



Pinners Texas 2019
September 13-14, 2019

Kay Bailey Hutchison Convention Center
Dallas, TX

Pinners Conference

EXHIBITOR MANUAL



Welcome Exhibitor

We take great pleasure in notifying you that **SES** has been selected as the *Official Service Contractor* for the **Pinner's Texas 2019**. We would like to take this opportunity to assure you that we will do our utmost to make this a successful and profitable event for you.

We offer a full range of services to assist you in maximizing the impact of your exhibit, from rental packages to experienced labor for installing or dismantling your booth. We are proud to be your partner.

Enclosed you will find important event information, as well as order forms for services you may require. **To retrieve this information electronically and place your order online contact Service@Superior-Expo.com to request a user login.** Questions regarding shipping, storage, furniture, graphics and labor should be directed to:

Exhibitor Service Department
Superior Expo Services
10548 US Highway 80
Forney, TX 75126

service@superior-expo.com
972.271.7444 or toll free 866.386.3976 (866.FUN.EXPO)

Questions regarding the convention's policies, space assignments, display limitations and event schedules should be directed to:

Pinner's Conference
151 N. Main
Spanish Fork, UT 84660

Phone: 801-822-1333
E-mail: info@bennettevents.com

Please note:

Various items being provided for each booth by Show Management are located under ***Event Information. (See Table of Contents)***

Analyze your needs carefully and return your order forms with full payment before **Friday, August 30, 2019** to save money, as well as ensure the availability of your item.



Table of Contents

Event Information		Page 4
FAQ		Page 5
1. Payment Information		
Credit Card Authorization Form		Page 6
Payment Policies		Page 7
Limits & Liabilities		Page 8-9
2. Shipping Information		
Shipping Instructions		Page 10
Shipping Quote Form		Page 11-12
Shipping Labels		Page 13
3. Material Handling Information		
Material Handling FAQ		Page 14
Material Handling Rates		Page 15
4. Booth Furnishings	Discount Deadline Date	
Display Tables & Accessories Order Form	<input checked="" type="checkbox"/> Friday, August 30, 2019	Page 16
Luxury Furniture	<input checked="" type="checkbox"/> Friday, August 30, 2019	Pages 17-48
Luxury Furniture Order Form	<input checked="" type="checkbox"/> Friday, August 30, 2019	Pages 49-51
Carpet & Cleaning Order Form	<input checked="" type="checkbox"/> Friday, August 30, 2019	Page 52
Pipe & Drape Order Form	<input checked="" type="checkbox"/> Friday, August 30, 2019	Page 53
Floral Order Form	<input checked="" type="checkbox"/> Friday, August 30, 2019	Page 54
Signs & Graphics Order Form	<input checked="" type="checkbox"/> Friday, August 30, 2019	Page 55
5. Booth Rental Displays	Due Date	
Booth Rental Displays	<input checked="" type="checkbox"/> Friday, August 30, 2019	Page 56
Booth Rental Display Order Form	<input checked="" type="checkbox"/> Friday, August 30, 2019	Page 57
Add-Ons for Rental Units Order Form	<input checked="" type="checkbox"/> Friday, August 30, 2019	Page 58
6. Equipment Rentals & Labor		
Display Labor Order Form		Page 59
Hanging Banner/Rigging Order Form		Page 60
In-Booth Forklift Order Form		Page 61
Cartload Service Order Form		Page 62
Vehicle Spotting Service Order Form		Page 63
Rules & Regulations		Page 64
Third Party Payment Form		Page 65
Exhibitor Appointed Contractor (EAC) Form		Page 66
Sample Certificate of Liability Insurance		Page 67
7. Supplemental Services	<i>— Please follow ordering instructions for individual suppliers. Contact these suppliers directly regarding their service questions and ordering.</i>	
Kay Bailey Hutchinson Convention Center Utility Forms (Send directly to contact on form.)		
Electrical Order Form		Page 68-69
Communications (Contact Cassandra Williams, Smart City – 214.853.8112 kwilliams@smartcity.com)		



Event Information

Discount Deadline: Friday, August 30, 2019
Show Colors: Black
Booth Carpet Color: Facility is NOT Carpeted. Available for rent on page 52
Aisle Carpet Color: Red

Booth Information

*Substitutions are not permitted. If alterations or additions are required please review the enclosed order forms. No credit or refund will be given for items not used.

Each 10' X 10' booth includes:

- ◆ 8' tall background drape (Black)
- ◆ 3' tall side dividers - (Black)

Event Schedule – Subject to Change

SES Move-In:	<u>Wednesday, September 11, 2019</u>	<u>8:00 AM – 5:00 PM</u>
Exhibitor Move-In:	<u>Thursday, September 12, 2019</u>	<u>8:00 AM- 6:00 PM</u>
Event Hours:	<u>Friday, September 13, 2019</u>	<u>10:00 AM- 8:00 PM</u>
	<u>Friday, September 13, 2019</u>	<u>VIP 9:30 AM</u>
	<u>Saturday, September 14, 2019</u>	<u>9:00 AM - 7:00 PM</u>
	<u>Saturday, September 14, 2019</u>	<u>VIP 8:30 AM</u>
Exhibitor Move-Out:	<u>Saturday, September 14, 2019</u>	<u>7:00 PM</u>
Driver Check-In By:	<u>Saturday, September 14, 2019</u>	<u>8:00 PM</u>
Freight Re-Directed at:	<u>Saturday, September 14, 2019</u>	<u>8:30 PM</u>
SES Move-Out:	<u>Saturday, September 14, 2019</u>	<u>7:00 PM</u>

Shipping Information *(Material handling charges will apply)*

Advance Shipping Address:

Superior Expo Services - Pinners Texas 2019

Booth Company Name & # _____
10548 W. US Hwy 80
Forney, TX 75126



Advance shipments **MUST** be received by
Friday, September 6, 2019

Direct Shipments to Show Site:

Kay Bailey Hutchison Convention Center
c/o - **Superior Expo Services** - Pinners Texas 2019
Booth Company Name & # _____
650 S. Griffin Street
Dallas, TX 75202



Direct shipments to arrive **NO EARLIER**
than Wednesday, September 11, 2019

Assistance

- If you have questions or do not find what you are looking for in this manual, please feel free to email service@superior-expo.com or call our Exhibitor Service Department at **972.271.7444**.
- SES will have a service desk in a convenient location at the show site if you require further assistance.

FAQ

WHAT FURNISHINGS ARE PROVIDED WITH MY BOOTH SPACE?

- Each event is different. See *Event Information*, page 4, which will specifically list what items, if any, will be included in the booth space.

WHAT IF THE BOOTH DOES NOT INCLUDE ITEMS I NEED?

- Items that are provided as part of your booth package have no trade-in value. If you need an item that is not listed with the booth, you must order that item separately at the published rate.

HOW DO I PLACE MY ORDER?

- *Online Ordering* – A link to the site, username, and password will be emailed to you.
 - *Email orders* to service@superior-expo.com
 - *Fax in your order* with the *Credit Card Authorization* form to: **972.271.7888, Attn: Exhibitor Services**
 - *Mail in your order* forms and full payment to: **Superior Expo Services, 10548 US Highway 80, Forney, TX 75126**
- Orders will not be processed without full payment. Please review our *Payment Policies* for detailed information. Don't forget to keep a copy of your order for your records. For orders going to other "official suppliers", (i.e. Electrical, Internet, Telephone, Audio Visual, etc.) please follow the payment and mailing instructions indicated on each of the forms located in this manual.

WHAT IS THE CANCELLATION POLICY FOR REFUNDS ON FURNISHINGS?

Items cancelled on or prior to **Friday, August 30, 2019** will be refunded at 100%. Items cancelled after **Friday, August 30, 2019**, and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are *Luxury Furniture, Graphics and Display Rentals*. If these items are cancelled after **Friday, August 30, 2019** they will be billed at 100%.

AM I REQUIRED TO PAY IN ADVANCE FOR SERVICES, OR MAY I BRING A CHECK TO THE SHOW?

Full payment must be received for services requested before the order will be processed. If you choose to pay by check, a credit card is still required to be on file.

WHAT ARE MY OPTIONS FOR INBOUND SHIPPING?

- **Option 1: Advance Shipping** is sending your materials, up to 30 days prior to the event, to a designated warehouse which will store your freight and then deliver it directly to your booth space during **SES** move in. The advantage of sending your freight in advance is knowing it has arrived and will be delivered to your booth prior to your arrival.
- **Option 2: Direct Shipping** is sending your materials directly to show site during the designated move in times. There is some risk with direct shipping because it does not allow for errors by your inbound carrier. If there is a problem and your carrier does not arrive on time, there may not be enough time to resend your materials.

WHAT IS THE DIFFERENCE BETWEEN MATERIAL HANDLING & SHIPPING?

- **Material Handling** includes receiving, unloading your exhibit materials, storage for up to 30 days at the advance shipping location, delivery to your booth, handling of empty containers (removal from booth, stored, then returned to the booth at the close of the event) and removal of the material from your exhibit booth for reloading onto outbound carriers. This charge does not include the cost of shipping.
- **Shipping** is the means by which shipments are transported via carriers to and from the event location.

WHO IS THE PREFERRED CARRIER?

- **Superior Expo Solutions** is the preferred carrier for the show. **SES Solutions** offers a convenient, hassle free shipping service. If you would like to arrange for shipping or receive a quote from **SES Solutions** please call **972-271-7444**.

WHAT IS A BILL OF LADING?

- **Bill of Lading** is a type of document that is used to acknowledge the receipt of a shipment of goods. In addition to acknowledging the receipt of goods, a Bill of Lading indicates the particular vessel on which the goods have been placed, their intended destination, and the terms for transporting the shipment to its final destination. A Bill of Lading is mandatory for **SES** to release your materials to your specified carrier at the close of the event.

WHAT ARE MY CHOICES FOR SHIPPING AT THE CLOSE OF THE SHOW?

You may use any carrier of your choice; however, we suggest you use the preferred carrier, **SES Solutions**. It is your responsibility to contact and make all arrangements for any carrier other than the preferred carrier. **SES** cannot guarantee that other carriers will show up to pick up your shipment. We do not provide outside carrier shipping documents and/or labels.

WHAT ARE THE MOVE-OUT PROCEDURES?

A **SES** Bill of Lading is required on **ALL** outbound shipments. The Bill of Lading is available at the service desk. After your booth is packed, labeled and ready to be shipped, please return the completed Bill of Lading form to the service desk. If you are not using **SES**, our preferred carrier, you must call your designated carrier with pick up information. **If your carrier fails to show up, your shipment will be re-directed through SES Solutions and the discount rate will not apply.** A **SES** representative will be available at show site for further questions.

HOW DO I OBTAIN A COPY OF MY FINAL INVOICE?

To obtain a final invoice, usually available one week after the event closes, contact our **Exhibitor Service Department** at **972.271.7444**.



Credit Card Authorization

Full payment must be received for services requested before your order will be processed.
If you choose to pay by check, a credit card is still required to be on file.

*This form authorizes **SES** to charge to your credit card account the amount of your advance/show site orders, material handling charges, shipping costs, surcharges and any other additional amounts incurred as a result of show site orders placed by you or your company representative. Please complete the information requested below and return this form with your order.*


☐

☐

☐

Company: _____

Booth Number: _____

Cardholder Name: _____

Credit Card Number: _____

Expiration Date (MM/YYYY): _____

Phone Number: _____

Card Billing Address: _____

Fax Number: _____

City, State, ZIP code: _____

Email: _____

Authorized Signature: I, _____, agree to the conditions stated in this manual and the above paragraph.

Material Handling (<i>non-taxable</i>)	\$
Booth Package	\$
Display Tables & Accessories	\$
Carpet & Cleaning	\$
Pipe & Drape	\$
Floral	\$
Luxury Furniture	\$
Sign & Graphics	\$
Rental Units	\$
Add On	\$
Hanging Banner/Rigging	\$
In-Booth Forklift	\$
Cartload Service	\$
Vehicle Spotting Service	\$
Labor (<i>non-taxable</i>)	\$
TOTAL	\$
Sales Tax 8.25%	\$
GRAND TOTAL	\$

Discount Deadline:

Friday, August 30, 2019

- All prices include delivery, installation, rental charges for the duration of the show and removal at completion.
- Payment in full must accompany all orders by discount deadline date to receive the discount price. Orders received after this date will be charged the standard rate.
- Items cancelled on or prior to **Friday, August 30, 2019** will be refunded at 100%. Items cancelled after **Friday, August 30, 2019** and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are Luxury Furniture, Graphics and Display Rentals. If these items are cancelled Friday, August 30, 2019 they will be billed at 100%.

If paying by check, make payable to: Superior Expo Services

Mail order forms & full payment to: 10548 US Highway 80
Forney, TX 75126

Please reference the Show Name & Company Name

Email orders with full payment to: service@superior-expo.com

Fax orders with full payment to: 972.271.7888
Attn: Exhibitor Services

For any additional questions please feel free to email service@superior-expo.com or call us at 972.271.7444 or toll free 866.386.3976



Payment Policies

Full payment must be received for services requested before the order will be processed.
If you choose to pay by check, a credit card is still required to be on file.

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- All charges are subject to sales tax.
- Payment in full must accompany all orders by **Friday, August 30, 2019** to receive the discount price.
- Orders received after this date will be charged the standard rate.
- Items cancelled on or prior to **Friday, August 30, 2019** will be refunded at 100%. Items cancelled after **Friday, August 30, 2019**, and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are *Luxury Furniture, Graphics and Display Rentals*. If these items are cancelled after **Friday, August 30, 2019** they will be billed at 100%.

ADDING TAX TO YOUR ORDER

- Use the *Credit Card Authorization form* to help add up your order.
- Multiply the appropriate **8.25% Sales Tax** by the subtotal to arrive at the grand total.
- To be tax exempt you must be a government or non-profit organization. If you are eligible, please provide an exemption certificate when placing your order. A resale certificate is not acceptable, as we are not providing services to be resold.

PAYMENT OPTIONS

- **Online Ordering** – A link to the site, username and password will be emailed to you.
- **Payment by Email** – Email your order with full payment to: **service@superior-expo.com**
- **Payment by Fax** – Fax your order with full payment to: **972.271.7888 Attn: Exhibitor Services**
- **Payment by Mail** – Mail your order forms and full payment to:
Superior Expo Services
10548 US Highway 80
Forney, TX 75126
RE: [Pinnars Texas 2019](#)
- **SES** accepts MasterCard, Visa and American Express cards only.
- If a check is being submitted for payment, please attach with your order forms and mail to **Superior Expo Services**. If you choose to pay by check, a credit card is still required to be on file. All checks should be payable to: **Superior Expo Services**
- Orders will **NOT** be processed without full payment. Please complete the *Credit Card Authorization Form*.

ADVANCE ORDERS (DISCOUNT RATE)

Purchase orders may not be used in lieu of payment. **SES** will only accept purchase orders from Government and State Agencies. To process your order and receive advance prices, payment in full must accompany your order. Advance payment for material handling should be based on estimated weight. Advance payment for labor and other equipment rental services should be based on estimated installation and dismantling hours.

SHOW SITE ORDERS

All show site orders including labor and material handling are payable upon presentation of our invoice at the event. For your convenience, we accept Visa, MasterCard and American Express, as well as checks, Travelers checks and cash. Orders received after the deadline or made at the service desk during the event will be billed at standard prices. Services ordered at show site will not be processed without full payment.

THIRD PARTY ORDERS

If you have contracted work through a display/exhibit house and require the services of **SES**, the payment policies stated above apply. Please forward this information to the proper parties. The exhibiting firm is ultimately responsible for payment of charges incurred. In the event the named third party does not make payment upon presentation of the invoice at show site, such charges will be presented to the exhibiting firm for payment.

INTERNATIONAL EXHIBITORS

International exhibitors must pay for all services in US funds and must be drawn from a US bank. All charges must be paid in full prior to the close of the event by credit card, check or cash. Wire transfers must include a \$20 (US) transfer fee.

MATERIAL HANDLING/LABOR ORDERS/RIGGING ORDERS/FORKLIFT, ETC.

If you are shipping freight to our warehouse or to show site and/or are ordering labor for installation or dismantling and/or rigging, you must complete the *Credit Card Authorization form*. Our services will not be performed unless we have a credit card authorization form on file. If you require rigging or dismantling labor on move out, charges will be applied to your credit card.

Limits & Liability

RESPONSIBILITY FOR LABOR

- **SES**, its subcontractors, and Show Management shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
- **SES**, its subcontractors, and Show Management shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by **SES** or its subcontractors, except when such laborers are working for or operating equipment under the direct supervision of a supervisor designated by **SES** or its subcontractors.
- **SES**, its subcontractors, and Show Management shall not be liable to any extent for any actual potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.
- Claims for loss, injury or damage, which are not submitted in writing to **SES** within thirty (30) days after the close of the event, at which the loss, injury, or damage occurred, shall be considered waived. No suit or action shall be brought against **SES** or its subcontractors more than one year after the accrual of the action.
- **SES** will not be responsible for improper packing of exhibitor materials and products or incorrect labeling if working under the supervision of the exhibitor.
- **SES** will not be responsible for improperly packed or concealed damages to exhibit.
- The placing of an order for the services of laborers and the use of equipment by an exhibitor, or any agent of the exhibitor, shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth.

MATERIAL HANDLING

- **SES**, its subcontractors, and Show Management shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
- **SES**, its subcontractors, and Show Management shall not responsible for loss, injury or damage caused by laborers or equipment furnished by **SES** or its subcontractors, except when such laborers are working for or operating equipment under the direct supervision of a supervisor designated by **SES** or its subcontractors.
- **SES**, its subcontractors, and Show Management shall not be liable to any extent for any actual potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.
- Claims for loss, injury or damage, which are not submitted in writing to **SES** within thirty (30) days after the close of the event, at which the loss, injury, or damage occurred, shall be considered waived. No suite or action shall be brought against **SES** or its subcontractors more than one year after the accrual of the action.
- **SES** will not be responsible for improper packing of exhibitor materials and products or incorrect labeling if working under the supervision of the exhibitor.
- **SES** will not be responsible for improperly packed or concealed damages to exhibit.
- The placing of an order for the services of laborers and the use of equipment by an exhibitor, or any agent of the exhibitor shall be construed as acceptance by such exhibitor or agent of terms and conditions set forth.

CERTIFIED WEIGHT TICKETS

- In the event that no weight tickets or inaccurate weight tickets are indicated on the delivery documents presented, **SES** shall estimate the weight or re-weigh, and charges shall be based upon the estimates. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the close of the show. All shipments received at the warehouse and show site are subject to re-weight.

EMPTY REMOVAL INSTRUCTIONS

- All exhibitors must have all crates tagged for empty space storage by 2 hours prior to the end of Exhibitor move-in. Exhibitors will be subject to a surcharge of up to 20% of the total freight invoice if crates are not tagged for removal by the set deadline.
- **Any shipments not handled by SES, but for which SES is required to handle storage of the empty shipping containers, a charge of \$50 per crate, case, box or carton will be assessed.**



Limits & Liability (continued)

PAYMENT TERMS

- In order for us to process your order for services and materials listed in this Exhibitor Service Manual, we must have a signed *Credit Card Authorization form* with credit card information or full payment in advance. Invoices for outstanding balances will be prepared at the service desk for review and payment.
- Advance payments will be indicated and any balance due must be paid in full by credit card, check or cash.
- **All inquiries must be resolved and completed before you leave the event.**

ORDERS, QUESTIONS & ADJUSTMENTS

- Orders by telephone will not be accepted.
- All advance orders, discounted to your advantage, must be paid-in-full at the time the order is placed.
- Orders received without payment will not be processed. Payment for all show site orders will be due and payable upon presentation of our invoice at the show.
- Services ordered at show site will not be processed without full payment.
- The availability of furnishings at show site can, on occasion, be limited and for that reason cannot be guaranteed. It is recommended that you place your order in advance if possible.
- Any discrepancy in items ordered and items received, or any complaint or question concerning service, must be reported to **SES** immediately. Issues will be resolved and/or any valid adjustments will be made at that time and approved by the **SES** supervisor in charge. **Credits and adjustments will not be made on information received after the show.**
- Items cancelled on or prior to **Friday, August 30, 2019** will be refunded at 100%. Items cancelled after **Friday, August 30, 2019**, and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are *Luxury Furniture, Graphics and Display Rental*. If these items are cancelled after **Friday, August 30, 2019** they will be billed at 100%.

Shipping Instructions

ADVANCE SHIPMENTS TO WAREHOUSE

- Shipments may be sent to the advance warehouse up to thirty (30) days prior to **Friday, September 6, 2019**. Shipments must arrive by **Friday, September 6, 2019**, by 3:30 pm. No shipments will be received at the warehouse on weekends or holidays.
- Shipments arriving at the warehouse after **Friday, September 6, 2019**, will be charged a late warehouse fee of \$150 in addition to any other charges incurred.

DIRECT SHIPPING TO SHOW SITE

- Shipments must arrive no sooner than **Wednesday, September 11, 2019**. If shipments arrive before this date they may be refused.
- Shipments will be received during the designated move-in periods, as well as throughout the event. (*See Event Information page*).
- As an exhibitor, it is your responsibility to instruct your carrier of the proper date for direct deliveries to show site.
- Weight tickets or Bills of Lading indicating weight must accompany freight delivery. The driver's signature on the show site receiving report will verify the total count and weight.

ALL SHIPMENTS

- All shipments must be **PREPAID**. Collect shipments may be **REFUSED**.
- Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills from carriers will be delivered to the exhibitor's booth without guarantee of piece count or condition. Material handling and additional surcharges may apply.
- No liability will be assumed by **SES** for these shipments.

OUTBOUND SHIPMENTS

- A **SES** Bill of Lading is required on **ALL** outbound shipments.
A Bill of Lading is a type of document that is used to acknowledge the receipt of a shipment of goods. In addition to acknowledging the receipt of goods, a Bill of Lading indicates the particular vessel on which the goods have been placed, their intended destination, and the terms for transporting the shipment to its final destination. A Bill of Lading is mandatory for **SES** to release your materials to your specified carrier at the close of the event. Freight left on the show floor without a Bill of Lading will result in an additional fee.
- Your **SES** Bill of Lading will be available for verification and signature at the **SES** Service Desk located at show site.
- After your booth is packed, labeled and ready to be shipped, please return the completed Bill of Lading form to the Service Desk.
- Please duplicate form for split shipments (one form for each location or one for each carrier).
- The *Credit Card Authorization* form **MUST** be provided when submitting this form.
- If your carrier fails to show up, your shipment will be re-directed through **SES Solutions** and the discount rate will not apply.
- It is **YOUR** responsibility to contact and make all arrangements for any other carrier than the preferred carrier, **SES Solutions**.
- If using an alternate carrier please provide **SES** with shipping documents and/or labels as well as this form.
- SES** reserves the right to re-direct any outgoing shipment via an alternate carrier in the event the requested carrier fails to pick up the shipment by the established carrier check-in deadline.



SUPERIOR
EXPO
SOLUTIONS

Superior Expo Solutions is the official show carrier for the

Pinners Texas 2019

Kay Bailey Hutchison Convention Center

September 13-14, 2019

Superior Expo Solutions offers competitive solutions for all of your logistics needs.

- ✓ Round trip ground transportation & material handling services
- ✓ Pick-up and transportation from point of origin to either advance warehouse or show site
 - ✓ Pre-printed shipping labels
 - ✓ SAVE 15% on material handling when using *Superior Expo Solutions* roundtrip
- ✓ Consolidated invoicing for material handling and shipping charges
 - ✓ Managed transportation to and from the show floor
 - ✓ On-site customer support

For questions please free to email us at service@superior-expo.com or call 972.271.7444



Shipping (continued)

SUPERIOR EXPO SOLUTIONS – SHIPPING QUOTE FORM			
Company Name:		Booth #:	
Contact Name:		Phone #:	
E-mail Address:			
INBOUND – PICK UP LOCATION INFORMATION			
Requested Pick Up Date:			
Company:			
Street Address:			
City, State:			
SHIP TO			
<input type="checkbox"/> I will be shipping to the Advance Warehouse Superior Expo Services 10548 W. US Hwy 80 Forney, TX 75126 Advance Warehouse Deadline: <u>Friday, September 6, 2019</u>	<input type="checkbox"/> I will be shipping Direct to Show Site <u>Kay Bailey Hutchison Convention Center</u> <u>650 S. Griffin Street</u> <u>Dallas, TX 75202</u> Delivery Date: <u>Wednesday, September 11, 2019</u>		
OUTBOUND SHIPPING			
<input type="checkbox"/> I would like to schedule <i>Outbound Transportation</i> . Please provide me with a <i>Material Handling Agreement</i> at show site for my shipping instructions and signature. So we may deliver your <i>Outbound Material Agreement</i> and labels, please complete the following information <i>if different from pick up address</i> :			

Company: _____

City, State, ZIP Code: _____

Street Address: _____

Number of Labels: ☐

Type of Service	Number Of Pieces	Description of Articles, Special Marks and Exceptions	Dimensions in Inches			Estimated Weight (lbs.) Subject to Correction *
<input type="checkbox"/> Standard Ground		Crates Exhibition Material, K.D. (wooden)	L x	W x	H	
<input type="checkbox"/> Expedited Ground		Cartons (cardboard)	L x	W x	H	
		Trunks/Cases (fiber) (color) _____	L x	W x	H	
<input type="checkbox"/> Next Day		Skids/Pallets	L x	W x	H	
		Carpet (color) _____	L x	W x	H	
<input type="checkbox"/> Other		Other _____	L x	W x	H	

☐ Liftgate Needed Hours of Operation: _____

* Final Weight Subject to Correct Weight & Dimensions

A representative from Superior Expo Solutions will contact you to confirm receipt of order and finalize details.

ADVANCE WAREHOUSE LABEL



Pinners Texas 2019

**EXHIBIT MATERIALS
MUST be received by
Friday, September 6, 2019
Between 8:30 AM – 5:00 PM**

To: (Exhibiting Company Name) _____

**Superior Expo Services
10548 W. US Hwy 80
Forney, TX 75126**

WAREHOUSE

Booth # (s): _____ **Number of Pieces:** _____

Carrier: _____

DIRECT TO SHOW SITE LABEL



Pinners Texas 2019

**EXHIBIT MATERIALS
To arrive NO SOONER than
Wednesday, September 11, 2019**

To: (Exhibiting Company Name) _____

**Kay Bailey Hutchison Convention Center
C/O Superior Expo Services
650 S. Griffin Street
Dallas, TX 75202**

SHOW SITE

Booth # (s): _____ **Number of Pieces:** _____

Carrier: _____

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLEASE PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.



Material Handling FAQ's

SES has the responsibility of receiving and handling all exhibit materials, empty materials and empty crates. It is our responsibility to manage docks and schedule vehicles for the smooth and efficient move in/out of the event. SES will not be responsible, however, for any materials they do not handle. SES will have complete control of the loading docks at all times. If you wish to unload or load, you must report to the SES Freight Desk. Do not proceed to docks until told to do so.

WHAT IS MATERIAL HANDLING?

Material handling includes receiving, unloading your exhibit materials, storage for up to 30 days at the advance shipping location, delivery to your booth, handling of empty containers (removal from booth, stored, then returned to the booth at the close of the event) and removal of the material from your exhibit booth for reloading onto outbound carriers. This charge does not include the cost of shipping. Please refer to the *Shipping Information* page of this manual for further information.

WHAT ARE CRATED SHIPMENTS?

Crated shipments are packed in any type of shipping container that can be unloaded at the dock and delivered without additional handling. **Crated containers include: crates, fiber cases, and properly packed skids.**

WHAT ARE SPECIAL HANDLING SHIPMENTS?

- **Mixed Shipments** - Includes a mix of both crated and uncrated materials
- **Ground Loading/Unloading** - Special handling charges will apply to shipments that arrive in vehicles that are not dock height, such as u-hauls, flatbed trailers, double drop trailers, etc.
- **Stacked Shipments** - Shipments that require multiple items to be moved or removed for delivery to booth (i.e. loose items stacked on top of crates and/or pallets).
- **Piece Loading/Unloading** - Drivers who require multiple pieces to be moved to the rear of the trailer in order to select the next piece, or having to remove the freight from the trailer to re-fit in sequence.
- **No Documentation** - Shipments that arrive from a carrier without a *Bill of Lading*, which requires additional time and labor to process.
- **Excess of Small Shipments** - 10 or more loose pieces that are not palletized or crated.
- **Uncrated Shipments** - Indicates a shipment that is shipped loose or pad-wrapped, and/or un-skidded machinery without proper lifting tools.

HOW IS STRAIGHT TIME/OVERTIME DETERMINED?

Straight Time – Monday – Friday, 8:00 am to 4:30 pm

Overtime – All other times, Saturday, Sunday and holidays

- **ST/OT or OT/ST:** If freight will be handled one way on straight time and one way on overtime, either into the event or out of the event.
- **OT/OT:** If freight will be handled on overtime into the event and out of the event.

Overtime charges are assessed when SES has been granted access to the facility during overtime, per the contractual agreement with Show Management and the facility. This includes warehouse shipments.

HOW DO I CALCULATE MY MATERIAL HANDLING CHARGES?

Charges will be based on the weight of your inbound shipment. Each shipment received is considered separate. The shipment weight will be rounded up to the next 100 lbs. Each 100 lbs. is considered one **cwt** (hundred weight). There is a 200 lb. minimum charge for each shipment. Please refer to the *Material Handling Rate Sheet* for event prices.

Calculate Total CWT (Enter in increments of 10 lbs. only; make sure to round up to the next 100 lbs.)

Example below is based on the published rate:

350 lbs. (rounded to the next 100) divided by 100 = 4 Total CWT

4 CWT x \$72.00 = Material Handling Charge \$288.00

WHAT IS THE MOST COST EFFECTIVE WAY TO SEND SHIPMENTS?

The most cost-effective way to send your shipment is to consolidate and shrink wrap your shipments into one. If your shipment is broken up and delivered in multiple shipments, you will be charged per shipment. Please advise your carrier to deliver as one (1) shipment. Below is an example for an advance to warehouse shipment using the published rate: **\$72.00**

If sending 4 Separate Shipments:

1st shipment @ 41 lbs. = **\$144.00** (200 lbs. minimum)
 2nd shipment @ 44 lbs. = **\$144.00** (200 lbs. minimum)
 3rd shipment @ 52 lbs. = **\$144.00** (200 lbs. minimum)
 4th shipment @ 60 lbs. = **\$144.00** (200 lbs. minimum)

If sending 1 Consolidated Shipment:

1 shipment (4 pieces) @ **197 lbs. = \$144.00** (200 lbs. minimum)



Material Handling Charges Include:

Material handling is the process of receiving your materials, either at the warehouse in advance of the show or at show site during move-in; delivering them to your booth; removing empty containers for storage during the show; returning the empty containers to your booth after the show; delivering your materials back to the dock; and loading for outbound shipping. Charges are determined by weight and ease of handling.

Advance Shipments to Warehouse

- The advance warehouse will begin receiving shipments 30 days prior to: **Friday, September 6, 2019**
- All materials shipped advance to the warehouse **MUST ARRIVE BY: Friday, September 6, 2019**
- Any shipment arriving after this date will be charged a late to warehouse fee of **\$150** in addition to any other charges incurred.
- Warehouse receiving hours are **Monday – Friday, 8:30 am – 5:00 pm**. Any shipment delivered after hours or on weekends may be refused.
- **Small Packages:** Cartons under 35 lbs. (received in a single shipment) will be charged **\$45** for the 1st package and **\$20** per package thereafter within the same shipment.
- Shipments will be weighed. Pricing is based on actual weight of shipment.

Direct Shipments to Show Site

- All materials shipped direct to show site **MUST ARRIVE NO SOONER THAN: Wednesday, September 11, 2019**
- Any shipments arriving prior to the above date may be refused.
- Shipments will be received during the move in periods and throughout the event.
- **Small Packages:** Cartons under 35 lbs. (received in a single shipment) will be charged **\$45** for the 1st package and **\$20** per package thereafter (per shipment) within the same shipment.
- Shipments will be weighed. Pricing is based on actual weight of shipment. Charges will not be billed until freight is received.

Overtime

- *Overtime charges* are assessed when **SES** has been granted initial access to the facility during overtime, per the contractual agreement between Show Management and the facility.
- Driver check in time does not guarantee *straight time* rates.
- *Overtime rate* is applied to all shipments loaded or unloaded on Saturday, Sunday, holidays, and any time other than **8:00 am – 4:30 pm, Monday through Friday**.
- Overtime charges are assessed if shipment is moved into or out of show site on overtime due to scheduling.

Rates below based on Published Event Move-In & Move-Out Schedule (OT Rates may apply - See Overtime above.)

RATE CLASSIFICATIONS:	Price per CWT	200 lbs. Minimum
Warehouse Shipment (200 lbs. minimum)		
Crated or skidded shipment	\$72.00	\$144.00
Special handling	\$90.00	\$180.00
Show Site Shipment (200 lbs. minimum)		
Crated or skidded shipment	\$82.00	\$164.00
Special handling	\$97.00	\$194.00
Small Package (Maximum weight 35 lbs. per shipment)		
First carton	\$45.00	--
Each additional carton	\$20.00	--
ADDITIONAL SURCHARGES:		
Overtime Charge –Move-In or Move-Out (in addition to above rates)		
Crated or skidded shipment	\$15.25	\$30.50
Special handling shipment	\$19.06	\$38.12
Overtime Charge – Move-In and Move-Out (in addition to above rates)		
Crated or skidded shipment	\$30.50	\$61.00
Special handling shipment	\$38.12	\$76.24
Late to Warehouse		
Freight arriving after Friday, September 6, 2019	\$150.00 per shipment	
Back to Warehouse (in addition to above rates)		
Per 100 lbs. (200 lbs. minimum)	\$200.00	\$400.00

A credit card **MUST** be on file for all material handling, shipping inbound and/or outbound to event.



Display Tables & Accessories Order Form

Discount Deadline: **Friday, August 30, 2019**

Company:		Contact Name:	
Address:		City, State:	Zip Code:
Phone Number:		Fax Number:	Booth Number:
Email:			

Skirted Display Tables 30" high (topped in white vinyl)				
QTY	Item Description	Discount	Standard	Total
	4' L x 24" W x 30" H	\$84.50	\$102.75	\$
	6' L x 24" W x 30" H	\$103.00	\$124.25	\$
	4th Side Skirt 6'	\$39.00	\$48.50	\$
	Table Skirt Only 6'	\$61.75	\$77.25	\$
	8' L x 24" W x 30" H	\$119.50	\$144.25	\$
	4th Side Skirt 8'	\$39.00	\$48.50	\$
	Table Skirt Only 8'	\$61.75	\$77.25	\$
Skirted Display Tables 42" high (topped in white vinyl)				
	4' L x 24" W x 42" H	\$114.25	\$143.00	\$
	6' L x 24" W x 42" H	\$129.50	\$161.75	\$
	4th Side Skirt 6'	\$39.00	\$48.50	\$
	Table Skirt Only 6'	\$61.75	\$77.25	\$
	8' L x 24" W x 42" H	\$148.75	\$186.50	\$
	4th Side Skirt 8'	\$39.00	\$48.50	\$
	Table Skirt Only 8'	\$61.75	\$77.25	\$
Unskirted Display Tables 30" high (topped in white vinyl)				
	4' L x 24" W x 30" H	\$49.50	\$61.50	\$
	6' L x 24" W x 30" H	\$61.00	\$76.25	\$
	8' L x 24" W x 30" H	\$72.50	\$89.50	\$
Unskirted Display Tables 42" high (topped in white vinyl)				
	4' L x 24" W x 42" H	\$70.25	\$85.50	\$
	6' L x 24" W x 42" H	\$81.00	\$100.50	\$
	8' L x 24" W x 42" H	\$87.50	\$109.75	\$
Unskirted Specialty Tables 30" in Diameter				
	Café Table 30" H	\$67.75	\$81.25	\$
	Cocktail Table 42" H	\$86.25	\$103.50	\$
Table Risers (covered with white vinyl)				
	4' L x 12" W x 12" H	\$50.75	\$63.50	\$
	6' L x 12" W x 12" H	\$61.25	\$76.75	\$
	8' L x 12" W x 12" H	\$72.00	\$90.25	\$

Chairs				
QTY	Item Description	Discount	Standard	Total
	Side Chair	\$46.00	\$57.25	\$
	Modular High Stool Gray Fabric – 29" Tall	\$73.25	\$91.50	\$
	Padded Chair	\$65.00	\$81.00	\$
Pegboards, Tack Boards & Grid Wall				
	Pegboard 4' x 8' Horizontal	\$183.25	\$229.25	\$
	Pegboard 8' x 4' Vertical	\$183.25	\$229.25	\$
	Tack Board 4' x 8' Horizontal	\$164.50	\$197.50	\$
	Tack Board 8' x 4' Vertical	\$164.50	\$197.50	\$
	Grid Wall 2' x 8'	\$61.00	\$76.25	\$
Bag, Literature & Garment Racks				
	Bag Rack	\$86.50	\$108.25	\$
	Literature Rack	\$95.25	\$116.50	\$
	Clothes Rack	\$86.50	\$108.25	\$
	Garment Rack – 2 Arm (Water Fall)	\$86.50	\$108.25	\$
	Garment Rack – 4 Arm (Water Fall)	\$86.50	\$108.25	\$
Additional Accessories				
	Easel	\$28.00	\$34.75	\$
	Fish Bowl	\$26.50	\$32.00	\$
	Wastebasket	\$14.75	\$17.50	\$
	Arm Light	\$56.75	\$70.50	\$
	Floor Lamp	\$45.00	\$80.00	\$
	Table Light	\$65.00	\$90.00	\$

Event Colors are: **Black**

Red	White	Rose	Forest Green
Plum	Silver	Royal Blue	Champagne
Black	Lime Green	Gold	Burgundy
Teal			

Total	+	Sales Tax 8.25%	=	Grand Total
\$	+	\$	=	\$

ORDER POLICY

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- Payment in full must accompany all orders by **Friday, August 30, 2019** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Friday, August 30, 2019** will be refunded at 100%. Items cancelled after **Friday, August 30, 2019** and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are *Luxury Furniture, Graphics and Display Rentals*. If these items are cancelled after **Friday, August 30, 2019** they will be billed at 100%.

CORT®

TRADE SHOW FURNISHINGS

Product Guide



Featuring:

- POWERED Collections
- Modular Seating
- Executive Seating
- Communal Tables
- Barstools

© 2017 CORT. A Berkshire Hathaway Company.



Power Up In Style.

Denotes Powered Products



ROMA



CHRPWR Chair, Powered
(white vinyl) 37"L 31"D 33"H



ROMA



SFAPWR Sofa, Powered
(white vinyl) 78"L 31"D 33"H



Powered Seating

Empower attendees at your next show with functional charging furniture from CORT and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities. Charging adapters are available to rent for all powered products.



POWERED
DETAIL

Powered Seating

Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.



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

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

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

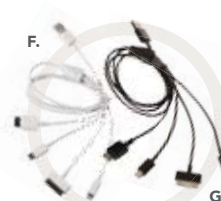
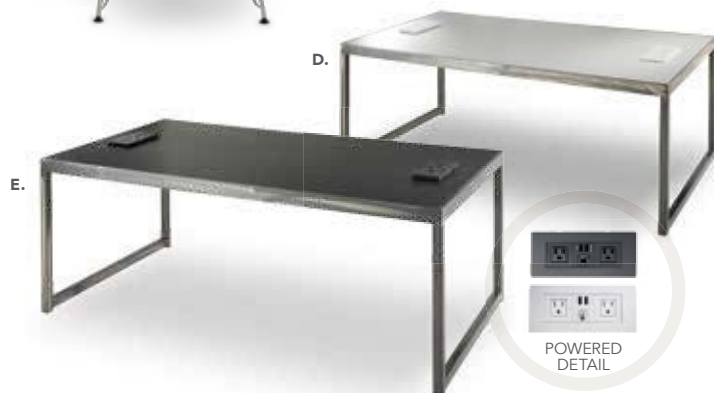
Powered Tables



C.



B.



Ventura Powered Tables

A) VNTWHT Bar
(white top)
72.25"L 26.25"D 42"H

B) VNTBLK Bar
(black top)
72.25"L 26.25"D 42"H

G30 Powered Tables

C) G30DWP Café
(white top)
72"L 26"D 30"H

Sydney Powered Cocktail Tables

D) C1WP
(white, brushed steel)
48"L 26"D 18"H

E) C1YP
(black, brushed steel)
48"L 26"D 18"H

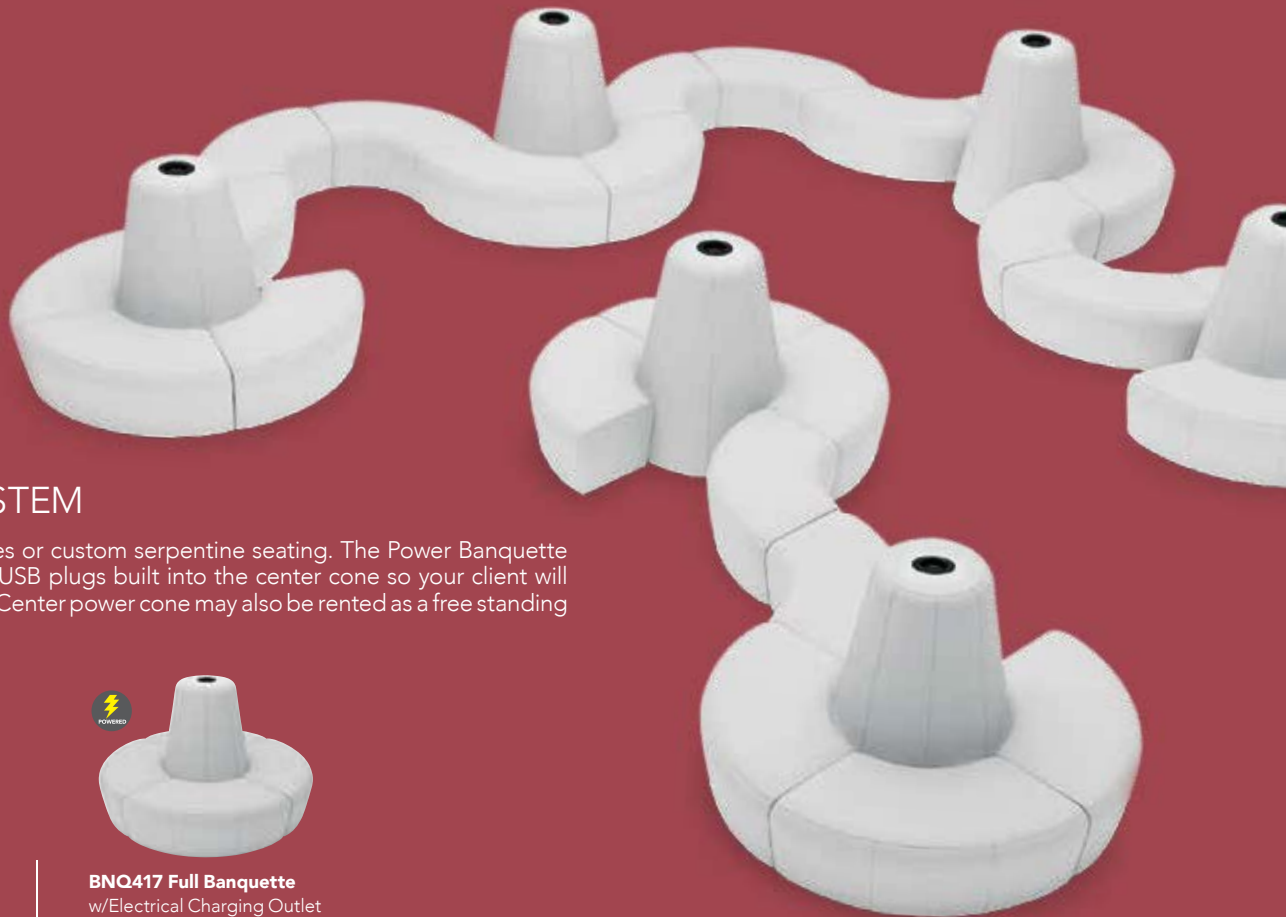
Charging Adapters

F) ADAPT W (white)
G) ADAPT B (black)

Charging adapters are available to rent for all powered products.

Powered Banquettes.

Denotes Powered Products



MODULAR SYSTEM

Create round banquettes or custom serpentine seating. The Power Banquette system has 3 AC and 2 USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free standing charging station.



BNQTL7 Center Cone
w/Electrical Charging Outlet
(white vinyl)
38" RND 51"H



BNQ417 Full Banquette
w/Electrical Charging Outlet
(white vinyl)
72" RND 51"H



BNQR17 Ottoman Ring
(4 ottoman seats)
(white vinyl)
72" RND 18"H



BNQ7 Quarter Curve Ottoman
(white vinyl)
53"L 22"D 18"H




WHT12 Half Bench Ottoman
(white vinyl)
39"L 22"D 18"H



Detail of Electrical
Charging Outlet

Powered Pedestals

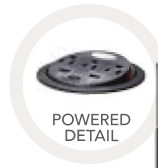
 Denotes AC and USB charging outlets

Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.



POWERED
DETAIL

A. | B. 



POWERED
DETAIL

C. | D. 



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

Powered Locking Pedestal

A) PDL36W (white)

24"L 24"D 36"H

B) PDL42W (white)

24"L 24"D 42"H

C) PDL36B (black)

24"L 24"D 36"H

D) PDL42B (black)

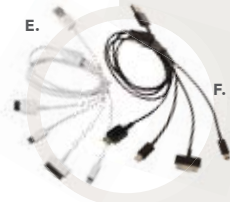
24"L 24"D 42"H

Charging Adapters

E) ADAPTW (white)

F) ADAPT B (black)


Charging adapters are available to rent for all powered products.



E.

F.

Powered Tech Desk

 Denotes AC and USB charging outlets

A. 



POWERED
DETAIL

B. 



C.



A) TECH3B Tech Desk, Powered w/3 Drawer File Cabinet

(black metal, laminate)

60"L 30"D 30"H

B) TECH Tech Desk, Powered

(black metal, laminate)

60"L 30"D 30"H

C) TECH3 3 Drawer File Cabinet on Castors

(black metal, laminate)

16"L 20"D 28"H

Charging Adapter

D) ADAPT B (black)

Charging adapters are available to rent for all powered products.



D.

Soft Seating

Create Engaging Booth Environments

HOPI

(gray linen)

HOPCH, Chair

21"L 25"D 34"H

HOPLV, Loveseat

48"L 25"D 34"H

PEDESTAL

PDL42W

Powered Locking

(white)

24"L 24"D 42"H

CAFÉ TABLE

30WHHC

Hydraulic Chrome Base

(lamine white top)

30"Round 29"H

REGIS

REGOTT End Table

(brushed metal)

16"L 15.5"D 16.5"H

MARCHE

MAR010 Swivel Ottoman

(blue fabric)

17"RND 18"H



Soft Seating Collections

Available in Power 

A.



B.



BAJA

A) BCHWHT Chair

(white vinyl)
36"L 30.5"D 28"H

B) BLVWHT Loveseat

(white vinyl)
61"L 30.5"D 28"H

A.



B.



FAIRFAX

A) FAIRSW Sofa

(white vinyl, brushed metal)
62"L 26"D 30"H

B) FAIRCW Chair

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

A.



B.



C.



NAPLES

A) NPLCHR Chair

(black vinyl)
36"L 30"D 33.25"H
NPLCHP (Powered)

B) NPLSOF Sofa

(black vinyl)
87"L 30"D 33.25"H
NPLSOP (Powered)

C) NPLLOV Loveseat

(black vinyl)
62"L 30"D 33.25"H
NPLLOP (Powered)

Munich Collection

Modular Seating to Design Custom Exhibits



MUNICH

MNCHSC Sectional 3pc.
(gray fabric)
93.5" L 27" D 28.5" H

SILVERADO

C1E Cocktail Table
(glass, chrome)
36" Round 17" H



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



MNCHCC Munich Corner Chair
(gray fabric)
26" L 27" D 28.5" H



MNCHLV Munich Armless Loveseat
(gray fabric)
45" L 27" D 28.5" H

Soft Seating Collections



A.



B.



A.



B.



C.



A.



B.



C.



A.

B.

C.

ALLEGRO

A) CHR002 Chair

(blue fabric)

36"L 34.5"D 30"H

B) SFA002 Sofa

(blue fabric)

73"L 34.5"D 30"H

TANGIERS

A) TANSOF Sofa

(beige textured)

78"L 37"D 36"H

B) TANCHR Chair

(beige textured)

34"L 37"D 36"H

C) TANLOV Loveseat

(beige textured)

57.5"L 37"D 37"H

KEY LARGO

A) KEYCHR Chair

(black fabric)

35"L 35"D 34"H

B) KEYLOV Loveseat

(black fabric)

57"L 35"D 34"H

C) KEYSOF Sofa

(black fabric)

79"L 35"D 34"H

SOUTH BEACH

A) SO1 Sofa

(platinum suede)

69"L 29"D 33"H

B) OTS Ottoman

(platinum suede)

25"L 31"D 18"H

C) SO2

Sofa Sectional 3pc.

(platinum suede)

152"L 40"D 33"H

Accent Chairs



SWANSON

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

KEY WEST

OCB Chair
(black)
31"L 31"D 31"H



MADDEN

MADGRY Arm Chair
(light gray vinyl)
27"L 32"D 33"H



Accent Chairs



A.



B.



C.

**A) BCW
Madrid Chair**
(white vinyl)
30"L 30"D 31"H

**B) OCH
Madrid Chair**
(black vinyl)
30"L 30"D 31"H

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

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

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

F) HOPCH, Chair
(gray linen)
21"L 25"D 34"H



D.



E.



F.

Meeting & Stage Chairs



A.



B.



C.

Meeting Chair
25.5"L 23.5"D 34"H

A) OCMESP (espresso vinyl)
B) OCMTAU (taupe fabric)
C) OCMWHT (white vinyl)

ZENITH

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

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



LAGUNA

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

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



MALBA

MALGRY Chair
(gray)
20"L 20"D 32"H



MALBA

MALGRN Chair
(green)
20"L 20"D 32"H



Group Seating

Styles & Shapes



Berlin Chair
18"L 22"D 32"H
A) CS8 (black, white)
B) CS9 (red, white)

C) CS4
Syntax Chair
(black, chrome)
23"L 19"D 32.25"H

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

E) CH002
Wendy Chair
(clear acrylic)
15"L 20"D 36"H

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

G) SC3
Brewer Chair
(onyx, black)
20"L 20"D 32"H

H) XC6
Altura Guest Chair
(black crepe)
25"L 20"D 34"H

Mix & Match

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

I) RSTDIN Rustique Chair w/arms (gunmetal) 20"L 18"D 31"H
J) DUET Duet Chair (black, chrome) 21"L 23"D 33"H





VIBE CUBE

18"L 18"D 18"H

- A) VIB09 (white vinyl)
- B) VIB10 (black vinyl)
- C) VIB11 (steel blue vinyl)
- D) VIB13 (purple vinyl)
- E) VIB12 (silver vinyl)
- F) VIB07 (beige vinyl)
- G) VIB04 (red vinyl)
- H) VIB06 (gold/bronze vinyl)
- I) VIB01 (green vinyl)
- J) VIB03 (pink vinyl)
- K) VIB05 (yellow vinyl)
- L) VIB02 (blue vinyl)
- M) VIB08 (orange vinyl)

Ottomans

Styles & Shapes



C.



F.



I.



L.



O.



A.



D.



G.



J.



M.



P.



B.



E.



H.



K.



N.



Q.

Beverly Bench

60"L 20"D 18"H

- A) BVLYWH (white vinyl)
- B) BVLYBK (black vinyl)
- C) BVLYGR (gray fabric)
- D) BVLYRD (red fabric)
- E) BVLYOB (ocean blue fabric)
- F) BVLYLN (linen fabric)
- G) BVLYBN (brown fabric)

H) WHT12 Half Bench

(white vinyl)

39"L 22"D 18"H

ENDLESS Square

34"L 34"D 15"H

I) END02B (black)

J) END02W (white)

ENDLESS Curved

60.5"L 37.5"D 15"H

K) END01B (black)

L) END01W (white)

M) BNQ7 Quarter Curve

(white vinyl)

53"L 22"D 18"H

N) BNQR17 Ring

(4 ottoman seats)

(white vinyl)

72"RND 18"H

O) SAL Sally Stool

(white)

12" Round 17"H

P) CUBL20 Edge

LED Cube

(white plastic)

20"L 20"D 20"H

A/C power only

Q) REGBEN

Regis Bench

(brushed metal)

47"L 15.5"D 16"H

Marche Swivel



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.

Marche Swivel Ottomans

17"RND 18"H

A) MAR001 (white vinyl)

B) MAR005 (red fabric)

C) MAR009

(pear yellow fabric)

D) MAR007 (plum fabric)

E) MAR010 (blue fabric)

F) MAR002 (gray fabric)

G) MAR006

(rose quartz fabric)

H) MAR003 (linen fabric)

I) MAR004

(raspberry fabric)

J) MAR008

(meadow green fabric)

Accent Tables

ALONDRA

Cocktail Table

47"L 24"D 16"H

- A) ALC100 (glass, chrome)
B) ALC200 (wood, chrome)



B.



C.



D.



ALONDRA

End Table

20"L 20"D 20"H

- C) ALE100 (glass, chrome)
D) ALE200 (wood, chrome)

GEO

Cocktail Table

50"L 22"D 16"H

- A) C1C (glass, chrome)
B) C1FWB (wood, black)



B.



C.



D.




GEO

End Table

26"L 26"D 20"H

- C) E1C (glass, chrome)
D) E1FWB (wood, black)

Styles & Shapes

Available in Power 



SYDNEY

(brushed steel)

Cocktail Tables

48"L 26"D 18"H

A) C1W (white)

C1WP (Powered)

B) C1Y (black)

C1YP (Powered)

End Tables

27"L 23"D 22"H

C) E1W (white)

D) E1Y (black)

REGIS

(brushed metal)

E) REGBEN Bench Table

47"L 15.5"D 16"H

F) REGOTT End Table

16"L 15.5"D 16.5"H

SILVERADO

(glass, chrome)

G) E1E End Table

24" Round 22"H

H) C1E Cocktail Table

36" Round 17"H

OLIVER

(walnut finish)

I) EOLI End Table

22" Round 22"H

J) COLI Cocktail Table

47"L 27"D 19"H

RUSTIC

(wood)

K) ETBL E-Table

21"L 15.5"D 27.5"H

L) TMBTBL Timber Table

16" Round 17"H

M) AURA

Aura Round Table

(white metal)

15" Round 22"H

N) CUBTBL Edge LED

Cube Table

(plexi top, white plastic)

20"L 20"D 20"H

A/C power only

Café Tables



A) 30MAHC Madison Hydraulic Café Table

(chrome base, gray acajou top)
30" RND 29"H

B) MALGRN Malba Chair

(green)
20"L 20"D 32"H



30" Round Café Tables

Standard Black Base

30" Round 29"H

A) ZTH (liquid steel blue top)

B) ZTB (red top)

Hydraulic Chrome Base

30" Round 29"H

C) 30WHHC (white laminate top)

D) 30STHC (silver textured)

E) CS4 Syntax Chair

(black, chrome)

23"L 19"D 32.25"H

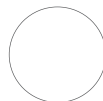


Customize And Create

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



MAPLE



WHITE LAMINATE



SILVER TEXTURED



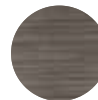
GRAPHITE NEBULA



LIQUID STEEL BLUE



RED



MADISON/GRAY ACAJOU



A.



B. | G.



C. | H.



D. | F.



E.



I.



J. | N.



K. | O.



L.



M.

Café Tables

Standard Black Base

30" Round 29"H

A) ZTG (silver textured)

B) ZTJ (graphite nebula)

C) ZTK (maple)

D) 30WH29 (white laminate)

E) ZTA (Madison/
gray acajou)

36" Round 29"H

F) ZTQ (white laminate)

G) ZTN (graphite nebula)

H) ZTP (maple)

Café Tables

Hydraulic Chrome Base

30" Round 29"H

I) 30SBHC (liquid steel blue)

J) 30GRHC (graphite nebula)

K) 30MTHC (maple)

L) 30BRHC (red)

36" Round 29"H

M) 36WTHC (white laminate)

N) 36GRHC (graphite nebula)

O) 36MTHC (maple)

Mix & Match

Create the ultimate look. Choose from a wide variety of colorful Group Seating for the perfect style.

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

B) DUET Duet Chair (black, chrome) 21"L 23"D 33"H



Bar Tables



A) 30WHHB
30" Round Bar Table
 (white laminate top, chrome hydraulic base)
 30"RND 45"H
B) APS12
Apex Barstools
 (blue ultra suede)
 21"L 21"D 33"H

C) 30SBHB
30" Round Bar Table
 (liquid steel blue top, chrome hydraulic base)
 30"RND 45"H

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



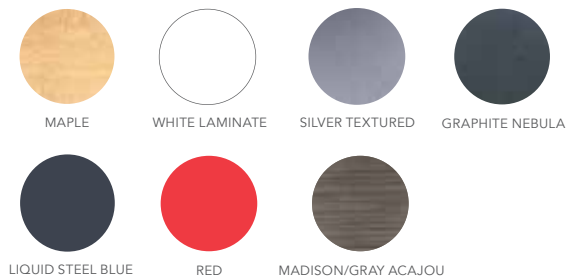
E) RSTSQT
Rustique Square Metal Bar Table
 (gunmetal)
 23.75"L 23.75"D 41.25"H

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



Customize And Create

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



Bar Tables

Standard Black Base
30" Round 42"H
A) VTJ (graphite nebula)
B) VTK (maple)
C) VTG (silver textured)
D) VTB (red)
E) 30WH42 (white laminate)
F) VTH (liquid steel blue)
G) VTA (Madison/gray acajou)

36" Round 42"H
H) VTW (white laminate)
I) VTN (graphite nebula)
J) VTP (maple)

Bar Tables

Hydraulic Chrome Base
30" Round 45"H
K) 30GRHB (graphite nebula)
L) 30MTHB (maple)
M) 30STHB (silver textured)
N) 30BRHB (red)

36" Round 45"H
O) 36WTHB (white laminate)
P) 36GRHB (graphite nebula)
Q) 36MTHB (maple)



Style & Design

Create the right look. Choose from a wide variety of Bar Table heights and colors for the perfect look.

R) 30MAHB 30" Round Bar Table w/Hydraulic Chrome Base
(Madison/gray acajou) 30" RND 45"H

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



Barstools



A.

B.

C.

D.

LIFT BARSTOOLS

15" Round 23–33.5"H

A) ROLLWH (white vinyl)

B) ROLLRD (red vinyl)

C) ROLLBL (black vinyl)

D) ROLLGY (gray vinyl)

Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.

Apex Barstools

21"L 21"D 33"H

A) APS08 (black vinyl)

B) APS59 (red vinyl)

C) APS75 (white vinyl)

D) APS12 (blue ultra suede)

Zoey Barstools

15"L 16"D 30-34.75"H

E) BS002 (white, chrome)

F) BS003 (black, chrome)

Banana Barstools

21"L 22"D 41.75"

G) BSS (black, chrome)

H) BST (white, chrome)

Oslo Barstools

17"L 20"D 45"H

I) BSD (blue)

J) BSC (white)

K) XBAR Christopher Barstool

(white vinyl, chrome)

19"L 15"D 41"H

L) BS001 Shark Barstool

(white, chrome)

22"L 19"D 34-44"H

M) BSR Syntax Barstool

(black, chrome)

23"L 19"D 43.25"H

N) RSTSTL Rustique Barstool

(gunmetal)

13"L 13"D 30"H

Mix & Match

Create the ultimate look. Choose from a wide variety of select Bar Seating for the perfect style.

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

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



O.



P.

Conference Tables



PWRUSB

Powered Conference Table Module
(black) 5"L 2.25"D 2"H

Includes 2 AC and 2 USB outlets. Available for all conference tables except the Geo, Merlin, Atomic and Work Tables.



A.

B.

C.

42" Round Conference Table

42"RND 29"H

A) CONF42 (white laminate)

B) CB1 (graphite nebula)

C) CB8 (Madison/gray acajou)

E.

D.

F.

MADISON

(Madison/gray acajou)

D) MADC05 5' Table

60"L 48"D 29"H

E) MADC08 8' Table

96"L 60"D 29"H

F) MADC10 10' Table

120"L 48"D 29"H

Styles & Shapes

A.



C.



D.



E.



F.



G.



H.



I.



J.



K. | L.



M.



Atomic Round Tables

(glass, chrome)

A) 42ATO 42"RND 30"H

(not shown)

36ATO 36"RND 30"H

Geo Rounded Square Tables

42"L 42"D 29"H

C) CE1 (glass, chrome)

D) CF1 (glass, black)

Geo Rectangular Tables

60"L 36"D 29"H

E) CF2 (glass, black)

D) CE2 (glass, chrome)

G) MERLIN Merlin Multi Use Table

(gray laminate, black)

46"L 29"D 30"H

H) WD3 Work Table

(white laminate, white)

48"L 24"D 30"H

Conference Tables

(graphite nebula)

I) CB3 8'

96"L 48"D 29"H

J) CB2 6'

72"L 42"D 29"H

Conference Tables

(granite)

K) C508GR 8'

96"L 44"D 29"H

L) CT10GR 10'

120"L 46"D 29"H

M) CT06GR 6'

72"L 36"D 29"H

Mix & Match

N) PROEXB Pro Executive High Back Chair (black vinyl) 25"L 24"D 48"H Adjustable.

O) PROMID Pro Executive Mid Back Chair (white vinyl) 24"L 22"D 40"H Adjustable.

N.



O.



Executive Seating



Pro Executive High Back Chair

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



PROMDB Pro Executive Mid Back Chair
 (black vinyl)
 24"L 22"D 40"H Adjustable



PROMID Pro Executive Mid White Chair
 (white vinyl)
 24"L 22"D 40"H Adjustable



PROGB Pro Executive Guest Chair
 (black vinyl)
 24"L 22"D 36"H



SY1 Altura Steno Chair
 (black crepe)
 25"L 26"D 21"H

Communal and Powered Tables

Denotes AC and USB
charging outlets



Charging adapters
are available to rent
for all Powered
Table Products.

Ventura BAR TABLES

Choose from Powered, Solid or Grommet Hole Table Tops.



POWERED
DETAIL

B.



C.



Ventura Powered Bar Tables

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

A) VNTBLK (black top)
VNTWHT (white top)

Ventura Communal Bar Tables

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

Maple Top

B) VNTMNP (solid)
VNTBMW (grommets)

White Top

C) VNTBWW (grommets)
VNTWNP (solid)

Black Top

VNTBNP (solid)

Table Top Options

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



BLACK



WHITE



MAPLE

G30

CAFÉ TABLES



POWERED
DETAIL



B.



C.



D.



E.



G30 Powered Café Tables

72"L 26"D 30"H.

A) G30DWP
(silver frame, white top)

G30 Communal Café Tables

(silver frame)
72"L 26"D 30"

Maple Top

B) G30DMS (solid)
C) G30DMW (grommets)

White Top

D) G30DWS (solid)
E) G30DWW (grommets)

Office Essentials

MADISON

A) JD8 Madison Executive Desk

(gray acajou) 60"L 30"D 29"H

B) CR8 Madison Credenza

(gray acajou) 60"L 20"D 29"H

C) PROMDB Pro Executive Mid Back Chair

(black vinyl)

24"L 22"D 40"H Adjustable


D) PROEXE Pro Executive High Back Chair

(white classic vinyl)

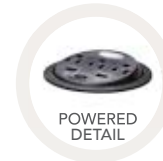
25"L 24"D 48"H Adjustable



TECH COLLECTION

 Denotes AC and USB charging outlets

A. 



A) TECH3B Tech Desk, Powered, w/3 Drawer File Cabinet

(black metal, laminate)
60"L 30"D 30"H

B) TECH Tech Desk, Powered

(black metal, laminate)
60"L 30"D 30"H

C) TECH3 3 Drawer File Cabinet on Castors

(black metal, laminate)
16"L 20"D 28"H

B. 



C.



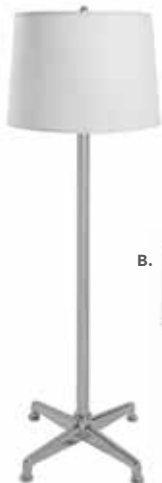
Charging Adapters

D) ADAPT B (black)

Charging adapters are available to rent for all powered products.

LIGHTING & PRODUCT DISPLAY

A.



B.



C.



D.



ACCENT LAMPS

MASON LAMPS

(brushed silver)

A) LA15 Floor Lamp

18" Round 55"H

B) LA14 Table Lamp

16" Round 26"H

SHELVING

C) PSHCCS

Posh Shelving

(Chrome, Acrylic)

36"L 18"D 72"H

D) BC8

Madison Bookcase

(gray acajou)

36"L 12"D 72"H

Show Essentials



MARTINI BAR

A) BRC Martini Bar Circle

Comprised of three BR1 Martini Bars
100"L 100"D 45"H

B) BR1 Martini Bar

(gray metal, frosted glass top)
67"L 22"D 45"H

REFRIGERATORS



C) R1R Large

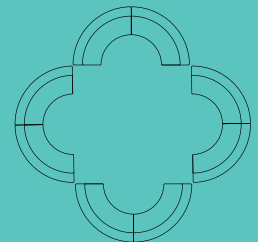
(White, 14.0 cubic feet)
28"L 28"D 64"H

D) R1Q Small

(White, 4.0 cubic feet)
20"L 22"D 33"H



Suggested Uses of Martini Bar



LIGHTED PRODUCTS

LED light available in white, red, green, blue and rolling color.



A.



B.


A) CUBL20 Edge LED Cube Ottoman

(white plastic)
20"L 20"D 20"H
A/C power only

B) CUBTBL Edge LED Cube Table

(plexi top, white plastic)
20"L 20"D 20"H
A/C power only

MOBILE TABLET STANDS & ACCESSORIES

 Denotes AC and USB charging outlets



TABLET STANDS

A) TBSTND (black)
14"L 13"D 44.5"H

B) TBSTDW (white)
14"L 13"D 44.5"H

ACCESSORIES

C) TBBCHR
Brochure Holder
(black)
8.625"L 1.1"D 11.325"H

D) TBSHLF
Charging Shelf
(black)
14.85"L 7.17"D 1"H

E) TBPNTN
Wireless Printer Holder
(black)
3.3"L 1.9"D 5.28"H



SELECTION



DESIGN

TRUSTED



SOLUTIONS



MODERN



SERVICE

Nationwide Service

24 hours a day, 7 days a week, 365 days a year

CORT Trade Show Furnishings is proud to offer this collection of the highest quality, design-oriented furnishings. Our nationwide distribution and professional staff is dedicated to the success of your exhibit. Make CORT Trade Show Furnishings your furniture solution.



Show Information	
Show Name:	
Exhibiting Co:	
Booth Number	
Order Information	
Company Name:	
Address:	
City, State Zip:	
Phone:	
Fax:	
Contact:	
Email:	
Authorized By:	



**SUPERIOR
EXPO
SERVICES**

Payment Information			
Order Total:			
Sales Tax:			
Total Due:			
Credit Card #:			
Exp Date:		CVV:	
Billing Address:			
City, State, Zip:			
Name on Card:			

Payment: In order to guarantee delivery, all orders must be received and full payment made no later than 14 days prior to the show.

Late Orders: Orders received within 14 days prior to show opening are subject to an additional 20% late order fee.

Cancellations: If cancelled within 14 days prior to move-in, a 50% charge will be applied. Cancellations made after move-in begins receive no refund.

CODE	ITEM	Desc.	QTY	ADVANCE	STANDARD	TOTAL	CODE	ITEM	Desc.	QTY	ADVANCE	STANDARD	TOTAL
Powered							MEETING CHAIRS						
BNQTL7	Center Cone, Powered	White Vinyl		\$ 559.00	\$ 614.90		OCMESP	Meeting Chair	Espresso		\$ 220.00	\$ 242.00	
ADAPTB	Charging Adapter	Black		\$ 20.00	\$ 22.00		OCMTAU	Meeting Chair	Taupe Fabric		\$ 220.00	\$ 242.00	
ADAPTW	Charging Adapter	White Vinyl		\$ 20.00	\$ 22.00		OCMWHT	Meeting Chair	White Vinyl		\$ 220.00	\$ 242.00	
BNQ417	Full Banquette, Powered	White Vinyl		\$ 1,775.00	\$ 1,952.50		Group Seating						
G30DWP	G30 Café Table, Powered	White Top		\$ 471.00	\$ 518.10		XC6	Altura Guest Chair	Black Crepe		\$ 246.00	\$ 270.60	
NPLCHP	Naples Chair, Powered	Black Vinyl		\$ 495.00	\$ 544.50		CS8	Berlin Chair	Black, White		\$ 98.00	\$ 107.80	
NPLLOP	Naples Loveseat, Powered	Black Vinyl		\$ 645.00	\$ 709.50		CS9	Berlin Chair	Red, White		\$ 98.00	\$ 107.80	
NPLSOP	Naples Sofa, Powered	Black Vinyl		\$ 785.00	\$ 863.50		SC3	Brewer Chair	Onyx, Black		\$ 135.00	\$ 148.50	
PWRUSB	Powered Table Module	Black		\$ 59.00	\$ 64.90		XCHR	Christopher Chair	White Vinyl, Chrome		\$ 87.00	\$ 95.70	
CHRPWR	Roma Chair, Powered	White Vinyl		\$ 499.00	\$ 548.90		DUET	Duet Stack Chair	Black, Chrome		\$ 55.00	\$ 60.50	
SFAPWR	Roma Sofa, Powered	White Vinyl		\$ 799.00	\$ 878.90		LMCHR	Laguna Chair	Maple, Chrome		\$ 111.00	\$ 122.10	
C1YP	Sydney Cocktail Table, Powered	Black, Brushed Steel		\$ 284.00	\$ 312.40		MALGRY	Malba Chair	Gray		\$ 85.00	\$ 93.50	
C1WP	Sydney Cocktail Table, Powered	White, Brushed Steel		\$ 284.00	\$ 312.40		MALGRN	Malba Chair	Green		\$ 85.00	\$ 93.50	
VNTBLK	Ventura Bar Table, Powered	Black Top Silver Frame		\$ 595.00	\$ 654.50		SC10	Razor Armless Chair	White		\$ 67.00	\$ 73.70	
VNTWHT	Ventura Bar Table, Powered	White Top Silver Frame		\$ 595.00	\$ 654.50		RSTDIN	Rustique Chair w/ arms	Gunmetal		\$ 116.00	\$ 127.60	
Additional Powered Products Under Office & Product Display on Pg 3							CS4	Syntax Chair	Black, Chrome		\$ 160.00	\$ 176.00	
SOFT SEATING COLLECTIONS							CH002	Wendy Chair	Clear Acrylic		\$ 92.00	\$ 101.20	
CHRO02	Allegro Chair	Blue Fabric		\$ 390.00	\$ 429.00		ZENCHR	Zenith Chair	White, Chrome		\$ 129.00	\$ 141.90	
SFA002	Allegro Sofa	Blue Fabric		\$ 557.00	\$ 612.70		OTTOMANS						
BCHWHT	Baja Chair	White Vinyl		\$ 422.00	\$ 464.20		BVLYBK	Beverly Bench Ottoman	Black Vinyl		\$ 303.00	\$ 333.30	
BLVWHT	Baja Loveseat	White Vinyl		\$ 618.00	\$ 679.80		BVLYBN	Beverly Bench Ottoman	Brown Fabric		\$ 303.00	\$ 333.30	
FAIRCW	Fairfax Chair	White Vinyl, Brushed Metal		\$ 273.00	\$ 300.30		BVYGR	Beverly Bench Ottoman	Gray Fabric		\$ 303.00	\$ 333.30	
FAIRSW	Fairfax Sofa	White Vinyl, Brushed Metal		\$ 385.00	\$ 423.50		BVLYLN	Beverly Bench Ottoman	Linen Fabric		\$ 303.00	\$ 333.30	
HOPCH	Hopi Chair	Gray Linen		\$ 184.00	\$ 202.40		BVLYOB	Beverly Bench Ottoman	Ocean Blue Fabric		\$ 303.00	\$ 333.30	
HOPLV	Hopi Loveseat	Gray Linen		\$ 288.00	\$ 316.80		BVLYRD	Beverly Bench Ottoman	Red Fabric		\$ 303.00	\$ 333.30	
KEYCHR	Key Largo Chair	Black, Fabric		\$ 247.00	\$ 271.70		BVLYWH	Beverly Bench Ottoman	White Vinyl		\$ 303.00	\$ 333.30	
KEYLOV	Key Largo Loveseat	Black, Fabric		\$ 290.00	\$ 319.00		CUBL20	Edge LED Cube Ottoman	White, Plastic		\$ 145.00	\$ 159.50	
KEYSOF	Key Largo Sofa	Black, Fabric		\$ 381.00	\$ 419.10		END01B	Endless Curved Ottoman	Black		\$ 333.00	\$ 366.30	
MNCHCH	Munich Armless Chair	Gray Fabric		\$ 350.00	\$ 385.00		END01W	Endless Curved Ottoman	White		\$ 333.00	\$ 366.30	
MNCHLV	Munich Armless Loveseat	Gray Fabric		\$ 622.00	\$ 684.20		END02B	Endless Square Ottoman	Black		\$ 285.00	\$ 313.50	
MNCHCC	Munich Corner Chair	Gray Fabric		\$ 424.00	\$ 466.40		END02W	Endless Square Ottoman	White		\$ 285.00	\$ 313.50	
MNCHSC	Munich Sectional, 3 Pc.	Gray Fabric		\$ 1,396.00	\$ 1,535.60		WHT12	Half Bench Ottoman	White Vinyl		\$ 290.00	\$ 319.00	
NPLCHR	Naples Chair, Powered	Black Vinyl		\$ 465.00	\$ 511.50		MAR010	Marche Swivel Ottoman	Blue Fabric		\$ 147.00	\$ 161.70	
NPLLOV	Naples Loveseat, Powered	Black Vinyl		\$ 557.00	\$ 612.70		MAR002	Marche Swivel Ottoman	Gray Fabric		\$ 147.00	\$ 161.70	
NPLSOF	Naples Sofa	Black Vinyl		\$ 666.00	\$ 732.60		MAR003	Marche Swivel Ottoman	Gray Fabric		\$ 147.00	\$ 161.70	
SO2	South Beach Sectional	Platinum Suede, 3 Pieces		\$ 1,267.00	\$ 1,393.70		MAR008	Marche Swivel Ottoman	Meadow Green		\$ 147.00	\$ 161.70	
SO1	South Beach Sofa	Platinum Suede		\$ 530.00	\$ 583.00		MAR009	Marche Swivel Ottoman	Pear Yellow Fabric		\$ 147.00	\$ 161.70	
TANCHR	Tangiers Chair	Beige Textured		\$ 325.00	\$ 357.50		MAR007	Marche Swivel Ottoman	Plum Fabric		\$ 147.00	\$ 161.70	
TANLOV	Tangiers Loveseat	Beige Textured		\$ 520.00	\$ 572.00		MAR004	Marche Swivel Ottoman	Raspberry Fabric		\$ 147.00	\$ 161.70	
TANSOF	Tangiers Sofa	Beige Textured		\$ 525.00	\$ 577.50		MAR005	Marche Swivel Ottoman	Red Fabric		\$ 147.00	\$ 161.70	
Accent Chairs							MAR006	Marche Swivel Ottoman	Rose Quartz Fabric		\$ 147.00	\$ 161.70	
OCB	Key West Chair	Black		\$ 318.00	\$ 349.80		MAR001	Marche Swivel Ottoman	White Vinyl		\$ 147.00	\$ 161.70	
LABREA	La Brea Swivel Chair	Charcoal Gray, Fabric		\$ 330.00	\$ 363.00		BNQR17	Ottoman Ring	White Vinyl		\$ 1,365.00	\$ 1,501.50	
MADGRY	Madden Arm Chair	Light Gray, Vinyl		\$ 330.00	\$ 363.00		BNQU	Quarter Curve Ottoman	White Vinyl		\$ 381.00	\$ 419.10	
OCH	Madrid Chair	Black		\$ 514.00	\$ 565.40		Additional Ottomans On Pg 2						
BCW	Madrid Chair	White		\$ 514.00	\$ 565.40								
SWAN	Swanson Swivel Chair	White Vinyl		\$ 286.00	\$ 314.60								

Show Name:							Booth:						
CODE	ITEM	DESCRIPTION	QTY	ADVANCE	STANDARD	TOTAL	CODE	ITEM	DESCRIPTION	QTY	ADVANCE	STANDARD	TOTAL
OTTOMANS (continued)							BARSTOOLS						
SAL	Sally Stool/Ottoman	White		\$ 74.00	\$ 81.40		APS08	Apex Barstool	Black Vinyl		\$ 177.00	\$ 194.70	
OTS	South Beach Wedge Ottoman	Platinum Suede		\$ 252.00	\$ 277.20		APS12	Apex Barstool	Blue Ultra Suede		\$ 177.00	\$ 194.70	
VIB07	Vibe Cube Ottoman	Beige Vinyl		\$ 108.00	\$ 118.80		APS59	Apex Barstool	Red Vinyl		\$ 177.00	\$ 194.70	
VIB10	Vibe Cube Ottoman	Black Vinyl		\$ 108.00	\$ 118.80		APS75	Apex Barstool	White Vinyl		\$ 177.00	\$ 194.70	
VIB02	Vibe Cube Ottoman	Blue Vinyl		\$ 108.00	\$ 118.80		BSS	Banana Barstool	Black, Chrome		\$ 197.00	\$ 216.70	
VIB06	Vibe Cube Ottoman	Gold/Bronze Vinyl		\$ 108.00	\$ 118.80		BST	Banana Barstool	White Chrome		\$ 197.00	\$ 216.70	
VIB01	Vibe Cube Ottoman	Green Vinyl		\$ 108.00	\$ 118.80		XBAR	Christopher Barstool	White Vinyl, Chrome		\$ 153.00	\$ 168.30	
VIB08	Vibe Cube Ottoman	Orange Vinyl		\$ 108.00	\$ 118.80		LMBAR	Laguna Barstool	Maple, Chrome		\$ 140.00	\$ 154.00	
VIB03	Vibe Cube Ottoman	Pink Vinyl		\$ 108.00	\$ 118.80		ROLLBL	Lift Barstool	Black Vinyl		\$ 170.00	\$ 187.00	
VIB13	Vibe Cube Ottoman	Purple Vinyl		\$ 108.00	\$ 118.80		ROLLGY	Lift Barstool	Gray Vinyl		\$ 170.00	\$ 187.00	
VIB04	Vibe Cube Ottoman	Red Vinyl		\$ 108.00	\$ 118.80		ROLLRD	Lift Barstool	Red Vinyl		\$ 170.00	\$ 187.00	
VIB12	Vibe Cube Ottoman	Silver Vinyl		\$ 108.00	\$ 118.80		ROLLWH	Lift Barstool	White Vinyl		\$ 170.00	\$ 187.00	
VIB11	Vibe Cube Ottoman	Steel Blue Vinyl		\$ 108.00	\$ 118.80		BSD	Oslo Barstool	Blue Ultra Suede		\$ 209.00	\$ 229.90	
VIB09	Vibe Cube Ottoman	White Vinyl		\$ 108.00	\$ 118.80		BSC	Oslo Barstool	White		\$ 209.00	\$ 229.90	
VIB05	Vibe Cube Ottoman	Yellow Vinyl		\$ 108.00	\$ 118.80		RSTSTL	Rustique Barstool	Gunmetal		\$ 106.00	\$ 116.60	
ACCENT TABLES							B5001	Shark Barstool	White, Chrome		\$ 253.00	\$ 278.30	
ALC100	Alondra Cocktail Table	Glass, Chrome		\$ 259.00	\$ 284.90		BSR	Syntax Barstool	Black, Chrome		\$ 174.00	\$ 191.40	
ALC200	Alondra Cocktail Table	Wood, Chrome		\$ 259.00	\$ 284.90		ZENBAR	Zenith Barstool	White, Chrome		\$ 128.00	\$ 140.80	
ALE100	Alondra End Table	Glass, Chrome		\$ 186.00	\$ 204.60		B5003	Zoey Barstool	Black, Chrome		\$ 233.00	\$ 256.30	
ALE200	Alondra End Table	Wood, Chrome		\$ 186.00	\$ 204.60		B5002	Zoey Barstool	White, Chrome		\$ 233.00	\$ 256.30	
AURA	Aura Round Table	White Metal		\$ 115.00	\$ 126.50		CONFERENCE TABLES						
ETBL	E Table	Wood, Chrome		\$ 142.00	\$ 156.20		36ATO	Atomic 36" Round Table	Glass		\$ 239.00	\$ 262.90	
CUBTBL	Edge LED Cube Table	White, Plastic, Piexi Top		\$ 145.00	\$ 159.50		42ATO	Atomic 42" Round Table	Glass		\$ 239.00	\$ 262.90	
C1C	Geo Cocktail Table	Glass, Chrome		\$ 201.00	\$ 221.10		MERLIN	Merlin Multi Use Table	Gray Laminate, Black		\$ 275.00	\$ 302.50	
C1FWB	Geo Cocktail Table	Wood, Black		\$ 227.00	\$ 249.70		WD3	Work Table	White Laminate, White		\$ 264.00	\$ 290.40	
E1C	Geo End Table	Glass, Chrome		\$ 197.00	\$ 216.70		CB8	42" Round Madison Conference Table	Gray Acajou		\$ 306.00	\$ 336.60	
E1FWB	Geo End Table	Wood, Black		\$ 197.00	\$ 216.70		CB1	42" Round Table	Graphite Nebula		\$ 306.00	\$ 336.60	
COLI	Oliver Cocktail Table	Walnut Finish		\$ 191.00	\$ 210.10		CONF24	42" Round Table	White Laminate, White		\$ 306.00	\$ 336.60	
EOLI	Oliver End Table	Walnut Finish		\$ 165.00	\$ 181.50		CB2	6' Conference Table	Graphite Nebula		\$ 366.00	\$ 402.60	
REGBEN	Regis Bench/Table	Brushed Metal		\$ 229.00	\$ 251.90		CT06GR	6' Table	Granite		\$ 375.00	\$ 412.50	
REGOTT	Regis End Table	Brushed Metal		\$ 164.00	\$ 180.40		CB3	8' Conference Table	Graphite Nebula		\$ 432.00	\$ 475.20	
C1E	Silverado Cocktail Table	Glass, Chrome		\$ 224.00	\$ 246.40		C508GR	8' Table	Granite		\$ 432.00	\$ 475.20	
E1E	Silverado End Table	Glass, Chrome		\$ 205.00	\$ 225.50		CT10GR	10' Table	Granite		\$ 648.00	\$ 712.80	
C1Y	Sydney Cocktail Table	Black, Brushed Steel		\$ 225.00	\$ 247.50		CF2	Geo Table, Rectangle	Glass, Black		\$ 359.00	\$ 394.90	
C1W	Sydney Cocktail Table	White, Brushed Steel		\$ 225.00	\$ 247.50		CE2	Geo Table, Rectangle	Glass, Chrome		\$ 359.00	\$ 394.90	
E1Y	Sydney End Table	Black, Brushed Steel		\$ 197.00	\$ 216.70		CF1	Geo Table, Rounded Square	Glass, Black		\$ 253.00	\$ 278.30	
E1W	Sydney End Table	White, Brushed Steel		\$ 197.00	\$ 216.70		CE1	Geo Table, Rounded Square	Glass, Chrome		\$ 253.00	\$ 278.30	
TMBTBL	Timber Table	Wood		\$ 137.00	\$ 150.70		MADC05	Meadison 5' Table	Gray Acajou		\$ 361.00	\$ 397.10	
CAFÉ TABLES W/ STANDARD BLACK BASE							MADC08	Madison 8' Table	Gray Acajou		\$ 721.00	\$ 793.10	
ZTJ	30" Round Café Table	Graphite Nebula Top		\$ 179.00	\$ 196.90		MADC10	Madison 10' Table	Gray Acajou		\$ 721.00	\$ 793.10	
ZTH	30" Round Café Table	Liquid Steel Blue Top		\$ 179.00	\$ 196.90		EXECUTIVE CHAIRS						
ZTB	30" Round Café Table	Red Top		\$ 179.00	\$ 196.90		SY1	Altura Steno Chair	Black Crepe		\$ 160.00	\$ 176.00	
ZTG	30" Round Café Table	Silver Textured		\$ 179.00	\$ 196.90		PROGB	Pro Executive Guest Chair	Black Vinyl		\$ 201.00	\$ 221.10	
30WH29	30" Round Café Table	White Laminate Top		\$ 179.00	\$ 196.90		PROEXB	Pro Executive High Back Chair	Black Vinyl		\$ 287.00	\$ 315.70	
ZTA	30" Round Madison Café Table	Gray Acajou		\$ 174.00	\$ 191.40		PROEXE	Pro Executive High Back Chair	White Classic Vinyl		\$ 287.00	\$ 315.70	
ZTN	36" Round Café Table	Graphite Nebula Top		\$ 193.00	\$ 212.30		PROMDB	Pro Executive Mid Back Chair	Black Vinyl		\$ 287.00	\$ 315.70	
ZTP	36" Round Café Table	Maple Top		\$ 193.00	\$ 212.30		PROMID	Pro Executive Mid Back Chair	White Classic Vinyl		\$ 187.00	\$ 205.70	
ZTQ	36" Round Café Table	White Laminate Top		\$ 193.00	\$ 212.30		COMMUNAL TABLES W/ SOLID TOPS						
							VNTBNP	Ventura Communal Bar Table	Black Top, Silver Frame		\$ 515.00	\$ 566.50	
							VNTMNP	Ventura Communal Bar Table	Maple Top, Silver Frame		\$ 515.00	\$ 566.50	
							G30DMS	G30 Communal Café Table	Maple Top, Silver Frame		\$ 412.00	\$ 453.20	
							G30DWS	G30 Communal Café Table	White Top		\$ 412.00	\$ 453.20	
							VNTWNP	Ventura Communal Bar Table	White Top, Silver Frame		\$ 515.00	\$ 566.50	

Show Name:							Booth:						
CODE	ITEM	DESCRIPTION	QTY	ADVANCE	STANDARD	TOTAL	CODE	ITEM	DESCRIPTION	QTY	ADVANCE	STANDARD	TOTAL
CAFÉ TABLES W/ HYDRAULIC BASE							COMMUNAL TABLES W/ GROMMET HOLES						
30GRHC	30" Round Café Table	Graphite Nebula Top		\$ 244.00	\$ 268.40		VNTBMW	Ventura Communal Bar Table	Maple Top, Silver Frame		\$ 515.00	\$ 566.50	
30SBHC	30" Round Café Table	Liquid Steel Blue Top		\$ 244.00	\$ 268.40		VNTBWW	Ventura Communal Bar Table	White Top, Silver Frame		\$ 515.00	\$ 566.50	
30MTHC	30" Round Café Table	Maple Top		\$ 244.00	\$ 268.40		G30DMW	G30 Communal Café Table	Maple Top, Silver Frame		\$ 412.00	\$ 453.20	
30BRHC	30" Round Café Table	Red Top		\$ 244.00	\$ 268.40		G30DWW	G30 Communal Café	White Top		\$ 412.00	\$ 453.20	
30STHC	30" Round Café Table	Silver Textured Top		\$ 244.00	\$ 268.40		OFFICE & PRODUCT DISPLAY						
30WHHC	30" Round Café Table	White Laminate Top		\$ 244.00	\$ 268.40		TECH3	3 Drawer File Cabinet on Castors	Black Metal, Laminate		\$ 115.00	\$ 126.50	
30MAHC	30" Round Madison Café Table	Gray Acajou		\$ 232.00	\$ 255.20		CR8	Madison Credenza	Gray Acajou		\$ 397.00	\$ 436.70	
36GRHC	36" Round Café Table	Graphite Nebula Top		\$ 262.00	\$ 288.20		JD8	Madison Executive Desk	Gray Acajou		\$ 455.00	\$ 500.50	
36MTHC	36" Round Café Table	Maple Top		\$ 262.00	\$ 288.20		TECH	Tech Desk, Powered	Black Metal, Laminate		\$ 363.00	\$ 399.30	
36WTHC	36" Round Café Table	White Laminate Top		\$ 262.00	\$ 288.20		TECH3B	Tech Desk, Powered w/ 3 Drawer File Cabinet	Black Metal, Laminate		\$ 444.00	\$ 488.40	
BAR TABLES							BC8	Madison Bookcase	Gray Acajou		\$ 339.00	\$ 372.90	
RSTSQT	Rustique Square Metal Bar Table	Gunmetal		\$ 206.00	\$ 226.60		PSHCCS	Posh Shelving	Chrome, Acrylic		\$ 387.00	\$ 425.70	
BAR TABLES W/ STANDARD BLACK BASE							PDL36B	Powered Locking Pedestal, 36"	Black		\$ 401.00	\$ 441.10	
VTJ	30" Round Bar Table	Graphite Nebula Top		\$ 196.00	\$ 215.60		PDL36W	Powered Locking Pedestal, 36"	White		\$ 401.00	\$ 441.10	
VTH	30" Round Bar Table	Liquid Steel Blue Top		\$ 196.00	\$ 215.60		PDL42B	Powered Locking Pedestal, 42"	Black		\$ 477.00	\$ 524.70	
VTK	30" Round Bar Table	Maple Top		\$ 196.00	\$ 215.60		PDL42W	Powered Locking Pedestal, 42"	White		\$ 477.00	\$ 524.70	
VTB	30" Round Bar Table	Red Top		\$ 196.00	\$ 215.60		LAMPS						
VTG	30" Round Bar Table	Silver Textured Top		\$ 196.00	\$ 215.60		LA15	Mason Floor Lamp	Brushed Silver		\$ 175.00	\$ 192.50	
30WH42	30" Round Bar Table	White Laminate Top		\$ 196.00	\$ 215.60		LA14	Mason Table Lamp	Brushed Silver		\$ 114.00	\$ 125.40	
VTA	30" Round Madison Bar Table	Gray Acajou		\$ 191.00	\$ 210.10		MOBILE TABLET STANDS						
VTN	36" Round Bar Table	Graphite Nebula Top		\$ 212.00	\$ 233.20		TBSTND	Mobile Tablet Stand	Black		\$ 108.00	\$ 118.80	
VTP	36" Round Bar Table	Maple Top		\$ 212.00	\$ 233.20		TBSTDW	Mobile Tablet Stand	White		\$ 108.00	\$ 118.80	
VTW	36" Round Bar Table	White Laminate Top		\$ 212.00	\$ 233.20		TBBCHR	Brochure Holder	Black		\$ 50.00	\$ 55.00	
BAR TABLES W/ HYDRAULIC BASE							TBSHLF	Charging Shelf	Black		\$ 50.00	\$ 55.00	
30GRHB	30" Round Bar Table	Graphite Nebula Top		\$ 244.00	\$ 268.40		TBPNTN	Wireless Printer holder	Black		\$ 50.00	\$ 55.00	
30S8HB	30" Round Bar Table	Liquid Steel Blue Top		\$ 244.00	\$ 268.40		REFRIGERATORS						
30MTHB	30" Round Bar Table	Maple Top		\$ 244.00	\$ 268.40		R1R	Refrigerator, Large	White, 14.0 cubic feet		\$ 692.00	\$ 761.20	
30BRHB	30" Round Bar Table	Red Top		\$ 244.00	\$ 268.40		R1Q	Refrigerator, Small	White, 4.0 cubic feet		\$ 243.00	\$ 267.30	
30STHB	30" Round Bar Table	Silver Textured Top		\$ 244.00	\$ 268.40		BARSTOOLS						
30WHHB	30" Round Bar Table	White Laminate Top		\$ 244.00	\$ 268.40		BR1	Martini Bar	Gray Metal, Frosted Glass Top		\$ 1,041.00	\$ 1,145.10	
30MAHB	30" Round Madison Bar Table	Gray Acajou		\$ 232.00	\$ 255.20		BRC	Martini Bar Circle	3 Martini Bars		\$ 2,998.00	\$ 3,297.80	
36GRHB	36" Round Bar Table	Graphite Nebula Top		\$ 262.00	\$ 288.20		Page 3 TOTAL						
36MTHB	36" Round Bar Table	Maple Top		\$ 262.00	\$ 288.20								
36WTHB	36" Round Bar Table	White Laminate Top		\$ 262.00	\$ 288.20								



Carpet & Cleaning Order Form

Discount Deadline: Friday, August 30, 2019

Company:	Contact Name:
Address:	City, State: Zip Code:
Phone Number:	Fax Number: Booth Number:
Email:	

Standard Carpet

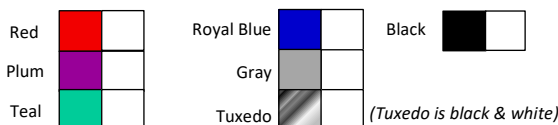
Prices include installation and taping front edges. (Please check the carpet color of choice.)

QTY	Item Description	Discount	Standard	Total
	10' x 10' Carpet	\$123.50	\$154.50	\$
	10' x 20' Carpet	\$226.00	\$282.25	\$
	10' x 30' Carpet	\$328.25	\$410.25	\$
	10' x 40' Carpet	\$431.25	\$539.25	\$
	10' x 50' Carpet	\$540.75	\$667.25	\$
Carpet Accessories				
	Carpet Padding per sq ft	\$0.75	\$0.85	\$
	Visqueen per sq ft	\$0.75	\$0.85	\$
	Taping of Visqueen per linear ft	\$0.65	\$0.75	\$

Event Colors: Black

CARPET COLORS

Please ✓ carpet color of choice:



All **Custom Carpet** orders must be received by **Friday, August 30, 2019**. Orders received after this date may be subject to availability and additional charges may apply. Custom carpet orders are **non-refundable**.

Custom Carpet

Prices include installation, removal, taping front edges, as well as Visqueen. (Please check carpet color of choice.)

Booth Dimensions	Feet	x	Feet	=	Total Sq Ft	x	Price	=	Total Price
	ft	x	ft	=	sq ft	x	2.75	=	

Deluxe Custom Carpet

Prices include installation, removal, taping front edges, as well as Visqueen. (Please check carpet color of choice.)

Please call our **Exhibitor Service Department** at **972.271.7444** for price quotes and color options.

Cleaning

	# of Days	Booth Size per sq ft	Price per sq ft	Total
Vacuum Once Prior to Show Opening			\$0.33	\$
Vacuum Daily (Includes prior)			\$0.31	\$

Porter Service

Description	# of Event Days	Price per Day	Total
Up to 300 sq ft		x \$125.75	\$
300 – 500 sq ft		x \$169.50	\$

ORDER POLICY

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- Payment in full must accompany all orders by **Friday, August 30, 2019** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Friday, August 30, 2019** will be refunded at 100%. Items cancelled after **Friday, August 30, 2019** and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are *Luxury Furniture, Graphics and Display Rentals*. If these items are cancelled after **Friday, August 30, 2019** they will be billed at 100%.

EXCESSIVE TRASH FEE

Excessive Trash Fee will be subject to an additional fee for dismantling and disposal.

Total	+	Sales Tax 8.25%	=	Grand Total
\$	+	\$	=	\$

Pipe & Drape Order Form

Discount Deadline: Friday, August 30, 2019

Company:	Contact Name:	
Address:	City, State:	Zip Code:
Phone Number:	Fax Number:	Booth Number:
Email:		

Drape				
QTY	Item Description	Discount	Standard	Total
ft	3' High Drape (includes hardware)	\$6.50	\$7.75	\$
ft	8' High Drape (includes hardware)	\$10.75	\$14.00	\$
Steel				
	3' Steel Uprights	\$5.50	\$6.75	\$
	8' Steel Uprights	\$6.25	\$7.50	\$
	3' Steel Bases	\$7.50	\$9.25	\$
	8' Steel Bases	\$7.50	\$9.25	\$
	6' – 10' Steel Expanders	\$5.50	\$6.75	\$



Event Colors are: Black

Should you require a color other than the event colors, please contact *Show Management for approval.*













DRAPE COLORS

Please ✓ drape color of choice

if other than event colors

Charges will apply

**Please use colors only as a reference.*

Red		White		Royal Blue	
Plum		Black		Forest Green	
Rose		Silver		Burgundy	
Gold		Teal		Champagne	

ORDER POLICY

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- Payment in full must accompany all orders by Friday, August 30, 2019 to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to Friday, August 30, 2019 will be refunded at 100%. Items cancelled after Friday, August 30, 2019 and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are *Luxury Furniture, Graphics and Display Rentals*. If these items are cancelled after Friday, August 30, 2019 they will be billed at 100%.

Total	+	Sales Tax 8.25%	=	Grand Total
\$	+	\$	=	\$



Plant Order Form

Discount Deadline: Friday, August 30, 2019

Company:	Contact Name:	
Address:	City, State:	Zip Code:
Phone Number:	Fax Number:	Booth Number:
Email:		

Plant and floral arrangements can significantly enhance your exhibit space. We offer numerous plants, flowers and arrangements as a service to exhibitors with no hassle. Our prices include the container and maintenance when needed, as well as delivery and pick-up. Please call our *Exhibitor Service Department* at **972.271.7444** if you have questions or are interested in items that may not be listed.

- *Show site ordering may not be available.*
- *Images below are for illustration purposes only.*

Plants				
QTY	Item Description	Discount	Standard	Total
	3' plants	\$65.25	\$81.50	\$
	4' plants	\$77.00	\$96.25	\$
	5' plants	\$89.00	\$111.00	\$
	6' plants	\$100.75	\$125.75	\$
	Ferns	\$45.00	\$56.00	\$



Blooming Plants				
	Azaleas	\$45.00	\$56.00	\$
	Bromeliads	\$45.00	\$56.00	\$
	Mums	\$45.00	\$56.00	\$

Cut Flower Arrangements				
	12" high	\$65.25	\$81.50	\$
	24" high	\$83.00	\$103.75	\$



ORDER POLICY

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- Payment in full must accompany all orders by **Friday, August 30, 2019** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Friday, August 30, 2019** will be refunded at 100%. Items cancelled after **Friday, August 30, 2019** and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are *Luxury Furniture, Graphics and Display Rentals*. If these items are cancelled after **Friday, August 30, 2019** they will be billed at 100%.

Total	+	Sales Tax 8.25%	=	Grand Total
\$	+	\$	=	\$



Signs & Graphics Order Form

Discount Deadline: **Friday, August 30, 2019**

Company:	Contact Name:	
Address:	City, State:	Zip Code:
Phone Number:	Fax Number:	Booth Number:
Email:		

High-quality signs and graphics can enhance the overall image of your booth. Our *Graphic/Sign Department* at SES is driven to excellence and strives to produce the highest quality signs and graphics.

- All standard signs are digitally produced on white foam core.
- Standard sign price includes text/copy placement in a color specified area on a single side.
- Custom signs and banners can be ordered in advance **ONLY**.
- We must receive your order with payment by **Friday, August 30, 2019**. Orders received after this date may be subject to availability and additional charges may apply.

Easel Sign



Stand Sign



Meter Board Sign



2' X 6' Banner



Standard Size Signs									
Size/Description		✓		✓		Discount	Standard	QTY	Total
11" X 14"	Table Top Sign – with easel back		Horizontal		Vertical	\$45.00	\$67.50		\$
22" X 28"	Stand Sign – single sided, includes sign stand		Horizontal		Vertical	\$120.00	\$160.00		\$
28" X 44"	Easel Sign – single sided, includes easel		Horizontal		Vertical	\$84.00	\$102.00		\$
2' X 6'	Banner – single sided with grommets					\$144.00	\$180.00		\$
38 1/8" X 93"	Meter Board Sign – single sided, free standing					\$295.00	\$360.00		\$
7" X 44"	ID Sign – card stock					\$33.00	\$49.50		\$

Custom Graphics		
	Standard	Total
Customer Supplied graphics (Must be sized. If graphic is not print ready there will be a 1 hour graphic design charge.)	\$16.00 per sq ft	\$
Custom Graphics Design (1 hour minimum)	\$75.00 per hour	\$

Complete information below:

Dimensions:	Length (ft) _____ x Width (ft) _____ = Square (ft) _____					
Substrate:	<input type="checkbox"/> Vinyl Banner	<input type="checkbox"/> Foam Core	<input type="checkbox"/> Coroplast	<input type="checkbox"/> Sintra	<input type="checkbox"/> Gator Board	Other:
Other options:	<input type="checkbox"/> Grommets		<input type="checkbox"/> Easel Back		<input type="checkbox"/> Single Sided <input type="checkbox"/> Double Sided	

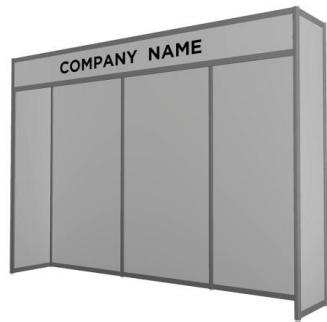
ORDER POLICY

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- Payment in full must accompany all orders by **Friday, August 30, 2019** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Friday, August 30, 2019** will be refunded at 100%. Items cancelled after **Friday, August 30, 2019**, on show site or after delivery are **non-refundable** and billed at 100%.

Total	+	Sales Tax 8.25%	=	Grand Total
\$	+	\$	=	\$

Booth Rental Displays

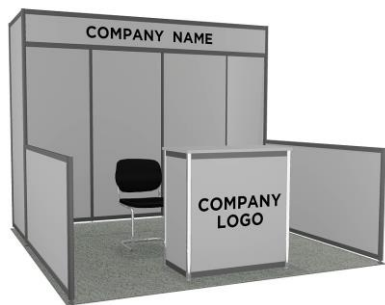
Backwall Unit w/o Graphics



Backwall Unit with Graphics



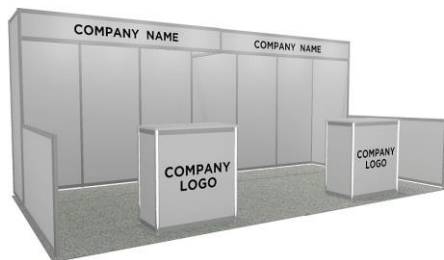
10' x 10' Booth Display w/o Graphics



10' x 10' Booth Display with Graphics



10' x 20' Booth Display w/o Graphics



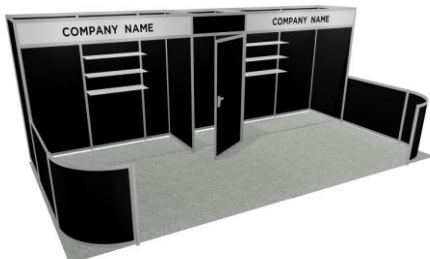
10' x 20' Booth Display with Graphics



Superior Custom Booth



Black Panel 10' x 20' Display













Booth Rental Display Order Form

Company:	Contact Name:	
Address:	City, State:	Zip Code:
Phone Number:	Fax Number:	Booth Number:
Email:		

- Payment in full must accompany **ALL** orders.
- Rental Units are available if ordered by **Friday, August 30, 2019**. Orders received after this date may be subject to availability and additional charges may apply.
- Please refer to the *Add-Ons for Rental Units* or *Display Tables & Accessories* order forms for further options.
- Rental Units include: Installation & dismantling.
- Items cancelled on or prior to **Friday, August 30, 2019**, will be refunded at 100%. Items cancelled after **Friday, August 30, 2019**, on show site or after delivery are **non-refundable** and billed at 100%.

10' x 10' Rental Units		Price	Total
Backwall Unit without Graphics 10' wide x 8' tall Backwall Unit includes printed company name header		w/o graphics \$1,200.00	
Backwall Unit with full Graphics 10' x 8' tall Backwall Unit includes Full Custom Printed Graphics		with graphics \$2,150.00	
10' x 10' Booth Display without Graphics 10' wide x 8' tall Booth Display includes 2 side rails, 1 meter counter, and 2 chairs. Also includes printed company name header and printed front panel on meter counter		w/o graphics \$1,600.00	
10' x 10' Booth Display with Full Graphics 10' wide x 8' tall Booth Display includes 2 side rails, 1 meter counter, and 2 chairs. Also includes Full Custom Printed Graphics		with graphics \$2,600.00	
Superior Custom Booth 10' wide x 10' tall Custom Booth includes backwall with full custom printed graphics, meter counter and half-meter pedestal with full custom printed graphics		\$2,800.00	
10' x 20' Rental Units			
10' x 20' Booth Display without Graphics 20' wide x 8' tall Booth Display includes 2 side rails, 2 meter counters, and 2 chairs. Also includes 2 printed company name headers and printed front panel on meter counters		w/o graphics \$3,200.00	
10' x 20' Booth Display with Graphics 20' wide x 8' tall Booth Display includes 2 side rails, 2 meter counters, and 2 chairs Also includes Full Custom Printed Graphics		with graphics \$5,200.00	
Black Panel 10' x 20' Display 20' wide x 8' tall Booth Display with all black panels includes 2 side rails with curved ends, 2 printed company name headers, 6 shelves, lockable storage closet with key		\$3,700.00	
20' x 20' Rental Unit			
For 20' x 20' Rental Units or larger, please call us for design and pricing.			

ORDER POLICY

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- Payment in full must accompany all orders by **Friday, August 30, 2019** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Friday, August 30, 2019** will be refunded at 100%. Items cancelled after **Friday, August 30, 2019**, on show site or after delivery are **non-refundable** and billed at 100%.

Total	+	Sales Tax 8.25%	=	Grand Total
\$	+	\$	=	\$



Add-Ons for Rental Units Order Form

Discount Deadline: Friday, August 30, 2019

Company:	Contact Name:	
Address:	City, State:	Zip Code:
Phone Number:	Fax Number:	Booth Number:
Email:		

- Payment in full must accompany **ALL** orders.
- Add-Ons for Rental Units are available if ordered by **Friday, August 30, 2019**. Orders received after this date may be subject to availability and additional charges may apply.
- Please refer to the "Graphics Order Form" for further options.
- Items cancelled prior to **Friday, August 30, 2019**, will be refunded at 100%. Items cancelled after **Friday, August 30, 2019**, on show site or after delivery are **non-refundable** and billed at 100%.

Add-Ons		Discount	Standard	QTY	Total
Meter Counter: Black counter top with black sides, graphics optional. Dimension totals: 27.5" wide x 39" high x 22.5" diameter.	Can be ordered separately or added to rental units	\$320.00	\$369.25		\$
Literature Stand: Collapsible literature stand with 6 pockets	Can be ordered separately or added to rental units	\$102.00	\$124.75		\$
Cocktail Table: 42" tall with standard base	Can be ordered separately or added to rental units	\$92.50	\$110.75		\$
Café Table: 30" tall with standard base	Can be ordered separately or added to rental units	\$72.50	\$87.00		\$
Glass Display Case: White - 78" tall x 48" wide x 18" deep, Lockable sliding glass doors, 8" glass shelves	Can be ordered separately or added to rental units	\$390.75	\$497.75		\$
Glass Display Counter: White - 38" tall x 48" wide x 18" deep, Lockable sliding glass doors, 8" glass shelves	Can be ordered separately or added to rental units	\$320.00	\$427.00		\$
Rolling TV Cart Floor Stand: Height adjustable mount and audio, lockable caster wheels for 32-70" flat screen and curved tv.	Can be ordered separately or added to rental units	\$120.00	\$160.00		\$

Meter Counter



**Cocktail Table 42" tall
Standard Base**



Literature Stand



**Rolling TV Cart
Floor Stand**



Glass Display Case



Glass Display Counter



**Café Table 30" tall
Standard Base**



ORDER POLICY

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- Payment in full must accompany all orders by **Friday, August 30, 2019** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Friday, August 30, 2019** will be refunded at 100%. Items cancelled after **Friday, August 30, 2019** on show site or after delivery are **non-refundable** and billed at 100%.

Total	+	Sales Tax 8.25%	=	Grand Total
\$	+	\$	=	\$



Display Labor Order Form

Company:	Contact Name:	
Address:	City, State:	Zip Code:
Phone Number:	Fax Number:	Booth Number:
Email:		

Very Important:

If using **SES Supervision** please fill out the information below as well as the **Outbound Bill of Lading** (located on the next page). If using **Exhibitor Supervision** please complete all outbound shipping documents at the **SES Service Desk** prior to the close of the event.

- All work performed without direct exhibitor supervision will be charged a 25% supervision fee with a minimum fee of \$25.00.
- All orders must be paid in advance. Orders for display labor will not be processed without pre-payment.** The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (1/2) hour increments per worker. Labor cancelled on site will be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the worker (s) at the time specified, a one (1) hour **"Not Ready"** charge per worker will apply.

Rates

Based on one (1) man, per one (1) hour

	Pre-Order	Show Site	Days	Time
Straight Time	\$72.00	\$93.00	Monday – Friday	8:00 am – 4:30 pm
Overtime	\$108.00	\$140.40	Monday – Friday Monday – Friday Saturday	4:31 pm – 12:00 am Prior to 8:00 am & after 4:30 pm All Day
Double Time	\$144.00	\$187.20	Sundays & Holidays	All Day

Please complete information below:

Invoice will be calculated according to actual hours worked.

	# of Men	Date	Start Time	# of Hours
Install:				
Dismantle:				

Type of Service:

- ☐ **SES Supervision** (Exhibitor not required to be present)

SES will proceed with your display setup unless you instruct us otherwise. Work will be done on straight time, unless move in/move out schedule does not permit. All work performed without direct exhibitor supervision will be charged a 25% supervision fee with a minimum fee of \$25.00.

*If using **SES Supervision**, please complete the information below:*

Number of Crates: _____	Self-contained unit? <input type="checkbox"/> Yes <input type="checkbox"/> No
Set up plans attached? <input type="checkbox"/> Yes <input type="checkbox"/> No	Photo enclosed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Carpet: <input type="checkbox"/> Own <input type="checkbox"/> SES Color: _____	Suggested tools (i.e. 16' ladder): _____
Special Instructions:	

- ☐ **Exhibitor Supervision** (Exhibitor must pick up labor from the **SES Service Desk**)

*All work to be performed **ONLY** under the supervision of an Exhibitor Representative. Labor ordered and not called for by the exhibitor will be billed at a one (1) hour **"Not Ready"** charge per man. Work start time can only be guaranteed in those cases when labor is requested for the start of the workday.*

Contact information for the person in charge of your move in:

Name: _____

Phone number: _____

Total	+	Sales Tax 8.25%	=	Grand Total
\$	+	\$	=	\$

Order Policy

- The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment.
- Equipment and labor cancelled on site will be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time specified, a one (1) hour **"Not Ready"** charge per worker and equipment will apply.



Hanging Banner/Rigging Order Form

Company:	Contact Name:	
Address:	City, State:	Zip Code:
Phone Number:	Fax Number:	Booth Number:
Email:		

- If the below procedures are not followed, **SES** cannot guarantee hanging of your banner/sign.
- Overhead hanging banners/signs should be sent in separate containers to the advance warehouse. Please use the advanced shipping labels and note **"Banner"** on label. Your banner **MUST** arrive by **Friday, August 30, 2019**.
- All ceiling rigging must conform to Show Management facility rules, regulations and facility limitations.
- All hanging banners/signs must be installed and removed by **SES**. Display companies and/or I & D representatives may supervise, but will not be allowed to install or remove the hanging banner/sign. Assembly and disassembly of overhead hanging can be provided by **SES** at an additional cost, or by your company representative, display house, or lighting contractor pending a **Certificate of Insurance**. Please complete the enclosed **Display Labor** order form if you need **SES** to assemble your banner/sign. Set up instructions should be provided for signs requiring assembly.
- To minimize your costs hanging points should be pre-fabricated and ready for use. If any hang point supports are over 250 lbs., notify **SES** immediately for special authorization.
- For signs other than banners include a blueprint or drawing with detailed information so that hang points can be determined.
- Electrical signs must be in working condition and in accordance with the National Electric Code. Electrical Service requirements must be ordered in advance through the specified electrical provider.
- If you require **SES** Supervision a 25% surcharge will be added to your rigging total.

All orders must be paid in advance. Orders for hanging banner/rigging will not be processed without pre-payment. The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. Equipment and labor cancelled on site will be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time specified, a one (1) hour **"Not Ready"** charge per worker and equipment will apply.

Rates				
<i>Based on a crew, which will consist of a lift with two (2) riggers.</i>				
	Pre-Order	Show Site	Days	Time
Straight Time	\$272.50	\$354.25	Monday – Friday	8:00 am – 4:30 pm
Overtime	\$408.75	\$531.38	Monday – Friday Monday – Friday Saturday	4:31 pm – 12:00 am Prior to 8:00 am & after 4:30 pm All Day
Double Time	\$545.00	\$708.50	Sundays & Holidays	All Day

Please complete information below:

Installation Date: _____	Time: _____	Approx Hrs: _____	Weight (lbs): _____	Height (ft): _____	# of Pts: _____	Assembly Required? _____	Supervision? _____
--------------------------	-------------	-------------------	---------------------	--------------------	-----------------	--------------------------	--------------------

Type: <input type="checkbox"/> Fabric – Cloth <input type="checkbox"/> Metal <input type="checkbox"/> Wood <input type="checkbox"/> Truss	Shape: <input type="checkbox"/> Circle <input type="checkbox"/> Square <input type="checkbox"/> Triangle	<input type="checkbox"/> Exhibitor Supervised <input type="checkbox"/> SES Supervised (25% supervision charge applies)
---	--	---

Chain Motor: <input type="checkbox"/> Yes <input type="checkbox"/> No	Electrical: <input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

Indicate dimensions from each boundary you would like your banner/sign placed. *Note: Specified location of sign may be changed due to availability of hang points.*

_____ ft in from back aisle _____ ft in from front aisle
 _____ ft in from left side _____ ft in from right aisle
 _____ ft from floor to top of sign

Mark positioning of banner below:

Contact name and phone number of person in charge of your move in:

Name: _____

Phone Number: _____

Order Policy

- The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment.
- Equipment and labor cancelled on site will be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time specified, a one (1) hour **"Not Ready"** charge per worker and equipment will apply.

Total	+	Sales Tax 8.25%	=	Grand Total
\$	+	\$	=	\$



➔ In-Booth Forklift Order Form

Company:	Contact Name:	
Address:	City, State:	Zip Code:
Phone Number:	Fax Number:	Booth Number:
Email:		

In-booth forklift service may be required to:

- Assemble displays, or when uncrating, positioning and re-skidding equipment and/or machinery.
- Assist in the moving of equipment and materials weighing 200 lbs. or more within your booth space.

Please Note:

- In-booth forklift service **does not** replace material handling.
- Must not require storage of empty crates, pallets or packaging.
- Unloading and loading must be done at exhibitor's direction.
- Forklifts must be ordered in advance for more than 5,000 lbs. capacity. Please contact SES at **972-271-7444** for a quote.

All orders must be paid in advance. Orders for in-booth forklift will not be processed without pre-payment. The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. Equipment and labor cancelled on site will be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time specified, a one (1) hour **"Not Ready"** charge per worker and equipment will apply.

Rates <i>Based on one (1) hour per one (1) forklift</i>				
	Pre-Order	Show Site	Days	Time
Straight Time	\$114.00	\$148.20	Monday – Friday	8:00 am – 4:30 pm
Overtime	\$171.00	\$222.30	Monday – Friday Monday – Friday Saturday	4:31 pm – 12:00 am Prior to 8:00 am & after 4:30 pm All Day
Double Time	\$228.00	\$296.40	Sundays & Holidays	All Day

Please complete information below:

Invoice will be calculated according to actual hours worked.

	# of Forklifts up to 5,000 lbs. (w/operator)	Weight of heaviest piece	Date	Time	Approx hours
Install:					
Dismantle:					
Describe work needed:	<input type="checkbox"/> Spotting of Equipment <input type="checkbox"/> Installation/Dismantle of Header <input type="checkbox"/> Other _____				
Specify other equipment:	<input type="checkbox"/> Straps <input type="checkbox"/> Chains <input type="checkbox"/> Fork Extensions				
Four (4) stage forklift required:	<input type="checkbox"/> Yes (additional charges may apply) <input type="checkbox"/> No				

Contact information for the person in charge of your move in:

Name: _____

Phone Number: _____

Order Policy

- The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment.
- Equipment and labor cancelled on site will be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time specified, a one (1) hour **"Not Ready"** charge per worker and equipment will apply.

Total	+	Sales Tax 8.25%	=	Grand Total
\$	+	\$	=	\$



Cartload Service Order Form

Company:	Contact Name:	
Address:	City, State:	Zip Code:
Phone Number:	Fax Number:	Booth Number:
Email:		

A Credit Card Authorization form must be on file to receive service.

SES is pleased to make available one (1) laborer with one (1) pushcart, for one (1) trip, one way from the dock to your booth or from your booth to the dock for a charge of **\$50.00 (ST)** or **\$62.50 (OT)** each way. A cartload is ten (10) pieces or less, weighing less than 200 lbs. total. There is a maximum of two (2) cartload trips per booth. If additional trips are required, exhibitor will be charged material handling.

This service will help expedite the process and reduce your hassles. Service will be available during move in and move out at the event. You can make the arrangements at the **SES Exhibitor Service Desk** prior to (or before the end of) the show. If you have any questions please contact SES Exhibitor Service Department at **972-271-7444**. Pre-orders will receive preferential service at show site, but you may also order this service at the **SES Service Desk**.

Check In Procedure:

1. One person will check in with a SES Supervisor, who will direct exhibitors to the POV unloading area.
2. One person must remain with the vehicle at all times or must return to vehicle within 20 min.
3. A laborer will be dispatched to assist unloading of your vehicle on a first come, first serve basis.

A **POV**, or privately owned vehicle, is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include **sedans, pick-ups, passenger vans, taxis or sports utility vehicles**. Cartload Service will be refused and material handling charges will apply if arriving with any of the following vehicles:

◆ **Semi** ◆ **Flatbed** ◆ **Trailers** ◆ **Bobtail**

Cartload Service	# of Trips	Straight Time	Overtime	Total
Dock to booth		\$60.00	\$90.00	\$
Booth to dock		\$60.00	\$90.00	\$
Round-trip		\$120.00	\$180.00	\$

Advance orders will receive preferential service at show site.

Please indicate the approximate date, time and type of vehicle arriving in:

Date: _____

Vehicle Description: _____

Time: _____

Rules Regarding Cartload Service:

- Must arrive in privately owned vehicle
- This service is for exhibitors who have small hand carry items, all of which must fit in a 3' x 4' push cart
- Vehicle must unload at the receiving dock of exhibit hall
- SES personnel will direct vehicles
- Cart is not authorized to enter or go to any parking structure
- Freight that is too large or heavy will be charged material handling rates

ORDER POLICY

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- Payment in full must accompany all orders by **Friday, August 30, 2019** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Friday, August 30, 2019** will be refunded at 100%. Items cancelled after **Friday, August 30, 2019** and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are **Luxury Furniture, Graphics and Display Rentals**. If these items are cancelled after **Friday, August 30, 2019** they will be billed at 100%.

Total	+	Sales Tax 8.25%	=	Grand Total
\$	+	\$	=	\$



→ Vehicle Spotting Service Order Form

Company:	Contact Name:	
Address:	City, State:	Zip Code:
Phone Number:	Fax Number:	Booth Number:
Email:		

A Credit Card Authorization Form must be on file to receive service.

The spotting of vehicles is one of the most critical segments of the move in operation. Spotting is the placement or "dropping" of a vehicle or trailer on the event floor and its subsequent removal from the event floor. Exhibitors with vehicles (*self-propelled or pushed*) scheduled for display **MUST** complete and return the following form, via fax, to **SES** no later than **Friday, August 30, 2019**. *Orders by phone will not be accepted.* A target move-in time will be assigned based upon this information. Any off-target or unscheduled vehicle deliveries may be assessed a time and labor surcharge.

Round Trip Vehicle Spotting Fee

\$200.00 per vehicle

Additional requirements, such as towing, will be charged on a time and materials basis

Description of vehicle (s) to be spotted:

Arrival Date/Time: _____ Booth Number/Location: _____

Dimensions: Length _____ Width _____ Height _____ Weight (lbs.) _____

Special Needs/Handling:

Vehicle Spotting Rules:

- Fuel tank must not contain more than 1/4 - tank (or 5 gallons, whichever is less) of fuel.
- Gas cap must be locked or sealed by tape to prevent the escape of vapors
- Refueling, or removal of fuel from vehicles, while on the premises is prohibited.
- Vehicle cannot be turned on, operated or moved during event hours.
- Batteries must be disconnected and taped.
- Key(s) should be available to Show Management and/or **SES** at all times.
- No vehicles shall be parked in designated fire lanes.
- All spotting service orders are subject to **SES Payment Policy and Limits and Liability**.
- All work is to be performed under the supervision of an authorized exhibitor representative.
- Please note:* some venues may have other and/or additional rules.

ORDER POLICY

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- Payment in full must accompany all orders by **Friday, August 30, 2019** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Friday, August 30, 2019** will be refunded at 100%. Items cancelled after **Friday, August 30, 2019** and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are *Luxury Furniture, Graphics and Display Rentals*. If these items are cancelled after **Friday, August 30, 2019** they will be billed at 100%.

Total	+	Sales Tax 8.25%	=	Grand Total
\$	+	\$	=	\$

➔ Rules & Regulations

To assist in planning for your participation in this event, we know you will appreciate knowing in advance that union labor is required for certain aspects of your exhibit handling. To help you understand the ***Area Work Rules-Labor Regulations***, we ask that you read the following.

➤ Decorator Labor

We currently have agreements with local unions to provide labor for display installation and dismantling. Full time employees of the exhibiting companies or approved EAC's, however, may set their own exhibits without assistance from any union labor. If you would like assistance to set your booth, it can be ordered in advance by filling out the *Display Labor Form* in the **SES** exhibitor manual or on show site at the **SES Exhibitor Service Desk**.

➤ Material Handling

Exhibitors may use a two-wheel dolly or hand-carry their own freight into the exhibit hall. Please keep in mind, for some shows, parking may be limited for unloading and loading. A designated entrance for POV's will be provided and an allotted amount of time will be given per vehicle for loading and unloading. The use or rental of four-wheel dollies, flat bed carts or other mechanical equipment is not permitted. **SES** will control access to the loading docks in order to provide for a safe and orderly move in/move out.

➤ Tipping

We request that exhibitors do not tip employees (give money, merchandise, or other special consideration for services rendered.) Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor. Employees are paid at an excellent wage. Tipping is strongly discouraged and is not accepted company policy.

➤ Safety

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

Third Party Payment

Full payment must be received for services requested before the order will be processed. If you choose to pay by check, a credit card still must be on file.

SES will present invoices to third parties at show site for payment of all services rendered to exhibitors under the following conditions:

- The Exhibitor is required to complete the *Exhibitor Appointed Contractor (EAC)* form located in this Exhibitor Service Manual.
 - The payment of the third party must be acceptable to **SES**. The credit card information below must be completed and submitted to **SES** prior to the show.
 - If there is any doubt who is to be invoiced for a service, the charge will be issued to the exhibitor. The exhibiting firm is ultimately responsible for the payment of charges. If the *EAC* requires **SES** to fax an invoice from the convention facility, a \$10.00 service fee will be added.
 - The following form is to be completed, signed and returned by both parties. Otherwise, the request will not be approved.
- ❖ **All invoices must be resolved by the close of the show.**

Exhibiting Company: _____ Booth Number: _____

Exhibiting Company Contact Name & Title: _____

Authorized Signature: _____

Display House Name (Third Party Payer): _____

Display House Contact Name & Title: _____

Authorized Signature: _____

Display House Address (Third Party Payer): _____ City, State, ZIP code: _____

Phone: _____ Fax: _____

Items being billed to Third Party: ☐ Material Handling ☐ Furnishings ☐ Display Labor ☐ All Services
☐ Other _____

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the named third party does not make payment upon presentation of invoice at show site, such charges will be presented to the exhibiting firm for payment.

Company Name: _____

Cardholder Name: _____

☐☐☐

Credit Card Number:

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

Expiration Date (MM/YYYY): _____

Billing Address: _____ City, State, ZIP code: _____

Phone: _____ Fax: _____ Email: _____

Authorized Signature: I, _____, agree to the conditions stated in this manual and the paragraph above.

Exhibitor Appointed Contractor – EAC Form

SES has been selected as the **Official Service Contractor** and must be used for all material handling, furniture rental, signs, rigging, cleaning, installation and dismantling of exhibit materials.

An **Exhibitor Appointed Contractor (EAC)** 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 and does not represent one or more of the **Official Contractors**.

Rules and Regulations

- Each representative of an **EAC** must physically pick up, in person, an “**Exhibit Crew**” badge at the **SES Service Center**. If an **EAC** representative does not have identification which verifies his/her employment by the **EAC**, he/she must be accompanied to the **SES Service Desk** by a representative who does have verifying identification.
- These services shall not conflict with existing labor regulations or contracts and in fulfilling his/her obligations, the representative of an **EAC** shall adhere to the regulations set up by the Hall and Show Management regarding entrance. It is the responsibility of the Exhibitor to see that each representative of an **EAC** abides by the official **Rules and Regulations** of this exposition.
- The representative of an **EAC** shall have a true and valid order for services from an Exhibitor in advance of the event move-in date.
- No **EAC** shall solicit business on the show floor.

Certificate of Insurance (COI)

It is the responsibility of each Exhibiting Firm utilizing an **EAC** to complete and return this form along with a **Certificate of Insurance (COI)** which names **SES** as additional insured for each **EAC** firm being utilized. (A sample COI can be found in this exhibitor manual.)

The EAC Certificate of Insurance must maintain:

- At least \$1 million in employer’s liability, general liability, automobile liability and workers compensation as required in the state the exposition is located.

This form must be received by: Friday, August 30, 2019

If this **EAC** form and the **Certificate of Insurance** are not received by **Friday, August 30, 2019**
Exhibitor or **EAC** will be required to order labor from **SES**.

Please clearly note Company Name and Show Name on the Certificate of Insurance form. (See sample)

For additional questions please call us at 972.271.7444 or toll free 866.386.3976 (866.FUN.EXPO)

Complete all information below:

Exhibiting Firm:	Booth Number:
Authorized Contact Name & Title:	Authorized Contact Signature:
Full Name of EAC:	
Address of EAC:	City, State, Zip Code:
Authorized EAC Contact Name & Title:	Authorized EAC Contact Signature:
EAC Representative on Show Site:	
Phone Number:	Fax Number:
Email Address:	
Type of service being performed:	



Sample Certificate of Liability Insurance

This form should name **SES** as additional insured for each EAC firm being utilized. **Note:** The EAC must maintain at least \$1 million in employer's liability, general liability, automobile liability and workers compensation as required in the state the exposition is located.

ACCORD	CERTIFICATE OF LIABILITY INSURANCE	DATE (MM/DD/YYYY)
PRODUCER ABC Insurance Agency 1234 Broker Lane New York, NY 12345	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	
INSURED Company Name, Inc 1234 Corporate Lane New York, NY 12345	INSURER A: Hartford Insurance Company of Texas	
	INSURER B: Aetna Casualty & Surety Company	
	INSURER C: Royal Insurance Company	

COVERAGE'S

CERTIFICATE NUMBER:

REVISION NUMBER:

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSUR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY ___ CLAIMS MADE ___ OCCUR GENERAL AGGREGATE LIMIT APPLIES PER ___ POLICY ___ PROJECT ___ LOC	000P98298-A11	01/01/16	01/01/17	EACH OCCURRENCE	\$1,000,000
					FIRE DAMAGE (Any one fire)	\$50,000
					MED EXP (Any one person)	\$5,000
					PERSONAL & ADY INJURY	\$1,000,000
					GENERAL AGGREGATE	\$2,000,000
					PRODUCTS-COMP/OP AGG	\$2,000,000
B	AUTOMOBILE LIABILITY ANY AUTO ___ ALL OWNED AUTO ___ SCHED AUTOS ___ NON-OWNED AUTOS ___ HIRED AUTOS	SKLS-0294995	01/01/16	01/01/17	COMBINED SINGLE LIMIT (each accident)	\$1,000,000
					BODILY INJURY (per person)	\$
					BODILY INJURY (per accident)	\$
					PROPERTY DAMAGE	\$
	GARAGE LIABILITY ANY AUTO				AUTO ONLY-EA ACCIDENT	\$
					OTHER THAN	\$
A	___ UMBRELLA ___ EXCESS LIABILITY ___ OCCUR ___ CLAIMS MADE ___ DEDUCTIBLE ___ RETENTIONS	XL1234567	01/01/16	01/01/17	EACH OCCURRENCE	\$
					AGGREGATE	\$
C	WORKERS COMPENSATION AND EMPLOYERS LIABILITY	A4145-SS-PJ37	01/01/16	01/01/17	WC STATUTORY LIMITS	OTHER
					E.L. EACH ACCIDENT	\$1,000,000
					E.L. DISEASE-EA EMPLOYEE	\$1,000,000
					E.L. DISEASE-POLICY LIMIT	\$1,000,000
D	OTHER Professional Liability	000P98298-A11	01/01/16	01/01/17	EACH OCCURRENCE & AGGREGATE	\$1,000,000 \$3,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

CERTIFICATE HOLDER X **ADDITIONAL INSURED; INSURER LETTER** X **CANCELLATION**

SES Exhibitor Services 10548 US Highway 80 Forney, TX 75126 Re: Pinners Texas 2019	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS. AUTHORIZED REPRESENTATIVE John Smith, CIC
--	---

- ❖ **PRODUCER:** Insurance Agent/Broker who issues certificate.
- ❖ **NAME OF INSURED:** Must be the legal name of contracting party.
- ❖ **TYPES OF INSURANCE:** Must include types required by contract.
- ❖ **FORM OF COVERAGE:** Must be "occurrence" form of coverage.
- ❖ **NAME ADDITIONAL INSURED'S:** Superior Expo Services (Official Service Provider), Show Management, Show and Facility as additional insureds on a primary and non-contributory basis.
- ❖ **CERTIFICATE HOLDER:** Must be Superior Expo Services
- ❖ **POLICY EFFECTIVE DATE:** Must be prior to or coincidental with the first day of Exhibitor Move-In.
- ❖ **POLICY EXPIRATION DATE:** Must be on or after the last day of Exhibitor Move-Out.
- ❖ **LIMITS OF INSURANCE:** Must be the same or greater than required by contract.
- ❖ **NOTICE OF CANCELLATION:** 30-day notice must be provided.
- ❖ **AUTHORIZED REPRESENTATIVE:** Must be signed (not stamped) by an authorized representative of Producer.

KAY BAILEY HUTCHISON CONVENTION CENTER DALLAS

ELECTRICAL ORDER



Remit to: KBHCCD

 ATTN: CONVENTION SERVICES
 650 S. GRIFFIN ST.
 DALLAS, TX 75202

Phone: (214) 939-2726 Fax: (214) 939-2740

Please type or print all exhibitor information

DEADLINE DATE:

To receive discount rates, this order with payment must arrive in our offices prior to the above date; otherwise standard rates apply.

Exhibiting Firm Name	Booth No.	Tel No.	
Address	City	State	Zip
Contact at Show	Email Address	Date	

PAYMENT POLICY **IMPORTANT** THIS SECTION MUST BE COMPLETED BEFORE THIS ORDER CAN BE PROCESSED.

 A CREDIT CARD NUMBER IS REQUIRED AS A DEPOSIT AGAINST ADDITIONAL LABOR AND/OR SERVICES. PAYMENT OF ANY BALANCES MAY BE MADE BY COMPANY CHECK UPON REQUEST AT THE SERVICE DESK, BUT A CREDIT CARD MUST BE ON FILE.

ANY BALANCE OUTSTANDING AS OF THE CLOSE OF SHOW WILL BE CHARGED TO YOUR ACCOUNT.

AMEX	VISA	MC	DISCOVER	DINERS
------	------	----	----------	--------

Credit Card No. _____ Exp. Date _____

Authorized Signature _____ Print Name _____

THIRD PARTY BILLING - The exhibiting firm is primarily responsible for payment of all charges. We will bill a third party/display house provided there is a credit card on file and they have a satisfactory credit history with the DCC.

Display House/Third Party	Contact at Show		
Address	City	State	Zip
Name (Print)	Authorized Signature		

ELECTRICAL POWER

Rates listed will bring power to any one designated point within the booth space.

Additional labor and material charges will be incurred for hooking up equipment, installation and removal of lights, hardwiring, disconnecting special power, overhead drops, locations outside the exhibit halls, as well as any additional service/labor which is requested or required.

	QTY	Discount Price	Standard Price	TOTAL
15 AMP 120 VOLT 1P	_____	\$100.00	\$125.00	\$_____
20 AMP 120 VOLT 1P	_____	\$145.00	\$175.00	\$_____
20 AMP 208 VOLT 1P	_____	\$225.00	\$259.00	\$_____
30 AMP 120 VOLT 1P	_____	\$173.00	\$190.00	\$_____
30 AMP 208 VOLT 1P	_____	\$345.00	\$397.00	\$_____
40 AMP 208 VOLT 1P	_____	\$450.00	\$518.00	\$_____
50 AMP 208 VOLT 1P	_____	\$489.00	\$564.00	\$_____
60 AMP 208 VOLT 1P	_____	\$525.00	\$604.00	\$_____
___AMP 208 VOLT 1P	(for higher amperage, call for price)			\$_____
20 AMP 208 VOLT 3P	_____	\$315.00	\$362.00	\$_____
30 AMP 208 VOLT 3P	_____	\$420.00	\$483.00	\$_____
40 AMP 208 VOLT 3P	_____	\$564.00	\$649.00	\$_____
50 AMP 208 VOLT 3P	_____	\$620.00	\$713.00	\$_____
60 AMP 208 VOLT 3P	_____	\$695.00	\$799.00	\$_____
70 AMP 208 VOLT 3P	_____	\$769.00	\$884.00	\$_____
100 AMP 208 VOLT 3P	_____	\$1,076.00	\$1,237.00	\$_____
___AMP ___VOLT 3P	(for higher amps/volts, call for price)			\$_____

480 VOLT POWER IS AVAILABLE. CALL FOR QUOTES. \$_____

NOTE: FOR 24 HR. POWER/DEDICATED LINE ADD 25% \$_____

TOTAL OUTLET CHARGES \$_____

 Labor inside the booth to attach lights and/or provide power extension on top of the carpet may be performed by the exhibitor only. All other electrical installation work must be performed by DCC electricians. DCC electricians must make all electrical connections to the power source, regardless of wattage used.

PAR CAN LIGHTS 1000W	QTY	DISCOUNT	STANDARD
	_____	\$400.00	\$500.00
			\$_____

LIGHTSTANDS-250W	QTY	DISCOUNT	STANDARD
	_____	\$75.00	\$90.00
			\$_____

Indicate location with "X"

Aisle

Rear

Aisle # _____

 Drape
Line
Booth

 Island
Booth

Aisle # _____

ENTER AISLE(S) AND INDICATE SPECIFIC LOCATIONS WITH "X". DUPLEX OUTLETS WILL BE PLACED TO REAR OF ALL DRAPE-LINE BOOTHS AT RATES LISTED. A SEPARATE OUTLET MUST BE ORDERED FOR EACH PIECE OF EQUIPMENT TO BE CONNECTED. SEE BACK OF FORM FOR LABOR RATES, APPROVED WIRING CODES, INSTALLATION POLICIES (INCLUDING LIGHT FIXTURES) AND OTHER IMPORTANT INFORMATION. A LABOR DISCONNECT FEE WILL BE APPLIED TO SPECIAL POWER (208 AND 480 VOLT).

INFORMATION AND CONDITIONS

The Dallas Convention Center is the exclusive provider of electrical services within its facilities and property. This includes all exhibit halls, meeting rooms, and temporary structures, inside or outside the facility.

All energizing of electrical services is to be completed/performed by DCC personnel. All electrical material and equipment must be grounded. Electrical cord(s) placed under carpet must be installed by DCC personnel. DCC electricians will evaluate the booth at the time of connection to ensure compliance with electrical codes. If the electrical supervisor determines that the booth electrical is not code compliant, the exhibitor will have the option to make the appropriate changes or hire a DCC electrician to do so. If the exhibitor performs the changes, labor charges for a DCC electrician to reevaluate and energize the booth will be incurred. Standard labor and material rates will apply if additional labor is requested or required.

SERVICE ORDER INFORMATION

1. Booth number and location of electrical must be identified on the face of this form. Incomplete information may delay processing the order.
2. No credit can be issued on services installed and not used. Service cancelled prior to decorator move-in will be subject to a \$25.00 processing fee.
3. **ALL ISLAND BOOTHS WILL REQUIRE A SCALED DIAGRAM INDICATING ORIENTATION OF BOOTH.**
4. It is our policy to settle all service, labor, and billing disputes as soon as possible. No adjustments will be made unless reported to the service desk prior to the close of the show.

LABOR - Charges will be made in 1/2 hour increments.
Supervision time will be charged at a rate of 1/2 hour for each four hours labor.
Mon-Fri 8 a.m. to 4:30 p.m. \$60.00 per hour
Mon-Fri 4:30 p.m. To 8 a.m. \$120.00 per hour
Sat., Sun. and Holidays \$120.00 per hour

NOTE: Electrical labor must be ordered 24 hours in advance in order to have personnel available when needed.

IMPORTANT BUILDING REGULATIONS

1. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current voltage, phase, frequency, horsepower, etc.
2. Electricians are authorized to cut floor coverings to permit installation of service unless otherwise directed.
3. All approved electrical cords must be at least 14 gauge and 3-wire grounded type. 2-Wire cords (zipcords or ripcords) are UNACCEPTABLE unless the cord is a component part of an assembly which is specifically approved. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized shall be grounded.
4. DCC is not responsible for voltage fluctuations or power failures. If your equipment has strict tolerances for voltage, then you must bring your own regulating device.
5. All equipment, regardless of source of power, must comply with Federal, State, and Local codes. The DCC reserves the right to inspect, at the exhibitor's expense, all electrical devices and connections to ensure compliance with all codes. The Electrical Supervisor is obligated to refuse connection when wiring is not in accordance with the City Electrical Ordinance. Local ordinance prohibits more than two connections per outlet box.
6. All material and equipment furnished by the DCC shall remain the property of DCC and shall be removed only by DCC personnel at the close of the show.
7. Wall outlets and post outlets are not a part of booth space.
8. Separate outlets must be ordered for each booth requiring power.
9. DCC conducts an audit of power supplied to all exhibits. Exhibitors will be required to pay standard rates for additional or unauthorized use of power. Power may be disconnected pending full payment.

ELECTRICAL VOLTAGE AVAILABLE

AC, 60 Cycle 120 volt, single phase
AC, 60 Cycle, 208 volt, single phase
AC, 60 Cycle, 120/208 volt, three phase, four wire
*AC, 60 Cycle, 277/480 volt, three phase, five wire
*Prior arrangement necessary

For voltage other than above, Exhibitor must provide the transformer.

All electrical power for exhibit booths on Level III of the Exhibit Hall must originate from floor ports, 100 amp, 120/208 three phase available per port. Should it be necessary to disassemble a floor port in order to add amperage, outlet charge plus time and material will be charged.