



**Pinners Texas 2020
September 25-26, 2020**

**Will Rogers Memorial Center
Amon G. Carter Jr. Exhibits Hall
3401 W Lancaster Ave.
Fort Worth, TX 76107**

EXHIBITOR MANUAL

Welcome Exhibitor

We take great pleasure in notifying you that **SES** has been selected as the *Official Service Contractor* for the **Pinnex Texas 2020**. 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:

Bennett Events

Contact: Kendall Bennett

Phone: 801-368-7118 (c)

E-mail: kendall@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, September 11, 2020** to save money, as well as ensure the availability of your item.



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Event Information

Discount Deadline: Friday, September 11, 2020
Show Colors: Black
Booth Carpet Color: Facility is not carpeted. Available for rent on page 43.
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 23, 2020</u>	<u>8:00 AM - 5:00 PM</u>
Exhibitor Move-In:	<u>Thursday, September 24, 2020</u>	<u>8:00 AM - 6:00 PM</u>
Event Hours:	<u>Friday, September 25, 2020</u>	<u>10:00 AM - 8:00 PM</u>
	<u>Friday, September 25, 2020</u>	<u>VIP 9:30 AM</u>
	<u>Saturday, September 26, 2020</u>	<u>9:00 AM - 7:00 PM</u>
	<u>Saturday, September 26, 2020</u>	<u>VIP 8:30 AM</u>
Exhibitor Move-Out:	<u>Saturday, September 26, 2020</u>	<u>7:00 PM</u>
Driver Check-In By:	<u>Saturday, September 26, 2020</u>	<u>8:00 PM</u>
Freight Re-Directed at:	<u>Saturday, September 26, 2020</u>	<u>8:30 PM</u>
SES Move-Out:	<u>Saturday, September 26, 2020</u>	<u>7:00 PM</u>

Shipping Information (Material handling charges will apply)

Advance Shipping Address:

Superior Expo Services - Pinners Texas 2020

Booth Company Name & # _____

10548 W. US Highway 80

Forney, TX 75126

Advance shipments **MUST** be received by
Friday, September 18, 2020

Direct Shipments to Show Site:

Will Rogers Memorial Center, Amon G. Carter Jr. Exhibits Hall

c/o - **Superior Expo Services** - Pinners Texas 2020

Booth Company Name & # _____

3401 W Lancaster Ave., Amon G. Carter Jr. Exhibits Hall

Fort Worth, TX 76107

Direct shipments to arrive **NO EARLIER**
 than Wednesday, September 23, 2020

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, September 11, 2020** will be refunded at 100%. Items cancelled after **Friday, September 11, 2020**, 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, September 11, 2020** 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, September 11, 2020

- 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, September 11, 2020** will be refunded at 100%. Items cancelled after **Friday, September 11, 2020** 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, September 11, 2020 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, September 11, 2020** to receive the discount price.
- Orders received after this date will be charged the standard rate.
- Items cancelled on or prior to **Friday, September 11, 2020** will be refunded at 100%. Items cancelled after **Friday, September 11, 2020** 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, September 11, 2020** 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 2020](#)
- **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, September 11, 2020** will be refunded at 100%. Items cancelled after **Friday, September 11, 2020**, 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, September 11, 2020** 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 18, 2020**. Shipments must arrive by **Friday, September 18, 2020**, by 3:30 pm. No shipments will be received at the warehouse on weekends or holidays.
- Shipments arriving at the warehouse after **Friday, September 18, 2020**, 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 23, 2020**. 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 2020

Will Rogers Memorial Center

September 25-26, 2020

***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 Highway 80 Forney, TX 75126 Advance Warehouse Deadline: <u>Friday, September 18, 2020</u>		<input type="checkbox"/> I will be shipping Direct to Show Site <u>Will Rogers Memorial Center</u> <u>3401 W Lancaster Ave., Amon G. Carter Jr.</u> <u>Exhibits Hall</u> <u>Fort Worth, TX 76107</u> Delivery Date: <u>Wednesday, September 23, 2020</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 2020

**EXHIBIT MATERIALS
MUST be received by
Friday, September 18, 2020
Between 8:30 AM – 5:00 PM**

To: (Exhibiting Company Name) _____

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

WAREHOUSE

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

Carrier: _____

DIRECT TO SHOW SITE LABEL



Pinners Texas 2020

**EXHIBIT MATERIALS
To arrive NO SOONER than
Wednesday, September 23, 2020**

To: (Exhibiting Company Name) _____

**Will Rogers Memorial Center
C/O Superior Expo Services
3401 W Lancaster Ave., Amon G. Carter Jr. Exhibits Hall
Fort Worth, TX 76107**

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 18, 2020**
- All materials shipped advance to the warehouse **MUST ARRIVE BY: Friday, September 18, 2020**
- 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 23, 2020**
- 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 18, 2020	\$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, September 11, 2020

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			

ORDER POLICY	
<ul style="list-style-type: none"> 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, September 11, 2020 to receive discount price. Orders received after this date will be charged standard rate. Items cancelled on or prior to Friday, September 11, 2020 will be refunded at 100%. Items cancelled after Friday, September 11, 2020 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 <i>Luxury Furniture, Graphics and Display Rentals</i>. If these items are cancelled after Friday, September 11, 2020 they will be billed at 100%. 	

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

TRADESHOW ²⁰²⁰

Furnishings



FEATURING

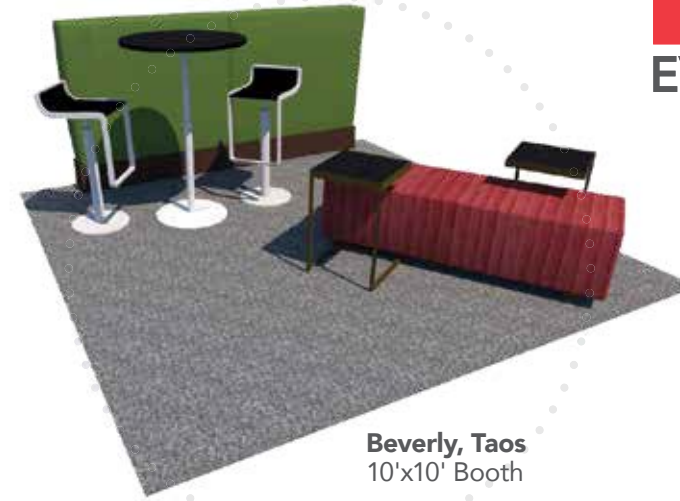
- Powered Collections
- Modular Seating
- Executive Seating
- Communal Tables
- Bars & Barstools

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CORT[®]
EVENTS

Inspired Designs for Maximum Engagement

Design an interactive booth that achieves your company vision and encourages attendees to connect, learn, and engage.



Beverly, Taos
10'x10' Booth



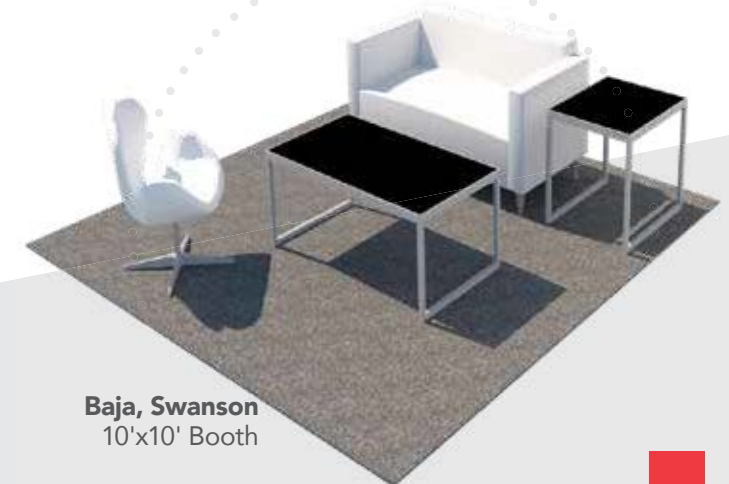
Malba, Beverly
10'x10' Booth



Vibe, Christopher
10'x20' Booth



Blade, Marche
10'x10' Booth



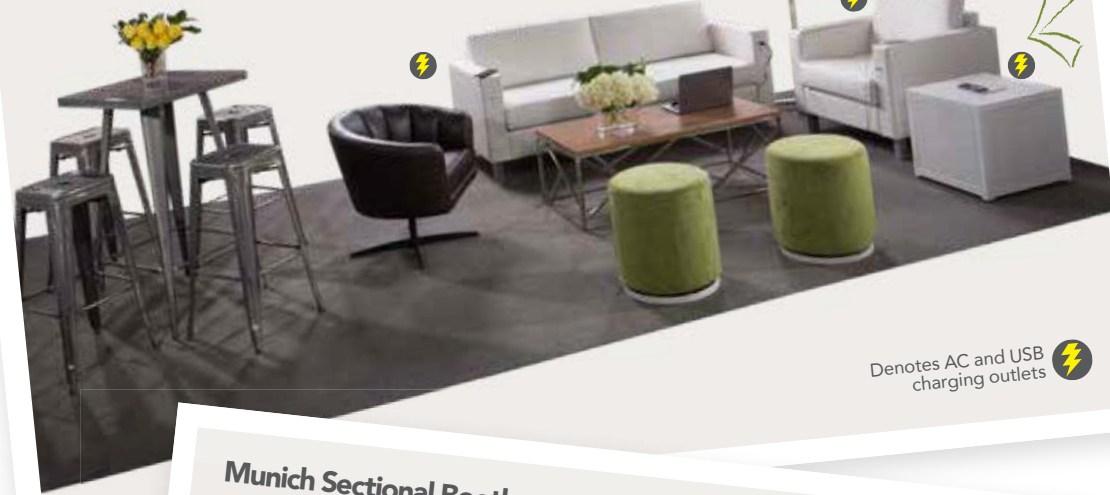
Baja, Swanson
10'x10' Booth

Top 10 Booth Design Tips

Attract, Engage and Inspire.



Roma Powered Seating and Rustique Table Booth
10'x20'



Keep clients charged with powered seating and add a wireless charging table for attendees without charging cords.

Munich Sectional Booth
10'x10'



Create a comfortable "living room" space with soft lounge seating to relax clients and facilitate conversation.

Malba Conference and Beverly Demonstration Booth
10'x20'



Design multi-functional booths with areas for demonstrations and a place for conferencing.

Powered Seating

Make searching for wall outlets a thing of the past and empower attendees at your next show with functional charging furniture from CORT Events. From pedestals to soft seating and tables, our complete charging collection lets you **Power Up the Possibilities.**

Charge it!

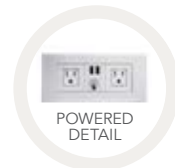
Powered tables or seating encourages clients to linger in the booth and recharge!



CUBPOW
Wireless Charging Table, Powered
(white, AC plug-in) 20"L 20"D 18"H

Roma Powered Chair & Sofa
10'x20'

Roma Collection



SFAPWR Roma Sofa, Powered
(white vinyl) 78"L 31"D 33"H
CHRPWR Roma Chair, Powered
(white vinyl) 37"L 31"D 33"H

Naples Collection

NPLCHP Naples Chair, Powered (black vinyl) 36"L 30"D 33.25"H
NPLLOP Naples Loveseat, Powered (black vinyl) 62"L 30"D 33.25"H
NPLSOP Naples Sofa, Powered (black vinyl) 87"L 30"D 33.25"H



Banquettes

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



MODULAR SYSTEM Create round banquettes or custom serpentine seating. The Power Banquette system has three AC and two 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).

Powered Tables



Get Connected.
Use communal tables
in your design to facilitate
networking.



Ventura Bar Tables, Powered (silver frame) 72.25"L 26.25"D 42"H
A) VNTWHT (white top) **B) VNTBLK** (black top)
Ventura Cafe Tables, Powered (silver frame) 72.25"L 26.25"D 30"H
C) VNTCBK (black top) **D) VNTCWH** (white top)

E) CUBPOW Wireless Charging Table, Powered (white, AC plug-in) 20"L 20"D 18"H
Sydney Powered Cocktail Tables (brushed steel) 48"L 26"D 18"H
F) C1WP (white top) **G) C1YP** (black top)

Powered Pedestals



Powered Locking Pedestals

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

Powered Desk



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

Soft Seating Collections



Valencia **VALSOF Sofa** (coffee brown velvet) 63"L 30.5"D 31"H
VALCHA Chair (spice orange velvet) 28"L 30.5"D 31"H



Fairfax **FAIRSW Sofa** (white vinyl, brushed metal) 62"L 26"D 30"H
FAIRCW Chair (white vinyl, brushed metal) 27"L 26"D 30"H



Allegro **CHR002 Chair** (blue fabric) 36"L 34.5"D 30"H
SFA002 Sofa (blue fabric) 73"L 34.5"D 30"H



Roma **SFAPWR Sofa, Powered** (white vinyl) 78"L 31"D 33"H
CHRPWR Chair, Powered (white vinyl) 37"L 31"D 33"H



POWERED
DETAIL

Palm Beach

PALSOF Sofa (white vinyl) 69"L 29"D 33"H





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

CUBPOW
Wireless Charging Table, Powered 
(white, AC plug-in) 20"L 20"D 18"H



POWERED
DETAIL

Munich



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



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



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



Baja



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



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



BSFWHT Sofa
(white vinyl) 86"L 30"D 28"H

Soft Seating Collections



Tangiers

TANCHR Chair (beige textured) 34"L 37"D 36"H
TANLOV Loveseat (beige textured) 57.5"L 37"D 37"H
TANSOF Sofa (beige textured) 78"L 37"D 36"H



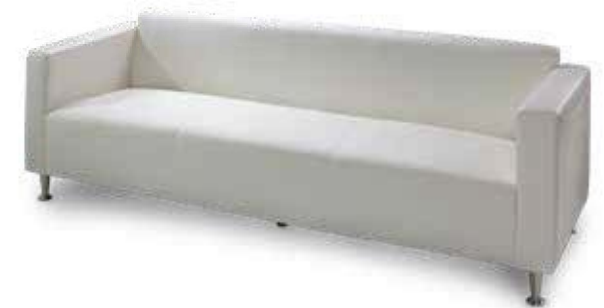
Key Largo

KEYCHR Chair (black fabric) 35"L 35"D 34"H
KEYLOV Loveseat (black fabric) 57"L 35"D 34"H
KEYSOF Sofa (black fabric) 79"L 35"D 34"H



Munich

MNCHCH Armless Chair (gray fabric) 22.5"L 27"D 28.5"H
MNCHCC Corner Chair (gray fabric) 26"L 27"D 28.5"H
MNCHLA Loveseat (gray fabric) 45"L 27"D 28.5"H



Baja

BCHWHT Chair (white vinyl) 36"L 30.5"D 28"H
BLVWHT Loveseat (white vinyl) 61"L 30.5"D 28"H
BSFWHT Sofa (white vinyl) 86"L 30"D 28"H



POWERED
DETAIL

Naples

NPLCHP Chair, Powered (black vinyl) 36"L 30"D 33.25"H
 Also available with standard arm (NPLCHR).
NPLLOP Loveseat, Powered (black vinyl) 62"L 30"D 33.25"H
 Also available with standard arms (NPLLOV).
NPLSOP Sofa, Powered (black vinyl) 87"L 30"D 33.25"H
 Also available with standard arms (NPLSOF).



Accent Chairs



A) LABREA La Brea Swivel Chair (charcoal gray fabric, chrome) 35"L 27"D 40"H
B) WENCHA Wentworth Swivel Chair (brown vinyl, black) 31"L 24"D 31.5"H

Spin Around.

Swivel chairs in small spaces maximize functionality and allow you to engage with those all around!



C.



D.



E.

C) OCB Key West Chair (black fabric, wood) 31"L 31"D 31"H
D) BCW Madrid Chair (white vinyl, chrome) 30"L 30"D 31"H
E) PROGB Pro Executive Guest Chair (black vinyl, chrome) 24"L 22"D 36"H

Palm Beach Sofa & Swanson Chairs

10'x10' Booth



Swanson

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

Group Seating

Meeting Chairs

25.5"L 23.5"D 34"H

- A) OCMTAU (taupe fabric, wenge)
B) OCMWHT (white vinyl, wenge)
C) OCMESE (espresso vinyl, wenge)



- A) CS8 Berlin Chair (black, white, chrome) 18"L 22"D 32"H
B) CS4 Syntax Chair (black, chrome) 23"L 19"D 32.25"H
C) XCHR Christopher Chair (white vinyl, chrome) 17"L 19"D 35"H
D) SC3 Brewer Chair (onyx, black) 20"L 20"D 32"H
E) RSTDIN Rustique Chair w/arms (gunmetal) 20"L 18"D 31"H
F) ZENCHR Zenith Chair (white, chrome) 18.25"L 22"D 32"H
G) LMCHR Laguna Chair (maple, chrome) 18"L 19"D 34"H

- H) SC10 Razor Armless Chair (white) 15.5"L 15.5"D 30.5"H
I) BLDCSB Blade Chair (sky blue) 20.5"L 19"D 30.5"H
J) BLDCRD Blade Chair (red) 20.5"L 19"D 30.5"H
K) LUCHCL Lucent Chair (frosted acrylic, chrome) 19.5"L 19.75"D 32.5"H
L) DUET Duet Stack Chair (black, chrome) 21"L 23"D 33"H
M) MALGRN Malba Chair (green, chrome) 20"L 20"D 32"H
N) MALGRY Malba Chair (gray, chrome) 20"L 20"D 32"H



Marina Chairs

17.5"L 19.5"D 35"H

- A) MARCWH (white vinyl, brushed metal)
B) MARCBK (black vinyl, brushed metal)
C) MARCBB (brown fabric, brushed metal)
D) MARCBE (ocean blue fabric, brushed metal)
E) MARCRD (red fabric, brushed metal)



Cafe Seating & Tables

Style

your exhibit
with cafe sets that
create inviting conference
and meeting areas for
your guests.



- A) XCHR Christopher Chair**
(white vinyl, chrome) 17"L 19"D 35"H
- B) 30BRHC Hydraulic Cafe Table**
(red top, chrome) 30"RND 29"H
- C) BLDCSB Blade Chair**
(sky blue) 20.5"L 19"D 30.5"H
- D) 30WDHC Hydraulic Cafe Table**
(wood top, chrome) 30"RND 29"H
- E) DUET Duet Stack Chair**
(black, chrome) 21"L 23"D 33"H
- F) 30GSHC Hydraulic Cafe Table**
(green top, chrome) 30"RND 29"H
- G) MALGRN Malba Chair**
(green, chrome) 20"L 20"D 32"H
- H) 30MAHC Madison Hydraulic Cafe Table**
(gray acajou top, chrome) 30"RND 29"H

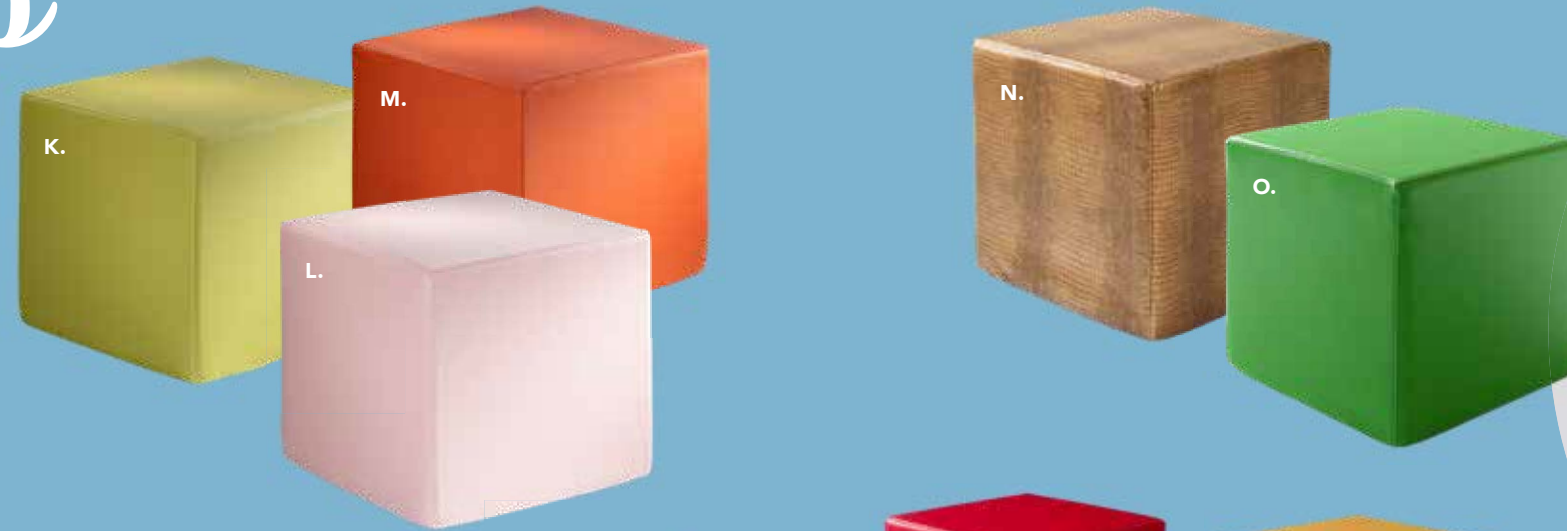
- A) MARCBR Marina Chair**
(brown fabric, brushed metal) 17.5"L 19.5"D 35"H
- B) 30WDHC Hydraulic Cafe Table**
(wood top, chrome) 30"RND 29"H
- C) ZENCHR Zenith Chair**
(white, chrome) 18.25"L 22"D 32"H
- D) 30MAHC Madison Hydraulic Cafe Table**
(gray acajou top, chrome) 30"RND 29"H
- E) MALGRY Malba Chair**
(gray, chrome) 20"L 20"D 32"H
- F) 30BEHC Hydraulic Cafe Table**
(blue top, chrome) 30"RND 29"H
- G) LMCHR Laguna Chair**
(maple, chrome) 18"L 19"D 34"H
- H) 30OSHC Hydraulic Cafe Table**
(orange top, chrome) 30"RND 29"H

Ottomans

Vibe Cubes

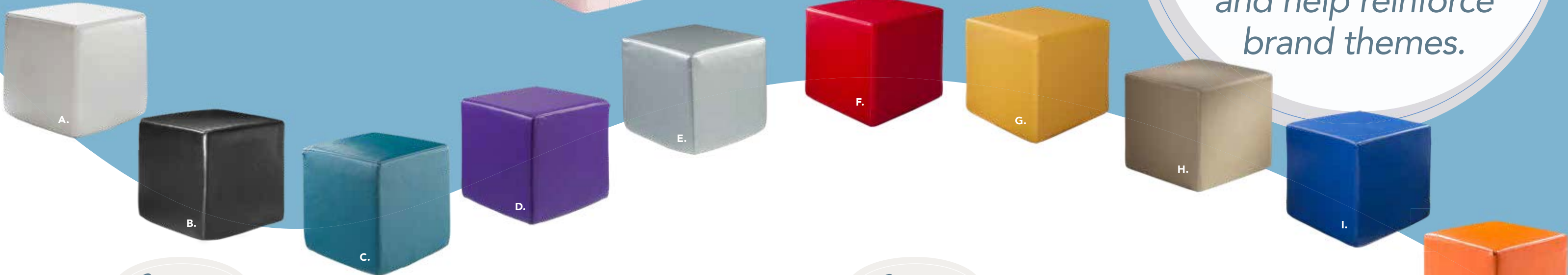
18"L 18"D 18"H

- A) VIB09 (white vinyl)
- B) VIB10 (black vinyl)
- C) VIB11 (steel blue vinyl)
- D) VIB13 (purple vinyl)
- E) VIB12 (silver vinyl)
- F) VIB04 (red vinyl)
- G) VIB05 (bright yellow vinyl)
- H) VIB15 (taupe vinyl)
- I) VIB02 (blue vinyl)
- J) VIB08 (orange vinyl)
- K) VIB14 (citrus green vinyl)
- L) VIB17 (desert rose vinyl)
- M) VIB16 (spice orange vinyl)
- N) VIB06 (gold/bronze vinyl)
- O) VIB01 (green vinyl)



*Provide
a Pop!*

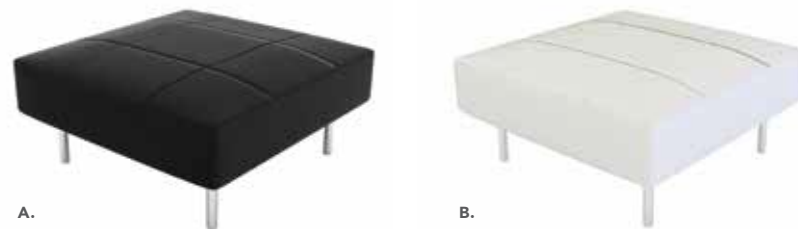
Colorful furnishings
attract attention
and help reinforce
brand themes.



Squares

Endless Square
34"L 34"D 15"H

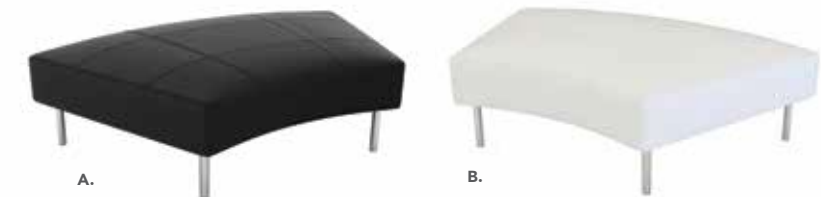
- A) END02B (black vinyl, chrome)
- B) END02W (white vinyl, chrome)



Curves

Endless Curved
60.5"L 37.5"D 15"H

- A) END01B (black vinyl, chrome)
- B) END01W (white vinyl, chrome)



Benches

C) WHT12 Half

(white vinyl)
39"L 22"D 18"H

D) REGBN Regis
(brushed metal)
47"L 15.5"D 16"H



C) BNQ7

Quarter Curve

(white vinyl)

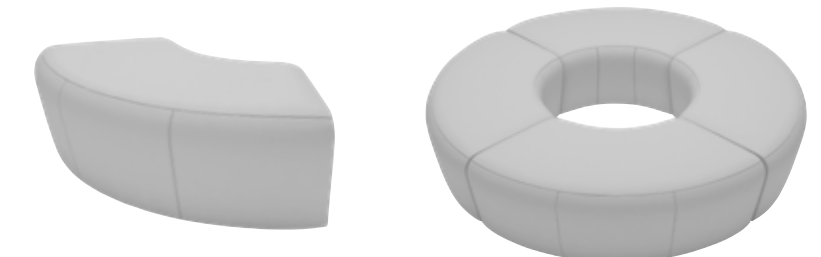
53"L 22"D 18"H

D) BNQR17 Ring

(4 ottoman seats)

(white vinyl)

72"RND 18"H



Beverly

Beverly Bench Ottoman
10'x20' Booth



Demo down.

Rectangular or circular ottomans are a great way to design small theaters for quick demonstrations.



A.



B.



C.



D.



E.



F.



G.

Bench Ottomans

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)

Marche

A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.



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) MAR003 (linen fabric)
- H) MAR004 (raspberry fabric)
- I) MAR008 (meadow green fabric)
- J) MAR011 (orange fabric)
- K) MAR015 (black vinyl)
- L) MAR012 (forest green vinyl)
- M) MAR013 (teal velvet)
- N) MAR014 (distressed brown vinyl)
- O) MAR006 (rose quartz fabric)

O.



Marche Theater 10'x20' Booth

Accent Table Collections

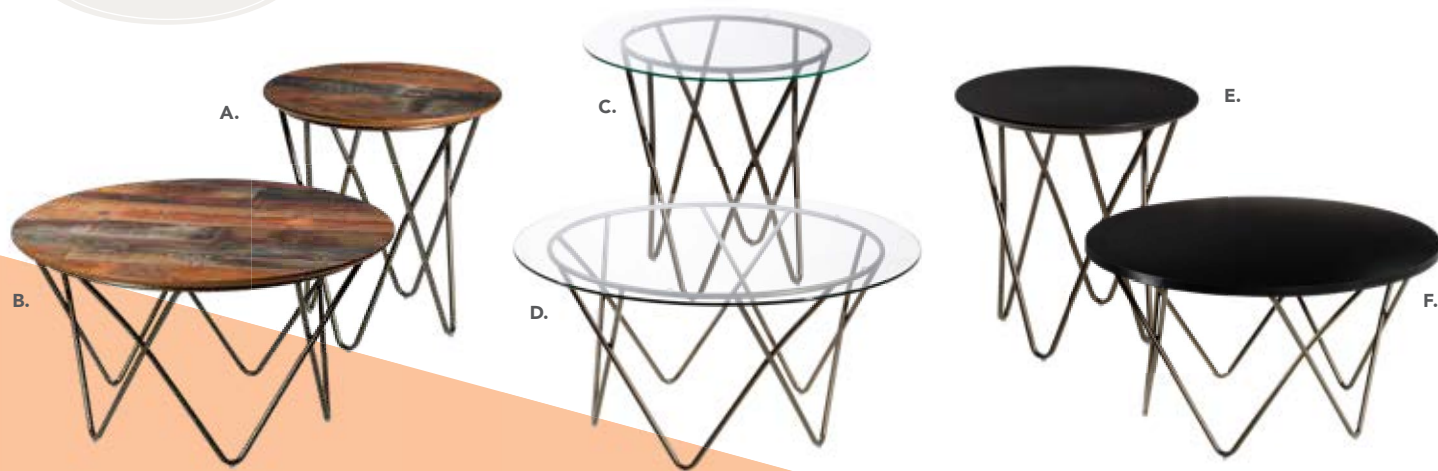
Stay Social.

Stylize furnishings to create shareable moments worthy of Instagram.

f t i @cortevents



Mesa



A) MESETW End Table
20.5"RND 21.25"H (wood top, bronze)
B) MESCTW Cocktail Table
32.25"RND 17.25"H (wood top, bronze)

C) MESETG End Table
24"RND 21.25"H (glass top, bronze)
D) MESCTG Cocktail Table
36"RND 17.25"H (glass top, bronze)

E) MESETB End Table
20.5"RND 21.25"H (black top, bronze)
F) MESCTB Cocktail Table
32.25"RND 17.25"H (black top, bronze)

Alondra

Cocktail Table
47"L 24"D 16"H
A) ALC100 (glass top, chrome)
B) ALC200 (wood top, chrome)
End Table
20"L 20"D 20"H
C) ALE100 (glass top, chrome)
D) ALE200 (wood top, chrome)

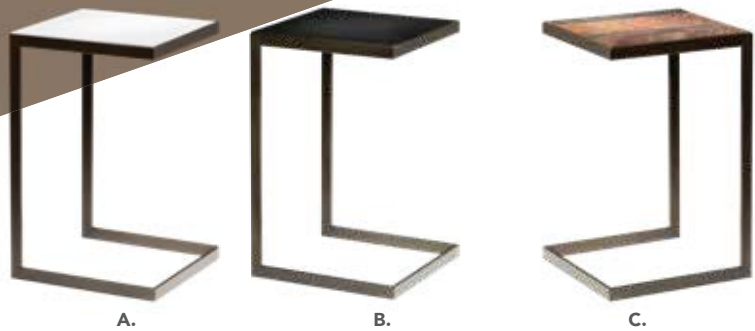


Geo

Cocktail Table
50"L 22"D 16"H / 47"L 24"D 17"H
A) C1C (glass top, chrome)
B) C1FWB (wood top, black)
End Table
26"L 26"D 20"H / 20"L 20"D 21"H
C) E1C (glass top, chrome)
D) E1FWB (wood top, black)



Accent Tables



Taos

Side Tables
15.75"L 15.75"D 24"H
A) TAOBWH (white top, bronze)
B) TAOBBK (black top, bronze)
C) TAOBWD (wood top, bronze)



Sedona

Side Tables
15.75"L 15.75"D 24"H
A) SEDBWH (white top, bronze)
B) SEDBBK (black top, bronze)
C) SEDBWD (wood top, bronze)

Sydney

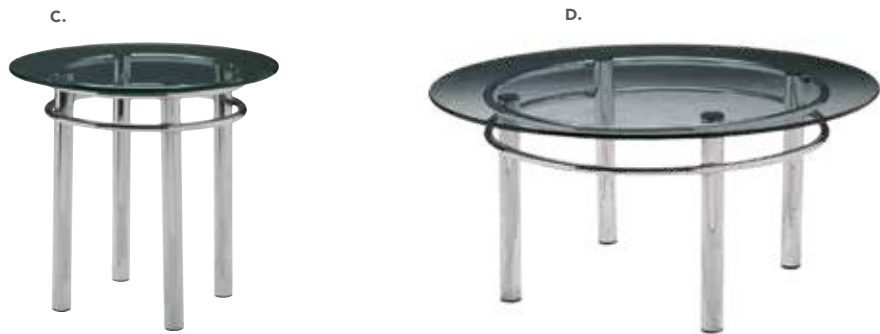
Cocktail Tables
48"L 26"D 18"H
A) C1W (white top, brushed steel)
C1WP (powered)
B) C1Y (black top, brushed steel)
C1YP (powered)
C) SYDBEC (blue top, brushed steel)
D) SYDWDC (wood top, brushed steel)

End Tables
27"L 23"D 22"H
E) E1W (white top, brushed steel)
F) E1Y (black top, brushed steel)
G) SYDBEE (blue top, brushed steel)
H) SYDWDE (wood top, brushed steel)



Regis

A) REGBEN Bench Table
(brushed metal) 47"L 15.5"D 16"H
B) REGOTT End Table
(brushed metal) 16"L 15.5"D 16.5"H



Silverado

C) E1E End Table
(glass top, chrome) 24"RND 22"H
D) C1E Cocktail Table
(glass top, chrome) 36"RND 17"H



Rustic

E) ETBL E-Table
(wood) 21"L 15.5"D 27.5"H
F) TMBTBL Timber Table
(wood) 16"RND 17"H

Aura

G) AURA Round Table
(white metal) 15"RND 22"H



Wireless Charging Table

H) CUBPOW Wireless Charging Table, Powered
(white, AC plug-in)
20"L 20"D 18"H

Edge

I) CUBTBL LED Cube Table
(plexi top, white plastic)
20"L 20"D 20"H (AC power only)

Bar & Cafe Tables

Style
your exhibit
with **bar and cafe** sets
that create inviting
conference and meeting
areas for your
guests.

- Bar Tables**
Standard Black Base
30" RND 42"H
VTJ (graphite nebula top)
VTK (maple top)
VTB (red top)
30WH42 (white top)
VTA (Madison/gray acajou top)
30BEBB (blue top)
30WDDB (wood top)
30BKSB (black top)
30AGBB (brushed gunmetal top)
30OSBB (orange top)
30YBBB (brushed yellow top)
30GSBB (green top)

- 36" RND 42"H
VTW (white top)
VTN (graphite nebula top)
VTP (maple top)
36BKSB (black top)

- Bar Tables**
Hydraulic Chrome Base
30" RND 45"H
30GRHB (graphite nebula top)
30MTHB (maple top)
30BRHB (red top)
30WHHB (white top)
30MAHB (Madison/gray acajou top)
30BEHB (blue top)
30WDHB (wood top)
30BKHB (black top)
30AGHB (brushed gunmetal top)
30OSHB (orange top)
30YSHB (brushed yellow top)
30GSHB (green top)

- 36" RND 45"H
36WTHB (white top)
36GRHB (graphite nebula top)
36MTHB (maple top)
36BKHB (black top)

1. Choose Your
Base: Black
or Chrome...



HDG4FT
Boxwood Hedge, 4'
46"L 9"D 47"H



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



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

2. Then pick a
color that suits
your design.



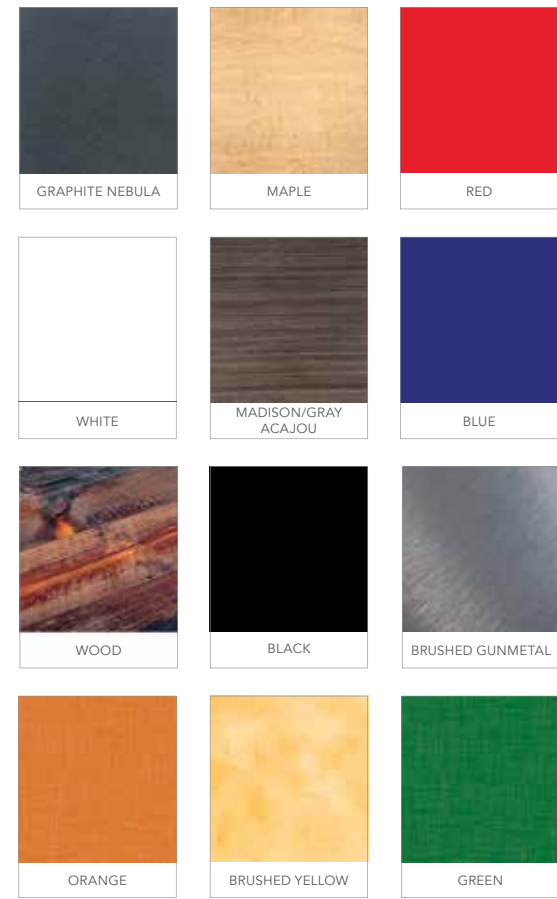
- Cafe Tables**
Standard Black Base
30" RND 29"H
ZTJ (graphite nebula top)
ZTK (maple top)
30WH29 (white top)
ZTB (red top)
ZTA (Madison/gray acajou top)
30BEBC (blue top)
30WDBC (wood top)
30AGBC (brushed gunmetal top)
30BKSC (black top)
30OSBC (orange top)
30YSBC (brushed yellow top)
30GSBC (green top)

- 36" RND 29"H
ZTQ (white top)
ZTN (graphite nebula top)
ZTP (maple top)
36BKSC (black top)

- Cafe Tables**
Hydraulic Chrome Base
30" RND 29"H
30GRHC (graphite nebula top)
30MTHC (maple top)
30BRHC (red top)
30MAHC (Madison/gray acajou top)
30WHHC (white top)
30BEHC (blue top)
30WDHC (wood top)
30AGHC (brushed gunmetal top)
30BKHC (black top)
30OSHC (orange top)
30YSHC (brushed yellow top)
30GSHC (green top)

- 36" RND 29"H
36WTHC (white top)
36GRHC (graphite nebula top)
36MTHC (maple top)
36BKHC (black top)

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



Barstool Collection

Spin 360°

Use barstools
to maximize client
engagement with those
all around you.

Zoey

15"L 16"D 30-34.75"H
A) BS003 (black, chrome)
B) BS002 (white, chrome)



Lift

15"RND 23-33.5"H
A) ROLLWH (white vinyl, chrome)
B) ROLLRD (red vinyl, chrome)
C) ROLLBL (black vinyl, chrome)
D) ROLLGY (gray vinyl, chrome)



Barstool Collection



Banana

21"L 22"D 41"H
A) BSS Barstool (black, chrome)
B) BST Barstool (white, chrome)



Zenith

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



A.



B.



C.



D.



E.



F.



G.

A) BSC Oslo Barstool
(white, chrome) 17"L 20"D 45"H
B) XBAR Christopher Barstool
(white vinyl, chrome) 19"L 15"D 41"H
C) BS001 Shark Barstool
(white, chrome) 22"L 19"D 34-44"H
D) BSR Syntax Barstool
(black, chrome) 23"L 19"D 43.25"H
E) RSTSTL Rustique Barstool
(gunmetal) 13"L 13"D 30"H
F) LUBSCL Lucent Barstool
(frosted acrylic, chrome)
22"L 22.5"D 45.5"H
G) LMBAR Laguna Barstool
(maple, chrome) 18"L 20"D 47"H



Apex

21"L 21"D 33"H
A) APS08 Barstool (black vinyl, silver)
B) APS59 Barstool (red vinyl, silver)
C) APS75 Barstool (white vinyl, silver)
D) APS12 Barstool (blue ultra suede, silver)



D.

Blade

20.5"L 20"D 40.5"H
H) BLDBRD Barstool (red)
I) BLDBSB Barstool (sky blue)



H.



I.

Office Essentials

Create

comfortable
productive environments
in your booth or temporary
show office with on-trend
furnishings that reflect
your sense of
style.

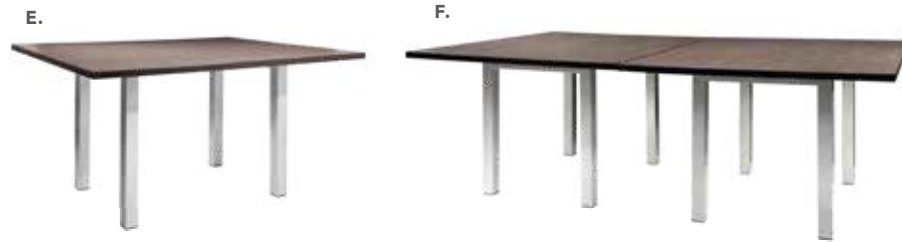
Conference Tables

42" Round Conference Table 42" RND 29"H
A) CONF42 (white top, black)
B) CB1 (graphite nebula top, black)
C) CB8 (Madison/gray acajou top, black)
D) 42BKCT (black top, black)



Madison

(gray acajou top, chrome)
E) MADC05 5' Table 60"L 48"D 29"H
F) MADC08 8' Table 96"L 60"D 29"H
G) MADC10 10' Table 120"L 48"D 29"H



H) CUPCHA Cupertino Mid Back Chair
 (black vinyl, chrome) 27"L 30.5"D 40-43"H Adjustable.
I) GENCHA Genesis Chair
 (black fabric, black) 27.5"L 27.5"D 40-43.5"H Adjustable.

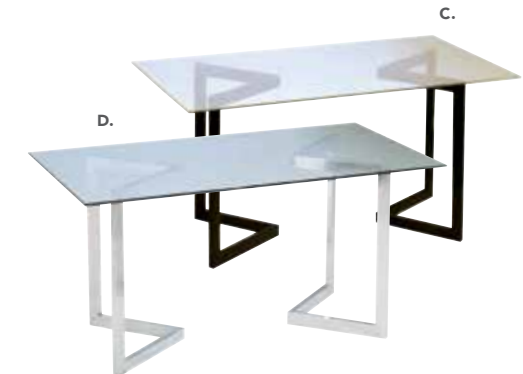
Table Side.

Incorporate
conference tables
to facilitate booth
meetings and new
connections.

Atomic Round Tables (glass, chrome)
42ATO 42" RND 30"H
36ATO 36" RND 30"H



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



Geo Rounded Square Tables
 42"L 42"D 29"H
A) CE1 (glass top, chrome)
B) CF1 (glass top, black)

Geo Rectangular Tables
 60"L 36"D 29"H
C) CF2 (glass top, black)
D) CE2 (glass top, chrome)



E) MERLIN Merlin Multi Use Table
 (gray top, black)
 46"L 29"D 30"H
F) WD3 Work Table
 (white top, white)
 48"L 24"D 30"H

Conference Tables
 (graphite nebula top, black)
G) CB3 8'
 96"L 48"D 29"H
H) CB2 6'
 72"L 42"D 29"H



Conference Tables
 (granite top, black)
I) C508GR 8'
 96"L 44"D 29"H
J) CT10GR 10'
 120"L 46"D 29"H
K) CT06GR 6'
 72"L 36"D 29"H

Executive Seating & Desks

Cupertino



CUPCHA Mid Back Chair
(black vinyl, chrome)
27"L 30.5"D 40-43"H
Adjustable height



Pro High Back

Executive Chairs
25"L 24"D 45-48"H
Adjustable height
A) PROEXE (white vinyl, chrome)
B) PROEXB (black vinyl, chrome)

Pro Mid Back

Executive Chairs
24"L 22"D 36.75-39.75"H
Adjustable height
C) PROMID (white vinyl, chrome)
D) PROMDB (black vinyl, chrome)



Pro Guest

PROGB Executive Chair
(black vinyl, chrome)
24"L 26"D 36"H

Task

TASKST Stool
(black fabric, black)
27.5"L 27.5"D 32.75"- 40.25"H
Adjustable height



Genesis

GENCHA Chair
(black fabric, black)
27.5"L 27.5"D 40-43.5"H
Adjustable height



Madison

A) JD8 Executive Desk (gray acajou) 60"L 30"D 29"H
B) CR8 Credenza (gray acajou) 60"L 20"D 29"H
C) BC8 Bookcase (gray acajou) 36"L 12"D 72"H

A. DESK FRONT



DESK BACK



B. CREDENZA FRONT



CREDENZA BACK



C.



Tech Desk

A) TECH3B Desk, Powered, w/3 Drawer File Cabinet (black top, black metal) 60"L 30"D 30"H
B) TECH Desk, Powered (black top, black metal) 60"L 30"D 30"H
C) TECH3 3 Drawer File Cabinet on Castors (black top, black metal) 16"L 20"D 28"H

A.



**POWERED
DETAIL**

B.



C.



Ventura

Powered & Communal Tables

Table Top Options



Colors not available in all table options. Please check options listed.

Powered Bar Tables

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

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

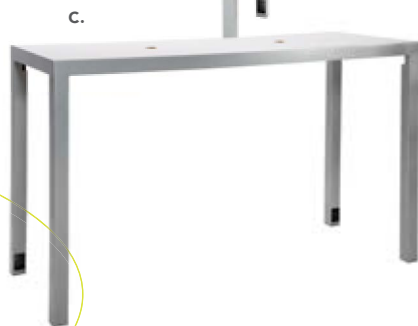
Communal Bar Tables

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

Maple Top
B) VNTMNP (solid)
VNTBMW (grommets)

White Top
C) VNTBWW (grommets)
VNTWNP (solid)

Black Top
VNTBNP (solid)



Draw A Crowd.

Communal tables keep attendees charged while encouraging networking and genuine connections.

Powered Cafe Tables

72.25"L 26.25"D 30"H
(silver frame)

A) VNTCBK (black top)
B) VNTCWH (white top)

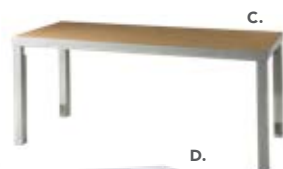
Communal Cafe Tables

72.25"L 26.25"D 30"H
(silver frame)

Maple Top
C) VNTCMN (solid)
VNTCMW (grommets)

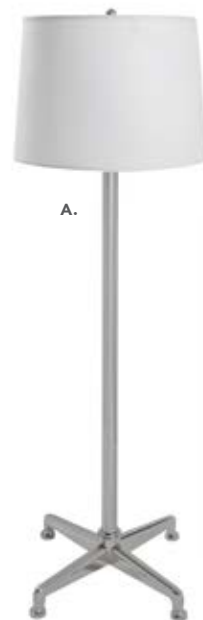
White Top
D) VNTCWW (grommets)
VNTCWN (solid)

Black Top
E) VNTCBN (solid)



Office Accessories & Decor

Powered Products



White Red Green Blue
LED light available in white, red, green, blue and rolling color.



Mason Lamps

(brushed silver)

A) LA15 Floor Lamp

18" RND 55"H

B) LA14 Table Lamp

16" RND 26"H

C) CUBL20

Edge LED Cube Ottoman

(white plastic)

20"L 20"D 20"H

(AC power only)

D) CUBTBL

Edge LED Cube Table

(plexi top, white plastic)

20"L 20"D 20"H

(AC power only)

Go Biophilic

It's easy to be green.
Just add greenery to your booth environment for a warm and natural feel.



A) PSHCCS

Posh Shelving

(chrome, acrylic)

36"L 18"D 72"H

B) HDG7FT

Boxwood Hedge, 7'

36.5"L 12"D 84"H

C) HDG4FT

Boxwood Hedge, 4'

46"L 9"D 47"H

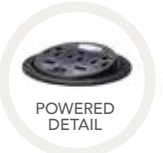
Midtown

Counter & Bar

Powered Products 



Midtown Powered Counter
 60"L 18"D 42"H (taupe glass top, pewter)
MTCPUL (unlighted)
MTCLPI (lighted with plug-in)
 Metallic pewter gray curved counter with taupe-colored glass top features two AC & three USB charging outlets, locking storage cabinet and two shelves.



HDG7FT
Boxwood Hedge, 7'
 36.5"L 12"D 84"H



BLDBSB Blade Barstool
 20.5"L 20"D 40.5"H
 (sky blue)

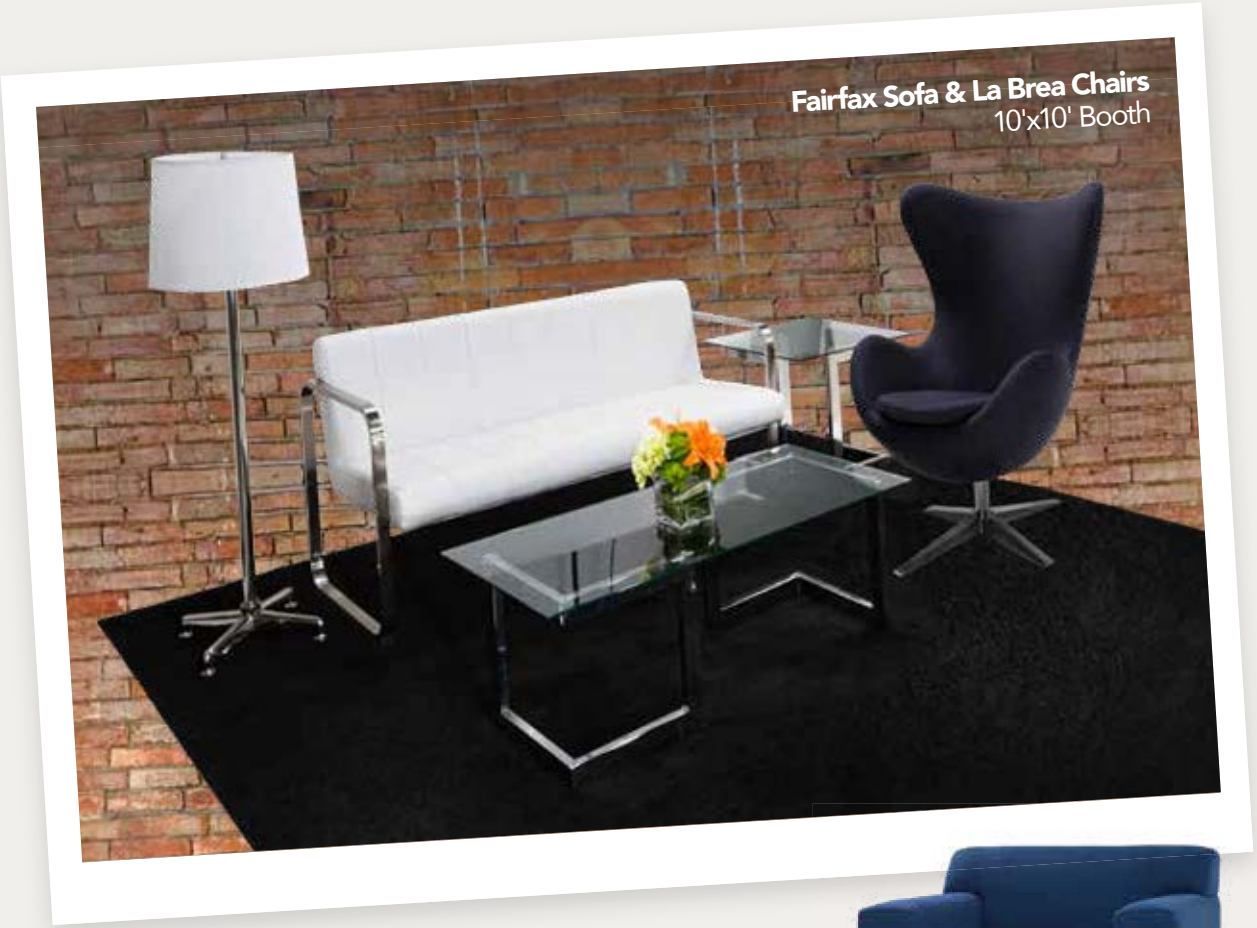


Midtown Bar
 60"L 18"D 42"H (taupe glass top, pewter)
A) MTBUUL (unlighted)
B) MTBLPI (lighted with plug-in)

Metallic pewter gray curved bar with taupe-colored glass top features locking cabinet for storage and two shelves.



(back)



Fairfax Sofa & La Brea Chairs
 10'x10' Booth



MAKING YOU LOOK GOOD, BY DESIGN.
 Rest assured, you have an experienced partner to deliver a comfortable selling environment that impresses your clients and communicates your brand vision.

Style & Service Delivered®
 Nationwide Service | 24 hours a day, 7 days a week, 365 days a year

Show Information									
Show Name:									
Exhibiting Co:									
Booth Number									
Order Information					Payment Information				
Company Name:					Full payment must be received along with order. 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 luxury furniture order including applicable sales tax. SES accepts MasterCard, Visa, and American Express.				
Address:									
City, State Zip:									
Phone:									
Fax:					Credit Card #:				
Contact:					Exp Date:		CVV:		
Email:					Billing Address:				
Authorized By:					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
							GROUP SEATING						
BNQTL7	Center Cone, Powered	White Vinyl		\$ 590.00	\$ 649.00		CS8	Berlin Chair	Black, White		\$ 109.00	\$ 119.90	
BNQ417	Full Banquette, Powered	White Vinyl		\$ 1,025.00	\$ 1,127.50		BLDCRD	Blade Chair	Red		\$ 59.00	\$ 64.90	
NPLCHP	Naples Chair, Powered	Black Vinyl		\$ 525.00	\$ 577.50		BLDCSB	Blade Chair	Sky Blue		\$ 59.00	\$ 64.90	
NPLPOP	Naples Loveseat, Powered	Black Vinyl		\$ 685.00	\$ 753.50		SC3	Brewer Chair	Onyx, Black		\$ 145.00	\$ 159.50	
NPLSOP	Naples Sofa, Powered	Black Vinyl		\$ 835.00	\$ 918.50		XCHR	Christopher Chair	White Vinyl, Chrome		\$ 95.00	\$ 104.50	
CHRPWR	Roma Chair, Powered	White Vinyl		\$ 530.00	\$ 583.00		DUET	Duet Stack Chair	Black, Chrome		\$ 60.00	\$ 66.00	
SFAPWR	Roma Sofa, Powered	White Vinyl		\$ 850.00	\$ 935.00		LMCHR	Laguna Chair	Maple, Chrome		\$ 119.00	\$ 130.90	
C1YP	Sydney Cocktail Table, Powered	Black, Brushed Steel		\$ 305.00	\$ 335.50		LUCCL	Lucent Chair	Frosted, Acrylic		\$ 149.00	\$ 163.90	
C1WP	Sydney Cocktail Table, Powered	White, Brushed Steel		\$ 305.00	\$ 335.50		MALGRY	Malba Chair	Gray		\$ 90.00	\$ 99.00	
VNTBLK	Ventura Bar Table, Powered	Black Top Silver Frame		\$ 635.00	\$ 698.50		MALGRN	Malba Chair	Green		\$ 90.00	\$ 99.00	
VNTWHT	Ventura Bar Table, Powered	White Top Silver Frame		\$ 635.00	\$ 698.50		MARCBK	Marina Chair	Black Vinyl		\$ 125.00	\$ 137.50	
VNTCBK	Venture Café Table, Powered	Black Top, Silver Frame		\$ 489.00	\$ 537.90		MARCBR	Marina Chair	Brown Fabric		\$ 125.00	\$ 137.50	
VNTCWH	Venture Café Table, Powered	White Top, Silver Frame		\$ 489.00	\$ 537.90		MARCBF	Marina Chair	Ocean Blue Fabric		\$ 125.00	\$ 137.50	
CUBPOW	Wireless Charging Table, Powered	White, AC Plug In		\$ 365.00	\$ 401.50		MARCRD	Marina Chair	Red Fabric		\$ 125.00	\$ 137.50	
Additional Powered Products Under Office & Product Display on Pg 3							MARCWH	Marina Chair	White Vinyl		\$ 125.00	\$ 137.50	
SOFT SEATING COLLECTIONS							SC10	Razor Armless Chair	White		\$ 70.00	\$ 77.00	
CHRO02	Allegro Chair	Blue Fabric		\$ 419.00	\$ 460.90		RSTDIN	Rustique Chair w/ arms	Gunmetal		\$ 125.00	\$ 137.50	
SFA002	Allegro Sofa	Blue Fabric		\$ 590.00	\$ 649.00		CS4	Syntax Chair	Black, Chrome		\$ 170.00	\$ 187.00	
BCHWHT	Baja Chair	White Vinyl		\$ 449.00	\$ 493.90		ZENCHR	Zenith Chair	White, Chrome		\$ 139.00	\$ 152.90	
BLVWHT	Baja Loveseat	White Vinyl		\$ 659.00	\$ 724.90		OTTOMANS						
BSFWHT	Baja Sofa	White Vinyl		\$ 715.00	\$ 786.50		BVLYBK	Beverly Bench Ottoman	Black Vinyl		\$ 325.00	\$ 357.50	
FAIRCW	Fairfax Chair	White Vinyl, Metal		\$ 295.00	\$ 324.50		BVLYBN	Beverly Bench Ottoman	Brown Fabric		\$ 325.00	\$ 357.50	
FAIRSW	Fairfax Sofa	White Vinyl, Metal		\$ 410.00	\$ 451.00		BVYGR	Beverly Bench Ottoman	Gray Fabric		\$ 325.00	\$ 357.50	
KEYCHR	Key Largo Chair	Black, Fabric		\$ 265.00	\$ 291.50		BVLYLN	Beverly Bench Ottoman	Linen Fabric		\$ 325.00	\$ 357.50	
KEYLOV	Key Largo Loveseat	Black, Fabric		\$ 309.00	\$ 339.90		BVLYOB	Beverly Bench Ottoman	Ocean Blue Fabric		\$ 325.00	\$ 357.50	
KEYSOF	Key Largo Sofa	Black, Fabric		\$ 409.00	\$ 449.90		BVLYRD	Beverly Bench Ottoman	Red Fabric		\$ 325.00	\$ 357.50	
MNCHCH	Munich Armless Chair	Gray Fabric		\$ 375.00	\$ 412.50		BVLYWH	Beverly Bench Ottoman	White Vinyl		\$ 325.00	\$ 357.50	
MNCHLV	Munich Armless Loveseat	Gray Fabric		\$ 665.00	\$ 731.50		CUBL20	Edge LED Cube Ottoman	White, Plastic		\$ 155.00	\$ 170.50	
MNCHCC	Munich Corner Chair	Gray Fabric		\$ 455.00	\$ 500.50		END01B	Endless Curved Ottoman	Black Vinyl		\$ 355.00	\$ 390.50	
MNCHSC	Munich Sectional, 3 Pc.	Gray Fabric		\$ 1,485.00	\$ 1,633.50		END01W	Endless Curved Ottoman	White Vinyl		\$ 355.00	\$ 390.50	
NPLCHR	Naples Chair,	Black Vinyl		\$ 495.00	\$ 544.50		END02B	Endless Square Ottoman	Black Vinyl		\$ 305.00	\$ 335.50	
NPLPOV	Naples Loveseat	Black Vinyl		\$ 590.00	\$ 649.00		END02W	Endless Square Ottoman	White Vinyl		\$ 305.00	\$ 335.50	
NPLSOF	Naples Sofa	Black Vinyl		\$ 710.00	\$ 781.00		WHT12	Half Bench Ottoman	White Vinyl		\$ 309.00	\$ 339.90	
PALSOF	Palm Beach Sofa	White Vinyl		\$ 565.00	\$ 621.50		MAR010	Marche Swivel Ottoman	Blue Fabric		\$ 160.00	\$ 176.00	
TANCHR	Tangiers Chair	Beige Textured		\$ 345.00	\$ 379.50		MAR002	Marche Swivel Ottoman	Gray Fabric		\$ 160.00	\$ 176.00	
TANLOV	Tangiers Loveseat	Beige Textured		\$ 550.00	\$ 605.00		MAR003	Marche Swivel Ottoman	Linen Fabric		\$ 160.00	\$ 176.00	
TANSOF	Tangiers Sofa	Beige Textured		\$ 645.00	\$ 709.50		MAR008	Marche Swivel Ottoman	Midw Green		\$ 160.00	\$ 176.00	
VALCHA	Valencia Chair	Spice Orange Velvet		\$ 255.00	\$ 280.50		MAR011	Marche Swivel Ottoman	Orange Fabric		\$ 160.00	\$ 176.00	
VALSOF	Valencia Chair	Coffee Brown Velvet		\$ 379.00	\$ 416.90		MAR009	Marche Swivel Ottoman	Pear Yellow Fabric		\$ 160.00	\$ 176.00	
ACCENT CHAIRS							MAR007	Marche Swivel Ottoman	Plum Fabric		\$ 160.00	\$ 176.00	
OCB	Key West Chair	Black		\$ 339.00	\$ 372.90		MAR004	Marche Swivel Ottoman	Raspberry Fabric		\$ 160.00	\$ 176.00	
LABREA	La Brea Swivel Chair	Charcoal Gray		\$ 350.00	\$ 385.00		MAR005	Marche Swivel Ottoman	Red Fabric		\$ 160.00	\$ 176.00	
WENCH	Wentworth Chair	Brown Vinyl		\$ 275.00	\$ 302.50		MAR006	Marche Swivel Ottoman	Rose Quartz Fabric		\$ 160.00	\$ 176.00	
BCW	Madrid Chair	White		\$ 545.00	\$ 599.50		MAR001	Marche Swivel Ottoman	White Vinyl		\$ 160.00	\$ 176.00	
SWAN	Swanson Swivel Chair	White Vinyl		\$ 305.00	\$ 335.50		MAR012	Marche Swivel Ottoman	Forest Green Vinyl		\$ 160.00	\$ 176.00	
MEETING CHAIRS							MAR013	Marche Swivel Ottoman	Teal Velvet		\$ 160.00	\$ 176.00	
OCMESP	Meeting Chair	Espresso		\$ 239.00	\$ 262.90		MAR014	Marche Swivel Ottoman	Distressed Brown Vinyl		\$ 160.00	\$ 176.00	
OCMTAU	Meeting Chair	Taupe Fabric		\$ 239.00	\$ 262.90		MAR015	Marche Swivel Ottoman	Black Vinyl		\$ 160.00	\$ 176.00	
OCMWHT	Meeting Chair	White Vinyl		\$ 239.00	\$ 262.90		BNQR17	Ottoman Ring	White Vinyl		\$ 1,235.00	\$ 1,358.50	
							BNQ7	Quarter Curve Ottoman	White Vinyl		\$ 409.00	\$ 449.90	
										Page 1 TOTAL			
										Additional Ottomans On Pg 2			

CODE	ITEM	DESCRIPTION	QTY	ADVANCE	STANDARD	TOTAL	CODE	ITEM	DESCRIPTION	QTY	ADVANCE	STANDARD	TOTAL
OTTOMANS (continued)							BAR TABLES						
VIB10	Vibe Cube Ottoman	Black Vinyl		\$ 119.00	\$ 130.90		RSTSQT	Rustique Square Metal Bar Table	Gunmetal		\$ 220.00	\$ 242.00	
VIB02	Vibe Cube Ottoman	Blue Vinyl		\$ 119.00	\$ 130.90		BARSTOOLS						
VIB06	Vibe Cube Ottoman	Gold/Bronze Vinyl		\$ 119.00	\$ 130.90		APS08	Apex Barstool	Black Vinyl		\$ 190.00	\$ 209.00	
VIB01	Vibe Cube Ottoman	Green Vinyl		\$ 119.00	\$ 130.90		APS12	Apex Barstool	Blue Ultra Suede		\$ 190.00	\$ 209.00	
VIB08	Vibe Cube Ottoman	Orange Vinyl		\$ 119.00	\$ 130.90		APS59	Apex Barstool	Red Vinyl		\$ 190.00	\$ 209.00	
VIB13	Vibe Cube Ottoman	Purple Vinyl		\$ 119.00	\$ 130.90		APS75	Apex Barstool	White Vinyl		\$ 190.00	\$ 209.00	
VIB14	Vibe Cube Ottoman	Citrus Green Vinyl		\$ 119.00	\$ 130.90		BSS	Banana Barstool	Black, Chrome		\$ 210.00	\$ 231.00	
VIB15	Vibe Cube Ottoman	Taupe Vinyl		\$ 119.00	\$ 130.90		BST	Banana Barstool	White Chrome		\$ 210.00	\$ 231.00	
VIB16	Vibe Cube Ottoman	Spice Orange Vinyl		\$ 119.00	\$ 130.90		BLDBRD	Blade Barstool	Red Vinyl		\$ 109.00	\$ 119.90	
VIB17	Vibe Cube Ottoman	Desert Rose Vinyl		\$ 119.00	\$ 130.90		BLDBSB	Blade Barstool	Sky Blue		\$ 109.00	\$ 119.90	
VIB04	Vibe Cube Ottoman	Red Vinyl		\$ 119.00	\$ 130.90		XBAR	Christopher Barstool	White Vinyl, Chrome		\$ 165.00	\$ 181.50	
VIB12	Vibe Cube Ottoman	Silver Vinyl		\$ 119.00	\$ 130.90		LMBAR	Laguna Barstool	Maple, Chrome		\$ 149.00	\$ 163.90	
VIB11	Vibe Cube Ottoman	Steel Blue Vinyl		\$ 119.00	\$ 130.90		ROLLBL	Lift Barstool	Black Vinyl		\$ 180.00	\$ 198.00	
VIB09	Vibe Cube Ottoman	White Vinyl		\$ 119.00	\$ 130.90		ROLLGY	Lift Barstool	Gray Vinyl		\$ 180.00	\$ 198.00	
VIB05	Vibe Cube Ottoman	Yellow Vinyl		\$ 119.00	\$ 130.90		ROLLRD	Lift Barstool	Red Vinyl		\$ 180.00	\$ 198.00	
ACCENT TABLES							ROLLWH	Lift Barstool	White Vinyl		\$ 180.00	\$ 198.00	
ALC100	Alondra Cocktail Table	Glass, Chrome		\$ 279.00	\$ 306.90		LUBSCL	Lucent Barstool	Frosted, Acrylic		\$ 215.00	\$ 236.50	
ALC200	Alondra Cocktail Table	Wood, Chrome		\$ 279.00	\$ 306.90		BSC	Oslo Barstool	White		\$ 220.00	\$ 242.00	
ALE100	Alondra End Table	Glass, Chrome		\$ 200.00	\$ 220.00		RSTSTL	Rustique Barstool	Gunmetal		\$ 110.00	\$ 121.00	
ALE200	Alondra End Table	Wood, Chrome		\$ 200.00	\$ 220.00		BS001	Shark Barstool	White, Chrome		\$ 275.00	\$ 302.50	
AURA	Aura Round Table	White Metal		\$ 125.00	\$ 137.50		BSR	Syntax Barstool	Black, Chrome		\$ 185.00	\$ 203.50	
ETBL	E Table	Wood, Chrome		\$ 155.00	\$ 170.50		ZENBAR	Zenith Barstool	White, Chrome		\$ 155.00	\$ 170.50	
CUBTBL	Edge LED Cube Table	White, Plastic, Plexi Top		\$ 155.00	\$ 170.50		BS003	Zoey Barstool	Black, Chrome		\$ 249.00	\$ 273.90	
C1C	Geo Cocktail Table	Glass, Chrome		\$ 235.00	\$ 258.50		BS002	Zoey Barstool	White, Chrome		\$ 249.00	\$ 273.90	
C1FWB	Geo Cocktail Table	Wood, Black		\$ 235.00	\$ 258.50		CONFERENCE TABLES						
E1C	Geo End Table	Glass, Chrome		\$ 210.00	\$ 231.00		36ATO	Atomic 36" Round Table	Glass		\$ 259.00	\$ 284.90	
E1FWB	Geo End Table	Wood, Black		\$ 210.00	\$ 231.00		42ATO	Atomic 42" Round Table	Glass		\$ 259.00	\$ 284.90	
MESCTB	Mesa Cocktail Table	Black Top, Bronze		\$ 165.00	\$ 181.50		MERLIN	Merlin Multi Use Table	Gray Laminate, Black		\$ 295.00	\$ 324.50	
MESCTG	Mesa Cocktail Table	Glass Top, Bronze		\$ 165.00	\$ 181.50		WD3	Work Table	White Laminate, White		\$ 285.00	\$ 313.50	
MESCTW	Mesa Cocktail Table	Wood Top, Bronze		\$ 165.00	\$ 181.50		CB8	42" Round Madison Conference Table	Gray Acajou		\$ 325.00	\$ 357.50	
MESETB	Mesa End Table	Black Top, Bronze		\$ 109.00	\$ 119.90		CB1	42" Round Table	Graphite Nebula		\$ 325.00	\$ 357.50	
MESETG	Mesa End Table	Glass Top, Bronze		\$ 109.00	\$ 119.90		CONF24	42" Round Table	White Laminate, White		\$ 325.00	\$ 357.50	
MESETW	Mesa End Table	Wood Top, Bronze		\$ 109.00	\$ 119.90		42BKCT	42" Round Table	Black Top		\$ 325.00	\$ 357.50	
REGBEN	Regis Bench/Table	Brushed Metal		\$ 249.00	\$ 273.90		CB2	6' Conference Table	Graphite Nebula		\$ 390.00	\$ 429.00	
REGOTT	Regis End Table	Brushed Metal		\$ 175.00	\$ 192.50		CT06GR	6' Table	Granite		\$ 400.00	\$ 440.00	
SEDBBK	Sedona Side Table	Black Top, Bronze		\$ 110.00	\$ 121.00		CB3	8' Conference Table	Graphite Nebula		\$ 459.00	\$ 504.90	
SEDBWH	Sedona Side Table	White Top, Bronze		\$ 110.00	\$ 121.00		C508GR	8' Table	Granite		\$ 459.00	\$ 504.90	
SEDBWD	Sedona Side Table	Wood Top, Bronze		\$ 110.00	\$ 121.00		CT10GR	10' Table	Granite		\$ 690.00	\$ 759.00	
C1E	Silverado Cocktail Table	Glass, Chrome		\$ 240.00	\$ 264.00		CF2	Geo Table, Rectangle	Glass, Black		\$ 380.00	\$ 418.00	
E1E	Silverado End Table	Glass, Chrome		\$ 220.00	\$ 242.00		CE2	Geo Table, Rectangle	Glass, Chrome		\$ 380.00	\$ 418.00	
C1Y	Sydney Cocktail Table	Black, Brushed Steel		\$ 240.00	\$ 264.00		CF1	Geo Table, Rounded Square	Glass, Black		\$ 275.00	\$ 302.50	
SYDBEC	Sydney Cocktail Table	Blue, Brushed Steel		\$ 240.00	\$ 264.00		CE1	Geo Table, Rounded Square	Glass, Chrome		\$ 275.00	\$ 302.50	
C1W	Sydney Cocktail Table	White, Brushed Steel		\$ 240.00	\$ 264.00		MADC05	Meadison 5' Table	Gray Acajou		\$ 385.00	\$ 423.50	
SYDWDC	Sydney Cocktail Table	Wood Brushed Steel		\$ 240.00	\$ 264.00		MADC08	Madison 8' Table	Gray Acajou		\$ 769.00	\$ 845.90	
E1Y	Sydney End Table	Black, Brushed Steel		\$ 210.00	\$ 231.00		MADC10	Madison 10' Table	Gray Acajou		\$ 769.00	\$ 845.90	
SYDBEE	Sydney End Table	Blue, Brushed Steel		\$ 210.00	\$ 231.00		EXECUTIVE CHAIRS						
E1W	Sydney End Table	White, Brushed Steel		\$ 210.00	\$ 231.00		TASKST	Task Stool	Black Fabric		\$ 125.00	\$ 137.50	
SYDWDE	Sydney End Table	Wood, Brushed Steel		\$ 210.00	\$ 231.00		CUPCHA	Cupertino Mid Back Chair	Black Vinyl		\$ 235.00	\$ 258.50	
TAOBBK	Taos Side Table	Black Top, Bronze		\$ 110.00	\$ 121.00		GENCHA	Genesis Chair	Black		\$ 205.00	\$ 225.50	
TAOBWH	Taos Side Table	White Top, Bronze		\$ 110.00	\$ 121.00		PROGB	Pro Executive Guest Chair	Black Vinyl		\$ 215.00	\$ 236.50	
TAOBWD	Taos Side Table	Wood Top, Bronze		\$ 110.00	\$ 121.00		PROEXB	Pro Executive High Back Chair	Black Vinyl		\$ 309.00	\$ 339.90	
TMBTBL	Timber Table	Wood		\$ 149.00	\$ 163.90		PROEXE	Pro Executive High Back Chair	White Classic Vinyl		\$ 309.00	\$ 339.90	
							PROMDB	Pro Executive Mid Back Chair	Black Vinyl		\$ 200.00	\$ 220.00	
							PROMID	Pro Executive Mid Back Chair	White Classic Vinyl		\$ 200.00	\$ 220.00	
Page 2 TOTAL													

CODE	ITEM	DESCRIPTION	QTY	ADVANCE	STANDARD	TOTAL	CODE	ITEM	DESCRIPTION	QTY	ADVANCE	STANDARD	TOTAL
CAFÉ TABLES W/ STANDARD BLACK BASE							COMMUNAL TABLES W/ SOLID TOPS						
ZTJ	30" Round Café Table	Graphite Nebula Top		\$ 190.00	\$ 209.00		VNTBNP	Ventura Communal Bar Table	Black Top, Silver Frame		\$ 545.00	\$ 599.50	
30BKSC	30" Round Café Table	Black Top		\$ 190.00	\$ 209.00		VNTMNP	Ventura Communal Bar Table	Maple Top, Silver Frame		\$ 545.00	\$ 599.50	
30BEB	30" Round Café Table	Blue Top		\$ 190.00	\$ 209.00		VNTWNP	Ventura Communal Bar Table	White Top, Silver Frame		\$ 545.00	\$ 599.50	
30AGBC	30" Round Café Table	Brushed Gunmetal Top		\$ 190.00	\$ 209.00		VNTCBN	Ventura Communal Café Table	Black Top, Silver Frame		\$ 435.00	\$ 478.50	
30YSBC	30" Round Café Table	Brushed Yellow Top		\$ 190.00	\$ 209.00		VNTCMN	Ventura Communal Café Table	Maple Top, Silver Frame		\$ 435.00	\$ 478.50	
ZTK	30" Round Café Table	Maple Top		\$ 190.00	\$ 209.00		VNTCWN	Ventura Communal Café Table	White Top, Silver Frame		\$ 435.00	\$ 478.50	
ZTB	30" Round Café Table	Red Top		\$ 190.00	\$ 209.00		OFFICE & PRODUCT DISPLAY						
30WHZ9	30" Round Café Table	White Laminate Top		\$ 190.00	\$ 209.00		TECH3	3 Drawer File Cabinet on Castors	Black Metal, Laminate		\$ 125.00	\$ 137.50	
30WDBC	30" Round Café Table	Wood Top		\$ 190.00	\$ 209.00		CR8	Madison Credenza	Gray Acajou		\$ 420.00	\$ 462.00	
36BKSC	36" Round Café Table	Black Top		\$ 205.00	\$ 225.50		JD8	Madison Executive Desk	Gray Acajou		\$ 475.00	\$ 522.50	
30GSBC	30" Round Café Table	Green Top		\$ 190.00	\$ 209.00		TECH	Tech Desk, Powered	Black Metal, Laminate		\$ 385.00	\$ 423.50	
30OSBC	30" Round Café Table	Orange Top		\$ 190.00	\$ 209.00		TECH3B	Tech Desk, Powered w/ 3 Drawer File Cabinet	Black Metal, Laminate		\$ 475.00	\$ 522.50	
ZTA	30" Round Madison Café Table	Gray Acajou		\$ 190.00	\$ 209.00		BC8	Madison Bookcase	Gray Acajou		\$ 359.00	\$ 394.90	
ZTN	36" Round Café Table	Graphite Nebula Top		\$ 205.00	\$ 225.50		PSHCCS	Posh Shelving	Chrome, Acrylic		\$ 410.00	\$ 451.00	
ZTP	36" Round Café Table	Maple Top		\$ 205.00	\$ 225.50		PDL36B	Powered Locking Pedestal, 36"	Black		\$ 429.00	\$ 471.90	
ZTQ	36" Round Café Table	White Laminate Top		\$ 205.00	\$ 225.50		PDL36W	Powered Locking Pedestal, 36"	White		\$ 429.00	\$ 471.90	
CAFÉ TABLES W/ HYDRAULIC CHROME BASE							PDL42B	Powered Locking Pedestal, 42"	Black		\$ 510.00	\$ 561.00	
30GRHC	30" Round Café Table	Graphite Nebula Top		\$ 259.00	\$ 284.90		PDL42W	Powered Locking Pedestal, 42"	White		\$ 510.00	\$ 561.00	
30BEHC	30" Round Café Table	Blue Top		\$ 259.00	\$ 284.90		LAMPS						
30MTHC	30" Round Café Table	Maple Top		\$ 259.00	\$ 284.90		LA15	Mason Floor Lamp	Brushed Silver		\$ 185.00	\$ 203.50	
30BRHC	30" Round Café Table	Red Top		\$ 259.00	\$ 284.90		LA14	Mason Table Lamp	Brushed Silver		\$ 125.00	\$ 137.50	
30AGHC	30" Round Café Table	Brushed Gunmetal Top		\$ 259.00	\$ 284.90		GREENERY						
30YSHC	30" Round Café Table	Brushed Yellow Top		\$ 259.00	\$ 284.90		HDG4FT	Boxwood Hedge, 4'	Green		\$ 370.00	\$ 407.00	
30WHHC	30" Round Café Table	White Laminate Top		\$ 259.00	\$ 284.90		HDG7FT	Boxwood Hedge, 7'	Green		\$ 609.00	\$ 669.90	
30WDHC	30" Round Café Table	Wood Top		\$ 259.00	\$ 284.90		BARSTOOLS & COUNTERS						
30BKHC	30" Round Café Table	Black Top		\$ 259.00	\$ 284.90		MTBPLI	Midtown Bar, Lighted w/ Plug In	Pewter		\$ 1,250.00	\$ 1,375.00	
30GSHC	30" Round Café Table	Green Top		\$ 259.00	\$ 284.90		MTBUUL	Midtown Bar, Unlighted	Pewter		\$ 1,175.00	\$ 1,292.50	
30OSHC	30" Round Café Table	Orange Top		\$ 259.00	\$ 284.90		MTCLPI	Midtown Powered Counter, Lighted w. Plug In	Pewter		\$ 1,250.00	\$ 1,375.00	
30MAHC	30" Round Madison Café Table	Gray Acajou		\$ 259.00	\$ 284.90		MTCFUL	Midtown Powered Counter, Unlighted	Pewter		\$ 1,179.00	\$ 1,296.90	
36BKHC	36" Round Café Table	Black Top		\$ 279.00	\$ 306.90		BAR TABLES W/ HYDRAULIC BASE						
36GRHC	36" Round Café Table	Graphite Nebula Top		\$ 279.00	\$ 306.90		30GRHB	30" Round Bar Table	Graphite Nebula Top		\$ 259.00	\$ 284.90	
36MTHC	36" Round Café Table	Maple Top		\$ 279.00	\$ 306.90		30BKHB	30" Round Bar Table	Black Top		\$ 259.00	\$ 284.90	
36WTHC	36" Round Café Table	White Laminate Top		\$ 279.00	\$ 306.90		30BEHB	30" Round Bar Table	Blue Top		\$ 259.00	\$ 284.90	
COMMUNAL TABLES W/ GROMMET HOLES							30AGHB	30" Round Bar Table	Brushed Gunmetal Top		\$ 259.00	\$ 284.90	
VNTBMW	Ventura Communal Bar Table	Maple Top, Silver Frame		\$ 545.00	\$ 599.50		30YSHB	30" Round Bar Table	Brushed Yellow Top		\$ 259.00	\$ 284.90	
VNTBWW	Ventura Communal Bar Table	White Top, Silver Frame		\$ 545.00	\$ 599.50		30GSHB	30" Round Bar Table	Green Top		\$ 259.00	\$ 284.90	
VNTCMW	Ventura Communal Cafe Table	Maple Top, Silver Frame		\$ 435.00	\$ 478.50		30MTHB	30" Round Bar Table	Maple Top		\$ 259.00	\$ 284.90	
VNTCWW	Ventura Communal Cafe Table	White Top, Silver Frame		\$ 435.00	\$ 478.50		30OSHB	30" Round Bar Table	Orange Top		\$ 259.00	\$ 284.90	
BAR TABLES W/ STANDARD BLACK BASE							30BRHB	30" Round Bar Table	Red Top		\$ 259.00	\$ 284.90	
VTJ	30" Round Bar Table	Graphite Nebula Top		\$ 210.00	\$ 231.00		30WHHB	30" Round Bar Table	White Laminate Top		\$ 259.00	\$ 284.90	
30BKSB	30" Round Bar Table	Black Top		\$ 210.00	\$ 231.00		30WDHB	30" Round Bar Table	Wood Top		\$ 259.00	\$ 284.90	
30BEBB	30" Round Bar Table	Blue Top		\$ 210.00	\$ 231.00		30MAHB	30" Round Madison Bar Table	Gray Acajou		\$ 259.00	\$ 284.90	
30AGBB	30" Round Bar Table	Brushed Gunmetal Top		\$ 210.00	\$ 231.00		36KHB	36" Round Bar Table	Black Top		\$ 279.00	\$ 306.90	
30YBBB	30" Round Bar Table	Brushed Yellow Top		\$ 210.00	\$ 231.00		36GRHB	36" Round Bar Table	Graphite Nebula Top		\$ 279.00	\$ 306.90	
30GSBB	30" Round Bar Table	Green Top		\$ 210.00	\$ 231.00		36MTHB	36" Round Bar Table	Maple Top		\$ 279.00	\$ 306.90	
30OSBB	30" Round Bar Table	Orange Top		\$ 210.00	\$ 231.00		36WTHB	36" Round Bar Table	White Laminate Top		\$ 279.00	\$ 306.90	
VTK	30" Round Bar Table	Maple Top		\$ 210.00	\$ 231.00		Page 3 TOTAL						
VTB	30" Round Bar Table	Red Top		\$ 210.00	\$ 231.00								
30WH42	30" Round Bar Table	White Laminate Top		\$ 210.00	\$ 231.00								
30WDBB	30" Round Bar Table	Wood Top		\$ 210.00	\$ 231.00								
VTA	30" Round Madison Bar Table	Gray Acajou		\$ 210.00	\$ 231.00								
36BKSB	36" Round Bar Table	Black Top		\$ 229.00	\$ 251.90								
VTN	36" Round Bar Table	Graphite Nebula Top		\$ 229.00	\$ 251.90								
VTP	36" Round Bar Table	Maple Top		\$ 229.00	\$ 251.90								
VTW	36" Round Bar Table	White Laminate Top		\$ 229.00	\$ 251.90								



Carpet & Cleaning Order Form

Discount Deadline: **Friday, September 11, 2020**

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.)					Event Colors: <u>Black</u>
QTY	Item Description	Discount	Standard	Total	
	10' x 10' Carpet	\$123.50	\$154.50	\$	CARPET COLORS Please ✓ carpet color of choice: <div style="display: flex; justify-content: space-around;"> <div> Red Plum Teal </div> <div> Royal Blue Gray Tuxedo </div> <div> Black (Tuxedo is black & white) </div> </div>
	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	\$	

All **Custom Carpet** orders must be received by **Friday, September 11, 2020**. 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	\$

<p align="center">ORDER POLICY</p> <ul style="list-style-type: none"> 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, September 11, 2020 to receive discount price. Orders received after this date will be charged standard rate. Items cancelled on or prior to Friday, September 11, 2020 will be refunded at 100%. Items cancelled after Friday, September 11, 2020 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 <i>Luxury Furniture, Graphics and Display Rentals</i>. If these items are cancelled after Friday, September 11, 2020 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
\$	+	\$	=	\$

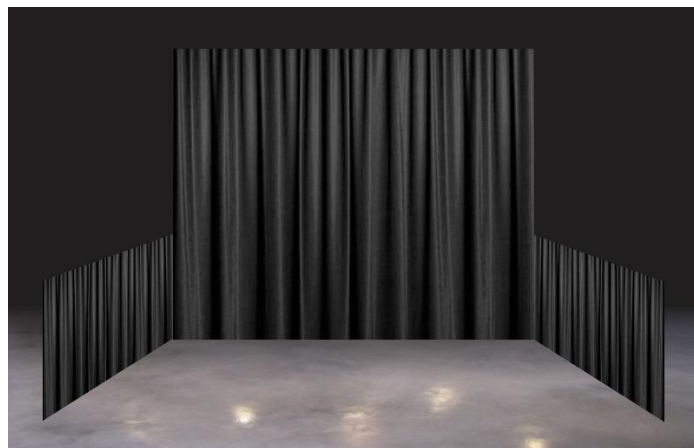


Pipe & Drape Order Form

Discount Deadline: **Friday, September 11, 2020**

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, September 11, 2020** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Friday, September 11, 2020** will be refunded at 100%. Items cancelled after **Friday, September 11, 2020** 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, September 11, 2020** they will be billed at 100%.

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

Plant Order Form

Discount Deadline: Friday, September 11, 2020

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	\$78.30	\$97.80	\$
	4' plants	\$92.40	\$115.50	\$
	5' plants	\$106.80	\$133.20	\$
	6' plants	\$120.90	\$150.90	\$
	Ferns	\$54.00	\$67.20	\$



Blooming Plants				
	Azaleas	\$54.00	\$67.20	\$
	Bromeliads	\$54.00	\$67.20	\$
	Mums	\$54.00	\$67.20	\$

Cut Flower Arrangements				
	12" high	\$78.30	\$97.80	\$
	24" high	\$99.60	\$124.50	\$



ORDER POLICY

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- Payment in full must accompany all orders by **Friday, September 11, 2020** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Friday, September 11, 2020** will be refunded at 100%. Items cancelled after **Friday, September 11, 2020** 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, September 11, 2020** they will be billed at 100%.

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

➔ Signs & Graphics Order Form

Discount Deadline: Friday, September 11, 2020

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, September 11, 2020**. 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	

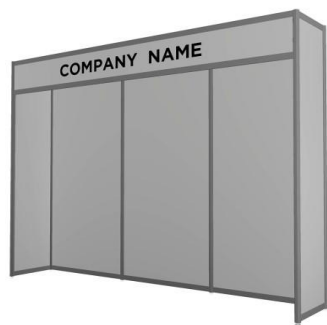
ORDER POLICY

- 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, September 11, 2020** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Friday, September 11, 2020** will be refunded at 100%. Items cancelled after **Friday, September 11, 2020**, 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



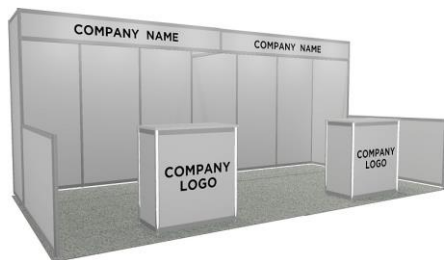
10' x 10' Booth Display w/o Graphics



10' x 10' Booth Display with Graphics



10' x 20' Booth Display w/o Graphics



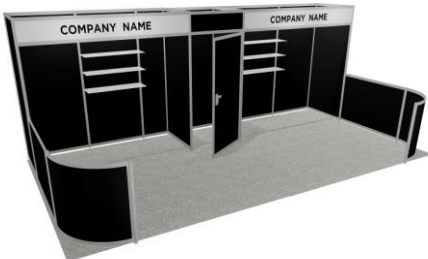
10' x 20' Booth Display with Graphics



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, September 11, 2020**. 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, September 11, 2020**, will be refunded at 100%. Items cancelled after **Friday, September 11, 2020**, 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

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- Payment in full must accompany all orders by **Friday, September 11, 2020** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Friday, September 11, 2020** will be refunded at 100%. Items cancelled after **Friday, September 11, 2020**, 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, September 11, 2020

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, September 11, 2020**. 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, September 11, 2020**, will be refunded at 100%. Items cancelled after **Friday, September 11, 2020**, 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, September 11, 2020** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Friday, September 11, 2020** will be refunded at 100%. Items cancelled after **Friday, September 11, 2020** 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, September 11, 2020**.
- 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 **\$60.00 (ST)** or **\$90.00 (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

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- Items cancelled on or prior to **Friday, September 11, 2020** will be refunded at 100%. Items cancelled after **Friday, September 11, 2020** 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, September 11, 2020** 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, September 11, 2020

If this **EAC** form and the **Certificate of Insurance** are not received by **Friday, September 11, 2020**
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)

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:	

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



Sample Certificate of Liability Insurance (EAC Only)

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 2020	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.

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Edlen Electrical Exhibition Services, 1201 Houston Street, Fort Worth, TX 76102

Phone: 817.698.4687 Email: fortworth@edlen.com