



International Continence Society

Leading Continence Research and Education

28 – 31 August

www.ics.org/2018 info@ics.org

EXHIBITION TECHNICAL MANUAL

Exhibition Manager

Kenes Group

Michal Lelcuk

T: +41 22 908 0488 ext. 523

E: mlelcuk@kenes.com

April 2018

Dear ICS Exhibitor,

This Exhibitor Services Manual contains important information and is designed to assist you in preparing for the ICS Exhibition.

The Exhibition will be held in conjunction with the 48th International Continence Society 48th Annual Meeting (ICS2018) to be held in USA, Philadelphia from 28 to 31, August 2018.

Please read all the information in this manual. It will take you very little time now and could save you a great deal of time later.

The floor plan has been designed to maximize the exhibitor's exposure to the delegates with e-posters located in the exhibition area.

Exhibitor's Portal:

- The Exhibitor's Portal will be used to submit your company profile\products\ logo for inclusion in the Conference publications as well as exhibitor badges order, booth drawing submission, lead retrieval and others.
- Kindly note that only by submission your company profile and logo, you will be permitted to admit to the other optional services available for you.
- Each exhibitor will receive a separate e-mail containing instructions on how the orders should be placed as well as individual login and password.
- Keep the Exhibitor's Portal link as well as your login information on hand for future reference.

For Technical Information, Service Kit, Order Forms and deadlines set by the congress vendors, please refer to the relevant forms\instructions in the official contractor, VISTA CONVENTION SERVICES SOUTH section.

For your convenience, the manual has been divided into sections.

We shall be happy to assist you with any additional services that you may require.

If there is anything we can do to facilitate your stand set up, please do not hesitate to contact us.

We wish all of us a successful Meeting and Exhibition.

Best Regards,

Michal

Michal Lelcuk

Senior Technical & Exhibition Manager

E: mlelcuk@kenes.com

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Section 1: GENERAL INFORMATION

Dates

Tuesday, August 28 – Friday, August 31, 2018

Exhibition Manager Kenes Group Michal Lelcuk T: +41 22 908 0488 ext. 523 E: mlelcuk@kenes.com	Onsite Exhibition Manager Desk The Exhibition Manager Desk will be open throughout the Exhibition set-up, opening and dismantling period. The desk will be located within the Exhibition Area. Prior to this time, if you have any queries regarding your participation at ICS 2018, please feel free to contact Michal Lelcuk at: MLelcuk@kenes.com
Industry Liaison & Sales Associate Kenes Group Frederiek Strating T: +31 20 763 0512 E: fstrating@kenes.com	Industry (Symposium) Coordinator Kenes Group Sharon Gamliel T: +41 22 908 0488 ext. 562 E: sgamliel@kenes.com
Registration Kenes Group Keren Abuhasira Registration Specialist T: +41 22 908 0488 ext. 513 E: kAbuhasira@kenes.com	Hotel Accommodation Kenes Group Nati Glick Hotel Sales Manager T: +41 22 9080488 Ext. 948 E: E-mail: nglick@kenes.com
Meeting Secretariat / Organising Secretariat Kenes International Rue François-Versonnex 7 1207 Geneva, Switzerland T: +41 22 908 0488 E: ics@kenes.com	Annual Meeting Website You are welcome to visit the Meeting website: https://www.ics.org/2018 for updated information regarding the ICS 2018 Meeting and Exhibition.
Venue Address Pennsylvania Convention Center Philadelphia 1101 Arch Street Philadelphia, Pennsylvania 19107, USA T: +1-800-428-900 Website: www.paconvention.com	Venue Contact Information: Steve Cashman Event Manager T: +1 215-418-4782 E: scashman@paconvention.com

Section 2: Exhibition Time Table, Floor Plan & List of Exhibitors

Exhibition Timetable at a Glance (subject to change)		
Exhibition Set – Up Decoration only	Monday, August 27, 2018 For all booths	8:00AM - 20:00 PM
	Tuesday, August 28, 2018	8:00AM – 12:00 PM
Exhibition Opening Hours	Tuesday, August 28, 2018	5:00 PM - End of Welcome Reception
	Wednesday, August 29, 2018	9:30AM – 4:30PM
	Thursday, August 30, 2018	9:30AM – 4:30PM
	Friday, August 31, 2018	9:30AM – 3:00PM
Dismantling / Breakdown	Friday, August 31, 2018	4:00PM - 11:00PM

Welcome Reception

On Tuesday, August 28, 2018 you are cordially invited to the Welcome Reception held in the Exhibition area. Exhibitors are asked to please man their stands during the Welcome Reception in the Exhibition Hall.

Off Exhibition Information

Please note that participants will be walking through the Exhibition area to reach the E-Posters area which will be active before and after the Exhibition Opening Hours.

Therefore, you may either man your booth during those times or consider hiring extra security for your valuables.

- Exhibitors should be in their booth 30 minutes before the official opening hour.
- All aisles must be clear of exhibits and packaging materials to enable cleaning.
- All prefabricated displays must be set, and empty crates tagged for storage by 7:00pm on Monday, August 27, 2018.
- Dismantling of the stands before the official closing of the exhibition is not permitted.
- It is the exhibitor's responsibility to dispose of all materials after dismantling.
- Freight not picked up by 8:00pm on Friday, August 31, 2018 will be re-routed through the house carrier.
- Any charges incurred for waste removal will be sent to the exhibitor.
- Delegates might pass through the Exhibition area during off hours to arrive to The posters area. Therefore, please do not leave any visible valuable articles at your stand. In addition, please consider hiring extra security for your booth after Exhibition operating hours.

Exhibition Floor Plan (as of April 2018)



List of Exhibitors (as April 2018)

Company	Booth #	Size SQF	Layout	
Atlantic Therapeutics	35	100	Pipes & Drapes	10'x10'
Axonics Modulation Technologies	06	440	Space	22'X20'
Boston Scientific	41	200	Space	20'x10'
Cochrane Incontinence	TT1		Space	1
CompactCath	Table4		Space	1
Coloplast	08	299	Space	23'x13'
Contura	16	100	Pipes & Drapes	10'x10'
Cook MyoSite	18	130	Pipes & Drapes	13'x10'
Elidah	38	50	Pipes & Drapes	10'x 5'
Fotona	36	100	Space	10'x10'
Holister	TT3		Space	1
IBSA Institut Biochimique	19	100	Space	10'x10'
International Continence Society & Conticom	01	1200	Space	40'X30'
Laborie	09	356	Space	16'X16'
Laborie	TT2		Space	1
MBH-International	21	200	Space	20'x10'
Medtronic	04	550	Space	25'X22'
Miromed	39	100	Pipes & Drapes	10'x10'
Neomedic	11	200	Space	20'X10'
NeoTract - Teleflex	37	100	Pipes & Drapes	10'x10'
Nuvectora	10	256	Space	16'X16'
Promedon	13	256	Space	16'X16'
Section on Women's Health	TBA	100	Pipes & Drapes	10'x10'
Society of Urology Nurses and Associates	TBA	100	Pipes & Drapes	10'x10'
Speciality European Pharma	16	100	Pipes & Drapes	10'x10'
Teleflex	12	100	Space	10'x10'
The Prometheus Group	17	100	Space	10'x10'
Uromedica	40	100	Pipes & Drapes	10'x10'
Verathon	32	100	Pipes & Drapes	10'x10'
Wellspect Healthcare	05	440	Space	22'X20'
Wellspect Healthcare	TT4		Space	1
WOCNCB	26	60	Pipes & Drapes	10'X 6

Section 3: EXHIBITION SERVICES

Access to the Exhibition Hall during Set-up and Dismantling Times

Stand contractors and staff must wear service passes during the entire set-up and dismantling period.

All representative of the NON – Official Contractor must obtain an " Exhibit Crew" badge. Please refer to the Intent to use Non-Official Contractor Form, VISTA Convention Services South Service Kit, on page 20.

To ensure smooth build, exhibitors and stand contractors must adhere to the access times specified by the Logistic agent. Access into the exhibition space prior to the scheduled time will not be permitted.

Exhibitor Registration/Badges

All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. Specific participant names **will not** appear on the badge in order that they may be used interchangeably between exhibitors.

Exhibitor badges allow access to the Exhibition area only and shall be used by **company staff only**.

The exhibitor badges allow free access to the exhibition area, refreshments and Welcome Reception.

Two exhibitor badges will be given for the first 100 SQF booked and one additional for each 100 SQF after.

Companies can purchase a maximum number of exhibitor registrations as follows:

- Booths of up to 650 sqft – 15 exhibitor registrations
- Booths larger than 650 sqft – 25 exhibitor registrations

Any additional exhibitor badge will be charged an exhibitor registration fee of US\$ 200 each.

Exhibitor badges may be collected from the Registration Desk onsite. Badges will not be mailed in advance.

Exhibitor badges can be ordered via the online Exhibitor's Portal
Deadline for ordering online August 17, 2018

K- Lead Retrieval App

K-Lead Retrieval Application is a helpful tool for collecting Participants contact information.

K-Lead Retrieval App (**NO DEVICE is included**)

The Application should be installed on your company/personal device.

The advantages of the new application:

- Effortless process using registration badge barcode.
- Ability to insert exhibitor's comments for each lead.
- Immediate information retrieval online.
- Application is available for download from Apple store or Google play: "Kenes K-Lead App".
- Cost per unit – **US\$425**

The Mini Scanner

The mini scanner is offered only for the symposia:

- No editing capabilities
- Basic participant info
- Pocket size
- **Cost per unit- US\$ 400**



Please Note:

Barcodes on participants' badges contain contact information as supplied by the registrant or the agency responsible for the registration process of that participant. We regret that in some cases, as when group registration is completed by a company, we may not be in possession of the full contact details.

Furthermore, in some cases, the participant does not give his permission to transfer his contact details to any other party.

Therefore, although he visited your booth and was scanned by your barcode reader, we are unable to forward you his contact details.

In addition, please note that neither Kenes International nor the Organizing Committee is responsible for the content of the information.

Mini Scanners may be picked up onsite at the Exhibition Manager Desk.

Earliest pick up time is Monday, August 27 from 12:00 noon.

The Mini Scanners need to be returned to the Exhibition Manager's Desk on Friday, August 31, by 3:00PM

**To reserve your Links to the K-Lead Retrieval App and mini Scanners,
please refer to the online Exhibitor's Portal**

Section 4: OFFICIAL CONTRACTORS

For Technical Information, Service Kit, Order Forms and deadlines set by the Meeting vendors, please refer to the relevant forms\instructions in the in the official contractor - VISTA CONVENTION SERVICES SOUTH section.

Standard Booth Furnishing, Furniture Hire, Carpet, Special Signs and Graphic Guidelines, VCS Modular Rental Units, Labor, Storage, Stand Cleaning, Union Jurisdictions and Shipping Instructions & Material Handling:

Customer Service

Vista Convention Services South

6901 NW 26th Avenue

Miami, FL 33147

Tel: (305) 673-1123

Fax: (305) 673-8713

Email: vistasouth@vistacs.com

Exhibit Booth Electrical

Utilities@paconvention.com

Exhibitor Catering

The catering in the Venue is exclusive and needs to be requested in advance.

Aramark is the exclusive food and beverage provider; no outside food and beverage is permitted.

Exhibitors **may not** bring foods, drinks, coffee machine, popcorn, etc. to the event site.

For all enquiries, please contact:

Bernard Carpenter

T: +1 215-418-2233

E: carpenter-bernard@aramark.com

Deadline 20 days prior to move in

There is a 10% late fee if the order is received after the deadline

PCC Internet, Telecom, AV, Digital Signage

Barbara Kigozi

Senior Show Services Manager

T: +1 215-418-4494

E: bkigozi@paconvention.com

Please refer to the various vendors Deadlines for ordering services

Section 5: TECHNICAL INFORMATION

Space only / Pipe and Drapes rental does not include electrical connections or stand cleaning. All these services and others will be available to order in the Exhibitors' Technical Manual part 2.

Exhibition Booths

To ensure the smooth and efficient installation and dismantling of your booth, an Official Stand Contractor has been appointed. Booth furniture, accessories etc. are available for rent, please contact the official stand contractor.

Pipe and Drapes that have been pre-booked from Kenes include:

8' High Back Wall - Blue

3' High Side Rails – Blue

1 - 7" x 44" ID Sign

Booth Carpet - Grey

1 - 6' x 30" Draped Table – Blue and 2 Chairs

1 - Wastebasket

Technical Information and Regulations for Pipes and Drapes Booths

- All Pipe and Drapes booths will be built by the Official Stand Contractor.
- Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors wishing to remove or change the location of any standard equipment within the booth should indicate clearly on the location plan and forward it together with clear instructions to the official contractor before Friday, August 10, 2018.
- No pipes and drapes booth-fitting or display(s) may exceed a height of 8' or extend beyond the boundaries of the site allocated. This includes company names, advertising materials and logos provided by the exhibitor.
- No tape, nail or fixture of any kind can be affixed to the partitions, floor, ceiling or ID sign. Exhibitors are liable to any damage caused to their booth fixtures, fittings at the fair.
- Exhibitors requiring additional equipment should contact the official contractor as per the above deadlines information.
- No painting is allowed
- Double sided tape can be used to affix lightweight items. Velcro can be used as well (male & female).
- It is possible to use fishing line (nylon) to hang pictures etc.
- Damaged equipment will be charged to the exhibitor causing such damage
- Excess stock, literature or packing cases may not be stored on, around or behind Booths, unless contained within a lockable storeroom.

Technical Information and Regulations for Space Rental Booths

Site visit

We recommend Exhibitors using Independent Booth Contractors (Space only) to include a site visit in the planning process to assure a smooth and well-planned set-up. Please contact: **Steve Cashman**, Event Manager, T: +1 215-418-4782, E: scashman@paconvention.com

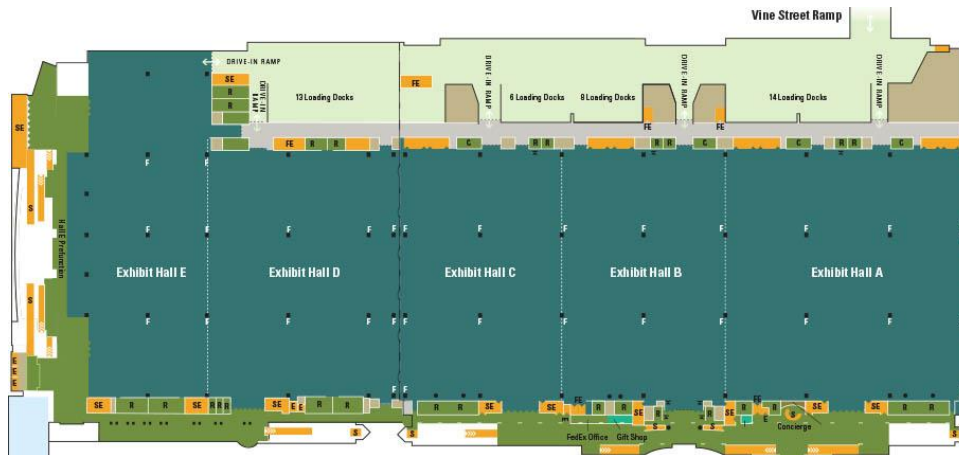
Exhibitors using **independent contractors** are required to submit the following for approval by **Friday, June 29, 2018**

For submission of booth layout for approval, please refer to the on-line Exhibitor's Portal

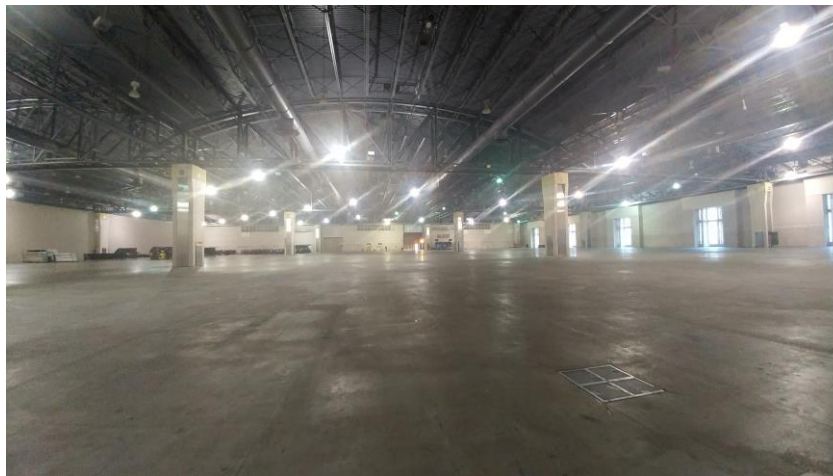
1. **A scaled drawing, including elevation views, scaled 1:200 DWG showing the duct layer of the proposed booth to be built.**
2. **A list of all Electrical appliances** to be installed in the booth.
 - All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining booths, or damaging the premises.
 - Exhibitors are kindly requested to allow sufficient see-through areas that ensure clear views of surrounding exhibits. Only one -third of the surface area of stand adjoining the hall sideways may be closed. Entire sideways walls will not be approved.
 - Island Booths should be partly accessible on all “open” sides. Requests to be partially exempted from this rule should be submitted in writing to the Exhibition Manager.
 - **Prior to assembly of the exhibition structures the floor must be entirely laid with suitable protective coverings that can be removed without leaving residues.**
 - Multilevel structures are not permitted.
 - Arches, bridges or similar constructions connecting two or more Booths are not permitted.
 - The Organisers will NOT approve Booths that do NOT comply with the accepted standards until the necessary changes have been made.
 - **Work cannot commence until the exhibitor layout is approved by the Organisers and the Venue.**
 - Exhibitors are required to submit the name and contact details of their respective construction by **Friday, August 10, 2018** to: mlalcuk@kenes.com, and complete the form on page 20 which should be return to the official contractor VISTA CONVENTION SERVICES SOUTH section.
 - If you require additional stand equipment (Furniture, Graphics, etc.), please refer to the online web shop.
 - Each exhibiting company should submit the name and details of their construction company.

Exhibition Hall \Hall Specifications

The Exhibition is being held in Exhibition Hall A in the Pennsylvania Convention Center on 200 level (second-level exhibit halls)



The PCC has several freight elevators for transportation of equipment. Public Elevators and escalators are for passengers use only.



Build-Up Height

The maximum building height for the top of all elements in the booths is a **total of 15'** (approximately 4,5 meters)

Exhibitors that will have booths higher than the maximum permitted height will not be allowed to set-up their booths.

Any part facing neighbouring booths that is above 8'(2.44m) in height needs to be designed with neutral surfaces (white).

Ceiling Suspensions (Rigging)

Ceiling hanging is permitted. The upmost point from floor to top is 20'.

All rigging must be approved prior to the move in day. All drawing must be submitted 4 weeks prior to the first day of move in. Please refer to the relevant forms\instructions in the in the official contractor - VISTA CONVENTION SERVICES SOUTH section.

Floor

Floor finish: Industrial Cement

The exhibit area is not carpeted; Exhibitors are required to provide floor covering/carpet for their booth.

Raised floor

Exhibitors who use such platforms should bear in mind that the maximum height allowed, measured from floor level to the top of the platform is 1'5" (4.5cm).

The platform sides must be closed and finished neatly. The platform edges must be safe (secured, safe and easily visible).

Please note that if your booth has a platform higher than 1'5" (4.5 cm), you are required to provide a ramp or sloped adages for disabled access.

Electricity and Electrical Installations in Space only booths

According to the regulations, the electrical installations for the Exhibition will only be connected to the power supply after being checked and approved by the official contractor.

If you require electricity for your stand, please refer to the online shop or contact the official contractor.

Per the regulations, the electrical installations for the Exhibition will only be connected to the power supply after being checked and approved by the official contractor.

IMPORTANT- All exhibitor electrical equipment must be tested and tagged for electrical safety compliance.

Internet Access

ICS will provide free Wi-Fi access to all visitors, suitable for basic web browsing. Should you require an internet connection for any product demonstrations on your exhibition stand, we would recommend ordering a **wireless** or **wired** connection, at an extra cost, to guarantee a high-quality service inclusive of technical support.

Please be advised the creating private WI-FI network in the booth is **not allowed**

The Venue and the Organisers reserve the rights to discontinue any activity which interfere with the hall WI-FI overage.

Section 6: EXHIBITION RULES AND REGULATIONS

Binding for all Exhibitors and their subcontractors

Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein

Children/Animals

- No person under the age of 16 years can be admitted to the Exhibition, either during Build-Up, Open Days or Breakdown. This rule also applies to Exhibitors' children and has to be rigidly enforced to comply with the safety regulations of the exhibition. It is also not permitted to bring animals into Venue.

Cell Phone Usage

- The use of cell phones while operating equipment or vehicles is strictly prohibited.

Damage to the Premises

- Exhibitors are liable for all damage caused to floors, walls and pillars during the installation, exhibition and dismantling periods. No adhesive stickers and fixtures of any kind are allowed on floors, walls and pillars.

Disposal of Material

- It is obligatory to collect and dispose of all material during the breakdown or dismantling of the event. When the dismantling period is over, the exhibitor loses any right to claim for losses or damage to property left behind and any costs incurred by the venue in removing this property will be charged to the exhibitor.

Fire Insurance (compulsory)

- Exhibitors must be insured against fire.
- Stand material and fittings must be of non-inflammable materials or impregnated with fire-retardant chemicals. As a rule, easily inflammable synthetic substances, foam polyester, and non-fireproof straw and reeds are prohibited.

Health & Safety

- It is the responsibility of the stand holder to ensure the health, safety and welfare of all employees, contractors and visitors as far as is reasonably practicable throughout the event.
- It is recommended that the stand holders appoint a supervisor for the stand, with the specific responsibility for ensuring the health & safety of their staff and stand builders. It is advisable that a Risk Assessment is completed for the stand and submitted to the Organiser.

Insurance (Compulsory)

- Neither the Organisers nor The Venue, their representatives or agents will be held responsible for any loss or damage to exhibitor's property. Exhibitors must take precautions to protect their property against pilferage.
- The Organisers do not provide insurance for exhibitors and their property. The exhibitor is responsible for his property and person and for the property and persons of his employees through full and comprehensive insurance and shall hold harmless the Organisers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy.
- Exhibitors are personally liable for all expenses incurred by the organiser or by third parties regarding technical services provide.

Insurance (compulsory)

- The organisers do not provide insurance for exhibitors and their property. The exhibitor is responsible for his property and person and for the property and persons of his employees through full and comprehensive insurance and shall hold harmless the organisers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy. Therefore, you are obliged to have a public liability insurance that covers all injuries to persons and damages that might cover in connection with the exhibition.
- We also recommended that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company's insurer.

Liability Insurance

- You are obliged to have a public liability insurance that covers all injuries to persons and damages which might cover in connection with the exhibition.
- We also recommend that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company's insurer.
- **MANDATORY:** You will be requested to show that you have a valid liability insurance.
- IF you failed to show the certificate of valid liability insurance you will be charged by the venue for it.

Music (Authors and publisher rights)

- Please note that the Organisers have no copyright responsibility in respect of any exhibiting company. Exhibitors are reminded that third party copyrights should not be infringed. Proper dispensation must be obtained and any royalties due, paid prior to the use of materials. Should any copyright dispute arise, the Event Organisers will not be liable for any resulting loss or damages, sustained by any Exhibitor or third party.

Poster Hanging, Banners etc.

- Hanging of posters, banners or decals, stickers or similar things, on the walls, floors, ceilings or columns within or outside the installations of The Venue is not allowed without prior written authorization.

Promotional Activities

- All demonstrations or instructional activities must be confined to the limits of the exhibition stand.
- Advertising material and signs may not be distributed or displayed outside the exhibitor's stands.
- Sound equipment must be regulated and directed into the stand so that it does not disturb neighboring exhibits.
- The Exhibition Management reserves the right to require the exhibitor to discontinue any activity, noise or music that is deemed objectionable.

Security

- **Safety and Security of Material.** Please do not leave any bags, boxes or suitcases unattended at any time, whether inside or outside the exhibition area. The Organisers and Venue cannot accept liability for loss of or damage to private property or goods.
- **The Organisers will provide security guard service in the exhibition hall during off-show hours.** Neither the Venue **nor** the Organisers can accept responsibility for the security of the stands and

their contents and for damage to, or theft of any goods. Exhibitors are fully responsible for the security of their stand and equipment.

- For ordering additional security, please contact the exhibition manager mlelcuk@kenes.com

Smoking

- The **ICS 2018** Meeting is a non-smoking Meeting.

Special Effects

- Special effects lighting, live music, smoke and laser projection may not be used in the stands. No permission will be given for projection in the aisles or on the walls of the hall.

Stand Cleaning

- The Organisers will arrange for general cleaning of the exhibition premises including prior to the opening of exhibition and daily prior to opening thereafter.

Waste Removal

- Exhibitors are responsible for the removal of all refuse/waste from the exhibition area.
- Any discarded waste, including promotional material, left behind will be removed by the Organisers at the expense of the exhibitor concerned.



ICS 2018
August 28-31, 2018
Philadelphia Convention Center



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ICS 2018
August 28-31, 2018
Philadelphia Convention Center

6901 NW 26TH AVE.
MIAMI, FL 33147
PHONE: (305) 673-1123 FAX: (305) 673-8713
E-MAIL: VISTASOUTH@VISTACS.COM

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		BOOTH PACKAGE & EXHIBIT TIMES
ICS 2018 August 28-31, 2018 Philadelphia Convention Center	6901 NW 26TH AVE. MIAMI, FL 33147 PHONE: (305) 673-1123 FAX: (305) 673-8713 E-MAIL: VISTASOUTH@VISTACS.COM	

Dear Exhibitor:

Vista Convention Services South is pleased to have been selected as the official service contractor for this exposition. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

All questions regarding the convention space assignments should be directed to:

ICS 2018
Michal Lelcuk
Tel: +41 22 9080-488
Email: mlelcuk@kenes.com

All questions regarding shipping, storage, furniture, and labor should be directed to:

Customer Service
Vista Convention Services South
6901 NW 26th Avenue
Miami, FL 33147
Tel: (305) 673-1123
Fax: (305) 673-8713
Email: vistasouth@vistacs.com

All questions regarding electricity, Audio/Visual equipment, telecommunications, photography, and floral for use in your booth should be directed to the appropriate service contractor shown within.

Included in this service kit are order forms for various items you may require for your exhibit. **Vista forms are to be returned to our office and the others to the specific contractor who is providing the service.** Please review and submit your order forms as early as possible.

Your booth is equipped with the following inventory. Additional equipment is available on the forms enclosed:

8' High Back Wall - Blue	1 - 6' x 30" Draped Table - Blue
3' High Side Rails - Blue	1 - Wastebasket
1 - 7" x 44" ID Sign	2 - Side Chairs
Booth Carpet - Grey	

Please note: The exhibit floor is non-carpeted. Electricity is NOT included!

 ICS 2018 PHILADELPHIA	 VISTA CONVENTION SERVICES SOUTH	EXHIBIT AREA INSTALLATION & DISMANTLE
ICS 2018 August 28-31, 2018 Philadelphia Convention Center	6901 NW 26TH AVE. MIAMI, FL 33147 PHONE: (305) 673-1123 FAX: (305) 673-8713 E-MAIL: VISTASOUTH@VISTACS.COM	

Exhibit Area Installation & Dismantle

Set-up Dates & Times

Monday, August 27, 2018 8:00am-8:00pm
 Tuesday, August 28, 2018 8:00am-12:00pm
 "Decoration ONLY"

All prefabricated displays must be set and empty crates tagged for storage by
7:00pm on Monday, August, 27, 2018.

Exhibit Dates & Times

Tuesday, August 28, 2018 5:00pm-End of Reception
 Wednesday, August 29, 2018 9:30am-4:30pm
 Thursday, August 30, 2018 9:30am-4:30pm
 Friday, August 31, 2018 9:30am-3:00pm

Dismantle Dates & Times

Friday, August 31, 2018 4:00pm-11:00pm

Please note: Freight not picked up by **8:00pm on Friday, August 31, 2018**
 will be re-routed through the house carrier.



ICS 2018
August 28-31, 2018
Philadelphia Convention Center



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PHONE: (305) 673-1123 FAX: (305) 673-8713
E-MAIL: VISTASOUTH@VISTACS.COM

**PAYMENT
&
CREDIT CARD
AUTHORIZATION FORM**

DEADLINE DATE:
FRIDAY, AUGUST 10, 2018

Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer. However, we require your authorization to be on file with Vista Convention Services. For your convenience, we will use this authorization to charge your credit card for any additional charges incurred as a result of showsite orders placed by your representative for this event.

ORDER RECAP

*Standard Booth Furnishings & Carpet Order Form.....	\$
*Plush Booth Carpet Order Form.....	\$
*Perfboard Order Form.....	\$
*Grid Walls Order Form.....	\$
*VCS Modular Rental Unit Order Form.....	\$
*Slat Wall Order Form.....	\$
*Special Signs Order Form.....	\$
*Showcase Order Form.....	\$
Booth Cleaning Order Form.....	\$
Suspended Sign Hanging Order Form.....	\$
Estimated Labor Order Form.....	\$
Estimated Rigging Labor Order Form.....	\$
Vehicle Spotting Order Form.....	\$
Priority Empty Container Return Order Form.....	\$
Estimated Material Handling Order Form.....	\$
Subtotal	\$
*Add 8% Sales Tax	\$
Net Amount due Vista	\$

*Note: Services taxable in the state of FL.

Indicate Payment Method

Check # _____ Dated _____ Amount \$ _____

Charge to: ☐ MasterCard ☐ VISA ☐ American Express

Indicate: ☐ Personal Credit Card ☐ Company Credit Card

Account #

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date

--	--	--	--	--	--

PURCHASING CARD: VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER: _____

Cardholder's Name _____

(Print or Type)

Cardholder's Address _____ City _____ State _____ Zip _____

Signature _____

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AS SET FORTH ON FOLLOWING PAGE

Company Name _____ Booth # _____

Street Address _____ Phone # _____

City _____ State _____ Zip _____ Fax # _____

Ordered by (Print or Type) _____ E-Mail _____

Signature _____ Title _____

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE

		LIMITS OF LIABILITY & RESPONSIBILITY
ICS 2018 August 28-31, 2018 Philadelphia Convention Center	6901 NW 26TH AVE. MIAMI, FL 33147 PHONE: (305) 673-1123 FAX: (305) 673-8713 E-MAIL: VISTASOUTH@VISTACS.COM	

Limits of Liability and Responsibility

1. Vista Convention Services South shall not be responsible for damage to be uncrated materials, material improperly packed, or concealed.
2. Vista Convention Services South shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
3. Vista Convention Services South shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitors' booth for reloading after the show. Bill-of-Lading covering outgoing shipments, which are furnished by Vista Convention Services South to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
4. Vista Convention Services South shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
5. Vista Convention Services South liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Vista Convention Services South maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
6. Vista Convention Services South shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of a shipment to Vista Convention Services South by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

		<p>PAYMENT POLICIES</p>
<p>ICS 2018 August 28-31, 2018 Philadelphia Convention Center</p>	<p>6901 NW 26TH AVE. MIAMI, FL 33147 PHONE: (305) 673-1123 FAX: (305) 673-8713 E-MAIL: VISTASOUTH@VISTACS.COM</p>	<p>DEADLINE DATE: FRIDAY, AUGUST 10, 2018</p>

Payment Options

We offer three convenient ways for you to pay for furniture and carpet rentals, material handling, signs and other services provided by Vista Convention Services South in our role as the Official Contractors for this show.

1. All checks must be in U.S. funds drawn on a U.S. bank

2. Advance Payment by Company Check

Attach check to order forms. Additionally, although you may choose to pay by company check or cash for charges incurred at show site, we require your signed Payment and Credit Card Charge Authorization Form to be on file with Vista Convention Services South in advance to guarantee payment. Please make all checks payable to Vista Convention Services South.

3. Wire Transfer in U.S. Funds

Bank information call Vista Convention Services South (305) 673-1123 or e-mail: vistasouth@vistacs.com

Wire transfers must be initiated and confirmed at least two weeks before move-in.

Wire transfers must include the show name, company name and booth number.

Due to various processing fees we incur from banks clearing wire transfers into our accounts, Vista Convention Services South will charge the following fees:

Domestic incoming wire transfer fee: \$25.00

International incoming wire transfer fee: \$35.00

4. Credit Card

Use MasterCard, VISA or American Express. To accept charges, you must complete the PAYMENT AND CREDIT CARD CHARGE AUTHORIZATION form on the following page. For discount rates to apply, Vista Convention Services South must receive this form by [Friday, August 10, 2018](#).

Showsite Orders

To save money, take advantage of the pre-show discounts by ordering as many of your requirements as possible before the Discount Deadline Date. ***For the discount prices to be in effect, your order must be received by the Discount Deadline Date, and payment must accompany your order.*** Orders received after the Discount Deadline Date or made at the Exhibitor Service Desk during the show will be billed at the "standard" prices listed on the various forms.

Payment Terms

To process your order for services and materials listed in the Exhibitor Service Manual, **we require your signed Payment and Credit Card Charge Authorization Form to be on file** with Vista Convention Services South in advance to guarantee payment. Invoices for outstanding balances will be available at the Exhibitor Service Desk for your review and payment. Prepayments will be indicated, and any balance due must be paid in full by cash, check or credit card upon presentation. All payment inquiries should be resolved before you leave the show.

Invoices will be distributed the last day of the show. If you have any concerns about your charges for inbound freight, installation labor, furniture or accessories, please stop by the Exhibitor Service Desk. Charges for these items may not be disputed after the show.

Additionally, Vista Convention Services South is authorized to charge the exhibitor's credit card for any charges incurred following the show, i.e. dismantle labor, outbound overtime drayage charges, etc. In these circumstances, Vista will charge the exhibitor's credit card on file, and mail an invoice to the exhibitor, outlining charges which were billed.

All charges payable in U.S. Funds only. Checks, cash, Traveler's checks, MasterCard, VISA and American Express are accepted. ***Telephone orders are not accepted.***

Cancellation Policy: Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

Please Note: All materials are on a rental basis for the duration of the show and remain the property of Vista Convention Services South.



ICS 2018
August 28-31, 2018
Philadelphia Convention Center



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PHONE: (305) 673-1123 FAX: (305) 673-8713
E-MAIL: VISTASOUTH@VISTACS.COM

STANDARD BOOTH FURNISHINGS & CARPET ORDER FORM

DEADLINE DATE:
FRIDAY, AUGUST 10, 2018

Rental price includes delivery to and removal from your booth.

QTY.	DISCOUNT RATES	STANDARD RATES	AMT.
SEATING			
Upholstered Arm Chair (Black Only).....	\$116.42	\$146.90	
Side Chair (Black Only).....	\$93.90	\$120.20	
Padded Stool (Black Only).....	\$125.30	\$161.28	

ACCESSORIES			
Cocktail Table (18"h x 24"rd).....	\$93.90	\$121.10	
Round Pedestal Table (30"h x 30"rd).....	\$190.50	\$247.40	
Round Pedestal Table (42"h x 30"rd).....	\$225.20	\$292.50	
Wastebasket.....	\$29.40	\$47.90	
Easel.....	\$55.90	\$66.60	
Chrome Sign Frame (22" x 28").....	\$128.80	\$167.70	
Bag Holder.....	\$192.40	\$250.30	
8' Stanchion.....	\$41.55	\$57.20	
Crossbar.....	\$41.55	\$57.20	
Garment Rack.....	\$171.90	\$223.40	
Literature Rack.....	\$256.50	\$333.65	
3' Black Stanchion / Pullout Tape (7 1/2 ft. lengths).....	\$73.00	\$93.20	
8' Special Background.....	\$23.50ft.	\$29.00ft.	
Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green			
3' Special Siderails.....	\$17.60ft.	\$23.50ft.	
Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green			

STANDARD CARPET

Price includes installation & taping front edge.

No guarantee of color match when ordering multiple carpets.

10'x 10'.....	\$221.45	\$287.90	
10'x 20'.....	\$442.90	\$575.80	
10'x 30'.....	\$664.35	\$863.70	
10'x 40'.....	\$885.80	\$1,151.50	
10'x 50'.....	\$1,107.25	\$1,439.40	
Circle color: Blue Burgundy Gray Teal Red Purple Black Hunter Green Blue Jay Pepper Sand			

CUSTOM SIZE CARPET

Price includes installation to fit booth space, protective covering, and edges taped.
INDICATE OVERALL DIMENSIONS:

ft. x ft. (100 sq. ft. minimum)...	\$4.70 sq. ft.	\$5.70 sq. ft.	
Circle color: Blue Burgundy Gray Teal Red Purple Black Hunter Green Blue Jay Pepper Sand			

CARPET PADDING

INDICATE OVERALL DIMENSIONS:

ft. x ft. (100 sq. ft. minimum)...	\$2.10 sq. ft.	\$2.60 sq. ft.	
------------------------------------	----------------	----------------	--

QTY.	DISCOUNT RATES	STANDARD RATES	AMT.
------	-------------------	-------------------	------

DRAPED DISPLAY TABLES - 30" HIGH

Price includes white vinyl top & 3 sides

Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green

****IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL****

2' x 4' x 30".....	\$150.75	\$195.30	
2' x 6' x 30".....	\$184.90	\$240.60	
2' x 8' x 30".....	\$215.60	\$274.60	
4th Side Drape.....	\$35.30	\$47.00	

DRAPED DISPLAY TABLES - 42" COUNTER HIGH

Price includes white vinyl top & 3 sides

Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green

****IF NO COLOR IS SELECTED SHOW COLORS WILL PREVAIL****

2' x 4' x 42".....	\$214.10	\$277.30	
2' x 6' x 42".....	\$230.20	\$304.50	
2' x 8' x 42".....	\$265.60	\$344.20	
4th Side Drape.....	\$35.30	\$47.00	

UNDRAPE DISPLAY TABLES - 30" HIGH

2' x 4' x 30".....	\$69.60	\$86.20	
2' x 6' x 30".....	\$79.30	\$99.50	
2' x 8' x 30".....	\$94.60	\$116.80	

UNDRAPE DISPLAY TABLES - 42" HIGH

2' x 4' x 42".....	\$87.60	\$108.40	
2' x 6' x 42".....	\$98.80	\$123.20	
2' x 8' x 42".....	\$115.50	\$143.25	

DRAPED RISERS

White Vinyl

4' One Step.....	\$89.70	\$115.90	
6' One Step.....	\$114.70	\$149.00	

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.**CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

ALL CHARGES SUBJECT TO SALES TAX (8%)

FULL PAYMENT MUST ACCOMPANY ORDER

TOTAL ALL ITEMS ORDERED

ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM

ENTER TOTAL

Company Name _____ Booth # _____
Street Address _____ Phone # _____
City _____ State _____ Zip _____ Fax# _____
Ordered by (Print or Type) _____ E-Mail _____
Signature _____ Title _____

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE



PLUSH BOOTH CARPET
ORDER FORM

ICS 2018
August 28-31, 2018
Philadelphia Convention Center

6901 NW 26TH AVE.
MIAMI, FL 33147
PHONE: (305) 673-1123 FAX: (305) 673-8713
E-MAIL: VISTASOUTH@VISTACS.COM

DEADLINE DATE:
FRIDAY, AUGUST 10, 2018

INCLUDES LABOR TO INSTALL AND REMOVE VISQUEEN COVER.

PLUSH BOOTH CARPET - 28 OZ.

Orders MUST be received by the Deadline Date above to guarantee delivery.

Carpet Size _____ x _____ = _____ (calculate to the next full foot, 100 square feet minimum)

QTY

TOTAL

_____ Square feet (100 square feet minimum)

\$5.90 per sq. ft. _____

Please circle your selection:

FRENCH BEIGE

NAVY

EMERALD GREEN

COLONY BLUE

BLACK

RED

CHARCOAL GRAY

WHITE

CREAM

CANCELLATION POLICY: Items cancelled before the deadline date will be refunded at 50%.

NO REFUND AFTER DEADLINE DATE.

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your Advance Order prior to Deadline Date to qualify for Discount Rates. All orders received after Deadline Date and placed at the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to Show closing. No telephone orders accepted.

SUBJECT TO SALES TAX (8%)

FULL PAYMENT MUST ACCOMPANY ORDER

TOTAL ALL ITEMS ORDERED

ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM

ENTER TOTALS

Company Name _____ Booth # _____

Street Address _____ Phone # _____

City _____ State _____ Zip _____ Fax # _____

Ordered by (Print or Type) _____ E-Mail _____

Signature _____ Title _____

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE



BOOTH CLEANING
&
PORTER SERVICES
ORDER FORM

ICS 2018
August 28-31, 2018
Philadelphia Convention Center

6901 NW 26TH AVE.
MIAMI, FL 33147
PHONE: (305) 673-1123 FAX: (305) 673-8713
E-MAIL: VISTASOUTH@VISTACS.COM

DEADLINE DATE:
FRIDAY, AUGUST 10, 2018

BOOTH CLEANING RATES

Please indicate your requirements:

- ☐ Daily - Vacuuming.....\$.41 per sq. ft.
- ☐ Once - Vacuuming before initial opening.....\$.43 per sq. ft.
- ☐ One Time - Shampoo.....\$.70 per sq. ft.
- ☐ Porter Service.....Rates Upon Request

NOTE: All rental carpets are delivered clean to your booth space. However, during set-up, the carpet can become spoiled. We suggest you order cleaning service at least once prior to show opening.

Please calculate your total below:

Calculate Total:

Size of booth: _____ x _____ = _____ sq. ft. x rate: _____ x No. Of Days: _____ = \$ _____

(Minimum charge: 100 Sq. Ft. Per Day)

Price is based on total square footage of your booth space.

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.**CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTAL

Company Name _____ Booth # _____
Street Address _____ Phone # _____
City _____ State _____ Zip _____ Fax# _____
Ordered by (Print or Type) _____ E-Mail _____
Signature _____ Title _____

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE



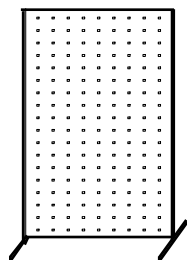
PERFBOARD ORDER FORM

ICS 2018
August 28-31, 2018
Philadelphia Convention Center

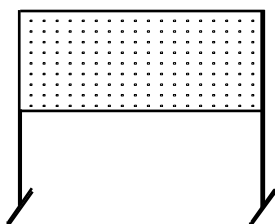
6901 NW 26TH AVE.
MIAMI, FL 33147
PHONE: (305) 673-1123 FAX: (305) 673-8713
E-MAIL: VISTASOUTH@VISTACS.COM

DEADLINE DATE:
FRIDAY, AUGUST 10, 2018

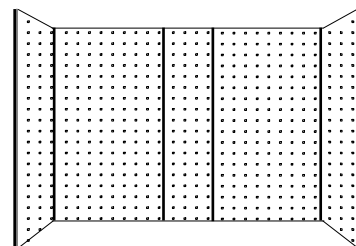
Rental price includes delivery to booth space, installation only where specified, and removal at close of show.



Style A
Vertical



Style B
Horizontal



Style C
Complete Coverage
10' Wide booth space
2' Side Wings
Requires 2 - 4' x 8', 3 - 2' x 8'

HOOKS TO BE SUPPLIED BY EXHIBITOR.

Perfboard holes are 1/8" Diameter. Number of panels required depends on booth size.

Please indicate style requirement: ☐ A - 1 Vertical ☐ B - 1 Horizontal
☐ C - Complete Booth Coverage

Qty	Type of Perfboard Frame Panel	Discount Rate	Standard Rate	Amount
___	4' x 8' Panel (white)	\$199.30	\$230.10	\$_____
___	2' x 8' Panel (white)	\$131.00	\$168.60	\$_____

Perfboard Shelving - 8" Wide

___	4' Long (hardware supplied)	\$45.00	\$60.40	\$_____
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PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.
CANCELLATION POLICY: Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

ALL CHARGES SUBJECT TO SALES TAX (8%)
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTAL

Company Name _____ Booth # _____
Street Address _____ Phone # _____
City _____ State _____ Zip _____ Fax# _____
Ordered by (Print or Type) _____ E-Mail _____
Signature _____ Title _____

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE

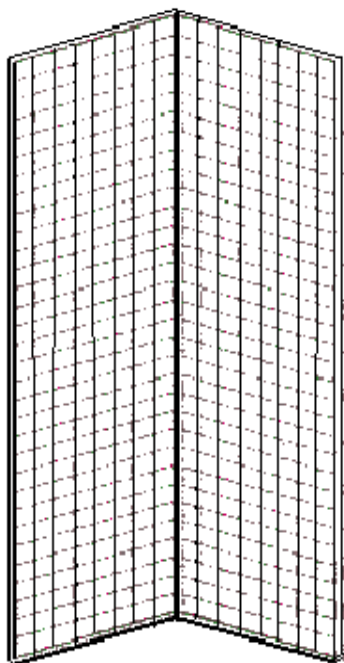


GRID WALLS ORDER FORM

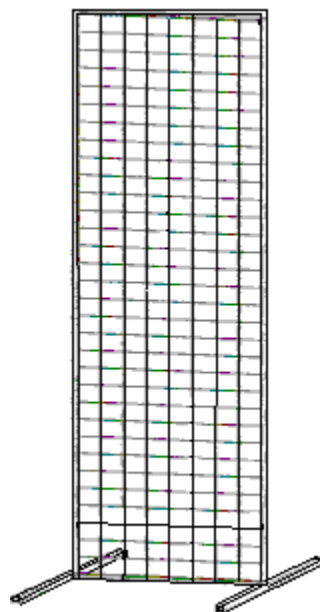
ICS 2018
August 28-31, 2018
Philadelphia Convention Center

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E-MAIL: VISTASOUTH@VISTACS.COM

DEADLINE DATE:
FRIDAY, AUGUST 10, 2018



STYLE A: 2' x 8' Order this grid if you are planning to string the grids together.



STYLE B: 2' x 6' Order this grid with feet if you need a free standing grid.

Please note: Grids cannot be hung off the booth equipment drape. Please supply a diagram of location in booth for setup.

HOOKS TO BE SUPPLIED BY EXHIBITOR.

Qty	Type of Grid	Advance Rate	Standard Rate	Amount
_____	2' x 8' Grid (minimum order 2) Style A	\$75.76/each	\$94.40/each	\$_____
_____	2' x 6' Grid (w/ feet) Style B	\$88.75/each	\$112.35/each	\$_____

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.**CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

ALL CHARGES SUBJECT TO SALES TAX (8%)
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTAL

Company Name _____ Booth # _____
Street Address _____ Phone # _____
City _____ State _____ Zip _____ Fax# _____
Ordered by (Print or Type) _____ E-Mail _____
Signature _____ Title _____

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE



VCS MODULAR RENTAL UNITS ORDER FORM

ICS 2018
August 28-31, 2018
Philadelphia Convention Center

6901 NW 26TH AVE.
MIAMI, FL 33147
PHONE: (305) 673-1123 FAX: (305) 673-8713
E-MAIL: VISTASOUTH@VISTACS.COM

DEADLINE DATE:
MONDAY, AUGUST 6, 2018

☐ VCS TableTop

Unit contains

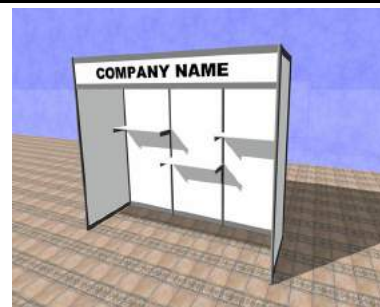
- Lit /Vinyl Header
- 8' Draped Table
- Circle color:** Blue Black Burgundy
Purple Gray Red Teal White
Hunter Green
- White Foamcore or Grey
Velcro Panel
- Graphic Printing Available
- Price \$685.00**



☐ VCS 10-A

Unit contains

- Black Text Header
- Header size—(10.5"x117")
- (2) Arm Lights
- (5) White Foamcore Panels
- Panel size—(38 1/4"x87")
- (3) Shelves & (6) Brackets
- Graphic Printing Available
- Price \$1,995.00**



Optional Rental Accessories

Qty	Item	Price	Total
___	Side Rail (each)	\$117.10	\$ ___

Extra Shelves

Qty	Item	Price	Total
___	1 - Shelf & 2 - Brackets	\$58.50	\$ ___

☐ Lockable Counters (White only) (Graphic Printing Available)



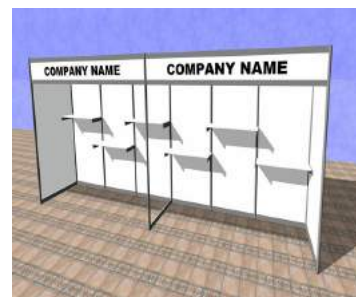
**-All graphics must
be sent per the
graphic guidelines.
- Sizes for graphics
will be given upon
request.**

Qty	Lockable Counters	Price	Total
___	40"L x 42"H x 22"W	\$340.00	\$ ___
___	80"L x 42"H x 22"W	\$430.00	\$ ___

☐ VCS 20-B

Unit contains

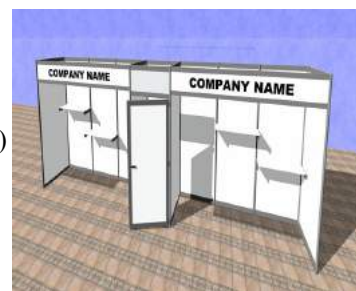
- (2) Black Text Headers
- Header size—(117"x10.5")
- (4) Arm Lights
- (8) White Foamcore Panels
- Panel size—(38 1/4"x87")
- (6) Shelves & (12) Brackets
- Graphic Printing Available
- Price \$3,500.00**



☐ VCS 20-C

Unit contains

- (2) Black Text Headers
- Header size—(117"x10.5")
- (1) Custom Header—(38 1/4"x14")
- (4) Arm Lights
- (11) White Foamcore Panels
- Panel size—(38 1/4"x87")
- (1) Lockable Door/Storage Unit
- Door Panel size—(32"x73 1/4")
- (4) Shelves & (8) Brackets
- Graphic Printing Available
- Price \$3,850.00**



⇒ **NO Outlet Included for all units.** ⇒ **Custom units available.** ⇒ **Please call for pricing.**

Header Copy:

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.
CANCELLATION POLICY: Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

ALL CHARGES SUBJECT TO SALES TAX (8%)
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTAL

Company Name _____ Booth # _____
Street Address _____ Phone # _____
City _____ State _____ Zip _____ Fax# _____
Ordered by (Print or Type) _____ E-Mail _____
Signature _____ Title _____

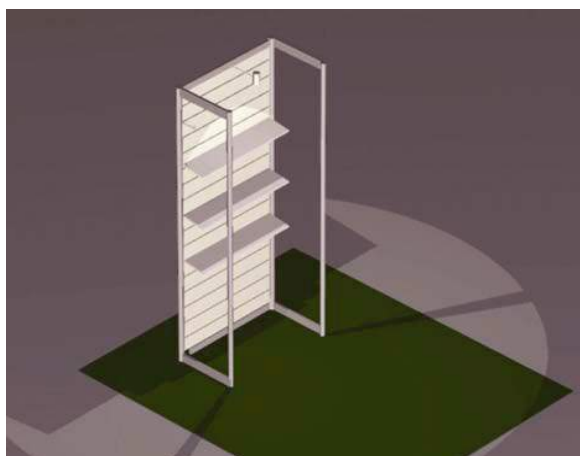
MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE

ICS 2018
August 28-31, 2018
Philadelphia Convention Center

6901 NW 26TH AVE.
MIAMI, FL 33147
PHONE: (305) 673-1123 FAX: (305) 673-8713
E-MAIL: VISTASOUTH@VISTACS.COM

DEADLINE DATE:
FRIDAY, AUGUST 10, 2018

☐ **Choice A**
Single Slat Wall

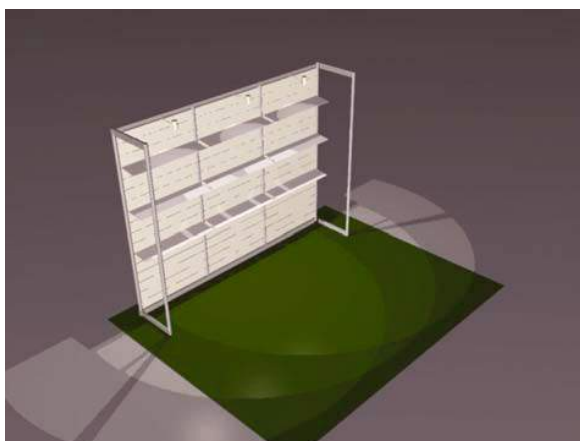


Unit contains

- 1 – 1 meter slat wall
- 2 – support brackets
- 1 – arm light (electrical not included)
- **Please select one:**
 - ☐ 20 hooks or ☐ 3 shelves
- Installation and dismantle

\$327.60 Discount Price
\$409.50 Show Site Price

☐ **Choice B**
10' Slat Wall

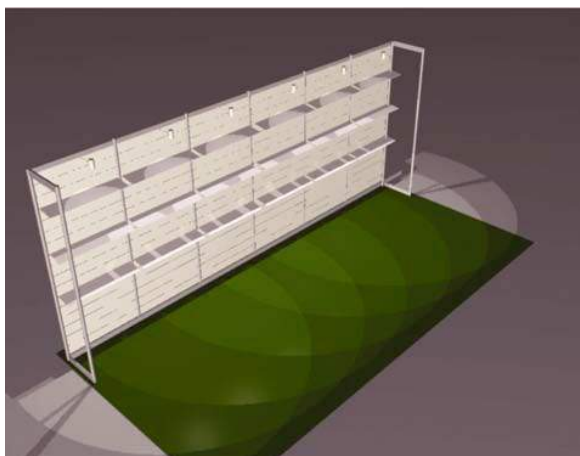


Unit contains

- 3 – 1 meter slat wall
- 2 – support brackets
- 3 – arm lights (electrical not included)
- **Please select one:**
 - ☐ 40 hooks or ☐ 9 shelves
- Installation and dismantle labor

\$982.80 Discount Price
\$1,255.80 Show Site Price

☐ **Choice C**
20' Slat Wall



Unit contains

- 6 – 1 meter slat wall
- 2 – support brackets
- 6 – arm lights (electrical not included)
- Installation and dismantle labor
- **Please select one:**
 - ☐ 60 hooks or ☐ 18 shelves

\$1,747.20 Discount Price
\$2,184.00 Show Site Price



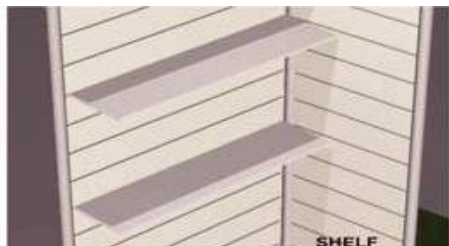
SLAT WALL
ORDER FORM
CONTINUED

ICS 2018
August 28-31, 2018
Philadelphia Convention Center

6901 NW 26TH AVE.
MIAMI, FL 33147
PHONE: (305) 673-1123 FAX: (305) 673-8713
E-MAIL: VISTASOUTH@VISTACS.COM

DEADLINE DATE:
FRIDAY, AUGUST 10, 2018

Slat Wall Optional Rental Accessories



Qty	Item	Price	Total
_____	Shelves	\$27.30	\$ _____
_____	Arm Lights	\$38.35	\$ _____
_____	4" Hooks	\$2.40	\$ _____
_____	6" Hooks	\$4.50	\$ _____

Please make your selection:
(from previous page)

Slat Wall:

☐ A ☐ B ☐ C

Slat Wall Choice A, B or C \$ _____
Accessories \$ _____
Subtotal \$ _____
Add 8% sales tax \$ _____
Total Payment \$ _____

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.
CANCELLATION POLICY: Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

ALL CHARGES SUBJECT TO SALES TAX (8%)
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTAL

Company Name _____ Booth # _____
Street Address _____ Phone # _____
City _____ State _____ Zip _____ Fax# _____
Ordered by (Print or Type) _____ E-Mail _____
Signature _____ Title _____

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE



ICS 2018
August 28-31, 2018
Philadelphia Convention Center



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SPECIAL SIGNS ORDER FORM


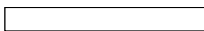
DEADLINE DATE:
MONDAY, AUGUST 6, 2018

Special Signs

Qty.	Size	Advance Prices	Deadline Price	Amount
_____	7" x 11"	\$36.65	\$78.90	\$ _____
_____	7" x 44"	\$43.80	\$87.55	\$ _____
_____	11" x 14"	\$56.65	\$73.65	\$ _____
_____	14" x 22"	\$67.00	\$103.00	\$ _____
_____	22" x 28"	\$98.00	\$154.50	\$ _____
_____	28" x 44"	\$139.00	\$227.00	\$ _____

**(please call for details, measurements, or questions)

1. Easel back applied to sign quoted upon request.
 2. All prices are for single sided-double sided quoted upon request.
 3. Special sizes and materials quoted upon request.
- Delivery time is not guaranteed on orders placed at showsite.
 - **All orders must be received (15) days before show opens. Orders after Deadline Date will be subject to an additional 50% fee.**
 - Please utilize one of the following programs: Adobe Acrobat Professional 8.0, Adobe Illustrator CS5, Photoshop CS5, or Adobe InDesign CS5. For further details, refer to the Graphic Guidelines page.

Vertical  Horizontal  Color of Background _____ Color of Lettering _____

Please type desired copy below or attach a separate sheet

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.**CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

ALL CHARGES SUBJECT TO SALES TAX (8%)
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTAL

Company Name _____ Booth # _____
Street Address _____ Phone # _____
City _____ State _____ Zip _____ Fax# _____
Ordered by (Print or Type) _____ E-Mail _____
Signature _____ Title _____

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE



GRAPHIC GUIDELINES

ICS 2018
August 28-31, 2018
Philadelphia Convention Center

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MIAMI, FL 33147
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E-MAIL: VISTASOUTH@VISTACS.COM

DEADLINE DATE:
MONDAY, AUGUST 6, 2018

GUIDELINES FOR SUBMITTING GRAPHICS

Vista Convention Services-Design/Graphics Department/Miami, Florida

Vista Convention Services

6901 NW 26th Ave.
Miami, FL 33147
E-mail: vistasouth@vistacs.com

We can accept graphic files created with the following programs:

Adobe Acrobat Professional 8.0
Adobe Illustrator CS5
Photoshop CS5
Adobe InDesign CS5

We prefer to work with Adobe Acrobat high resolution PDF files. However we will also accept: Whenever possible

artwork saved as vector files, which can be resized without losing resolution.

ALL vector files MUST have fonts converted to outlines or curves, and/or include all the fonts which you have used to create your files (True or Open Type Font only).

Any bitmapped or raster files, such as .tif, .bmp, .jpeg, must be of sufficient resolution to print properly at the intended dimensions, resolution should be 300dpis on a half size graphic or actual size graphic at 90-120 dpis. If uncertain as to requirements please consult us before sending files

(*No bleeds needed on printable files)

“Files which have been created for web publication, or logos which are scanned from letterheads are NOT accepted for large format digital printing.”

We are not responsible for spelling mistakes on text or low resolution images sent by clients. A fee applies for replacing the sign.

Color Matching

Please provide a method for us to accurately reproduce the colors you require for your graphics. Colors specified using the Pantone ® color matching system is the preferred method.

Sending Files

Files which are not overly large can be sent by e-mail. If you have a FTP site we could download the file if you send the information we need. Otherwise we would prefer files sent on a CD. If you have any questions, please contact us before sending your files.



SHOWCASE ORDER FORM

ICS 2018
August 28-31, 2018
Philadelphia Convention Center

6901 NW 26TH AVE.
MIAMI, FL 33147
PHONE: (305) 673-1123 FAX: (305) 673-8713
E-MAIL: VISTASOUTH@VISTACS.COM

DEADLINE DATE:
FRIDAY, AUGUST 10, 2018

FULL VISION



REGULAR WALL CASE
84" H X 18" D X 6' W

HALF VISION



SEE-THROUGH WALL CASE
84" H X 18" D X 6' W

QUARTER VISION



6' Counter Cases:

Electrical Outlet NOT included.

38" H X 20" D X 6' W
Includes: Light & Locks



6' Wall Cases:

Electrical Outlet NOT included.

Includes: Adjustable Glass
Shelves, Glass Sliding Doors,
Light & Walnut Finish

Please indicate your requirements:

Quantity	Type of Showcase	Price - Each	Amount
_____	6' Full Vision	\$446.25	\$_____
_____	6' Half Vision	\$446.25	\$_____
_____	6' Quarter Vision	\$446.25	\$_____
_____	6' Regular Wall Case	\$489.75	\$_____
_____	6' See-Through Wall Case	\$618.75	\$_____

**Please note: All showcase orders received after the deadline date will be charged an additional 30%
Rental price includes delivery to and removal from your booth space.**

Showcases will be delivered in white, unless color is indicated!

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.
CANCELLATION POLICY: Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

ALL CHARGES SUBJECT TO SALES TAX (8%)

FULL PAYMENT MUST ACCOMPANY ORDER

TOTAL ALL ITEMS ORDERED

ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM

ENTER TOTAL

Company Name _____ Booth # _____
Street Address _____ Phone # _____
City _____ State _____ Zip _____ Fax# _____
Ordered by (Print or Type) _____ E-Mail _____
Signature _____ Title _____

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE



SUSPENDED SIGN HANGING ORDER FORM

ICS 2018
August 28-31, 2018
Philadelphia Convention Center

6901 NW 26TH AVE.
MIAMI, FL 33147
PHONE: (305) 673-1123 FAX: (305) 673-8713
E-MAIL: VISTASOUTH@VISTACS.COM

DEADLINE DATE:
FRIDAY, AUGUST 10, 2018

VISTA Convention Services South reserves the right to assemble, install, and dismantle "Hanging Signs" non-electrical with approved devices and type of cable to safely hang sign.

- * All signs must be approved by Show Management, prior to hanging.
- * **All sign orders must be received in Advance of Deadline Date. All orders received after the deadline date will be charged an additional 25%. Orders received at the Service Desk are subject to availability and a 25% surcharge.**
- * Complete plans must be provided and forwarded to VISTA - SOUTH together with the completed Suspended Sign Hanging Order Form.

RATES FOR HANGING NON-ELECTRICAL SIGNS:

If sign requires assembly, dismantle, installation of supporting devices or hoisting cable, work will be done on a Time and Material basis. **There will be a minimum charge of 1 hr. per crew on Installation and 1 hr. minimum charge per crew on dismantle.**

HIGH LIFT AND CREW - Three (3) man crew required

Straight Time \$495.70 per hr. - 3 man crew and lift.

8:00 AM - 4:30 PM Monday through Friday

Overtime

Before 8:00 AM and after 4:30 PM \$735.20 per hr. - 3 man crew and lift.

Monday thru Friday, and all hours on Saturday and Sunday

Doubletime

All Holidays \$975.00 per hr. - 3 man crew and lift.

THE FOLLOWING INFORMATION MUST BE COMPLETED FOR THE ACCURATE HANGING OF SIGN:

TYPE OF SIGN: ____ Wood ____ Metal ____ Cloth Banner ____ Other

SIZE OF SIGN: ____ Height ____ Length ____ Width ____ Weight

SHAPE OF SIGN: ____ Square ____ Rectangle ____ Circle ____ Triangle ____ Other

NUMBER OF FEET FROM FLOOR TO TOP OF SIGN

NUMBER OF FEET IN FROM FRONT OF BOOTH

NUMBER OF FEET IN FROM LEFT EDGE OF SIGN

PAYMENT POLICY: Invoices must be settled at the service desk prior to show closing. No telephone orders accepted. All charges Payable in U.S. funds only. Check, cash, traveler's checks, VISA, MasterCard and American Express are accepted.

Company Name										Booth														
Street Address															Phone #									
City										State					Zip					Fax#				
Ordered by (Print or Type)															E-Mail									
Signature															Title									
CREDIT CARD: <input type="checkbox"/> M/C <input type="checkbox"/> VISA <input type="checkbox"/> AMEX ACCOUNT NUMBER:															EXPIRATION DATE:									
CARDHOLDERS SIGNATURE:															CARDHOLDERS NAME:									

		<p>INTENT TO USE NON- OFFICIAL CONTRACTORS</p>
<p>ICS 2018 August 28-31, 2018 Philadelphia Convention Center</p>	<p>6901 NW 26TH AVE. MIAMI, FL 33147 PHONE: (305) 673-1123 FAX: (305) 673-8713 E-MAIL: VISTASOUTH@VISTACS.COM</p>	<p>DEADLINE DATE: FRIDAY, AUGUST 10, 2018</p>

Intent to Use Non-Official Contractors

A Non-Official Contractor is: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site at the convention facility and does not represent one or more of the official contractors.

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received at Vista Convention Services South no later than the **Deadline Date** shown above. No extensions or exceptions will be granted after the published deadline.
2. The Non-Official Contractor must provide Vista Convention Services South with a valid and current Certificate of Insurance naming Vista Convention Services South as the Certificate Holder. This certificate must be received no later than the **Deadline Date** shown above. No extensions or exceptions will be granted after the published deadline.
3. Failure to provide Vista Convention Services South with the above items 1 and 2 will result in said firms being required to hire installation and dismantling labor from Vista Convention Services South. Non-official contractors will be able to provide supervision only.
4. All representatives of the Non-Official Contractors must obtain an "Exhibit Crew" badge at Vista Convention Services South Labor Desk.

Exhibiting Firm: _____ **Booth #:** _____

Authorized Name & Title: _____

Authorized Signature: _____

Full Name of Non-Official Contractor: _____

Complete Address: _____

City, State: _____ **Zip Code:** _____

Phone Number: _____ **Fax Number:** _____

Certificate of Insurance Included: ☐ Yes ☐ No

Non-Official Contractor "Show Site" Representative: _____

Type of Service to Be Performed: _____

Retain one copy for your files.

		LIMITS OF LIABILITY & RESPONSIBILITY FOR LABOR
ICS 2018 August 28-31, 2018 Philadelphia Convention Center	6901 NW 26TH AVE. MIAMI, FL 33147 PHONE: (305) 673-1123 FAX: (305) 673-8713 E-MAIL: VISTASOUTH@VISTACS.COM	

Limits of Liability and Responsibility for Labor

1. Vista Convention Services South shall not be responsible for damage to be uncrated materials, material improperly packed, or concealed.
2. Vista Convention Services South shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
3. Vista Convention Services South shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitors' booth for reloading after the show. Bill-of-Lading covering outgoing shipments, which are furnished by Vista Convention Services South to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
4. Vista Convention Services South shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
5. Vista Convention Services South liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Vista Convention Services South maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
6. Vista Convention Services South shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of a shipment to Vista Convention Services South by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.



RIGGING LABOR ORDER FORM

ICS 2018
August 28-31, 2018
Philadelphia Convention Center

6901 NW 26TH AVE.
MIAMI, FL 33147
PHONE: (305) 673-1123 FAX: (305) 673-8713
E-MAIL: VISTASOUTH@VISTACS.COM

DEADLINE DATE:
FRIDAY, AUGUST 10, 2018

Order rigging labor only if you need to assemble, move, unskid, relocate, unpack heavy equipment, after it has been delivered to your booth.

PLEASE NOTE: Exhibitors are allowed a one-time spotting of equipment or machinery (within 6" tolerance) in its initial delivery as handled from carrier to booth, provided exhibitor or his representative is present at time of delivery to booth. It is not necessary to order rigging labor for this function. However, any additional movement or unskidding at exhibit booth will require a rigging order. Do not order rigging labor for motorized or mobile equipment.

Workmen and material handling equipment ordered for the start of the day will be provided at 8:00AM. Any orders after 8:00AM will be assigned after finishing earlier requests.

Exhibitors must verify any rigging labor and material handling equipment orders on the show floor. All workmen and material handling equipment must be signed in and out at the Service Desk. Cancellation of any advance order for rigging labor or material handling equipment must be at least 24 hours in advance.

Rigging crew consists of: Forklift w/ Operator
1 or 2 Riggers

There is a minimum charge of one hour per crew member. Half-hour increments will apply after the first hour. Straight time rates apply 8:00AM to 4:30PM weekdays, overtime before 8:00AM and after 4:30PM weekdays and all hours on Saturday and Sunday and double time on holidays.

	<u>STRAIGHT TIME</u>	<u>OVERTIME</u>
RIGGER	\$135.75 per hour	\$204.00 per hour
FORKLIFT	\$210.00 per hour	\$278.00 per hour
w/ OPERATOR - (up to 5,000 lbs. capacity)		

Larger forklift and/or crane service is available by advance request.

RIGGING LABOR REQUEST

	5,000 lbs. forklift w/operator	# Riggers 1 or 2	Date	Time	Approx. Hours
SET-UP					
DISMANTLE					

Pieces to be spotted _____ Heaviest Pieces _____

PAYMENT POLICY: CREDIT CARD INFORMATION MUST BE ON FILE FOR SET-UP & DISMANTLE LABOR ORDERS.

Company Name _____ Booth _____
Street Address _____ Phone # _____
City _____ State _____ Zip _____ Fax# _____
Ordered by (Print or Type) _____ E-Mail _____
Signature _____ Title _____

PURCHASING CARD: VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER: _____

CREDIT CARD: <input type="checkbox"/> M/C <input type="checkbox"/> VISA <input type="checkbox"/> AMEX	ACCOUNT NUMBER:																				EXPIRATION DATE:
CARDHOLDERS SIGNATURE:										CARDHOLDERS NAME:											

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH



VEHICLE SPOTTING
ORDER FORM

ICS 2018
August 28-31, 2018
Philadelphia Convention Center

6901 NW 26TH AVE.
MIAMI, FL 33147
PHONE: (305) 673-1123 FAX: (305) 673-8713
E-MAIL: VISTASOUTH@VISTACS.COM

DEADLINE DATE:
FRIDAY, AUGUST 10, 2018

Vehicle Spotting Rates are for vehicles that are to be displayed that must be driven or towed to the booth space.

**Spotting fee for vehicle driven under its
own power:**

\$200.00 Round Trip
(per vehicle)

**Spotting fee for vehicle that must
be towed without power:**

\$250.00 Round Trip
(per vehicle)

**ALL VEHICLES MUST CHECK IN AT THE STAGING AREA BEFORE PROCEEDING TO THE
LOADING DOCK!**

Please provide the following information:

Name of Carrier _____ # of Vehicles _____

Driven _____ # Towed _____

Delivery Vehicle: Van _____ Flat Bed _____ 24' _____ 48' Trailer _____

Delivery Date _____ Time _____

Company Name _____ Booth # _____

Street Address _____ Phone # _____

City _____ State _____ Zip _____ Fax# _____

Ordered by (Print or Type) _____ E-Mail _____

Signature _____ Title _____

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH



PRIORITY EMPTY
CONTAINER RETURN
ORDER FORM

ICS 2018
August 28-31, 2018
Philadelphia Convention Center

6901 NW 26TH AVE.
MIAMI, FL 33147
PHONE: (305) 673-1123 FAX: (305) 673-8713
E-MAIL: VISTASOUTH@VISTACS.COM

DEADLINE DATE:
FRIDAY, AUGUST 10, 2018

**PLEASE NOTE THAT THIS SERVICE CANNOT BE ORDERED AFTER
THE EMPTIES HAVE BEEN TAKEN TO STORAGE**

This service provides for the priority return of your empties to your booth after the close of the show. If you would like this service, please fill out the information below and return to Vista Convention Services.

Priority Empty Container Return.....**\$105.00 per container**

Estimated Number of Pieces.....

*****PLEASE NOTE: Special empty container labels are required for this service.
Labels will be available at Vista's Service Desk.***

Company Name _____ Booth _____
Street Address _____ Phone # _____
City _____ State _____ Zip _____ Fax# _____
Ordered by (Print or Type) _____ E-Mail _____
Signature _____ Title _____

PAYMENT POLICY: CREDIT CARD INFORMATION MUST BE ON FILE FOR THIS SERVICE

Credit Card Information

M/C VISA AMEX / ACCOUNT #

☐ ☐ ☐

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EXPIRATION DATE: _____

CUSTOMER CODE #: _____

CARDHOLDERS SIGNATURE: _____ CARDHOLDERS NAME: _____

MAIL OR FAX TO VISTA BEFORE DEADLINE DATE

		<p>UNION JURISDICTIONS</p>
<p>ICS 2018 August 28-31, 2018 Philadelphia Convention Center</p>	<p>6901 NW 26TH AVE. MIAMI, FL 33147 PHONE: (305) 673-1123 FAX: (305) 673-8713 E-MAIL: VISTASOUTH@VISTACS.COM</p>	

Union Jurisdictions

Exhibit Labor Jurisdictions

Union exhibit labor claims jurisdiction for the installing, dismantling, and cleaning of prefabricated exhibits and displays when this work is done by persons other than fulltime company personnel. Labor may be employed by completion of labor forms enclosed in the exhibitor kit. They are not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance, or repairs on your products. If, however, you hire any laborer to assist you, it should be through the Official Contractor.

Freight Handling Jurisdiction

Vista Convention Services South has the responsibility of receiving and handling all exhibits material and empty crates for a fee as published on the enclosed Material Handling page. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move in and move out of the exhibition. Vista Convention Services South will not be responsible, however, for any materials, they do not handle. Vista Convention Services South will have complete control of the loading dock at all times. If you wish to unload or load you must report to the Vista Convention Services South Service Desk. Do not proceed to the docks until told to do so.

Vehicle must not be left to unattended at the loading areas. Any unattended vehicles will be towed away at owner's expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements are available with Vista Convention Services South to store empty crates. Please refer to the Material Handling and Shipping Information pages for more information.

Gratuities

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a paid break. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to the Exhibit Manager and Vista Convention Services South.

In General

Craftsmen at all levels must be instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed only to Vista Convention Services South and/or the Exhibit Manager. Exhibitors are asked to refrain from voicing labor complaints directly to craft personnel. Any questions regarding contract labor should be directed to the Exhibit Manager or Vista Convention Services South.



MATERIAL HANDLING SERVICES & RATES

ICS 2018
August 28-31, 2018
Philadelphia Convention Center

6901 NW 26TH AVE.
MIAMI, FL 33147
PHONE: (305) 673-1123 FAX: (305) 673-8713
E-MAIL: VISTASOUTH@VISTACS.COM

DEADLINE DATE:
FRIDAY, AUGUST 17, 2018

Material Handling Services & Rates

Rates include all labor and equipment required to unload shipment, store up to 30 days in advance at the warehouse address, deliver to booth, handle empty containers to and from storage and remove shipment from booth for reloading onto outbound carriers. ***Please note: 200lbs. minimum for this service.***

Per CWT (100 lbs.) <i>Minimum charge (200 lbs.)</i> Warehouse Rate <u>\$145.60</u> Showsite Rate <u>\$145.60</u>	<u>Crated and/or Skidded Floor Load Shipments</u> These <u>round trip rates</u> apply to crated and/or floor load shipments that can be unloaded at the dock without additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments) required.
Per CWT (100 lbs.) <i>Minimum charge (200 lbs.)</i> Warehouse Rate <u>\$196.00</u> Showsite Rate <u>\$196.00</u>	<u>Uncrated, Unskidded, Wrapped Shipments and Crated Shipments Requiring Special Handling</u> These <u>round trip rates</u> apply to uncrated, unskidded or wrapped shipments. These rates also apply to shipments that are loaded and charged by cubic space and/or packed in such a manner to require additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments). FedEx and UPS are included in this category due to their delivery procedures and documentation.
Per CWT (100 lbs.) A 50% surcharge for each occurrence will apply in addition to the above rates.	<u>Overtime Rates</u> All rates quoted above are straight time rates. All freight received at the warehouse and/or showsite that must be moved in or out of the booth before 8:00AM or after 3:30PM on weekdays or all day Saturdays, Sundays or holidays will be charged in addition to the above rates
Per CWT (100 lbs.) <i>Minimum charge (200 lbs.)</i> A 35% surcharge for each occurrence will apply in addition to the above rates.	<u>Deliveries to Warehouse AFTER DEADLINE DATE</u> Shipments received at the warehouse after 3:30PM or after the deadline date of Friday, August 17, 2018 will be charged in addition to the above rates.
*First Package <u>\$40.40</u> ***Each additional package \$23.00	<u>Small Package Shipments</u> Cartons and envelopes received at show site without documentation will be delivered without guarantee of piece count or conditions at this rate. Maximum weight per shipment is 50 lbs.



SHIPPING & MATERIAL HANDLING RECAP

ICS 2018
August 28-31, 2018
Philadelphia Convention Center

6901 NW 26TH AVE.
MIAMI, FL 33147
PHONE: (305) 673-1123 FAX: (305) 673-8713
E-MAIL: VISTASOUTH@VISTACS.COM

DEADLINE DATE:
FRIDAY, AUGUST 17, 2018

Shipping and Material Handling Recap

For complete information and descriptions on shipping and material handling refer to: SHIPPING INFORMATION, SHIPPING INSTRUCTIONS AND MATERIAL HANDLING AND SERVICE RATES forms within this Exhibitor Service Manual.

Computation of Order: When recording weight, round up to the next 100 pounds.		
<u>Crated and/or Skidded Floor Load Shipments</u> Warehouse We will ship _____ lbs. @ \$145.60 per 100 lbs. (200 lb. minimum/\$291.20)		\$ _____
Showsite We will ship _____ lbs. @ \$145.60 per 100 lbs. (200 lb. minimum/\$291.20)		\$ _____
<u>Uncrated, Unskidded Wrapped Shipments and Crated Shipments requiring Special Handling</u> Warehouse We will ship _____ lbs. @ \$196.00 per 100 lbs. (200 lb. minimum/\$392.00)		\$ _____
Showsite We will ship _____ lbs. @ \$196.00 per 100 lbs. (200 lb. minimum/\$392.00)		\$ _____
<u>Overtime Rates</u> All rates quoted above are straight time rates. All freight received at the warehouse and/or showsite that must be moved in or out of the booth before 8:00AM or after 3:30PM on weekdays or all day on Saturdays, Sundays or Holidays will be charged a 50% surcharge for each occurrence in addition to the above rates.		
<u>Deliveries to Warehouse AFTER Deadline Date</u> Shipments received at the warehouse after 3:30PM or after the deadline date of Friday, August 17, 2018 will be charged 35% surcharge, for each occurrence, in addition to the above rates.		
Payment Enclosed		\$ _____

We understand that your calculation is only an estimate. Invoicing will be completed from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. Adjustments must be paid at showsite. If you have any questions about material handling, please contact Vista Convention Services South, Exhibitor Service Department.

COMPANY NAME:

BOOTH #

Mail, Fax or Email to Vista Convention Services South at VistaSouth@vistacs.com



SHIPPING INFORMATION

ICS 2018
August 28-31, 2018
Philadelphia Convention Center

6901 NW 26TH AVE.
MIAMI, FL 33147
PHONE: (305) 673-1123 FAX: (305) 673-8713
E-MAIL: VISTASOUTH@VISTACS.COM

Shipping Information

What you should know:

- * As an exhibitor, you are responsible for providing your carrier with proper delivery and pickup information for your materials, both in advance and at showsite.
- * Please prepay all shipping charges. Vista Convention Services South cannot accept or be responsible for collect shipments. All shipments must be accompanied by a Bill-of-Lading. Shipments received without receipts, freight bills or specified unit counts (UPS, Federal Express, personal vehicles, etc.) will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Vista Convention Services South for such shipments. Shipments without certified weight documents will be estimated by Vista Convention Services South. This estimate will be binding on both parties and no adjustments will be made after the show closes.
- * **Do not ship uncrated materials to the warehouse! Loose, uncrated or unskidded materials will be accepted at showsite only. Uncrated shipments received at showsite are charged at higher handling rates than crated, skidded or otherwise self-contained shipments.**
- * Separate mixed van shipments between crated and uncrated. Clearly identify the weights of each on the Bill-of-Lading. Otherwise, Vista Convention Services South will invoice the entire load at the uncrated rate and will be unable to adjust the charges later.
- * Select your carrier carefully. Shipments received on vehicles that cannot be unloaded at the dock are considered "special handling" and are charged at higher rates.
- * All shipments for the show received either in advance or at showsite will be charged material handling by Vista Convention Services South. Refer to the *Material Handling Service and Rates Form*.
- * All material handling rates are roundtrip and are based on incoming weights only. Overtime charges may apply under some circumstances. Please refer to the *Material Handling Service and Rates Form*.
- * If granted permission for early move-in (off-target move-in) by show management and Vista Convention Services South, the exhibitor is required to use Vista Convention Services South labor for booth installation.

Material Handling includes:

- * Storing your booth in our warehouse for up to 30 days in advance of the show. (Advance shipments only)
- * Delivering materials to your booth at showsite.
- * Removing empty containers from your booth, storing them for the duration of the show, then returning them to your booth at close of the show.
- * Moving packed and labeled materials from your booth to the dock area at close of show and reloading them on designated vehicles based on information provided on your showsite Bill-of-Lading.

Material Handling does not include:

- * Labor and/or equipment for uncrating, unskidding, assembling, position, leveling, dismantling, rekrating and reskidding machinery and/or equipment for exhibitors. Additional labor to accomplish these tasks may be ordered from the various labor order forms enclosed. Scheduling any carrier for pick up or delivery of your materials, if other than the official show carrier(s).



SHIPPING INSTRUCTIONS (INBOUND)

ICS 2018
August 28-31, 2018
Philadelphia Convention Center

6901 NW 26TH AVE.
MIAMI, FL 33147
PHONE: (305) 673-1123 FAX: (305) 673-8713
E-MAIL: VISTASOUTH@VISTACS.COM

Inbound Shipping Instructions

Freight Handling Services:

Vista Convention Services South is prepared to receive your shipment either in advance at our local warehouse or directly at the exhibit site. You may ship via the carrier of your choice.

Rates are based on the incoming weight of shipments. **For rate information, see the MATERIAL HANDLING SERVICE AND RATES order form. Vista Convention Services South must have payment before forwarding freight.**

Shipping in Advance to the Warehouse:

All advance shipments to the warehouse should be addressed/labeled as follows:

TO: ICS 2018
(Exhibiting Company's Name & Booth Number)
VISTA CONVENTION SERVICES SOUTH
C/O MARANO TRUCKING & FREIGHT CO.
9820 BLUE GRASS ROAD
PHILADELPHIA, PA 19114

- To trace your shipment, please contact the Customer Service Department at (305) 673-1123.
- Shipments will be received beginning Wednesday, July 25, 2018.
- Shipments received after the deadline of Friday, August 17, 2018 will be charged an additional 35% surcharge (*except for Bag Inserts*).
- Shipments received after 3:30PM will be charged an overtime rate.
- Advance warehouse receiving hours are **Monday through Friday, 8:00AM to 3:30PM**
- Carriers checking in **after 3:30PM Monday through Friday** will not be guaranteed unloading.
- Warehouse shipments will not be received on weekends or holidays.

Shipping Directly to Showsite: *Supporters who will prefer to deliver their Bag Inserts directly to the PA Convention Center must coordinate the delivery in advance with the Organizer. Please contact the Industry Coordinator, Ms. Sharon Gamliel at sgamliel@kenes.com*

All direct shipments to showsite should be addressed/labeled as follows:

TO: ICS 2018
(Exhibiting Company's Name & Booth Number)
C/O VISTA CONVENTION SERVICES SOUTH
PENNSYLVANIA CONVENTION CENTER
1101 ARCH STREET
PHILADELPHIA, PA 19107

Show site shipments will be received beginning 8:00am—5:00pm on Monday, August 27, 2018.
SHIPMENTS ARRIVING AT SHOWSITE PRIOR TO THIS DATE AND TIME
MAY BE REFUSED BY THE VENUE AND/OR CHARGED AN ADDITIONAL FEE.

		<p>SHIPPING INSTRUCTIONS (OUTBOUND)</p>
<p>ICS 2018 August 28-31, 2018 Philadelphia Convention Center</p>	<p>6901 NW 26TH AVE. MIAMI, FL 33147 PHONE: (305) 673-1123 FAX: (305) 673-8713 E-MAIL: VISTASOUTH@VISTACS.COM</p>	

Outbound Shipping Instructions

Shipping Outbound from Showsite

- All outbound shipments must be accompanied by an official show Bill-of-Lading.
- You may obtain show bills of lading after reviewing your invoice at showsite.
- When shipping to separate destinations, a separate Bill-of-Lading is required for each destination.
- All outbound shipments should be addressed/labeled as follows:

FROM: (Your Company Name)
BOOTH #:
SHOW NAME: ICS 2018
LOCATION: PHILADELPHIA CONVENTION CENTER
TO: (Shipping Address)

- Once your shipment is packed and labeled, return your show Bill-of-Lading to the Vista Convention Services South Service Desk.
- All Bill-of-Ladings must be turned in no later than [7:00pm on Friday, August 31, 2018.](#)

DO NOT LEAVE BILLS OF LADING IN YOUR BOOTH!

- Failure to turn in your show bill of lading by the designated deadline may result in additional overtime charges and/or the rerouting of your materials.
- Be sure to confirm pickup day(s) and time(s) with your selected carrier. All outside carriers (carriers other than **YRC Exhibit Services**) must be checked in no later than [7:00pm on Friday, August 31, 2018.](#)



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LIMITS OF LIABILITY FOR MATERIAL HANDLING

Limits of Liability for Material Handling

- * Vista Convention Services South shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.
- * Vista Convention Services South shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
- * Vista Convention Services South shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bill of lading covering outgoing shipments, which are furnished by Vista Convention Services to exhibitor, will be checked at time of actual pick up from booth and corrections made where discrepancies occur.
- * Vista Convention Services South shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
- * Vista Convention Services South's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event, Vista Convention Services South's maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment; whichever is less.
- * Vista Convention Services South shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
- * The consignment or delivery of a shipment to Vista Convention Services South by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.
- * Rates are based on incoming weight only. All weights are rounded off to the next 100 weight. Each shipment received is considered separately. Freight handling charges are the responsibility of the exhibitor.
- * Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.
- * Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. Vista South assumes no responsibility for removal of containers with old Empty labels, mislabeled, or valuables stored inside containers while containers are in storage.
- * Outbound shipping labels and bills of lading will be available at the Service Desk. Exhibitor or his/her representative must pack and label their exhibit material and turn in bill of lading for each shipment at the Service Desk before leaving the show. Vista will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick up by the removal date of the show, Vista South reserves the right to route exhibit material by an alternate carrier. As a result of re-routing or handling no liability will be assumed by Vista South.



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IMPORTANT FREIGHT INFORMATION

Important Freight Information

Definition of Special Handling:

“Shipments that are loaded in such a manner as to require additional labor to unload, sort, and deliver.”

Vista Convention Services South uses the following definitions in assessing Special Handling surcharges for material handling:

- ⇒ **Ground Load/Unload** - Vehicles that are not dock height preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drops, etc. Situations where dock utilization is not possible will result in a Special Handling assessment.
- ⇒ **Side Door Load/Unload** - Shipments that cannot be accessed from the rear of the trailer.
- ⇒ **Constricted Space Load/Unload** - Trailers loaded "high and tight", shipments that are loaded in such a manner as to not be readily available (freight down one side of a trailer that must be bypassed to reach targeted freight).
- ⇒ **Designated Piece Load** - Driver with tape measure who requires loading crew to bring multiple pieces of freight to rear of trailer to select next piece; having to unload and reload to fit, etc.
- ⇒ **Stacked Shipments** - Shipments loaded in such a manner as to require items to be removed to ground level for delivery to booth. Loose items stacked on top of crates and/or pallets constitute special handling.
- ⇒ **Mixed Shipments** - Multiple shipments delivered together without shipment integrity; pieces for separate shipments that are loaded mixed throughout the delivery vehicle, such as UPS, FedEx, DHL, USPS.
- ⇒ **Improper delivery receipts** - Shipments that arrive without individual bills of lading, such as UPS, FedEx, DHL and USPS.

		MATERIAL HANDLING SPECIAL SERVICES
ICS 2018 August 28-31, 2018 Philadelphia Convention Center	6901 NW 26TH AVE. MIAMI, FL 33147 PHONE: (305) 673-1123 FAX: (305) 673-8713 E-MAIL: VISTASOUTH@VISTACS.COM	

Material Handling Special Services

Empty Storage

Those exhibitors who elect to **hand-carry in one trip** items into the exhibit hall without the assistance of Vista Convention Services South may acquire on-site storage for empty containers based on the following rates: \$21.00 per carton and \$31.50 per fiber case. This service includes removing empties from your booth, storing them during the show and returning them to your booth after show closing. Please refer to the union regulations included in this manual.

Mobile Unit Spotting

Exhibitors authorized by show management to bring a motorized vehicle into the exhibit hall will be required to hire Vista Convention Services South supervision services at the rate of \$288.75 round-trip per mobile unit. A representative from Vista Convention Services South will escort each vehicle into and out of the exhibit facility to provide safe access and minimize liabilities.

Shipments Returned to Warehouse

At the close of show, for re-forwarding or storage, there will be an additional charge for shipments returned to our warehouse. The initial and minimum fee is \$52.50 up to the first 100 lbs. For shipments over 100 lbs, a fee of \$26.25 per cwt. on straight time and \$31.50 per cwt. on overtime will apply. Warehouse storage space is limited. Please call our Customer Service Department at (305) 673-1123 to confirm availability prior to show.

Special Rates and Services

Steel banding is available at \$2.90 per linear foot, plus one-half hour minimum labor.

UPS & FEDEX Shipments

A fee of \$78.75 will apply for all UPS & FedEx shipments going back to Vista Convention Services South Warehouse.

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) (BOOTH #)

ICS 2018
VISTA CONVENTION SERVICES SOUTH
C/O MARANO TRUCKING & FREIGHT CO.
9820 BLUE GRASS ROAD
PHILADELPHIA, PA 19114

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) (BOOTH #)

ICS 2018
VISTA CONVENTION SERVICES SOUTH
C/O MARANO TRUCKING & FREIGHT CO.
9820 BLUE GRASS ROAD
PHILADELPHIA, PA 19114

FOR ADVANCE SHIPMENTS ONLY

DELIVER NO LATER THAN FRIDAY, AUGUST 17, 2018.
RECEIVING 8:00AM - 3:30PM, MONDAY - FRIDAY, CHECK IN BY 3:00PM

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) (BOOTH #)

ICS 2018
VISTA CONVENTION SERVICES SOUTH
C/O MARANO TRUCKING & FREIGHT CO.
9820 BLUE GRASS ROAD
PHILADELPHIA, PA 19114

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) (BOOTH #)

ICS 2018
VISTA CONVENTION SERVICES SOUTH
C/O MARANO TRUCKING & FREIGHT CO.
9820 BLUE GRASS ROAD
PHILADELPHIA, PA 19114

ADVANCE WAREHOUSE

BAG INSERT SHIPMENTS ONLY

FROM:

TO:

(EXHIBITOR NAME)

(BOOTH #)

ICS 2018

VISTA CONVENTION SERVICES SOUTH

C/O MARANO TRUCKING & FREIGHT CO.

9820 BLUE GRASS ROAD

PHILADELPHIA, PA 19114

ADVANCE WAREHOUSE

BAG INSERT SHIPMENTS ONLY

FROM:

TO:

(EXHIBITOR NAME)

(BOOTH #)

ICS 2018

VISTA CONVENTION SERVICES SOUTH

C/O MARANO TRUCKING & FREIGHT CO.

9820 BLUE GRASS ROAD

PHILADELPHIA, PA 19114

FOR ADVANCE BAG INSERT SHIPMENTS ONLY

DELIVER NO LATER THAN FRIDAY, AUGUST 17, 2018.
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ADVANCE WAREHOUSE

BAG INSERT SHIPMENTS ONLY

FROM:

TO:

(EXHIBITOR NAME)

(BOOTH #)

ICS 2018

VISTA CONVENTION SERVICES SOUTH

C/O MARANO TRUCKING & FREIGHT CO.

9820 BLUE GRASS ROAD

PHILADELPHIA, PA 19114

ADVANCE WAREHOUSE

BAG INSERT SHIPMENTS ONLY

FROM:

TO:

(EXHIBITOR NAME)

(BOOTH #)

ICS 2018

VISTA CONVENTION SERVICES SOUTH

C/O MARANO TRUCKING & FREIGHT CO.

9820 BLUE GRASS ROAD

PHILADELPHIA, PA 19114

ADVANCE WAREHOUSE
DISPLAY TABLE SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) _____ (BOOTH #)

ICS 2018
VISTA CONVENTION SERVICES SOUTH
C/O MARANO TRUCKING & FREIGHT CO.
9820 BLUE GRASS ROAD
PHILADELPHIA, PA 19114

ADVANCE WAREHOUSE
DISPLAY TABLE SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) _____ (BOOTH #)

ICS 2018
VISTA CONVENTION SERVICES SOUTH
C/O MARANO TRUCKING & FREIGHT CO.
9820 BLUE GRASS ROAD
PHILADELPHIA, PA 19114

FOR ADVANCE DISPLAY TABLE SHIPMENTS ONLY

DELIVER NO LATER THAN FRIDAY, AUGUST 17, 2018.
RECEIVING 8:00AM - 3:30PM, MONDAY - FRIDAY, CHECK IN BY 3:00PM

ADVANCE WAREHOUSE
DISPLAY TABLE SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) _____ (BOOTH #)

ICS 2018
VISTA CONVENTION SERVICES SOUTH
C/O MARANO TRUCKING & FREIGHT CO.
9820 BLUE GRASS ROAD
PHILADELPHIA, PA 19114

ADVANCE WAREHOUSE
DISPLAY TABLE SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) _____ (BOOTH #)

ICS 2018
VISTA CONVENTION SERVICES SOUTH
C/O MARANO TRUCKING & FREIGHT CO.
9820 BLUE GRASS ROAD
PHILADELPHIA, PA 19114

ADVANCE WAREHOUSE
SYMPOSIUM MATERIAL SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) _____ (BOOTH #)

ICS 2018
VISTA CONVENTION SERVICES SOUTH
C/O MARANO TRUCKING & FREIGHT CO.
9820 BLUE GRASS ROAD
PHILADELPHIA, PA 19114

ADVANCE WAREHOUSE
SYMPOSIUM MATERIAL SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) _____ (BOOTH #)

ICS 2018
VISTA CONVENTION SERVICES SOUTH
C/O MARANO TRUCKING & FREIGHT CO.
9820 BLUE GRASS ROAD
PHILADELPHIA, PA 19114

FOR ADVANCE SYMPOSIUM MATERIAL SHIPMENTS ONLY

DELIVER NO LATER THAN FRIDAY, AUGUST 17, 2018.
RECEIVING 8:00AM - 3:30PM, MONDAY - FRIDAY, CHECK IN BY 3:00PM

ADVANCE WAREHOUSE
SYMPOSIUM MATERIAL SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) _____ (BOOTH #)

ICS 2018
VISTA CONVENTION SERVICES SOUTH
C/O MARANO TRUCKING & FREIGHT CO.
9820 BLUE GRASS ROAD
PHILADELPHIA, PA 19114

ADVANCE WAREHOUSE
SYMPOSIUM MATERIAL SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) _____ (BOOTH #)

ICS 2018
VISTA CONVENTION SERVICES SOUTH
C/O MARANO TRUCKING & FREIGHT CO.
9820 BLUE GRASS ROAD
PHILADELPHIA, PA 19114

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

ICS 2018

C/O VISTA CONVENTION SERVICES SOUTH
PENNSYLVANIA CONVENTION CENTER
1101 ARCH STREET
PHILADELPHIA, PA 19107

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

ICS 2018

C/O VISTA CONVENTION SERVICES SOUTH
PENNSYLVANIA CONVENTION CENTER
1101 ARCH STREET
PHILADELPHIA, PA 19107

FOR ON-SITE DIRECT SHIPMENTS ONLY

Show site shipments will be received beginning [8:00am—5:00pm on Monday, August 27, 2018.](#)

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

ICS 2018

C/O VISTA CONVENTION SERVICES SOUTH
PENNSYLVANIA CONVENTION CENTER
1101 ARCH STREET
PHILADELPHIA, PA 19107

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

ICS 2018

C/O VISTA CONVENTION SERVICES SOUTH
PENNSYLVANIA CONVENTION CENTER
1101 ARCH STREET
PHILADELPHIA, PA 19107

ON-SITE DIRECT
DISPLAY TABLE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

ICS 2018
C/O VISTA CONVENTION SERVICES SOUTH
PENNSYLVANIA CONVENTION CENTER
1101 ARCH STREET
PHILADELPHIA, PA 19107

ON-SITE DIRECT
DISPLAY TABLE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

ICS 2018
C/O VISTA CONVENTION SERVICES SOUTH
PENNSYLVANIA CONVENTION CENTER
1101 ARCH STREET
PHILADELPHIA, PA 19107

FOR ON-SITE DIRECT DISPLAY TABLE SHIPMENTS ONLY

Show site shipments will be received beginning 8:00am—5:00pm on Monday, August 27, 2018.

ON-SITE DIRECT
DISPLAY TABLE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

ICS 2018
C/O VISTA CONVENTION SERVICES SOUTH
PENNSYLVANIA CONVENTION CENTER
1101 ARCH STREET
PHILADELPHIA, PA 19107

ON-SITE DIRECT
DISPLAY TABLE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

ICS 2018
C/O VISTA CONVENTION SERVICES SOUTH
PENNSYLVANIA CONVENTION CENTER
1101 ARCH STREET
PHILADELPHIA, PA 19107

ON-SITE DIRECT

SYMPOSIUM MATERIAL SHIPMENTS ONLY

FROM:

TO:

(EXHIBITOR NAME)

(BOOTH #)

ICS 2018

C/O VISTA CONVENTION SERVICES SOUTH

PENNSYLVANIA CONVENTION CENTER

1101 ARCH STREET

PHILADELPHIA, PA 19107

ON-SITE DIRECT

SYMPOSIUM MATERIAL SHIPMENTS ONLY

FROM:

TO:

(EXHIBITOR NAME)

(BOOTH #)

ICS 2018

C/O VISTA CONVENTION SERVICES SOUTH

PENNSYLVANIA CONVENTION CENTER

1101 ARCH STREET

PHILADELPHIA, PA 19107

FOR ON-SITE DIRECT SYMPOSIUM MATERIAL SHIPMENTS ONLY

Show site shipments will be received beginning 8:00am—5:00pm on Monday, August 27, 2018.

ON-SITE DIRECT

SYMPOSIUM MATERIAL SHIPMENTS ONLY

FROM:

TO:

(EXHIBITOR NAME)

(BOOTH #)

ICS 2018

C/O VISTA CONVENTION SERVICES SOUTH

PENNSYLVANIA CONVENTION CENTER

1101 ARCH STREET

PHILADELPHIA, PA 19107

ON-SITE DIRECT

SYMPOSIUM MATERIAL SHIPMENTS ONLY

FROM:

TO:

(EXHIBITOR NAME)

(BOOTH #)

ICS 2018

C/O VISTA CONVENTION SERVICES SOUTH

PENNSYLVANIA CONVENTION CENTER

1101 ARCH STREET

PHILADELPHIA, PA 19107

ELECTRIC SERVICE CHECKLIST

ELECTRICAL SERVICE IS NOT INCLUDED WITH THE RENTAL OF YOUR BOOTH SPACE. VIOLATORS WILL HAVE THEIR EQUIPMENT DISCONNECTED, AND NOTICE WILL BE SENT TO THE SHOW MANAGER.

- Exhibitors are NOT PERMITTED to run cords under carpet.
- Exhibitors are permitted to run cords over the carpet (in booths smaller than 600 square feet) at the Back of Booth (curtain line) or along the drape line.
- All exhibitor extension cords must be grounded 3-wire 12-gauge UL listed approved cords.
- Absolutely NO household un-grounded cords are permitted.
- Exhibits found to be non-compliant will receive notification and are subject to power interruption until corrected. If not corrected, notification will be sent to the Show Manager.
- Each electrical drop within a booth is a minimum of 500 watts. This is for the protection of the equipment getting plugged in, the safety of the people in the booth (both exhibitors and attendees) and to prevent over-current interruption during the show.
- Electrical service will be turned off one hour after the close of show and restored one hour prior to opening of show each day. 24HR service is available upon request for perishables, refrigeration, electronics, pumps, etc. at an additional cost.
- All equipment provided by the exhibitor shall be UL listed and approved. Equipment must be in compliance with the National Electrical Code, Philadelphia Building Codes, Fire Marshall and PCCA/SMG safety standards.
- All electrical equipment and installations are subject to inspection. Any equipment found presenting a hazard will be subject to removal.
- Electrical Distribution panels in the back of booths MUST remain accessible at all times. Exhibitors are PROHIBITED from accessing panels and PCCA electrical connections.
- All hard wiring and/or splicing of lights and electrical equipment requires an Electrical Labor Order and installation by PCCA/SMG electrician.
- Labor calls for PCCA/SMG electricians must be selected as “Under Supervision” OR “Without Supervision” and noted as such on the Electrical Labor Order form.
- If labor will be provided “Under Supervision” a date and time MUST be provided. “Will Calls” are not acceptable.
- It is recommended that you supply the Utilities Department with a rendering and scaled floor plan noting power drop locations in your booth and/or meeting room.
- All on-site orders for electric service and electric labor will be billed at Standard/Show Site Rates and could lead to delays in your booth build.

IF PAYING BY CHECK RETURN THIS FORM TO:

PCCA/SMG ORDER PROCESSING

1101 ARCH STREET
PHILADELPHIA, PA 19107
EMAIL COMPLETED FORM TO:
utilities@paconvention.com



AN SMG MANAGED FACILITY

ICS CONGRESS PHILADELPHIA

**ADVANCED RATE DEADLINE:
AUGUST 5, 2018**

215-418-2190

ELECTRIC SERVICE & ELECTRIC LABOR INSTALLATION ORDER FORM

(PLEASE READ PCC/SMG TERMS & CONDITIONS ATTACHED)

Exhibiting Firm: _____ Booth #: _____

Bill To Address: _____ Event: _____

City: _____ State: _____ Zip: _____

Exhibitor Contact Name: _____ Title: _____

Phone: _____ E-Mail: _____

On-Site Contact Name: _____ Phone: _____

CREDIT CARD AUTHORIZATION REQUIRED FOR ADVANCED ORDERS, ON-SITE CHARGES, LABOR AND MATERIALS

☐ Visa ☐ MasterCard ☐ Amex Account Number: _____ Exp. Date: _____

Card Holder's Name: _____ Signature: _____

Check enclosed #: _____ Amount: _____

STANDARD 110v/120v SERVICE

Service originates at back center of Inline & Peninsula Booths.

QTY	SERVICE	ADVANCED	STANDARD	TOTAL
	500watts	\$118.00	\$160.00	
	1000watts	\$150.00	\$210.00	
	2000watts	\$190.00	\$255.00	
	24HR. 500watts	\$177.00	\$240.00	
	24HR. 1000watts	\$225.00	\$315.00	
	24HR. 2000watts	\$285.00	\$382.50	
	OTHER	CALL	CALL	

208V MOTORS/MACHINERY SERVICE

Labor and material charges will apply.

QTY	SERVICE	ADVANCED	STANDARD	TOTAL
	20amp 1Phase	\$410.00	\$510.00	
	30amp 1Phase	\$430.00	\$575.00	
	60amp 3Phase	\$800.00	\$1,120.00	
	100amp 3Phase	\$1,280.00	\$1,500.00	
	24HR 20amp 1Phase	\$615.00	\$765.00	
	24HR 30amp 1Phase	\$645.00	\$862.50	
	24HR 60amp 3Phase	\$1,200.00	\$1,760.00	
	24HR 100amp 3Phase	\$1,920.00	\$2,250.00	
	OTHER	CALL	CALL	

RENTAL LIGHTS

Price includes Power, Installation/Dismantle and a One-Time Focus on Straight Time.

QTY	SERVICE	ADVANCED	STANDARD	TOTAL
	4' Track w/3- 90w Lamps	\$167.00	\$263.00	
	8' Track w/3-90w lamps	\$232.00	\$315.00	
	Each additional track lamp	\$20.00	\$30.00	
	LED Clamp Stem Light	\$130.00	\$175.00	
	Parcan Overhead Light	\$670.00	\$900.00	

ELECTRICAL LABOR RATES PER HOUR:

Straight Time: 8am-4:30pm Monday-Friday

Regular Rate: \$121.00 Show Site Rate: \$148.00

Over Time: 6am-8am after 4:30pm Monday-Friday / All Day

Saturday Regular Rate: \$181.50 Show Site Rate: \$222.00

Double Time: All Day Sunday / Recognized Holidays

Regular Rate: \$242.00 Show Site Rate: \$296.00

- **Installation/Dismantle labor is scheduled and billed at rates in accordance with show move-in/out.**
- **The minimum charge of ½ hour installation will apply.**
- **Dismantle labor of floor power will be automatically charged at 50% of the total installation hours.**
- **Dismantle of overhead services, signs, truss, motors and lights will be billed on actual labor hours incurred.**

☐ Unsupervised Installation

☐ Supervised Installation by Exhibitor/Name: _____ Cell: _____

☐ NO ☐ YES EAC or I&D Company: _____ On-Site POC: _____ Cell: _____

PLEASE CHECK ALL WORK REQUIRED BELOW. Only PCC/SMG electricians under IBEW Jurisdiction perform the electrical installations listed below.

Material charges will apply where applicable, i.e. extension cords/feed cables/cord caps, lift charges, etc.

<input type="checkbox"/> Distribution of cords/cables under carpet/flooring from point of origin	<input type="checkbox"/> 208v/480v Service Connection	<input type="checkbox"/> Dedicated Daily Booth Labor (submit schedule if necessary)	<input type="checkbox"/> Computer Installation & Dismantle	<input type="checkbox"/> Satellite Dish Assembly / Dismantle & Cabling
Date: _____ Time: _____	Date: _____ Time: _____	Date: _____ Time: _____		
<input type="checkbox"/> Network Data Cabling Distribution & Terminations	<input type="checkbox"/> Hardwire Lights & Electrical Equipment	<input type="checkbox"/> Coax <input type="checkbox"/> VGA <input type="checkbox"/> Audio Signal <input type="checkbox"/> Low Voltage Terminations	<input type="checkbox"/> Close Circuit TV, Security Cameras/Monitors	
Booth Lighting <input type="checkbox"/> YES <input type="checkbox"/> NO Stem Lights & Electrical Signage Install Date: _____ Time: _____ Dismantle Date: _____ Time: _____	<input type="checkbox"/> Truss/Motors/Lights <input type="checkbox"/> Exhibitor Rental <input type="checkbox"/> PCC/SMG Rental Install Date: _____ Time: _____ Dismantle Date: _____ Time: _____	<input type="checkbox"/> Suspended Electrical Signs w/Lights and/or Motors Install Date: _____ Time: _____ Dismantle Date: _____ Time: _____	<input type="checkbox"/> Disconnect/Connect Vehicle Battery Disconnect Date: _____ Time: _____ Reconnect Date: _____ Time: _____	

RATES EFFECTIVE 5-1-18

PCC/SMG ELECTRIC SERVICE ORDER

TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM

- a. Order must be typed or clearly printed, illegible forms will delay processing.
- b. Services requested at location other than back of booth must include proper forms and diagrams.
- c. For services and equipment not listed on the service order form, **call the PCC/SMG Utility Services Department for availability and quotes at (215) 418-2190 or e-mail utilities@paconvention.com**

2. PAYMENT TERMS & CONDITIONS

- a. **Full payment is due with service order.** Credit Card Pre-authorization for on-site charges, labor and materials is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center Authority, (PCCA)** and accepted credit cards. Service orders will not be processed without payment. Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
- b. **Advance Rates** will be applicable to service orders received with payment in full by the deadline date noted on front of this form.
- c. **Standard Rates** will be applicable to service orders received after the Advanced Rate Deadline or orders received without payment.
- d. Third party billing is available upon request. Please contact the PCCA/SMG Finance Department at 215-418-4793 for approval.
- e. **Outstanding balance** for services will be automatically billed to the credit card on file.
- f. Credit will not be given for service installed and not used.
- g. **Cancellation of services** must be received by PCCA/SMG Utility Services 21 days prior to the event. Services cancelled without 21 days prior written notice are subject to a cancellation fee of 25%.
- h. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- i. Rates are based on current wages and are subject to change without notice.
- j. **Claims** regarding services provided by PCCA/SMG will not be considered unless filed by customer issued prior to the close of show.
- k. **Refunds** of overpayments and dispute resolutions will be issued by submitting request to PCCA/SMG Finance Department within 30 days of the close of final invoicing.
- l. For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCCA/SMG shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania.
- m. **International** exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- n. For companies exempt from sales tax, PCCA/SMG requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

3. EXPLANATION OF SERVICE

- a. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- b. Advanced orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCCA/SMG Service Desk.
- c. Electrical services will be turned off one hour after the close of show each day and restored one hour prior to opening.
- d. 24 hour electrical service is available for refrigeration, electronics and circulation pumps.

4. RULES & REGULATIONS FOR SERVICES

- a. Services provided may not be shared by multiple exhibits.
- b. All materials and equipment furnished by PCCA/SMG and/or its sub-contractors shall remain the property of PCCA/SMG and/or its sub-contractors.
- c. All rental equipment furnished by PCCA/SMG not left in the booth at close of show will be charged an additional 75% of the original rental equipment charge.
- d. PCCA/SMG and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
- e. PCCA/SMG or its sub-contractors are not responsible for interruption or fluctuation of services.
- f. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA/SMG safety standards. All equipment is subject to inspection and approval by PCCA/SMG prior to connection of service.
- g. Customer is responsible for any lost or damaged equipment supplied by the PCCA/SMG.



PCC CONVENIENCE OUTLET POLICY

To insure patron safety, the PCC has installed safety devices in meeting rooms, ballrooms and public area corridors. Should you require an adaptor, please contact your Event Manager or our Client Utilities Department at 215-418-2190.

1. Outlets are not to be used by exhibitors under any circumstance.
2. 3rd party vendors are required to place an order with Client Utilities Department when power is needed.
3. A licensee may use one outlet for personally owned computers (limit 2). Client Utilities Department will provide an adaptor at no cost.
4. A contractor may use one outlet per meeting room for an A/V presentation. Client Utilities Department will provide an adaptor at no cost.
5. A licensee may use one outlet per meeting room for an A/V presentation provided the equipment is personally owned. (Any equipment used from a 3rd party would require an electrical service order). Client Utilities Department will provide an adaptor at no cost.
6. A/V presenters that supply their own cord must use a grounded 12/3 flat cord which complies with fire marshal regulations.



ANNOUNCING OUR NEW LIGHTING PRODUCTS AVAILABLE FOR RENTAL

What attracts visitors to your booth? Excellent exhibit design and a marketing strategy. We think the most important aspect of the marketing strategy is the lighting. To help draw visitors and business to your booth we are pleased to offer two new lighting products available for rental. Skanda LED Clamp on Light, the Nora Track Light and PARCAN Overhead Light. The clamp on lights are useful if you are trying to create smaller spotlights on specific posters, the track lights are useful if you are trying to highlight specific products within your booth and our PARCAN Overhead Light is useful if you want to add additional overhead lighting to your booth or spotlight a hanging sign, etc.

With these ideas in mind, we think you'll be better able to market your product or service and attract attention!

RENTAL PRICE INCLUDES POWER, INSTALLATION/DISMANTLE AND A ONE-TIME FOCUS



Light attracts people, it shows the way, and when we see it in the distance, we follow it. "Ricardo Legorreta - architect

RETURN THIS FORM TO:
PCCA ORDER PROCESSING
1101 Arch Street
Philadelphia, PA 19107
Phone: (215) 418-4800
Fax: (215) 418-4805
showservices@paconvention.com



ICS Congress Philadelphia
ADVANCED RATE DEADLINE:
AUGUST 5, 2018

EXHIBITOR AUDIO VISUAL SERVICE ORDER

(Please read terms and conditions that appear on reverse side)

Exhibiting Firm: _____ Booth No.: _____

Address: _____ Event: _____

City: _____ State: _____ Zip: _____

Exhibitor Contact Name: _____ Title: _____

Phone: (____) _____ FAX: (____) _____ E-Mail: _____

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials

[] Visa [] MasterCard [] Amex Account Number: _____ Exp Date: _____

Print Card Holder's name: _____ Signature: _____

Check enclosed #: _____ Amount: _____

AUDIO VISUAL SERVICES (RATES LISTED BELOW ARE FOR EXHIBIT BOOTHS FOR THE ENTIRE LENGTH OF THE SHOW)

PRESENTATION EQUIPMENT	QTY	ADVANCE RATE	STANDARD RATE	TOTAL
6' Tripod Screen		\$75.00	\$94.00	
8' Tripod Screen		\$113.00	\$141.00	
32" or 54" Projection Video Cart w/ Drape		\$63.00	\$79.00	
Flipchart w/ Markers and Pad		\$75.00	\$94.00	
LCD FLAT PANEL DISPLAYS				
20" LCD Flat Panel Monitor (Data ONLY) not wall-mountable		\$188.00	\$235.00	
24" LCD Flat Panel Display (Data & Video) Black		\$375.00	\$469.00	
32" HD Flat Panel Display (Data & Video) Black		\$500.00	\$625.00	
40" HD Flat Panel Display (Data & Video) Black		\$750.00	\$938.00	
52" HD Flat Panel Display (Data & Video) Black		\$1250.00	\$1563.00	
60" HD LED Display (Data & Video) Black		\$1625.00	\$2031.00	
Larger LCD Flat Panel Displays available		Call for Pricing		
Floor Stand or Table Top Stand (circle one)		\$125.00	\$156.00	
Wall Mounting. Please Call for Pricing.*				
LCD PROJECTORS				
4,500 Lumen LCD Projector		\$750.00	\$938.00	
LAPTOP COMPUTER				
Laptop Computer with MS Office		\$313.00	\$391.00	
AUDIO/VIDEO EQUIPMENT				
160 Watt Self Powered Full Range Speaker w/Stand		\$163.00	\$204.00	
300 Watt Self Powered Full Range Speaker w/Stand		\$213.00	\$266.00	
Dynamic Microphone		\$88.00	\$110.00	
Floor Stand, Podium, or Table Top (circle one)				
Wireless Microphone		\$288.00	\$360.00	
Handheld Lavalier, or Headset (circle one)				
DVD Player (single Disc)		\$163.00	\$204.00	
Blu-ray Player		\$250.00	\$319.00	

ADDITIONAL EQUIPMENT: _____

ON SITE CONTACT INFORMATION:

On-site Contact Name: _____

Cell Phone Number: _____

Delivery Date/Time: _____

Pick-up Date/Time: _____

TOTAL CHARGES

EQUIPMENT SUBTOTAL	
8% SALES TAX	
SERVICE CHARGE* (23% OF EQUIPMENT TOTAL)	
TOTAL AMOUNT DUE	

SPECIAL INFORMATION:

*If your equipment requires installation labor, an additional labor fee will be applied. Call for Pricing.

If order is placed within 24 hours of show opening there is an additional 25% fee.

Please contact the Show Services Department (215.418.4800) to order additional equipment.

A representative from your company must be on hand to sign for the equipment.

RATES EFFECTIVE MAY 1, 2018 – April 30, 2019. RATES SUBJECT TO CHANGE AFTER 04/30/19

PCCA AUDIO VISUAL SERVICE ORDER (EXHIBIT BOOTHS)

TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM AND PROCESSING REQUESTS.

- a. Service Order Forms must be typed or clearly printed. Incomplete order forms, including illegible print and missing information, will not be processed.
- b. For services and equipment not listed on the Service Order Form, please call the PCC's Show Services Department at (215) 418-4800 or e-mail showservices@paconvention.com.
- c. Completed Service Order Forms should be submitted to PCC Order Processing Department (address listed on page 1).

2. PAYMENT TERMS & CONDITIONS

- a. Full payment is due with service order or the service order will not be processed. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center Authority (PCC)**, and accepted credit cards. Credit Card pre-authorization for on-site charges, labor and equipment is required when placing an order. All Customers with outstanding balances from prior events must submit payment along with service orders, or the outstanding balance will be automatically billed to the approved credit card on file. If prior outstanding balances are not paid, services will not be provided.
- b. If there are any pre-approved unpaid balances after the close of the event, they are due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE OF 18%. If any Finance Charge applied hereunder exceeds the maximum rate allowed by law, the Finance Charge shall automatically be reduced to the maximum rate allowed and any excess Finance Charge received by the PCC shall be applied to reduce the principal unpaid balance or refunded to the payer.
- c. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- d. Cancellation of services must be received by PCC's Show Services Department 72 hours prior to delivery date, or services and equipment will be billed at 100%.
- e. It is the Customer's responsibility to advise PCC's Show Services Department of any problems with any order, and to check invoices for accuracy prior to the close of the event.
- f. Claims regarding services provided by the PCC should be filed by Customer within 90 days of receipt of a final invoice.
- g. Requests for refunds of overpayments must be submitted to PCC's Finance Department within 90 days of receipt of the final invoice.
- h. International exhibitors are required to make payment by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- i. For companies exempt from sales tax, PCC requires an exemption certificate issued by the Commonwealth of Pennsylvania or any state/federal entity.

3. RENTAL TERMS AND CONDITIONS

- a. A representative of Customer must be present to sign for delivery of equipment.
- b. All materials and equipment furnished by PCC and/or its sub-contractors shall remain the property of PCC and/or its sub-contractors.
- c. All equipment provided by Customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCC safety standards.
- d. All equipment is subject to inspection and approval by PCC prior to connection to service.
- e. It is understood and agreed that Customer is renting PCC's equipment for a specified period of time and is responsible for its safe return. Customer 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 PCC in the same condition as it was at the time of delivery to Customer, reasonable wear and tear excluded. Customer will immediately notify PCC of any damage to the rental equipment and Customer hereby agrees to be billed for any damage to or loss of rental equipment while in Customer's care, custody and/or control. In no event shall Customer permit any equipment to be used and/or possessed by parties other than the named Customer without prior consent of PCC in each instance. Services provided may not be shared by multiple exhibits.
- f. Installation services for advance orders will be completed according to the schedule determined by the General Service Contractor and/or Show Management. On-site orders will be processed in the order that they are received at the PCC Show Services Desk.
- g. PCC will not be liable for any damages Customer may suffer arising out of acts of God, use or inability to use the audio-visual equipment or related products and/or services, unless such damages are caused by the intentional or willful act of PCC. PCC will not be liable for any special or consequential damages, or for losses, damages or expenses directly or indirectly arising from Customer's use or inability to use the audio-visual equipment or related products and/or services, based upon breach of contract, or any other legal theory, whether or not PCC, its suppliers or subcontractors have been advised of the possibility of such damage or loss.
- h. The terms and conditions of this agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania.

Signed: _____

Date: _____

Company Name: _____

Booth No: _____

RETURN THIS FORM TO:
PCC ORDER PROCESSING
1101 Arch Street
Philadelphia, PA 19107
Phone: 215.418.4800
Fax: 215.418.4805
showservices@paconvention.com



**ICS Congress Philadelphia
ADVANCED RATE DEADLINE:
AUGUST 5, 2018**

WIRED INTERNET SERVICE ORDER

(Please read terms and conditions on reverse side)

Exhibiting Firm: _____ Booth No.: _____

Address: _____ Event: _____

City: _____ State: _____ Zip: _____

Exhibitor Contact Name: _____ Title: _____

Phone: () _____ FAX: () _____ E-Mail: _____

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials

[] Visa [] MasterCard [] Amex Account Number: _____ Exp Date: _____

Print Card Holder's name: _____ Signature: _____

Check enclosed #: _____ Amount: _____

INTERNET SERVICES (internet upload and download speeds are the same and an IP address is required for each device connected to the internet)

QTY	SERVICE	ADVANCE	STANDARD	TOTAL
Dedicated Public Internet Service will accommodate internet functions such as: viewing streaming video, surfing the internet, viewing websites and checking email. These services provide "real IP's", there are no blocked ports and they will support multiple users with VPN connections.				
	Dedicated Public 9Mb – includes (10) IP addresses, can expand to (28) total IP addresses	\$9,000.00	\$11,250.00	
	Dedicated Public 6Mb – includes (10) IP addresses, can expand to (28) total IP addresses	\$7,000.00	\$8,750.00	
	Dedicated Public 3Mb – includes (6) IP addresses, can expand to (11) total IP addresses	\$4,250.00	\$5,310.00	
	Dedicated Public 1.5Mb – includes (6) IP addresses, can expand to (11) total IP addresses	\$2,500.00	\$2,655.00	
	• Additional Dedicated Public IP address	\$160.00	\$195.00	
Private Internet Service will accommodate general internet functions such as: viewing streaming video, surfing the internet, viewing websites and checking email. These services will not support multiple users with VPN connections.				
	Private 9Mb – includes (4) IP addresses	\$1,800.00	\$2,250.00	
	Private 6Mb – includes (4) IP addresses	\$1,200.00	\$1,500.00	
	Private 3Mb – includes (4) IP addresses	\$1,000.00	\$1,250.00	
	• Additional Private IP address	\$125.00	\$160.00	
	Dry VLAN connection – This service is not internet access. This service is inclusive of the origination and destination points. Origination Point _____ Destination Point _____	\$600.00	\$750.00	
Please Note: Higher bandwidth options are available. Please contact the Show Services department for a quote 215.418.4800 or showservices@paconvention.com Internet service originates at back of booth; please attach the booth floor plan if primary service is required in a location other than back of booth. Data cabling to multiple locations is installed by the event electricians; please contact Utility Services to order this labor (215.418.2190 or utilities@paconvention.com). TO ORDER ON-LINE VISIT OUR WEBSITE AT WWW.PACONVENTION.COM		SUB TOTAL		
		8% SALES TAX		
		TOTAL		

INTERNET SERVICE ORDER TERMS & CONDITIONS

RATES EFFECTIVE MAY 1, 2018 – APRIL 30, 2019. RATES SUBJECT TO CHANGE AFTER 04/30/19.

1. INSTRUCTION FOR COMPLETING ORDER FORM

- a. Order must be typed or clearly printed, illegible forms will delay processing.
- b. Services requested at location other than back of booth must include floor plan.
- c. For services and equipment not listed on the service order form, call the PCC Show Services Department for availability and quotes at (215) 418-4800 or e-mail showservices@paconvention.com

2. EXPLANATION OF SERVICE

- a. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- b. Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCC Show Services Desk.

3. RULES & REGULATIONS FOR INTERNET SERVICE

- a. Services provided **may not be** shared by multiple exhibits.
- b. All materials and equipment furnished by Pennsylvania Convention Center and/or its sub-contractors shall remain the property of Pennsylvania Convention Center and/or its sub-contractors.
- c. Pennsylvania Convention Center and its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports should this be required during installation.
- d. The use of any wireless devices including, but not limited to, wireless routers and switches that interfere with the PCC wireless frequency is prohibited.
- e. The PCC does not guarantee the routing, throughput or performance expressed or implied of any data circuits with regards to Internet access, network backbones beyond any facility we service.
- f. The PCC will not supply security services such as firewalls etc. for any data circuit we provide. It is the responsibility of exhibitors or customers to provide such security measures.
- g. The PCC requires that all devices accessing the PCC Network have the latest virus scan software, windows security updates and any other precautions necessary to protect yourself and others from viruses, malicious programs and other disruptive applications. Any device that adversely impacts PCC's network will be disconnected from the network with or without prior notice at PCC's discretion. Additional charges may apply for troubleshooting diagnosis and/or problem resolution.
- h. All Internet and equipment will be collected within 1 hour after close of show; exhibitors are responsible for loss or damage to PCC equipment until PCC staff receives said equipment.
- i. **It is the responsibility of the client to provide the following:**
 1. **Standard 10BaseT Ethernet adapter (RJ 45 Interface) for each computer.**
 2. **Network Driver: TCP/IP**
 3. **Proper configuration of computer equipment for TCP/IP connection.**
 4. **Electrical service for your booth, room, or service location.**

4. PAYMENT TERMS & CONDITIONS

- a. **Full payment is due with service order.** Credit Card Pre-authorization for onsite charges is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center (PCC)**, and accepted credit cards. **Service orders will not be processed without payment.** Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
- b. Advance rates will be applicable to service orders received by PCC 21 days prior to the first day of event move-in or the deadline date noted on front of this form. Service orders received less than 21 days prior to the first day of move-in and on site will be billed at the standard rate.
- c. Third party billing is available upon request. Please contact the PCC Finance Department at 215-418-4793 for approval.
- d. Outstanding balance for services will be automatically billed to the credit card on file.
- e. Credit will not be given for service installed and not used. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%.
- f. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- g. Cancellation of services must be received by PCC Show Services Department 21 days prior to the event.
- h. Claims regarding services provided by PCC will not be considered unless filed by customer issued prior to the close of show.
- i. **Refunds** of overpayments will be issued by submitting request to PCC Finance Department within 30 days of the close of final invoicing.
- j. For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCC shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania
- k. International exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- l. For companies exempt from sales tax, PCC requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

RETURN THIS FORM TO:
PCC ORDER PROCESSING
1101 Arch Street
Philadelphia, PA 19107
Phone: 215.418.4800
Fax: 215.418.4805
showservices@paconvention.com



AN MANAGED FACILITY

ICS Congress Philadelphia
ADVANCED RATE DEADLINE:
AUGUST 5, 2018

TELECOMMUNICATIONS SERVICE ORDER

(Please read terms and conditions on reverse side)

Exhibiting Firm: _____ Booth No.: _____

Address: _____ Event: _____

City: _____ State: _____ Zip: _____

Exhibitor Contact Name: _____ Title: _____

Phone: () _____ FAX: () _____ E-Mail: _____

CREDIT CARD AUTHORIZATION REQUIRED

[] Visa [] MasterCard [] Amex Account Number: _____ Exp Date: _____

Print Card Holder's name: _____ Signature: _____

Check enclosed #: _____ Amount: _____

PHONE SERVICE (unlimited local and long distance calls at no additional charge)

QTY	SERVICE	ADVANCE	STANDARD	TOTAL
	Single Line Telephone Service	\$300.00	\$350.00	
	Credit Card Line/Fax Line	\$300.00	\$350.00	
	Multi Line Telephone Service	\$450.00	\$525.00	

PHONE EQUIPMENT & FEATURES

QTY	SERVICE	ADVANCE	STANDARD	TOTAL
	Conference Phone (Single Line Telephone Service must be ordered)	\$100.00	\$150.00	
	Voice Mail	\$25.00	\$25.00	
	Other:			

Phone Service originates at back of booth; please attach a floor plan if service is required in a location other than back of booth.

SUB TOTAL		
8% SALES TAX		
TOTAL		

TO ORDER ON-LINE VISIT OUR WEBSITE AT WWW.PACONVENTION.COM

TELECOMMUNICATIONS SERVICE ORDER

TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM

- a. Order must be typed or clearly printed, illegible forms will delay processing.
- b. Services requested at location other than back of booth must include floor plan.
- c. For services and equipment not listed on the service order form, call the PCCA Show Services Department for availability and quotes at (215) 418-4800 or e-mail **showservices@paconvention.com**

2. EXPLANATION OF SERVICE

- a. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- b. Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCC Show Services Desk.

3. RULES & REGULATIONS FOR SERVICES

- a. Services provided **may not be** shared by multiple exhibits.
- b. All materials and equipment furnished by PCC and/or its sub-contractors shall remain the property of PCC and/or its sub-contractors.
- c. PCC and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
- d. PCC or its sub-contractors are not responsible for interruption or fluctuation of services.
- e. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCC safety standards. All equipment is subject to inspection and approval by PCC prior to connection to service.
- f. Customer is responsible for any lost or damaged equipment supplied by the PCC.

4. PAYMENT TERMS & CONDITIONS

- a. **Full payment is due with service order.** Credit Card Pre-authorization for onsite charges is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center (PCC)**, and accepted credit cards. **Service orders will not be processed without payment.** Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
- b. Advance rates will be applicable to service orders received by PCC 21 days prior to the first day of move-in or the deadline date noted on front of this form. Service orders received less than 21 days prior to the first day of move-in and on site will be billed at the standard rate.
- c. Third party billing is available upon request. Please contact the PCC Finance Department at 215-418-4793 for approval.
- d. Outstanding balance for services will be automatically billed to the credit card on file.
- e. Credit will not be given for service installed and not used. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%.
- f. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- g. Claims regarding services provided by PCC will not be considered unless filed by customer issued prior to the close of show.
- h. **Refunds** of overpayments will be issued by submitting request to PCC Finance Department within 30 days of the close of final invoicing.
- i. For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCC shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania
- j. International exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- k. For companies exempt from sales tax, PCC requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

Frequently Asked Questions-Exhibitors

100 Percent Customer-Focused, CostEffective

Loading and Unloading

As an exhibitor can I unload my own vehicle?

- Yes, as long as it does not have commercial tags or lettering on the vehicle.

Product

Can we open boxes and stock our shelves?

- Exhibitors and customers may open boxes, stock shelves, distribute and set product, set-up, place plug in, hang from hooks product and literature within the booth space. Exhibitors may perform work on their own display equipment after the initial set-up and/or for maintenance.

Booth Set-Up

Install

As an exhibitor, do I have the right to install flooring and displays in my booth?

- Exhibitors can set-up and/or tear-down a booth as long as the booth is 600 square feet or less and a full-time employee of the company.

With the new rules in the building am I able to use a step ladder and a screw gun in my booth?

- In booths that are less than 600 square feet you are permitted to use ladders up to 6' and power tools (including battery operated).

As an exhibitor, can I also work in my booth if I hire stagehands to install my booth?

- Yes, as long as they are full-time employees of the company and the booth is 600 square feet or less.

I am an exhibitor coming in for an event and I was wondering if I can set up my personally owned TV monitor with DVD player?

- Exhibitors can install monitors and A/V equipment that is not rented as long as you are a full-time employee of the booth and the booth is not in excess of 600 square feet.

Can I hire an outside AV vendor for rental equipment?

If you are using 3rd party vendor other than the preferred AV vendor for your event, you will incur additional labor fees. There is a 4-hour minimum for set-up and dismantle when using a 3rd party vendor other than the preferred event vendor. If ordering from the preferred AV vendor, labor costs have already been built in for these services on the service order form.

Electric

My booth will have stem lighting can I install them myself?

- Exhibitors have the right to install your own lighting as long as the booth is 600 square feet or less. Lights must be installed by a full-time employee of the booth and they cannot be provided by a rental company or 3rd party. Rental lighting must be installed by electricians. They must be UL/NEC compliant.
- In all booths (including booths less than 600sq/ft.) where an Exhibitor Appointed Contractor (EAC) or decorator is utilized, electricians must install all light fixtures, lit signage, and all other work deemed as electrical jurisdiction.

As an exhibitor can I set up my own computers?

Yes, exhibitors may set up personally owned computers that are not to be used for public use. In addition, all rented equipment must be set up by a composite crew; 1-Electrician and 1-Stagehand.

As an exhibitor, can I run my own cords in my booth?

An exhibitor can run cords within a booth less than 600 square feet along the drape line or behind a display. All exhibitor extension cords must be grounded 3-wire 12 gauge UL listed approved cords. Taping across the floor is not permitted.

Can I disconnect my battery from a vehicle in my booth?

Batteries shall be disconnected and reconnected by electricians regardless of booth size.

UTILITIES SERVICES RIGGING FAQ SHEET

- Rental of Truss and Motors (including its equipment) is proprietary to PCC/SMG.
- Installation of all truss, motors and its equipment is performed by SMG Electricians. Labor is not included in the rental price
- See menu of sample pricing below.
- Rental Rates are based on one (1) week installments.

SILVER TRUSS ALL LENGTHS AVAILABLE



12" Silver Truss
 10' - \$90.00
 8' - \$80.00
 5' - \$60.00
 4' - \$60.00
 2' - \$60.00
 Corner Blocks—\$90.00

20.5" Silver Truss
 10' - \$120.00
 8' - \$100.00
 5' - \$ 90.00
 Corner Blocks—\$120.00

BLACK TRUSS AVAILABLE AT AN ADDITIONAL COST



STANDARD MOTOR \$300/RENTAL



ROTATING MOTOR \$250/RENTAL



**CUSTOM RIGGING ESTIMATES ARE PREFERRED AND PROVIDED UPON REQUEST TO
CMCSHANE@PACONVENTION.COM WITH RENDERING AND/OR RIGGING PLANS.**

- A 50% deposit is required with approved Rigging Estimate.
- All Electrical Suspended Elements that require electric for lights and/or rotating motors must be installed by SMG Electricians.
- All Suspended Elements that are dead hung (no lights and/or motors) are the Decorator's responsibility.
- Signage weighing 150lbs or more will traditionally require a motor(s) to be installed by SMG Electricians.
- Lights for truss can be supplied by exhibitor or 3rd party vendor, but must be installed by SMG Electricians.
- Operating of all Motor Controllers is performed by SMG Electricians.
- All booths using an EAC or Decorator supplied labor will need SMG Electricians to wire or install booth lighting.
- All rules apply to dismantle and move-out.
- For more information contact Utilities Services at utilities@paconvention.com or 215-418-2190.

PCC SAFETY GUIDELINES FOR EXHIBITORS

BOOTHS 600 SQ/FT OR LESS:

- A. A ladder up to 6ft. may be used in accordance with the manufacturer guidelines.
- B. Battery operated power tools can be used. Power actuated tools, such as Hilti guns and gas filled nailers may not be used under any circumstances.

ALL BOOTHS:

- A. Accessing floor ports in exhibit halls is strictly prohibited.
- B. The use of gasoline powered equipment is prohibited.
- C. All generators are prohibited.
- D. All vehicle batteries shall be disconnected and reconnected by electricians regardless of booth size.
- E. Rigging of heavy objects is not permitted. Riggers would be required for such work.
- F. The use of safety protection is required when needed, such as safety glasses, gloves, etc.
- G. The use of hoists will not be permitted.
- H. The use of a device with an open flame, such as a propane torch, is prohibited.
- I. Lasers, rotating or still, shall not be permitted
- J. No smoking shall be permitted inside the facility.
- K. Exhibit booths or displays may not block fire equipment, columns, electrical closets, or electrical panels.
- L. All electrical cords run across the show floor or under carpet must be installed by SMG Electricians regardless of booth size.
- M. In all booths (including booths less than 600sq/ft.) where an Exhibitor Appointed Contractor (EAC) or Decorator is utilized, electricians must install all light fixtures, lit signage, and all other work deemed as electrical jurisdiction.
- N. No lead acid batteries may be used for power in any booth.
- O. Small air compressors that are not part of equipment (separate unit) are prohibited from use on the show floor. An order for Compressed Air must be placed through Client Utilities Department.
- P. The use of bathroom sinks to fill and drain tanks, pots, buckets, etc. in exhibit halls is prohibited. An order for Water Fill & Drain must be placed through Client Utilities Department.
- Q. Dumping of any type of liquids into bathroom sinks, toilets or exhibit hall floor ports is strictly prohibited.



Exhibit Services

Simply reliable success



The expertise of **YELLOW** and **Roadway**



YRC is ready to customize transportation solutions for any exhibit shipment, any size load.

With increased reliability, quality and speed, YRC gives you the freedom to choose the level and speed of service most appropriate for your shipment. YRC offers Guaranteed Precision™, Expedited Precision™ and Sealed Exhibit™ security. Specialized Solutions™ and caravan services deliver efficient transportation from show to show.

Shipment visibility provides additional peace of mind. Enjoy the transportation management tools on my.yrc.com, and gain online control of your shipment from start to finish.

Be Confident. It's a YRC Delivery.™

The show must go on

And so will your business, with the confidence to focus on your customers, not the whereabouts of your tradeshow booth. YRC is the first and only provider to offer customers a free inbound guarantee.* Be confident your booth will arrive on time with YRC.

Gain the on-site advantage

Move in, set up and move out. It's simple when you work with the exhibit experts. YRC professionals are at the big trade shows, ensuring your materials arrive on time and depart quickly – so you don't miss the next tradeshow deadline.

Secure success

YRC guarantees safe delivery with our patented Sealed Exhibit™ protection and security solution. Pay for only the space your shipment occupies. Your exhibit is sealed behind a locked partition and is protected from pickup through delivery to the show site.

* Subject to applicable tariffs and Rules and Conditions publications.

yrc.com | 800.610.6500





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WHISPER



Whisper Sofa

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



Whisper Loveseat

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



Whisper Chair

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



Whisper Bench Ottoman

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



Whisper Square Ottoman

White Leather
40"Square x 17"H



Whisper Round Ottoman

White Leather
46"Round x 17"H

FUNCTION

Modular Seating Collection



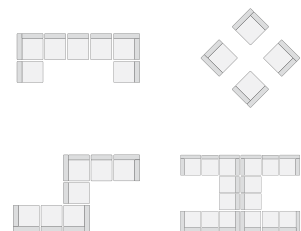
Function Armless Chair

White Leather
28"Square x 29"H



Function Corner

White Leather
28"Square x 29"H



CONTINENTAL

Modular Seating Collection



Continental Curved Loveseat

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



Continental Reverse Curved Loveseat

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



Continental Wedge Ottoman

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



Continental Curved Bench Ottoman

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



Continental Half Moon Ottoman

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

SOPHISTICATION

Modular Seating Collection



Sophistication Sofa

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



Sophistication Loveseat

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



Sophistication Chair

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

SOPHISTICATION

Modular Seating Collection



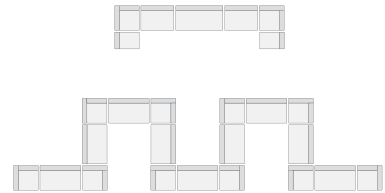
Sophistication Corner

White Leather
31"Square x 48"H



Sophistication Ottoman

White Leather
31"Square x 19"H



BOCA

Modular Seating Collection



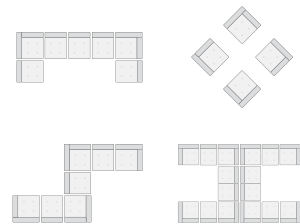
Boca Corner

Black Leather
27"Square x 30"H



Boca Armless

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



METRO



Metro Sofa

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



Metro Loveseat

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



Metro Chair

Black Leather
35"Square x 35"H

METRO



Metro Square Ottoman

Black Leather
40" Square x 17"H



Metro Bench Ottoman

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

SUAVE MIDNIGHT



Suave Midnight Sofa

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



Suave Midnight Loveseat

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



Suave Midnight Chair

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

GRAMMERCY

Modular Seating Collection

*See page 10 & 11 for additional Grammercy product available



Grammercy Sofa

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



Grammercy Loveseat

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



Grammercy Chair

Charcoal Leather
28"L x 36"D x 36"H
Grammercy Corner
36" Square x 36"H

PARMA



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



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



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



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

MONTANA MOCHA



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



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



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

CHANDLER



Chandler Sofa

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



Chandler Loveseat

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



Chandler Chair

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



Chandler Bench Ottoman

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

EVOKE



Evoke Sofa

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



Evoke Chair

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



Evoke Cocktail Table

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

EVOKE



Evoke End Table

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



Evoke Cube

Coffee Resin Frame
18" Square

STAGE CHAIRS



Midnight Stage Chair

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



Chamois Stage Chair

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



Buckskin Stage Chair

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



Empire Chair

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



Ibiza Chair

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



Tulip Chair

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

STAGE CHAIRS



Monarch Chair

Bright White Leather
28" Square x 30"H

OTTOMANS & BENCHES



Curved Bench

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



Square Ottoman

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



Bench Ottoman

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



Essentials Storage Ottoman

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



Round Ottoman

■ Grammercy Charcoal Leather
□ Whisper White Leather
46" Round x 17"H



1/4 Round Ottoman

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

BANQUETTES



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



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



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

TURNING BEDS



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

CUBE OTTOMANS



Regency Cube Ottomans

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

CUBE OTTOMANS



Cube Ottomans

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

CHARGED



Essentials Turning Bed - Charged

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

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



Boca Corner - Charged

Bright White Leather
27" Square x 30"H



Boca Chair - Charged

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



Aspen Bar Table - Charged

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



Aspen Cocktail Table - Charged

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



White Conference Table - Charged

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

OCCASIONAL TABLES



Tribeca Tables

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



Harmony Tables

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



Novel Tables

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



Aria Tables Red

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



Aria Tables Green

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



Aria Tables Blue

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



Aria Tables Purple

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



Aria Tables White

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



Aria Tables Charcoal

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

OCCASIONAL TABLES



London Tables

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



Brooklyn Tables

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



Vivid Tables

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



Club Tables

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



Rose Table

17"Round x 17"H



Zanzibar Table

17"Square



Cube End Tables

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



Cube Cocktail Tables

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



Hylton Tablet Table

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

OCCASIONAL TABLES



Phoebe Tables

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

BARS & BAR BACKS



Manhattan Bar

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



VIP Glow Bar 6'

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



VIP Glow Bar 4'

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



Bar

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



Blox Bar Back

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



Piazza Bar Back

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

BAR STOOLS



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



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



Escape Stool
 Natural Maple
 16"Square x 41"H



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



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



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



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

BAR STOOLS



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



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



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



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

CAFE CHAIRS



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



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

CAFE CHAIRS



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



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



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



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



Elio Chair
17"Square x 33"H



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



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



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

BAR TABLES



Euro Bar Table

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



Silk Bar Table

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



Silk Bar Table

Tulip Base
Black/Chrome 30"
30"Round x 42"H



City Bar Table

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



Park Ave Bar Table

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



Park Ave Bar Table

Tulip Base
Maple/Chrome 30"
30"Round x 42"H



Summit Bar Table

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



Blanco Round Bar Table

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



Blanco Round Bar Table

Tulip Base
White/Chrome 30"
30"Round x 42"H

BAR TABLES



Blanco Square Bar Table

White/Chrome
24" Square x 42"H



**Blanco Square Bar Table
Tulip Base**

White/Chrome
24" Square x 42"H



Blanco Rectangle Bar Table

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



Spectrum Bar Table Red

Red/Chrome
24" Square x 42"H



**Spectrum Bar Table Red
Tulip Base**

Red/Chrome
24" Square x 42"H



Spectrum Bar Table Green

Green/Chrome
24" Square x 42"H



**Spectrum Bar Table Green
Tulip Base**

Green/Chrome
24" Square x 42"H



Spectrum Bar Table Blue

Blue/Chrome
24" Square x 42"H



**Spectrum Bar Table Blue
Tulip Base**

Blue/Chrome
24" Square x 42"H

BAR TABLES



Spectrum Bar Table Purple

Purple/Chrome
24" Square x 42"H



Spectrum Bar Table Purple Tulip Base

Purple/Chrome
24" Square x 42"H



Chardonnay Bar Table

Clear Glass/Chrome
31" Round x 42"H



Aspen Bar Table

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

CAFÉ TABLES



Euro Café Table

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



Silk Café Table

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



Park Ave Café Table

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

CAFÉ TABLES



City Café Table

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



Summit Café Table

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



Blanco Café Table

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



Blanco Café Table

White/Chrome Rectangle
72"L x 24"D x 30"H

White/Chrome Square

24"Square x 30"H



Spectrum Café Table Purple

Purple/Chrome
24"Square x 30"H



Spectrum Café Table Red

Red/Chrome
24"Square x 30"H



Spectrum Café Table Green

Green/Chrome
24"Square x 30"H



Spectrum Café Table Blue

Blue/Chrome
24"Square x 30"H



Aspen Dining Table

White/Brushed Steel
72"L x 30"D x 30"H

OFFICE SEATING



Tamiri High Back Chair

Black Leather
25"W x 27"D x 45"H



Tamiri Mid Back Chair

Black Leather
25"W x 27"D x 29"H



Tamiri Guest Chair

Black Leather
25"W x 27"D x 37"H



Accord Chair

■ Black
□ White
25"Square x 44"H



Goal Task Chair

Black
25"Square x 39"H



Goal Task Chair Armless

Black
21"W x 25"D x 39"H

OFFICE SEATING



**Enterprise High Back
Conference Chair**

Black Fabric
25"W x 27"D x 45"H



**Enterprise Mid Back
Conference Chair**

Black Fabric
25"W x 27"D x 39"H



Enterprise Guest Chair

Black Fabric
25"W x 27"D x 37"H



Goal Drafting Stool

Black
25"W x 24"D x 48"H



Goal Drafting Stool Armless

Black
21"W x 24"D x 48"H

CONFERENCE TABLES



Conference Table Round

■ Black
■ Mahogany
42"Round x 29"H



Conference Table Rectangle

■ Black 6'	■ Black 8'
■ Mahogany 6'	■ Mahogany 8'
■ Maple 6'	■ Maple 8'
□ White 6'	□ White 8'

72"L x 36"D x 30"H 96"L x 48"D x 30"H

OFFICE FURNITURE



Computer Kiosk

■ Black
□ White
24" Square x 42"H



Computer Counter

Graphite
48"L x 24"D x 42"H



Computer Desk

Graphite
48"L x 24"D x 29"H



5 Shelf Bookcase

■ Black
■ Mahogany
36"L x 12"D x 72"H



Black Credenza

Black
60"L x 20"D x 29"H



Black Double Pedestal

Black
60"L x 30"D x 29"H



Genoa Storage Credenza

Mahogany 2 Filing Cabinets
2-Drawers-Inside Shelves
66"L x 20"D x 29"H



Genoa Kneespace Credenza

Mahogany 2 Filing Cabinets/2-Drawers
66"L x 20"D x 29"H



Genoa Executive Desk

Mahogany Double Pedestal-Locking Drawers
72"L x 36"D x 29"H

OFFICE FURNITURE



**Presidential Kneespace
Credenza**

Mahogany
24"L x 66"L x 29"H



Presidential Executive Desk

Mahogany
36"L x 72"L x 29"H



Presidential File Cabinet

Mahogany
24"L x 36"L x 29"H



Vivid Café Table Square

Clear Glass/Smoked Powder Coat Finish
42"Square x 30"H



Vivid Café Table Rectangle

Clear Glass/Smoked Powder Coat Finish
60"L x 36"D x 30"H



**Brooklyn Rectangle
Dining Table**

Clear Glass/Chrome
60"L x 36"D x 30"H



**Brooklyn Round
Dining Table**

Clear Glass/Chrome
42"Round x 30"H



Aspen Dining Table

White/Brushed Steel
72"L x 30"D x 30"H

METAL FILE & STORAGE CABINETS



2-Drawer File

Black Letter
15"L x 25"D x 29"H
Black Legal
18"L x 25"D x 29"H



4-Drawer File

Black Letter
15"L x 25"D x 52"H
Black Legal
18"L x 25"D x 52"H



2-Drawer Lateral File

Black (Pictured)
36"L x 18"D x 27"H
Black (Not Pictured)
36"L x 20"D x 29"H



4-Drawer Lateral File

Black
36"L x 18"D x 54"H



Storage Cabinet

Black
36"W x 18"D x 72"H

PEDESTALS



Display Pedestals 42"

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



Display Pedestals 36"

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



Display Pedestals 30"

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



Locking Pedestal

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



London Pedestal

- Chrome/Marble
- 24" Square x 42"H

MISCELLANEOUS ITEMS



Stanchion
Chrome
41"H
Stanchion Rope
Red Velour
6'L



Literature Stand
■ Black
■ Aluminum
14.75"W x 12"D x 53.5"H



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



Refrigerator Compact
White 4 Cu Ft
19"W x 21"D x 33.5"H



iPad[®] Stand
■ Black
■ Silver
14.25"W x 41.75"H
(Fits 2nd, 3rd, or 4th iPad[®] generations. Can be positioned in portrait or landscape views.)

*Apple[®] and iPad[®] are registered trademarks of Apple Inc.

LIGHTING



Brushed Steel Lamps

Table Lamp White/Steel
26"H
Floor Lamp White/Steel
66"H



Brushed Nickel Lamps

Table Lamp White/Nickel
29"H
Floor Lamp White/Nickel
60"H



Rubbed Bronze Lamps

Table Lamp White/Bronze
28"H
Floor Lamp White/Bronze
60"H



Brushed Steel Lamps

Table Lamp Red/Steel
26"H
Floor Lamp Red/Steel
66"H



Neutrino Floor Lamp

Steel
67"H

DESIGN YOUR BOOTH SPACE ***YOUR WAY***



10x20 Booth Footprint

Grammercy Loveseat & Corner • Novel Cocktail & End Table • 4FT VIP Bar • Criss Cross Chairs • Café Table



10x10 Booth Footprint

Chamois Stage Chairs • Phoebe Table • Equino Stools
Chardonnay Bar Table



10x10 Booth Footprint

Metro Sofa & Chair • Novel End Tables
Equino Stools • Silk Bar Table



20x20 Booth Footprint

Whisper Sofa & Chairs • Brooklyn Cocktail & End Tables • Criss Cross Stools • Blanco Bar Table



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Trade Show Order Form

AFR Sales Representative: Lauren Kohler (917) 709-5319 & Tara Giacinto (856) 425-5035

Email/Fax: Lkohler@rentfurniture.com & tgiacinto@rentfurniture.com

TRADE SHOW INFORMATION

Show Name		Company Name			
Show Dates		Onsite Contact Name			
Venue Name		Onsite Contact Cell #			
Venue Address		Delivery Date		Time	
		Pickup Date		Time	
Booth # and Name		Show Contractor			

All Furniture Subject to Availability

Terms & Conditions: **Payments:** Payment terms - 100% Payment due prior to delivery to secure the order unless credit approved with AFR. You may be subject to additional charges by the drayage company for moving the furniture from the loading dock to the exhibit space, please check your Exhibitor Manual.

Cancellation Fee: If cancelled within 3 days prior to delivery, a 100% charge will be applied.

Late Fee: All orders received within 14 days of the show opening will receive at 25% Late Fee. Show Site orders will be based on availability and charged a 30% Late Fee.

Confirmation: Please email your sales team if you do not receive confirmation within 1-2 days of submitting this order form.

Item Number	Weight		Dimensions	Standard	Qty.	Total
Whisper (Pg. 3)						
18228-0607	115 lbs.	Whisper White Leather Sofa	87"W x 37"D x 35"H	\$600.00		\$ -
18167-0471	90 lbs.	Whisper White Leather Loveseat	61"W x 37"D x 35"H	\$575.00		\$ -
18284-0487	60 lbs.	Whisper White Leather Chair	35"W x 37"D x 35"H	\$470.00		\$ -
18024-0003	43 lbs.	Whisper White Leather Bench Ottoman	60"W x 24"D x 17"H	\$260.00		\$ -
18184-0034	65 lbs.	Whisper White Leather Square Ottoman	40"Square x 17"H	\$260.00		\$ -
18184-0038	64 lbs.	Whisper White Leather Round Ottoman	46"Round x 17"H	\$260.00		\$ -
Function (Pg. 3)						
18284-0554	40 lbs.	Function White Leather Armless Chair	28"Square x 29"H	\$315.00		\$ -
18066-0016	36 lbs.	Function White Leather Corner	28"Square x 29"H	\$340.00		\$ -
Continental (Pg. 4)						
18303-0001	105 lbs.	Continental White Leather Curved Loveseat	82"W x 34"D x 31"H	\$620.00		\$ -
18304-0001	105 lbs.	Continental White Leather Reverse Loveseat	72"W x 34"D x 31"H	\$600.00		\$ -
18296-0005	35 lbs.	Continental White Leather Wedge Ottoman	30"W x 34"D x 19"H	\$260.00		\$ -
18184-0131	75 lbs.	Continental White Leather Curved Bench	70"W x 26"D x 19"H	\$310.00		\$ -
18184-0132	30 lbs.	Continental White Leather Half Moon Ottoman	33"W x 19"D x 19"H	\$260.00		\$ -
Sophistication (Pg. 4 & 5)						
18228-0674	100 lbs.	Sophistication White Leather Sofa	72"W x 31"D x 48"H	\$620.00		\$ -
18167-0466	90 lbs.	Sophistication White Leather Loveseat	48"W x 31"D x 48"H	\$415.00		\$ -
18284-0563	60 lbs.	Sophistication White Leather Chair	27"W x 31"D x 48"H	\$310.00		\$ -
18066-0017	60 lbs.	Sophistication White Leather Corner	31"Square x 48"H	\$310.00		\$ -
18184-0130	40 lbs.	Sophistication White Leather Ottoman	31"Square x 19"H	\$235.00		\$ -
Boca (Pg. 5)						
18066-0026	38 lbs.	Boca Black Leather Corner	27"W x 27"D x 30"H	\$315.00		\$ -
18284-0786	28 lbs.	Boca Black Leather Armless	22"W x 27"D x 30"H	\$340.00		\$ -
Metro (Pg. 5 & 6)						
18228-0602	110 lbs.	Metro Black Leather Sofa	85"W x 35"D x 35"H	\$515.00		\$ -
18167-0467	90 lbs.	Metro Black Leather Loveseat	60"W x 35"D x 35"H	\$490.00		\$ -
18284-0482	75 lbs.	Metro Black Leather Chair	35"Square x 35"H	\$385.00		\$ -
18184-0179	65 lbs.	Metro Black Leather Square Ottoman	40"Square x 17"H	\$260.00		\$ -
18024-0008	43 lbs.	Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	\$260.00		\$ -
Suave Midnight (Pg. 6)						
18228-0085	105 lbs.	Suave Midnight Sofa	77"W x 36"D x 33"H	\$445.00		\$ -
18167-0069	80 lbs.	Suave Midnight Loveseat	54"W x 36"D x 33"H	\$390.00		\$ -
18284-0151	65 lbs.	Suave Midnight Chair	32"W x 36"D x 33"H	\$290.00		\$ -
Grammercy (Pg. 6)						
18228-0605	90 lbs.	Grammercy Charcoal Leather Sofa	82"W x 36"D x 36"H	\$575.00		\$ -
18167-0469	90 lbs.	Grammercy Charcoal Leather Loveseat	57"W x 36"D x 36"H	\$495.00		\$ -
18284-0485	40 lbs.	Grammercy Charcoal Leather Chair	28"W x 36"D x 36"H	\$315.00		\$ -
18066-0015	51 lbs.	Grammercy Charcoal Leather Corner	36"Square x 36"H	\$365.00		\$ -
Parma (Pg. 7)						
18228-0789	100 lbs.	Parma Brown Leather Sofa	79"W x 37"D x 36"H	\$515.00		\$ -
18167-0577	90 lbs.	Parma Brown Leather Loveseat	56"W x 37"D x 36"H	\$490.00		\$ -
18284-0710	75 lbs.	Parma Brown Leather Chair	33"W x 37"D x 36"H	\$385.00		\$ -
18024-0061	43 lbs.	Parma Brown Leather Bench Ottoman	60"W x 24"D x 17"H	\$260.00		\$ -
Montana Mocha (Pg. 7)						
18228-0784	100 lbs.	Montana Mocha Sofa	79"W x 35"D x 34"H	\$480.00		\$ -
18167-0573	90 lbs.	Montana Mocha Loveseat	57"W x 35"D x 34"H	\$420.00		\$ -
18284-0704	75 lbs.	Montana Mocha Chair	35"Square x 34"H	\$325.00		\$ -
Chandler (Pg. 8)						
18228-0795	100 lbs.	Chandler Red Leather Sofa	76"W x 37"D x 35"H	\$515.00		\$ -

18167-0581	90 lbs.	Chandler Red Leather Loveseat	53"W x 37"D x 35"H	\$490.00	\$	-
18284-0717	75 lbs.	Chandler Red Leather Chair	31"W x 37"D x 35"H	\$385.00	\$	-
18024-0062	43 lbs.	Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	\$260.00	\$	-
Evoke (Pg. 8 & 9)						
13229-0007	80 lbs.	Evoke Sofa	81"W x 35"D x 27"H	\$780.00	\$	-
13041-0015	40 lbs.	Evoke Chair	33"W x 35"D x 27"H	\$415.00	\$	-
13054-0011	20 lbs.	Evoke Cocktail Table	48"W x 24"D x 18"H	\$260.00	\$	-
13110-0009	20 lbs.	Evoke End Table	24"W x 28"D x 25"H	\$235.00	\$	-
13110-0008	10 lbs.	Evoke Cube	18"Square	\$160.00	\$	-
Stage Chairs (Pg. 9 & 10)						
18284-0478	29 lbs.	Midnight Microfiber Stage Chair	25"W x 26"D x 37"H	\$185.00	\$	-
18284-0477	29 lbs.	Chamois Microfiber Stage Chair	25"W x 26"D x 37"H	\$185.00	\$	-
18284-0476	29 lbs.	Buckskin Microfiber Stage Chair	25"W x 26"D x 37"H	\$185.00	\$	-
18284-0621	80 lbs.	Empire Chair Black Leather	28"W x 32"D x 32"H	\$340.00	\$	-
18284-0564	80 lbs.	Empire Chair White Leather	28"W x 32"D x 32"H	\$340.00	\$	-
18284-0590	50 lbs.	Ibiza Black Leather Chair	31"W x 35"D x 32"H	\$470.00	\$	-
18284-0449	50 lbs.	Ibiza White Leather Chair	31"W x 35"D x 32"H	\$470.00	\$	-
05035-0028	65 lbs.	Tulip Black Fabric Chair	26"W x 27"D x 35"H	\$205.00	\$	-
18284-0785	24 lbs.	Monarch Chair - Bright White	28"Square x 30"H	\$390.00	\$	-
Ottomans & Benches (Pg. 10)						
18184-0131	75 lbs.	Continental White Leather Curved Bench	70"W x 26"D x 19"H	\$310.00	\$	-
18184-0179	65 lbs.	Metro Black Leather Square Ottoman	40"Square x 17"H	\$260.00	\$	-
18184-0034	65 lbs.	Whisper White Leather Square Ottoman	40"Square x 17"H	\$260.00	\$	-
18184-0033	65 lbs.	Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	\$260.00	\$	-
18024-0008	43 lbs.	Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	\$260.00	\$	-
18024-0003	43 lbs.	Whisper White Leather Bench Ottoman	60"W x 24"D x 17"H	\$260.00	\$	-
18024-0062	43 lbs.	Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	\$260.00	\$	-
18024-0002	43 lbs.	Grammercy Charcoal Leather Bench Ottoman	60"W x 24"D x 17"H	\$260.00	\$	-
18024-0061	43 lbs.	Parma Brown Leather Bench Ottoman	60"W x 24"D x 17"H	\$260.00	\$	-
18184-0192	70 lbs.	Essentials White Leather Storage Ottoman	48"W x 24"D x 20"H	\$365.00	\$	-
18184-0036	64 lbs.	Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	\$260.00	\$	-
18184-0038	64 lbs.	Whisper White Leather Round Ottoman	46"Round x 17"H	\$260.00	\$	-
18184-0028	15 lbs.	Grammercy Charcoal 1/4 Round Ottoman	34"W x 19"D x 17"H	\$155.00	\$	-
18184-0030	15 lbs.	Whisper White 1/4 Round Ottoman	34"W x 19"D x 17"H	\$155.00	\$	-
Banquettes & Turning Beds (Pg. 11)						
18011-0011	185 lbs.	Essentials White Banquette (2 pcs)	60"Round x 48"H	\$780.00	\$	-
18011-0001	130 lbs.	Whisper White Tufted Leather Banquette (2 pcs)	59"Round x 38"H	\$780.00	\$	-
18011-0002	130 lbs.	Grammercy Charcoal Leather Banquette (2 pcs)	59"Round x 38"H	\$780.00	\$	-
02082-0033	200 lbs.	Essentials White Leather Turning Bed	96"W x 48"D x 34"H	\$935.00	\$	-
Cube Ottomans (Pg. 11 & 12)						
18184-0198	15 lbs.	Regency Orange Cube	18"Square	\$100.00	\$	-
18184-0196	15 lbs.	Regency Teal Cube	18"Square	\$100.00	\$	-
18184-0197	15 lbs.	Regency Ruby Cube	18"Square	\$100.00	\$	-
18184-0200	15 lbs.	Regency Camel Cube	18"Square	\$100.00	\$	-
18184-0193	15 lbs.	Regency Apple Cube	18"Square	\$100.00	\$	-
18184-0199	15 lbs.	Regency Fuchsia Cube	18"Square	\$100.00	\$	-
18184-0129	15 lbs.	Cube Ottoman - White	18"Square	\$100.00	\$	-
18184-0128	15 lbs.	Cube Ottoman - Black	18"Square	\$100.00	\$	-
18200-0001	15 lbs.	Cube Ottoman - Red	18"Square	\$100.00	\$	-
18200-0002	15 lbs.	Cube Ottoman - Green	18"Square	\$100.00	\$	-
18200-0003	15 lbs.	Cube Ottoman - Blue	18"Square	\$100.00	\$	-
18200-0004	15 lbs.	Cube Ottoman - Purple	18"Square	\$100.00	\$	-
Charged (Pg. 12)						
22100-0001	192 lbs.	Essentials Turning Bed w/Charging Station Insert	96"W x 48"D x 19"H	\$1,040.00	\$	-
22051-0001	40 lbs.	Boca Bright White Corner - Charged	27"W x 27"D x 30"H	\$390.00	\$	-
22050-0001	40 lbs.	Boca Bright White Armless - Charged	22"W x 27"D x 30"H	\$360.00	\$	-
22001-0001	80 lbs.	Aspen Bar Table - Charged	72"W x 26"D x 42"H	\$610.00	\$	-
22002-0002	55 lbs.	Aspen Cocktail Table - Charged	48"W x 24"D x 18"H	\$340.00	\$	-
22200-0001	230 lbs.	White Conference Table - Charged	96"W x 43"D x 30"H	\$820.00	\$	-
Occasional Tables (Pg. 13, 14, & 15)						
12107-0008	30 lbs.	Tribeca End Table	24"W x 28"D x 22"H	\$180.00	\$	-
12230-0005	40 lbs.	Tribeca Sofa/Console Table	48"W x 18"D x 30"H	\$200.00	\$	-
12055-0008	50 lbs.	Tribeca Cocktail Table	48"W x 28"D x 19"H	\$190.00	\$	-
12107-0281	30 lbs.	Harmony End Table	24"Round x 22"H	\$180.00	\$	-
12230-0080	55 lbs.	Harmony Sofa/Console Table	52"W x 18"D x 30"H	\$200.00	\$	-
12055-0272	60 lbs.	Harmony Cocktail Table	51"W x 28"D x 18"H	\$190.00	\$	-
18024-0010	30 lbs.	Novel End Table	15"Square x 16"H	\$235.00	\$	-
18024-0011	50 lbs.	Novel Cocktail Table	46"W x 15"D x 16"H	\$260.00	\$	-
99-12304-05	10 lbs.	Aria Red End Table	24"W x 20"D x 22"H	\$180.00	\$	-
99-12050-05	20 lbs.	Aria Red Cocktail Table	44"W x 20"D x 18"H	\$190.00	\$	-
99-12304-03	10 lbs.	Aria Green End Table	24"W x 20"D x 22"H	\$180.00	\$	-
99-12050-03	20 lbs.	Aria Green Cocktail Table	44"W x 20"D x 18"H	\$190.00	\$	-
99-12304-06	10 lbs.	Aria Blue End Table	24"W x 20"D x 22"H	\$180.00	\$	-
99-12050-06	20 lbs.	Aria Blue Cocktail Table	44"W x 20"D x 18"H	\$190.00	\$	-
99-12304-04	10 lbs.	Aria Purple End Table	24"W x 20"D x 22"H	\$180.00	\$	-

99-12050-04	20 lbs.	Aria Purple Cocktail Table	44"W x 20"D x 18"H	\$190.00		\$ -
99-12304-01	10 lbs.	Aria White End Table	24"W x 20"D x 22"H	\$180.00		\$ -
99-12305-01	35 lbs.	Aria White Sofa/Console Table	44"W x 20"D x 30"H	\$200.00		\$ -
99-12050-01	20 lbs.	Aria White Cocktail Table	44"W x 20"D x 18"H	\$190.00		\$ -
99-12304-02	10 lbs.	Aria Charcoal End Table	24"W x 20"D x 22"H	\$180.00		\$ -
99-12305-02	35 lbs.	Aria Charcoal Sofa/Console Table	44"W x 20"D x 30"H	\$200.00		\$ -
99-12050-02	20 lbs.	Aria Charcoal Cocktail Table	44"W x 20"D x 18"H	\$190.00		\$ -
12107-0493	27 lbs.	London End Table	24"Square x 23"H	\$195.00		\$ -
12230-0110	49 lbs.	London Sofa/Console Table	60"W x 16"D x 34"H	\$245.00		\$ -
12055-0428	55 lbs.	London Cocktail Table	40"Square x 16"H	\$225.00		\$ -
12107-0494	21 lbs.	Brooklyn II Square End Table	22"W X 22"D X 20"H	\$165.00		\$ -
12107-0495	15 lbs.	Brooklyn II Round End Table	20"Round X 20"H	\$165.00		\$ -
12055-0429	35 lbs.	Brooklyn II Rect Cocktail Table	42"W X 24"D X 16"H	\$185.00		\$ -
12055-0430	25 lbs.	Brooklyn II Round Cocktail Table	30"Round X 16"H	\$185.00		\$ -
12107-0282	35 lbs.	Vivid End Table	26"Square x 21"H	\$180.00		\$ -
12230-0081	62 lbs.	Vivid Sofa/Console Table	50"W x 24"D x 30"H	\$200.00		\$ -
12055-0273	50 lbs.	Vivid Cocktail Table	50"W x 24"D x 16"H	\$190.00		\$ -
12107-0331	35 lbs.	Club End Table w/ Built-in LED Lighting	22"Square x 18"H	\$235.00		\$ -
12055-0318	55 lbs.	Club Cocktail Table w/ Built-in LED Lighting	44"W x 22"D x 18"H	\$260.00		\$ -
12003-0038	15 lbs.	Rose Table	17"Round x 17"H	\$205.00		\$ -
12003-0039	20 lbs.	Zanzibar Table	17"Square	\$205.00		\$ -
12107-0296	50 lbs.	Cube, Black 24" End Table	24"Square x 21"H	\$185.00		\$ -
12107-0297	55 lbs.	Cube, White 24" End Table	24"Square x 21"H	\$185.00		\$ -
12055-0285	40 lbs.	Cube, Black 24" Cocktail Table	24"Square x 16"H	\$180.00		\$ -
12055-0286	40 lbs.	Cube, White 24" Cocktail Table	24"Square x 16"H	\$180.00		\$ -
12107-0467	13 lbs.	Hylton Table	18"W x 12"D x 28"H	\$160.00		\$ -
12003-0056	11 lbs.	Phoebe Table - Yellow	17"Round x 22"H	\$120.00		\$ -
12003-0052	11 lbs.	Phoebe Table - Lime Green	17"Round x 22"H	\$120.00		\$ -
12003-0053	11 lbs.	Phoebe Table - Rose	17"Round x 22"H	\$120.00		\$ -
12003-0051	11 lbs.	Phoebe Table - Gold	17"Round x 22"H	\$120.00		\$ -
12003-0074	11 lbs.	Phoebe Table - Teal	17"Round x 22"H	\$120.00		\$ -
Bars & Bar Backs (Pg. 15)						
05012-0001	156 lbs.	Manhattan Martini Bar	63"W x 29"D x 42"H	\$680.00		\$ -
05012-0026	185 lbs.	VIP Frosted Plexi Glow Bar 6'	72"W x 24"D x 42"H	\$680.00		\$ -
05012-0024	130 lbs.	VIP Frosted Plexi Glow Bar 4'	48"W x 24"D x 42"H	\$575.00		\$ -
05012-0053	70 lbs.	Black Bar - 2 Shelf	48"W x 16"D x 42"H	\$310.00		\$ -
05012-0054	70 lbs.	White Bar - 2 Shelf	48"W x 16"D x 42"H	\$310.00		\$ -
12112-0010	60 lbs.	Blox Bar Back	30"W x 16"D x 86"H	\$390.00		\$ -
05001-0017	150 lbs.	Piazza Bar Back - Black	44"W x 12"D x 80"H	\$365.00		\$ -
05001-0018	150 lbs.	Piazza Bar Back - White	44"W x 12"D x 80"H	\$365.00		\$ -
Bar Stools (Pg. 16 & 17)						
05237-0264	15 lbs.	Vienna Stool - Gray	17"Square x 39"H	\$190.00		\$ -
05237-0263	15 lbs.	Vienna Stool - Orange	17"Square x 39"H	\$190.00		\$ -
05237-0262	15 lbs.	Vienna Stool - Teal	17"Square x 39"H	\$190.00		\$ -
05237-0038	15 lbs.	Criss Cross Bar Stool - Espresso	15"W x 19"D x 41"H	\$170.00		\$ -
05237-0039	15 lbs.	Criss Cross Bar Stool - White	15"W x 19"D x 41"H	\$170.00		\$ -
05237-0036	15 lbs.	Escape Bar Stool - Natural Maple	16"Square x 41"H	\$145.00		\$ -
99-05237-01	20 lbs.	Silk Back Bar Stool - Black	17"W x 18"D x 42"H	\$160.00		\$ -
99-05237-02	20 lbs.	Silk Back Bar Stool - White	17"W x 18"D x 42"H	\$160.00		\$ -
99-05237-06	20 lbs.	Silk Back Bar Stool - Blue	17"W x 18"D x 42"H	\$160.00		\$ -
99-05237-03	20 lbs.	Silk Back Bar Stool - Green	17"W x 18"D x 42"H	\$160.00		\$ -
99-05237-04	20 lbs.	Silk Back Bar Stool - Purple	17"W x 18"D x 42"H	\$160.00		\$ -
99-05237-05	20 lbs.	Silk Back Bar Stool - Red	17"W x 18"D x 42"H	\$160.00		\$ -
05237-0221	20 lbs.	Euro Bar Stool - Black	22"W x 24"D x 42"H	\$160.00		\$ -
05237-0230	40 lbs.	Hourglass Bar Stool - Black	18"W x 20"D x 43"H	\$175.00		\$ -
05237-0231	40 lbs.	Hourglass Bar Stool - White	18"W x 20"D x 43"H	\$175.00		\$ -
05237-0160	35 lbs.	Equino Bar Stool - Black	15"W x 13"D x 35"H	\$175.00		\$ -
05237-0041	35 lbs.	Equino Bar Stool - White	15"W x 13"D x 35"H	\$175.00		\$ -
05237-0169	25 lbs.	Caprice Bar Stool - Black	25"W x 26"D x 44"H	\$175.00		\$ -
05237-0042	15 lbs.	Sonic Bar Stool - Black	22"W x 23"D x 42"H	\$145.00		\$ -
05237-0215	15 lbs.	Marcus Bar Stool - Gunmetal	18"Square x 29"H	\$130.00		\$ -
05237-0156	20 lbs.	Regal Stool - Brown Leather	19"W x 24"D x 45"H	\$175.00		\$ -
Café Chairs (Pg. 17 & 18)						
05035-0032	15 lbs.	Vienna Chair - Gray	21"Square x 32"H	\$120.00		\$ -
05035-0031	15 lbs.	Vienna Chair - Orange	21"Square x 32"H	\$120.00		\$ -
05035-0030	15 lbs.	Vienna Chair - Teal	21"Square x 32"H	\$120.00		\$ -
99-05035-10	20 lbs.	Silk Back Armless Chair - Black	17"W x 18"D x 34"H	\$100.00		\$ -
99-05035-11	20 lbs.	Silk Back Armless Chair - White	17"W x 18"D x 34"H	\$100.00		\$ -
99-05035-15	20 lbs.	Silk Back Armless Chair - Blue	17"W x 18"D x 34"H	\$100.00		\$ -
99-05035-12	20 lbs.	Silk Back Armless Chair - Green	17"W x 18"D x 34"H	\$100.00		\$ -
99-05035-13	20 lbs.	Silk Back Armless Chair - Purple	17"W x 18"D x 34"H	\$100.00		\$ -
99-05035-14	20 lbs.	Silk Back Armless Chair - Red	17"W x 18"D x 34"H	\$100.00		\$ -
05035-0009	10 lbs.	Escape Chair - Natural Maple	17"W x 16"D x 32"H	\$100.00		\$ -
05035-0008	10 lbs.	Leslie Chair - White	17"W x 21"D x 31"H	\$90.00		\$ -
05035-0010	15 lbs.	Criss Cross Chair - Espresso	17"W x 21"D x 35"H	\$115.00		\$ -

05035-0011	15 lbs.	Criss Cross Chair - White	17"W x 21"D x 35"H	\$115.00		\$	-
14233-0016	10 lbs.	Sonic Chair - Black	20"W x 21"D x 32"H	\$100.00		\$	-
05035-0023	24 lbs.	Elio Chair	17"Square x 33"H	\$100.00		\$	-
14233-0025	20 lbs.	Caprice Chair - Black	25"W x 24"D x 32"H	\$100.00		\$	-
14233-0005	20 lbs.	Comet Stack Arm Chair - Black	23"W x 22"D x 32"H	\$140.00		\$	-
14233-0006	15 lbs.	Comet Stack Armless Chair - Black	19"W x 22"D x 32"H	\$130.00		\$	-
05221-0039	20 lbs.	Regal Dining Chair - Brown	19"W x 23"D x 38"H	\$145.00		\$	-
Bar Tables (Pg. 19, 20, & 21)							
99-05245-01	34 lbs.	Euro Bar Table Black/Black 30" Round	30"Round x 42"H	\$180.00		\$	-
99-05245-02	41 lbs.	Euro Bar Table Black/Black 36" Round	36"Round x 42"H	\$185.00		\$	-
99-05245-04	30 lbs.	Silk Bar Table Black/Chrome 30" Round	30"Round x 42"H	\$180.00		\$	-
99-05245-05	37 lbs.	Silk Bar Table Black/Chrome 36" Round	36"Round x 42"H	\$185.00		\$	-
99-05245-04 Tulip	41 lbs.	Silk Bar Table Black/Tulip Base 30" Round	30"Round x 42"H	\$215.00		\$	-
99-05245-14	34 lbs.	City Bar Table Maple/Black 30" Round	30"Round x 42"H	\$180.00		\$	-
99-05245-15	41 lbs.	City Bar Table Maple/Black 36" Round	36"Round x 42"H	\$185.00		\$	-
99-05245-07	30 lbs.	Park Ave Bar Table Maple/Chrome 30" Round	30"Round x 42"H	\$180.00		\$	-
99-05245-08	37 lbs.	Park Ave Bar Table Maple/Chrome 36" Round	36"Round x 42"H	\$185.00		\$	-
99-05245-07 Tulip	41 lbs.	Park Ave Bar Table Maple/Tulip Base 30" Round	30"Round x 42"H	\$215.00		\$	-
99-05245-16	34 lbs.	Summit Bar Table White/Black 30" Round	30"Round x 42"H	\$180.00		\$	-
99-05245-17	41 lbs.	Summit Bar Table White/Black 36" Round	36"Round x 42"H	\$185.00		\$	-
99-05245-10	30 lbs.	Blanco Bar Table White/Chrome 30" Round	30"Round x 42"H	\$180.00		\$	-
99-05245-11	37 lbs.	Blanco Bar Table White/Chrome 36" Round	36"Round x 42"H	\$185.00		\$	-
99-05245-10 Tulip	41 lbs.	Blanco Bar Table White/Tulip Base 30" Round	30"Round x 42"H	\$215.00		\$	-
99-05245-12	28 lbs.	Blanco Bar Table - White/Chrome 24"Square	24"Square x 42"H	\$180.00		\$	-
99-05245-12 Tulip	39 lbs.	Blanco Bar Table - White/Tulip Base 24"Square	24"Square x 42"H	\$215.00		\$	-
99-05245-13	69 lbs.	Blanco Rectangle Bar Table - White/Chrome	72"W x 24"D x 42"H	\$285.00		\$	-
99-05245-20	28 lbs.	Spectrum Bar Table Red	24"Square x 42"H	\$200.00		\$	-
99-05245-20 Tulip	39 lbs.	Spectrum Bar Table Red Tulip Base	24"Square x 42"H	\$240.00		\$	-
99-05245-19	28 lbs.	Spectrum Bar Table Green	24"Square x 42"H	\$200.00		\$	-
99-05245-19 Tulip	39 lbs.	Spectrum Bar Table Green Tulip Base	24"Square x 42"H	\$240.00		\$	-
99-05245-21	28 lbs.	Spectrum Bar Table Blue	24"Square x 42"H	\$200.00		\$	-
99-05245-21 Tulip	39 lbs.	Spectrum Bar Table Blue Tulip Base	24"Square x 42"H	\$240.00		\$	-
99-05245-18	28 lbs.	Spectrum Bar Table Purple	24"Square x 42"H	\$200.00		\$	-
99-05245-18 Tulip	39 lbs.	Spectrum Bar Table Purple Tulip Base	24"Square x 42"H	\$240.00		\$	-
05012-0002	35 lbs.	Chardonnay Glass & Chrome Bar Table	31"Round x 42"H	\$260.00		\$	-
05204-0001	75 lbs.	Aspen Bar Table	72"W x 26"D x 42"H	\$520.00		\$	-
Café Tables (Pg. 21 & 22)							
99-05036-01	30 lbs.	Euro Café Table Black/Black 30" Round	30"Round x 29"H	\$180.00		\$	-
99-05036-02	37 lbs.	Euro Café Table Black/Black 36" Round	36"Round x 29"H	\$185.00		\$	-
99-05036-04	27 lbs.	Silk Café Table Black/Chrome 30" Round	30"Round x 29"H	\$180.00		\$	-
99-05036-05	34 lbs.	Silk Café Table Black/Chrome 36" Round	36"Round x 29"H	\$185.00		\$	-
99-05036-07	27 lbs.	Park Ave Café Table Maple/Chrome 30" Round	30"Round x 29"H	\$180.00		\$	-
99-05036-08	34 lbs.	Park Ave Café Table Maple/Chrome 36" Round	36"Round x 29"H	\$185.00		\$	-
99-05036-14	30 lbs.	City Café Table Maple/Black 30" Round	30"Round x 29"H	\$180.00		\$	-
99-05036-15	37 lbs.	City Café Table Maple/Black 36" Round	36"Round x 29"H	\$185.00		\$	-
99-05036-16	30 lbs.	Summit Café Table White/Black 30" Round	30"Round x 29"H	\$180.00		\$	-
99-05036-17	37 lbs.	Summit Café Table White/Black 36" Round	36"Round x 29"H	\$185.00		\$	-
99-05036-10	27 lbs.	Blanco Café Table White/Chrome 30" Round	30"Round x 29"H	\$180.00		\$	-
99-05036-11	34 lbs.	Blanco Café Table White/Chrome 36" Round	36"Round x 29"H	\$185.00		\$	-
99-05036-13	63 lbs.	Blanco Café Table White/Chrome Rectangle	72"W x 24"D x 29"H	\$285.00		\$	-
99-05036-12	25 lbs.	Blanco Café Table White/Chrome 24"Square	24"Square x 30"H	\$180.00		\$	-
99-05036-18	25 lbs.	Spectrum Café Table Purple	24"Square x 29"H	\$195.00		\$	-
99-05036-20	25 lbs.	Spectrum Café Table Red	24"Square x 29"H	\$195.00		\$	-
99-05036-19	25 lbs.	Spectrum Café Table Green	24"Square x 29"H	\$195.00		\$	-
99-05036-21	25 lbs.	Spectrum Café Table Blue	24"Square x 29"H	\$195.00		\$	-
05090-0001	90 lbs.	Aspen Dining Table	72"W x 30"D x 30"H	\$440.00		\$	-
Office Seating (Pg. 23 & 24)							
14136-0002	38 lbs.	Tamiri Black Leather High Back Chair	25"W x 27"D x 45"H	\$235.00		\$	-
14176-0007	37 lbs.	Tamiri Black Leather Mid Back Chair	27"Square x 39"H	\$200.00		\$	-
14128-0002	41 lbs.	Tamiri Black Leather Guest Chair	25"W x 26"D x 37"H	\$185.00		\$	-
14136-0081	40 lbs.	Accord Black Leather High Back	25"Square x 44"H	\$290.00		\$	-
14136-0010	40 lbs.	Accord White Leather High Back	25"Square x 44"H	\$290.00		\$	-
14250-0013	36 lbs.	Goal Black Task Chair With Arms	25"Square x 39"H	\$150.00		\$	-
14250-0014	38 lbs.	Goal Black Task Chair Armless	21"W x 25"D x 39"H	\$140.00		\$	-
14136-0080	40 lbs.	Enterprise High Back Black Fabric Conference Chair	25"W x 27"D x 45"H	\$205.00		\$	-
14176-0046	35 lbs.	Enterprise Mid Back Black Fabric Conference Chair	24"W x 26"D x 39"H	\$185.00		\$	-
14128-0096	30 lbs.	Enterprise Guest Black Fabric Conference Chair	25"W x 27"D x 37"H	\$170.00		\$	-
14307-0003	36 lbs.	Goal Black Drafting Stool - Arms	25"W x 24"D x 48"H	\$160.00		\$	-
14307-0004	30 lbs.	Goal Black Drafting Stool - Armless	21"W x 24"D x 48"H	\$150.00		\$	-
Conference Tables (Pg. 24)							
14062-0105	97 lbs.	42" Round Conference Table - Black	42" Round x 29"H	\$255.00		\$	-
14062-0106	97 lbs.	42" Round Conference Table - Mahogany	42" Round x 29"H	\$255.00		\$	-
14062-0224	175 lbs.	Conference Rectangle Table 6' - Black	72"W x 36"D x 30"H	\$435.00		\$	-
14062-0220	175 lbs.	Conference Rectangle Table 6' - Mahogany	72"W x 36"D x 30"H	\$435.00		\$	-
14062-0256	175 lbs.	Conference Rectangle Table 6' - Maple	72"W x 36"D x 30"H	\$435.00		\$	-

14062-0281	175 lbs.	Conference Rectangle Table 6' - White	72"W x 36"D x 30"H	\$460.00	\$	-
14062-0225	220 lbs.	Conference Rectangle Table 8' - Black	96"W x 48"D x 30"H	\$470.00	\$	-
14062-0226	220 lbs.	Conference Rectangle Table 8' - Mahogany	96"W x 48"D x 30"H	\$470.00	\$	-
14062-0257	220 lbs.	Conference Rectangle Table 8' - Maple	96"W x 48"D x 30"H	\$470.00	\$	-
14062-0282	220 lbs.	Conference Rectangle Table 8' - White	96"W x 48"D x 30"H	\$495.00	\$	-
Office Furniture (Pg. 25 & 26)						
14309-0001	125 lbs.	Computer Kiosk - Black	24"Square x 42"H	\$380.00	\$	-
14179-0005	125 lbs.	Computer Kiosk - White	24"Square x 42"H	\$380.00	\$	-
14061-0002	20 lbs.	Computer Counter - Graphite	48"W x 24"D x 42"H	\$185.00	\$	-
14076-0014	20 lbs.	Computer Desk - Graphite	48"W x 24"D x 29"H	\$175.00	\$	-
14029-0098	56 lbs.	5 Shelf Bookcase - Black	36"W x 12"D x 72"H	\$365.00	\$	-
14029-0096	55 lbs.	5 Shelf Bookcase - Mahogany	36"W x 12"D x 72"H	\$365.00	\$	-
14072-0108	225 lbs.	Black Credenza	60"W x 20"D x 29"H	\$340.00	\$	-
14083-0105	290 lbs.	Black Double Pedestal Desk	60"W x 30"D x 29"H	\$390.00	\$	-
14072-0038	225 lbs.	Genoa Storage Credenza - Mahogany - 2 Drawer	66"W x 20"D x 29"H	\$340.00	\$	-
14072-0039	200 lbs.	Genoa Kneespace Storage Credenza - Mahogany	66"W x 20"D x 29"H	\$315.00	\$	-
14083-0117	290 lbs.	Genoa Exec. Desk - Mahogany - Double Pedestal	72"W x 36"D x 29"H	\$365.00	\$	-
14072-0042	250 lbs.	Presidential Kneespace Credenza - Mahogany	66"W x 24"D x 29"H	\$415.00	\$	-
14083-0125	250 lbs.	Presidential Executive Desk - Mahogany	72"W x 36"D x 29"H	\$515.00	\$	-
14143-0060	220 lbs.	Presidential File Cabinet - Mahogany	36"W x 24"D x 29"H	\$325.00	\$	-
05088-0365	70 lbs.	Vivid Café - Square Table Glass	42"Square x 30"H	\$315.00	\$	-
05088-0364	90 lbs.	Vivid Café - Rectangle Table Glass	60"W x 36"D x 30"H	\$365.00	\$	-
05088-0498		Brooklyn II Rect Dining Table	60"W x 36"D x 30"H	\$380.00	\$	-
05088-0499		Brooklyn II Round Dining Table	42" Round x 30"H	\$295.00	\$	-
05090-0001	90 lbs.	Aspen Dining Table	72"W x 30"D x 30"H	\$440.00	\$	-
Metal File & Storage Cabinets (Pg. 27)						
14148-0001	35 lbs.	2 Drawer Vertical File - Letter Size Black	15"W x 25"D x 29"H	\$125.00	\$	-
14147-0001	35 lbs.	2 Drawer Vertical File - Legal Size Black	18"W x 25"D x 29"H	\$160.00	\$	-
14148-0002	45 lbs.	4 Drawer Vertical File - Letter Size Black	15"W x 25"D x 52"H	\$165.00	\$	-
14147-0002	45 lbs.	4 Drawer Vertical File - Legal Size Black	18"W x 25"D x 52"H	\$185.00	\$	-
14143-0006	100 lbs.	2 Drawer Lateral File - Black	36"W x 18"D x 27"H	\$165.00	\$	-
14143-0144	125 lbs.	2 Drawer Lateral File - Black	36"W x 20"D x 29"H	\$195.00	\$	-
14143-0008	170 lbs.	4 Drawer Lateral File - Black	36"W x 18"D x 54"H	\$210.00	\$	-
14034-0015	135 lbs.	Storage Cabinet - Black	36"W x 18"D x 72"H	\$210.00	\$	-
Pedestals (Pg. 28)						
12091-0023	50 lbs.	Display Pedestal 14" x 42" Black	14"Square x 42"H	\$250.00	\$	-
12091-0004	120 lbs.	Display Pedestal 24" x 42" Black	24"Square x 42"H	\$305.00	\$	-
12091-0002	55 lbs.	Display Pedestal 18" x 42" Black	18"Square x 42"H	\$280.00	\$	-
12091-0030	50 lbs.	Display Pedestal 14" x 42" White	14"Square x 42"H	\$250.00	\$	-
12091-0024	45 lbs.	Display Pedestal 14" x 36" Black	14"Square x 36"H	\$215.00	\$	-
12091-0034	75 lbs.	Display Pedestal 24" x 36" Black	24"Square x 36"H	\$305.00	\$	-
12091-0031	45 lbs.	Display Pedestal 14" x 36" White	14"Square x 36"H	\$215.00	\$	-
12091-0033	75 lbs.	Display Pedestal 24" x 36" White	24"Square x 36"H	\$305.00	\$	-
12091-0025	40 lbs.	Display Pedestal 14" x 30" Black	14"Square x 30"H	\$195.00	\$	-
12091-0003	80 lbs.	Display Pedestal 24" x 30" Black	24"Square x 30"H	\$290.00	\$	-
12091-0001	45 lbs.	Display Pedestal 18" x 30" Black	18"Square x 30"H	\$205.00	\$	-
12091-0032	40 lbs.	Display Pedestal 14" x 30" White	14"Square x 30"H	\$195.00	\$	-
14309-0001	125 lbs.	Locking Pedestal Black	24"Square x 42"H	\$380.00	\$	-
14179-0005	125 lbs.	Locking Pedestal White	24"Square x 42"H	\$380.00	\$	-
12091-0043	24 lbs.	London Pedestal	16"Square x 44"H	\$210.00	\$	-
Miscellaneous Items (Pg. 29)						
14189-0077	50 lbs.	Stanchion Chrome	41"H	\$55.00	\$	-
11526-0001	2 lbs.	Stanchion Rope - Red Velour	6' L	\$30.00	\$	-
14308-0009	8 lbs.	Literature Stand - Black	14.75"W x 12"D x 53.5"H	\$140.00	\$	-
14308-0010	8 lbs.	Literature Stand - Aluminum	14.75"W x 12"D x 53.5"H	\$140.00	\$	-
14308-0005	7 lbs.	Literature Rack - Black Metal	10.5"W x 9.5"D x 57"H	\$145.00	\$	-
01209-0003	50 lbs.	Compact Refrigerator White - 4.0 Cu Ft	19"W x 21"D x 33.5"H	\$260.00	\$	-
14523-0001	9.25 lbs.	iPad® Stand Black	14.25"W x 41.75"H	\$160.00	\$	-
14523-0002	9.25 lbs.	iPad® Stand Silver	14.25"W x 41.75"H	\$160.00	\$	-
Lighting (Pg. 30)						
09417-0001	4 lbs.	Brushed Steel Table Lamp - White	26"H	\$90.00	\$	-
09392-0001	8 lbs.	Brushed Steel Floor Lamp - White	66"H	\$130.00	\$	-
09417-0001	7 lbs.	Brushed Nickel Table Lamp - White	29"H	\$90.00	\$	-
09392-0001	12 lbs.	Brushed Nickel Floor Lamp - White	60"H	\$130.00	\$	-
09417-0001	7 lbs.	Rubbed Bronze Table Lamp - White	28"H	\$90.00	\$	-
09392-0001	11 lbs.	Rubbed Bronze Floor Lamp - White	60"H	\$130.00	\$	-
09417-0001	4 lbs.	Brushed Steel Table Lamp - Red	26"H	\$90.00	\$	-
09392-0001	8 lbs.	Brushed Steel Floor Lamp - Red	66"H	\$130.00	\$	-
09392-0001	7 lbs.	Neutrino Steel Floor Lamp - Steel	67"H	\$130.00	\$	-



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

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