligent supervision of any labor secured through LES, or the negligent supervision of such labor by any of EXHIBITOR’s employees, agents, representatives, customers, invitees and/or Exhibitor Appointed Contractor (EAC).
- EXHIBITOR’s negligence, willful misconduct, or deliberate act of EXHIBITOR’s employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates.
- EXHIBITOR’s violation of U.S.A. or Local ordinances or the violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.
- EXHIBITOR’s inclusion of illegal substances, hazardous materials or waste in any shipment placed with LES and for the violation of the representations and warranties made regarding hazardous materials made on the front of this Agreement.

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

(EXHIBITOR NAME)

BOOTH # ________

Levy Exposition Services Inc.
c/o LIBERTY CFS NV, INC.
12855 48th Ave S
Tukwila, WA 98168

EVENT NAME:

ASRS 41st Annual Scientific Meeting

NO. _____ # of _____ PCS.

The above labels are provided for your convenience. Place one on each piece shipped to the ADVANCE WAREHOUSE. If more labels are needed, copies are acceptable.
| TO: ______________________ |
| (EXHIBITOR NAME) |

| BOOTH # ________ |

| Seattle Convention Center |
| c/o Levy Exposition Services Inc. |
| 705 Pike Street |
| Seattle, WA 98101 |

| EVENT NAME: |
| ASRS 41<sup>st</sup> Annual Scientific Meeting |

| NO. _____ # of _____ PCS. |

---

The above labels are provided for your convenience. Place one on each piece shipped to the SHOW SITE. *If more labels are needed, copies are acceptable.*
MOVE YOUR EXHIBIT WITH PEACE OF MIND

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

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

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

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

Dedicated to delivering safely and on time every time.
100% satisfaction guaranteed or your money back. That's the Liberty CFS promise.

Call Toll Free 1-866-938-1092 or 1.905.338.3993 Fax: 1.905.338.1092
email: exhibitorservices@libertycfs.us - www.libertycfs.us
LAS VEGAS | TORONTO
1. Please accept this form as authority for LibertyCFS NV, Inc. to provide the services listed below.
2. A second form is required for additional events.

| Freight & Customs | Freight Only | Customs Only | Return Only |

2a. Company Name
Address1
Address2
City
State
ZipCode
Contact
Phone #
Email
IRS/Tax ID#

2b. P/U Date From To
Dlvy Date Hours

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

4. Check Box if the Return address is the same as 2a
Shipper
Address1
Address2
City
State
ZipCode
Contact
Phone #
PU Date
Arrive by

5. SERVICES
PICK-UP LOCATION

<table>
<thead>
<tr>
<th>Express</th>
<th>Economy LTL 7 - 10 Days</th>
<th>Int'l</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inside</td>
<td>Liftgate</td>
<td>Dock</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DELIVERY TO ADDRESS

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>ZipCode</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact</td>
<td>Phone #</td>
<td></td>
</tr>
<tr>
<td>PU Date</td>
<td>Arrive by</td>
<td></td>
</tr>
</tbody>
</table>

6. DECLARED VALUE
Declared Value for Carriage: The declared value for carriage of this shipment is agreed to and understood to be $0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than $50.00 per shipment unless a value is declared below and applicable charges paid thereon. The liability of Carrier for loss/damage are subject to the terms and conditions. LibertyCFS NV, Inc charges 4% per $1000, Min $40.
Exclusion: Does not include TV(s)/Monitor(s)

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

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

Print
REQUEST FOR SET-UP BY NON-OFFICIAL CONTRACTOR

The unpacking, erection, assembling, dismantling, and packing of displays and equipment must be done by the correct type of labor. Levy Exposition Services Inc., the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labor should be made through Levy Exposition Services in advance whenever possible. Official labor forms are included in the Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and received by Levy Exposition Services Inc. no later than July 7, 2023. Exceptions will be granted only if it will not interfere with or prejudice the orderly set-up, interim service, or dismantling of the Exposition. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contract with service contractors or its lease with the Seattle Convention Center for services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor’s own employees must provide Levy Exposition Services with Certificates of Insurance naming Levy Exposition Services Inc., American Society for Retina Surgery, ASRS 41st Annual Scientific Meeting, and the Seattle Convention Center as additional insured’s by July 7, 2023. These Certificates of Insurance must include public liability and property damage insurance for at least $1,000,000, and workmen’s compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than Levy Exposition Services Inc. to set up and dismantle their exhibits must fill out this form and return to us no later than July 7, 2023. If this form and the certificate of insurance from the non-official contractor is not received by July 7, 2023, your non-official contractor will be allowed to supervise only. All labor must then be hired from Levy Exposition Services Inc. for installation and dismantle of the exhibit.

ORIGINAL CERTIFICATES ONLY
PHOTOSTATS OR FACSIMILES WILL NOT BE ACCEPTED

Name of Exhibiting Company: _______________________________________________ Booth Number: __________________________

Contracting Company Name: ______________________________________________________________________

Contracting Company Address: ______________________________________________________________________

City: ____________________ State: __________ Zip: _______ Telephone: __________________ Fax__________

Estimated Arrival at Show_________________________________ Number of Workers: _________________________

Authorized By: _________________________________________Title: ______________________________________

(Sign & Print Name)
ACCESSIBLE STORAGE INFORMATION

Accessible storage will be available to you at this show. You must sign up for the service at the Levy Exposition Services Inc. desk and pick up your accessible storage labels. All freight received at the show will be delivered to your booth space first, and when properly labeled will be placed in accessible storage.

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

Accessible Storage is NOT Secured Storage.

NOTE: Accessible Storage items are not necessarily the first items returned to your booth at the close of the show.

Rates are for SET UP, STORAGE SPACE PER DAY, AND EACH TIME ACCESSED, and are as follows:

**SET UP:**
One time set up charge of $100.00

**STORAGE RATES:**
(RATES ARE PER SQUARE FOOT INCREMENTS OR PORTION THEREOF PER DAY.)

<table>
<thead>
<tr>
<th>Square Feet Range</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 25</td>
<td>$150.00</td>
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<tr>
<td>26 - 50</td>
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</tr>
<tr>
<td>51 - 100</td>
<td>$250.00</td>
</tr>
<tr>
<td>101 - 150</td>
<td>$300.00</td>
</tr>
<tr>
<td>151 - 200</td>
<td>$350.00</td>
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**ACCESS RATES:**
There is a 1/2 hour labor charge (minimum) each time items are placed into or removed from accessible storage. This charge will be applied at the corresponding rate for the time it is accessed.

**LABOR RATES:**

<table>
<thead>
<tr>
<th>Time</th>
<th>Rate</th>
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</thead>
<tbody>
<tr>
<td>STRAIGHT TIME</td>
<td>$136.75 per Hour</td>
</tr>
<tr>
<td>8:00 AM - 4:30 PM</td>
<td>Monday to Friday</td>
</tr>
<tr>
<td>OVER TIME</td>
<td>$205.75 per Hour</td>
</tr>
<tr>
<td>4:30 PM - 8:00 AM</td>
<td>Monday to Friday, All day Saturday and Sunday</td>
</tr>
</tbody>
</table>
2023 TRADE SHOW KIT CATALOG

EFFECTIVE 3.1.2023
BLANC

Blanc Sofa
Bright White Leather
75"W x 35"D x 35"H

Blanc Loveseat
Bright White Leather
54"W x 35"D x 35"H

Blanc Chair
Bright White Leather
33"W x 35"D x 35"H

Blanc Bench Ottoman
Bright White Leather
48"W x 24"D x 18"H

Blanc Cube Ottoman
Bright White Leather
17"Square x 17"H

WHISPER

Whisper Sofa
White Leather
87"W x 37"D x 35"H

Whisper Loveseat
White Leather
61"W x 37"D x 35"H

Whisper Chair
White Leather
35"W x 37"D x 35"H
**WHISPER**

Whisper Bench Ottoman  
White Leather  
60"W 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**

Function Armless Chair  
White Leather  
28"Square x 29"H

Function Corner  
White Leather  
28"Square x 29"H

**CONTINENTAL**

Continental Curved Loveseat  
Bright White Leather  
82"W x 34"D x 31"H

Continental Reverse Curved Loveseat  
Bright White Leather  
72"W x 34"D x 31"H

Continental Wedge Ottoman  
Bright White Leather  
30"W x 34"D x 19"H
CONTINENTAL
Modular Seating Collection

Continental Curved Bench
Bright White Leather
70"W x 26"D x 19"H

Continental Half Moon Ottoman
Bright White Leather
33"W x 19"D x 19"H

SOPHISTICATION
Modular Seating Collection

Sophistication Sofa
White Leather
72"W x 31"D x 48"H

Sophistication Loveseat
White Leather
48"W x 31"D x 48"H

Sophistication Chair
White Leather
24"W x 31"D x 48"H

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
22”W x 27”D x 30”H

Boca Armless
Black Leather
27”Square x 30”H

METRO

Metro Sofa
Black Leather
85”W x 35”D x 35”H

Metro Loveseat
Black Leather
60”W x 35”D x 35”H

Metro Chair
Black Leather
35”Square x 35”H

Metro Square Ottoman
Black Leather
40”Square x 17”H

Metro Bench Ottoman
Black Leather
60”W x 24”D x 17”H
SUA VE M ID N IG H T

Suave Midnight Sofa
Midnight Suede
77"W x 36"D x 33"H

Suave Midnight Loveseat
Midnight Suede
54"W x 36"D x 33"H

Suave Midnight Chair
Midnight Suede
32"W x 36"D x 33"H

G R AM M E R C Y
 Modular Seating Collection

Grammercy Sofa
Charcoal Leather
82"W x 36"D x 36"H

Grammercy Loveseat
Charcoal Leather
57"W x 36"D x 36"H

Grammercy Chair
Charcoal Leather
28"W x 36"D x 36"H

Grammercy Corner
Charcoal Leather
36"Square x 36"H

Grammercy Round Ottoman
Charcoal Leather
46"Round x 17"H

Grammercy Square Ottoman
Charcoal Leather
40"Square x 17"H
Also Available in Bench Ottoman
60"W x 24"D x 17"H
PARMA

Parma Sofa
Brown Leather
79”W x 37”D x 36”H

Parma Loveseat
Brown Leather
56”W x 37”D x 36”H

Parma Chair
Brown Leather
33”W x 37”D x 36”H

Parma Bench Ottoman
Brown Leather
60”W x 24”D x 17”H

MONTANA MOCHA

Montana Mocha Sofa
Mocha Tan Fabric
79”W x 35”D x 34”H

Montana Mocha Loveseat
Mocha Tan Fabric
57”W x 35”D x 34”H

Montana Mocha Chair
Mocha Tan Fabric
35”Square x 34”H
MADISON furnishing kit catalog

**Madison Sofa**  
Tan Fabric  
86" W x 34" D x 34" H

**Madison Chair**  
Tan Fabric  
33" W x 34" D x 34" H

**Madison Sky Bench**  
Teal Fabric  
48" W x 24" D x 17" H

**Madison Ottoman - Willow**  
Green Fabric  
24" Square x 17" H

**Madison Ottoman - Sand Dollar**  
Tan Fabric  
24" Square x 17" H

**Madison Ottoman - Apricot**  
Orange Fabric  
24" Square x 17" H

**Madison Ottoman - Sunflower**  
Yellow Fabric  
24" Square x 17" H
**CHANDLER**

Chandler Sofa
Red Leather
76”W x 37”D x 35”H

Chandler Loveseat
Red Leather
53”W x 37”D x 35”H

Chandler Chair
Red Leather
31”W x 37”D x 35”H

Chandler Bench Ottoman
Red Leather
60”W x 24”D x 17”H

**EVOKE**

Evoke Sofa
Coffee Resin Frame with Tan Cushions
81”W x 35”D x 27”H

Evoke Chair
Coffee Resin Frame with Tan Cushions
33”W x 35”D x 27”H

Evoke Cocktail Table
Coffee Resin Frame
48”W x 24”D x 18”H
EVOKE

Evoke End Table
Coffee Resin Frame
24"W x 28"D x 25"H

Evoke Cube Table
Coffee Resin Frame
18"Square x 18"H

NIKO

Niko Sofa
Grey Microfiber
81"W x 30"D x 38"H

Niko Loveseat
Grey Microfiber
58"W x 30"D x 38"H

Niko Chair
Grey Microfiber
31"W x 30"D x 38"H

STAGE CHAIRS

Midnight Stage Chair
Midnight Microfiber
25"W x 26"D x 37"H

Chamois Stage Chair
Beige Microfiber
25"W x 26"D x 37"H

Buckskin Stage Chair
Tan Microfiber
25"W x 26"D x 37"H
TRADE SHOW Furnishings / Kit Catalog

STAGE CHAIRS

Empire Chair
- Black Leather
- White Leather
28”W x 32”D x 32”H

Monarch Chair
- Bright White Leather
28”Square x 30”H

OTTOMANS & BENCHES

Essentials Storage Ottoman
- White Leather with Locking Mechanism
- Lock Not Included
48”W x 24”D x 20”H

Round Ottoman
- Grammercy Charcoal Leather
- Whisper White Leather
46”Round x 17”H

1/4 Round Ottoman
- Grammercy Charcoal Leather
- Whisper White Leather
34”W x 19”D x 17”H

Curved Bench
- Continental White Leather
70”W 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”W x 24”D x 17”H

Monarch Chair
- Bright White Leather
28”Square x 30”H
OTTOMANS & BENCHES

Madison Sky Bench
Teal Fabric
48"W x 24"D x 17"H

Madison Ottomans
Left to Right: Willow, Sand Dollar, Apricot, Sunflower
24"Square 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"W x 48"D x 36"H
CUBE OTTOMANS

Rubix Cube Ottomans
- Cherry
- Cromwell
- Grape
- Lemon
- Lime
- Mango
18"Square x 18"H

Blanc Cube Ottoman
Bright White Leather
17"Square x 17"H

Whisper Cube Ottoman
White Leather
18"Square x 18"H

Metro Cube Ottoman
Black Leather
18"Square x 18"H
Essentials Turning Bed - Charged
White Leather
96"W x 48"D x 25"H
*White slip cover available for black charging unit.
*Maximum of 1 bed per power source.

Aspen Bar Table - Charged
White / Brushed Steel
72"W x 26"D x 42"H
*Maximum of 1 table per power source.

Aspen Cocktail Table - Charged
White / Brushed Steel
48"W x 24"D x 18"H
*Maximum of 1 table per power source.

White Conference Table - Charged
White
96"W x 43"D x 30"H
*Maximum of 1 table per power source.

Boca Corner - Charged
Bright White Leather
27"Square x 30"H
*Maximum of 4 daisy linked together per power source.

Boca Chair - Charged
Bright White Leather
22"W x 27"D x 30"H
*Maximum of 4 daisy linked together per power source.

Patrice Table Chair - Charged
Bright White Leather
28"W x 31"D x 31"H
*Maximum of 6 daisy linked together per power source.

Lincoln Bench - Charged
Bright White Leather
59"W x 39"D x 17"H
*Maximum of 3 daisy linked together per power source.
OCCASIONAL TABLES

Tribeca Tables
End Table Wood/Black
24”W x 28”D x 22”H
Console Table Wood/Black
48”W x 18”D x 30”H
Cocktail Table Wood/Black
48”W x 28”D x 19”H

Novel Tables
End Table Satin Steel
15”Square x 16”H
Cocktail Table Satin Steel
46”W x 15”D x 16”H

Aria Tables Red
End Table Red/Brushed Steel
24”W x 20”D x 22”H
Cocktail Table Red/Brushed Steel
44”W x 20”D x 18”H

Aria Tables Green
End Table Green/Brushed Steel
24”W x 20”D x 22”H
Cocktail Table Green/Brushed Steel
44”W x 20”D x 18”H

Aria Tables Blue
End Table Blue/Brushed Steel
24”W x 20”D x 22”H
Cocktail Table Blue/Brushed Steel
44”W x 20”D x 18”H

Aria Tables Purple
End Table Purple/Brushed Steel
24”W x 20”D x 22”H
Cocktail Table Purple/Brushed Steel
44”W x 20”D x 18”H

Aria Tables White
End Table White/Brushed Steel
24”W x 20”D x 22”H
Console Table White/Brushed Steel
44”W x 20”D x 30”H
Cocktail Table White/Brushed Steel
44”W x 20”D x 18”H

Aria Tables Charcoal
End Table Storm Grey/Brushed Steel
24”W x 20”H x 22”H
Console Table Storm Grey/Brushed Steel
44”W x 20”D x 30”H
Cocktail Table Storm Grey/Brushed Steel
44”W x 20”D x 18”H

Novel Tables
End Table Satin Steel
15”Square x 16”H
Cocktail Table Satin Steel
46”W x 15”D x 16”H

Aria Tables Red
End Table Red/Brushed Steel
24”W x 20”D x 22”H
Cocktail Table Red/Brushed Steel
44”W x 20”D x 18”H

Aria Tables Green
End Table Green/Brushed Steel
24”W x 20”D x 22”H
Cocktail Table Green/Brushed Steel
44”W x 20”D x 18”H

Aria Tables Blue
End Table Blue/Brushed Steel
24”W x 20”D x 22”H
Cocktail Table Blue/Brushed Steel
44”W x 20”D x 18”H

Aria Tables Purple
End Table Purple/Brushed Steel
24”W x 20”D x 22”H
Cocktail Table Purple/Brushed Steel
44”W x 20”D x 18”H

Aria Tables White
End Table White/Brushed Steel
24”W x 20”D x 22”H
Console Table White/Brushed Steel
44”W x 20”D x 30”H
Cocktail Table White/Brushed Steel
44”W x 20”D x 18”H

Aria Tables Charcoal
End Table Storm Grey/Brushed Steel
24”W x 20”H x 22”H
Console Table Storm Grey/Brushed Steel
44”W x 20”D x 30”H
Cocktail Table Storm Grey/Brushed Steel
44”W x 20”D x 18”H
**OCCASIONAL TABLES**

**Fuze Tables**
- End Table Chrome/Zebrawood Laminate
  - 24"Square x 23"H
- Console Table Chrome/Zebrawood Laminate
  - 60"W x 16"D x 34"H
- Cocktail Table Chrome/Zebrawood Laminate
  - 40"Square x 16"H

**London Tables**
- End Table Chrome/Marble
  - 24"Square x 23"H
- Console Table Chrome/Marble
  - 60"W 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"W 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"W x 24"D x 30"H
- Cocktail Table - Smoked Powder Coat Finish
  - 50"W x 24"D x 16"H

**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"W x 12"D x 28"H
BARS & BAR BACKS

**VIP Glow Bar 6’**
Frosted Plexi with Built-in Wireless LED Kit
72”W 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”W x 24”D x 42”H(Bar)
13”D x 18”H (Shelf)
*Includes remote control

**Blox Bar Back**
Walnut/Brushed Metal
30”W x 16”D x 86”H
Please Inquire About Shelf Dimensions

**Piazza Bar Back**
Black
White
44”W x 12”D x 79”H
13”W x 14”H (Inside Shelf)

**Bar**
- Black with 2 shelves in back
- White with 2 shelves in back
- 48”W x 16”D x 42”H
STOOLS

Vienna Stool
- Gray Acrylic
- Orange Acrylic
- Teal Acrylic
17”Square x 39”H

Cris Cross Bar Stool
- Espresso Leather
- White Leather
15”W x 19”D x 41”H

Colin Stool
- Natural Maple
20”W x 19”D x 46”H

Euro Bar Stool
- Black
22”W x 24”D x 42”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

Silk Back Bar Stool
- Black
- White
- Green
- Purple
- Blue
- Red
17”W x 18”D x 42”H

STOOLS
STOOLS

Clara Stool
White
17”W x 21”D x 41”H

Marcus Bar Stool
Steel
17”Square (at footbase) x 29”H

Regal Stool
Brown Leather
19”W x 24”D x 45”H

Caprice Stool
Black Fabric
25”W x 26”D x 44”H

Sonic Stool
Black
22”W x 23”D x 42”H

Nexus Stool
White
19”W x 20”D x 44”H

CAFE CHAIRS

Vienna Chair
- Gray Acrylic
- Orange Acrylic
- Teal Acrylic
21”Square x 32”H

Silk Back Chair
- Black
- White
- Purple
- Red
- Blue
17”W x 18”D x 34”H
CAFÉ CHAIRS

Clara Chair
White
18"W x 21"D x 34"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

Elio Chair
Steel
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

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

Nexus Chair
White
19"W x 22"D x 32"H
CAFÉ CHAIRS

Colin Chair
Natural Maple
22"W x 19"D x 33"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

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

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
**BAR TABLES**

- **Fuze Bar Table**
  - Zebrawood Laminate/Chrome
  - 36”Square x 42”H

- **Spectrum Bar Table Red**
  - Red/Chrome
  - 24”Square x 42”H

- **Blanco Square Bar Table**
  - White/Chrome
  - 24”Square x 42”H

- **Spectrum Bar Table Blue**
  - Blue/Chrome
  - 24”Square x 42”H

- **Blanco Rectangle Bar Table**
  - White/Chrome
  - 72”W x 24”D x 42”H

- **Spectrum Bar Table Purple**
  - Purple/Chrome
  - 24”Square x 42”H

- **Spectrum Bar Table Green**
  - Green/Chrome
  - 24”Square x 42”H

- **Zinc Bar Table**
  - Chrome
  - 24”Round x 42”H

- **Blanco Square Bar Table**
  - White/Chrome
  - 24”Square x 42”H
**BAR TABLES**

Aspen Bar Table
White/Brushed Steel
72"W 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

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
CAFÉ TABLES

Fuze Café Table
Zebrawood Laminate/Chrome
36"Square x 30"H

Blanco Square Café Table
White/Chrome Rectangle
24"Square x 30"H

Blanco Rectangle Café Table
White/Chrome Rectangle
72"W x 24"D x 30"H

Spectrum Café Table Red
Red/Chrome
24"Square x 30"H

Spectrum Café Table Blue
Blue/Chrome
24"Square x 30"H

Spectrum Café Table Purple
Purple/Chrome
24"Square x 30"H

Spectrum Café Table Green
Green/Chrome
24"Square x 30"H

Aspen Dining Table
White/Brushed Steel
72"W x 30"D x 30"H

Brio Dining Table
Reclaimed Grey Stone Finish/Brushed Bronze
96"W x 48"D x 30"H
OFFICE SEATING

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

Command 6’ Conference Table
- Black
- Sirona
- White
72"W x 36"D x 31"H

Command 8’ Conference Table
- Black
- Sirona
- White
96"W x 48"D x 31"H

Command 10’ Conference Table
- Black
- Sirona
- White
120"W x 48"D x 31"H
OFFICE FURNITURE

Computer Kiosk
- Black
- White
- 24"Square x 42"H

Black Credenza
- Black
- 60"W x 20"D x 29"H

Black Double Pedestal Desk
- Black
- 60"W x 30"D x 29"H

5 Shelf Bookcase
- Black
- Mahogany
- 36"W x 12"D x 72"H

Genoa Kneespace Credenza
- Mahogany 2 Filing Cabinets/2-Drawers
- 66"W x 20"D x 29"H

Genoa Executive Desk
- Mahogany Double Pedestal-Locking Drawers
- 72"W x 36"D x 29"H

Genoa Storage Credenza
- Mahogany 2 Filing Cabinets
- 2-Drawers-Inside Shelves
- 66"W x 20"D x 29"H
OFFICE FURNITURE

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"W x 36"D x 30"H

Brooklyn Rectangle Dining Table
Clear Glass/Chrome
60"W 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"W x 30"D x 30"H

Brio Dining Table
Reclaimed Grey Stone Finish/Brushed Bronze
96"W x 48"D x 30"H
METAL FILE & STORAGE CABINETS

2-Drawer File
Black Letter
15"W x 25"D x 29"H
Black Legal
18"W x 25"D x 29"H

4-Drawer File
Black Letter
15"W x 25"D x 52"H
Black Legal
18"W x 25"D x 52"H

2-Drawer Lateral File
Black (Pictured)
36"W x 18"D x 27"H
Black (Not Pictured)
36"W x 20"D x 29"H

4-Drawer Lateral File
Black
36"W 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
- White
- 14"Square x 30"H

Locking Pedestal
- Black
- White
- 24"Square x 42"H

Fuze Pedestal
- Zebrwood Laminate/Chrome
- 16"Square x 44"H

London Pedestal
- Marble/Chrome
- 16"Square x 44"H
MISCELLANEOUS ITEMS

Stanchion
Chrome
41”H

Stanchion Rope
Red Velour
6’L

Alto Literature Rack
Black/Metal
11”W x 10”D x 57”H

Nero Literature Rack
Black
15”W x 12”D x 54”H

Argento Literature Rack
Aluminum
15”W x 12”D x 54”H

Compact Refrigerator
Black 4 Cu Ft
21”W x 22”D x 32”H

Neutrino Floor Lamp
Steel
67”H

Silo Grey Lamps
Table Lamp
25”H
Floor Lamp
70”H

Silo White Lamps
Table Lamp
25”H
Floor Lamp
70”H

Neutrino Floor Lamp
Steel
67”H

LIGHTING
DESIGN YOUR BOOTH SPACE

20x20 Booth Footprint
Blanc Loveseat • Blanc Chair • Blanc Cube Ottoman
Brooklyn Round End Table • Brooklyn Cocktail Table
Aspen Bar Table - Charged • Nexus Stool
VIP Glow Bar 6’ • Argento Literature Rack

20x20 Booth Footprint
Aspen Dining Table • Colin Chair
Lincoln Bench - Charged • VIP Glow Bar 4’

10x10 Booth Footprint
Niko Chair • Novel End Table • Fuze Pedestal
30” Round Bar Table With Tulip Base - White • Vienna Stool

20x10 Booth Footprint
Chandler Loveseat • Brushed Steel Lamp
Continental Curved Bench • Rose Table
Aria End Table - White • London Console Table
<table>
<thead>
<tr>
<th>Item Number</th>
<th>Weight</th>
<th>Item Name</th>
<th>Dimensions</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
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<tr>
<td>18228-0847</td>
<td>100 lbs.</td>
<td>Blanc Bright White Leather Sofa</td>
<td>75&quot;W x 35&quot;D x 35&quot;H</td>
<td>$935.00</td>
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<td>18167-0614</td>
<td>90 lbs.</td>
<td>Blanc Bright White Leather Loveseat</td>
<td>54&quot;W x 35&quot;D x 35&quot;H</td>
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<td>18228-0834</td>
<td>75 lbs.</td>
<td>Blanc Bright White Leather Chair</td>
<td>33&quot;W x 35&quot;D x 35&quot;H</td>
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<td>18024-0072</td>
<td>40 lbs.</td>
<td>Blanc Bright White Leather Bench Ottoman</td>
<td>48&quot;W x 24&quot;D x 18&quot;H</td>
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<td>18184-0274</td>
<td>15 lbs.</td>
<td>Blanc Bright White Leather Cube Ottoman</td>
<td>17&quot;Square</td>
<td>$160.00</td>
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<td>18228-0607</td>
<td>115 lbs.</td>
<td>Whisper White Leather Sofa</td>
<td>87&quot;W x 37&quot;D x 35&quot;H</td>
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<td>18167-0471</td>
<td>90 lbs.</td>
<td>Whisper White Leather Loveseat</td>
<td>61&quot;W x 37&quot;D x 35&quot;H</td>
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<td>18228-0487</td>
<td>60 lbs.</td>
<td>Whisper White Leather Chair</td>
<td>35&quot;W x 37&quot;D x 35&quot;H</td>
<td>$710.00</td>
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<tr>
<td>18228-0003</td>
<td>43 lbs.</td>
<td>Whisper White Leather Bench Ottoman</td>
<td>60&quot;W x 24&quot;D x 17&quot;H</td>
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<tr>
<td>18384-0034</td>
<td>65 lbs.</td>
<td>Whisper White Leather Square Ottoman</td>
<td>40&quot;Square x 17&quot;H</td>
<td>$400.00</td>
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<tr>
<td>18184-0038</td>
<td>64 lbs.</td>
<td>Whisper White Leather Round Ottoman</td>
<td>46&quot;Round x 17&quot;H</td>
<td>$40.00</td>
<td>$52.00</td>
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<tr>
<td>18284-0554</td>
<td>38 lbs.</td>
<td>Function Bright White Leather Armless Chair</td>
<td>28&quot;Square x 29&quot;H</td>
<td>$478.00</td>
<td>$621.40</td>
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<tr>
<td>18066-0016</td>
<td>27 lbs.</td>
<td>Function Bright White Leather Corner</td>
<td>28&quot;Square x 29&quot;H</td>
<td>$515.00</td>
<td>$669.50</td>
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<tr>
<td>18303-0006</td>
<td>105 lbs.</td>
<td>continental Bright White Leather Curved Loveseat</td>
<td>82&quot;W x 34&quot;D x 31&quot;H</td>
<td>$925.00</td>
<td>$1,202.50</td>
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<tr>
<td>18304-0002</td>
<td>105 lbs.</td>
<td>continental Bright White Leather Reverse Curved Loveseat</td>
<td>72&quot;W x 34&quot;D x 31&quot;H</td>
<td>$895.00</td>
<td>$1,163.50</td>
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<tr>
<td>18296-0006</td>
<td>35 lbs.</td>
<td>continental Bright White Leather Wedge Ottoman</td>
<td>30&quot;W x 34&quot;D x 19&quot;H</td>
<td>$395.00</td>
<td>$513.50</td>
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<tr>
<td>18184-0283</td>
<td>75 lbs.</td>
<td>continental Bright White Leather Curved Bench</td>
<td>70&quot;W x 26&quot;D x 19&quot;H</td>
<td>$475.00</td>
<td>$617.50</td>
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<tr>
<td>18184-0284</td>
<td>30 lbs.</td>
<td>continental Bright White Leather Half Moon Ottoman</td>
<td>33&quot;W x 19&quot;D x 15&quot;H</td>
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<td>$520.00</td>
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<tr>
<td>18066-0026</td>
<td>38 lbs.</td>
<td>Boca Black Leather Corner</td>
<td>27&quot;W x 27&quot;D x 30&quot;H</td>
<td>$515.00</td>
<td>$669.50</td>
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<tr>
<td>18284-0786</td>
<td>28 lbs.</td>
<td>Boca Black Leather Armless</td>
<td>22&quot;W x 27&quot;D x 30&quot;H</td>
<td>$465.00</td>
<td>$604.50</td>
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<tr>
<td>18228-0602</td>
<td>110 lbs.</td>
<td>Metro Black Leather Sofa</td>
<td>85&quot;W x 35&quot;D x 35&quot;H</td>
<td>$750.00</td>
<td>$975.00</td>
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<tr>
<td>18367-0467</td>
<td>90 lbs.</td>
<td>Metro Black Leather Loveseat</td>
<td>60&quot;W x 35&quot;D x 35&quot;H</td>
<td>$715.00</td>
<td>$929.50</td>
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<td>18284-0482</td>
<td>75 lbs.</td>
<td>Metro Black Leather Chair</td>
<td>35&quot;Square x 35&quot;H</td>
<td>$575.00</td>
<td>$747.50</td>
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<td>18184-0179</td>
<td>65 lbs.</td>
<td>Metro Black Leather Square Ottoman</td>
<td>40&quot;Square x 17&quot;H</td>
<td>$400.00</td>
<td>$520.00</td>
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<tr>
<td>18024-0008</td>
<td>43 lbs.</td>
<td>Metro Black Leather Bench Ottoman</td>
<td>60&quot;W x 24&quot;D x 17&quot;H</td>
<td>$400.00</td>
<td>$520.00</td>
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<tr>
<td>18228-0085</td>
<td>105 lbs.</td>
<td>Suave Midnight Sofa</td>
<td>77&quot;W x 36&quot;D x 33&quot;H</td>
<td>$675.00</td>
<td>$877.50</td>
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<tr>
<td>18167-0609</td>
<td>80 lbs.</td>
<td>Suave Midnight Loveseat</td>
<td>54&quot;W x 36&quot;D x 33&quot;H</td>
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<td>$773.50</td>
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<tr>
<td>18284-0151</td>
<td>65 lbs.</td>
<td>Suave Midnight Chair</td>
<td>32&quot;W x 36&quot;D x 33&quot;H</td>
<td>$440.00</td>
<td>$572.00</td>
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<tr>
<td>18228-0605</td>
<td>90 lbs.</td>
<td>Grammercy Charcoal Leather Sofa</td>
<td>82&quot;W x 36&quot;D x 36&quot;H</td>
<td>$855.00</td>
<td>$1,111.50</td>
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<tr>
<td>18167-0469</td>
<td>90 lbs.</td>
<td>Grammercy Charcoal Leather Loveseat</td>
<td>57&quot;W x 36&quot;D x 36&quot;H</td>
<td>$747.00</td>
<td>$971.10</td>
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<tr>
<td>18284-0485</td>
<td>40 lbs.</td>
<td>Grammercy Charcoal Leather Chair</td>
<td>28&quot;W x 36&quot;D x 36&quot;H</td>
<td>$478.00</td>
<td>$621.40</td>
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<tr>
<td>18066-0015</td>
<td>51 lbs.</td>
<td>Grammercy Charcoal Leather Corner</td>
<td>36&quot;Square x 36&quot;H</td>
<td>$550.00</td>
<td>$715.00</td>
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<tr>
<td>18184-0036</td>
<td>64 lbs.</td>
<td>Grammercy Charcoal Leather Round Ottoman</td>
<td>46&quot;Round x 17&quot;H</td>
<td>$400.00</td>
<td>$520.00</td>
<td>-</td>
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<tr>
<td>18184-0033</td>
<td>65 lbs.</td>
<td>Grammercy Charcoal Leather Square Ottoman</td>
<td>40&quot;Square x 17&quot;H</td>
<td>$400.00</td>
<td>$520.00</td>
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<tr>
<td>18228-0789</td>
<td>100 lbs.</td>
<td>Parma Brown Leather Sofa</td>
<td>79&quot;W x 37&quot;D x 36&quot;H</td>
<td>$769.00</td>
<td>$999.70</td>
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<tr>
<td>18167-0577</td>
<td>90 lbs.</td>
<td>Parma Brown Leather Loveseat</td>
<td>56&quot;W x 37&quot;D x 36&quot;H</td>
<td>$744.00</td>
<td>$967.20</td>
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<tr>
<td>18284-0710</td>
<td>75 lbs.</td>
<td>Parma Brown Leather Chair</td>
<td>33&quot;W x 37&quot;D x 36&quot;H</td>
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<td>18024-0061</td>
<td>43 lbs.</td>
<td>Parma Brown Leather Bench Ottoman</td>
<td>60&quot;W x 24&quot;D x 17&quot;H</td>
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<td>18228-0784</td>
<td>100 lbs.</td>
<td>Montana Mocha Sofa</td>
<td>79&quot;W x 35&quot;D x 34&quot;H</td>
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<td>18167-0573</td>
<td>90 lbs.</td>
<td>Montana Mocha Loveseat</td>
<td>57&quot;W x 35&quot;D x 34&quot;H</td>
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<td>$826.80</td>
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<tr>
<td>18284-0704</td>
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<td>Montana Mocha Chair</td>
<td>35&quot;Square x 34&quot;H</td>
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<td>$650.00</td>
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<tr>
<td>18228-0823</td>
<td>100 lbs.</td>
<td>Madison Sofa</td>
<td>86&quot;W x 34&quot;D x 34&quot;H</td>
<td>$895.00</td>
<td>$1,163.50</td>
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<tr>
<td>18228-0794</td>
<td>75 lbs.</td>
<td>Madison Chair</td>
<td>33&quot;W x 34&quot;D x 34&quot;H</td>
<td>$520.00</td>
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<tr>
<td>18184-0256</td>
<td>35 lbs.</td>
<td>Madison Sky Bench</td>
<td>4&quot;W x 24&quot;D x 17&quot;H</td>
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<td>18184-0252</td>
<td>20 lbs.</td>
<td>Madison Ottoman - Willow</td>
<td>24&quot;Square x 17&quot;H</td>
<td>$235.00</td>
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### Occasional Tables (Pg. 15 & 16)

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<th>Discount</th>
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<tr>
<td>99-12050-03</td>
<td>Aria Green Cocktail Table</td>
<td>44&quot;W x 20&quot;D x 18&quot;H</td>
<td>$300.00</td>
<td>$390.00</td>
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<tr>
<td>99-12304-03</td>
<td>Aria Green End Table</td>
<td>24&quot;W x 20&quot;D x 22&quot;H</td>
<td>$300.00</td>
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<tr>
<td>18024-0062</td>
<td>Aria Red Cocktail Table</td>
<td>44&quot;W x 20&quot;D x 18&quot;H</td>
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<td>18024-0062</td>
<td>Aria Red End Table</td>
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<tr>
<td>18228-0755</td>
<td>10 lbs. Aria Purple End Table</td>
<td>24&quot;W x 20&quot;D x 22&quot;H</td>
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### Evoke (Pg. 9 & 10)

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<td>Aria Blue Cocktail Table</td>
<td>44&quot;W x 20&quot;D x 18&quot;H</td>
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<tr>
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<td>Aria Blue End Table</td>
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<tr>
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<td>10 lbs. Aria Red End Table</td>
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<td>$90.00</td>
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<tr>
<td>99-12050-03</td>
<td>20 lbs. Aria Green Cocktail Table</td>
<td>44&quot;W x 20&quot;D x 18&quot;H</td>
<td>$300.00</td>
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### Nike (Pg. 10)

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<tr>
<td>99-12304-04</td>
<td>Aria Purple End Table</td>
<td>24&quot;W x 20&quot;D x 22&quot;H</td>
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<td>99-12304-05</td>
<td>Aria Gold End Table</td>
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### Stage Chairs (Pg. 10 & 11)

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<tr>
<td>18228-0478</td>
<td>25 lbs. Midnight Stage Chair</td>
<td>25&quot;W x 20&quot;D x 22&quot;H</td>
<td>$300.00</td>
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<tr>
<td>18228-0477</td>
<td>25 lbs. Charm Stage Chair</td>
<td>25&quot;W x 20&quot;D x 22&quot;H</td>
<td>$300.00</td>
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### Ottomans & Benches (Pg. 11 & 12)

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<tr>
<td>18011-0001</td>
<td>Essentials Leather Banquette (2 pcs)</td>
<td>60&quot;Round x 48&quot;H</td>
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<td>$1,560.00</td>
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<tr>
<td>18011-0002</td>
<td>Essentials Leather Banquette (2 pcs)</td>
<td>59&quot;Round x 38&quot;H</td>
<td>$1,200.00</td>
<td>$1,560.00</td>
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### Cube Ottomans (Pg. 13)

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<th>Description</th>
<th>Dimensions</th>
<th>List Price</th>
<th>Sale Price</th>
<th>Discount</th>
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<tbody>
<tr>
<td>18184-0030</td>
<td>15 lbs. Whisper White Leather Round Ottoman</td>
<td>34&quot;W x 19&quot;D x 17&quot;H</td>
<td>$250.00</td>
<td>$325.00</td>
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### Banquettes & Turning Beds (Pg. 12)

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<th>Discount</th>
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<tr>
<td>18011-0001</td>
<td>Essentials Leather Banquette (2 pcs)</td>
<td>60&quot;Round x 48&quot;H</td>
<td>$1,200.00</td>
<td>$1,560.00</td>
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### Cushioned Bed (Pg. 14)

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<tr>
<td>18228-0861</td>
<td>52 lbs. Patrice Tablet Chair</td>
<td>28&quot;W x 30.5&quot;D x 31&quot;H</td>
<td>$600.00</td>
<td>$780.00</td>
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### Occasional Tables (Pg. 15 & 16)

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<th>Discount</th>
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<tr>
<td>18184-0253</td>
<td>20 lbs. Madison Ottoman - Sand Dollar</td>
<td>24&quot;Square x 17&quot;H</td>
<td>$235.00</td>
<td>$305.50</td>
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<tr>
<td>05001-0017</td>
<td>150 lbs. Piazza Bar Back - Black</td>
<td>44&quot;W x 12&quot;D x 80&quot;H</td>
<td>$600.00</td>
<td>$780.00</td>
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<tr>
<td>05237-0263</td>
<td>15 lbs. Vienna Stool - Orange</td>
<td>17&quot;Square x 39&quot;H</td>
<td>$300.00</td>
<td>$390.00</td>
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<tr>
<td>05237-0264</td>
<td>15 lbs. Vienna Stool - Gray</td>
<td>17&quot;Square x 39&quot;H</td>
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<tr>
<td>05001-0018</td>
<td>150 lbs. Piazza Bar Back - White</td>
<td>44&quot;W x 12&quot;D x 80&quot;H</td>
<td>$600.00</td>
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<tr>
<td>12112-0010</td>
<td>60 lbs. Blox Bar Back</td>
<td>30&quot;W x 16&quot;D x 86&quot;H</td>
<td>$600.00</td>
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<tr>
<td>05012-0054</td>
<td>70 lbs. White Bar - 2 Shelf</td>
<td>48&quot;W x 20&quot;D x 42&quot;H</td>
<td>$475.00</td>
<td>$617.50</td>
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<td>05012-0053</td>
<td>70 lbs. Black Bar - 2 Shelf</td>
<td>48&quot;W x 20&quot;D x 42&quot;H</td>
<td>$475.00</td>
<td>$617.50</td>
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<td>12107-0467</td>
<td>13 lbs. Hylton Tablet</td>
<td>18&quot;W x 12&quot;D x 28&quot;H</td>
<td>$255.00</td>
<td>$331.50</td>
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<tr>
<td>05035-0030</td>
<td>15 lbs. Vienna Chair - Teal</td>
<td>17&quot;Square x 32&quot;H</td>
<td>$200.00</td>
<td>$260.00</td>
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<tr>
<td>99-05035-11</td>
<td>20 lbs. Silk Back Armless Chair - White</td>
<td>17&quot;W x 18&quot;D x 42&quot;H</td>
<td>$265.00</td>
<td>$344.50</td>
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<tr>
<td>05237-0271</td>
<td>40 lbs. Hourglass Bar Stool - Black</td>
<td>18&quot;W x 20&quot;D x 43&quot;H</td>
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<td>$390.00</td>
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<td>05237-0270</td>
<td>40 lbs. Hourglass Bar Stool - Black</td>
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<td>05237-0160</td>
<td>35 lbs. Equino Bar Stool - Black</td>
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<td>05237-0041</td>
<td>35 lbs. Equino Bar Stool - White</td>
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<td>05237-0298</td>
<td>16 lbs. Clara Stool</td>
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<td>$175.00</td>
<td>$227.50</td>
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<td>05237-0215</td>
<td>15 lbs. Felix Stool</td>
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<td>05237-0169</td>
<td>25 lbs. Caprice Stool</td>
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<td>05237-0042</td>
<td>15 lbs. Sonric Stool</td>
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<td>05237-0300</td>
<td>6 lbs. Nexus Stool</td>
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<td>05035-0032</td>
<td>15 lbs. Vienna Chair - Gray</td>
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<td>$260.00</td>
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<tr>
<td>05035-0031</td>
<td>15 lbs. Vienna Chair - Orange</td>
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<tr>
<td>05035-0030</td>
<td>15 lbs. Vienna Chair - Teal</td>
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<td>99-05035-10</td>
<td>20 lbs. Silk Back Armless Chair - Black</td>
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<td>99-05035-11</td>
<td>20 lbs. Silk Back Armless Chair - White</td>
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<td>99-05035-15</td>
<td>20 lbs. Silk Back Armless Chair - Blue</td>
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<td>99-05035-12</td>
<td>20 lbs. Silk Back Armless Chair - Green</td>
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<td>99-05035-13</td>
<td>20 lbs. Silk Back Armless Chair - Purple</td>
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<td>99-05035-14</td>
<td>20 lbs. Silk Back Armless Chair - Red</td>
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<td>05035-0051</td>
<td>11 lbs. Clara Chair</td>
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<td>05035-0008</td>
<td>10 lbs. Leslie Chair</td>
<td>17&quot;W x 21&quot;D x 31&quot;H</td>
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<td>05035-0010</td>
<td>15 lbs. Elegante Chair - Espresso</td>
<td>17&quot;W x 21&quot;D x 35&quot;H</td>
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<td>05035-0011</td>
<td>15 lbs. Cross Chair - White</td>
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<td>05035-0023</td>
<td>24 lbs. Elio Chair</td>
<td>17&quot;Square x 33&quot;H</td>
<td>$165.00</td>
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<tr>
<td>14233-0025</td>
<td>20 lbs. Caprice Chair - Black</td>
<td>25&quot;W x 24&quot;D x 32&quot;H</td>
<td>$165.00</td>
<td>$214.50</td>
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<tr>
<td>14233-0005</td>
<td>20 lbs. Comet Stack Chair - Arms</td>
<td>23&quot;W x 22&quot;D x 32&quot;H</td>
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<tr>
<td>14233-0006</td>
<td>15 lbs. Comet Stack Chair - Armless</td>
<td>19&quot;W x 22&quot;D x 32&quot;H</td>
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<td>$260.00</td>
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<td>05237-0298</td>
<td>16 lbs. Clara Stool</td>
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<td>$344.50</td>
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<td>05035-0050</td>
<td>5 lbs. Nexus Chair</td>
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<td>05035-0052</td>
<td>12 lbs. Colin Chair</td>
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<td>05090-0001</td>
<td>90 lbs</td>
<td>Aspen Dining Table</td>
<td>72&quot;W x 30&quot;D x 30&quot;H</td>
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<td>05088-0505</td>
<td>200 lbs</td>
<td>Brio Dining Table</td>
<td>96&quot;W x 48&quot;D x 30&quot;H</td>
<td>$965.00</td>
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<td>14148-0001</td>
<td>35 lbs</td>
<td>2 Drawer Vertical File - Letter Size Black</td>
<td>15&quot;W x 25&quot;D x 29&quot;H</td>
<td>$215.00</td>
<td>$279.50</td>
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<td>14147-0001</td>
<td>35 lbs</td>
<td>2 Drawer Vertical File - Legal Size Black</td>
<td>18&quot;W x 25&quot;D x 29&quot;H</td>
<td>$265.00</td>
<td>$344.50</td>
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<tr>
<td>14148-0002</td>
<td>45 lbs</td>
<td>4 Drawer Vertical File - Letter Size Black</td>
<td>15&quot;W x 25&quot;D x 52&quot;H</td>
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<td>$344.50</td>
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<tr>
<td>14147-0002</td>
<td>45 lbs</td>
<td>4 Drawer Vertical File - Legal Size Black</td>
<td>18&quot;W x 25&quot;D x 52&quot;H</td>
<td>$315.00</td>
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<td>14143-0006</td>
<td>100 lbs</td>
<td>2 Drawer Lateral File - Black</td>
<td>36&quot;W x 18&quot;D x 27&quot;H</td>
<td>$275.00</td>
<td>$357.50</td>
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<td>14143-0144</td>
<td>125 lbs</td>
<td>2 Drawer Lateral File - Black</td>
<td>36&quot;W x 20&quot;D x 29&quot;H</td>
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<td>$357.50</td>
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<td>14143-0008</td>
<td>170 lbs</td>
<td>4 Drawer Lateral File - Black</td>
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<tr>
<td>14034-0015</td>
<td>135 lbs</td>
<td>Storage Cabinet - Black</td>
<td>36&quot;W x 18&quot;D x 72&quot;H</td>
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<tr>
<td>12091-0023</td>
<td>50 lbs</td>
<td>Display Pedestal 14&quot;x42&quot; Black</td>
<td>14&quot;Square x 42&quot;H</td>
<td>$400.00</td>
<td>$520.00</td>
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<tr>
<td>12091-0004</td>
<td>120 lbs</td>
<td>Display Pedestal 24&quot;x42&quot; Black</td>
<td>24&quot;Square x 42&quot;H</td>
<td>$475.00</td>
<td>$617.50</td>
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<tr>
<td>12091-0002</td>
<td>55 lbs</td>
<td>Display Pedestal 18&quot;x42&quot; Black</td>
<td>18&quot;Square x 42&quot;H</td>
<td>$435.00</td>
<td>$565.50</td>
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<tr>
<td>12091-0030</td>
<td>50 lbs</td>
<td>Display Pedestal 14&quot;x42&quot; White</td>
<td>14&quot;Square x 42&quot;H</td>
<td>$400.00</td>
<td>$520.00</td>
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<tr>
<td>12091-0024</td>
<td>45 lbs</td>
<td>Display Pedestal 14&quot;x36&quot; Black</td>
<td>14&quot;Square x 36&quot;H</td>
<td>$281.00</td>
<td>$365.30</td>
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<tr>
<td>12091-0034</td>
<td>75 lbs</td>
<td>Display Pedestal 24&quot;x36&quot; Black</td>
<td>24&quot;Square x 36&quot;H</td>
<td>$475.00</td>
<td>$617.50</td>
</tr>
<tr>
<td>12091-0031</td>
<td>45 lbs</td>
<td>Display Pedestal 14&quot;x36&quot; White</td>
<td>14&quot;Square x 36&quot;H</td>
<td>$335.00</td>
<td>$435.50</td>
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<tr>
<td>12091-0033</td>
<td>75 lbs</td>
<td>Display Pedestal 24&quot;x36&quot; White</td>
<td>24&quot;Square x 36&quot;H</td>
<td>$475.00</td>
<td>$617.50</td>
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<tr>
<td>12091-0025</td>
<td>40 lbs</td>
<td>Display Pedestal 14&quot;x30&quot; Black</td>
<td>14&quot;Square x 30&quot;H</td>
<td>$315.00</td>
<td>$409.50</td>
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<tr>
<td>12091-0003</td>
<td>80 lbs</td>
<td>Display Pedestal 24&quot;x30&quot; Black</td>
<td>24&quot;Square x 30&quot;H</td>
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<tr>
<td>12091-0001</td>
<td>45 lbs</td>
<td>Display Pedestal 18&quot;x30&quot; Black</td>
<td>18&quot;Square x 30&quot;H</td>
<td>$335.00</td>
<td>$435.50</td>
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<tr>
<td>12091-0032</td>
<td>40 lbs</td>
<td>Display Pedestal 14&quot;x30&quot; White</td>
<td>14&quot;Square x 30&quot;H</td>
<td>$315.00</td>
<td>$409.50</td>
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<tr>
<td>14309-0001</td>
<td>125 lbs</td>
<td>Locking Pedestal Black</td>
<td>24&quot;Square x 42&quot;H</td>
<td>$590.00</td>
<td>$767.00</td>
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<tr>
<td>14179-0005</td>
<td>125 lbs</td>
<td>Locking Pedestal White</td>
<td>24&quot;Square x 42&quot;H</td>
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<td>$767.00</td>
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<tr>
<td>12091-0055</td>
<td>24 lbs</td>
<td>Fuze Pedestal</td>
<td>16&quot;Square x 44&quot;H</td>
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<td>$448.50</td>
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<td>12091-0043</td>
<td>24 lbs</td>
<td>London Pedestal</td>
<td>16&quot;Square x 44&quot;H</td>
<td>$345.00</td>
<td>$448.50</td>
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<tr>
<td>14189-0066</td>
<td>30 lbs</td>
<td>Stanchion Chrome</td>
<td>41&quot;H</td>
<td>$100.00</td>
<td>$130.00</td>
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<tr>
<td>11526-0001</td>
<td>2 lbs</td>
<td>Stanchion Rope - Red Velour</td>
<td>6'L</td>
<td>$65.00</td>
<td>$84.50</td>
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<tr>
<td>14308-0009</td>
<td>8 lbs</td>
<td>Nero Literature Stand - Black</td>
<td>15&quot;W x 12&quot;D x 53.5&quot;H</td>
<td>$225.00</td>
<td>$305.50</td>
</tr>
<tr>
<td>14308-0010</td>
<td>8 lbs</td>
<td>Argento Literature Rack</td>
<td>15&quot;W x 12&quot;D x 53.5&quot;H</td>
<td>$225.00</td>
<td>$305.50</td>
</tr>
<tr>
<td>14308-0005</td>
<td>7 lbs</td>
<td>Alto Literature Rack</td>
<td>10.5&quot;W x 9.5&quot;D x 57&quot;H</td>
<td>$235.00</td>
<td>$305.50</td>
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<tr>
<td>01209-0003</td>
<td>50 lbs</td>
<td>Compact Refrigerator Black - 4.0 Cu Ft</td>
<td>21&quot;W x 22&quot;D x 32&quot;H</td>
<td>$415.00</td>
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<tr>
<td>09392-0019</td>
<td>15 lbs</td>
<td>Silo Grey Floor Lamp</td>
<td>70&quot;H</td>
<td>$200.00</td>
<td>$260.00</td>
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<tr>
<td>09417-0037</td>
<td>7 lbs</td>
<td>Silo Grey Table Lamp</td>
<td>25&quot;H</td>
<td>$150.00</td>
<td>$195.00</td>
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<tr>
<td>09392-0018</td>
<td>15 lbs</td>
<td>Silo White Floor Lamp</td>
<td>70&quot;H</td>
<td>$215.00</td>
<td>$279.50</td>
</tr>
<tr>
<td>09417-0036</td>
<td>7 lbs</td>
<td>Silo White Table Lamp</td>
<td>25&quot;H</td>
<td>$165.00</td>
<td>$214.50</td>
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<tr>
<td>19392-0001</td>
<td>7 lbs</td>
<td>Neutrino Steel Floor Lamp - Steel</td>
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Please make payments payable to: Levy Exposition Services, Inc.
271 - 14900 Interurban Avenue S.
Seattle, WA 98168
Event Services

Show Contractor Guidelines

Seattle Convention Center (SCC) values its partnerships with the Contractors and Service Providers who have been selected by our shared clients for their events in our facility. We have the common goal of producing and servicing a successful event for our clients, exhibitors and guests. To that end, the information contained in this document is intended to provide guidance to these Contractors in the planning and performance of their work at SCC.

The following information has been developed as an overview of the policies and procedures for the safe and efficient operation of our clients’ events and to avoid damages, delays, financial penalty, or other preventable issues. Additionally, the License Agreement between SCC and Show Management contains certain contractual obligations pertaining to the use of the facility and operation of the event. Contractors should be aware of the obligations as described in the License Agreement.

It is the responsibility of each Show Contractor to communicate and enforce these requirements with their employees, subcontractors, and exhibitors. Any questions relating to the information in this document should be directed to the SCC Event Manager (EM) assigned to the event or the SCC Director of Event Services.

**Bulk Trash**

The Show Contractor is responsible for the appropriate disposal or removal of all bulk trash, whether produced by exhibits or other event-related activities (e.g. registration, show bag stuffing, event publications, etc.). Bulk trash includes, but is not limited to: pallets, crates, carpet, carpet tubes, carpet padding, and lumber. Bulk trash is to be removed from the premises by the Show Contractor at the conclusion of the event. (See also Compactors)

**Cleaning**

SCC provides event space in a clean condition; facility clients and contractors must return the spaces in a like condition. SCC personnel will maintain meeting rooms and ballrooms, restrooms, common areas, and lobbies during attendee activities. Trash receptacles for attendee use will be placed in tradeshow aisles not more than two hours prior to show opening and maintained by SCC staff. Receptacles will be removed from exhibit areas at the conclusion of the show.

The Show Contractor is responsible for the disposal of all exhibitor and bulk trash generated during move-in, move-out, and within the confines of the booths during show hours. Registration and service desks provided by Show Contractors will be cleaned by the contractor, whether in carpeted or non-carpeted areas. This includes the removal of trash from behind registration counters or tables. SCC provides receptacles for use by contractor employees for the removal of exhibitor and bulk trash. We also require contractors to use the appropriate containers for cardboard and mixed recycling. (See also Compactors)

Show Contractors, including AV contractors, must leave their work areas in a clean condition at the conclusion of the event. All tape, stickers, “empty” decals, etc. must be removed from the floor. Exhibit Halls must be broom-swept and carpeted areas must be vacuumed upon the completion of move-out.

If event areas are not left in a clean condition, SCC will invoice Show Management at the prevailing rate for any post-show cleaning.
Event Services
Show Contractor Guidelines

Compactors
Contractors and their employees are required to use trash and cardboard compactors in a safe manner. Pallets, carpet tubes, lumber, furniture, carpet padding, and other non-compactable items are not to be placed in the trash compactors. Receptacles used for the removal of exhibitor trash must be emptied by Show Contractor personnel. Under no circumstances should full receptacles be left on the Loading Dock. Should the compactors become full or otherwise inoperable, contractors must notify SCC dock or security personnel promptly.

Crew Meals
No outside catering is allowed in SCC. Contractor employees are permitted to bring in their own meals for personal consumption onsite. Should the Contractor choose to provide meals to their employees while onsite, services must be provided by Aramark. Employee break area on Level 5 is for the use of SCC staff only. It is the responsibility of Show Management and/or the Show Contractor to provide appropriate space for employee meals and breaks. (See also Show Support Space)

Damages
The cost of repair for any damage resulting from event related activity, unauthorized alterations, or caused by Show Contractor personnel will be invoiced at the conclusion of the event. Such repairs will be billed at the prevailing rate plus the cost of any supplies or materials needed. Show Contractors and their personnel are required to promptly report any damages to SCC Security or the EM. (See also Floors, Inspections, Rigging, and/or Walls)

Elevators and Escalators
Passenger elevators and escalators are not to be used for the movement of freight or equipment. Service and freight elevators are also used by facility operations and catering staff, and must be shared accordingly.

Both the North and South Loading Docks are equipped with freight elevators (20,000 lb. capacity). Additionally, Service Elevator 10, located adjacent to Hall 4C, provides access from Levels 1-6. A key card is required to operate this elevator and may be signed out from the Dock Master’s Office. Service Elevator 4 provides access from the Loading Dock (Level 4) to the meeting rooms and ballrooms on Level 6. The Event Planning Guide has more detailed information on elevator dimensions and capacities.

Exclusive Services
Show Contractors are responsible for providing information to exhibitors regarding SCC Exhibitor Services online ordering and exclusive service providers as shown below. SCC reserves the right to review and approve Show Contractor's printed information regarding exclusive services prior to publication.

Show Contractors may reprint the Exhibitor Services online order form and other materials provided the information or charges are not edited, substituted, or in any way altered without SCC written approval. Should permission be granted to
apply surcharges to published rates, these surcharges must be set out clearly and separately from the published rates by the Show Contractor.

**Aramark** – All catering and concessions must be provided by Aramark. Exhibitors requesting to serve, offer or sample food and beverage items from their booth must get prior approval from SCC Exhibitor Services.

**Smart City** – All internet, phone or telecommunication services.

**Edlen Electrical** – All power, air, water and drain services.

**LMG** - Audiovisual preferred partner (not exclusive).

### Exhibitor Service Manuals

Show Contractors must submit Exhibitor Service Manuals, kits and/or online information to the EM for review and approval before distribution or publication.

### Facility Equipment

Show Contractors and their employees are prohibited from using or handling SCC equipment. This includes, but is not limited to: tables, chairs, fork lifts, scissor lifts, pallet jacks and moveable airwalls. SCC equipment is not to be used in exhibit, registration, or other display areas serviced by the Show Contractor. Any damage resulting from the unauthorized use or movement of facility equipment will be invoiced to Show Management. Please contact the EM for assistance with the movement, placement, or use of facility equipment. (See also Damage)

### Fire Regulations

All Show Contractors are required to comply with Seattle Fire Department regulations. (See Fire Safety Guidelines document).

### Floor Plans

Show Contractors are required to furnish detailed, to-scale floor plans of event areas in advance of the event to the EM. Contact the EM regarding dimensions of facility equipment (chairs, tables, risers, etc.) and location of catering or other service areas to ensure accurate representations of meeting or ballroom sets. All floor plans must comply with fire regulations. This includes AV contractors for placement of their equipment, screens, technical risers, etc.

### Floors

SCC has a variety of floor surfaces and coverings. In order to maintain a clean and safe environment for our clients and guests, special consideration must be given to the floors in the facility. Any damage to the facility floors will result in charges to Show Management. (See also Cleaning and Damage)

#### Floor Loads

If there are heavy floor-load requirements for the event, please send the specifications to your EM prior to shipment of the equipment. Any equipment that approaches or exceeds the maximum floor loads must be reviewed and approved by your EM. This includes, but is not limited to: heavy objects, large machinery, and water-filled tanks.
The load capacities for various areas of the facility are described below:

- Exhibit Halls 4ABCDEF – 250 lbs. per square foot.
- Ballrooms 6ABCE – 150 lbs. per square foot.
- Lobbies and Meeting Rooms – 100 lbs. per square foot.
- Parking Garage – 50 lbs. per square foot.

Floor Marking

Show Contractors are responsible for the removal of all floor markings from the exhibit halls, ballrooms, and lobbies. The cost of cleaning or damage resulting from inappropriate floor marking methods will be billed to Show Management at the prevailing rate.

- Chalk is not permitted on any carpeted areas in the facility.
- Tape used on carpeted or non-carpeted areas must be non-residue, such as gaffers tape. Under no circumstance should foam, packing, or cellophane tape be used on any floors.

Floor Protection

- Terrazzo areas – The use of metal wheeled pallet jacks, carts, or other equipment-handling devices on terrazzo floored areas is prohibited including the Atrium Lobby. When moving loads exceeding 1200 lbs., terrazzo floors must be protected with ¾” plywood.
- Carpeted areas – Lifts used in carpeted areas must have their wheels covered or be equipped with nonmarking tires. It is recommended that Show Contractors use reinforced plastic sheeting on carpeted areas during move-in and move-out. Damaged carpet will be invoiced per square, post-event.
- Service corridors – Forklifts are not permitted in the service corridors behind the ballrooms on Level 6.

Freight Deliveries

Due to limited storage capabilities, SCC does not accept deliveries of freight, crates, road cases, or mail for Show Contractors, exhibitors, or attendees. Deliveries arriving before contracted move-in dates will be declined by SCC Loading Dock staff. Such deliveries may be rerouted to the Show Contractor’s warehouse or rescheduled for later delivery. Shipments delivered during the show must be to the attention of the Show Contractor and include exhibitor name and booth number. Show Contractors are responsible for notifying employees, exhibitors, and sub-contractors of this policy.

When advance notice is given to the EM, small package deliveries of Show Management materials may be accepted no more than one business day prior to the first contracted date.

Hand-Carried Freight

In order to comply with city mandated traffic management plans, SCC operates two delivery areas to allow off-street access for exhibitors to self-transport materials to and from exhibit areas. The Hand-Carried Freight (HCF) areas are located in SCC parking areas for loading and unloading of exhibitor’s privately operated vehicles (POV). The usage of HCF and complimentary hand carts must be determined a minimum of 45 days in advance of the event in order to ensure adequate staffing and communication with exhibitors.

Arrangements for the usage of HCF areas and flatbed carts are solely at the discretion of Show Management and SCC. SCC will honor the decisions of its clients related to the methods by which they contract to handle the delivery
and movement of exhibitor materials. Detailed information regarding HCF is contained in a “Letter of Understanding Regarding Work Rules for Freight Handling,” which can be provided by the SCC Director of Event Services.  
(See also Loading Dock)

**Inspections**

Show Contractors should schedule a pre-show and post-show inspection of all event areas with their EM. Any damage to event spaces that is not noted during the pre-show inspection may be billed to Show Management.  
(See also Cleaning and Damage)

Additionally, Seattle Fire Department will perform an onsite inspection of event areas for compliance with fire permit conditions. These inspections are unscheduled and typically occur before show opening and at random during show hours. Failure to comply with fire permit conditions may result in doors being held and/or citation.

**Labor Access**

Contractor personnel, crew, I&D staff, casual and union labor must enter the facility through the 24-hour staff entrance located on the corner of 9th Avenue and Pike Street. Temporary Work Badges will be issued by SCC Security Officers and must be worn and visible at all times while working in the building. Photo ID is needed to obtain a Temporary Work Badge.

Official Show Contractor management personnel who are issued event credentials by Show Management or display corporate identification will be exempted from this requirement.

**Lifts**

All operators of lifts or other motorized equipment must have appropriate training and necessary certifications. Should an incident or accident occur, the Show Contractor and involved personnel must complete a SCC incident report. Remedial training and/or re-certification may be required before the operator can return to work involving motorized lifts. Full details of “Power Truck Operating Procedures” can be provided by the SCC Director of Event Services.  
(See also Floor Protection)

Show Contractors and their personnel are prohibited from using SCC forklifts, pallet jacks, scissor lifts, or other motorized equipment. The delivery and pick-up of rented lift equipment must be arranged to occur within 24 hours of contracted event dates. The EM must be notified of anticipated delivery/pick-up times.

Lifts may not be used when event space is occupied by attendees. Show Contractors are responsible for ensuring their personnel comply with safety requirements, including but not limited to:

- Use of seatbelts
- 5 mph speed limit
- Operational back-up alarms
- Ground spotter for stacking of equipment, crates, etc.
- Propane tanks (empty or full) secured in designated areas
- Compliance with floor protection requirements
Loading Docks

SCC operates two loading docks, both located on the 4th floor of the facility, adjacent to the exhibit halls. Access to the loading docks is by way of a two-lane enclosed ramp, which enters the building at Hubbell Place. Loading Dock and truck bays are not to be used for storage without the advance and specific approval of the EM. (See also Storage)

The Loading Docks are shared by facility operations, catering and concurrent event activity, and must be shared accordingly. Traffic management is provided by SCC Transportation Attendants (TA). To maintain the safe operation of the Loading Docks, Show Contractors and their personnel must comply with the direction of TA's at all times. (See also Transportation Attendants)

South Loading Dock
- Serves Exhibit Halls 4ABC and Levels 1-6 of the building
- Height clearance of 16 feet
- Nine (9) bays which accommodate street-legal truck/trailer combinations
- Four (4) bays equipped with levelers

North Loading Dock
- Serves Exhibit Halls 4DEF, north level meeting rooms, and 800 Pike
- Height clearance of 16 feet
- Nine (9) bays which accommodate street legal truck/trailer combinations
- Eight (8) bays equipped with levelers

800 Pike Street Loading Dock
This building is equipped with two loading areas on the Yakima Level. There is a single loading bay that can accommodate up to a 53’ semi-truck. The secondary Dock area is able to accommodate up to two (2) 24’ box trucks. Both of these loading areas are accessed via the alley on the east side of the building between Pike Street and Pine Street. Dock access must be scheduled in advance of your event through your EM.

SCC maintains control of access to the Loading Docks at all times. Standard hours are 7am-4pm Monday-Friday. Delivery vehicles that arrive outside of scheduled times will be turned away until the Loading Dock is open. In order to ensure appropriate access and staffing of the Loading Docks, Show Contractors must provide detailed production schedules to the EM at least 45 days in advance. SCC does not endorse exclusivity of Show Contractors to handle exhibitor materials at the Loading Dock.

Exhibitors may load or unload items from their POV at SCC’s loading dock or HCF areas during scheduled hours. SCC will honor the decisions of its clients relating to the methods by which they contract to handle the delivery of exhibitor materials. (See also Hand-Carried Freight)

Marshalling Yard
To comply with city-mandated traffic management plans, an off-premise marshalling yard arranged by the Show Contractor may be required. SCC will identify and inform each event at least six (6) months in advance if a marshalling yard is required. Vehicle or truck queuing is not allowed on surrounding streets, and vehicles will be denied access to the venue by SCC personnel. The following factors, alone or in combination, may warrant the use of a marshalling yard:
Event Services

Show Contractor Guidelines

- Use of 80,000 gross square feet or more of exhibit space
- Heavy truck volumes for exhibit or non-exhibit shipments
- Concurrent event activity with significant truck volumes
- Prior experience with shows of a similar nature

Facility clients and/or Show Contractors are responsible for securing an appropriate marshalling yard and informing delivery companies and exhibitors accordingly. The Show Contractor must provide information to the EM regarding location and hours of operation for the marshalling yard. SCC owns and operates a secure Marshalling Yard located at 9645 Martin Luther King Dr. Way South, Seattle, WA (MLK Lot). The MLK Lot may be rented by show contractors for staging of trucks, etc. Requests for rental should be made at least 90 days in advance. Contact your EM for more information on rental fees and requirements for the MLK Lot.

Pallets

It is the responsibility of facility clients and their Show Contractors to remove all pallets from SCC premises at the conclusion of the event. This includes pallets resulting from Show Management, exhibitors, or other Show Contractor activity. The cost for removal of excess pallets will be invoiced to Show Contractor at the conclusion of the event. (See also Bulk Trash)

Parking

All Show Contractors must pay when parking in SCC garages. Arrangements can be made through the EM for pre-paid parking passes. Unauthorized parking on the Loading Dock or on the dock ramp is not allowed and violators may be towed at the owner's expense. Overnight parking on the Loading Dock for Show Contractor trucks may be arranged in advance with the EM, subject to availability and current regulations. (See also Storage)

Production Schedules

Show Contractors are required to submit to the EM all production schedules for their activities in the facility at least 45 days in advance. This is to ensure appropriate staff levels, access to the Loading Dock and timing for placement of facility equipment such as production risers and audience seating.

Public Address System

SCC will provide one complimentary wired mic for the house PA system for announcements in exhibit areas. Background music is not provided unless requested and arranged in advance with LMG. SCC does not have the ability to page guests within the facility. Requests for use of the PA system must be submitted to the EM in advance. The PA system is for general announcements and not suitable for presentations.

Rigging

The term “rigging” refers to the overhead suspension of objects from any portion of the physical building. Show Contractors must submit rigging plots showing the location of hang points and weight loads to the EM for review and approval a minimum of 45 days in advance of move-in. Any rigging, either ground supported or aerial must be installed by an ETCP-certified rigger using rated, stamped and approved hardware. Detailed information on the requirements for rigging and proof of certification can be obtained in our Rigging Guidelines.
Event Services

Show Contractor Guidelines

SCC does not require the use of certified riggers for the on-ground movement or assembly of equipment associated with rigging installations, such as truss, signage framing or props. However, all objects attached to a truss or other load-bearing apparatus must be inspected and approved by the identified certified Rigging Supervisor.

SCC does not require union personnel for the installation of rigging. Our preferred AV contractor, LMG, can also provide rigging services at prevailing rates. Rigging in the exhibit halls must have a protective covering around the beams to protect the fire proof insulation. Removal of beam insulation is not allowed. Heavy load points used in the ballrooms must be returned to their previous condition at the conclusion of the event. SCC does not provide lifts or equipment for rigging in the facility. Show Management will be invoiced for any costs resulting from damage caused by rigging.

LMG is the exclusive provider of Level 6 Ballroom aerial rigging labor services required for attachment to the fixed point ceiling grid. This also includes chain motor rental, span sets required to attach client truss systems to LMG chain motors, operable track hangers and rigging hardware required for the attachment of lighting, projection, sound or decorative elements to the fixed ceiling rigging grid. All Ballroom rigging plots including points and equipment loads must be submitted to LMG for approval.

Specific rules and regulations regarding approved locations and weight capacities for rigging in the facility should be obtained from your EM. (See also Signage and Banners and Rigging Guidelines)

Security and Safety

SCC provides 24-hour security to monitor the facility perimeter, public areas, emergency response and the life safety system. Show Contractors must comply with the direction of facility security personnel. Failure to cooperate with Security staff may result in removal from the premises.

Show Contractors and their personnel must promptly report any incidents, accidents, or medical emergencies that occur on SCC premises in one of the following manners:

- Directly to the EM
- Dial extension 5127 from a house phone
- Dial 206-694-5127 from an outside line
- Use one of the red “hotline” phones located in the building
- Contact any uniformed SCC personnel
- Use of “911” is not recommended since facility staff will direct emergency response

Badge checking, crowd control, ticket taking, access control, and coat check services must be provided by SCC Admission Attendants (AA). The EM will coordinate directly with Show Management for the location and scheduling of AA personnel. Facility staff do not provide security services or asset protection for equipment in the exhibit hall, registration areas, meeting rooms, or other event spaces.

Life safety equipment such as fire extinguishers, fire hoses, AED stations, fire exits, and sprinkler equipment cannot be blocked, obscured, or tampered with. Propping open of fire exits or exterior doors is prohibited.

Minors under the age of sixteen are not allowed in exhibit areas during move-in and move-out.
Event Services

Show Contractor Guidelines

Service Corridors
Service corridors are for the safe and efficient movement and storage of SCC equipment. Service corridors must be kept clear of freight, equipment, crates, and associated handling gear unless specific advance arrangements are made with the SCC Event Manager. Contractors may arrange to rent their own office space if space is available. (See also Storage)

Show Support Space
Onsite offices or storage rooms must be assigned to Show Contractors by Show Management from their licensed space allocations. (See also Crew Meals)

Signage and Banners
Signage and banner locations must be discussed with your EM at least 45 days in advance of your event to coordinate with concurrent event activity. Signage or banners located within the common areas of SCC must be approved by the EM. Special rules apply for the placement of signage in public areas and for sponsored signage.

Signs and banners must be hung from appropriate locations such as facility beams and installed rigging points. Suspension points do not include light fixtures, sprinkler heads, conduit, HVAC ducts, etc. No pins, tacks or adhesives of any sort are permitted on any wall or door. No signs or banners may be placed on the exterior of or facing outward from the facility without specific advance approval from the Director of Event Services.

Banners may be hung over the escalators on Levels 2 and 3, provided they allow clearance above the escalator of nine (9) feet or more and are secured to the base of the balcony handrail. Banners must be made of lightweight materials to not place undue weight or stress the handrails. The use of “clings” on facility surfaces must be tested and approved by the EM. (See also Rigging and Walls)

Smoking
SCC is a non-smoking facility. Washington State law prohibits smoking within 25 feet of any entrance to a building. A covered smoking area is provided on the North Loading Dock for employees and contractors.

Storage
Storage of freight, equipment, empty crates or other containers is not permitted without the advance approval of the SCC Event Manager. Limited storage is available with advance notification to the SCC Event Manager within specifically designated areas of the facility. Storage in facility corridors is not permitted without advance approval of the EM. Combustible storage is not allowed on the show floor.

Use of Loading Dock, truck bays, or other areas for storage without advance and specific approval of the EM may result in storage fees invoiced to Show Management at the rate of $75 per storage area per show day.

When approval is obtained to use loading dock or truck bays as storage, equipment must be confined to the allocated areas. Aisle passages must be maintained between storage areas. Equipment, freight, empty crates, or other equipment may be stacked with a minimum three (3) foot clearance to any duct, pipe, conduit, sprinkler head, or other fixture.
Transportation Attendants

SCC Transportation Attendants (TA) are union personnel responsible for the safe and efficient operation of truck and shuttle staging, HCF, and all loading dock activity. Show Contractors and their personnel must comply with the direction of TA personnel. Failure to cooperate with TA staff may result in removal from the premises.

Trip Hazards

Show Contractors must take necessary and appropriate action to prevent trip hazards in event spaces. Wires, electrical cords, or cables must be taped, ramped, or bridged when they are located in doorways, aisles, exit paths, or service access areas. Wires or cables are run under aisle carpeting in exhibit areas must be indicated with caution tape. Special consideration must be given to catering access points to ballrooms and exhibit halls.

Walls

Wall surfaces may not be used to affix or secure signage, displays, or other items. Contractors will not install any nails, hooks, tacks, screws, or pins to facility wall surfaces. Approved “clings” are exempt from this provision. (See also Damage and Signs and Banners)
We look forward to serving you at Seattle Convention Center (SCC) and would like to thank you in advance for your cooperation in helping everyone have a safe and successful event. If you have any questions regarding these guidelines we will be happy to assist. Order all facility services at: https://seattleconventioncenter.com/exhibitor-services. All orders should include payment as well as a layout with utility locations clearly marked. All facility services must be ordered prior to the published advance order date to receive advance pricing rates.

**Contact Exhibitor Services:**
206-694-5015
exhibitor.services@seattleconventioncenter.com
www.seattleconventioncenter.com/exhibitor-services

**Exclusive Facility Services**
- **Aramark:** All Food and Beverage services. Exhibitors requesting to serve, offer, or sample F&B items must have prior approval from Show Management and Exhibitor Services.
- **Smart City:** All internet, wifi, phone, or telecommunication services.
- **Edlen Electrical:** All power, air, water, drain, or natural gas services.
- **LMG:** Audiovisual preferred partner (not exclusive).

**Batteries**
Use of portable or car batteries for powered booth displays is not allowed. Temporary power must be provided by Exhibitor Services by ordering in advance.

**Carts**
Please bring your own carts to expedite your work. We have a limited number of flatbed carts which are available on a first come, first served basis. Carts can be checked out at Hand Carried Freight during published hours. Please return the cart when finished. Carts are not released at the end of the show until aisle carpet is rolled up.

**Children & Minors**
For safety, children under the age of 16 are NOT permitted on the show floor during move-in and move-out times. No exceptions will be made.

**Cleaning**
Exhibitors should arrange for booth cleaning services through the official show decorator. Booths with food and beverage sampling must order porter service.

**Contract Labor**
Exhibitors may hire their own contract labor for booth installation and dismantling (I&D). All contract personnel will need to sign in at the SCC Staff Entrance. A valid photo ID is required in order to be issued a work badge. Exhibitors who hire other than the official show decorator for booth installation and dismantling, may be required to notify Show Management of the names of their I&D staff. Access of I&D staff must be coordinated through the official show decorator.

**Covered Booths**
Any booth with a roof or other covered area of 100 square feet or more must submit a booth plan and adhere to specific fire codes. Allow a minimum of three months for approval process. Contact Exhibitor Services for more detailed information.
Decorations
Decorations may not be affixed to any surfaces in the building. No holes may be drilled, cored, or punched into the building. All equipment used must be stable without bolting or anchoring to floors or walls. Decorations may not include helium balloons, crepe paper, cellophane, confetti, cotton, cornstalks, hay bales, leaves, evergreen boughs/trees, glitter, sheaves of grain, streamers, straw, paper, or any flammable items.

Escalators & Elevators
Passenger/public elevators and escalators are not to be used for freight or exhibit materials. Please use the appropriate service elevators for safety.

Facility Access
Please contact Show Management for official move-in and move-out hours for your show. All exhibitors will need to register and have show credentials prior to entering the exhibit space.

Fire Safety
All fire, safety and SCC regulations must be strictly followed. All decorations, drapes, curtains, hangings, items such as carpeting, turf used in the vertical position, combustibles, etc., must be flame retardant. A copy of the Certificate of Flame Resistance for the item must be left in the booth. No propane, acetylene or other flammable or explosive materials are allowed. No candles or other flame are allowed in your booth.

Floor Loads
Any heavy equipment, water tanks, or displays must have pre-approval from Show Management and SCC.

Floor Tape
The use of foam tape, cellophane tape, duct tape or packing tape is prohibited on any surface in SCC. Contact the Exhibitor Service Desk if you need assistance.

Food and Beverage Services
Aramark is the exclusive provider of Food and Beverage services. An exhibitor who does not manufacture, process or distribute food as their normal course of business and would like to distribute food items must purchase these items from Aramark Food Services. Please contact SCC Exhibitor Services at 206-694-5015 to make these arrangements or to purchase food and beverage from the exhibitor menu. Catering orders must be placed before the published advanced ordering deadline in order to receive advanced pricing rates. A six week lead time is needed to guarantee special order requests. No selling of food or beverage is permitted by exhibitors.

Food Sampling
Subject to Show Management approval, those exhibitors who manufacture, process or distribute food as their normal course of business and wish to distribute food samples may be allowed. This is provided food samples are no larger than bite size and beverage sizes no more than three ounces. Any food sampling requires a valid Washington State Food Handlers Permit. Exhibitors are required to order booth porter service for cleaning. Please contact Show Management and Exhibitor Services for prior approval of food distribution. No selling of food or beverage is permitted by exhibitors.

Furniture
No SCC furniture may be used in your booth, including tables and chairs. All booth furnishings must be ordered through the selected show contractor.
Giveaways
Giveaways may not include stick-on decals or helium balloons. Please contact Show Management for any other restrictions.

Gratuity Policy
We are here to serve you! No gratuities should be offered to SCC employees.

Hand Carried Freight (HCF)
The hour time limit for loading/unloading is strictly enforced. Trailers cannot be accommodated. Vehicles that are too large for HCF must schedule deliveries through the Loading Dock. SCC cannot accept deliveries for you. HCF is scheduled only at specific times. Be sure you know the access hours for your event.

**HCF - Arch North**
Access via 9th Avenue. Clearance at this entry is 9’ 8”. Full size vans can be accommodate. No trailers can be accommodated.

**HCF - Arch South**
Access via the 8th Avenue parking garage entrance. Clearance at this entry is 6’ 5”. Full size vans will not clear this entry. No trailers can be accommodated.

**HCF - Summit**
Access via the Summit Parking Garage on Olive Street. This area services all levels and areas of the Summit building. Clearance is 8’ 4” for Level 1 HCF Loading area. Standard full-size vans will clear this entry only. No trailers can be accommodated.

Haze or Fog Machines
Exhibitors are not allowed to use any haze, fog or other similar device in their booth.

Height Restrictions
SCC has a variety of ceiling heights and obstructions. Specific shows may have rules pertaining to booth heights. Please confirm with Show Management or Exhibitor Services the exact location of your booth for any height restrictions.

Invoicing
Exhibitors will receive a unified invoice for all SCC facility services post-event. This will include all advance payments, services ordered, onsite orders, and final labor and materials charges.

**Special Invoicing**
If you are ordering for multiple booths, or require separate invoices you must submit each booth order with separate contact information. Please email exhibitor.services@seattleconventioncenter.com if you need assistance.

**Tax Exemption in Invoicing**
There are very few circumstances that allow for a Washington State Sales Tax Exemption. If you believe you are exempt from sales tax, email exhibitor.services@seattleconventioncenter.com directly. You will not be able to order services online.

Labor and Materials
You may request an estimate of Labor and Materials charges in advance from Exhibitor Services. Final charges for Labor and Materials will be assessed onsite and charged to the credit card on file.
Online Ordering
Visit https://seattleconventioncenter.com/exhibitor-services to place all facility orders. Payment must be made in advance by credit card. Orders not submitted online, or to be paid by wire or ACH will be subject to manual processing fee.

Onsite Storage
Goods/materials may not be delivered in advance of the show's official move-in time nor can they be left after the show’s official move-out time. There is no onsite storage at SCC. Repacking material, empty boxes, cardboard or other combustible storage is prohibited throughout exhibit areas. No flat or empty cardboard boxes can be stored within or behind your booth. Full boxes of brochures and other literature for distribution may be stored underneath a table fronting the booth space. Additional storage needs may be arranged by contacting the official show contractor.

Oversize Vehicles
Contact the official show decorator to make arrangements for your dock delivery. You may be routed via a Marshaling Yard to the Loading Dock.

Parking
Complimentary parking is available in HCF only if you exit the garage within one hour. You can have your parking ticket validated at the HCF Service Desk. Exhibitors who remain in the garage will be charged normal rates. No parking is allowed at the Loading Dock.

Restocking Supplies
If you need to replenish supplies during the show, make sure you know the access hours for HCF and the Loading Dock. Contact Show Management in advance if you need to restock during show days.

Signage and Banners
Exhibitors are not allowed to install any signage, distribute flyers, or post other materials outside of their assigned booth.

Smoking/Vaping Policy
SCC is a smoke-free environment, this includes vaping, e-cigarettes or other similar devices. Please do not smoke in any area of the facility, including parking garages, exit stairwells, or loading areas. Smoking is allowed outside SCC, 25 feet from any doorway.

UL Certification
All equipment displayed or used must be UL certified. Electricians may verify UL Certification before providing power to any equipment.

Vehicle Display
Gasoline powered vehicles may be displayed with a maximum of 1/4 tank or 5 gallons of gas, whichever is less. The vehicle gas cap must be taped or locked and the battery disconnected with cable ends taped over. Flooring beneath vehicle must be protected. There are no exceptions.
Event Services

General Housekeeping Requirements

Event decorators are required to comply with the following:

1. Cooperation with SCC Event Services, Security, Transportation and Admission staff is required.
2. All personnel must enter the facility via the Security entrance at 9th Avenue and Pike Street.
3. SCC-issued identification badges must be worn and clearly visible while working in the facility.
4. The exhibit halls and loading dock platform must be left in clean, broom-swept condition upon completion of move out.
5. No bulk trash receptacles may be left full on the dock. Use the appropriate compactor.
6. All pallets, crates, furniture, signage and banners are to be removed from premises.
7. No carpet rolls or tubes are to be placed in the trash compactor.
8. No building materials, lumber, furniture, etc. are to be placed in the trash compactor or recycling container.
9. Storage, if available, is limited to the designated areas on the loading dock.
10. Care must be taken to protect all floor surfaces, particularly carpeted areas. No chalk is to be used in marking any carpeted areas in facility.
11. The use of single- or double-sided foam tape, duct tape, packing tape, or cellophane tape is prohibited on any surface in the building. Approved tapes include standard masking/painter’s tape, carpet tape, gaffer’s tape, and booth line tape.
12. Smoking is not allowed anywhere inside facility, or within 25 feet of an entrance.
13. All damage, incidents or accidents are to be reported immediately to Security. Call ext. 5127 from any house phone, or 206-694-5127.
14. Forklift incidents require personnel to be re-certified before operating in SCC. Adherence to posted speed limits and safety measures is mandatory.
15. Propane tanks (empty or full) are to be stored in designated secure area on deck.
16. Upon completion of move out, a post-event inspection will be completed to determine damages (if any), and excessive trash resulting from the event. SCC will notify the decorator within three business days of the cost for damages and/or excessive trash removal.

We appreciate your cooperation in helping us maintain a world-class facility!
Exhibitor Services

We’re here for you online and onsite!

Managing the details to achieve a successful trade show can be time-consuming and overwhelming. That is why the Seattle Convention Center (SCC) has streamlined processes and a team of people dedicated to help you make it happen.

Before the event, all exhibitor services, from catering and audiovisual to internet and power, are ordered from our Exhibitor Services Center portal. This is where you can take advantage of advance online pricing. Next, our Exhibitor Services team collaborates with SCC service partners and show contractors to ensure a seamless experience.

During the event, we provide a staffed on-site service desk to provide customer support for last-minute details. Finally, after the event you’ll receive a report of services and consolidated, detailed billing.

Can’t find what you’re looking for in the Exhibitor Services Center? Let us know! Contact your Exhibitor Services Representative at 206-694-5015, or exhibitor.services@seattleconventioncenter.com.

Our exhibitor services include:

- ✔ Advance online pricing
- ✔ Premier customer support
- ✔ Coordination of facility services
- ✔ Onsite staffed service desk
- ✔ Post-event reporting of services
- ✔ Consolidated, detailed billing

SCC Service Partners

Aramark
food and beverage
(exclusive)

Edlen
electrical, air/water/drain
(exclusive)

LMG
audiovisual (preferred)

Smart City
telecommunication data
and internet (exclusive)

YOUR ONLINE PORTAL

ASRS 2023 Annual Meeting

Order your facility services in one click!
Visit our online Exhibitor Services Center.

CLICK HERE TO ACCESS

Advance Order Deadline:
Thursday, July 6th

If you believe you are eligible for tax exemption, or would like to pay by check or wire transfer you cannot order online. Please call or email us to obtain the order forms. Orders not placed online may result in a processing fee.

705 Pike Street, Seattle, WA 98101-2310
206-694-5000 www.seattleconventioncenter.com
Key Features

Exhibitor Portal
Access your licenses, leads and reporting online all the time. Follow-up with leads in real-time.

Custom Qualifiers
Always included and simple to setup. Customize your qualifying questions and answers online at any time.

Capture Leads Anywhere
The freedom to scan anywhere. No power or internet required to capture leads. Note: internet required to sync leads.

MyLEADS Standard
A small, light weight & easy to carry scanner, equipped with just one key. Allows for easy and straightforward use. Equipped with onboard memory, it provides an economical method of collecting leads. Access your leads online within one business day after the show closes. No electrical required.

MyLEADS Mobile
Real-time attendee lead information. Ability to either scan badges or type badge ID's. Multiple device option, that syncs instantly to your account on the exhibitor portal. Take notes within each lead and answer custom surveys/qualifiers. Modify custom qualifiers on demand online. Native application allows for off-line capturing in areas with poor connectivity. Export your leads in multiple formats. No electrical required.

MyLEADS Connect
Use your own scanner at the event and connect to our database using our API. Once order’s processed, API documentation and a token key is sent. Multiple device connections are allowed. One company per unique token key.

Compare Solutions

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<tr>
<th></th>
<th>Standard</th>
<th>Mobile</th>
<th>Connect</th>
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<tr>
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<td>Add notes to leads</td>
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Risk-Free Refund Policy
If the show is postponed/canceled you may request a refund by emailing james@conexsys.com.

We will honor a full refund, less any processing fees incurred with your original order. requests must be received within 90 days of the original show start date.
**Order Online**
**Event Code** ▶ www.conexsysleads.com ▶ ASRS23

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<tr>
<th>Qty</th>
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<th>Regular After 07/19/2023</th>
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<td>MyLEADS Standard</td>
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<td>MyLEADS Mobile <em>3 Licenses Included</em></td>
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<tr>
<td>Additional App Licenses</td>
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**Use our small, light weight & easy to carry scanner, equipped with just one key that allows for straight forward use.**

**Use our app and your mobile device to capture leads in real-time that sync instantly to your account on the exhibitor lead portal.**

**Use your own device and scanner at the event and connect directly to the database using our API.**

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**Order Online And SAVE**
**Event Code** ▶ www.conexsysleads.com ▶ ASRS23

Questions? (978) 338-4194

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**Contact Information**
- Company: 
- Booth #: 
- Address: 
- City: 
- Province/State: Postal/Zip
- Onsite Contact: 
- Onsite Phone: 
- Email (for leads): 

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**Payment Information**
- Card Number: 
- Name On Card: 
- Expiration Date: CVV#
- Signature: 
- Ordered By: 
- Email (for receipt): 

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**Cancellation Policy:** No refunds after July 19, 2023