

ASRS 43rd Annual Scientific Meeting

July 30 – August 2, 2025
Long Beach Convention Center
Long Beach, CA

Dear Exhibitor:

As the Official General Service Contractor, we would like to welcome you to the **ASRS 43rd 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 43rd Annual Scientific Meeting**.

Thank you and we look forward to servicing your needs at **ASRS 43rd Annual Scientific Meeting** in **Long Beach, CA**.

Sincerely,

Levy Exposition Services, Inc.



ASRS 43rd Annual Scientific Meeting

QUICK FACTS

**SERVICE
CONTRACTOR
CONTACT:**

LEVY EXPOSITION SERVICES INC.
14900 Interurban Ave. S, Suite 271
Seattle, WA 98168
Tel: 253 437 0031 Fax: 253 437 0032

LOCATION:

Long Beach Convention Center
300 E Ocean Blvd
Long Beach, CA 90802

EXHIBITOR MOVE-IN:

*****schedule subject to change*****
Wednesday, July 30, 2025

8:00 am – 4:30 pm

EXHIBITION DATES:

Thursday, July 31, 2025
Scientific Poster & Reception:

7:15 am – 4:16 pm
5:37 pm – 6:37 pm

Friday, August 1, 2025
Saturday, August 2, 2025

7:15 am – 4:23 pm
7:15 am – 5:06 pm

EXHIBITOR MOVE-OUT:

Saturday, August 2, 2025

5:15 pm – 10:00 pm

*****Please note all exhibit materials must be removed from the facility by 10:00 pm on Saturday, August 2, 2025. 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 43rd 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 25 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 9, 2025**.

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.

ELECTRICAL SERVICES:

CTS is the official Service Provider for Electrical Services. To order services please see **pages 79 – 82** of this Exhibitor Kit.

**AUDIO VISUAL &
INTERNET SERVICES:**

The Long Beach Convention Center is the official Service Provider for Audio Visual and Internet Services. To order services please see **pages 98 – 104** of this Exhibitor Kit.



ASRS 43rd Annual Scientific Meeting

QUICK FACTS

LEAD RETRIEVAL SERVICES:

Conexsys is the official service provider for Lead Retrieval services. To order services, please see **pages 105 – 106**.

CATERING SERVICES:

Savor is the official service provider for Catering services. To order services, please see **pages 107 – 123**.

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 8:00 pm on Saturday, August 2, 2025. 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 23, 2025 – July 21, 2025 and should be consigned as follows:

ASRS 43rd Annual Scientific Meeting
Company Name & Booth #
Levy Exposition Services, Inc.
c/o Liberty CFS NV, Inc.
405 E Alondra Blvd
Compton, CA 90220

Please note that the Advance Warehouse will be closed on Friday, July 4, 2025 for the Independence Day holiday.

All **DIRECT** air and ground shipments should not arrive prior to 8:00 AM on Wednesday, July 30, 2025 and should be consigned as follows:

ASRS 43rd Annual Scientific Meeting
Company Name & Booth #
Long Beach Convention Center
c/o Levy Exposition Services, Inc.
300 E Ocean Blvd
Long Beach, CA 90802

DISMANTLE AND MOVE-OUT INFORMATION:

All exhibitor materials **MUST** be removed from the exhibit facility by 10:00 pm on Saturday, August 2, 2025. To ensure that all exhibitor materials are removed by this time, please have your carrier check in no later than 8:00 pm on August 2, 2025.

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.



LEVY ONLINE ORDERING

ONLINE ORDERING INSTRUCTIONS

We are pleased to offer online ordering for **ASRS 43rd Annual Meeting**. This system is designed to assist in fulfilling your exposition needs simply, conveniently and securely.

Our online ordering links are unique to each exhibitor and are generated when exhibitors are imported to our online system. This creates a streamlined experience for exhibitors and eliminates the need to create a username and password.

1. You will receive an email from Levy Exposition Services with a copy of the PDF Exhibitor Kit and your account specific online ordering link. —————→
NOTE: If you do not receive your email, please email agaudet@levyshow.com and you will be sent one directly.

Levy Online Ordering Link:

[Click here to begin online ordering](#)

2. Once you have accessed the online ordering portal, you will be directed to the Welcome Page where you can access the Exhibitor Kit, Show Facts and other ancillary service forms. To begin online ordering, you can click the red "Order Booth Services" button. —————→
5. After making your service or rental selections, click the "Add to Cart" button. Once you have finished adding all items or services to your cart, click on the "My Cart/Orders" tab on the menu at the top of the page to view your order.
6. To complete your purchase click on the "Proceed to Checkout" button.
7. Complete your billing details and enter your credit card information to confirm and complete the order.
NOTE: Alternatively, to expedite the check out process, you may enter your card details before online shopping by clicking the "My Profile/CC" tab on the menu at the top of the page, then click "Credit Cards" and fill out the required information.

Exhibitor Information

ETK TEST
Booths: LEVY

Order Booth Services

Exhibitor Kit

Show Facts

Please click the blue links above for important show information and services.

OTHER HELPFUL INFORMATION:

1. To find your username and password, please click on the "My Profile/CC" tab on the menu at the top of the page.
2. To access and view your invoice(s), please click on the "My Invoice" tab on the menu at the top of the page.

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.



SOUTHERN CALIFORNIA LABOR JURISDICTIONS

Decorators union

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

If your exhibit preparation, installation or dismantling requires more than 1 hour, you must use union personnel supplied by the Official Decorating Contractor. As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in Southern California on a one-to-one basis.

Teamsters union

This union claims jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move the material that is hand carryable by one person in one trip, without the use of dollies, hand trucks or other mechanical equipment.

Electrical union

IBEW Electricians jurisdiction covers all electrical labor for each booth including but not limited to, cable distribution under your carpet or flooring, and throughout the booth structure. Included are connections & hardwiring of all electrical equipment, (e.g. 208volt & higher services, panels, and motors), installation of all lighting hung from truss or beams & distribution of all cabling throughout the booth & truss structures. All stage hand/AV labor used in the exhibit area will be provided by the organizer named official AV contractor for the show or an EAC AV contractor with exception of their company representative/ supervisor. Unless contracted directly with the in-house AV / Internet provider, all data and coaxial cable run within the booth, overhead or on the floor will be installed by our electricians. Electrical services are provided on a time and material basis and cannot be performed by other unions, I&D houses or Exhibitors.

Safety

Standing on chairs, tables or other rental furniture is prohibited. The furniture is not engineered to support your standing weight. Levy is not responsible for injuries caused by improper use of furniture.

Tipping

Levy request that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status and we feel that tipping is not necessary. This applies to all Levy employees.

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.

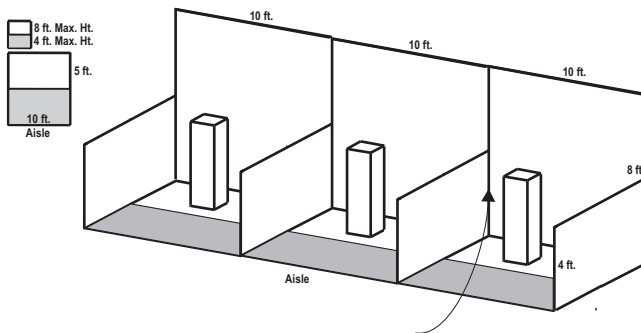
STANDARD BOOTH

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.



One or more standard 10'x10' units in a straight line.

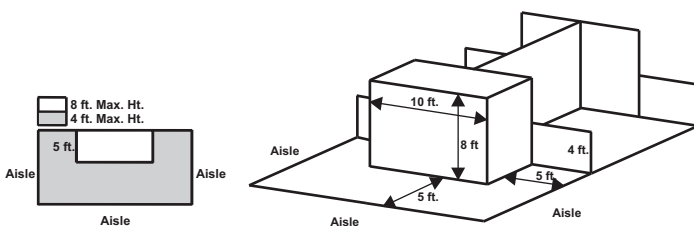
Note: Booth drape is set at 8 ft max.

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

PENINSULA END-CAP BOOTH

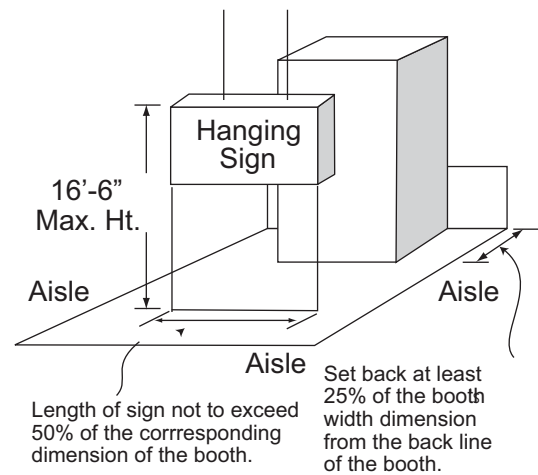
An end cap booth is exposed to aisles on three sides and composed of two booths.

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.



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.



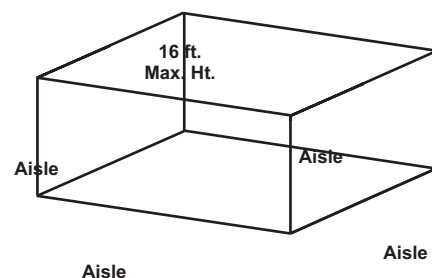
****All overhead hanging must be assembled, installed, and removed by Levy. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.****

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.



Please note that the ceiling height in the Exhibit Hall is 25 feet.

THIRD PARTY BILLING REQUEST

COMPANY		BOOTH NUMBER		Deadline Date July 9, 2025
ADDRESS	street city state/province zip/postal code country			
PHONE	FAX	PURCHASE ORDER NUMBER		<i>All orders are regulated by LES Payment Terms & Conditions as well as Material Handling Terms & Conditions.</i>
AUTHORIZED CONTACT SIGNATURE X		AUTHORIZED CONTACT - PLEASE PRINT DATE		

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.

EXHIBITING FIRM

EXHIBITING FIRM _____

ADDRESS _____

CITY _____ STATE/PROVINCE _____ ZIP/POSTAL CODE _____

PHONE _____ FAX _____

AUTHORIZED SIGNATURE _____

THIRD PARTY

THIRD PARTY _____

ADDRESS _____

CITY _____ STATE/PROVINCE _____ ZIP/POSTAL CODE _____

PHONE _____ FAX _____

AUTHORIZED SIGNATURE _____

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

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

COMPANY				BOOTH NUMBER	
ADDRESS	street	city	state/province	zip/postal code	country
PHONE	FAX	PO #	E-MAIL		
AUTHORIZED CONTACT SIGNATURE X			AUTHORIZED CONTACT - <i>PLEASE PRINT</i>		DATE

All orders are regulated by LES Payment Terms & Conditions as well as Material Handling Terms & Conditions.

CREDIT CARD AUTHORIZATION

<input type="checkbox"/> VISA		<input type="checkbox"/> MASTERCARD		<input type="checkbox"/> AMERICAN EXPRESS		EXPIRY DATE		<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>		<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>		CCVC		<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>																																													
ACCOUNT NUMBER	<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>	<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>	<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>	<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>	<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>	<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>	<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>	<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>	<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>	<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>	<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>	<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>	<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>	<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>	<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>	<input type="checkbox"/> CORPORATE <input type="checkbox"/> PERSONAL																																											
CARDHOLDER'S BILLING ADDRESS															city					state/province					zip/postal code					country																													
CARDHOLDER'S SIGNATURE																														CARDHOLDER'S NAME - <i>PLEASE PRINT</i>																													

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

CULCULATION OF ORDER FORMS		TOTAL FROM EACH ORDER FORM
Carpet, Drape & Complements Rental Order Form.....	\$	
Custom Carpet Order Form.....	\$	
Table and Chair Rental Order Form.....	\$	
Specialty Accessories Order Form.....	\$	
Rental Exhibits Order Form.....	\$	
Cabinets Order Form.....	\$	
Graphics & Sign Order Form.....	\$	
Plant & Flower Order Form.....	\$	
Exhibit Booth Cleaning Order Form.....	\$	
In-Booth Forklift Order Form.....	\$	
Sign & Banner Hanging Order Form.....	\$	
Motor & Truss Order Form.....	\$	
Labor Order Form.....	\$	
Material Handling Order Form.....	\$	
FULL PAYMENT IN US FUNDS	\$	

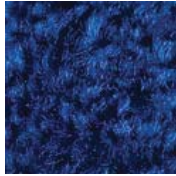
To simplify payment, send one check payable to Levy Exposition Services Inc. for the entire amount or note the amount to be charged to your credit card.

Charge my credit card in the amount of \$

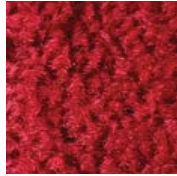
Check no. Dated in the amount of \$

CARPET and DRAPE

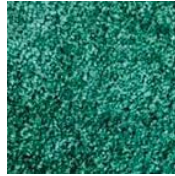
Standard carpet color options



Blue



Red



Teal



Grey



Burgundy



Purple



Black

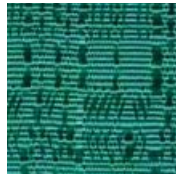
Drape color options



Blue



Red



Teal



White



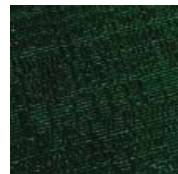
Gold



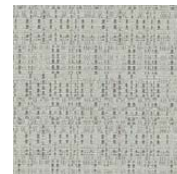
Black



Purple



Green



Grey



Burgundy

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

Do you have questions?

We would be pleased to help. Contact us at: 253 437 0031

operations@levyexpo.com

www.levyexpo.com

CARPET, DRAPE & COMPLEMENTS RENTAL ORDER FORM & INVOICE

COLORED CARPET SELECTIONS

Description	Discount Rate	Standard Rate	Total
Size - 10 ft. X 10 ft.	357.00	464.10	
10 ft. X 20 ft.	592.00	769.60	
10 ft. X 30 ft.	888.00	1154.40	
10 ft. X 40 ft.	1,184.00	1,539.20	
Custom cut size. Calculate sq. ft. x price per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	5.75	6.44	

☐ Blue ☐ Red ☐ Teal ☐ Grey ☐ Burgundy ☐ Purple ☐ Black

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

CARPET OPTIONS

Description	Discount Rate	Standard Rate	Total
Carpet foam padding per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	2.67	3.47	
Poly covering per sq. ft.			
Size _____ ft. x _____ ft. = _____ sq. ft.	1.20	1.56	

COMPLEMENTS (Also see Specialty Accessories Form)

Quantity	Description	Discount Rate	Standard Rate	Total
	Waste basket	27.00	35.10	
	Chrome coat tree	184.60	239.98	
	Aluminum easel	75.00	97.50	
	Chrome sign holder 22" X 28"	199.00	258.70	
	Chrome stanchions	35.00	45.50	
	Velvet stanchion ropes - blue	35.00	45.50	

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
10.50% 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 9, 2025**. 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



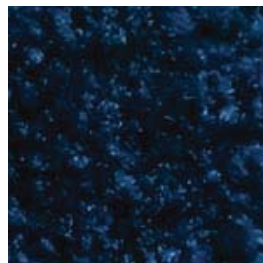
Beige



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*

Do you have questions?

We would be pleased to help. Contact us at: 253 437 0031

operations@levyexpo.com

www.levyexpo.com

CUSTOM CARPET ORDER FORM

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

- | | | |
|---------------------------------------|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> Red | <input type="checkbox"/> Nu Blue |
| <input type="checkbox"/> Silver Cloud | <input type="checkbox"/> Beige | <input type="checkbox"/> Charcoal |
| <input type="checkbox"/> Key Lime | <input type="checkbox"/> Navy | <input type="checkbox"/> Cobalt |
| <input type="checkbox"/> White | <input type="checkbox"/> 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 9, 2025** to guarantee availability.

		DISCOUNT PRICE	STANDARD PRICE (late order)
Booth Size	_____ ft. x _____ ft. = _____ sq. Ft. at	\$8.82 per sq. ft.	\$11.47 per sq. ft. =\$_____
Carpet Pad	_____ ft. x _____ ft. = _____ sq. Ft. at	\$2.67 per sq. ft.	\$3.47 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		
10.50% SALES TAX		
TOTAL US DOLLARS		

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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STANDARD RATE will be applied to all orders not received and paid in full by **July 9, 2025**. 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



4' x 2' skirted table



6' x 2' skirted table



8' x 2' skirted table

Skirt color options



Blue



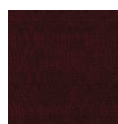
Red



Black



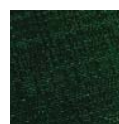
Teal



Burgundy



Gold



Green



Grey



Purple



White

Pedestal Tables

All pedestal tables are available in the below options:

- 30" diameter tops
- 30" or 40" high



40" high pedestal



30" high pedestal

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*

Do you have questions?


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operations@levyexpo.com

www.levyexpo.com




TABLE AND CHAIR RENTAL ORDER FORM & INVOICE


TABLES

Description	Qty.	Discount Rate	Standard Rate	Total
 TABLES 30" HEIGHT				
8' x 2' Skirted		286.00	371.80	
6' x 2' Skirted		258.05	355.57	
4' x 2' Skirted		237.90	309.27	
Fourth side of table skirted		102.70	133.51	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		119.00	154.70	


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

CHAIRS

Description	Qty.	Discount Rate	Standard Rate	Total
 FABRIC SLED BASE CHAIR - GREY		196.30	255.19	
 FABRIC SLED BASE ARMCHAIR - GREY		216.32	281.22	
 FABRIC HIGHBACK STOOL - GREY		243.40	277.42	

 TABLES 40" COUNTER HEIGHT				
8' x 2' Skirted		324.50	416.65	
6' x 2' Skirted		296.10	384.93	
4' x 2' Skirted		282.10	366.73	
Fourth side of table skirted		102.70	133.51	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		127.40	166.62	

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

 GREY PEDESTAL TABLE - 30" DIAMETER				
30" Table height		241.80	314.74	
40" Counter height		296.10	384.93	

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
10.50% SALES TAX		
TOTAL US DOLLARS		

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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

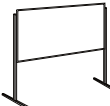
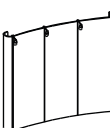




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xpo21_tablechair

SPECIALTY ACCESSORIES RENTAL ORDER FORM & INVOICE

DISPLAY UNITS

Description	Qty.	Discount Rate	Standard Rate	Total
 FABRIC POSTER BOARD 4' x 8' grey fabric covered both sides <input type="checkbox"/> Horizontal (shown) <input type="checkbox"/> Vertical		464.00	603.20	
 POP-UP BOOTH 9'-6" x 7'-5" tall Velcro compatible Set of four lights <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Black		4,212.00	5,475.00	
 BLACK UPRIGHT LITERATURE RACK 6 pockets for 8.5" x 11" material		267.00	347.10	
 PLEXIGLASS BROCHURE HOLDER 9" x 11" <input type="checkbox"/> Table top <input type="checkbox"/> Wall mount		46.00	59.80	
 ALUMINUM EASEL Fits sign sizes: 22" x 28" 24" x 36" 28" x 44"		75.00	97.50	
 CHROME SIGN HOLDER 22" x 28"		199.00	258.70	

ACCESSORIES

 CHROME BAG HOLDER OR CLOTHING STAND <input type="checkbox"/>		184.60	239.98	
 CHROME COAT TREE		184.60	239.98	

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
10.50% SALES TAX		
TOTAL	US DOLLARS	

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ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

STANDARD RATE

will be applied to all orders not received and paid in full by **July 9, 2025**. We reserve the right to adjust orders calculated incorrectly.

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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_specaccess

RENTAL 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 A2 Deluxe

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

Package B1 Base

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



Package B2 Deluxe

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

Package C1 Base



Package C2 Deluxe

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

Package D1 Base

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



Package D2 Deluxe

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

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Do you have questions?

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operations@levyexpo.com

www.levyexpo.com

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)



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RENTAL EXHIBITS RENTAL ORDER FORM & INVOICE

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

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

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

Description	Qty	Discount Rate	Standard Rate	Total
PACKAGE E1 Basic - Base package with headers		7,290.00	9,477.00	
PACKAGE E2 Deluxe - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		7,931.00	10,310.00	
PACKAGE F1 Basic - Base package with headers, storage and drape door, (2) built-in counters		7,815.00	10,159.00	
PACKAGE F2 Deluxe - Base package + lockable door for storage, (2) 39" x 20" x 39" counters		8,775.00	11,407.00	
PACKAGE G1 Basic - Base package with header, (1) built-in counter		8,280.00	10,764.00	
PACKAGE G2 Deluxe - Base package + (2) 10" deep shelves		8,744.00	11,368.00	
PACKAGE H1 Basic - Base package with oversized curved header, (3) built-in back counters		9,270.00	12,051.00	
PACKAGE H2 Deluxe - Base package + (2) 10" deep shelves, (1) curved front counter		9,994.00	12,992.00	

OPTIONS & INFORMATION

HARDWALL PANEL (non fabric) SELECTION

☐ White

CARPET COLOR SELECTIONS

☐ Grey ☐ Red ☐ Teal ☐ Blue ☐ Black ☐ Burgundy ☐ Purple

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

Header One

Header Two

ACCESSORY OPTIONS

Description	Qty.	Discount Rate	Standard Rate	Total
1 meter Angled Shelves		80.00	104.00	
1 meter Shelves		70.00	91.00	
Spot Lights (For use with rental unit)		90.00	117.00	
Literature Pockets 8 1/2" x 11"		40.00	52.00	
Nylon Loop Fabric Panel per sq.ft. **contact for available color options		\$5.25 sq.ft.	6.83 sq.ft.	

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
10.50% SALES TAX		
TOTAL	US DOLLARS	

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 xpo21_rentalexhibits

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.



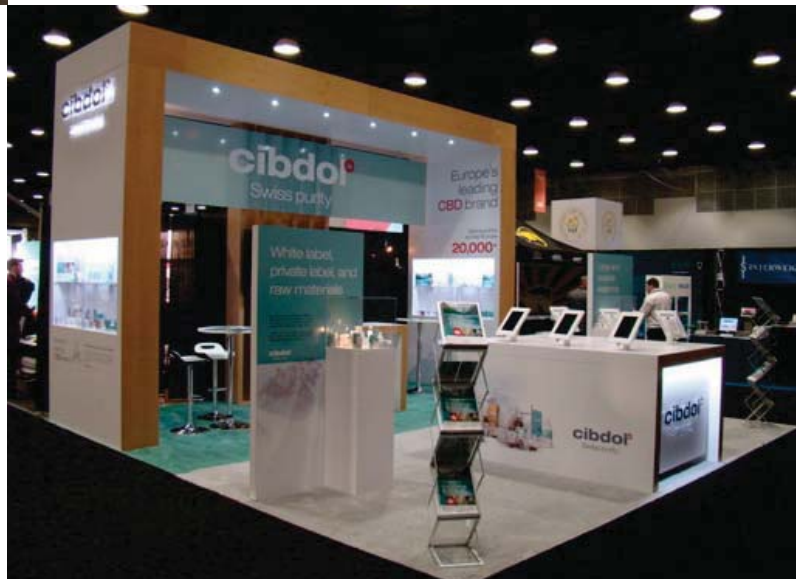
Collaboratively designed to meet your specific requirements, budget, and bring your vision to reality.

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

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



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

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Do you have questions?

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CABINETS ORDER FORM & INVOICE

STYLE	DESCRIPTION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL
CABINET "A"	1 meter Cabinet with doors <input type="checkbox"/> Lock (\$20.00 each)		696.00	904.80	
	Cabinet with + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each)		906.00	1,177.80	
CABINET "B"	1 meter Jewelry Case with doors <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		792.00	1,029.60	
	Jewelry Case + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		970.00	1,261.00	
CABINET "C"	1 meter Show Case with doors (2 meter Show Case available - call for quote) <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		960.00	1,248.00	
	Show Case + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		1,030.00	1,339.00	
CABINET "D"	2 meter Cabinet with doors <input type="checkbox"/> Lock (\$20.00 each)		980.00	1,274.00	
	2 meter Cabinet + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each)		1,370.00	1,781.00	
CABINET "E"	1 meter Curved cabinet (open back)		860.00	1,118.00	
	Curved cabinet + custom graphic panel		1,120.00	1,456.00	
CABINET "F"	1 meter Curved cabinet with doors <input type="checkbox"/> Lock (\$20.00 each)		940.00	1,222.00	
	Curved cabinet w/ doors + custom graphic panel		1,205.00	1,567.00	

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		
10.50% SALES TAX		
TOTAL US DOLLARS		

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GRAPHICS AND SIGN ORDER FORM & INVOICE

STANDARD SIGN SIZES

Quantity	Description	Discount Rate	Standard Rate	Total
	7" x 11"	31.00	40.00	
	7" x 44"	37.00	48.00	
	11" x 14"	47.00	61.00	
	14" x 22"	63.00	82.00	
	22" x 28"	79.00	103.00	
	28" x 44"	113.00	147.00	

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

OPTIONAL SERVICES

Quantity	Description	Discount Rate	Standard Rate	Total
	Over 10 words (Add per word)	3.62	4.70	
	Easel back on sign (Up to 22" x 28")	4.83	6.23	
	Logo sign	Quoted on Request		
	Banner	Quoted on Request		

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.

Quantity	Description	Discount Rate	Standard Rate	Total
	Digital Prints per sq.ft. (Mounted on Foamcore w/ Matte Laminates)	\$19.50	\$29.00	

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

INDICATE YOUR SIGN COPY HERE

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.

CHOOSE YOUR LAYOUT

☐ Vertical
 ☐ Horizontal

Levy Exposition Services Inc.
to design layout

LETTER COLOR SELECTIONS

☐ Blue
 ☐ Red
 ☐ Green
 ☐ Teal
 ☐ Black
 ☐ Purple

Black lettering will be provided unless otherwise specified.

SPECIAL INSTRUCTIONS

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
100% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
10.50% SALES TAX		
TOTAL	US DOLLARS	

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PLANT & FLOWER RENTAL ORDER FORM & INVOICE

LIVE PLANTS

Quantity	Description	Discount Rate	Standard Rate	Total
	Potted flowers	69.60	90.48	
	Boston fern	76.80	99.84	
	Hanging green plant	76.80	99.84	

LIVE TROPICAL PLANTS

Quantity	Description	Discount Rate	Standard Rate	Total
	3' - 4' tall floor plant	110.40	143.04	
	4' - 5' tall floor plant	130.80	170.04	
	6' tall floor plant	160.80	209.04	

COLORFUL FRESH CUT FLOWERS

Quantity	Description	Discount Rate	Standard Rate	Total
	Small floral arrangement	246.00	319.80	
	Large floral arrangement	312.00	405.60	

Please indicate color preference here, if any: _____

The above items are priced on a rental basis only. Prices above include container, installation and removal at the end of show.

All orders will be subject to a \$25.00 delivery fee.

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

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
\$25.00 DELIVERY FEE		
10.50% SALES TAX		
TOTAL	US DOLLARS	

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EXHIBIT BOOTH CLEANING ORDER FORM & INVOICE

SERVICES

OUR SERVICES INCLUDE THE FOLLOWING:

EXHIBIT VACUUMING

EMPTYING OF WASTEBASKETS

GENERAL HOUSEKEEPING

DISCOUNT RATE

TOTAL SQUARE FEET OF BOOTH SPACE	DAYS REQUIRED	RATE	TOTAL
	<input type="checkbox"/> Prior To Show Opening <input type="checkbox"/> After Second Day	<input type="checkbox"/> After First Day <input type="checkbox"/> After Third Day	
100 Square Feet Minimum Order	X <u> </u> Total Number of Days	X \$0.88 =	<u> </u>

STANDARD RATE & ON-SITE ORDERS

TOTAL SQUARE FEET OF BOOTH SPACE	DAYS REQUIRED	RATE	TOTAL
	<input type="checkbox"/> Prior To Show Opening <input type="checkbox"/> After Second Day	<input type="checkbox"/> After First Day <input type="checkbox"/> After Third Day	
100 Square Feet Minimum Order	X <u> </u> Total Number of Days	X \$1.10 =	<u> </u>

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

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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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

DESCRIPTION	STANDARD RATE	
STRAIGHT TIME 8:00 AM - 4:30 PM Monday to Friday (Includes 5000 lb. Forklift and operator)	\$280.00 per Hour	
STRAIGHT TIME 8:00 AM - 4:30 PM Monday to Friday (Foreman)	\$205.00 per Hour	
OVERTIME 4:30 PM - 8:00 AM Monday to Friday, (Includes 5000 lb Forklift and operator) All day Saturday, Sunday, and holidays	\$420.00 per Hour	
OVERTIME 4:30 PM - 8:00 AM Monday to Friday, (Foreman) All day Saturday, Sunday, and holidays	\$358.00 per Hour	

ESTIMATED INSTALLATION REQUIREMENTS

DESCRIPTION	STANDARD RATE	TOTAL	There is a minimum charge of one (1) hour per forklift. Additional time thereafter is charged in one-half (½) hour increments.
STRAIGHT TIME _____ Forklift _____ Hours \$280.00 per Hour \$_____ Total			
OVERTIME _____ Forklift _____ Hours \$420.00 per Hour \$_____ Total			
			Date Required _____
			Start Time _____

ESTIMATED DISMANTLE REQUIREMENTS

DESCRIPTION	STANDARD RATE	TOTAL	There is a minimum charge of one (1) hour per forklift. Additional time thereafter is charged in one-half (½) hour increments.
STRAIGHT TIME _____ Forklift _____ Hours \$280.00 per Hour \$_____ Total			
OVERTIME _____ Forklift _____ Hours \$420.00 per Hour \$_____ Total			
			Date Required _____
			Start Time _____

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
ADDITIONAL 25% LATE ORDER		
10.50% SALES TAX		
TOTAL	US DOLLARS	

***PLEASE ADD 25% FOR ORDERS PLACED AFTER
JULY 9, 2025**

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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

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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. ****THE SIGN ASSEMBLY LABOR ORDER FORM FOLLOWING THIS FORM MUST BE COMPLETED AND SUBMITTED WITH SIGN ASSEMBLY INSTRUCTIONS****

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.

SIGN & BANNER HANGING LABOR RATES

REGULAR TIME	8:00 AM - 4:30 PM Monday to Friday	Boom lift + two person crew - \$900.00 per Hour / minimum 2 hours Additional Rigger(s) - \$205.00 per Person per Hour / minimum 2 hours
OVER TIME	4:30 PM - 8:00 AM Monday to Friday, All day Saturday, Sunday and Holidays	Boom lift + two person crew - \$1,175.00 per Hour / minimum 2 hours Additional Rigger(s) - \$358.00 per Person per Hour / minimum 2 hours

ESTIMATED SIGN HANGING INSTALLATION REQUIREMENTS

REGULAR TIME	Laborers	Date Required	Start Time	Approx. Hours	Boom lift + two person crew - \$900.00 per Hour Additional Rigger(s) - \$205.00 per Person per Hour	\$ _____ Total
OVER TIME	Laborers	Date Required	Start Time	Approx. Hours	Boom lift + two person crew - \$1,175.00 per Hour Additional Rigger(s) - \$358.00 per Person per Hour	\$ _____ Total

ESTIMATED SIGN HANGING DISMANTLE REQUIREMENTS

REGULAR TIME	Laborers	Date Required	Start Time	Approx. Hours	Boom lift + two person crew - \$900.00 per Hour Additional Rigger(s) - \$205.00 per Person per Hour	\$ _____ Total
OVER TIME	Laborers	Date Required	Start Time	Approx. Hours	Boom lift + two person crew - \$1,175.00 per Hour Additional Rigger(s) - \$358.00 per Person per Hour	\$ _____ Total

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 9, 2025****

****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****

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

SUPERVISION SERVICES

(PLEASE INDICATE DESIRED SERVICE)

☐ EXHIBITOR SUPERVISED

☐ LEVY SUPERVISED (PLEASE ADD 50% FOR THIS SERVICE)

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% 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****

A 25% CANCELLATION FEE will be applied to all orders received then canceled. Orders cancelled within 7 days of scheduled start date will be charged 100% of the original fee.

XPO/Banner.cdr

SIGN ASSEMBLY LABOR ORDER FORM & INVOICE

TERMS & CONDITIONS

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.

PLEASE NOTE: It is required to include sign assembly instructions when submitting your order.

****THIS SERVICE IS FOR SIGN ASSEMBLY ONLY. FOR GENERAL LABOR, PLEASE REFER TO THE LABOR ORDER FORM****

SIGN ASSEMBLY LABOR RATES

REGULAR TIME	8:00 AM - 4:30 PM Monday to Friday	\$205.00 per Person per Hour / minimum 2 hours
OVER TIME	Before 8:00 am and after 4:30 pm Monday to Friday, All day Saturday, Sunday, and holidays.	\$358.00 per Person per Hour / minimum 2 hours

****two person crew is required for sign assembly labor****

ESTIMATED INSTALLATION REQUIREMENTS

REGULAR TIME	____ Laborers	____ Hours	\$205.00 per Person per Hour	\$_____ Total	A minimum charge for labor is two (2) hours. One (1) hour per two person crew. Labor thereafter is charged in one-half (1/2) hour increments. Date Required _____ Start Time _____
OVER TIME	____ Laborers	____ Hours	\$358.00 per Person per Hour	\$_____ Total	

ESTIMATED DISMANTLE REQUIREMENTS

REGULAR TIME	____ Laborers	____ Hours	\$205.00 per Person per Hour	\$_____ Total	A minimum charge for labor is two (2) hours. One (1) hour per two person crew. Labor thereafter is charged in one-half (1/2) hour increments. Date Required _____ Start Time _____
OVER TIME	____ Laborers	____ Hours	\$358.00 per Person per Hour	\$_____ Total	

SUPERVISION SERVICES

(PLEASE INDICATE DESIRED SERVICE)

☐ EXHIBITOR SUPERVISED

☐ LEVY SUPERVISED (PLEASE ADD 50% FOR THIS SERVICE)

****PLEASE ADD 25% TO ORDERS PLACED AFTER JULY 9, 2025****

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

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.

A 25% CANCELLATION FEE will be applied to all orders received then canceled. Orders cancelled within 7 days of scheduled start date will be charged 100% of the original fee.

xpo21_labor

MOTOR AND TRUSS ORDER FORM & INVOICE

MOTORS & TRUSS

- For custom quotes on truss or lighting, please call our Operations Department
- ELECTRICAL SERVICE requirements to power the motors must be ordered via the official electrical service provider.
- ELECTRICAL or HANGING SIGN LABOR requirements to assemble and hang the truss and motors must be ordered via the official service provider.
- The cost of Material Handling is included in the rates listed below.
- Please select a color for items indicated with *. If no color selection is made, silver will be selected for you.
- Orders received after the deadline date will be charged the Standard Price.

EQUIPMENT

QTY	Description	Advance Rate	Standard Rate	Total
_____	1/4 Ton Motor	\$775.40	\$1,008.00	\$ _____
_____	One Ton Motor	\$865.25	\$1,124.80	\$ _____
_____	Rotating Motor	\$949.25	\$1,234.00	\$ _____
_____	Half Ton Motor	\$813.25	\$1,057.22	\$ _____
_____	12" Box Truss (per ft.) - Silver	\$36.00	\$46.80	\$ _____
_____	12" Box Truss (per ft.) - Black	\$39.00	\$50.70	\$ _____
_____	20.5" Box Truss (per ft.) - Silver	\$42.00	\$54.60	\$ _____
_____	20.5" Box Truss (per ft.) - Black	\$45.00	\$58.50	\$ _____
_____	12" Corner Blocks - Silver	\$192.81	\$250.65	\$ _____
_____	12" Corner Blocks - Black	\$197.81	\$257.15	\$ _____
_____	20.5" Corner Blocks - Silver	\$203.36	\$264.35	\$ _____
_____	20.5" Corner Blocks - Black	\$208.36	\$270.85	\$ _____

PLEASE NOTE: Every motor requires one hang point. Each hang point is \$210.00 and will be charged on show site and added to your final invoice.

Please indicate what you will be hanging with the above equipment:

- _____ Hanging Sign
 _____ Lighting Truss
 _____ Combination of Both

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
100% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
10.50% 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 9, 2025**. We reserve the right to adjust orders calculated incorrectly.

A 100% CANCELLATION FEE will be applied to all orders received and then canceled.

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.

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

EXHIBITOR SUPERVISED

☐ MOVE IN ☐ MOVE OUT

EXHIBITOR WILL SUPERVISE the laborers provided by Levy Exposition Services Inc. for the installation and/or dismantle of the exhibit.

Supervisor's name _____

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. For all other starting times, check in at the **Exhibitor Service Desk** one-half (½) hour before time requested.

LABOR RATES

REGULAR TIME	8:00 AM - 4:30 PM Monday to Friday	\$205.00 per Hour
OVER TIME	Before 8:00 am and after 4:30 pm Monday to Friday, All day Saturday, Sunday, and holidays.	\$358.00 per Hour

ESTIMATED INSTALLATION REQUIREMENTS

REGULAR TIME	____ Laborers	____ Hours	\$205.00 per Hour	\$_____ Total	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 _____
OVER TIME	____ Laborers	____ Hours	\$358.00 per Hour	\$_____ Total	

ESTIMATED DISMANTLE REQUIREMENTS

REGULAR TIME	____ Laborers	____ Hours	\$205.00 per Hour	\$_____ Total	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 _____
OVER TIME	____ Laborers	____ Hours	\$358.00 per Hour	\$_____ Total	

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

Carrier	Date Shipped	Pro Number
Number of Pieces	Weight	Arrival Date (Target)
<input type="checkbox"/> Loose Display	<input type="checkbox"/> Crated Display	
Quantity of Ladders Required (Optional)		

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

***PLEASE ADD 25% FOR ORDERS PLACED AFTER JULY 9, 2025**

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

<u>Exhibitor Name:</u>	<u>Tel. #:</u>	<div style="border: 1px solid black; padding: 5px; width: 60px; text-align: center;">Booth #</div>
<u>Billing Address:</u>	<u>Fax #:</u>	
<u>City / State / Zip:</u>	<u>Auth. by:</u>	

1 Outbound Shipping Instructions

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

*Exhibitor Outbound Shipping Instructions: At close of show, exhibitor freight will be shipped to the following address:
 If your freight is being forwarded to another show, be sure to include the name of show and your booth number.*

<u>Company / Show:</u>	<u>Booth #:</u>
<u>Address:</u>	
<u>City / State / Zip:</u>	
<u>Attention:</u>	

Select Carrier

☐ 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 guarantee pick up time for exhibitor appointed carriers. All shipments are moved out of the exhibit hall at Levy's discretion.

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

2 Billing Information

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

Bill Shipping Charges to (if different from above):

<u>Shipper (signature):</u>	<u>Shipper (print name):</u>
<u>Freight Charges Billed To (Company/Show):</u>	
<u>Address:</u>	
<u>City / State / Zip:</u>	
<u>Telephone:</u>	<u>Attention:</u>

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 rebilling these charges to its customers. For International EXHIBITORS, LES requires 100% prepayment of advance orders, and any orders or services placed 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 CALIFORNIA. 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.

TERMS & CONDITIONS



SOLORATE

ONE RATE. ONE FEE.

LEVY
EXPOSITION SERVICES INC.



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.



MATERIAL HANDLING FAQs

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, except 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 you may contact the Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to the Quick Facts and Shipping Instructions pages for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be 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



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

ASRS 43rd Annual Scientific Meeting
July 30 - August 2, 2025
Long Beach Convention Center
Long Beach, CA

SOLO RATE MATERIAL HANDLING ORDER FORM & INVOICE

SOLO RATE MATERIAL HANDLING SERVICES

DUE TO LIMITED MATERIAL HANDLING SERVICES AT THE LONG BEACH 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 43rd 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 23, 2025 and July 21, 2025.*

Early/Late to Warehouse & Off Target: Shipment(s) received at the Advance Warehouse *prior to June 23, 2025 or after July 21, 2025.* Shipments received at show site prior to **8:00 am on Wednesday, July 30, 2025.**

Show Site Receiving: Shipment(s) shipped to and received at the **Long Beach Convention Center.** Shipments cannot be received at the **Long Beach Convention Center** prior to **8:00 am on Wednesday, July 30, 2025.**

Dedicated Delivery from Advance Warehouse: Any freight received at the Advance Warehouse after **July 21, 2025** could incur a \$650.00 delivery fee if a dedicated truck is required to deliver freight to show site.

Advance and Direct Shipment Rates	Price Per lb.
Advance Warehouse & Show Site Receiving Rate	\$3.75
Early/Late to Warehouse & Off Target Rate.....	\$4.25
Dedicated Delivery from Advance Warehouse (in addition to material handling rates).....	\$650.00 (flat fee)

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.

Description	Weight in LBS	Price Per lb.	Estimated Total Charges
Advance Receiving - 1 crate, 2 boxes	298	\$3.75	\$640.70

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

RATE ADJUSTMENT (OFFICE USE ONLY)

SUBTOTAL

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 43rd Annual Scientific Meeting
COMPANY NAME & BOOTH #
Levy Exposition Services Inc.
c/o Liberty CFS NV, Inc.
405 E Alondra Blvd
Compton, CA 90220

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 23, 2025** and no later than **July 21, 2025**. **Shipments that arrive prior to June 23, 2025 or after July 21, 2025 will be subject to the rate of \$4.25 per pound.**

ANY SHIPMENT(S) RECEIVED AT THE ADVANCE WAREHOUSE AFTER JULY 21, 2025 WILL INCUR A CHARGE OF \$650.00 IF A DEDICATED TRUCK IS REQUIRED TO DELIVER TO THE SHOW SITE.

Shipments must include an official weight ticket or bill of lading.

SHIPPING INSTRUCTIONS (CONT'D.)

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 43rd Annual Scientific Meeting
COMPANY NAME & BOOTH #
Long Beach Convention Center
c/o Levy Exposition Services Inc.
300 E Ocean Blvd
Long Beach, CA 90802

PLEASE NOTE THAT SHIPMENTS CANNOT BE RECEIVED AT THE LONG BEACH CONVENTION CENTER PRIOR TO 8:00 AM ON WEDNESDAY, JULY 30, 2025.

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.

MATERIAL HANDLING

Acceptance of said terms and conditions will be constructed when any of the following conditions are met:

- ~ **THE MATERIAL HANDLING ORDER FORM AND INVOICE IS SIGNED; OR**
- ~ **WHEN EXHIBITOR'S MATERIALS ARE DELIVERED TO LES'S WAREHOUSE OR TO A SHOW/ EXPOSITION SITE FOR WHICH LEVY EXPOSITION SERVICES INC. IS THE OFFICIAL SHOW CONTRACTOR; OR**
- ~ **WHEN AN ORDER FOR LABOR AND/ OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH LEVY EXPOSITION SERVICES INC.**

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 CALIFORNIA 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 LONG BEACH, CALIFORNIA.
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, representative, 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.

TERMS & CONDITIONS





ADVANCE WAREHOUSE

TO: _____

(EXHIBITOR NAME)

BOOTH # _____

Levy Exposition Services Inc.
c/o LIBERTY CFS NV, INC.
405 E Alondra Blvd
Compton, CA 90220

EVENT NAME:

ASRS 43rd Annual
Scientific Meeting

NO. _____ # of _____ PCS.

TO: _____

(EXHIBITOR NAME)

BOOTH # _____

Levy Exposition Services Inc.
c/o LIBERTY CFS NV, INC.
405 E Alondra Blvd
Compton, CA 90220

EVENT NAME:

ASRS 43rd 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.



ADVANCE WAREHOUSE



SHOW SITE

SHOW SITE

TO: _____
(EXHIBITOR NAME)

TO: _____
(EXHIBITOR NAME)

BOOTH # _____

BOOTH # _____

Long Beach Convention Center
c/o Levy Exposition Services Inc.
300 E Ocean Blvd
Long Beach, CA 90802

Long Beach Convention Center
c/o Levy Exposition Services Inc.
300 E Ocean Blvd
Long Beach, CA 90802

EVENT NAME:

**ASRS 43rd Annual
Scientific Meeting**

EVENT NAME:

**ASRS 43rd Annual
Scientific Meeting**

NO. _____ # of _____ PCS.

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.



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exhibitorservices@libertycfs.us

www.libertycfs.us

Tel. (905) 338-3993

FREIGHT & CUSTOMS ORDER FORM

1 Please accept this form as authority for LibertyCFS NV, Inc. to provide the services listed below. A second form is required for additional events.		Adobe Acrobat Reader DC may be required for completion of form. Click image to download																												
<input type="checkbox"/> Freight Only <input type="checkbox"/> Customs Only <input type="checkbox"/> Freight & Customs <input type="checkbox"/> Return Only																														
2a PICK-UP LOCATION Company Name _____ Address1 _____ Address2 _____ City _____ State _____ ZipCode _____ Contact _____ Phone # _____ Email _____ IRS/Tax ID# _____	3 DELIVERY TO ADDRESS Exhibiting Company Name _____ Booth # _____ Show Name _____ Address1 _____ Address2 _____ City _____ State _____ ZipCode _____ Onsite Contact _____ Cell Phone # _____																													
2b SERVICES P/U Date _____ From _____ To _____ Dlv Date _____ Hours _____ <input type="checkbox"/> Express <input type="checkbox"/> Economy LTL 7-10 Days <input type="checkbox"/> Int'l <input type="checkbox"/> Inside <input type="checkbox"/> Liftgate <input type="checkbox"/> Dock <input type="checkbox"/> Other _____	4 RETURN TO <input type="checkbox"/> Check Box if the Return address is the same as 2a Consignee: _____ Address1 _____ Address2 _____ City _____ State _____ ZipCode _____ Contact _____ Phone # _____ PU Date _____ Arrive by _____																													
5 PACKAGE INFO <input type="checkbox"/> Carton(s)/Box <input type="checkbox"/> Vinyl Case(s)/Color <input type="checkbox"/> Wooden Crate(s) <input type="checkbox"/> Trunk(s) / On Wheels <input type="checkbox"/> Skid(s) - to contain # _____ of pieces	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:10%;">PCS</th> <th style="width:60%;">DIMENSIONS (L x W x H)</th> <th style="width:30%;">WGT</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr> <td colspan="2" style="text-align: center;">TOTAL PIECES</td> <td style="text-align: center;">TOTAL WEIGHT</td> </tr> </tbody> </table>			PCS	DIMENSIONS (L x W x H)	WGT																						TOTAL PIECES		TOTAL WEIGHT
PCS	DIMENSIONS (L x W x H)	WGT																												
TOTAL PIECES		TOTAL WEIGHT																												
6 Declared Value for Carriage: The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than \$50.00 per shipment unless a value is declared below and applicable charges paid thereon. The liability of Carrier for loss/damage are subject to the terms and conditions. LibertyCFS NV, Inc charges 8% per \$1000, Min \$80. Exclusion: Does not include TV(s)/Monitor(s)																														
		DECLARED VALUE <input style="width: 150px;" type="text"/>																												
7 PAYMENT Credit Card Information / Billing Address <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Credit Card Number _____ Security Code _____ Exp. Date ____ / ____ I hereby authorize the use of this card for payment of services related to this Order Form. I understand that declined credit cards are subject to a 30% surcharge. Address _____ Signature _____ City _____ State _____ ZipCode _____ Phone _____ Email _____																														

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

Print

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 9, 2025.** 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 **Long Beach 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 43rd Annual Scientific Meeting, and the Long Beach Convention Center as additional insured's by July 9, 2025.** 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 9, 2025. If this form and the certificate of insurance from the non-official contractor is not received by July 9, 2025, 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.)

0 - 25	square feet	\$150.00
26 - 50	square feet	\$200.00
51 - 100	square feet	\$250.00
101 - 150	square feet	\$300.00
151 - 200	square feet	\$350.00

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:

STRAIGHT TIME	8:00 AM - 4:30 PM Monday to Friday	\$205.00 per Hour
OVER TIME	4:30 PM - 8:00 AM Monday to Friday, All day Saturday and Sunday	\$358.00 per Hour



2025
TRADE SHOW
KIT CATALOG

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

FUNCTION

Modular Seating Collection



Function Armless Chair - White
White Vinyl
28"Square x 29"H



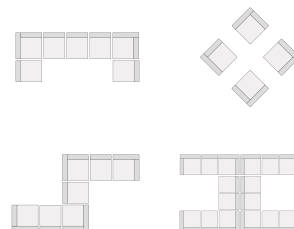
Function Corner - White
White Vinyl
28"Square x 29"H



Function Armless Chair - Black
Black Vinyl
28"Square x 29"H



Function Corner - Black
Black Vinyl
28"Square x 29"H



CONTINENTAL

Modular Seating Collection



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



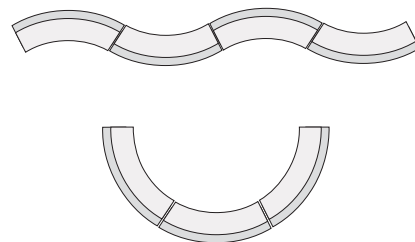
Continental Curved Bench

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



BOCA

Modular Seating Collection



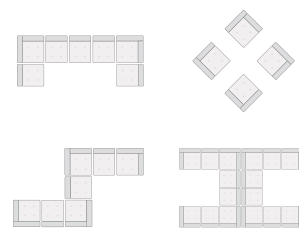
Boca Corner

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

GRAMMERCY

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



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

AUBREY



Aubrey Sofa
Light Beige Faux Linen Fabric
90"W x 35"D x 35"H



Aubrey Chair
Light Beige Faux Linen Fabric
37"W x 35"D x 35"H



Aubrey Bench Ottoman
Light Beige Faux Linen Fabric
48"W x 24"D x 18"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



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



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

LATITUDE



Latitude Sofa
Beige Olefin Fabric
91"W x 42"D x 33"H



Latitude Loveseat
Beige Olefin Fabric
91"W x 42"D x 33"H



Latitude Chair
Beige Olefin Fabric
42"W x 36"D x 33"H

VERONA



Verona Sofa
Granite Frame With Light Grey Cushions
74"W x 38"D x 25"H



Verona Chair
Granite Frame With Light Grey Cushions
28"W x 38"D x 25"H



Verona Ottoman
Granite Frame With Light Grey Cushions
26"W x 21"D x 18"H

JASPER



Jasper Sofa
Boca Bright White
64"W x 28"D x 33"H



Jasper Chair
Boca Bright White
30"W x 28"D x 33"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

CROMWELL



Cromwell Sofa
Royal Blue Velvet
78"W x 32"D x 29"H



Cromwell Chair
Royal Blue Velvet
32"W x 32"D x 29"H

STAGE CHAIRS



Bianca Stage Chair - Frost
Bright White Leather
26"Square x 37"H



Bianca Stage Chair - Onyx
Onyx Microfiber
26"Square x 37"H



Bianca Stage Chair - Sand
Sand Microfiber
26"Square x 37"H



Empire Chair
■ Black Leather
□ White Leather
28"W x 32"D x 32"H



Monarch Chair
Bright White Leather
28"Square x 30"H



Royce Chair - Mink
Mink Microfiber
29"W x 30"D x 33"H



Royce Chair - Oyster
Oyster Microfiber
29"W x 30"D x 33"H

OTTOMANS & BENCHES



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



Encore Bench
Black Mango Wood
68"W x 15"D x 18"H



Square Ottoman
■ Metro Black Leather
■ Grammercy Charcoal Leather
40"Square x 17"H



Bench Ottoman
■ Metro Black Leather
■ Chandler Red Leather
■ Grammercy Charcoal Leather
60"W x 24"D x 17"H



Essentials Storage Ottoman
White Leather With Locking Mechanism
48"W x 24"D x 20"H
Lock Not Included

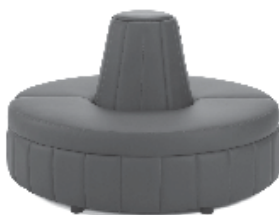


Grammercy Round Ottoman
Charcoal Leather
46"Round x 17"H

BANQUETTES & TURNING BEDS



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



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



Essentials Turning Bed
White Leather
96"W x 48"D x 36"H

CUBE OTTOMANS



Rubix Cube Ottomans

- | | |
|--|--|
|  Cherry |  Lemon |
|  Cromwell |  Lime |
|  Grape |  Mango |
- 18"Square x 18"H



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



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.



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.



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.



Command 8' Conference Table - White Charged
Bright White Leather
96"W x 48"D x 31"H

*Maximum of 1 table per power source.

OCCASIONAL TABLES



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



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



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

OCCASIONAL TABLES



Hylton Tablet Table
White/Brushed Steel
18"W x 12"D x 28"H



Gemma Accent Table - Blue Agate
Blue Agate Top/Brass Base
14"Round x 20"H



Gemma Accent Table - Citrine
Rose Quartz Top/Brass Base
14"Round x 20"H



Gemma Accent Table - Moonstone
Grey Agate Top/Brass Base
14"Round x 20"H



Gemma Accent Table - Obsidian
Obsidian Top/Brass Base
14"Round x 20"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



Cube Tables
■ Black
□ White
Cocktail Table
24"Square x 16"H
End Table
24"Square x 21"H

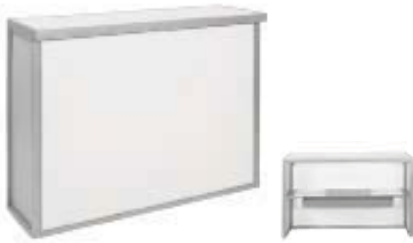


Sirona Accent Table
Grey Top/Black Metal Base
18"W x 12"D x 28"H



Orbit End Table
White/Powder-Coated Aluminum
16"Round x 19"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



Bar
■ Black
□ White
48"W x 16"D x 42"H
2 Shelves In Back



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)



Elara Bar
Black Powder-Coated Steel
Frosted Plexi With Built-in Wireless LED Kit
72"W x 25"D x 44"H (Bar)
Includes Remote Control



Razor Bar
Gold Powder-Coated Steel
Frosted Plexi With Built-in Wireless LED Kit
72"W x 25"D x 44"H (Bar)
Includes Remote Control

STOOLS



Criss 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



Milo Bar Stool
■ Black
■ California Wine
■ Chartreuse
■ Chocolate
■ Jade
■ Victory Blue
■ White
20"W x 21"D x 41"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



Clara Stool
White
17"W x 21"D x 41"H

STOOLS



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

CAFÉ CHAIRS



Milo Chair

- | | |
|-------------------|----------------|
| ■ Black | ■ Jade |
| ■ California Wine | ■ Victory Blue |
| ■ Chartreuse | ■ White |
| ■ Chocolate | |

20"W x 21"D x 41"H

CAF É CHAIRS



Clara Chair
White
18"W x 21"D x 35"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)



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



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



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

BAR TABLES



24" Square Bar Table - Cosmo
Available in Black or Chrome Base
24"Square x 42"H



24" Square Bar Table - Emerald Tide
Available in Black or Chrome Base
24"Square x 42"H



24" Square Bar Table - Icebreaker
Available in Black or Chrome Base
24"Square x 42"H



24" Square Bar Table - Sirona
Available in Black or Chrome Base
24"Square x 42"H



32" Round Bar Table - Cement
Available in Black or Chrome Base
32"Round x 42"H



32" Round Bar Table - Yukon Gold
Available in Black or Chrome Base
32"Round x 42"H



32" Round Bar Table - Smoke
Available in Black or Chrome Base
32"Round x 42"H



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

BAR TABLES



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 Bar Table

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



Fuze Bar Table

Zebrawood Laminate/Chrome
36"Square x 42"H



Blanco Square Bar Table

White/Chrome
24"Square x 42"H



Blanco Rectangle Bar Table

White/Chrome
72"W x 24"D x 42"H



Spectrum Bar Table - Red

Red/Chrome
24"Square x 42"H



Spectrum Bar Table - Blue

Blue/Chrome
24"Square x 42"H

BAR TABLES



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



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



Aspen Bar Table
White/Brushed Steel
72"W x 26"D x 42"H

CAFÉ TABLES



24" Square Café Table - Cosmo
Available in Black or Chrome Base
24"Square x 30"H



24" Square Café Table - Emerald Tide
Available in Black or Chrome Base
24"Square x 30"H



24" Square Café Table - Icebreaker
Available in Black or Chrome Base
24"Square x 30"H



24" Square Café Table - Sirona
Available in Black or Chrome Base
24"Square x 30"H



32" Round Café Table - Cement
Available in Black or Chrome Base
32"Round x 30"H



32" Round Café Table - Yukon Gold
Available in Black or Chrome Base
32"Round x 30"H

CAF É TABLES



32" Round Café Table - Smoke
Available in Black or Chrome Base
32"Round x 30"H



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



Blanco Café Table
White/Chrome 30"
30"Round x 30"H
White/Chrome 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



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



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

CAFÉ TABLES



Blanco Rectangle Café Table
White/Chrome
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



Encore Dining Table
Black Mango Wood
80"W x 40"D x 30"H



Madera Dining Table
Walnut Veneer
92"W x 39"D x 30"H

OFFICE SEATING



Tamiri High Back Chair
Black Leather
25"W x 27"D x 45"H



Tamiri Mid Back Chair
Black Leather
25"W x 27"D x 39"H



Tamiri Guest Chair
Black Leather
25"W x 27"D x 37"H



Accord Chair
■ Black
□ White
25"Square x 44"H



Goal Task Chair
Black
25"W x 24"D x 39"H



Goal Task Chair - Armless
Black
21"W x 24"D x 39"H



Goal Drafting Stool
Black
25"W x 24"D x 48"H



Goal Drafting Stool - Armless
Black
21"W x 24"D x 48"H



Rimati Hi-Back Chair - White
■ Black
□ White
30"W x 28"D x 47-50"H



Rimati Guest Chair - Black
■ Black
□ White
27"W x 25"D x 40"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



Storage Credenza

■ Black
■ Mahogany
2 Filing Cabinets/2 Drawers/Inside Shelves
66"W x 20"D x 29"H



Jr Executive Desk

■ Black
■ Mahogany
Double Pedestal/Locking Drawers
60"W x 30"D x 29"H

OFFICE FURNITURE



Executive Desk

■ Black
■ Mahogany
Double Pedestal/Locking Drawers
72"W x 36"D x 29"H



5-Shelf Bookcase

■ Black
■ Mahogany
36"W x 12"D x 72"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

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
36"W x 18"D x 27"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



42" Display Pedestals

- Black
14"Square x 42"H
- Black
24"Square x 42"H
- Black
18"Square x 42"H
- White
14"Square x 42"H



36" Display Pedestals

- Black
14"Square x 36"H
- Black
24"Square x 36"H
- White
14"Square x 36"H
- White
24"Square x 36"H



30" Display Pedestals

- Black
14"Square x 30"H
- Black
24"Square x 30"H
- Black
18"Square x 30"H
- White
14"Square x 30"H



Locking Pedestal

- Black
24"Square x 42"H
- White



Fuze Pedestal
Zebrawood 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



Nero Literature Rack
Black
14.75"W x 12"D x 53.5"H



Argento Literature Rack
Aluminum
14.75"W x 12"D x 53.5"H



Alto Literature Rack
Black/Metal
10.5"W x 9.5"D x 57"H



Compact Refrigerator
Black 4 Cubic Feet
21"W x 22"D x 32"H

LIGHTING



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

LEVY

EXPOSITION SERVICES INC.

2025 Specialty Furniture Order Form

Sales Representative: Operations Department

Email/Fax: operations@levyexpo.com

TRADE SHOW INFORMATION

Show Name	ASRS 43rd Annual Meeting	Company Name			
Show Dates	July 30 - August 2, 2025	Onsite Contact Name			
Venue Name	Long Beach Convention Center	Onsite Contact Cell #			
Venue Address	300 E Ocean Blvd	Delivery Date		Time	
	Long Beach, CA 90802	Pickup Date		Time	
Booth # and Name	Show Contractor				

All Furniture Subject to Availability

Terms & Conditions:

Payments: Payment terms - 100% Payment due prior to delivery to secure the order.

Cancellation Fee: A 25% cancellation fee will be applied to all orders received and cancelled 3 weeks prior to install.

Standard Rate Surcharge: All orders received after 3 weeks prior to show date will be based on availability and a 30% surcharge will apply.

Item Number	Weight		Dimensions	Discount	Standard	Qty.	Total
Blanc (Pg. 2)							
18228-0847	100 lbs.	Blanc Bright White Leather Sofa	75"W x 35"D x 35"H	\$1,008.55	\$1,311.12		\$ -
18167-0614	90 lbs.	Blanc Bright White Leather Loveseat	54"W x 35"D x 35"H	\$962.55	\$1,251.32		\$ -
18284-0834	75 lbs.	Blanc Bright White Leather Chair	33"W x 35"D x 35"H	\$805.00	\$1,046.50		\$ -
18024-0072	40 lbs.	Blanc Bright White Leather Bench Ottoman	48"W x 24"D x 18"H	\$483.00	\$627.90		\$ -
18184-0274	15 lbs	Blanc Bright White Leather Cube Ottoman	17"Square	\$169.05	\$219.77		\$ -
Function (Pg. 2)							
18284-0554	38 lbs.	Function Bright White Leather Armless Chair	28"Square x 29"H	\$515.20	\$669.76		\$ -
18066-0016	27 lbs.	Function Bright White Leather Corner	28"Square x 29"H	\$553.15	\$719.10		\$ -
18284-0452	38 lbs.	Function Black Leather Armless Chair	28"Square x 29"H	\$515.20	\$669.76		\$ -
18066-0009	27 lbs.	Function Black Leather Corner	28"Square x 29"H	\$553.15	\$719.10		\$ -
Continental (Pg. 3)							
18303-0006	105 lbs.	Continental Bright White Leather Curved Loveseat	82"W x 34"D x 31"H	\$994.75	\$1,293.18		\$ -
18304-0002	105 lbs.	Continental Bright White Leather Reverse Curved Loves	72"W x 34"D x 31"H	\$962.55	\$1,251.32		\$ -
18296-0006	35 lbs.	Continental Bright White Leather Wedge Ottoman	30"W x 34"D x 19"H	\$427.80	\$556.14		\$ -
18184-0283	75 lbs.	Continental Bright White Leather Curved Bench	70"W x 26"D x 19"H	\$504.85	\$656.31		\$ -
18184-0284	30 lbs.	Continental Bright White Leather Half Moon Ottoman	33"W x 19"D x 19"H	\$427.80	\$556.14		\$ -
Boca (Pg. 3)							
18066-0026	38 lbs.	Boca Black Leather Corner	27"W x 27"D x 30"H	\$553.15	\$719.10		\$ -
18284-0786	28 lbs.	Boca Black Leather Armless	22"W x 27"D x 30"H	\$515.20	\$669.76		\$ -
Metro (Pg. 4)							
18228-0602	110 lbs.	Metro Black Leather Sofa	85"W x 35"D x 35"H	\$829.15	\$1,077.90		\$ -
18167-0467	90 lbs.	Metro Black Leather Loveseat	60"W x 35"D x 35"H	\$799.25	\$1,039.03		\$ -
18284-0482	75 lbs.	Metro Black Leather Chair	35"Square x 35"H	\$623.30	\$810.29		\$ -
18184-0179	65 lbs.	Metro Black Leather Square Ottoman	40"Square x 17"H	\$427.80	\$556.14		\$ -
18024-0008	43 lbs.	Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	\$427.80	\$556.14		\$ -
Grammercy (Pg. 4 & 5)							
18228-0605	90 lbs.	Grammercy Charcoal Leather Sofa	82"W x 36"D x 36"H	\$923.45	\$1,200.49		\$ -
18167-0469	90 lbs.	Grammercy Charcoal Leather Loveseat	57"W x 36"D x 36"H	\$805.00	\$1,046.50		\$ -
18284-0485	40 lbs.	Grammercy Charcoal Leather Chair	28"W x 36"D x 36"H	\$515.20	\$669.76		\$ -
18066-0015	51 lbs.	Grammercy Charcoal Leather Corner	36"Square x 36"H	\$592.25	\$769.93		\$ -
18184-0036	64 lbs.	Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	\$427.80	\$556.14		\$ -
18184-0033	65 lbs.	Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	\$427.80	\$556.14		\$ -
Aubrey (Pg. 5)							
18228-0891	100 lbs.	Aubrey Sofa	90"W x 35"D x 35"H	\$1,085.60	\$1,411.28		\$ -
18284-0898	75 lbs.	Aubrey Chair	37"W x 35"D x 35"H	\$683.10	\$888.03		\$ -
18184-0303	30 lbs.	Aubrey Bench Ottoman	48"W x 24"D x 18"H	\$397.90	\$517.27		\$ -
Chandler (Pg. 5 & 6)							
18228-0795	100 lbs.	Chandler Red Leather Sofa	76"W x 37"D x 35"H	\$829.15	\$1,077.90		\$ -
18167-0581	90 lbs.	Chandler Red Leather Loveseat	53"W x 37"D x 35"H	\$799.25	\$1,039.03		\$ -
18284-0717	75 lbs.	Chandler Red Leather Chair	31"W x 37"D x 35"H	\$623.30	\$810.29		\$ -
18024-0062	43 lbs.	Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	\$427.80	\$556.14		\$ -
Evoke (Pg. 6)							
13229-0007	80 lbs.	Evoke Sofa	81"W x 35"D x 27"H	\$1,252.35	\$1,628.06		\$ -
13041-0015	40 lbs.	Evoke Chair	33"W x 35"D x 27"H	\$671.60	\$873.08		\$ -
13054-0011	20 lbs.	Evoke Cocktail Table	48"W x 24"D x 18"H	\$427.80	\$556.14		\$ -
13110-0009	20 lbs.	Evoke End Table	24"W x 28"D x 25"H	\$379.50	\$493.35		\$ -
13110-0008	10 lbs.	Evoke Cube Table	18"Square	\$270.25	\$351.33		\$ -
Latitude (Pg. 6)							
13229-0020	77 lbs.	Latitude Sofa	91"W x 42"D x 33"H	\$1,084.45	\$1,409.79		\$ -
13170-0011	67 lbs.	Latitude Loveseat	91"W x 42"D x 33"H	\$1,012.00	\$1,315.60		\$ -
13285-0015	37 lbs.	Latitude Chair	42"W x 36"D x 33"H	\$842.95	\$1,095.84		\$ -
Verona (Pg. 7)							
13229-0016	85 lbs.	Verona Sofa	74"W x 38"D x 25"H	\$1,189.10	\$1,545.83		\$ -
13285-0013	44 lbs.	Verona Chair	28"W x 38"D x 25"H	\$614.10	\$798.33		\$ -
13185-0010	17 lbs.	Verona Ottoman	26"W x 21"D x 18"H	\$355.35	\$461.96		\$ -
Jasper (Pg. 7)							
18228-0892	80 lbs.	Jasper Sofa	64"W x 24"D x 33"H	\$929.20	\$1,207.96		\$ -
18284-0902	60 lbs.	Jasper Chair	30"W x 24"D x 33"H	\$602.60	\$783.38		\$ -
Niko (Pg. 7)							
18228-0858	100 lbs.	Niko Sofa	81"W x 30"D x 38"H	\$1,025.80	\$1,333.54		\$ -
18167-0622	85 lbs.	Niko Loveseat	58"W x 30"D x 38"H	\$937.25	\$1,218.43		\$ -
18284-0856	70 lbs.	Niko Chair	31"W x 30"D x 38"H	\$780.85	\$1,015.11		\$ -
Cromwell (Pg. 8)							
18228-0869	100 lbs.	Cromwell Sofa	78"W x 32"D x 29"H	\$1,166.10	\$1,515.93		\$ -

18284-0873	70 lbs.	Cromwell Chair	32"W x 32"D x 29"H	\$693.45	\$901.49		\$	-
Stage Chairs (Pg. 8)								
18284-0876	35 lbs.	Bianca Stage Chair - Frost	26"Square x 37"H	\$369.15	\$479.90		\$	-
18284-0895	35 lbs.	Bianca Stage Chair - Onyx	26"Square x 37"H	\$369.15	\$479.90		\$	-
18284-0893	35 lbs.	Bianca Stage Chair - Sand	26"Square x 37"H	\$369.15	\$479.90		\$	-
18284-0621	80 lbs.	Empire Chair - Black Leather	28"W x 32"D x 32"H	\$553.15	\$719.10		\$	-
18284-0564	80 lbs.	Empire Chair - White Leather	28"W x 32"D x 32"H	\$553.15	\$719.10		\$	-
18284-0785	24 lbs.	Monarch Chair	28"Square x 30"H	\$354.20	\$460.46		\$	-
18284-0900	55 lbs.	Royce Chair - Mink	29"W x 30"D x 33"H	\$481.85	\$626.41		\$	-
18284-0901	55 lbs.	Royce Chair - Oyster	29"W x 30"D x 33"H	\$481.85	\$626.41		\$	-
Ottomans & Benches (Pg. 9)								
18184-0283	75 lbs.	Continental Bright White Leather Curved Bench	70"W x 26"D x 19"H	\$504.85	\$656.31		\$	-
05026-0012		Encore Bench	68"W x 15"D x 18"H	\$457.70	\$595.01		\$	-
18184-0179	65 lbs.	Metro Black Leather Square Ottoman	40"Square x 17"H	\$427.80	\$556.14		\$	-
18184-0033	65 lbs.	Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	\$427.80	\$556.14		\$	-
18024-0008	43 lbs.	Metro Black Leather Bench	60"W x 24"D x 17"H	\$427.80	\$556.14		\$	-
18024-0002	43 lbs.	Grammercy Charcoal Leather Bench	60"W x 24"D x 17"H	\$427.80	\$556.14		\$	-
18024-0062	43 lbs.	Chandler Red Leather Bench	60"W x 24"D x 17"H	\$427.80	\$556.14		\$	-
18184-0192	70 lbs.	Essentials Storage Ottoman	48"W x 24"D x 20"H	\$592.25	\$769.93		\$	-
18184-0036	64 lbs.	Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	\$427.80	\$556.14		\$	-
Banquettes & Turning Beds (Pg. 9)								
18011-0011	185 lbs.	Essentials White Leather Banquette (2 pcs)	60"Round x 48"H	\$1,252.35	\$1,628.06		\$	-
18011-0002	130 lbs.	Grammercy Charcoal Leather Banquette (2 pcs)	59"Round x 38"H	\$1,252.35	\$1,628.06		\$	-
02082-0033	200 lbs.	Essentials White Leather Turning Bed	96"W x 48"D x 34"H	\$1,505.35	\$1,956.96		\$	-
Cube Ottomans (Pg. 10)								
18184-0294	10 lbs.	Rubix Cube - Cherry	17"Square x 18"H	\$173.65	\$225.75		\$	-
18184-0295	10 lbs.	Rubix Cube - Cromwell	17"Square x 18"H	\$173.65	\$225.75		\$	-
18184-0296	10 lbs.	Rubix Cube - Grape	17"Square x 18"H	\$173.65	\$225.75		\$	-
18184-0293	10 lbs.	Rubix Cube - Lemon	17"Square x 18"H	\$173.65	\$225.75		\$	-
18184-0297	10 lbs.	Rubix Cube - Lime	17"Square x 18"H	\$173.65	\$225.75		\$	-
18184-0298	10 lbs.	Rubix Cube - Mango	17"Square x 18"H	\$173.65	\$225.75		\$	-
18184-0274	15 lbs	Blanc Bright White Leather Cube	17"Square x 17"H	\$169.05	\$219.77		\$	-
18184-0128	15 lbs.	Metro Black Leather Cube Ottoman	18"Square x 18"H	\$169.05	\$219.77		\$	-
Charged (Pg. 11)								
22100-0001	192 lbs.	Essentials Turning Bed w/Charging Station Insert	96"W x 48"D x 19"H	\$1,669.80	\$2,170.74		\$	-
22051-0001	40 lbs.	Boca Bright White Corner - Charged	27"W x 27"D x 30"H	\$631.35	\$820.76		\$	-
22050-0001	40 lbs.	Boca Bright White Armless - Charged	22"W x 27"D x 30"H	\$584.20	\$759.46		\$	-
22001-0001	80 lbs.	Aspen Bar Table - Charged	72"W x 26"D x 42"H	\$977.50	\$1,270.75		\$	-
22002-0002	55 lbs.	Aspen Cocktail Table - Charged	48"W x 24"D x 18"H	\$553.15	\$719.10		\$	-
18284-0861	52 lbs.	Patrice Tablet Chair	28"W x 30.5"D x 31"H	\$609.50	\$792.35		\$	-
22052-0001	60 lbs.	Lincoln Bench - Charged	59"W x 39"D x 17"H	\$923.45	\$1,200.49		\$	-
14062-0307	125 lbs.	Command White 8' Conference Table - Charged	96"W x 48"D x 31"H	\$1,382.30	\$1,796.99		\$	-
Occasional Tables (Pg. 12 & 13)								
12108-0001-12304-0006	10 lbs.	Aria Red End Table	24"W x 20"D x 22"H	\$301.30	\$391.69		\$	-
12049-0001-12050-0004	20 lbs.	Aria Red Cocktail Table	44"W x 20"D x 18"H	\$317.40	\$412.62		\$	-
12108-0001-12304-0005	10 lbs.	Aria Green End Table	24"W x 20"D x 22"H	\$301.30	\$391.69		\$	-
12049-0001-12050-0007	20 lbs.	Aria Green Cocktail Table	44"W x 20"D x 18"H	\$317.40	\$412.62		\$	-
12108-0001-12304-0004	10 lbs.	Aria Blue End Table	24"W x 20"D x 22"H	\$301.30	\$391.69		\$	-
12049-0001-12050-0005	20 lbs.	Aria Blue Cocktail Table	44"W x 20"D x 18"H	\$317.40	\$412.62		\$	-
12108-0001-12304-0007	10 lbs.	Aria Purple End Table	24"W x 20"D x 22"H	\$301.30	\$391.69		\$	-
12049-0001-12050-0006	20 lbs.	Aria Purple Cocktail Table	44"W x 20"D x 18"H	\$317.40	\$412.62		\$	-
12108-0001-12304-0002	10 lbs.	Aria White End Table	24"W x 20"D x 22"H	\$301.30	\$391.69		\$	-
12231-0001-12305-0002	35 lbs.	Aria White Console Table	44"W x 20"D x 30"H	\$333.50	\$433.55		\$	-
12049-0001-12050-0003	20 lbs.	Aria White Cocktail Table	44"W x 20"D x 18"H	\$317.40	\$412.62		\$	-
12108-0001-12304-0001	10 lbs.	Aria Charcoal End Table	24"W x 20"D x 22"H	\$301.30	\$391.69		\$	-
12231-0001-12305-0001	35 lbs.	Aria Charcoal Console Table	44"W x 20"D x 30"H	\$333.50	\$433.55		\$	-
12049-0001-12050-0002	20 lbs.	Aria Charcoal Cocktail Table	44"W x 20"D x 18"H	\$317.40	\$412.62		\$	-
18024-0010	30 lbs.	Novel End Table	15"Square x 16"H	\$379.50	\$493.35		\$	-
18024-0011	50 lbs.	Novel Cocktail Table	46"W x 15"D x 16"H	\$427.80	\$556.14		\$	-
12107-0512	27 lbs.	Fuze End Table	24"Square x 23"H	\$325.45	\$423.09		\$	-
12230-0116	49 lbs.	Fuze Console Table	60"W x 16"D x 34"H	\$395.60	\$514.28		\$	-
12055-0453	55 lbs.	Fuze Cocktail Table	40"Square x 16"H	\$365.70	\$475.41		\$	-
12107-0493	27 lbs.	London End Table	24"Square x 23"H	\$325.45	\$423.09		\$	-
12230-0110	49 lbs.	London Console Table	60"W x 16"D x 34"H	\$395.60	\$514.28		\$	-
12055-0428	55 lbs.	London Cocktail Table	40"Square x 16"H	\$365.70	\$475.41		\$	-
12107-0467	13 lbs.	Hylton Tablet Table	18"W x 12"D x 28"H	\$270.25	\$351.33		\$	-
12003-0117	27 lbs.	Gemma Accent Table - Blue Agate	14"Round x 20"H	\$333.50	\$433.55		\$	-
12003-0115	27 lbs.	Gemma Accent Table - Citrine	14"Round x 20"H	\$333.50	\$433.55		\$	-
12003-0116	27 lbs.	Gemma Accent Table - Moonstone	14"Round x 20"H	\$333.50	\$433.55		\$	-
12003-0120	27 lbs.	Gemma Accent Table - Obsidian	14"Round x 20"H	\$333.50	\$433.55		\$	-
12107-0494	21 lbs.	Brooklyn II Square End Table	22"W X 22"D X 20"H	\$278.30	\$361.79		\$	-
12107-0495	15 lbs.	Brooklyn II Round End Table	20"Round X 20"H	\$278.30	\$361.79		\$	-
12055-0429	35 lbs.	Brooklyn II Rect Cocktail Table	42"W X 24"D X 16"H	\$309.35	\$402.16		\$	-
12055-0430	25 lbs.	Brooklyn II Round Cocktail Table	30"Round X 16"H	\$309.35	\$402.16		\$	-
12055-0285	40 lbs.	24" Cube Cocktail Table - Black	24"Square x 16"H	\$301.30	\$391.69		\$	-
12055-0286	40 lbs.	24" Cube Cocktail Table - White	24"Square x 16"H	\$301.30	\$391.69		\$	-
12107-0296	50 lbs.	24" Cube End Table - Black	24"Square x 21"H	\$309.35	\$402.16		\$	-
12107-0297	55 lbs.	24" Cube End Table - White	24"Square x 21"H	\$309.35	\$402.16		\$	-
12003-0102	17 lbs.	Sirona Accent Table	18"W x 12"D x 28"H	\$270.25	\$351.33		\$	-
13110-0017	10 lbs.	Orbit End Table	16"Round x 19"H	\$225.40	\$293.02		\$	-
Bars & Bar Backs (Pg. 14)								
05012-0076	185 lbs.	VIP Glow Bar 6'	72"W x 24"D x 42"H	\$1,095.95	\$1,424.74		\$	-
05012-0075	130 lbs.	VIP Glow Bar 4'	48"W x 24"D x 42"H	\$923.45	\$1,200.49		\$	-
05012-0053	70 lbs.	Black Bar - 2 Shelf	48"W x 16"D x 42"H	\$504.85	\$656.31		\$	-
05012-0054	70 lbs.	White Bar - 2 Shelf	48"W x 16"D x 42"H	\$504.85	\$656.31		\$	-

12112-0010	60 lbs.	Blox Bar Back	30"W x 16"D x 86"H	\$631.35	\$820.76	\$	-
05001-0017	150 lbs.	Piazza Bar Back - Black	44"W x 12"D x 80"H	\$592.25	\$769.93	\$	-
05001-0018	150 lbs.	Piazza Bar Back - White	44"W x 12"D x 80"H	\$592.25	\$769.93	\$	-
05012-0083	282 lbs.	Elara Bar	72"W x 25"D x 44"H	\$1,679.00	\$2,182.70	\$	-
05012-0082	220 lbs.	Razor Bar	72"W x 25"D x 44"H	\$1,679.00	\$2,182.70	\$	-
Bar Stools (Pg. 15 & 16)							
05237-0038	15 lbs.	Criss Cross Bar Stool - Espresso	15"W x 19"D x 41"H	\$284.05	\$369.27	\$	-
05237-0039	15 lbs.	Criss Cross Bar Stool - White	15"W x 19"D x 41"H	\$284.05	\$369.27	\$	-
05237-0305	17 lbs.	Colin Stool	20"W x 19"D x 46"H	\$238.05	\$309.47	\$	-
05237-0221	20 lbs.	Euro Bar Stool - Black	22"W x 24"D x 42"H	\$270.25	\$351.33	\$	-
05237-0306-05033-0001-05034-000	27 lbs.	Milo Bar Stool - Black	20"W x 21"D x 41"H	\$270.25	\$351.33	\$	-
05237-0306-05033-0007-05034-000	27 lbs.	Milo Bar Stool - California Wine	20"W x 21"D x 41"H	\$270.25	\$351.33	\$	-
05237-0306-05033-0005-05034-000	27 lbs.	Milo Bar Stool - Chartreuse	20"W x 21"D x 41"H	\$270.25	\$351.33	\$	-
05237-0306-05033-0013-05034-000	27 lbs.	Milo Bar Stool - Chocolate	20"W x 21"D x 41"H	\$270.25	\$351.33	\$	-
05237-0306-05033-0011-05034-000	27 lbs.	Milo Bar Stool - Jade	20"W x 21"D x 41"H	\$270.25	\$351.33	\$	-
05237-0306-05033-0009-05034-000	27 lbs.	Milo Bar Stool - Victory Blue	20"W x 21"D x 41"H	\$270.25	\$351.33	\$	-
05237-0306-05033-0002-05034-000	27 lbs.	Milo Bar Stool - White	20"W x 21"D x 41"H	\$270.25	\$351.33	\$	-
05237-0270	40 lbs.	Hourglass Bar Stool - Black	18"W x 20"D x 43"H	\$294.40	\$382.72	\$	-
05237-0271	40 lbs.	Hourglass Bar Stool - White	18"W x 20"D x 43"H	\$294.40	\$382.72	\$	-
05237-0160	35 lbs.	Equino Bar Stool - Black	15"W x 13"D x 35"H	\$294.40	\$382.72	\$	-
05237-0041	35 lbs.	Equino Bar Stool - White	15"W x 13"D x 35"H	\$294.40	\$382.72	\$	-
05237-0298	16 lbs.	Clara Stool	17"W x 21"D x 41"H	\$284.05	\$369.27	\$	-
05237-0215	15 lbs.	Marcus Stool	18"Square x 29"H	\$215.05	\$279.57	\$	-
05237-0169	25 lbs.	Caprice Stool	25"W x 26"D x 44"H	\$294.40	\$382.72	\$	-
05237-0042	15 lbs.	Sonic Stool	22"W x 23"D x 42"H	\$238.05	\$309.47	\$	-
05237-0300	6 lbs.	Nexus Stool	19"W x 20"D x 44"H	\$246.10	\$319.93	\$	-
Café Chairs (Pg. 16 & 17)							
05035-0053-05033-0003-05034-000	19 lbs.	Milo Chair - Black	20"W x 22"D x 33"H	\$166.75	\$216.78	\$	-
05035-0053-05033-0008-05034-000	19 lbs.	Milo Chair - California Wine	20"W x 22"D x 33"H	\$166.75	\$216.78	\$	-
05035-0053-05033-0006-05034-000	19 lbs.	Milo Chair - Chartreuse	20"W x 22"D x 33"H	\$166.75	\$216.78	\$	-
05035-0053-05033-0014-05034-000	19 lbs.	Milo Chair - Chocolate	20"W x 22"D x 33"H	\$166.75	\$216.78	\$	-
05035-0053-05033-0012-05034-000	19 lbs.	Milo Chair - Jade	20"W x 22"D x 33"H	\$166.75	\$216.78	\$	-
05035-0053-05033-0010-05034-000	19 lbs.	Milo Chair - Victory Blue	20"W x 22"D x 33"H	\$166.75	\$216.78	\$	-
05035-0053-05033-0004-05034-000	19 lbs.	Milo Chair - White	20"W x 22"D x 33"H	\$166.75	\$216.78	\$	-
05035-0051	11 lbs.	Clara Chair	18"W x 21"D x 35"H	\$189.75	\$246.68	\$	-
05035-0008	10 lbs.	Lestlie Chair	17"W x 21"D x 31"H	\$151.80	\$197.34	\$	-
05035-0010	15 lbs.	Criss Cross Chair - Espresso	17"W x 21"D x 35"H	\$189.75	\$246.68	\$	-
05035-0011	15 lbs.	Criss Cross Chair - White	17"W x 21"D x 35"H	\$189.75	\$246.68	\$	-
05035-0023	24 lbs.	Elio Chair	17"Square x 33"H	\$169.05	\$219.77	\$	-
14233-0025	20 lbs.	Caprice Chair - Black	25"W x 24"D x 32"H	\$169.05	\$219.77	\$	-
14233-0005	20 lbs.	Comet Stack Chair - Arms	23"W x 22"D x 32"H	\$231.15	\$300.50	\$	-
14233-0006	15 lbs.	Comet Stack Chair - Armless	19"W x 22"D x 32"H	\$215.05	\$279.57	\$	-
14233-0016	10 lbs.	Sonic Chair	20"W x 21"D x 32"H	\$169.05	\$219.77	\$	-
05035-0050	5 lbs.	Nexus Chair	19"W x 22"D x 32"H	\$201.25	\$261.63	\$	-
05035-0052	12 lbs.	Colin Chair	22"W x 19"D x 33"H	\$169.05	\$219.77	\$	-
Bar Tables (Pg. 18, 19 & 20)							
05246-0003-05036-0050	27 lbs.	24" Square Bar Table - Cosmo/Chrome Base	24"Square x 42"H	\$317.40	\$412.62	\$	-
05246-0018-05036-0050	31 lbs.	24" Square Bar Table - Cosmo/Black Base	24"Square x 42"H	\$317.40	\$412.62	\$	-
05246-0003-05036-0051	27 lbs.	24" Square Bar Table - Emerald Tide/Chrome Base	24"Square x 42"H	\$317.40	\$412.62	\$	-
05246-0018-05036-0051	31 lbs.	24" Square Bar Table - Emerald Tide/Black Base	24"Square x 42"H	\$317.40	\$412.62	\$	-
05246-0003-05036-0049	27 lbs.	24" Square Bar Table - Icebreaker/Chrome Base	24"Square x 42"H	\$317.40	\$412.62	\$	-
05246-0018-05036-0049	31 lbs.	24" Square Bar Table - Icebreaker/Black Base	24"Square x 42"H	\$317.40	\$412.62	\$	-
05246-0003-05036-0048	27 lbs.	24" Square Bar Table - Sirona/Chrome Base	24"Square x 42"H	\$317.40	\$412.62	\$	-
05246-0018-05036-0048	31 lbs.	24" Square Bar Table - Sirona/Black Base	24"Square x 42"H	\$317.40	\$412.62	\$	-
05246-0003-05036-0046	27 lbs.	32" Round Bar Table - Cement/Chrome Base	32"Round x 42"H	\$427.80	\$556.14	\$	-
05246-0018-05036-0046	31 lbs.	32" Round Bar Table - Cement/Black Base	32"Round x 42"H	\$427.80	\$556.14	\$	-
05246-0003-05036-0047	27 lbs.	32" Round Bar Table - Yukon Oak/Chrome Base	32"Round x 42"H	\$427.80	\$556.14	\$	-
05246-0018-05036-0047	31 lbs.	32" Round Bar Table - Yukon Oak/Black Base	32"Round x 42"H	\$427.80	\$556.14	\$	-
05036-0053-05246-0018	33 lbs.	32" Round Bar Table - Smoke/Black Base	32"Round x 42"H	\$427.80	\$556.14	\$	-
05036-0053-05246-0003	38 lbs.	32" Round Bar Table - Smoke/Chrome Base	32"Round x 42"H	\$427.80	\$556.14	\$	-
05246-0018-05036-0001	34 lbs.	Euro Bar Table Black/Black 30" Round	30"Round x 42"H	\$301.30	\$391.69	\$	-
05246-0018-05036-0004	41 lbs.	Euro Bar Table Black/Black 36" Round	36"Round x 42"H	\$309.35	\$402.16	\$	-
05246-0003-05036-0001	30 lbs.	Silk Bar Table Black/Chrome 30" Round	30"Round x 42"H	\$301.30	\$391.69	\$	-
05246-0003-05036-0004	37 lbs.	Silk Bar Table Black/Chrome 36" Round	36"Round x 42"H	\$309.35	\$402.16	\$	-
05246-0018-05036-0037	34 lbs.	City Bar Table Maple/Black 30" Round	30"Round x 42"H	\$301.30	\$391.69	\$	-
05246-0018-05036-0038	41 lbs.	City Bar Table Maple/Black 36" Round	36"Round x 42"H	\$309.35	\$402.16	\$	-
05246-0003-05036-0037	30 lbs.	Park Ave Bar Table Maple/Chrome 30" Round	30"Round x 42"H	\$301.30	\$391.69	\$	-
05246-0003-05036-0038	37 lbs.	Park Ave Bar Table Maple/Chrome 36" Round	36"Round x 42"H	\$309.35	\$402.16	\$	-
05246-0018-05036-0003	34 lbs.	Summit Bar Table White/Black 30" Round	30"Round x 42"H	\$301.30	\$391.69	\$	-
05246-0018-05036-0006	41 lbs.	Summit Bar Table White/Black 36" Round	36"Round x 42"H	\$309.35	\$402.16	\$	-
05246-0003-05036-0003	30 lbs.	Blanco Bar Table White/Chrome 30" Round	30"Round x 42"H	\$301.30	\$391.69	\$	-
05246-0003-05036-0006	37 lbs.	Blanco Bar Table White/Chrome 36" Round	36"Round x 42"H	\$309.35	\$402.16	\$	-
05036-0039-05246-0003	43 lbs.	Fuze Bar Table	36"Square x 42"H	\$340.40	\$442.52	\$	-
05246-0003-05036-0008	28 lbs.	Blanco Bar Table - White/Chrome 24"Square	24"Square x 42"H	\$301.30	\$391.69	\$	-
05246-0003-05036-0009	69 lbs.	Blanco Rectangle Bar Table - White/Chrome	72"W x 24"D x 42"H	\$466.90	\$606.97	\$	-
05246-0003-05036-0033	28 lbs.	Spectrum Bar Table - Red	24"Square x 42"H	\$325.45	\$423.09	\$	-
05246-0003-05036-0034	28 lbs.	Spectrum Bar Table - Blue	24"Square x 42"H	\$325.45	\$423.09	\$	-
05246-0003-05036-0035	28 lbs.	Spectrum Bar Table - Purple	24"Square x 42"H	\$325.45	\$423.09	\$	-
05246-0003-05036-0036	28 lbs.	Spectrum Bar Table - Green	24"Square x 42"H	\$325.45	\$423.09	\$	-
05204-0001	75 lbs.	Aspen Bar Table	72"W x 26"D x 42"H	\$836.05	\$1,086.87	\$	-
Café Tables (Pg. 20, 21 & 22)							
05246-0002-05036-0050	24 lbs.	24" Square Cafe Table - Cosmo/Chrome Base	24"Square x 30"H	\$317.40	\$412.62	\$	-
05246-0017-05036-0050	27 lbs.	24" Square Cafe Table - Cosmo/Black Base	24"Square x 30"H	\$317.40	\$412.62	\$	-
05246-0002-05036-0051	24 lbs.	24" Square Cafe Table - Emerald Tide/Chrome Base	24"Square x 30"H	\$317.40	\$412.62	\$	-
05246-0017-05036-0051	27 lbs.	24" Square Cafe Table - Emerald Tide/Black Base	24"Square x 30"H	\$317.40	\$412.62	\$	-

05246-0002-05036-0049	24 lbs.	24" Square Cafe Table - Icebreaker/Chrome Base	24"Square x 30"H	\$317.40	\$412.62	\$ -
05246-0017-05036-0049	27 lbs.	24" Square Cafe Table - Icebreaker/Black Base	24"Square x 30"H	\$317.40	\$412.62	\$ -
05246-0002-05036-0048	24 lbs.	24" Square Cafe Table - Sirona/Chrome Base	24"Square x 30"H	\$317.40	\$412.62	\$ -
05246-0017-05036-0048	27 lbs.	24" Square Cafe Table - Sirona/Black Base	24"Square x 30"H	\$317.40	\$412.62	\$ -
05246-0002-05036-0046	24 lbs.	32" Round Café Table - Cement/Chrome Base	32"Round x 30"H	\$427.80	\$556.14	\$ -
05246-0017-05036-0046	27 lbs.	32" Round Café Table - Cement/Black Base	32"Round x 30"H	\$427.80	\$556.14	\$ -
05246-0002-05036-0047	24 lbs.	32" Round Café Table - Yukon Oak/Chrome Base	32"Round x 30"H	\$427.80	\$556.14	\$ -
05246-0017-05036-0047	27 lbs.	32" Round Café Table - Yukon Oak/Black Base	32"Round x 30"H	\$427.80	\$556.14	\$ -
05246-0002-05036-0053	38 lbs.	32" Round Café Table - Smoke/Chrome Base	32"Round x 30"H	\$427.80	\$556.14	\$ -
05246-0017-05036-0053	35 lbs.	32" Round Café Table - Smoke/Black Base	32"Round x 30"H	\$427.80	\$556.14	\$ -
05246-0017-05036-0001	30 lbs.	Euro Café Table Black/Black 30" Round	30"Round x 30"H	\$301.30	\$391.69	\$ -
05246-0017-05036-0004	37 lbs.	Euro Café Table Black/Black 36" Round	36"Round x 30"H	\$309.35	\$402.16	\$ -
05246-0002-05036-0001	27 lbs.	Silk Café Table Black/Chrome 30" Round	30"Round x 30"H	\$301.30	\$391.69	\$ -
05246-0002-05036-0004	34 lbs.	Silk Café Table Black/Chrome 36" Round	36"Round x 30"H	\$309.35	\$402.16	\$ -
05246-0002-05036-0037	27 lbs.	Park Ave Café Table Maple/Chrome 30" Round	30"Round x 30"H	\$301.30	\$391.69	\$ -
05246-0002-05036-0038	34 lbs.	Park Ave Café Table Maple/Chrome 36" Round	36"Round x 30"H	\$309.35	\$402.16	\$ -
05246-0017-05036-0037	30 lbs.	City Café Table Maple/Black 30" Round	30"Round x 30"H	\$301.30	\$391.69	\$ -
05246-0017-05036-0038	37 lbs.	City Café Table Maple/Black 36" Round	36"Round x 30"H	\$309.35	\$402.16	\$ -
05246-0002-05036-0003	27 lbs.	Blanco Café Table White/Chrome 30" Round	30"Round x 30"H	\$301.30	\$391.69	\$ -
05246-0002-05036-0006	34 lbs.	Blanco Café Table White/Chrome 36" Round	36"Round x 30"H	\$309.35	\$402.16	\$ -
05246-0017-05036-0003	30 lbs.	Summit Café Table White/Black 30" Round	30"Round x 30"H	\$301.30	\$391.69	\$ -
05246-0017-05036-0006	37 lbs.	Summit Café Table White/Black 36" Round	36"Round x 30"H	\$309.35	\$402.16	\$ -
05036-0039-05246-0002	40 lbs.	Fuze Café Table	36"Square x 30"	\$340.40	\$442.52	\$ -
05246-0002-05036-0008	25 lbs.	Blanco Café Table White/Chrome 24"Square	24"Square x 30"H	\$301.30	\$391.69	\$ -
05246-0002-05036-0009	63 lbs.	Blanco Café Table White/Chrome Rectangle	72"W x 24"D x 30"H	\$466.90	\$606.97	\$ -
05246-0002-05036-0033	25 lbs.	Spectrum Café Table - Red	24"Square x 29"H	\$325.45	\$423.09	\$ -
05246-0002-05036-0034	25 lbs.	Spectrum Café Table - Blue	24"Square x 29"H	\$325.45	\$423.09	\$ -
05246-0002-05036-0035	25 lbs.	Spectrum Café Table - Purple	24"Square x 29"H	\$325.45	\$423.09	\$ -
05246-0002-05036-0036	25 lbs.	Spectrum Café Table - Green	24"Square x 29"H	\$325.45	\$423.09	\$ -
05090-0001	90 lbs.	Aspen Dining Table	72"W x 30"D x 30"H	\$717.60	\$932.88	\$ -
05088-0531		Encore Dining Table	80"W x 40"D x 30"H	\$844.10	\$1,097.33	\$ -
05088-0533	171 lbs.	Madera Dining Table	92"W x 39"D x 30"H	\$1,085.60	\$1,411.28	\$ -
Office Seating (Pg. 23)						
14136-0002	38 lbs.	Tamiri High Back Chair	25"W x 27"D x 45"H	\$379.50	\$493.35	\$ -
14176-0007	37 lbs.	Tamiri Mid Back Chair	27"Square x 39"H	\$333.50	\$433.55	\$ -
14128-0002	41 lbs.	Tamiri Guest Chair	25"W x 26"D x 37"H	\$309.35	\$402.16	\$ -
14136-0081	40 lbs.	Accord High Back Chair - Black	25"Square x 44"H	\$473.80	\$615.94	\$ -
14136-0010	40 lbs.	Accord High Back Chair - White	25"Square x 44"H	\$473.80	\$615.94	\$ -
14250-0013	36 lbs.	Goal Task Chair - Arms	25"Square x 39"H	\$254.15	\$330.40	\$ -
14250-0014	38 lbs.	Goal Task Chair Armless	21"W x 25"D x 39"H	\$231.15	\$300.50	\$ -
14307-0003	36 lbs.	Goal Black Drafting Stool - Arms	25"W x 24"D x 48"H	\$270.25	\$351.33	\$ -
14307-0004	30 lbs.	Goal Black Drafting Stool - Armless	21"W x 24"D x 48"H	\$254.15	\$330.40	\$ -
14136-0105	40 lbs.	Rimati Hi-Back Chair - Black	30"W x 28"D x 47-50"H	\$566.95	\$737.04	\$ -
14136-0106	40 lbs.	Rimati Hi-Back Chair - White	30"W x 28"D x 47-50"H	\$566.95	\$737.04	\$ -
14128-0122	34 lbs.	Rimati Guest Chair - Black	27"W x 25"D x 40"H	\$240.35	\$312.46	\$ -
14128-0123	34 lbs.	Rimati Guest Chair - White	27"W x 25"D x 40"H	\$240.35	\$312.46	\$ -
Conference Tables (Pg. 24)						
14062-0105	97 lbs.	42" Round Conference Table - Black	42" Round x 29"H	\$419.75	\$545.68	\$ -
14062-0106	97 lbs.	42" Round Conference Table - Mahogany	42" Round x 29"H	\$419.75	\$545.68	\$ -
14062-0297	90 lbs.	Command Conference Table - 6' Black	72"W x 36"D x 31"H	\$748.65	\$973.25	\$ -
14062-0303	90 lbs.	Command Conference Table - 6' Sirona	72"W x 36"D x 31"H	\$748.65	\$973.25	\$ -
14062-0300	90 lbs.	Command Conference Table - 6' White	72"W x 36"D x 31"H	\$748.65	\$973.25	\$ -
14062-0298	125 lbs.	Command Conference Table - 8' Black	96"W x 48"D x 31"H	\$805.00	\$1,046.50	\$ -
14062-0304	125 lbs.	Command Conference Table - 8' Sirona	96"W x 48"D x 31"H	\$805.00	\$1,046.50	\$ -
14062-0301	125 lbs.	Command Conference Table - 8' White	96"W x 48"D x 31"H	\$805.00	\$1,046.50	\$ -
14062-0299	182 lbs.	Command Conference Table - 10' Black	120"W x 48"D x 31"H	\$923.45	\$1,200.49	\$ -
14062-0305	182 lbs.	Command Conference Table - 10' Sirona	120"W x 48"D x 31"H	\$923.45	\$1,200.49	\$ -
14062-0302	182 lbs.	Command Conference Table - 10' White	120"W x 48"D x 31"H	\$923.45	\$1,200.49	\$ -
Office Furniture (Pg. 24 & 25)						
14309-0001	125 lbs.	Computer Kiosk - Black	24"Square x 42"H	\$616.40	\$801.32	\$ -
14179-0005	125 lbs.	Computer Kiosk - White	24"Square x 42"H	\$616.40	\$801.32	\$ -
14072-0108	225 lbs.	Storage Credenza - Black	60"W x 20"D x 29"H	\$553.15	\$719.10	\$ -
14072-0038	225 lbs.	Storage Credenza - Mahogany	60"W x 20"D x 29"H	\$553.15	\$719.10	\$ -
14083-0105	290 lbs.	Jr Executive Desk - Black	60"W x 30"D x 29"H	\$631.35	\$820.76	\$ -
14083-0106	290 lbs.	Jr Executive Desk - Mahogany	60"W x 30"D x 29"H	\$631.35	\$820.76	\$ -
14083-0324	286 lbs.	Executive Desk - Black	72"W x 36"D x 29"H	\$655.50	\$852.15	\$ -
14083-0117	290 lbs.	Executive Desk - Mahogany	72"W x 36"D x 29"H	\$655.50	\$852.15	\$ -
14029-0098	56 lbs.	5 Shelf Bookcase - Black	36"W x 12"D x 72"H	\$592.25	\$769.93	\$ -
14029-0091	56 lbs.	5 Shelf Bookcase - Mahogany	36"W x 12"D x 72"H	\$592.25	\$769.93	\$ -
05088-0498	77 lbs.	Brooklyn II Rect Dining Table	60"W x 36"D x 30"H	\$616.40	\$801.32	\$ -
05088-0499	59 lbs.	Brooklyn II Round Dining Table	42" Round x 30"H	\$483.00	\$627.90	\$ -
05090-0001	90 lbs.	Aspen Dining Table	72"W x 30"D x 30"H	\$717.60	\$932.88	\$ -
Metal File & Storage Cabinets (Pg. 26)						
14148-0001	35 lbs.	2 Drawer Vertical File - Letter Size Black	15"W x 25"D x 29"H	\$208.15	\$270.60	\$ -
14147-0001	35 lbs.	2 Drawer Vertical File - Legal Size Black	18"W x 25"D x 29"H	\$270.25	\$351.33	\$ -
14148-0002	45 lbs.	4 Drawer Vertical File - Letter Size Black	15"W x 25"D x 52"H	\$278.30	\$361.79	\$ -
14147-0002	45 lbs.	4 Drawer Vertical File - Legal Size Black	18"W x 25"D x 52"H	\$309.35	\$402.16	\$ -
14143-0006	100 lbs.	2 Drawer Lateral File - Black	36"W x 18"D x 27"H	\$278.30	\$361.79	\$ -
14143-0008	170 lbs.	4 Drawer Lateral File - Black	36"W x 18"D x 54"H	\$340.40	\$442.52	\$ -
14034-0015	135 lbs.	Storage Cabinet - Black	36"W x 18"D x 72"H	\$340.40	\$442.52	\$ -
Pedestals (Pg. 27)						
12091-0023	50 lbs.	Display Pedestal 14" x 42" Black	14"Square x 42"H	\$412.85	\$536.71	\$ -
12091-0004	120 lbs.	Display Pedestal 24" x 42" Black	24"Square x 42"H	\$499.10	\$648.83	\$ -
12091-0002	55 lbs.	Display Pedestal 18" x 42" Black	18"Square x 42"H	\$458.85	\$596.51	\$ -
12091-0030	50 lbs.	Display Pedestal 14" x 42" White	14"Square x 42"H	\$412.85	\$536.71	\$ -

12091-0024	45 lbs.	Display Pedestal 14" x 36" Black	14"Square x 36"H	\$349.60	\$454.48		\$ -
12091-0034	75 lbs.	Display Pedestal 24" x 36" Black	24"Square x 36"H	\$499.10	\$648.83		\$ -
12091-0031	45 lbs.	Display Pedestal 14" x 36" White	14"Square x 36"H	\$349.60	\$454.48		\$ -
12091-0033	75 lbs.	Display Pedestal 24" x 36" White	24"Square x 36"H	\$499.10	\$648.83		\$ -
12091-0025	40 lbs.	Display Pedestal 14" x 30" Black	14"Square x 30"H	\$325.45	\$423.09		\$ -
12091-0003	80 lbs.	Display Pedestal 24" x 30" Black	24"Square x 30"H	\$473.80	\$615.94		\$ -
12091-0001	45 lbs.	Display Pedestal 18" x 30" Black	18"Square x 30"H	\$333.50	\$433.55		\$ -
12091-0032	40 lbs.	Display Pedestal 14" x 30" White	14"Square x 30"H	\$325.45	\$423.09		\$ -
14309-0001	125 lbs.	Locking Pedestal Black	24"Square x 42"H	\$616.40	\$801.32		\$ -
14179-0005	125 lbs.	Locking Pedestal White	24"Square x 42"H	\$616.40	\$801.32		\$ -
12091-0055	24 lbs.	Fuze Pedestal	16"Square x 44"H	\$340.40	\$442.52		\$ -
12091-0043	24 lbs.	London Pedestal	16"Square x 44"H	\$340.40	\$442.52		\$ -
Miscellaneous Items (Pg. 28)							
14189-0066	30 lbs.	Stanchion Chrome	41"H	\$95.45	\$124.09		\$ -
11526-0001	2 lbs.	Stanchion Rope - Red Velour	6' L	\$50.60	\$65.78		\$ -
14308-0009	8 lbs.	Nero Literature Stand - Black	15"W x 12"D x 53.5"H	\$231.15	\$300.50		\$ -
14308-0010	8 lbs.	Argento Literature Rack	15"W x 12"D x 53.5"H	\$231.15	\$300.50		\$ -
14308-0005	7 lbs.	Alto Literature Rack	10.5"W x 9.5"D x 57"H	\$238.05	\$309.47		\$ -
01209-0003	50 lbs.	Compact Refrigerator Black - 4.0 Cu Ft	21"W x 22"D x 32"H	\$427.80	\$556.14		\$ -
Lighting (Pg. 29)							
09392-0019	15 lbs.	Silo Grey Floor Lamp	70"H	\$210.45	\$273.59		\$ -
09417-0037	7 lbs.	Silo Grey Table Lamp	25"H	\$154.10	\$200.33		\$ -
09392-0018	15 lbs.	Silo White Floor Lamp	70"H	\$210.45	\$273.59		\$ -
09417-0036	7 lbs.	Silo White Table Lamp	25"H	\$154.10	\$200.33		\$ -
09392-0001	7 lbs.	Neutrino Steel Floor Lamp - Steel	67"H	\$215.05	\$279.57		\$ -



DO NOT MAIL ORDER FORM - Email / Fax Form ONLY

Please make payments payable to:

Levy Exposition Services, Inc.
271 - 14900 Interurban Avenue S.
Seattle, WA 96168

Total Product		\$	-
Late Fee %		\$	-
Sub Total		\$	-
Sales Tax %	10.50%	\$	-
Total Amount Due		\$	-

Company Name	-					
Street Address						
City						
State						
Zip Code		Signature				
Name / Date of Show						
Booth Number	-	Date				
Contact Name		Email Address				
Contact Cell		Fax #				
Special Instructions:						



6455 S. Dean Martin Drive, Suite C.
Las Vegas, Nevada 89118
Phone: (702) 309-8326 * Fax: (702) 309-8328
Email: orders@exposervicedesk.com
Order Online: www.exposervicedesk.com

EVENT NAME: ASRS 2025		EVENT DATES: JULY 30 - AUG 2, 2025		LOCATION: LBCC	
EXHIBITING COMPANY NAME:				BOOTH NUMBER:	
BILLING NAME (if different from above):				Deadline for Advance Rate: JULY 16, 2025	
BILLING ADDRESS:					
CITY:		STATE:		ZIP CODE:	
TELEPHONE:		FAX:			
CARDHOLDER SIGNATURE:		CARDHOLDER NAME (PRINT):			
		ORDERED BY:			
EMAIL (REQUIRED FOR RECEIPT):					
WE ACCEPT: VISA / MASTERCARD / AMERICAN EXPRESS		CHARGES WILL APPEAR ON STATEMENT AS "TEAM CO"		EXPIRATION DATE:	
CC NUMBER HERE:					

ASRS 2025

Qty.	Description	Advance Rate	Regular Rate	Total	TERMS & CONDITIONS	
120V LIGHTING & UTILITY OUTLETS					Convention Technical Services (CTS) is not responsible for voltage fluctuation or power failure due to temporary conditions including but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment or overloads caused by exhibitor. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by a CTS technician. CTS will not be responsible for any damage or loss to any equipment component, computer hardware or software, and/or any damage or injury to any person caused by the installation, connection, or plugging in of any electrical outlet by persons other than a CTS technician.	
	500 Watt or 5 Amps	193.50	290.50			
	1000 Watt or 10 Amps	342.00	513.00			
	2000 Watt or 20 Amps	457.00	685.00			
	30 Amps (Labor Req.)	CALL FOR QUOTE				
208V 1 PHASE MOTOR & EQUIPMENT OUTLETS					Important: -To receive advance show prices, we must receive your order, along with payment, in full , within fourteen (14) days prior to show opening. All others will be charged at regular rate. -Any connection required beyond the finished outlet will be charged for time and materials. If you have special needs, please contact us in advance of move-in. -Power sharing is <u>not</u> permitted between exhibitors. -Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. -Electricity will be turned on within 30 minutes of show opening and off within 30 minutes after show closing. -Dedicated circuits and 24 hour services will be double the listed price and require a 20 amp outlet. Please double rates. Use * to indicate 24-Hr Outlets. -Refunds will not be authorized if service is installed. Outlet Location & Distribution: -Island Booths: All electrical outlets for island booths will require labor and materials. Distribution and connections of all outlets are chargeable on a time and materials basis. Please complete a utility diagram with main drop, orientation and dimensions. -Inline & Peninsula Booths: All power is delivered to the back line of the booth at no extra cost. Labor only applies to additional distribution, on a time and materials basis. Please complete a utility diagram for outlets off the back line of the booth. -208V & Higher: Electrical labor required. -Unless a scaled floor plan is provided, electrical will be installed as CTS deems necessary or not at all until direction is given. Jurisdiction: -All under carpet distribution. -All motor & equipment hook-ups requiring wiring connections. -Labor is required to inspect equipment pre-wired to plug into our system. -Installation and/or repair of electrical fixtures. -Installation of electrical motors and electrical apparatus to be energized.	
	20 Amp	861.00	1292.00			
	30 Amp	1030.00	1545.50			
	60 Amp	1350.00	2025.00			
	100 Amp	1775.00	2662.00			
208V 3 PHASE MOTOR & EQUIPMENT OUTLETS						
	20 Amp	1149.00	1723.00			
	30 Amp	1372.50	2059.00			
	60 Amp	1799.00	2699.00			
	100 Amp	2365.00	3548.00			
	200 Amp	3386.00	5079.00			
TRANSFORMER(S) TO BOOST 208V TO 230V						
Total Amps:		X	\$18.50 / AMP	=		
480V & ALL OTHER VOLTAGES PLEASE CALL FOR ESTIMATE						
LIFT						
1 HOUR MINIMUM INSTALL & ½ HOUR MINIMUM DISMANTLE						
LIFT		ST	275.00			
LIFT		OT	412.50			
FLOODLIGHTS & TRACK					LABOR: ST \$155.00 – OT \$280.00	Office Use Only
	150 Watt Flood Light	192.00	288.00		CTS does not determine the move-in and move-out schedule for any event. Hourly rates apply to actual dates and times of install & dismantle. ST – Labor after 8:00am and before 4:30pm, weekdays. OT – Labor before 8:00am and after 4:30pm, weekdays. Weekends & Holidays are also OT.	
	Double 150 Watt Flood	321.50	482.00			
	*Overhead/Can/Leko	536.00	804.00			
Overhead light may require labor and lift to install. First focus included. Call for a quote. Lighting Layout Required for Overhead Lights						

Electrical Layout Form

Company:	
Booth:	
Event:	
Facility:	
Dates:	

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

Indicate booth type: Island <input type="checkbox"/> Peninsula <input type="checkbox"/> In-line <input type="checkbox"/> (Provide aisle or adjacent booth #s for orientation)		
Power is brought to one location in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend below:		
X = Main Distribution Point ● = Other outlet locations (Indicate power requirement next to symbol)		

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

_____ Square = _____ Ft / Total Square Footage = _____

Adjacent Booth # _____

[illegible]

Adjacent Booth #

Adjacent Booth # _____

Adjacent Booth # _____



6455 S. Dean Martin Dr., Suite C * Las Vegas, Nevada 89118
Telephone: (702) 309-8326

Sample Layouts

Island Booth: Electrical layouts are required for all island booths.

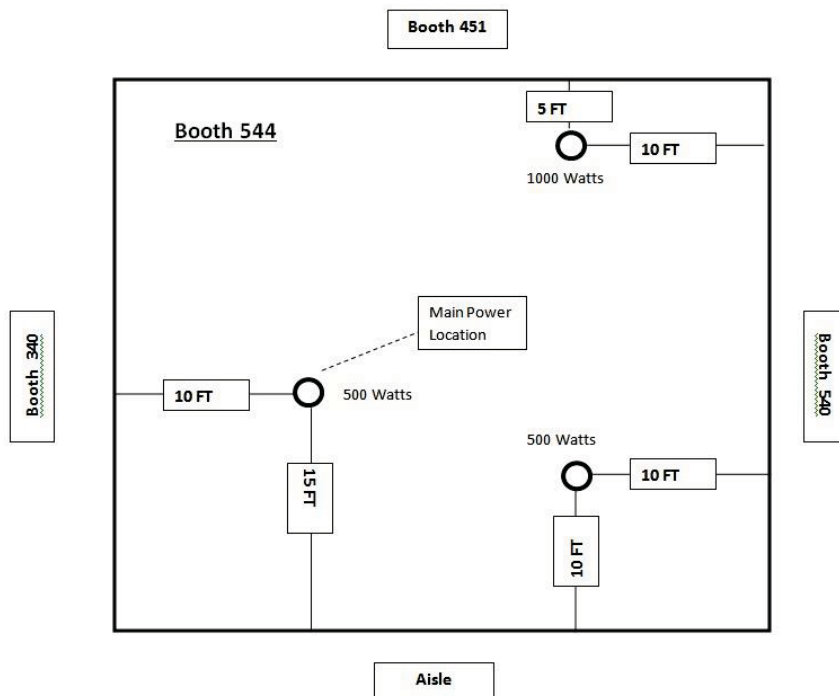
Standard Location:

There is no such thing as a standard location in an island booth. There will be labor and material required to install the outlet ordered. If a layout is not provided, we will place power at our discretion.

What should be on a completed floor plan:

1. Main drop or outlet location. Island booths do not have a back wall so the main location operates as the point which all other power will be distributed from. There can often be many cords or cables in this location so it is often best to be in a closet, under a table or a location out of site.
2. Location of all other outlets. This includes the dimensions where the outlets will be placed. Without dimensions, outlets are likely to end up in the wrong locations in the booth.
3. Power requirements in each location. This can be 500 Watts / 1000 Watts / 2000 Watts or even 10 Amp 208 volt 3 Phase
4. Booth Orientation. This is especially useful for island booths. It helps us understand which side is which in the booth.

Completed Layout:

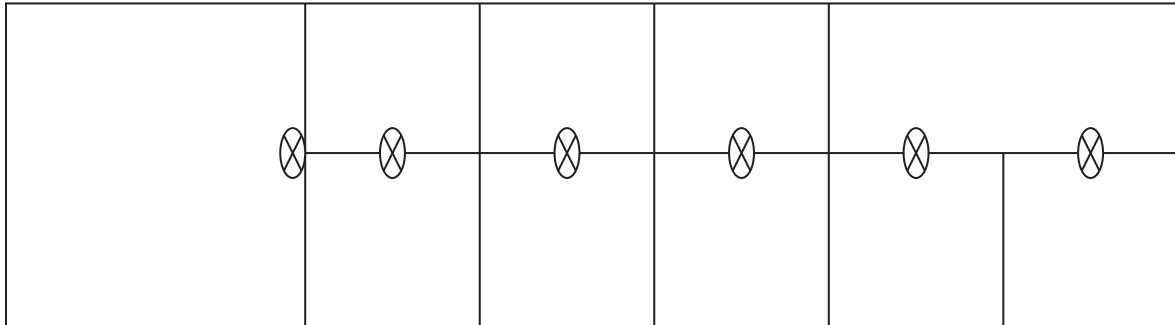


Inline or Peninsula Booths:

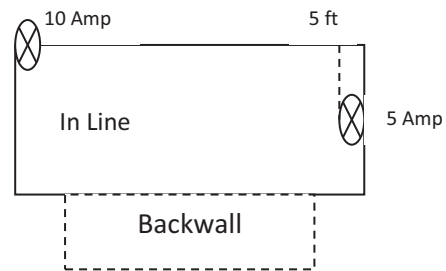
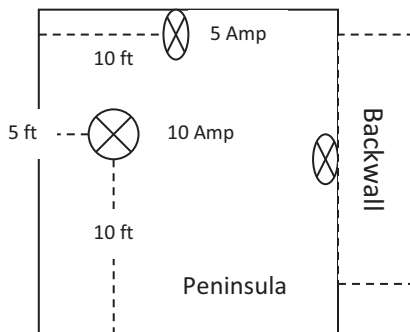
Layouts are only required when outlets are needed at any other location than the back of the booth.

Standard Location:

In Line



Completed Layout:



Thank you for your business!



Exhibitor Ordering Guide: **Communication Services**





NETWORKS MONITORED 24/7/365 FOR ALWAYS-ON CONNECTIVITY

First-class customer service

We understand there are a lot of moving parts when planning to exhibit at a convention, and our mission is to make this process as easy as possible.

Leading up to your event, our customer service team will work with you to ensure all the required information needed to install services is collected prior to your arrival. These items include; verifying your order, providing all pertinent IP and wireless information, collecting a floor plan, advanced payment, and confirmation of all required signatures.

Our goal is to make our team as accessible as possible. All our events are staffed with local team members for you to utilize, helping ensure network reliability and the delivery of the services you need. During move-in and show days, our team is available to assist you with your ordered services.

Knowledgeable technical support

Our experienced technicians are readily available to perform troubleshooting, installation of additional services, relocations and much more. Our team will be available throughout the entire event to provide you with the show experience you expect.

Redundancy of equipment

We always have spares on-hand and are network ready. Boldyn Networks (Boldyn) keeps network switches and wireless access points on-hand and connected to the network. If a piece of equipment fails, we will replace it immediately with little to no downtime.

24/7 Network monitoring

All ports on the network are polled every minute for network stability. Certified network engineers are on staff in our Network Operations Center during event hours and on call 24/7.



OPTIONS TAILORED TO YOUR NEEDS

Boldyn is the exclusive provider of communication services at the Long Beach Convention & Entertainment Center.



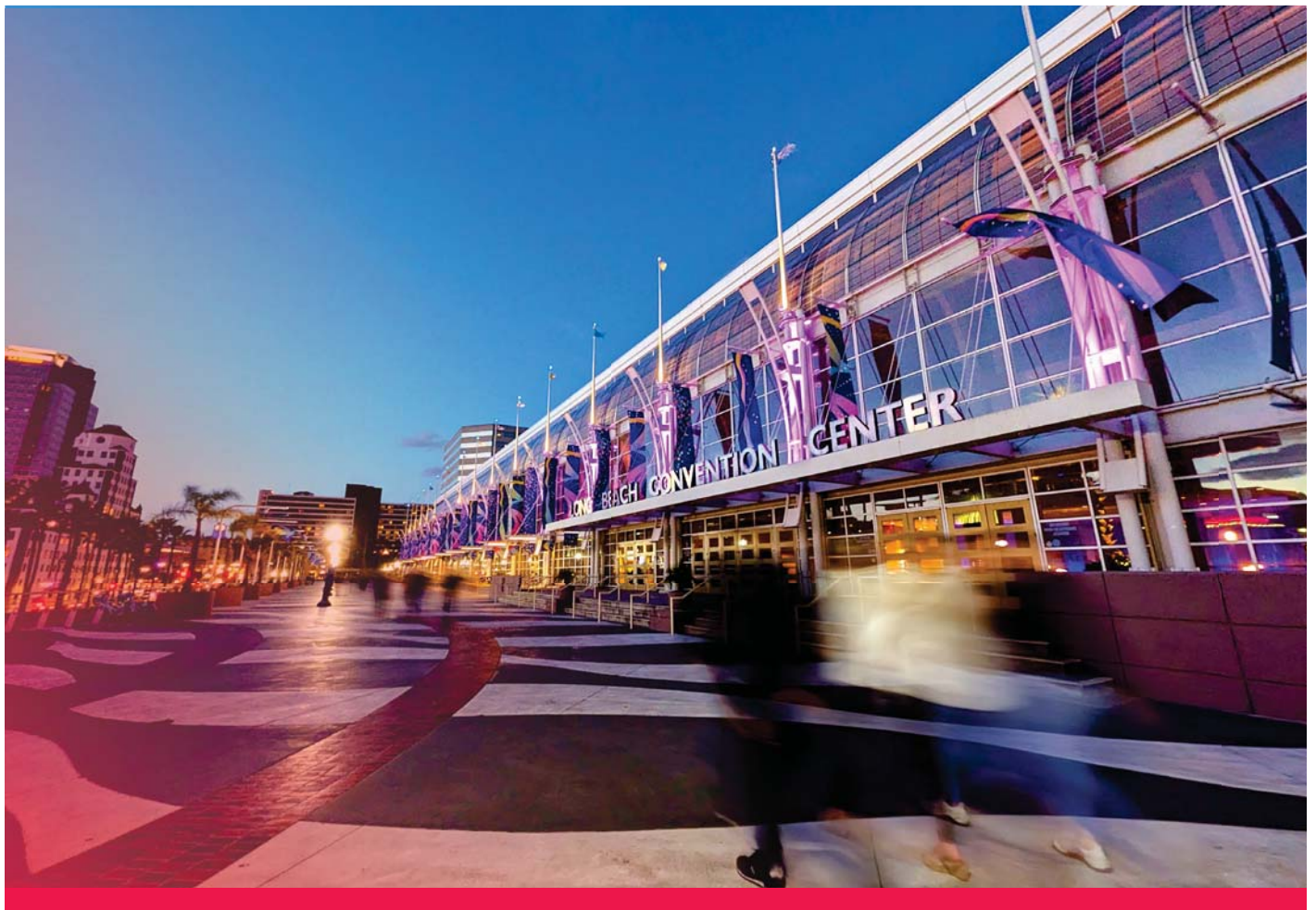
- Premium personal wireless access point service
- Standard personal wireless access point service



- Dedicated wired internet service
- Light wired internet service



- Standard telephone voice service





PREMIUM PERSONAL WIRELESS ACCESS POINT SERVICE



UP TO 50 Mbps PER DEVICE
UNLIMITED DEVICES

Top-tier service. Maximum bandwidth and customizations. Seamless product demos. Fast remote connections. Superior video streaming.

Details

- Up to 50 Mbps per device on unlimited devices
- Customizable options configured to the unique needs of your demo
- Broadcast on 5 GHz frequency
- Custom network name or SSID and custom password
- One access point. Booths larger than 30x30 will require additional access points.

Rates	Early Bird Rate Ordered 21 or more days prior to move-in	Last Call Rate Ordered 20 or fewer days prior to move-in
UP TO 50 Mbps	\$39,050	\$46,860
UP TO 40 Mbps	\$31,550	\$37,860
UP TO 30 Mbps	\$24,200	\$29,040
UP TO 20 Mbps	\$16,600	\$19,920
UP TO 10 Mbps	\$8,800	\$10,560
Add. Access Point Rental	\$350	\$400

**Order online at LBCECportal.com or
contact: Request@LongBeachCC.com**



STANDARD PERSONAL WIRELESS ACCESS POINT SERVICE



UP TO 5 Mbps PER DEVICE
10-40 DEVICES

Simple and secure connectivity.
Check emails. Browse the web. Process payments. Present light web demos.

Details

- Up to 5 Mbps per device. Reliable basic connection; not for streaming
- Custom network name or SSID and one custom password
- Broadcasts on 5 Ghz frequency
- Includes 1 access point. Booths larger than 30x30 will require additional access points.

Rates	Early Bird Rate Ordered 21 or more days prior to move-in	Last Call Rate Ordered 20 or fewer days prior to move-in
UP TO 40 Devices	\$6,762	\$8,114
UP TO 20 Devices	\$4,133	\$4,916
UP TO 10 Devices	\$2,339	\$2,807
Add. Access Point Rental	\$350	\$400

**Order online at LBCECportal.com or
contact: Request@LongBeachCC.com**



DEDICATED WIRED INTERNET SERVICE

Connectivity for individual booths. Wi-Fi. Light web browsing. Checking email. Web casting. HD Streaming. Gaming. Point-to-point connectivity.

Details

- Custom network for routers and servers. Wireless and hardline routers permitted
- Dedicated service, meaning reliable, secure internet that's not subject to speed variability
- Dynamic Addresses (DHCP) plug and play automatically enabled for simplicity. Public routable or static IP addresses available upon request (Custom Engineering Fee will apply).
- To connect multiple devices to this service, a switch, patch cables, and labor are required. Please note bandwidth between all connected devices is shared.
- Includes 1 network drop (ethernet cable with RJ45 hardline connection) with VLAN for enhanced security, simplicity, and traffic efficiency
- Higher speeds available for purchase

Rates

Early Bird Rate

Ordered 21 or more days prior to move-in

Last Call Rate

Ordered 20 or fewer days prior to move-in

UP TO 40 Mbps	\$19,250	\$24,060
UP TO 20 Mbps	\$11,700	\$14,630
UP TO 15 Mbps	\$7,850	\$9,810
UP TO 10 Mbps	\$5,900	\$7,375
UP TO 5 Mbps	\$3,495	\$4,370

**Order online at LBCECportal.com or
contact: Request@LongBeachCC.com**



LIGHT WIRED INTERNET SERVICE



UP TO 3 Mbps PER DEVICE
1-10 DEVICES

Light internet usage. Web browsing. Email.

Details

- Basic connection shared with other customers at facility. Up to 3 Mbps per device. Not compatible with streaming
- Includes 1 network drop (ethernet cable with hardline connection)
- Up to 9 additional private IPs (connected devices) may be purchased separately.
- To connect multiple devices to this service, a switch rental, patch cables, and floor work are required (see Misc. Services page)
- DHC protocol automatically assigns private IP addresses to all devices. Translation: Instant plug and play for each device
- Routers not permitted and will not work

Rates

Early Bird Rate

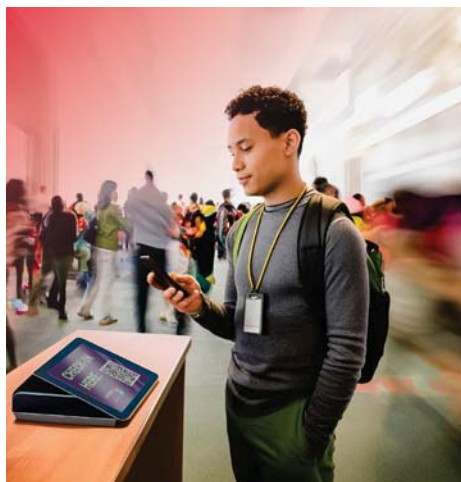
Ordered 21 days or more prior to move-in

Last Call Rate

Ordered 20 days or fewer prior to move-in

Light Wired Internet	\$895	\$1,140
Additional Private IP's (Connected Devices)	\$150	\$150

**Order online at LBCECportal.com or
contact: Request@LongBeachCC.com**



STANDARD TELEPHONE VOICE SERVICE



SINGLE, MULTI, & POLYCOM

Crystal clear connections for single line, multi-line, and conference calls.

Details

- Best used for visitor check-in, conference calls, and credit card processing machines
- Includes 1 phone and 1 cable
- Multi-line telephones include 1 main number and 1 rollover line
- Polycom speakerphones require power source; Electrical services may need to be ordered separately
- Domestic long distance included. International calling billed separately

Rates	Early Bird Rate Ordered 21 days or more prior to move-in	Last Call Rate Ordered 20 days or fewer prior to move-in
Polycom Speaker Phone	\$465	\$575
Multi-Line Telephone	\$415	\$520
Single Line Telephone With or without device	\$275	\$345

**Order online at LBCECportal.com or
contact: Request@LongBeachCC.com**

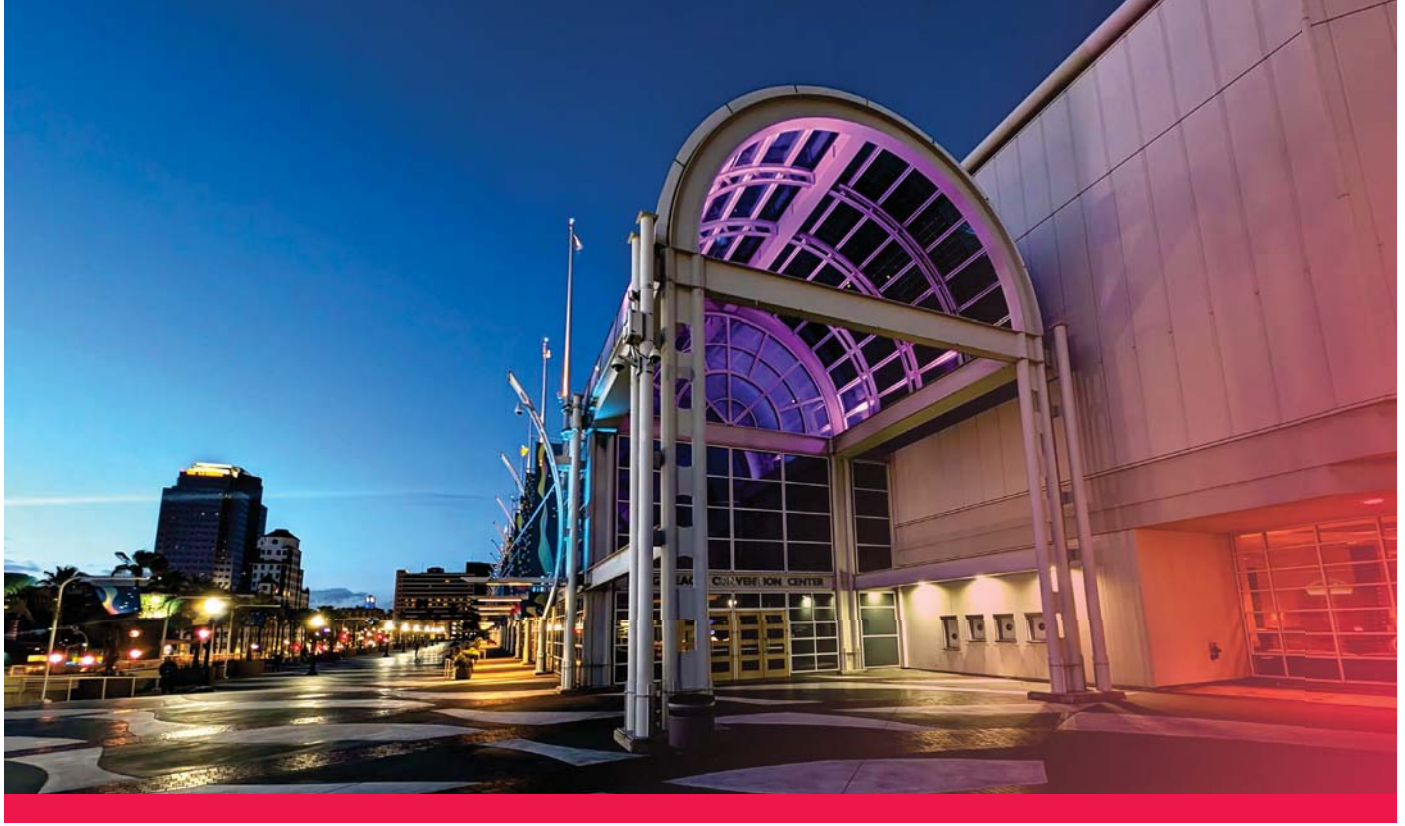


MISCELLANEOUS SERVICES

Rates	Early Bird Rate Ordered 21 days or more prior to move-in	Last Call Rate Ordered 20 days or fewer prior to move-in
Custom Network Services Enabling peer to peer sharing, any other special configurations. Per hour	\$300	\$350
Additional IP's	\$150	\$150
Additional Network Drops With RJ45 hardline connection	\$795	\$795
Patch Cable Up to 50ft - Cat5e	\$25	\$35
Switch Rental Up to 24 ports	\$120	\$150
Labor/Floor Work/Relocation Fee Floor work-4 patch cables per 1 hour	\$125	\$125
VLAN	\$995	\$995
Additional SSID and password	\$995	\$995
Lost or damaged equipment fee (phones, switches)	\$250	\$250
Splash Page 1-hour minimum	\$250/hr	\$250/hr

Additional fees will apply for services extended outdoors.

Order online at LBCECportal.com or
contact: Request@LongBeachCC.com



FAQ's

Does Boldyn provide complimentary Wi-Fi?

Yes! Boldyn provides complimentary Wi-Fi in most designated public areas of the facility, such as the concourse lobbies and food courts. Check with your specific venue for locations. This service is made available to the 1.6 million people who visit the convention center every year. There is no requirement to purchase a Boldyn service in order to take advantage of the complimentary Wi-Fi.

Why is there no complimentary Wi-Fi in the exhibit halls?

Exhibit halls are not public areas since this space is typically licensed to a company, government agency, or trade association for a private event. The space license agreement governs the availability of a range of services for the event and the license may or may not call for complimentary Wi-Fi services.

Do you offer early bird rates?

Orders received along with payment by the early-bird deadline date will receive our early incentive pricing.

Will my personal hotspot (Mi-Fi) work in your building?

Yes. However, the capability of your personal mobile hotspot is limited by your carrier's spectrum and internet bandwidth. Cellular carrier signals penetrate into a facility either from a nearby cellular tower or via an in-building Distributed Antenna System (DAS). This signal comes from a shared cellular network, so service may be disrupted or become unreliable due to user density and demand on the carrier's network.

In all cases, you have the option to take advantage of the complimentary Wi-Fi throughout the public areas, or you can purchase an upgraded package based on your service requirements.

How much bandwidth do I need?

To identify how much bandwidth you require, please reach out to a technical representative in your organization and review your program specifications listed with any demonstrations or downloads you plan to run.



What must be identified on my floor plans?

Floor plans should include measurements, the surrounding booth numbers for orientation, and easy identification of all required end location(s). Be sure to distinguish your main distribution line (MDL) and additional patch cables.

If no location or floor plan is provided, the drop will be installed within that space, to the most convenient location for our technicians. Relocation fees will apply if the line(s) needs to be moved.

A relocation fee will apply to any line(s) that need to be relocated after installed; 1 hour labor per line relocation.

TIP: Most of our venue's data jacks originate from a floor pocket. Be sure to submit a completed floor plan prior to the first day show move-in to avoid any additional labor charges.

Why are routers not allowed on a shared network?

Incorrectly installed routers on a shared network can cause problems for other users of the network. Additionally, an accurate count of the number of devices on the network is required to determine the appropriate network size and bandwidth available to the network. For more information and to request the build-out of a special system to meet your needs, contact our team today for a quote.

Can I provide my own switch and patch cabling?

Yes, you can bring your own switch. Please bring the item with you, as we do not handle any shipping. However patch cabling must be purchased through Boldyn.

Please note: Connectivity can be guaranteed only to the point where Boldyn's services originate in the booth. Boldyn cannot guarantee service on cable(s) and/or equipment provided by the customer or exhibitor. Any request for trouble diagnosis or problem resolution found not to be the fault of Boldyn (such as faulty equipment or damaged cable) may be billed to the exhibitor at the prevailing labor rate.

What is your cancellation policy?

All cancellation requests must be in writing. Starting 30 days from first day of event move in, services cannot be canceled, and no refunds will be given. Orders canceled prior to 30 days from first day of event move in, will be charged 15% of the order total. No credit will be given for equipment or services canceled after installation. If there is a remaining balance 30 days after the event, a 1.5% fee will be added to the order. Any refunds due in the amount of \$10 or less, will not be refunded.

What is your payment policy?

The payment policy requires full payment to be received prior to first day of event move in to install or activate services. If payment is not received, services will not be installed or activated until it is received. Orders that have not been paid prior to first day of event move in are also subject to additional labor charges.



Long Beach Convention Center And Entertainment ® Networks,
Limited Partnership

TERMS OF USE

1. Introduction

Welcome to the Internet service operated by the subsidiaries and their affiliates of LONG BEACH CONVENTION CENTER AND ENTERTAINMENT NETWORKS, LIMITED PARTNERSHIP. ("LONG BEACH CONVENTION CENTER AND ENTERTAINMENT", "we," "our," and "us"). This Internet service offers a wide variety of information regarding LONG BEACH CONVENTION CENTER AND ENTERTAINMENT products and services, some or all of which may be accessed through a variety of means (all of which are collectively called our "Service"). The term "you" or ""your" includes any of your subsidiaries, affiliates, employees, and parent or legal guardian.

PLEASE READ THESE TERMS OF USE CAREFULLY. By accessing or using our Service in any way you are agreeing to comply with these Terms of Use, including any documents, policies, and guidelines incorporated by reference (referred to collectively as the "Terms"). Certain services available through our Service, especially services for which you can subscribe or pay for online, may have their own terms and conditions that apply to your use of that service. The Terms do not alter in any way the terms or conditions of any of these other written or online terms and conditions or agreements you may have or will have with LONG BEACH CONVENTION CENTER AND ENTERTAINMENT , including any other website terms of use with a LONG BEACH CONVENTION CENTER AND ENTERTAINMENT NETWORKS, LIMITED PARTNERSHIP subsidiary and/or their affiliates. To the extent that there is any conflict between these Terms and any terms and conditions or agreements relating to services you have purchased or online tools you use or to which you subscribe, those other terms and conditions or agreements will govern.

2. Authority

By using our Service, you represent that you are at least 13 years old. Persons who are at least 13 years of age but under the age of 18 may only use our Services with legal parental or guardian consent. Accordingly, you agree that you are at least 18 years of age or older or possess legal parental or guardian consent and are fully able and competent to enter the terms, conditions, representations, and warranties set forth in the Terms; otherwise, please exit the Service.



3. Changes to the terms or service

LONG BEACH CONVENTION CENTER AND ENTERTAINMENT may change or modify the Terms from time-to-time without notice other than posting the amended Terms on the Service. The amended Terms will automatically be effective when posted on our Service. Your continued use of our Service after any changes in these Terms shall constitute your consent to such changes. LONG BEACH CONVENTION CENTER AND ENTERTAINMENT reserves the right to change, modify, or discontinue, temporarily or permanently, the Service (or any portion thereof), including all content contained on the Service, at any time without notice. You agree that LONG BEACH CONVENTION CENTER AND ENTERTAINMENT shall not be liable to you or to any third party for any modification, suspension, or discontinuance of the Service or any portion thereof.

4. Acceptable use

You agree to use our Service and the Content (whether provided by us or others) in a manner consistent with all applicable laws and regulations. Additionally, you will not take any of the following actions with respect to our Service or Content, nor will you use our Service to upload, post, email, distribute, transmit, link, solicit, or otherwise make available any Content or use our Service in any manner that:

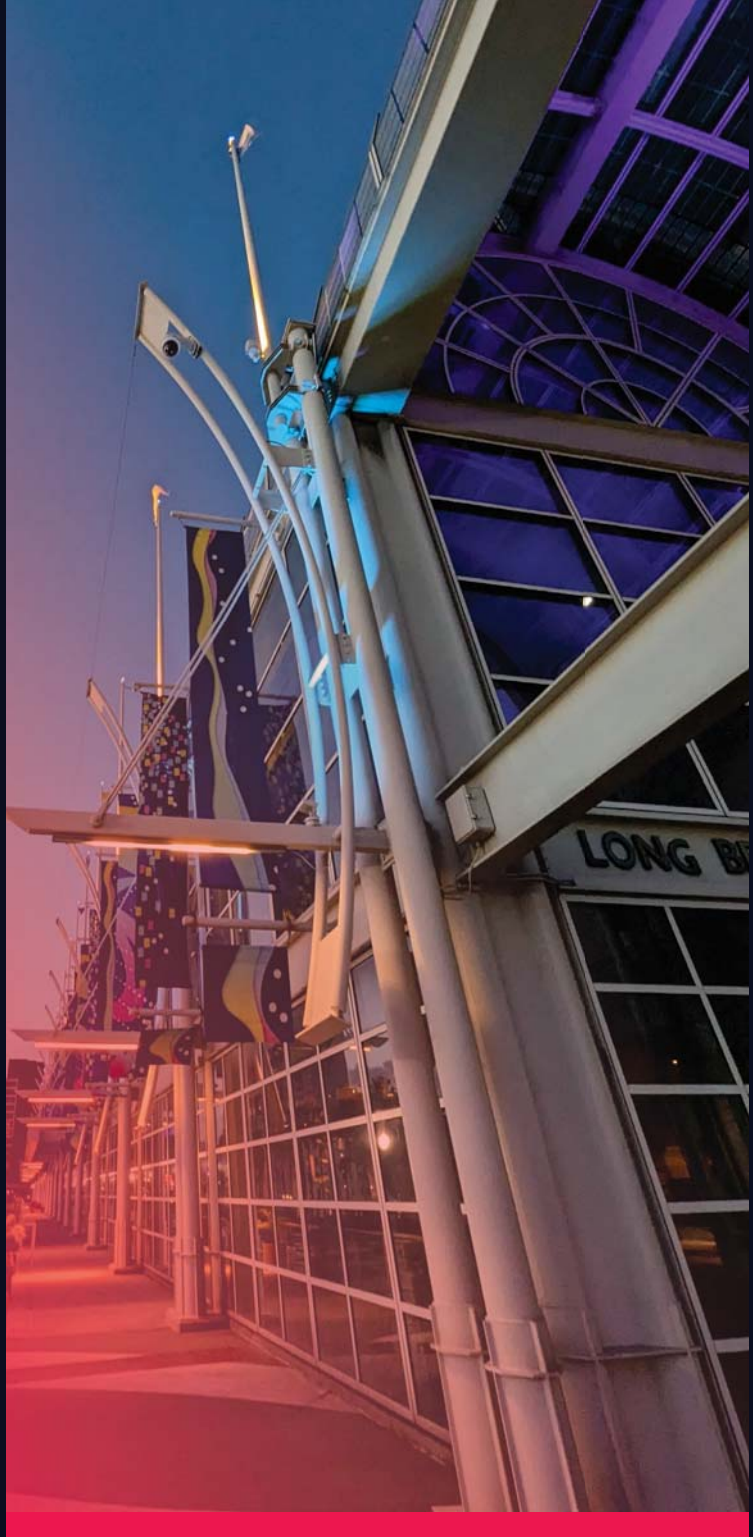
- Is unlawful, harmful to minors, threatening, harassing, abusive, defamatory, slanderous, vulgar, gratuitously violent, obscene, pornographic, indecent, lewd, libelous, invasive of another's privacy, or racially, ethnically, or otherwise offensive, hateful, or abusive.
- Infringes on someone else's patent, trademark, trade secret, copyright, or other intellectual property or other rights.
- Removes any proprietary notices or labels on the Content.
- Advocates or solicits violence, criminal conduct, or the violation of any local, state, national, or international law or the rights of any third party.
- Is deceptive in any way, such as an offer to sell fraudulent goods, or contains an impersonation of any person or entity or misrepresents an affiliation with a person or entity.
- Specifically advertises firearms or ammunition, tobacco, alcohol, illegal drugs, or other contraband.
- Constitutes unsolicited or unauthorized advertising, junk, or bulk e-mail (SPAM), chain letters, or any other unsolicited commercial or non-commercial communication.
- Interferes with others using the Services.
- Is off topic according to the description of the group, forum, or webpage.
- Contains software viruses, worms, time bombs, corrupted files, Trojan horses, or any other computer code, files, or programs that are designed or intended to disrupt, damage, overburden, impair, or limit the functioning of any software, hardware, network, server, or communications systems or equipment.
- Contains a charity request, petitions for signatures, chain letters, or letters relating to a pyramid scheme.
- Disrupts, interferes, or inhibits any other user from enjoying the Services or other affiliated or linked websites, material, contents, products, and/or services.
- Uses any robot, spider, or other such programmatic or automatic device, including but not limited to automated dial-in or inquiry devices, to obtain information from the Service or otherwise monitor or copy any portion of the Service, products, and/or services.
- Creates a false identity for the purpose of misleading others.
- Prepares, compiles, uses, downloads, or otherwise copies any user information and/or usage information for any portion thereof, or transmits, provides, or otherwise distributes (whether for a fee) such information to any third party.



- Uses any LONG BEACH CONVENTION CENTER AND ENTERTAINMENT domain name as a pseudonymous return email address.
- Contains any offer for unsolicited goods or services or any advertising or promotional materials, except in those areas specifically designated for such purposes (e.g., classified bulletin board).
- Provides material support or resources (or conceals or disguises the nature, location, source, or ownership of material support or resources) to any organization(s) designated by the United States government as a foreign terrorist organization pursuant to section 219 of the Immigration and Nationality Act.
- Attempts to disable, bypass, modify, defeat, or otherwise circumvent any of the digital rights management or other security related tools incorporated into the software or any Content or the Services.
- Reproduces, duplicates, copies, sells, trades, resells, or exploits for any commercial purposes, any portion of the Services or Content, use of the Services, or access to the Services.
- Publishes, publicly performs, or displays, or distributes to any third party any Content, including reproduction on any computer network or broadcast or publications media.
- Systematically collects and uses any Content, including the use of any data mining or similar data gathering and extraction methods.
- Makes derivative uses of the Services or the Content.
- Uses, frames, or utilizes framing techniques to enclose any portion of the Services (including the images found at the Services or any text or the layout/design of any page or form contained on a page); and/or
- Modifies, translates, decompiles, disassembles, uses reverse engineering, or otherwise attempts to derive the source code for the computer systems and other technology that operate our Service. For purposes of these Terms, "reverse engineering" shall include the examination or analysis of the Service to determine the source code, structure, organization, internal design, algorithms, or encryption devices of our Service's underlying technology.
- Unless you are participating in an area of the Service that requires or encourages anonymity, use of the Service will require your real name.

5. Termination/suspension

You agree that LONG BEACH CONVENTION CENTER AND ENTERTAINMENT may immediately terminate or suspend your account, any associated email address, and access to all or any part of the Services or change your password without notice. Cause for such termination, suspension, or change shall include, but not be limited to, (a) breaches or violations of these Terms or other incorporated agreements or guidelines, (b) requests by law enforcement or other government agencies, (c) a request by you (self-initiated account deletions), (d) discontinuance or material modification to the Service (or any part thereof,) (e) unexpected technical or security issues or problems, (f) extended periods of inactivity, and/or (g) engagement by you in fraudulent or illegal activities. Termination of your account includes (or, if LONG BEACH CONVENTION CENTER AND ENTERTAINMENT elects instead to suspend your account, may include any one or more of the following): (a) removal of access to all offerings within the Services; (b) deletion of your password and all related information, files, and other Content associated with or inside your account (or any part thereof); and (c) barring of further use of the Service. You agree that all terminations and suspensions for cause shall be made in LONG BEACH CONVENTION CENTER AND ENTERTAINMENT 's sole discretion and that LONG BEACH CONVENTION CENTER AND ENTERTAINMENT shall not be liable to you or any: (i) third party for any termination or suspension of your account, (ii) loss of storage, (iii) loss of any associated email address, or (iv) loss of access to the Service. Further, LONG BEACH CONVENTION CENTER AND ENTERTAINMENT reserves the right, in its sole discretion, to immediately terminate or suspend your account, any associated email address, and access to the Service at any time for any reason and without notice to you.



THE BOLDYN ADVANTAGE

Boldyn Networks builds advanced, shared network infrastructure to deliver consistent coverage and capacity for every guest and application – while reducing energy costs and emissions. Our reliable, high-speed and low-latency solutions offer best-in-class networking experiences, while our national Network Operations Center (NOC) monitors network performance 24/7/365 to ensure always-on connectivity.

To learn more visit boldyn.com

EXHIBITOR AUDIO VISUAL ORDER

Long Beach Convention Center



Email: lbccadmin@projection.com

Phone: 562-499-7546

*Projection is the official in-house audio visual, computer, and video display supplier. Projection will be on-site from set up through dismantle.
Rates published are for the entire duration of the event. Advance Rate applies to orders received 15 days before the move-in date.*

Computers & Accessories				
Equipment	Qty	Advance Rate	Standard Rate	Total
PC Laptop: 14" Display, Current Windows, Current Office, Ethernet, Wifi, USB Mouse, & Cable Lock		\$500	\$600	\$
Mac Laptop: 15.4" Display, Current OS, iWork, Current Office, Ethernet, Wifi, USB Mouse, & Cable Lock		\$850	\$1025	\$
Wireless Keyboard & Mouse Set		\$100	\$125	\$
Computer Audio Speakers		\$75	\$100	\$
Wireless Slide Advance Remote		\$100	\$125	\$

Computer / Video Flat Panel Displays				
Equipment	Qty	Advance Rate	Standard Rate	Total
24" HD LCD: 1920 x 1080 Resolution Table Stand Only		\$450	\$550	\$
32" HD LED: 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 72" Floor Stand		\$650	\$775	\$
40" HD LED: 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 72" Floor Stand		\$850	\$1025	\$
55" HD LED: 4K Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 72" Floor Stand		\$1250	\$1500	\$
65" HD LED: 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 72" Floor Stand		\$1450	\$1750	\$
75" HD LED: 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 72" Floor Stand		\$1600	\$1925	\$

* Monitor Stand / Shelf / Mount Hardware are not available for a la carte rentals

Video Equipment				
Equipment	Qty	Advance Rate	Standard Rate	Total
USB Media Player		\$200	\$250	\$

Audio Equipment				
Equipment	Qty	Advance Rate	Standard Rate	Total
Wireless UHF Mic Kit Please check / circle option <input type="checkbox"/> Hand Held <input type="checkbox"/> Lavalier <input type="checkbox"/> Headset		\$300	\$375	\$
Small Booth Sound System Includes (1) Speaker, Floor Stand, 8-Channel Mixer, D.I. Box, (1) Wired Hand Held Microphone with Stand		\$525	\$625	\$
Large Booth Sound System Includes (2) Speakers, Floor Stands, 8-Channel Mixer, D.I. Box, (1) Wired Hand Held Microphone with Stand		\$700	\$850	\$

* Audio Operator labor available - call for pricing.

Projection offers a complete turnkey solutions for all exhibit AV needs

LED / Projectors / Screens / Audio

Email us your RFP: lbccadmin@projection.com

Equipment Rental Subtotal	\$
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Booth Number	
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EXHIBITOR AUDIO VISUAL ORDER
Long Beach Convention Center



Email: lbccadmin@projection.com
Phone: 562-499-7546

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Rates published are for the entire duration of the event. Advance Rate applies to orders received 15 days before the move-in date.*

Totals

1) Equipment Rental Sub Total: from page 1	\$
2) California State Sales Tax: 10.25%	\$
3) Equipment Set / Strike Labor: 50% of Equipment Total or \$525 flat fee - whichever is greater. ** Equipment Set / Strike Labor includes Preparation, Delivery, Set-Up, On-Site Assistance, Strike, and Return.	\$
4) Order Total:	\$

Order Instructions

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Customer / Exhibitor Information

Company Name:	Ordered By:
Show / Event Name:	Phone:
Delivery Date:	Email:
Delivery Time: <input type="checkbox"/> 9AM-12PM <input type="checkbox"/> 1PM-4PM	On-Site Contact Name:
	On-Site Contact Cell Phone:

***A representative of your company MUST BE PRESENT at the time of delivery for set up instructions and delivery verification.
Please note that equipment will not be left / set up in an unattended booth.***

Payment Information

**Complete this form and email it to lbccadmin@projection.com.
A Projection representative will share an order summary and secure credit card payment link to confirm.
Let us know if you prefer an ACH payment option when you place your order.
Purchase Orders are not considered a form of payment.**

Orders are not confirmed until full payment is received.

Questions?
Call: 562-499-7546
Email: lbccadmin@projection.com

EXHIBITOR AUDIO VISUAL ORDER

Long Beach Convention Center



Email: lbccadmin@projection.com

Phone: 562-499-7546

Projection is the official in-house audio visual, computer, and video display supplier. Projection will be on-site from set up through dismantle.
Rates published are for the entire duration of the event. Advance Rate applies to orders received 15 days before the move-in date.

Rental Agreement

All equipment rentals are based on event rates and apply to event days only. Equipment rental prices do not include labor, delivery, electrical services, or removal of equipment from your booth. It is understood and agreed that EXHIBITOR is renting PROJECTION equipment for a specified period of time and is responsible for its safe return. EXHIBITOR hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and / or damage to said property. All rental equipment must be returned to PROJECTION in the same condition as it was in at the time of delivery to EXHIBITOR, reasonable wear and tear excluded. EXHIBITOR will immediately notify PROJECTION of any damage to the rental equipment, and EXHIBITOR hereby agrees to be billed for any damage to, or loss of, rental equipment damaged while in EXHIBITOR's care, custody and / or control. In no event shall EXHIBITOR permit any equipment to be used and/or possessed by other exhibiting parties other than the named EXHIBITOR without prior consent of PROJECTION in each instance.

Cancellation

Cancellation of equipment rental and services must be received 72 hours prior to delivery date to avoid a minimum one-day charge on equipment. If equipment and services have already been provided at the time of cancellation, a handling charge and a minimum one-day charge on equipment will apply.

PLEASE NOTE:

ALL PAYMENT, INCLUDING APPLICABLE TAX, IS DUE AT THE TIME SERVICES ARE ORDERED. PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.

Payment Terms

Full payment, including any applicable tax, is due at the time services are ordered. All payments must be in U.S. dollars. Orders received without advance payment or after the deadline date will incur additional charges as indicated on the order form. All materials and equipment are on a rental basis for the duration of the event and remain the property of PROJECTION except where specifically identified as a sale. It is the EXHIBITOR'S responsibility to advise our Exhibit Service Personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If you are exempt from payment of sales tax, PROJECTION requires you to forward an exemption certificate for the state in which the services are to be used. Resale certificate are not valid unless EXHIBITOR is rebilling these charges to its customers. For International exhibitors, PROJECTION requires 100% prepayment of advance orders, and any orders or services placed at show site must be paid at the show.

These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF VA. In the event of any dispute between the EXHIBITOR and PROJECTION 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 PROJECTION for its services, as an offset against the amount of any alleged loss or damage. Any claims against PROJECTION shall be considered a separate transaction, and shall be resolved on its own merits. PROJECTION reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that PROJECTION may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.

Unpaid Balances

Should there be any pre-approved unpaid balance after the close of the event, terms will be net, due and payable in Springfield, VA 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 prepayment basis only. If any finance charge hereunder 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 PROJECTION shall be either applied to reduce the principal unpaid balance or refunded to the payer.

Agreement

I HAVE READ THE FOLLOWING TERMS AND CONDITIONS

Authorized Signature:

Date:

Company Name:

Booth #:

ICW / AFFILIATE MEETING AV ORDER

Long Beach Convention Center



Email: lbccadmin@projection.com
Phone: 562-499-7546

*Projection is the official in-house audio visual, computer, and video display supplier.
Clients requiring AV equipment not supplied by the host event can request supplement equipment and support by completing this form.*

Computers & Accessories

Equipment	Qty	Rental Days	Rate	Total
PC Laptop: 14" Display, Current Windows, Current Office, Ethernet, Wifi, USB Mouse, & Cable Lock			\$250	\$
Mac Laptop: 15.4" Display, Current OS, iWork, Current Office, Ethernet, Wifi, USB Mouse, & Cable Lock			\$425	\$
B&W Desktop Printer		SHOW RATE	\$375	\$

Projection Equipment

Equipment	Qty	Rental Days	Rate	Total
Projection Assist Package: Includes projector stand / cart, power strip, extension cord, HDMI Cabling			\$75	\$
Projection Assist Package with Tripod Screen			\$150	\$
4200 Lumen Projector & Tripod Screen Package			\$700	\$
5000 Lumen Projector & 10' Cradle Screen Package			\$825	\$
5000 Lumen Projector & 4'10" x 8'8" Fast-Fold Screen Package w/ bottom skirt			\$1125	\$
5000 Lumen Projector & 7'6" x 13'4" Fast-Fold Screen Package w/ bottom skirt			\$1425	\$
7000 Lumen Projector & 9' x 16' Fast-Fold Screen Package w/ bottom skirt			\$1625	\$
Fast-Fold Screen - Add a Full Dress Kit			\$300	\$
Laser Pointer			\$30	\$
Presentation Slide Remote			\$50	\$
Flipchart with Markers			\$50	\$

Video Equipment

Equipment	Qty	Rental Days	Rate	Total
24" HD LCD: 1920 x 1080 Resolution			\$250	\$
32" HD LED: 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> 72" Floor Stand			\$350	\$
40" 4K LED: 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> 72" Floor Stand			\$450	\$
55" HD LED: 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> 72" Floor Stand			\$650	\$
65" HD LED: 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> 72" Floor Stand			\$750	\$
75" 4K LED: 3840 x 2160 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> 72" Floor Stand			\$950	\$
Monitor Floor Stand Shelf			\$125	\$
USB Media Player			\$100	\$

Audio Equipment

Equipment	Qty	Rental Days	Rate	Total
Wireless Digital Microphone Please check / circle option <input type="checkbox"/> Hand Held <input type="checkbox"/> Lavalier <input type="checkbox"/> Headset			\$150	\$
Wired Microphone Please check / circle option <input type="checkbox"/> Podium <input type="checkbox"/> Table <input type="checkbox"/> Floor / Q&A			\$55	\$
Computer Audio - Direct Box			\$40	\$
Small Breakout Room Speaker System w/ 8-ch Mixer Includes (2) Powered Speakers on Stands			\$300	\$
Digital Audio Recorder* - requires operator			\$150	\$

* Multiple Microphones may require a mixer / operator. Projection will advise when we receive your request.
* Additional Audio Visual Equipment Available - Please call Projection at 562-499-7546 for a custom proposal.

Email us your RFP: lbccadmin@projection.com

Equipment Rental Subtotal	\$
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projection

Phone: 562-499-7546

Clients requiring AV equipment not supplied by the host event can request supplement equipment and support by completing this form.

Order Instructions	

Customer / Meeting Contact Information

Audio Visual Equipment must be paid in full for confirmation and delivery.

Payment Information	
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Email: lbccadmin@projection.com

ICW / AFFILIATE MEETING AV ORDER

Long Beach Convention Center



Email: lbccadmin@projection.com

Phone: 562-499-7546

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Clients requiring AV equipment not supplied by the host event can request supplement equipment and support by completing this form.

Rental Agreement

All equipment rentals are based on event rates and apply to event days only. Equipment rental prices do not include labor, delivery, electrical services, or removal of equipment from your booth. It is understood and agreed that EXHIBITOR is renting PROJECTION equipment for a specified period of time and is responsible for its safe return. EXHIBITOR hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and / or damage to said property. All rental equipment must be returned to PROJECTION in the same condition as it was in at the time of delivery to EXHIBITOR, reasonable wear and tear excluded. EXHIBITOR will immediately notify PROJECTION of any damage to the rental equipment, and EXHIBITOR hereby agrees to be billed for any damage to, or loss of, rental equipment damaged while in EXHIBITOR's care, custody and / or control. In no event shall EXHIBITOR permit any equipment to be used and/or possessed by other exhibiting parties other than the named EXHIBITOR without prior consent of PROJECTION in each instance.

Cancellation

Cancellation of equipment rental and services must be received 72 hours prior to delivery date to avoid a minimum one-day charge on equipment. If equipment and services have already been provided at the time of cancellation, a handling charge and a minimum one-day charge on equipment will apply.

PLEASE NOTE:

ALL PAYMENT, INCLUDING APPLICABLE TAX, IS DUE AT THE TIME SERVICES ARE ORDERED. PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.

Payment Terms

Full payment, including any applicable tax, is due at the time services are ordered. All payments must be in U.S. dollars. Orders received without advance payment or after the deadline date will incur additional charges as indicated on the order form. All materials and equipment are on a rental basis for the duration of the event and remain the property of PROJECTION except where specifically identified as a sale. It is the EXHIBITOR'S responsibility to advise our Exhibit Service Personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If you are exempt from payment of sales tax, PROJECTION requires you to forward an exemption certificate for the state in which the services are to be used. Resale certificate are not valid unless EXHIBITOR is rebilling these charges to its customers. For International exhibitors, PROJECTION requires 100% prepayment of advance orders, and any orders or services placed at show site must be paid at the show.

These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF VA. In the event of any dispute between the EXHIBITOR and PROJECTION 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 PROJECTION for its services, as an offset against the amount of any alleged loss or damage. Any claims against PROJECTION shall be considered a separate transaction, and shall be resolved on its own merits. PROJECTION reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that PROJECTION may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.

Unpaid Balances

Should there be any pre-approved unpaid balance after the close of the event, terms will be net, due and payable in Springfield, VA 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 prepayment basis only. If any finance charge hereunder 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 PROJECTION shall be either applied to reduce the principal unpaid balance or refunded to the payer.

Agreement

I HAVE READ THE FOLLOWING TERMS AND CONDITIONS

Authorized Signature:

Date:

Company Name:

Room #:

On-Site Wireless Services

Long Beach Convention Center offers onsite wireless services. Free Wi-Fi is available in the common areas, and meeting rooms. Premium onsite Wi-Fi is broadcast throughout the facility.

Premium On-Site Wi-Fi

Internet access is available on one unique device, per purchase.



5mb Internet (1 user license)

- 1 Day - \$49.99
- 2 Day - \$89.98 (10% discount from base rate)
- 3 Day - \$127.48 (15% discount from base rate)

10 mb Internet (1 user license)

- 1 Day - \$69.99
- 2 Day - \$125.98 (10% discount from base rate)
- 3 Day - \$178.48 (15% discount from base rate)

How to Connect

To connect to Premium Onsite WiFi start by opening your list of Wi-Fi networks and select "LongBeachWiFi." A splash page will open. When the splash page opens, select paid services. You will then be able to select your service bandwidth and your service duration. From there, you will enter a receipt email and continue by clicking the payment button. Once payment is completed, you will be connected.

***Be sure you are purchasing this on the device that needs internet, as this is not an interchangeable service. If you need service on more than 1 device, it will need to be purchased on each device individually.**

Free Wi-Fi



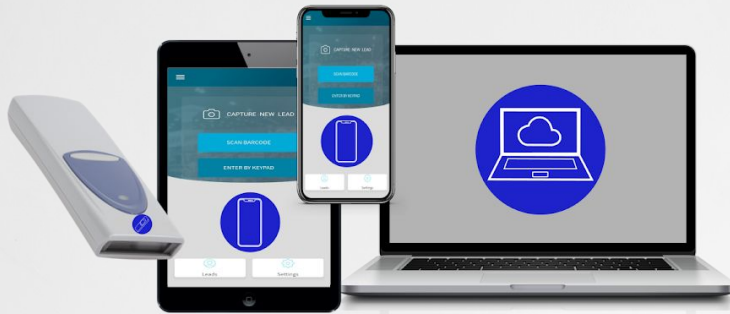
Free Internet (1 user license)

- 1 Day- 1.5 Mbps Free

How to Connect

To connect to free Wi-Fi start by opening your list of Wi-Fi networks on the device and select "LongBeachFreeWiFi." A splash page will open, and you will be prompted to enter a valid email address. Once entered, hit the connect button and your device will be connected to the Wi-Fi.

For questions regarding on-site wireless services, please call the Long Beach Convention Center at (562) 499-7710. To order any other services we provide, please go to lbceportal.com



Order Online Today
 for the best rates: **www.conexsysleads.com**
 Event Code: **ASRS25**

The MyLEADS solution goes well beyond just scanning badges in a booth by providing you access to the tools and key delegate information needed to collect, follow-up and convert sales leads to customers. Backed by expert support, sound technology and the freedom to manage your leads in the way that you want to. Understanding your return on objectives, becomes easy!

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 straight forward 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 is processed, API documentation and a token key is sent. Multiple device connections are allowed. One company per unique token key.







Compare Solutions

	Standard	Mobile	Connect
Scan anywhere, any time	✓	✓	✓
Custom qualifiers	✓	✓	
Real-time lead capture	✓	✓	✓
Real-time lead follow-up		✓	✓
Reporting portal	✓	✓	✓
Add notes to leads		✓	
Online and offline modes	✓	✓	
Export leads to Excel	✓	✓	✓

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 ▶ ASRS25	Qty	Early Until 07/16/2025	Regular After 07/16/2025	Total
 MyLEADS Standard Use our small, light weight & easy to carry scanner, equipped with just one key that allows for straight forward use. *See rental terms/notes below. 			\$325.00	\$350.00	
 MyLEADS Mobile *3 Licenses Included* Use our app and your mobile device to capture leads in real-time that sync instantly to your account on the exhibitor lead portal. 			\$275.00	\$300.00	
	Additional App Licenses		\$125.00	\$125.00	
 MyLEADS Connect Use your own device and scanner at the event and connect directly to the database using our API. 			\$1,500.00	\$1,500.00	
* Rental Terms/Notes Barcode Scanners must be picked up at the Lead Retrieval Services desk located at the registration area. On-site orders see CONEXSYS at the Lead Retrieval Services desk. All equipment is offered on a rental basis and must be returned to the lead retrieval desk at the start of the scheduled exhibit breakdown period. All equipment is the sole responsibility of the exhibitor during the rental period. Lost or damaged equipment is subject to an additional charge, up to the full replacement cost of \$800. CONEXSYS will take reasonable precautions to ensure the safety and integrity of the data produced from this service and does not accept liability for any losses incurred resulting from missing or invalid information.					
				Subtotal	<input type="text"/>
				Total	<input type="text"/>

 Tax ID# 76-0704632
 Total Amount Due in USD

Order Online And SAVE ▶ www.conexsysleads.com
Event Code ▶ **ASRS25**




Questions? (978) 338-4194

 Additional Ordering Options:
 Fax: (877) 247-0864
 Email: james@conexsys.com
 Mail: CONEXSYS International
 100 Cummings Center, Suite 320-H
 Beverly, MA 01915

Contact Information

Company	<input type="text"/>
Booth #	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
Province/State	<input type="text"/> Postal/Zip <input type="text"/>
Onsite Contact	<input type="text"/>
Onsite Phone	<input type="text"/>
Email (for leads)	<input type="text"/>

Payment Information

  	<input type="checkbox"/> Paying by check Check payable to CONEXSYS Registration Ltd
Card Number	<input type="text"/>
Name On Card	<input type="text"/>
Expiration Date	<input type="text"/> CVV# <input type="text"/>
Signature	<input type="text"/>
Ordered By	<input type="text"/>
Email (for receipt)	<input type="text"/>

CANCELLATION POLICY: No refunds after July 16, 2025

SAVOR...
THE EXPERIENCE.

Exhibitor Menu

Long Beach Convention Center





BUILD TRAFFIC. HAVE FUN.

SAVOR would like to welcome you to the Long Beach Convention and Entertainment Center. As the exclusive food and beverage provider, we are dedicated to ensuring your experience is one that will exceed expectations. Our Exhibitor Menu is designed to build traffic and create an environment to network around food.

Much of our success comes from our culinary creativity, dedication to detail and our team's ability to turn our client's visions into reality. SAVOR takes great pride in creating menus that align with the concepts, themes and goals of the event.

Let our food be the connector. It can kick start conversations, energize collaboration and most of all celebrate community.

SAVOR...
LONG BEACH

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SAVOR...
LONG BEACH





TRAFFIC BUILDERS!

All Traffic Builders require a booth attendant or chef attendant \$238.50 (4 Hour Shift)

SNACKS & DESSERTS

FRESH POPPED POPCORN CART | 8 per serving

Delicious movie style Popcorn. Let the aroma of freshly popped butter flavored Popcorn bring guests your way. Includes Cheddar, Tajin, and Cinnamon Sugar shakers.

Equipment included. Requires 100V. 20 amp electrical.

FRESH CINNAMON ROLLS | 90 per doz.

Our freshly baked Cinnamon Rolls with brown sugar and spices are topped with a velvety Cream Cheese Frosting and served warm in your booth.

Heat lamp included. Requires 100V. 20 amp electrical.

NOVELTY ICE CREAM CART

Choose from a variety of Novelty Ice Cream and Fruit Bars **9 per bar**

Vegan Frozen Bars **9 per Bar**

Equipment included. Requires 100V. 20 amp electrical.

WARM CHURRO "FRIES" | 90 per doz. servings

Warm pastry fried golden then sprinkled with cinnamon and sugar. Accompanied with Caramel Dipping Sauce.

Equipment included. Requires 100V. 20 amp electrical.

WARM PRETZEL BITES | 90 per doz.servings

Our Bavarian-style Soft Pretzels are served warm with Whole Grain Mustard and Cheese Sauce for dipping.

Equipment included. Requires 100V. 20 amp electrical.

A 50 piece minimum per selection.

Electrical setup and scheduling is responsibility of client.

All menu prices are subject to a 10% administrative fee which is entirely distributed to employees providing the service as a gratuity. All sales are subject to a 10.5% sales tax as applicable and subject to change. See page 15 for further information.

**SAVOR...
LONG BEACH**



BEVERAGES.

BY THE GALLON

**FRESHLY BREWED
REGULAR AND DECAF COFFEE** | 119

HOT TEA SELECTION | 119

CHILLED FRUIT JUICE | 119

ICED TEA BAR | 105

LEMONADE BAR | 105

AGUAS FRESCAS "FRESH WATERS" | 105

Tropical tastes inspired by Latin America, Aguas Frescas made with real fresh fruit and served over ice are refreshing, delicious and always a crowd pleaser. Choose from: Horchata, Watermelon, Mango, and Honeydew.
3 gal. min. per flavor.

INDIVIDUALLY PACKAGED

CANNED PEPSI PRODUCTS | 8

CANNED WATER | 8 16 oz / Refillable

**BUBLY SPARKLING
FLAVORED CANNED WATER** | 8

COFFEE & WATER PACKAGES

ESPRESSO & CAPPUCCINO SERVICE | 2,770

300 cup service per day - each additional serving \$6.50. Rental of espresso machine includes supplies for up to 4 hours of service, to operate and prepare your specialty beverages.

Requires 60 amp electrical.

Requires 6ft.x3ft. available space to place service.

Barista fee of \$238.50/4 hours

KEURIG PACKAGE | 583

Make-it-yourself Keurig single brew machine that contains four packages of 25 cups (100 cups total) with choice of: regular and decaf coffee and/or Earl Grey and Green teas, ten gallons water, condiments.

AMBIENT WATER KIT | 175

Water dispenser, 5 gallon bottle of spring water, and 100 7-ounce compostable cups.

HOT & COLD WATER KIT | 204

Hot and cold Water Dispenser, 5 gallon bottle of Spring Water and 100 7-ounce compostable cups for both hot and cold beverages.

Requires 110V.20amp electrical.

SPRING WATER REPLENISHMENT | 97

5 gallon bottle of spring water and 125 compostable cups

A water kit runner fee applies for every order of up to 12 kits.

Electrical setup and scheduling is responsibility of client.

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**SAVOR...
LONG BEACH**



COCKTAIL & BAR PACKAGES.

Bar services will require that all guests show a valid form of ID per each transaction. No more than 2 beverages per person will be allowed for each bar transaction. SAVOR reserves the right to refuse bar service to any guest.

Bar service requires a RBS trained & certified bartender. Includes compostable glassware and basic bar accoutrements. \$238.50 bartender fee will apply for each bar.

Minimum guarantee of \$500 per bar.

FULL HOSTED BAR

Includes House Selection of Domestic, Imported, and Craft Beers, Hard Seltzers, Cocktails, California Wine Selections, Canned Sodas and Waters

BAR ESTIMATE | 31 per person per hour

Final billing will be based on actual consumption.

LIMITED HOSTED BAR

Includes House Selection of Domestic, Imported, and Craft Beers, Hard Seltzers, California Wine Selection, Canned Soda, Waters

BAR ESTIMATE | 31 per person per hour

Final billing will be based on actual consumption.

READY TO DRINK "RTD" COCKTAILS

16 ea.

Variety of Options! Ease of Service!

MIMOSA BAR

Indulge your guests with a little bubbly mixed with their choice of: Orange, Cranberry and Pineapple juices.

BAR ESTIMATE | 31 per person per hour

Final billing will be based on actual consumption.

MARGARITA MADNESS BAR

Choose either classic or strawberry margaritas on the rocks.

BAR ESTIMATE | 31 pper person per hour

Final billing will be based on actual consumption.

NON-HOSTED BAR WITH TICKETS

This allows guests to enjoy the entire inventory of libations using their tickets. Once tickets are exhausted, sales are on a cash basis. Tickets are provided by the client.

Contact the Sales Department for more information.

Bar minimum of \$500 per bar applies

All menu prices are subject to a 10% administrative fee which is entirely distributed to employees providing the service as a gratuity. All sales are subject to a 10.5% sales tax as applicable and subject to change. See page 15 for further information.

**SAVOR...
LONG BEACH**



SNACKS.

FRESH BERRY CUPS | 102 per doz.

WHOLE FRUIT | 45 per doz.

ANTIPASTO SKEWERS | 140 per doz.

SOUTH OF THE BORDER CHIPS & SALSA | 12 per person

HOUSE MADE CAJUN KETTLE CHIPS | 128 per doz.

MORNING BREAKFAST PASTRIES | 77 per doz.

SLICED BREAKFAST BREADS | 85 per doz.

BELGIAN CHOCOLATE BROWNIES | 77 per doz.

CHOCOLATE-DIPPED RICE CRISPIES BARS | 77 per doz.

FRESHLY BAKED COOKIES | 77 per doz.

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SAVOR...
LONG BEACH



SPECIALTY CHEF DISPLAYS.

CALIFORNIA GARDEN STATION | 18 per person

Seasonal Local & Regional Antipasto and Vegetable Station

Marinated Artichokes, Grilled Eggplant, Roasted Heirloom Tomatoes, Olives, Chilled Grilled Asparagus and Broiled Carrots, Sweet Peppers, Roasted Chilled Cauliflower, Zucchini, Mushrooms, Balsamic Onions, Chickpeas Hummus Dip, Lavash and Crostini

SEASONAL

FRESH FRUIT AND BERRIES | 24 per person

Cantaloupe Honey Dew, Pineapple, Watermelon, and Berries, Drizzled with Honey Lime Syrup

ITALIAN ANTIPASTO | 27 per person

Mortadella, Capicola, Red Wine Salami, Prosciutto, Pamplona, Roasted Peppers, Artichokes, Olives, Pepperoncini, Lemon Basil Bocconcini, Lavosh, Crostini

FARM FRESH VEGETABLE PLATTER | 19 per person

Roasted Pumpkin and Feta Cheese Dip, Carrots, Celery, Bell Peppers, Persian Cucumber, Bean Sprouts, Sumac Seasoning

ARTISAN CHEESES BOARD | 25 per person

with Cured Vegetables & Savory Nuts

Selection of Local, Domestic & International Cheeses to Include: Manchego, Smoked Gouda, Brie, Asiago, Artichokes, Green Olives, Fresh Berries, Fig Marmalade, Roasted Almonds, Crackers, Crostini

MEDITERRANEAN

INSPIRED CHEF'S PLATTER | 27 per person

Al Fresco Plate w/ Grilled Asparagus, Fresh Marinated Feta & Mozzarella Bocconcini Cheese, Olives & Persian Cucumbers, Baba Ghanoush & Tzatziki Dips, Grilled Pita Chips, Dolmas, Roasted Peppers, Dried Figs & Apricots

THE MOLCAJETE | 22 per person

Fire Roasted Salsas, Pico de Gallo, Guacamole Dip, served with House Fried Tortilla Chips

A 25 guest minimum.

Attendant fee applies for every 100 guests.

China Service 5.50 per person.

All menu prices are subject to a 10% administrative fee which is entirely distributed to employees providing the service as a gratuity. All sales are subject to a 10.5% sales tax as applicable and subject to change. See page 15 for further information.

**SAVOR...
LONG BEACH**



APPETIZERS.

COLD APPETIZERS

Tray-passed service option available for an additional attendant fee of \$238.50 per tray passer.

MEDITERRANEAN ANTIPASTO SKEWER | 12

Artichoke, Olives, Mozzarella, Tomato, Black Garlic Glaze

AHI TUNA POKE LETTUCE CUP | 13

Fresh Ahi Tuna, Bibb Lettuce, Ginger, Cilantro, Soy, Serrano Cream

CHILLED BAKED STUFFED SHIITAKE MUSHROOM | 11

Chopped Vegetables and Hoisin Sauce

BAJA ROCK SHRIMP CEVICHE | 12

Shooter with Fresh Cucumber

CRUDITÉ VEGETABLE CONE | 11

Hummus, Carrots, Celery, Red Bell Pepper, Bean Sprouts

SMOKED SALMON ROULADE | 12

Caper Cream Spread, Red Onion, Arugula

AVOCADO CROSTINI | 11

Cilantro Chimichurri, Queso Fresco

CAPRESE SKEWER | 11

Vine Ripe Tomato, Mozzarella Cheese, Fresh Basil, Balsamic Glaze

HOME KETTLE POTATO CHIPS | 11

French Caramelized Onion Dip

A 50 piece minimum.

Attendant fee applies for every 100 guests.

China Service 5.50 per person.

All menu prices are subject to a 10% administrative fee which is entirely distributed to employees providing the service as a gratuity. All sales are subject to a 10.5% sales tax as applicable and subject to change. See page 15 for further information.

**SAVOR...
LONG BEACH**



APPETIZERS.

HOT APPETIZERS

Tray-passed service option available for an additional attendant fee of \$238.50 per tray passer.

PHYLLO WRAPPED TIGER SHRIMP | 12

with Apricot Chili Glaze

HIBACHI BEEF SKEWER | 12

with Red Chimichurri

LIME CHICKEN BROCHETTE | 11

with Chipotle Aioli

APPLEWOOD BACON WRAPPED SCALLOP | 13

with Teriyaki Glaze

PETITE SEARED CRAB CAKE | 14

with Serrano Chile Aioli

CHICKEN EMPANADA | 13

Drizzled with Avocado Cream

DUCK CONFIT | 13

Braised Duck on a Crostini, Pistachio Dust, Micro Greens

BEEF EMPANADA | 13

with Chipotle Ranch Dip

CHICKEN EN CROUTE | 12

Seared Chicken Morsel Wrapped in Puff Pastry, Bearnaise Sauce

COCONUT SHRIMP | 13

with Sweet Chili Glaze

ARTICHOKE BEIGNET | 11

with Marinara Sauce

NEW ZEALAND LAMB LOLLI POP | 15

with Gremolata and Pepper Escabeche

EDAMAME POT STICKER | 11

with Ginger Soy Sauce

A 50 piece minimum.

Attendant fee applies for every 100 guests.

China Service 5.50 per person.

All menu prices are subject to a 10% administrative fee which is entirely distributed to employees providing the service as a gratuity. All sales are subject to a 10.5% sales tax as applicable and subject to change. See page 15 for further information.

**SAVOR...
LONG BEACH**



ON THE GO BUFFETS.

All Sandwiches Includes: Kettle Potato Chips, Natural Water & Sodas, Whole Fruit, and a Sweet Bar (Fudge Brownie, Salty Caramel, Apple Strudel)

For your convenience, these selections can be boxed at no additional cost.

MUFFALETTA SANDWICH | 62

- Thinly Sliced Salami, Mortadella, Spicy Capicola, Ham, Provolone Cheese, Olive Tapenade, Pepperoncini, Roasted Peppers, Capers, Fresh Basil on a Baguette
- Tortellini Pasta Salad – Tossed in Lemon Juice and Olive Oil, Shaved Onions, Parsley, Red Grape Tomatoes, Shaved Parmesan Cheese

MOZZARELLA AND ROASTED VEGETABLES SANDWICH | 62

- Fresh Mozzarella, Green Leaves Lettuce, Roasted Tomatoes, Grilled Eggplant, Zucchini, Thyme Olive Oil, on a Ciabatta Bread
- Penne Pesto Salad – Artichokes, Shaved Onions, Roasted Tomatoes Basil Pesto

PRETZEL CROISSANT TURKEY SANDWICH | 62

- Sliced Roasted Turkey, Green Leaf Lettuce, Red Onion, Provolone Cheese, Cranberry Spread
- Potato Salad – Red Potatoes, Green Onions, Green Peas, Hard Boiled Eggs, Dijon-Mayonnaise Dressing

GRILLED VEGETABLES WRAP | 62

- Hummus & Basil Spread, Sweet Peppers, Zucchini, Asparagus, Red Onion, Organic Arugula, Balsamic Reduction, Wheat Flour Tortilla Wrap
- Cous-Cous Salad – Tri Color Peppers, Peas, Black Olives, Green Onions, Garlic Aioli

OLIVE OIL FOCACCIA SANDWICH | 62

- Vegetables Ratatouille, California Seasonal Greens, Vine Ripe Tomatoes, Brie Cheese
- Caesar Salad – Garlic Croutons, Shaved Parmesan Cheese, Classic Caesar Dressing

CHICKEN WRAP | 62

- Pulled Chicken, Cucumber, Tomatoes, Romaine Lettuce, Shallots, Chives, Boursin Cheese Spread, Spinach Flour Tortilla
- Quinoa Salad – Parsley, Mint, Marinated Tomatoes, Baby Kale, Chickpea, Red Onions, Cranberry Vinaigrette

*A 25 guest minimum.
Attendant fee applies for every 100 guests.
China Service 5.50 per person.*

All menu prices are subject to a 10% administrative fee which is entirely distributed to employees providing the service as a gratuity. All sales are subject to a 10.5% sales tax as applicable and subject to change. See page 15 for further information.

**SAVOR...
LONG BEACH**



SLIDER BAR.

HOT SLIDERS | 15 ea.

RUBEN SLIDER

Thin Sliced Pastrami, Sauerkraut, Swiss Cheese, Dijon Mustard & Pickled Chips in a Pretzel Roll

FRENCH DIP SLIDER

Freshly Cut Roast Beef, Caramelized Onions, Provolone Cheese, In a Petite French Roll with Creamy Horseradish Spread

CHICKEN TINGA SLIDER

Braised Chicken, Pepper Jack Cheese, Pickled Cabbage, Cilantro in a Bolillo Roll

MINI BEEF & BACON SLIDER

Seared Beef Patty, Cheddar Cheese, Bacon and Chef Spread on a Brioche Bun

AL PASTOR JACK FRUIT SLIDER

Shredded Jack Fruit, Pickled Cabbage, Sweet Grilled Pineapple Marmalade

COLD SLIDERS | 14 ea.

LOBSTER & SHRIMP PATTY SLIDER

Garlic Aioli Spread, Fennel, Celery, Onion Salad, Alfalfa Sprouts on a Brioche Roll

THAI CHICKEN SLIDER

Shredded Chicken tossed with Spicy Peanut Dressing; Cabbage Slaw served on a Bao Bun

BLTT SLIDER

Applewood Bacon, Lettuce, Turkey, Tomato, on a Brioche Bun

GRAVLAX SLIDER

Cured Salmon Gravlax, Caper, Cream Cheese, Shaved Pickled Red Onion, Arugula on a Mini Pretzel Roll

GRILLED VEGETABLE SLIDER

Herb Roasted Shiitake Mushroom, Zucchini, Fresh Greens, Hummus Spread, On a Soft Roll

Minimum 50 pieces per selection.

Attendant fee applies for every 100 guests.

China Service 5.50 per person.

All menu prices are subject to a 10% administrative fee which is entirely distributed to employees providing the service as a gratuity. All sales are subject to a 10.5% sales tax as applicable and subject to change. See page 15 for further information.

SAVOR...
LONG BEACH

GENERAL INFORMATION.

As the Long Beach Convention Center's exclusive caterer, SAVOR is renowned for its world class service, cutting edge cuisine and a wide variety of menus that can be customized to any event or special occasion. SAVOR's culinary team uses the freshest, seasonal, and locally sourced ingredients to create unique and memorable dining experiences for you and your guests. To assist you with every detail and facilitate your planning, a dedicated catering sales professional will assist you from start to finish to ensure a seamless event.

EVENT PLANNING TIMELINE

There are some important decisions for you to consider regarding the catering and execution of your event. Your Catering Sales Manager is ready to assist you in making these decisions a seamless part of your planning. The timeline below will help you in creating the environment and presentation needed for a successful event.

- 120 days prior to your event (or before) we request an initial event order outline. At this time, you will be issued a catering agreement and it will be due 10 business days from issue date along with a required 50% deposit.
- 60 days prior to your event we require catering locations, approximate numbers of guests and finalized menu choices.
- Final guarantees and any remaining balance is due prior to the start of your event, subject to the following:
 - Events up to 400 people require the final guarantee five (5) business days prior to the first event.
 - Events between 401-2,000 people require the final guarantee ten (10) business days prior to the first event.
 - Events over 2,000 people require the final guarantee fifteen (15) business days prior to the event.

GUARANTEES

When providing your initial order, a minimum estimated attendance guarantee must be communicated to the Catering Sales Department. Contract minimums and full payment prior to your event will be based on the minimum estimated attendance. When changes are determined on a per person basis:

- Final guaranteed attendance must be given to Catering Sales prior to the start of service subject to the following:
 - Events up to 400 people require the final guarantee five (5) business days prior to the first event.
 - Events between 401-2,000 people require the final guarantee ten (10) business days prior to the first event.
 - Events over 2,000 people require the final guarantee fifteen (15) business days prior to the event.

This figure is the number of guests for which you guarantee to pay and is not subject to reduction. We will be ready to prepare 5% over your Guaranteed Attendance up to 1,000 guests (50 meals). Food and Beverage will make every attempt to accommodate increases in your count after the final guarantee is due, however, any increase exceeding 10% of the final guarantee will be subject to a 10% surcharge. If the count increases within the final guarantee timeline, the 5% overage will no longer apply. Once minimums are stated on initial sales orders and signed, they cannot be reduced.

The Guaranteed Attendance shall not exceed the maximum capacity of the areas within the Facility in which the Event(s) will be held. Food and Beverage shall be entitled to charge and collect from the Customer any reasonable costs incurred by the Caterer in the event the Guaranteed Attendance figure provided by the Customer is not within the limits stated in this paragraph.

You will be charged for the greater of the actual number of guests served or the final guarantee amount. Increases made within the 5 day deadline are subject to approval and may be subject to an additional charge. We reserve the right to make reasonable substitutions as necessary.

Food and Beverage shall not be required to provide any services hereunder, nor will the Caterer be required to commence planning for the event(s), unless and until the Customer has returned a signed copy of the agreement and paid the deposit to the Caterer.

CONTRACTS, DEPOSITS, AND PAYMENTS

Once initial contact and event information is communicated to your Catering Sales Manager you will receive a contract for the entire event. You will be issued catering sales orders for each service.

- 120 days prior to your move-in day for your event we require a signed food and beverage agreement and a 50% deposit based on rental reduction or initial specs.
- Final guarantees and any remaining balance is due prior to the start of your event, subject to the following:
 - Events up to 400 people require the final guarantee five (5) business days prior to the first event.
 - Events between 401-2,000 people require the final guarantee ten (10) business days prior to the first event.
 - Events over 2,000 people require the final guarantee fifteen (15) business days prior to the event.

A guarantee payment is required for all functions. Deposits are non-refundable and non-transferable. We request that you have a credit card on file for any additions to your orders. You may finalize your account by company check,

cashier's check, Visa, MasterCard, American Express or cash. The Catering Sales Department will process/pre-approve your credit card for any estimated balance due five (5) business days prior to your function date.

Note: Credit card payments are subject to a 4% fee.

PAYMENT

Amounts in excess of \$10,000 must have actual credit card present to be swiped and are subject to a 4% convenience fee. Any on-site adjustments, additions or replenishments of contracted catering services will be reflected in a final invoice, payable upon conclusion of the event.

Checks are payable to **SMG Food and Beverage at 300 E. Ocean Boulevard, Long Beach, CA 90802.**

Note: Credit card payments are subject to a 4% fee.

SERVICE LOCATIONS AT OUR FACILITY

We are delighted to be able to offer our food and beverage services in any of the meeting rooms, ballrooms, exhibit halls or lobby spaces of the Long Beach Convention & Entertainment Center. Please keep in mind the services ordered for specific locations are to be served and consumed in those locations. Services may not be moved to an additional location after the start time listed on your event order. Services requested for additional locations will be placed on a new event order at the price point of the initial order.

The Caterer reserves the right to approve, and make changes to, all floor plans and layouts of all events areas where the Caterer's services are to be provided, as deemed necessary in Caterer's sole discretion, to enable the safe and efficient conduct of Caterer's services by Caterer's staff. Without limiting the generality of the foregoing, Caterer reserves the right to specify the locations and configuration of all décor, tables, buffets, and service stations, as well as staging and breakdown areas. Customer's displays, exhibits, and decorations must comply with the building code and fire ordinances of the Long Beach Fire Department.

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LATE FEES

Initial orders not received within 10 business days of your event will be subject to 15% surcharge. Customer shall pay interest at the rate of 1.5% per month (or, if lower, the maximum legal rate) on all payments not made within thirty (30) days following the date such payments are due, which interest shall accrue from the date due until the date of payment. Further, Customer agrees to be liable for all costs and expenses incurred by the Caterer to collect past due payments.

EMPLOYEES, SERVICE AND LABOR CHARGES, SALES TAX

Catering service personnel are covered by Union Local 11's collective bargaining agreement. Catering personnel will deliver food and beverage, serve and clean related areas. Catering personnel are not permitted to perform any general cleaning duties (non-food service related) or act as badge checkers, ticket takers, or security personnel. **All food and beverage menu prices for banquets and other catered events subject to a 10% Administrative Fee. 100% of this Administrative Fee is distributed to employees providing the service as a gratuity. All sales are subject to a 10.5% sales tax as applicable and subject to change.** The 10% administrative charge/fee is also taxable under SBOE Regulation #1603. Sales tax-exempt organizations are required to provide a copy of their California Franchise Tax Board Certificate of Exemption no later than one week prior to the event. Labor provided for seated breakfast and lunch functions is two hours, with three hours provided for seated dinner functions. The labor shifts include setup, service, and cleaning time; any additional labor required outside of the standard shift length is subject to charges at plus tax, per server, per hour.

LABOR CHARGES

- A \$238.50 labor fee will be charged for hosted or cash and carry bar services. Should your event end time be delayed more than 30 minutes, a labor charge will be added including event staff overtime charged by the full hour.
- Bussing Attendant \$159 each (4 hours minimum) Applicable for food truck parties
- Runner Fee \$159 each (4 hours minimum) – Applicable for water kits and other deliveries
- Tray Passer \$238.50 each (4 hours minimum)

- Bartender \$238.50 each (4 hours minimum)
- Chef Attendant \$238.50 each (4 hours minimum)
- Service Staff \$238.50 each (4 hours minimum) – Meals and Breaks
- Captain Fee \$265 each (when requested by the client)
- Water kits - \$318 daily labor fee for 8 hours, one attendant per 12 water kits
- Breakfast, Lunch and Dinner: \$79.50 delivery fee will be assessed for services with 25 people or less. For higher guest counts one labor charge will be assessed per each buffet line per 100 guests.
- Beverages/ Breaks - \$79.50 delivery fee will be assessed for services less than 25 guests. For amounts higher than 25 guests one attendant fee will be assessed per every two stations.

BEVERAGE CHARGES BASED UPON CONSUMPTION

Beverage charges based upon consumption apply only to each order that is a quantity of 50 beverages or more. Orders less than 50 beverages are based upon the actual amount ordered.

SERVICE TIMES

Food and beverage service time frames are based on 2 hours of service. If services extend past two hours additional labor fees may apply.

OUTSIDE FOOD AND BEVERAGE

Patrons, exhibitors or attendees may not bring food or beverage of any kind into the facility or to any event. Please contact your Catering Sales Manager for any additional information.

SPECIALTY MEALS

We ask that ten (10) business days prior to your event that a specialty meal guest count be given with your guarantee. Specialty meal types include: Vegan, Kosher, Halal, Gluten Free, and Allergies. For Vegetarians, we traditionally prepare 3% of your guaranteed guest count unless otherwise notified. Ask your Catering Sales Manager about pricing.

All menu prices are subject to a 10% administrative fee which is entirely distributed to employees providing the service as a gratuity. All sales are subject to a 10.5% sales tax as applicable and subject to change.

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ADDITIONAL CATERING ARRANGEMENTS

Our Catering Sales Department will be happy to arrange for flowers, entertainment, ice carvings, as well as custom linens, theme props and décor. Our Catering Sales Department will be happy to discuss all the options available and approximate costs. Linen charges apply for all functions. Standard linens are \$8. Floor length linens are \$16.

CANCELLATION

Should it be necessary for the Customer to cancel a function after their agreement has been signed, Food and Beverage will be entitled to liquidation damages equivalent to 50% of the total estimated charges for the canceled function. Neither the Deposit nor any other prepaid amounts will be refunded to the Customer in the event of cancellation, except as follows

- Any cancellation received after the Guaranteed Attendance is due will result in a cancellation fee payable by Customer to Caterer equal to 100% of the estimated Catering Order charges.
- Caterer may retain any cancellation fees due to the Caterer from deposits or other prepaid amounts paid by the customer.

ALCOHOLIC BEVERAGES

All alcoholic beverage sales and consumption are regulated by the California Alcoholic Beverage Control. We are responsible for the administration of these regulations. We require that all alcoholic beverages be dispensed only by our employees or agents. It is acknowledged that California state law prohibits the sampling and distribution of all hard alcoholic beverages.

MISCELLANEOUS

China Service: Compostable service is standard for all functions except seated breakfast, lunch and dinner service in meeting rooms and ballrooms. China service is available at a \$4/per guest additional charge for morning and afternoon refreshment breaks, and \$5.50/per guest additional charge for all other functions.

LIABILITY

Licensee shall indemnify, defend and hold harmless Licensor, the City of Long Beach and their respective officers, directors, agents, and employees (the "Indemnitees") from and against any and all losses, liabilities, claims, damages and expenses (including reasonable costs of investigation and attorneys' fees) (collectively, the "Losses") occurring at the Facility (whether within or without an Authorized Area) caused to Licensor, the City of Long Beach and/or persons and/or property in, on, or near the Facility before, during, or after an Event, by (i) Licensee's failure to comply with any and all federal, state, foreign, local, and municipal regulations, ordinances, statutes, rules, laws, constitutional provisions, and common laws (collectively, the "Laws") applicable to Licensee's performance of this Agreement and/or activities at the Facility, including without limitation, health and safety laws, the Civil Rights Act, the American with Disabilities Act and intellectual property laws, (ii) any unlawful acts on the part of Licensee or its officers, directors, agents, employees, subcontractors, licensees, or invitees, (iii) the negligent acts, errors and/or omissions or the willful misconduct of Licensee or its officers, directors, agents, employees, subcontractors, licensees, or invitees, (iv) the material breach or default by Licensee or its officers, directors, agents, or employees of any provisions of this Agreement, (v) any and all rigging from or to the physical structure of the Facility or any fixture thereto, set-up, alterations, and/or improvements at or to the Facility necessitated by and/or performed with respect to the Event.

ALLERGIES

Long Beach facilities are not certified Gluten Free, Vegan or Vegetarian. We cannot guarantee that cross contact with allergens will not occur and cannot assume any responsibility or liability for a person's sensitivity or allergy to any food item provided in our facility.

ALL THE AFOREMENTIONED POLICIES WILL BE STRICTLY ADMINISTERED. ANY VIOLATION OF THESE WILL RESULT IN THE REMOVAL OF PRODUCT FROM THE SHOW FLOOR

All menu prices are subject to a 10% administrative fee which is entirely distributed to employees providing the service as a gratuity. All sales are subject to a 10.5% sales tax as applicable and subject to change. See page 15 for further information.

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Exhibitor Services Booth Order Form

Business Name:	Event Name:	
Mailing Address:	Booth Number:	Room/Location:
City, State, Zip:	Date of Service:	Start Time End Time:
Phone:	Cell:	Contact Person:
Fax:	Email Address:	

Please complete and return to Rosa Alvarez - ralvarez@longbeachcc.com

All item descriptions and pricing can be found on the Exhibitor Catering Menu. All services will be assessed current labor / delivery rates as indicated in the Exhibitor Catering Menu. **Please complete (1) Exhibitor Services Booth Order Form for each service being requested, including separate dates, times, and locations.** A 15% Late Order Fee will be applied to all orders within 5 days of the event date. No outside food and beverage permitted.
All prices subject to change.

<u>Item Description</u>	<u>Quantity</u>

Catering service personnel are covered by Union Local 11's collective bargaining agreement. Catering personnel will deliver food and beverage, serve and clean related areas. Catering personnel are not permitted to perform any general cleaning duties (non-food service related) or act as badge checkers, ticket takers, or security personnel. **All food and beverage menu prices for banquets and other catered events include a 10% Administrative Fee.**

100% of this Administrative Fee is distributed to employees providing the service as a gratuity. All sales are subject to a 10.25% sales tax as applicable and subject to change. The 10% administrative charge/fee is also taxable under SBOE Regulation #1603. Sales tax-exempt organizations are required to provide a copy of their California Franchise Tax Board Certificate of Exemption no later than one week prior to the event. Labor provided for seated breakfast and lunch functions is two hours, with three hours provided for seated dinner functions. The labor shifts include setup, service, and cleaning time; any additional labor required outside of the standard shift length is subject to charges at plus tax, per server, per hour.

SIGNATURE

DATE

After receipt of this form, a catering service agreement and sales order(s) will be sent for review, confirmation, and signature to confirm your catering requirements.