

# EXHIBITOR SERVICE MANUAL



## Hunters Extravaganza Fort Worth

Fort Worth Convention Center

August 9-11, 2024



Show Name: Hunters Extravaganza Fort Worth

Show Dates: August 9-11, 2024

Show Venue: Fort Worth Convention Center

Deadline to Receive Discount Pricing: Thursday, July 25, 2024



TABLE OF CONTENTS / QUICK LINKS

## [TABLE OF CONTENTS / QUICK LINKS](#)

### GENERAL INFORMATION

[Quick Facts](#)

[Limits & Liabilities](#)

[Online Ordering Instructions](#)

[Credit Card Authorization & Agreement Form](#)

### FURNITURE & CARPETING

[Furniture Rental Order Forms](#)

[Table Rental Order Form](#)

[Specialty Furniture Catalog](#)

[Specialty Furniture Pricing](#)

[Carpet Rental Order Form](#)

[Cleaning Service Order Form](#)

### CUSTOM/TURNKEY EXHIBITS & GRAPHICS

[Turnkey Modular Exhibit Rental](#)

[Counter Options](#)

[Graphics Order Form](#)

[Custom Hanging Signs](#)

### MATERIAL HANDLING & SHIPPING

[Material Handling Information](#)

[Material Handling Order Form](#)

[Cart Service Order Form](#)

[Storage](#)

[Shipping Labels](#)

[LibertyCFS](#)

### LABOR

[Union Jurisdiction & Rules](#)

[Labor Service Form](#)

[Supervised Installation & Dismantle Information](#)

[Hanging Signs/Banner Information & Order Forms](#)

[Forklift/Rigging](#)

[EAC / Third Party Billing](#)

[Sample COI](#)

### OTHER SERVICES

[Electrical Ordeing Services](#)

[Internet Ordering Form](#)

[WiFi Services](#)

[FWCC Rigging Policies](#)

# Show Name: Hunters Extravaganza Fort Worth

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## QUICK FACTS

### EVENT SCHEDULE:

	Day	Date	Zone Color	Time
Big Exhibitor Move-In	Wednesday	August 7, 2024		8:00 AM - 5:00 PM
Exhibitor Move-In * For Thursday, please refer to the color-coded map to verify what zone you are in. If you have any questions or concerns, please reach out to TTHA at showmanager@ttha.com or 210-523-8500.	Thursday	August 8, 2024	Blue Green Purple Red Yellow	8:00 AM - 11:00 AM Anytime after 11:00 AM 11:00 AM - 2:00 PM 2:00 PM - 5:00 PM 5:00 PM - 7:00 PM
	Friday	August 9, 2024		8:00 AM - 12:00 PM (NO DRIVE IN)
Show Hours	Friday Saturday Sunday	August 9, 2024 August 10, 2024 August 11, 2024		3:00 PM - 8:00 PM 9:00 AM - 7:00 PM 10:00 AM - 5:00 PM
Exhibitor Move-Out	Sunday	August 11, 2024		5:00 PM - 10:00 PM *All exhibitors MUST be moved out by 11:59 PM*

### BIG EXHIBITOR MOVE-IN:

Any booth 10' x 20' and bigger and not located in a Drive lane. **\*BY APPOINTMENT ONLY\***

\*Please contact Jennifer Beaman via text message at (210)367-9769 or email at jenn@ttha.com by the deadline of **July 25th** to schedule a time to set up.

### GENERAL EXHIBITOR MOVE-IN

- Exhibitors are allowed to drive vehicles to the venue with a max time of 15 minutes to unload. **NO DRIVE IN ON FRIDAY**; cart items ONLY. Please [CLICK HERE](#) to order cart service!
- All Exhibitors must be setup by **12:00 PM Friday, August 9, 2024**. Check-in closes at 11:00 AM. Any exhibitor attempting to check-in after 1:00 PM must pay admission into the show.

### BOOTH PACKAGE:

Each 10' x 10' booth will be provided with:

- 8' - **BLACK** backwall drape
- 3' - **BLACK** sidewall drapes
- 1 - 6' x 30" **BLACK** skirted table
- 2 - Side chairs
- 1 - Wastebasket
- ID Sign

### Exhibit Hall Carpet

The booth area & aisle areas will not be carpeted. You may choose to carpet your booth area in any offered color. Please see the **Carpet Rental Order Form** for pricing and options.

### SHIPPING:

Materials should be shipped to ARRIVE at our warehouse **no later than: Thursday, August 1, 2024**. Any shipments received more than 30-days prior to the move-in or after the deadline will incur additional charges. Please refer to the Material Handling Order Form for more details.

### ADVANCE WAREHOUSE:

Hunters Extravaganza Fort Worth  
Exhibiting Company Name / Booth Number  
c/o AEX Convention Services  
4610 S Sam Houston Pkwy W  
Suite 520  
Houston, TX 77053

**Warehouse Hours (Monday - Friday): 9:00 AM - 3:00 PM**

### DIRECT TO FACILITY:

Fort Worth Convention Center  
Hunters Extravaganza Fort Worth  
Exhibiting Company Name / Booth Number  
c/o AEX Convention Services  
1201 Houston St  
Fort Worth, TX 76102

Shipments will be received at the exhibit facility **ONLY** on: **Thursday, August 8, 2024 between 8:00 AM - 7:00 PM and Friday, August 9, 2024 between 8:00 AM - 12:00 PM.**

**Move-Out Note:** All carriers must check in no later than **8:00 PM, Sunday, August 11, 2024** or freight will be shipped via the house carrier.

### Customer Service

Phone: (609) 272-1600 / Fax: (609) 272-1680  
Email: [Orders@AEXServices.com](mailto:Orders@AEXServices.com)

### Show Management

Texas Trophy Hunters Association  
700 E. Sonterra Blvd. Suite 1206, San Antonio, Texas 78258  
Phone: (210) 523-8500 / Fax: (210) 523-8871

24-TX0806-T

# Hunters Extravaganza - Fort Worth, Texas August 9-11, 2024 Fort Worth Convention Center

\*Exhibitor  
Check IN



**ORANGE ZONE**  
2pm - 5pm

**PURPLE ZONE**  
11am - 2pm

**BLUE ZONE**  
8am - 11am

**DRIVE-IN LANE**  
5pm - 7pm

**DRIVE-IN LANE**  
Anytime after 11am

**DEFINITIONS AND RESPONSIBILITIES:** The Terms and Conditions set forth become a part of the contract between AEX Convention Services, LLC. ("AEX Convention Services") and the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met: (1) An Exhibitor's materials are delivered to the Contractor's Advance Warehouse or to an event site; (2) The Authorization and Agreement Form is accepted or signed; (3) An order for labor, services and/or rental equipment is placed by the Exhibitor with the contractor; (4) Work is performed on behalf of Exhibitor by labor secured through the contractor. For purposes of this contract, the name "the contractor" shall be construed with the meaning of AEX Convention Services, LLC. ("AEX Convention Services"), DBA the contractor and its employees, directors, officers, agents, assigns, affiliates, and related entities including any subcontractors the contractor may hire. The contractor shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. The contractor does not assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under the contractor's direct supervision and control.

**PAYMENT TERMS:** Full payment, including applicable tax, is due in advance or at event. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional after deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the event and remain the property of the contractor except where specifically identified as a sale. All rentals include delivery, installation, and removal from Exhibitor's booth. In case of cancellation of any orders or services by Exhibitor, a one-hour "per person requested, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. A 100% pick-up fee will be applied to all on site exchanges or cancellations. If the event is canceled because of reasons beyond the contractor's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. It is Exhibitor's responsibility to advise the contractor of any problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the show or event. If Exhibitor is exempt from payment of sales tax, the contractor requires an exemption certificate for the state in which the services are to be provided. Should there be any unpaid balance after the close of the event, terms will be net, due and payable upon receipt of invoice. Effective thirty (30) days after invoice date, any unpaid balance will bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month (annual rate 18%), and future orders will be on a pre-paid basis only. These payment terms and conditions shall be governed by and construed in accordance with the laws of the State of New Jersey. In the event of any dispute between the Exhibitor and the contractor relative to any loss, damages, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to the contractor for its services, as an offset against the amount of any alleged loss or damages. Any claim against the contractor shall be considered a separate transaction, and shall be resolved on its own merits. The contractor reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by the Exhibitor, or for any charges that the contractor may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, the contractor hereby provides notice that it reserves the right, and Exhibitor authorizes the contractor, to continue to attempt to secure payment through that or any other Exhibitor(s) credit card for as long as unpaid balances remain on Exhibitor's account.

**INDEMNIFICATION:** Exhibitor agrees to indemnify and forever hold harmless the contractor and its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of contributed to by any of the following: (1) Exhibitor's negligent supervision of any labor secured through the contractor, or the negligent supervision of such labor by any of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC); (2) Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or exposition to which this Contract related, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of the contractor's equipment. (3) Exhibitor's violation of Federal, State, County or Local ordinances; (4) Exhibitor's violation of event regulations and/or rules as published and set forth by facility, show management, or the contractor.

**CLAIM(S) FOR LOSS:** Exhibitor agrees that any and all claims for loss or damage must be submitted to the contractor immediately at the show site, as well as in writing to [csr@aexservices.com](mailto:csr@aexservices.com) at the time of the potential claim for loss or damage. In any case not later than thirty (30) days after the conclusion of the event (for purposes of claim reporting, the "conclusion" of the event is the earlier of the conclusion date of the event or the time when Exhibitor's materials are delivered to the carrier for transportation from the event site or from the contractor's warehouse). All claims reported after the thirty (30) day period will be rejected. In no event shall a suit or action be brought against the contractor more than one (1) year after the date of loss or damage occurred. If found liable for any loss, the contractor's sole and exclusive maximum liability for loss or damage to Exhibitor's materials and Exhibitor's sole and exclusive remedy is limited to the lesser of \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less, and in no event shall exceed the total rental fees paid by exhibitor to the contractor for the event.

**INBOUND AND OUTBOUND SHIPMENTS:** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor or its representative, and during such time the materials will be left unattended. The contractor will not be responsible for any loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's booth. Additionally, there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. The contractor will not be responsible for any loss, damage, theft, or disappearance of Exhibitor's materials before same have been picked up for reloading at the conclusion of the event. All Material Handling Agreements submitted to the contractor by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to the contractor and the actual count of such items in the booth at the time of pickup. Exhibitor agrees to accept and be bound by the contractor's count.

**PACKAGING, CRATES, & EMPTY CONTAINERS:** the contractor shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed materials. In addition, the contractor shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of the Exhibitor or its representative. All previous labels must be removed. The contractor assumes no responsibility for error in the above procedures, removal of containers with old empty labels and without the contractor labels, or improper information on the empty labels. The contractor will not be liable for loss or damage to crates and containers or their contents while same are in empty container storage.

**SEVERABILITY:** If any provision of this Contract proves to be illegal, invalid, or unenforceable, the remainder of this Contract will not be affected by such finding, and in lieu of each provision of this Contract that is proven to be illegal, invalid, or unenforceable, a provision will be added as part of this Contract as similar in terms to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid and enforceable.

**NO ORAL MODIFICATION OR WAIVERS:** The Limits and Liabilities are the complete and final agreement between Exhibitors and the contractor. The terms herein may not be modified or waived orally, but only by an instrument in writing signed by the party against which enforcement of the modification or waiver (as the case may be) is sought.

## ORDER NOW!

Follow these simple steps to order Online:

1. **Go To:** <https://TexasExpo.boomerecommerce.com/>
2. **Login** using your email address and password
  - a. New Users: Username = Email address you've provided to Show Management  
Password = You will receive an email containing a temporary password to create your own unique password to use
  - b. Previous Users: Username = Your email address  
Password = Your pre-existing password
3. Find **Hunters Extravaganza Fort Worth** from the list of My Events on the left side of the Dashboard.
4. Click the **"Shop Now"** button to begin ordering.

For questions contact:  
AEX Convention Services  
609.272.1600  
[Orders@AEXServices.com](mailto:Orders@AEXServices.com)



Please complete the information requested below and return this Authorization Form with your order. This form is required to be on file to process any orders for service.

Exhibiting Company Name

Booth#

Cardholder Name (please print)

Billing Address

City, State, Zip

Cardholder Email

Phone

### METHOD OF PAYMENT

Personal Card     Corporate Card

AMEX     VISA     MASTERCARD     DISCOVER     CHECK\*

Card Number:

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

Exp. Date:

M	M	Y	Y

\*A credit card authorization is required to be held on file regardless of the method of payment selected.

Are you tax exempt for the state in which this event is held?     Yes     No

*If yes, a tax exemption certificate is required to be submitted with this agreement.*

By signing below, the Cardholder acknowledges receipt of goods and or services in the amount of such invoice and agrees to perform the obligations set forth in the Cardholder's Agreement with the issuer. Refunds cannot be given after the close of the event on items or services ordered but not received. Orders cancelled for any reason will receive a 50% refund. No refund can be provided once installation begins. Accounts past due are subject to a monthly charge of 1.5% (annual rate 18%) and all costs of collections including reasonable attorneys' fees. Rental items are only for the Exhibiting entity who has properly completed our rental forms and may not be sub-rented, "loaned" or given to other Exhibitors. If you do not need items rented or provided in a package, please contact the contractor for removal. Booth inventory is conducted daily and items not rented from the contractor will either be removed or charged to the Exhibiting company with improper possession.

### PAYMENT INFORMATION

- Checks will not be accepted at show site
- All balances must be paid by the conclusion of the event.
- For your convenience, we will use this authorization to pay for any additional amounts ordered by your representative for services rendered for this event.
- A final invoice will be prepared and can be requested by contacting Exhibitor Services.
- If the credit card is declined, standard floor pricing prevails and a \$25.00 service charge will be added.

### An Authorized Signature is required for orders to be processed

You and your organization agree to all terms and conditions on the front and back of all forms, including the contractor Limits & Liabilities and Terms & Conditions.

Sign Here

X

Authorized Signature

# Show Name: Hunters Extravaganza Fort Worth

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## FURNITURE RENTAL ORDER FORM



### FURNITURE

Item #	Description	Discount	Standard	Qty.	Total
F10	Plastic Side Chair	\$118.50	\$166.00	_____	\$ _____
F20	Padded Side Chair	\$161.50	\$226.00	_____	\$ _____
F30	Padded Arm Chair	\$140.00	\$196.00	_____	\$ _____
F40	Padded Counter Stool	\$197.00	\$275.75	_____	\$ _____
F60	Cocktail Table 30"H	\$269.50	\$377.25	_____	\$ _____
F70	Cocktail Table 42"H	\$269.50	\$377.25	_____	\$ _____
F3104	Black Spandex Drape 42" Cocktail Table	\$ 46.75	\$ 65.50	_____	\$ _____



(actual products may vary)

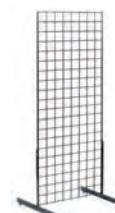
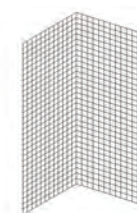
### ACCESSORIES

Item #	Description	Discount	Standard	Qty.	Total
F80	Literature Rack	\$242.00	\$338.75	_____	\$ _____
F100	Wastebasket	\$ 32.25	\$ 45.25	_____	\$ _____
F110	Easel	\$ 65.75	\$ 92.00	_____	\$ _____
F120	Chrome Sign Frame (22" W x 28" H)	\$150.00	\$210.00	_____	\$ _____
F130	Waterfall Bag Rack	\$321.00	\$449.50	_____	\$ _____
F150	Chrome Bag Holder	\$135.25	\$189.25	_____	\$ _____
F160	Chrome Clothes Tree	\$101.50	\$142.00	_____	\$ _____
F191	6' Garment Rack w/Wheels	\$247.50	\$346.50	_____	\$ _____

### GRID WALL

Each Panel is 2' x 8' with a 3" x 3" grid.

At least two panels are needed to be free standing without the use of feet.



Item #	Description	Discount	Standard	Qty.	Total
F550	2' x 8' Grid Wall	\$247.50	\$346.50	_____	\$ _____
F5501	Pair of feet	\$ 28.50	\$ 40.00	_____	\$ _____

### TACK BOARD

Item #	Description	Discount	Standard	Qty.	Total
F640	Style A - 4' w x 8' h Panel	\$369.25	\$517.00	_____	\$ _____
F660	Style B - 8' w x 4' h Panel	\$369.25	\$517.00	_____	\$ _____



Vertical to Floor

Style B  
Horizontal off Floor  
(30" Off the Floor)

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_ Order Total: \_\_\_\_\_

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

24-TX0806-T



**Show Name: Hunters Extravaganza Fort Worth**

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**TABLE RENTAL ORDER FORM**



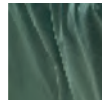
Blue



Burgundy



Black



Green



Gray



Red



White



Yellow

(actual colors may vary)

**DISPLAY TABLES** (Price includes top covered with white vinyl and 3 sides skirted)

Description	Discount	Standard	Qty.	Total
4' L x 24" W x 30" H	\$182.25	\$255.25	_____	\$ _____
4' L x 24" W x 42" H	\$222.00	\$310.75	_____	\$ _____
6' L x 24" W x 30" H	\$224.25	\$314.00	_____	\$ _____
6' L x 24" W x 42" H	\$284.00	\$397.50	_____	\$ _____
8' L x 24" W x 30" H	\$284.25	\$398.00	_____	\$ _____
8' L x 24" W x 42" H	\$334.50	\$468.25	_____	\$ _____
4th Side Skirt 30"	\$ 58.25	\$ 81.50	_____	\$ _____
4th Side Skirt 42"	\$ 65.25	\$ 91.25	_____	\$ _____

Please select skirt color:

Blue             Burgundy  
 Black            Green  
 Gray             Red  
 White            Yellow  
 Un-skirted

Undraped Tables - 25% off of skirted rate.

**TABLETOP RISERS -12"w x 8"h** (Covered in white vinyl)

Description	Discount	Standard	Qty.	Total
4' Long, Single Step Riser	\$ 70.50	\$ 98.75	_____	\$ _____
6' Long, Single Step Riser	\$ 90.75	\$127.00	_____	\$ _____

**MASKING DRAPE** (Drape rates are per linear foot)

Description	Discount	Standard	Qty.	Total
Side Rail Drape 3'	\$ 23.00	\$ 32.25	_____	\$ _____
8' Background Drape	\$ 30.75	\$ 43.00	_____	\$ _____

Please select drape color:

Blue             Burgundy  
 Black            Green  
 Gray             Red  
 White            Yellow

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_ Order Total: \_\_\_\_\_

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

24-TX0806-T



SELECTION

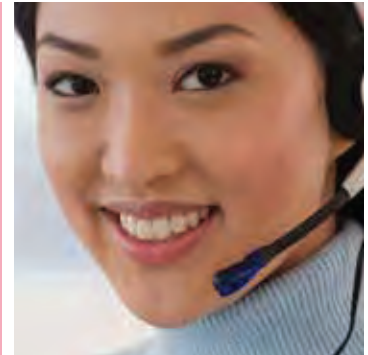


DESIGN

TRUSTED



SOLUTIONS



MODERN




SERVICE

To place your order for speciality furniture please email:

Orders@AEXServices.com



# Power Up In Style.

Denotes Powered Products 

## Powered Seating

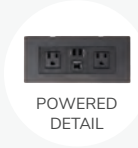
Empower attendees at your next show with functional charging furniture and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities.



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




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



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




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




## Powered Tables

Use  
**Ventura 6'**  
**Bar or Café Tables**  
in your design to  
facilitate conversations  
while social  
distancing.



  
**Ventura Powered  
Bar Tables**  
72.25"L 26.25"D 42"H  
(silver frame)  
A) VNTBLK (black top)  
B) VNTWHT (white top)




  
**Ventura Powered  
Café Tables**  
72.25"L 26.25"D 30"H  
(silver frame)  
C) VNTCBK (black top)  
D) VNTCWH (white top)




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

# Take Charge.

Denotes Powered Products 

## Powered Tables


Empower attendees at your next show with functional charging furniture and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities.

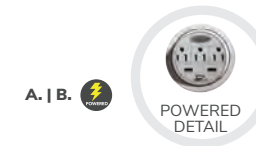
**SYDNEY**   
**Sydney Powered Cocktail Tables**  
 48"L 26"D 18"H (brushed steel)  
**E) C1WP** (white)  
**F) C1YP** (black)



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

## Powered Pedestals

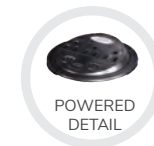
Denoted AC and USB charging outlets 



**Powered Locking Pedestal**  
 (white)  
**A) PDL36W** 24"L 24"D 36"H  
**B) PDL42W** 24"L 24"D 42"H (black)  
**C) PDL36B** 24"L 24"D 36"H  
**D) PDL42B** 24"L 24"D 42"H

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

## Powered Tech Desk



A. 



B. 

**A) TECH3B Tech Desk, Powered w/ 3 Drawer File Cabinet**  
 (black metal, laminate)  
 60"L 30"D 30"H

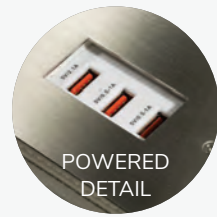
**B) TECH Tech Desk, Powered**  
 (black metal, laminate)  
 60"L 30"D 30"H

**C) TECH3 3 Drawer File Cabinet on Castors**  
 (black metal, laminate)  
 16"L 20"D 28"H

# Take Charge.

## Powered Tech Tablet Chair

Create an engaged learning environment at your next exhibit with the exclusive, powered Tech Tablet Chair. The soft dove gray vinyl chair features a removable white swivel tablet, an under-seat shelf for personal storage and an in-arm charging panel with three USB ports. An additional AC outlet is located at the base of the chair.




A. 

- A) TCHGRY Tech Tablet Chair  
(gray vinyl, white metal tablet, chrome base)  
30.5"L 29"D 33.5"H
- B) TCHP Tech Chair, No Tablet




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

## Powered Products

Denoted AC and USB charging outlets 

## Wireless Charging Table



-  **CUBPOW Wireless Charging Table, Powered**  
(white, AC plug-in)  
20"L 20"D 18"H  
Mobile devices must have Qi wireless charging capability.



## Village Charging Hub

- VILHUB Village Charging Hub**  
(cream)  
12"L 12"D 28.25"H



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

# Soft Seating

Create Engaging Booth Environments

## VALENCIA

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

## MARCHE

**MAR001 Swivel Ottoman**  
(Forest Green Vinyl)  
17"RND 18"H



Valencia Sofa & Chair 10 'x10' Booth

## HEDGE

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

## Soft Seating Collections



## BAJA

**A) BSWHT Sofa**  
(white vinyl)  
86"L 28"D 30"H

**B) BCHWT Chair**  
(white vinyl)  
36"L 30.5"D 28"H

**C) BLVHT Loveseat**  
(white vinyl)  
61"L 30.5"D 28"H



## STERLING

**A) STESOF Sofa**  
(gray fabric)  
82"L 33.5"D 32"H

**B) STECHA Chair**  
(gray fabric)  
33"L 33.5"D 32"H



## VALENCIA

**A) VALCHA Chair**  
(spice orange velvet)  
28"L 30.5"D 31"H

**B) VALSOF Sofa**  
(coffee brown velvet)  
63"L 30.5"D 31"H




## KEY LARGO

**A) KEYSOF Sofa**  
(black fabric)  
79"L 35"D 34"H

**B) KEYCHR Chair**  
(black fabric)  
35"L 35"D 34"H

**C) KEYLOV Loveseat**  
(black fabric)  
57"L 35"D 34"H

# Soft Seating

Denotes Powered Products 

## Create Engaging Booth Environments



**PALM BEACH**  
**PALSOF Sofa**  
(white vinyl, brushed metal)  
69"L 29"D 33"H

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


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

Palm Beach Sofa & Swanson Chairs 10 'x10' Booth



**PALM BEACH**  
**PALSOF Sofa**  
(white vinyl, brushed metal)  
69"L 29"D 33"H

## Soft Seating Collections

Available in Power 



A.



B.

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



A.



B.

**FAIRFAX**  
**A) FAIRCW Sofa**  
(white vinyl, brushed metal)  
62"L 26"D 30"H  
**B) FAIRCW Chair**  
(white vinyl, brushed metal)  
27"L 26"D 30"H



B.



A.

**NAPLES**  
**A) NPLCHR Chair**  
(black vinyl)  
36"L 30"D 33.25"H  
**NPLCHP** (Powered)

**B) NPLSOF Sofa**  
(black vinyl)  
87"L 30"D 33.25"H  
**NPLSOP** (Powered)



C.

**C) NPLLOV Loveseat**  
(black vinyl)  
62"L 30"D 33.25"H  
**NPLLOP** (Powered)

# Accent Chairs

## Create Space

Swivel chairs maximize functionality and allow you to engage safely with those all around. They're particularly helpful in smaller spaces!



**BOWCHA**  
Bowery Swivel Chair  
(ochre fabric, chrome)  
29.75"L 31"D 27.25"H



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



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



**WENCHA**  
Wentworth Chair  
(brown vinyl)  
32.1"L 26"D 31.5"H

# Meeting & Stage Chairs



**Marina Chair**  
17.5"L 19.5"D 35"H  
A) MARCWH (white vinyl)  
B) MARCBK (black vinyl)  
C) MARCBB (brown fabric)



**OCMWHT**  
Meeting Chair  
25.5"L 23.5"D 34"H  
(white vinyl)



# Accent Chairs

## Accent Chair Styles



**Madrid**  
BCW Chair  
(white, chrome)  
30"L 30"D 31"H



**Montreal**  
MONCHA Chair  
(blue, black metal)  
30"L 23.25"D 30"H



Accent Tables | pg 11



**Lena**  
LENCHA Chair  
(moss green leather, bronze)  
27"L 25"D 31"H



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



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



A.



B.

C.



D.



E.



F.

**B) CNTCHR**  
Century Chair  
(gray velvet)  
30"L 30"D 31"H

**C) ATHCHA**  
Atherton Chair  
(distressed brown leather,  
blackened steel)  
27"L 31"D 30"H

**D) PROGB**  
Pro Executive  
Guest Chair  
(black vinyl)  
24"L 26"D 36"H

**E) PASCHR**  
Pasadena Chair  
(white molded plastic  
w/ chrome tower base)  
27"L 25"D 26"H

**F) STECHA**  
Sterling Chair  
(gray fabric)  
33"L 33.5"D 32"H

# Group Seating

## Lounges

Carefully designed lounges deliver a safe and effective setting for casual and relaxed connections. The strategic placement of other furniture pieces—like coffee tables, room dividers, and large plants—helps to maintain order and preserve social distancing protocols while delivering comfortable and safe networking.

### ZENITH

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

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



### LAGUNA

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

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



### MALBA

20"L 20"D 32"H  
**A) 810131 Chair** (gray)  
**B) 810130 Chair** (green)



### MARINA

17.5"L 19.5"D 35"H  
**A) MARCWH** (white vinyl)  
**B) MARCBK** (black vinyl)  
**C) MARCBR** (brown fabric)  
**D) MARCBE** (ocean blue fabric)  
**E) MARCRD** (red fabric)



## Styles & Shapes



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

**B) RSTDIN Rustique Chair w/arms**  
(gunmetal)  
20"L 18"D 31"H

**C) LUCHCL Lucent Chair**  
(frosted, acrylic)  
19.5"L 19.75"D 32.5"H

**D) F20 Bradford Padded Side Chair**  
Black Fabric  
25"L 24"D 32"H

**E) F30 Bradford Padded Arm Chair**  
Black Fabric  
25"L 24"D 32"H

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

**G) BLDCSB Blade Chair**  
(sky blue)  
20.5"L 19"D 30.5"H

**H) BLDCRD Blade Chair**  
(red)  
20.5"L 19"D 30.5"H



## Mix & Match

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

**I. F10 Malaga Side Chair**  
(gray) 18"W x 17.75"D x 33"H

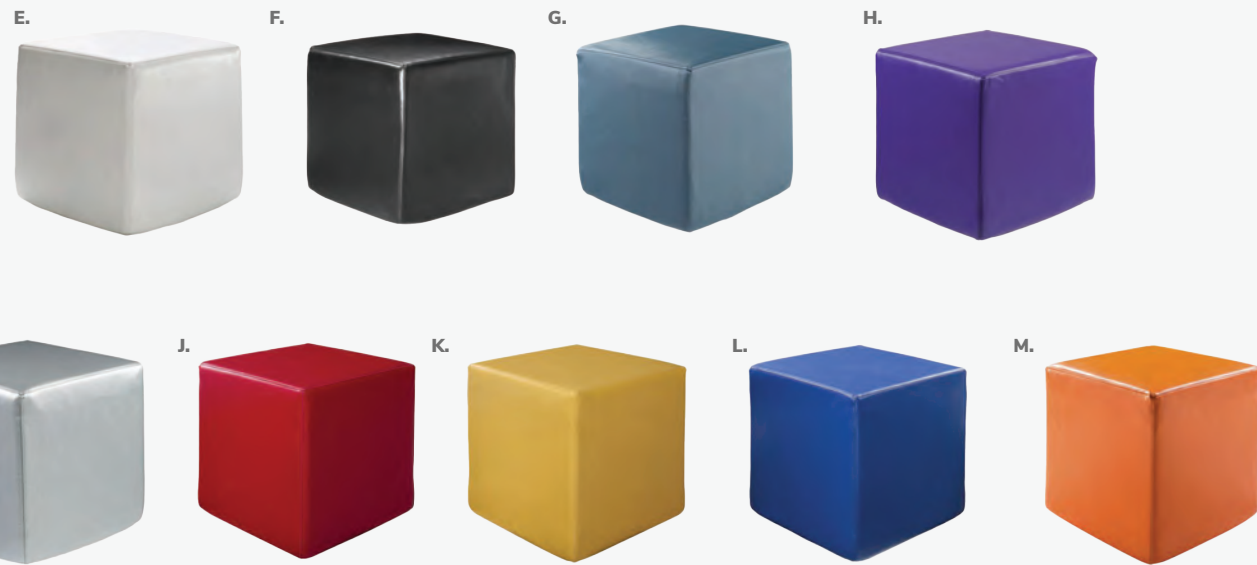


# Ottomans

## Vibe Cube

18"L 18"D 18"H

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

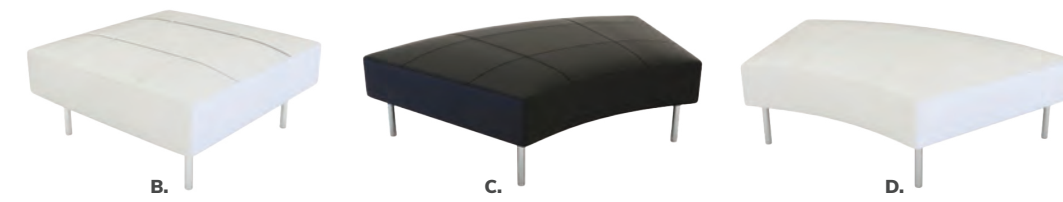


## Beverly Bench Ottomans



- Beverly Bench**  
60"L 20"D 18"H
- A) BVLYWH (white vinyl)
  - B) BVLYBK (black vinyl)
  - C) BVLYGR (gray fabric)
  - D) BVLYRD (red fabric)
  - E) BVLYOB (ocean blue fabric)
  - F) BVLYLN (linen fabric)
  - G) BVLYBN (brown fabric)

## Styles & Shapes



- ENDLESS Square**  
34"L 34"D 15"H
- A) END02B (black)
  - B) END02W (white)
- ENDLESS Curved**  
60.5"L 37.5"D 15"H
- C) END01B (black)
  - D) END02B (white)

# Ottomans

## Beverly Small Bench Ottomans

30"L 20"D 18"H

- A) BVSMOR (orange fabric)
- B) BVSMGN (olive green fabric)
- C) BVSMWH (white vinyl)
- D) BVSMBK (black vinyl)
- E) BVSMBL (ocean blue fabric)
- F) BVSMBN (brown fabric)
- G) BVSMGY (gray fabric)
- H) BVSMNL (linen fabric)
- I) BVSMVL (lavender fabric)
- J) BVSMRD (red fabric)
- K) BVSMYL (yellow fabric)



## Marche Swivel Ottomans



- Marche Swivel Ottomans**  
17" RND 18"H
- A) MAR001 (white vinyl)
  - B) MAR005 (red fabric)
  - C) MAR016 (Ivory Faux Sheep Fur)
  - D) MAR009 (pear yellow fabric)
  - E) MAR007 (plum fabric)
  - F) MAR010 (blue fabric)
  - G) MAR002 (gray fabric)
  - H) MAR006 (rose quartz fabric)
  - I) MAR003 (linen fabric)
  - J) MAR004 (raspberry fabric)
  - K) MAR008 (meadow green fabric)
  - L) MAR011 (orange fabric)
  - M) MAR015 (black vinyl)
  - N) MAR012 (forest green vinyl)
  - O) MAR013 (teal velvet)
  - P) MAR014 (distressed brown vinyl)

# Accent Tables

## Tables and Meeting Rooms

When you want to facilitate more in-depth conversations and provide work surfaces, be sure to use appropriately-sized tables. As always, create generous aisleways between meetings spaces; this will help individuals feel comfortable networking.



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)

## Styles & Shapes



### ALONDRA

**Cocktail Table**  
47"L 24"D 16"H  
**A) ALC100** (glass, chrome)  
**B) ALC200** (wood, chrome)

**End Table**  
20"L 20"D 20"H  
**C) ALE100** (glass, chrome)  
**D) ALE200** (wood, chrome)

### GEO

**Cocktail Table**  
50"L 22"D 16"H  
**A) C1C** (glass, chrome)  
**B) C1FWB** (wood, black)

**End Table**  
26"L 26"D 20"H  
**C) CE2** (glass, chrome)  
**D) E1FWB** (wood, black)

# Accent Tables

## Tables and Meeting Rooms

### TAOS SIDE TABLES

15.75"L 15.75"D 24"H  
**A) TAOBWH**  
 (white top, bronze)  
**B) TAOSBK**  
 (black top, bronze)  
**C) TAOSWD**  
 (wood top, bronze)



### SEDONA SIDE TABLE

15.75"L 15.75"D 24"H  
**D) SEDBWH**  
 (white top, bronze)  
**E) SEDBBK**  
 (black top, bronze)  
**F) SEDBWD**  
 (wood top, bronze)



## Styles & Shapes



Available in Power

### SYDNEY

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

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

### REGIS

(brushed metal)  
**I) REGBEN Bench Table**  
 47"L 15.5"D 16"H  
**J) REGOTT End Table**  
 16"L 15.5"D 16.5"H

### SILVERADO

(glass, chrome)  
**K) E1E End Table**  
 24" RND 22"H  
**L) C1E Cocktail Table**  
 36" RND 17"H

### WIRELESS

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

### AURA

**Round Table**  
**N) AURA**  
 (white metal)  
 15" Round 22"H

# Café Tables



**A) 30BEHC Blue Hydraulic Café Table**  
(chrome base, blue top) 30" RND 29"H  
**B) MALGRY Malba Chair**  
(gray) 20"L 20"D 32"H



**A) 30MAHC Madison Hydraulic Café Table**  
(chrome base, gray acajou top) 30" RND 29"H  
**B) MALGRN Malba Chair**  
(green) 20"L 20"D 32"H

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



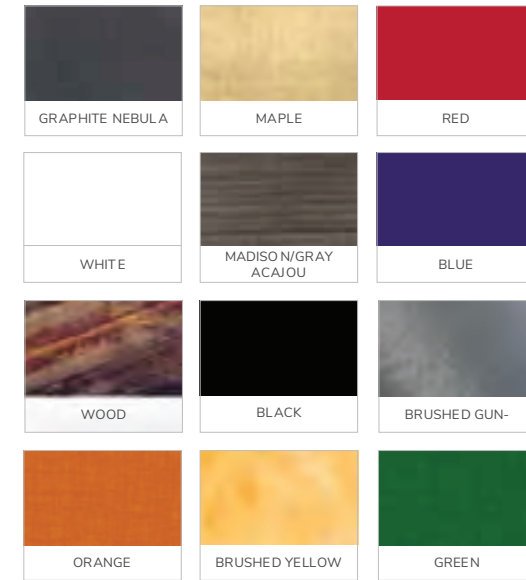
**30" Round Café Table**  
**A) 30BEC Standard Black Base** (blue top) 30" RND 29"H  
**B) LUCHCL Lucent Chair** (frosted, acrylic) 19.5"L 19.75"D 32.5"H



**A) 30OSHC Hydraulic Cafe Table**  
(orange top, chrome) 30" RND 29"H  
**B) LMCHR Laguna Chair**  
(maple, chrome) 18"L 19"D 34"H

## Customize and Create

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



## Café Tables

**Standard Black Base**  
30" RND 29"H

- A) 30WH29 (white)** also available
- ZTA** (Madison/gray acajou)
- 30BEBC** (blue)
- 30WDBC** (wood)
- 30BKSC** (black)
- 30AGBC** (brushed gunmetal)
- 30YSHC** (brushed yellow)
- 30GSBC** (green)
- 30OSBC** (orange)

36" RND 29"H  
**36BKSB (black)**

## Café Tables

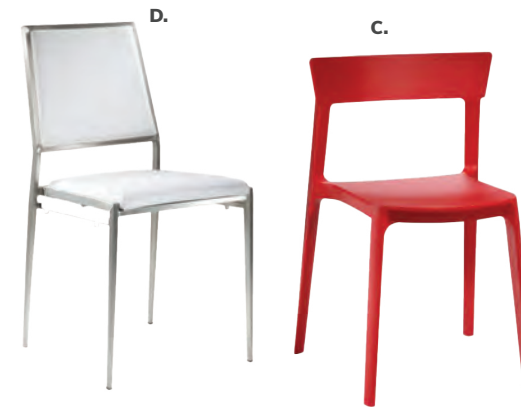
**Hydraulic Chrome Base**  
30" RND 29"H

- B) 30GRHC** (graphite nebula) also available
- 30MTHC** (maple)
- 30BRHC** (red)
- 30BEHC** (blue)
- 30WDBB** (wood)
- 30WHHC** (white)
- 30BKHC** (black)
- 30AGHC** (brushed gunmetal)
- 30YSBC** (brushed yellow)
- 30GSHC** (green)
- 30OSHC** (orange)

36" RND 29"H  
**36WTHC** (white)  
**36GRHC** (graphite nebula)  
**36MTHB** (maple)  
**36BKHC** (black)

## Mix & Match

Create your look. Choose from a wide variety of tables and seating options.



**C) BLDCRD Blade Chair**  
(red) 20.5"L 19"D 30.5"H

**D) MARCWH Marina Chair**  
(white vinyl) 17.5"L 19.5"D 35"H

**E. F30 Bradford Padded Arm Chair**  
Black Fabric  
25"L 24"D 32"H

**F. F60 Vaspoli Cocktail Table**  
Black / Chrome  
30" RND 30"H

**G. F10 Malaga Side Chair**  
(gray) 18"W x 17.75"D x 33H"



# Bar Tables

## A) 30WHHB 30" Round Bar Table

(white top, chrome hydraulic base) 30" RND 45"H

## B) BLDBRD Blade Barstool (red)

20.5"L 20.125"D 40.5"H



## C) RSTSQT Rustique Square Metal Bar Table

(gunmetal) 23.75"L 23.75"D 41.25"H

## D) RSTSTL Rustique Barstool

(gunmetal) 13"L 13"D 30"H



## E) 30BEHB 30" Round Bar Table

(blue top, chrome hydraulic base) 30" RND 45"H

## F) LMBAR Laguna Barstool (maple, chrome)

18"L 20"D 47"H



## G) F70 Vaspoli Cocktail Table Black / Chrome

30" RND 42"H

## H) XBAR Christopher Barstool (white vinyl, chrome)

19"L 15"D 41"H



## Customize and Create

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



GRAPHITE NEBULA	MAPLE	RED
WHITE	MADISON/GRAY ACAJOU	BLUE
WOOD	BLACK	BRUSHED GUN-
ORANGE	BRUSHED YELLOW	GREEN

## Bar Tables

Standard Black Base  
30" RND 42"H

A) 30WH42 (white)  
B) 30YBBB (brushed yellow)  
also available

VTA  
(Madison/gray acajou)

30AGBB (brushed gunmetal)

30BKSB (black)

30GSBB (green)

30OSBB (orange)

30BEBB (blue)

30WDBB (wood)

36" RND 42"H

36BKSB (black)

## Bar Tables

Hydraulic Chrome Base  
30" RND 45"H

C) 30BRHB (red)

also available

30MTHB (maple)

30GRHB

(graphite nebula)

30AGHB (brushed gunmetal)

30BKHB (black)

30GSHB (green)

30OSHB (orange)

30YSHB (brushed yellow)

30BEHB (blue)

30WDHB (wood)

30BKHB (black)

36" RND 45"H

36WTHB (white)

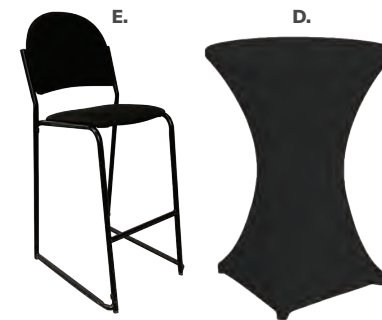
36GRHC (graphite nebula)

36MTHC (maple)

36BKHC (black)

## Style & Design

Choose from a variety of table top colors and styles for the perfect look.



## D) F75 Vaspoli Cocktail Table with Black Linen

Black / Chrome  
30" RND 42"H

## E) F40 Bradford Padded Stool

Black Fabric  
25"L 26"D 44"H

F) LUBSCL Lucent Barstool  
(frosted, acrylic) 22"L 22.5"D 45.5"H

G) F70 Vaspoli Cocktail Table  
Black / Chrome  
30" RND 42"H

H) BS002 Zoey Barstools  
(white, chrome)  
15"L 16"D 30-34.75"H





# Barstools

## LIFT Barstools

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



## Marina Barstools



**Marina Barstools**  
 21"L17.5"D41.5"H

- A) MARBBE** (ocean blue fabric)  
**B) MARBBR** (brown fabric)  
**C) MARBRD** (red fabric)  
**D) MARBWH** (white vinyl)  
**E) MARBBK** (black vinyl)

All frames brushed metal

# Barstools

## Mix & Match

**A) BS002**  
**Zoey Barstools**  
 (white, chrome)  
 15"L 16"D 30-34.75"H

**Banana Barstools**  
 21"L 22"D 41.75"H  
**B) BSS (black, chrome)**  
**C) BST (white, chrome)**

**D) XBAR**  
**Christopher Barstool**  
 (white vinyl, chrome)  
 19"L 15"D 41"H

**E) BS001**  
**Shark Barstool**  
 (white, chrome)  
 22"L 19"D 34-44"H

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

**G) LUBSCL**  
**Lucent Barstool**  
 (frosted, acrylic)  
 22"L 22.5"D 45.5"H



## Barstools Styles & Shapes



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

**Blade Barstool**  
 20.5"L 20.125"D 40.5"H  
**I) BLDBRD (red)**  
**J) BLDBSB (sky blue)**

**K) F40 Bradford Padded Stool**  
 Black Fabric  
 25"L 26"D 44"H

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

# Conference Tables

## 42" Round Conference Table

42"RND 29"H  
**A) CONF42** (white laminate)  
**B) CB8** (Madison/gray acajou)  
**C) 42BKCT** (black top, black)



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



**Pro Executive Mid Back Chair**  
 24"L 22"D 40"H  
**A) PROMID** (white vinyl)  
**B) PROMDB** (black vinyl)  
 Adjustable height

## Geo Tables



**Geo Rectangular Tables**  
 60"L 36"D 29"H  
**E) CF2** (glass, black)  
**F) CE2** (glass, chrome)

**Geo Rounded Square Tables**  
 42"L 42"D 29"H  
**G) CE1** (glass, chrome)  
**H) CF1** (glass, black)

## Work Space



**I) WD3 Work Table**  
 (white laminate, white)  
 48"L 24"D 30"H

# Conference Tables

## Madison

(Madison/gray acajou)  
**A) MADC05 5' Table**  
 60"L 48"D 29"H

**B) MADC08 8' Table**  
 96"L 60"D 29"H

**C) MADC10 10' Table**  
 120"L 48"D 29"H



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

## Black Rectangular Conference Table



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

**Black Rectangular Conference Table**  
 (black top, silver)

**A) BKCT5N 5' Table**  
 60"L 48"D 29"H  
**BKCT5P Powered**

**B) BKCT8N 8' Table**  
 96"L 48"D 29"H  
**BKCT8P Powered**

**C) BKCT10N 10' Table**  
 120"L 48"D 29"H  
**BKCT10P Powered**

# Executive Seating

## Pro Executive High Back Chair

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



## Cupertino Mid Back Chair

**A) CUPCHA** (black vinyl, chrome) 27"L 30.5"D 40-43"H Adjustable.

## Genesis Chair

**B) GENCHA** (black fabric, black) 27.5"L 27.5"D 40-43.5"H Adjustable.

## Pro Executive Mid Back Chair

24"L 22"D 40"H  
**A) PROMID** (white vinyl)  
**B) PROMDB** (black vinyl)  
 Adjustable height



## Pro Executive Guest Chair

24"L 22"D 36"H  
**PROGB** (black vinyl)



## Task Stool

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



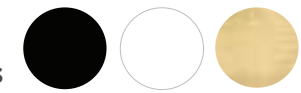
# Communal and Powered Tables

Denotes AC and USB charging outlets



POWERED  
DETAIL

## Table Top Options



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

## Bar Tables



810860  
 Laguna Barstool  
 (maple, chrome)  
 18"L 20"D 47"H

## Ventura Powered Bar Tables

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

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

## Ventura Communal Bar Tables

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

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

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

Black Top  
**VNTBNP** (solid)

## Ventura Powered Café Tables

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

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

## Ventura Communal Café Tables

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

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

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


Black Top  
**E) VNTCBN** (solid)

## Café Tables



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

# Office Essentials

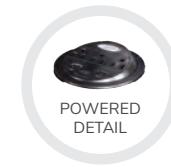
Denotes AC and USB charging outlets 



## MADISON

**A) JD8 Madison Executive Desk**  
(gray acajou) 60"L 30"D 29"H

**B) PROEXE Pro Executive High Back Chair**  
(white classic vinyl) 25"L 24"D 48"H Adjustable



**A) TECH3B Tech Desk, Powered, w/ 3 Drawer File Cabinet**  
(black metal, laminate)  
60"L 30"D 30"H

**B) TECH Tech Desk, Powered**  
(black metal, laminate)  
60"L 30"D 30"H

**C) TECH3 3 Drawer File Cabinet on Castors**  
(black metal, laminate)  
16"L 20"D 28"H



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

## Lighting & Shelving




## SHELVING

**A) PSHCCS Posh Shelving**  
(chrome, acrylic)  
36"L 18"D 72"H


**B) BC8 Madison Bookcase**  
(gray acajou)  
36"L 12"D 72"H

# Show Essentials

Denotes AC and USB charging outlets 

## Midtown Powered Counter

Metallic pewter gray curved counter with taupe-colored glass top features two AC outlets, three USB charging outlets, locking storage cabinet and two shelves.

 **Midtown Powered Counter**  
60"L 18"D 42"H (pewter/glass)  
**MTCPUL** (unlighted)  
**MTCLPI** (lighted with plug-in)



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



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



## Midtown Bar

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

**Midtown Bar**  
60"L 18"D 42"H (pewter)  
**A) MTBUUL** (unlighted)  
**B) MTBLPI** (lighted with plug-in)  
**C) BS002 Zoey Barstools**  
(white, chrome)  
15"L 16"D 30-34.75"H



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

# Show Essentials

## Greenery and Dividers

Metallic pewter gray curved counter with taupe-colored glass top features two AC outlets, three USB charging outlets, locking storage cabinet and two shelves.

### HEDGE

- A) HDG7FT**  
7' Boxwood Hedge  
36.5"L 12"D 84"H
- B) HDG4FT**  
4' Boxwood Hedge  
46"L 9"D 47"H



## Miramar Dividers



**Miramar Dividers**  
(molded plastic)  
**A) MIRWHT** (white)  
**Vertical:** 63"L 23"D 83"H  
**Horizontal:** 83"L 23"D 63"H

**B) 30BEHB**  
**30" Round Bar Table**  
(blue top, chrome hydraulic base)  
30" RND 45"H  
**C) LMBAR Laguna Barstool**  
(maple, chrome)  
18"L 20"D 47"H





DELIVERY INFORMATION	
Show Name:	
Contractor:	
Booth Number(s):	Show Date:
Venue:	

**AEX SERVICES**  
 3089 English Creek Ave.  
 Egg Harbor Township, NJ 08234  
 (609) 272-1600  
 Please email order forms to:  
 orders@aexservices.com

ORDER INFORMATION	
Exhibiting Co:	
Address:	
City, State, Zip:	
Phone:	
Fax:	
Contact:	
Email:	
Authorized By:	

PAYMENT INFORMATION	
Order Total:	
Ordering within 14 days of show open? Yes	Late Order Fee: (Add 30% of Order Total)
State Tax: (excluding NV, CA & OR)	0.00%
TOTAL DUE:	
<small>*To better protect your data, we no longer accept credit card information via email or fax. All credit card payments must be made through our secure online payment portal or over the phone.          After your order has been processed, you will receive a confirmation PDF with a link and PIN to pay online. If you would like to pay over the phone, please call 1-844-855-0735 M-F between 7am - 5pm PST after you receive your confirmation.</small>	

**PAYMENT:** In order to guarantee delivery, all orders must be received and full payment made no later than 14 days prior to the show. Payment may be made by credit card or a check drawn on a U.S. bank unless prior arrangements were made.  
**LATE ORDERS:** Orders received within 14 days prior to show opening are subject to a 30% 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.

<b>NEW 2024</b>	
<b>SHOW NAME:</b>	<b>BOOTH:</b>

CODE	QT	ITEM	DESCRIPTION	Discount	Standard	TOTAL
<b>POWERED</b>						
BKCT5P	5'	Table, Powered	Black Top, Silver	\$ 637	\$ 829	
C5PWR	5'	Table, Powered	White Top, Silver	\$ 637	\$ 829	
BKCT8P	8'	Table, Powered	Black Top, Silver	\$ 1314	\$ 1708	
C8PWR	8'	Table, Powered	White Top, Silver	\$ 1314	\$ 1708	
BKCT10P	10'	Table, Powered	Black Top, Silver	\$ 1314	\$ 1708	
C10PWR	10'	Table, Powered	White Top, Silver	\$ 1314	\$ 1708	
P30BWH	30"	Bar Table, Powered	White Top, Black	\$ 826	\$ 1073	
P30CWH	30"	Cafe Table, Powered	White Top, Black	\$ 826	\$ 1073	
ADCTBP		Adelaide Powered Cocktail Table	Black Top, Silver	\$ 431	\$ 560	
ADCTWP		Adelaide Powered Cocktail Table	White Top, Silver	\$ 431	\$ 560	
<b>SOFT SEATING COLLECTIONS</b>						
NPLCHP		Naples Chair, Powered	Black Vinyl	\$ 874	\$ 1136	
NPLLOP		Naples Loveseat, Powered	Black Vinyl	\$ 1081	\$ 1406	
NPLSOP		Naples Sofa, Powered	Black Vinyl	\$ 1277	\$ 1660	
TCHP		Tech Chair, No Tablet	Gray Vinyl, Chrome Base	\$ 442	\$ 574	
TCHGRY		Tech Tablet Chair	Gray Vinyl, White Metal Tablet, Chrome Base	\$ 442	\$ 574	
VNTBLK		Ventura Communal Bar Table, Powered	Black Top, Silver	\$ 1127	\$ 1465	
VNTWHT		Ventura Communal Bar Table, Powered	White Top, Silver	\$ 1127	\$ 1465	
VNTCBK		Ventura Communal Cafe Table, Powered	Black Top, Silver	\$ 919	\$ 1195	
VNTCWH		Ventura Communal Cafe Table, Powered	White Top, Silver	\$ 919	\$ 1195	
CUBPOW		Wireless Charging Table	White, AC Plug In	\$ 508	\$ 660	
VILHUB		Village Charging Hub	Cream	\$ 339	\$ 440	
CHR002		Allegro Chair	Blue Fabric, Brushed Metal	\$ 706	\$ 917	
SFA002		Allegro Sofa	Blue Fabric, Brushed Metal	\$ 911	\$ 1184	
BCHWHT		Baja Chair	White Vinyl	\$ 706	\$ 917	
BLWHT		Baja Loveseat	White Vinyl	\$ 893	\$ 1161	
BSFWHT		Baja Sofa	White Vinyl	\$ 1072	\$ 1393	
COCHTR		Cordoba Chair	Taupe Fabric, Black	\$ 563	\$ 732	
COLVTP		Cordoba Loveseat	Taupe Fabric, Black	\$ 807	\$ 1049	
FAIRCW		Fairfax Chair	White Vinyl, Brushed Metal	\$ 480	\$ 624	
FAIRSOF		Fairfax Loveseat	White Vinyl, Brushed Metal	\$ 618	\$ 804	
KEYCHR		Key Largo Chair	Black Fabric, Wood	\$ 480	\$ 624	
KEYLOV		Key Largo Loveseat	Black Fabric, Wood	\$ 563	\$ 732	
KEYSOF		Key Largo Sofa	Black Fabric, Wood	\$ 618	\$ 804	
MONCHA		Montreal Chair	Blue, Black Metal	\$ 706	\$ 917	
MONLOV		Montreal Loveseat	Blue, Black Metal	\$ 893	\$ 1161	
NPLCHR		Naples Chair	Black Vinyl	\$ 706	\$ 917	
NPLLOV		Naples Loveseat	Black Vinyl	\$ 893	\$ 1161	
NPLSOF		Naples Sofa	Black Vinyl	\$ 1072	\$ 1393	
PALSOF		Palm Beach Sofa	White Vinyl	\$ 911	\$ 1184	
STECOA		Sterling Chair	Gray Fabric	\$ 874	\$ 1136	
STESOF		Sterling Sofa	Gray Fabric	\$ 1277	\$ 1660	
VALCGN		Valencia Chair	Green Fabric	\$ 480	\$ 624	
VALCOT		Valencia Chair	Oat Fabric	\$ 480	\$ 624	
VALCHA		Valencia Chair	Spice Orange Velvet	\$ 480	\$ 624	
VALSOF		Valencia Loveseat	Coffee Brown Velvet	\$ 618	\$ 804	
VALVOT		Valencia Loveseat	Oat Fabric	\$ 618	\$ 804	
<b>ACCENT CHAIRS</b>						
ATHCHA		Atherton Chair	Brown Leather, Black Metal	\$ 648	\$ 843	
BOWCHA		Bowery Chair	Ochre Fabric	\$ 648	\$ 843	
BNMCSB		Brooklyn Meeting Chair	Black Vinyl, Black Swivel Base	\$ 375	\$ 487	
BNMCOW		Brooklyn Meeting Chair	White Vinyl, Black Swivel Base	\$ 375	\$ 487	

CODE	QT	ITEM	DESCRIPTION	Discount	Standard	TOTAL
<b>ACCENT CHAIRS (continued)</b>						
BNMCOB		Brooklyn Meeting Chair	Black Vinyl, Oak-look Base	\$ 375	\$ 487	
BNMCSW		Brooklyn Meeting Chair	White Vinyl, Oak-look Base	\$ 375	\$ 487	
CNTCHR		Century Chair	Gray Velvet	\$ 648	\$ 843	
LABREA		La Brea Swivel Chair	Charcoal Gray Fabric, Chrome	\$ 563	\$ 732	
LENCHA		Lena Chair	Moss Green Leather, Bronze	\$ 563	\$ 732	
BCW		Madrid Chair	White Vinyl, Chrome	\$ 648	\$ 843	
MNCHCH		Munich Armless Chair	Gray Fabric, Black	\$ 442	\$ 574	
SWAN		Swanson Swivel Chair	White Vinyl, Chrome	\$ 442	\$ 574	
TRCHCO		Terrace Accent Chair	Cognac Leather, Black	\$ 600	\$ 780	
WENCHA		Wentworth Swivel Chair	Brown Vinyl	\$ 442	\$ 574	
<b>GROUP SEATING</b>						
BLDCBK		Blade Chair	Black	\$ 93	\$ 120	
BLDCRD		Blade Chair	Red	\$ 93	\$ 120	
BLDCSB		Blade Chair	Sky Blue	\$ 93	\$ 120	
SC3		Brewer Chair	Onyx, Chrome	\$ 160	\$ 207	
CCSCAZ		Chelsea Chair	Azure Blue, Black Swivel Base w/	\$ 160	\$ 207	
CCSCBK		Chelsea Chair	Black, Black Swivel Base w/ Casters	\$ 160	\$ 207	
CCSCYL		Chelsea Chair	Goldenrod Yellow, Black Swivel Base w/	\$ 160	\$ 207	
CCSCGY		Chelsea Chair	Gray, Black Swivel Base w/ Casters	\$ 160	\$ 207	
CCSCOR		Chelsea Chair	Orange, Black Swivel Base w/ Casters	\$ 160	\$ 207	
CCSCWL		Chelsea Chair	Walnut-look, Black Swivel Base w/ Casters	\$ 160	\$ 207	
CCBTAZ		Chelsea Chair	Azure Blue, Black Tower Base	\$ 160	\$ 207	
CCBTBK		Chelsea Chair	Black, Black Tower Base	\$ 160	\$ 207	
CCBTYL		Chelsea Chair	Goldenrod Yellow, Black Tower Base	\$ 160	\$ 207	
CCBTGY		Chelsea Chair	Gray, Black Tower Base	\$ 160	\$ 207	
CCBTOR		Chelsea Chair	Orange, Black Tower Base	\$ 160	\$ 207	
CCBTWL		Chelsea Chair	Walnut-look, Black Tower Base	\$ 160	\$ 207	
XCHR		Christopher Chair	White Vinyl, Chrome	\$ 160	\$ 207	
DUET		Duet Stack Chair	Black, Chrome	\$ 93	\$ 120	
LMCHR		Laguna Chair	Maple, Chrome	\$ 160	\$ 207	
LUCHCL		Lucent Chair	Frosted Acrylic, Chrome	\$ 243	\$ 315	
MALGRY		Malba Chair	Gray, Chrome	\$ 93	\$ 120	
MALGRN		Malba Chair	Green, Chrome	\$ 93	\$ 120	
MARCBK		Marina Chair	Black Vinyl, Brushed Metal	\$ 187	\$ 244	
MARCBR		Marina Chair	Brown Fabric, Brushed Metal	\$ 187	\$ 244	
MARCBE		Marina Chair	Ocean Blue Fabric, Brushed Metal	\$ 187	\$ 244	
MARCRD		Marina Chair	Red Fabric, Brushed Metal	\$ 187	\$ 244	
MARCWH		Marina Chair	White Vinyl, Brushed Metal	\$ 187	\$ 244	
PASCHR		Pasadena Chair	White Molded Plastic, Chrome	\$ 375	\$ 487	
SC10		Razor Armless Chair	White	\$ 93	\$ 120	
RSTDIN		Rustique Chair w/ Arms	Gunmetal	\$ 160	\$ 207	
CS4		Syntax Chair	Black, Chrome	\$ 225	\$ 292	
ZENCHR		Zenith Chair	White, Chrome	\$ 160	\$ 207	
<b>OTTOMANS</b>						
BVLYBK		Beverly Bench Ottoman	Black Vinyl	\$ 405	\$ 526	
BVLYBN		Beverly Bench Ottoman	Brown Fabric	\$ 405	\$ 526	
BVLYGR		Beverly Bench Ottoman	Gray Fabric	\$ 405	\$ 526	
BVLYLN		Beverly Bench Ottoman	Linen Fabric	\$ 405	\$ 526	
BVLYOB		Beverly Bench Ottoman	Ocean Blue Fabric	\$ 405	\$ 526	
BVLYRD		Beverly Bench Ottoman	Red Fabric	\$ 405	\$ 526	
BVLYWH		Beverly Bench Ottoman	White Vinyl	\$ 405	\$ 526	
BVSMBK		Beverly Small Bench Ottoman	Black Vinyl	\$ 339	\$ 440	
BVSMBL		Beverly Small Bench Ottoman	Ocean Blue Fabric	\$ 339	\$ 440	



XBAR	Christopher Barstool	White Vinyl, Chrome	\$ 243	\$ 315
KABSWH	Kamden Barstool	White Vinyl, Chrome	\$ 287	\$ 373
LMBAR	Laguna Barstool	Maple, Chrome	\$ 216	\$ 281
ROLLBL	Lift Barstool	Black Vinyl, Chrome	\$ 243	\$ 315
ROLLGY	Lift Barstool	Gray Vinyl, Chrome	\$ 243	\$ 315
ROLLRD	Lift Barstool	Red Vinyl, Chrome	\$ 243	\$ 315
ROLLWH	Lift Barstool	White Vinyl, Chrome	\$ 243	\$ 315
LUBSCL	Lucent Barstool	Frosted Acrylic, Chrome	\$ 310	\$ 402
MARBBE	Marina Barstool	Ocean Blue Fabric, Brushed Metal	\$ 310	\$ 402
MARBBK	Marina Barstool	Black Vinyl, Brushed Metal	\$ 310	\$ 402
MARBBR	Marina Barstool	Brown Fabric, Brushed Metal	\$ 310	\$ 402
MARBRD	Marina Barstool	Red Fabric, Brushed Metal	\$ 310	\$ 402
MARBWH	Marina Barstool	White Vinyl, Brushed Metal	\$ 310	\$ 402
RSTSTL	Rustique Barstool	Gunmetal	\$ 142	\$ 184
BS001	Shark Barstool	White, Chrome	\$ 337	\$ 439
BSR	Syntax Barstool	Black, Chrome	\$ 243	\$ 315
ZENBAR	Zenith Barstool	White, Chrome	\$ 216	\$ 281
BS002	Zoey Barstool	White, Chrome	\$ 310	\$ 402
<b>COMMUNAL TABLES W/ SOLID TOPS &amp; SILVER FRAME</b>				
VNTBNP	Ventura Communal Bar Table	Black Top, Silver	\$ 874	\$ 1136
VNTMNP	Ventura Communal Bar Table	Maple Top, Silver	\$ 874	\$ 1136
VNTWNP	Ventura Communal Bar Table	White Top, Silver	\$ 874	\$ 1136
VNTCBN	Ventura Communal Cafe Table	Black Top, Silver	\$ 655	\$ 852
VNTCMN	Ventura Communal Cafe Table	Maple Top, Silver	\$ 655	\$ 852
VNTCWN	Ventura Communal Cafe Table	White Top, Silver	\$ 655	\$ 852
<b>COMMUNAL TABLES W/ GROMMET HOLES &amp; SILVER FRAME</b>				
VNTBMW	Ventura Communal Bar Table w/ Grommet Holes	Maple Top, Silver	\$ 874	\$ 1136
VNTBWW	Ventura Communal Bar Table w/ Grommet Holes	White Top, Silver	\$ 874	\$ 1136
VNTCMW	Ventura Communal Cafe Table w/ Grommet Holes	Maple Top, Silver	\$ 655	\$ 852
VNTCWW	Ventura Communal Cafe Table w/ Grommet Holes	White Top, Silver	\$ 655	\$ 852
<b>CONFERENCE TABLES</b>				
36ATO	Atomic 36" Round Table	Glass Top, Chrome	\$ 299	\$ 389
42ATO	Atomic 42" Round Table	Glass Top, Chrome	\$ 299	\$ 389

<b>OFFICE &amp; PRODUCT DISPLAY</b>				
TECH3	3 Drawer File Cabinet on Castors	Black Top, Black Metal	\$ 205	\$ 267
JD8	Madison Executive Desk	Gray Acajou, Chrome	\$ 676	\$ 878
TECH	Tech Desk, Powered	Black Metal, Black Laminate w/electrical	\$ 442	\$ 574
TECH3B	Tech Desk, Powered w/ 3 Drawer File Cabinet	Black Metal, Black Laminate w/electrical	\$ 667	\$ 868
BC8	Madison Bookcase	Gray Acajou, Chrome	\$ 525	\$ 682
PSHCCS	Posh Shelving	Chrome, Acrylic	\$ 431	\$ 560
PDL36B	Powered Locking Pedestal, 36"	Black	\$ 600	\$ 780
PDL36W	Powered Locking Pedestal, 36"	White	\$ 600	\$ 780
PDL42B	Powered Locking Pedestal, 42"	Black	\$ 706	\$ 917
PDL42W	Powered Locking Pedestal, 42"	White	\$ 706	\$ 917
<b>LAMPS</b>				
LA15	Mason Floor Lamp	Brushed Silver	\$ 299	\$ 389
LA14	Mason Table Lamp	Brushed Silver	\$ 160	\$ 207
<b>BARS &amp; COUNTERS</b>				
MTBLPI	Midtown Bar, Lighted w/ Plug In	Taupe Glass Top, Pewter	\$ 1690	\$ 2196
MTBUUL	Midtown Bar, Unlighted	Taupe Glass Top, Pewter	\$ 1427	\$ 1855
MTCLPI	Midtown Powered Counter, Lighted w/ Plug In	Taupe Glass Top, Pewter	\$ 1690	\$ 2196
MTCFUL	Midtown Powered Counter, Unlighted	Taupe Glass Top, Pewter	\$ 1595	\$ 2073
<b>GREENERY</b>				
HDG4FT	Boxwood Hedge, 4'	Green, Black	\$ 655	\$ 852
HDG7FT	Boxwood Hedge, 7'	Green, Black	\$ 1032	\$ 1342
<b>DIVIDERS</b>				
DIVBAR	Clear Divider, Bar/Counter	Clear, Black	\$ 225	\$ 292
DIVFRE	Clear Divider, Freestanding	Silver, Clear	\$ 375	\$ 487
DIVFCR	Clear Divider, Freestanding Corner	Silver, Clear	\$ 748	\$ 972
DIVFWL	Clear Divider, Freestanding Wall	Silver, Clear	\$ 375	\$ 487
DIVFST	Clear Divider, Sofa/Table	Silver, Clear	\$ 280	\$ 363
DIVFWB	Divider, Freestanding Whiteboard	Silver, White	\$ 505	\$ 657
MIRWHT	Miramar Divider, White	Molded Plastic	\$ 544	\$ 707
STNSGN	Stanchion Sign Holder	Chrome	\$ 75	\$ 97
STNCH1	Stanchion w/ Retractable Belt	Black, Chrome	\$ 84	\$ 109

**Show Name: Hunters Extravaganza Fort Worth**

Show Dates: August 9-11, 2024

Show Venue: Fort Worth Convention Center

Deadline to Receive Discount Pricing: Thursday, July 25, 2024



**CARPET RENTAL ORDER FORM**



Blue



Black



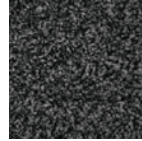
Gray



Red



Bluejay



Tuxedo

(actual colors may vary)

**STANDARD BOOTH CARPET** (Standard booth carpet is not available for Island Booths. Please see the Cut & Lay Carpet below.)

Description	Discount	Standard	Total
10' x 10'	\$ 327.50	\$ 458.50	\$ _____
10' x 20'	\$ 655.00	\$ 917.00	\$ _____
10' x 30'	\$ 982.50	\$1,375.50	\$ _____
10' x 40'	\$1,310.00	\$1,834.00	\$ _____

Please select standard or cut & lay carpet color:

Blue       Black

Gray       Red

Bluejay       Tuxedo

For islands and booths larger than 400 sq ft., standard booth carpet is not an available option. If complete exhibit area carpet is desired, see Cut & Lay and Plush Carpet offerings below.

**CUT & LAY CARPET** (100 sq. ft. minimum)

Description	Discount	Standard	Total
_____sq. ft.	\$6.25	\$8.75	\$ _____

**PLUSH CARPET** (200 sq. ft. minimum. Plush Carpet Order must be received at least four weeks prior to the show.)

Description	Discount	Standard	Total
_____sq. ft.	\$9.75	\$13.75	\$ _____

Please select plush carpet color:

White       Ivory

Beige       Big Blue Top

Royal Blue       Navy Blue

Red       Burgundy

Charcoal       Pewter Gray

Black       Emerald Green

Please call if you don't see your color.



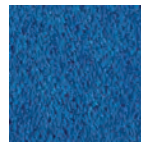
White



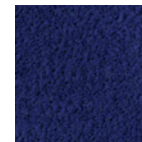
Ivory



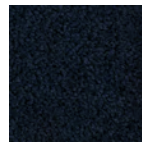
Beige



Big Blue Top



Royal Blue



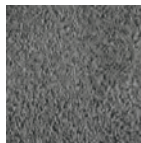
Navy Blue



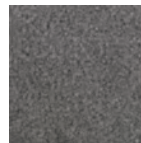
Red



Burgundy



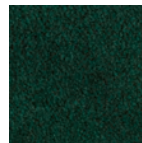
Charcoal



Pewter Gray



Black



Emerald Green

(actual colors may vary)

**PADDING & COVERING** (per sq. ft.)

Sq Ft.	Description	Discount	Standard	Total
_____	Padding	\$1.75 sq ft	\$2.45 sq ft	\$ _____
_____	Double Padding	\$3.25 sq ft	\$4.90 sq ft	\$ _____
_____	Plastic Covering	\$ .50 sq ft	\$ .70 sq ft	\$ _____

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_ Order Total: \_\_\_\_\_

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

24-TX0806-T

Show Name: Hunters Extravaganza Fort Worth

Show Dates: August 9-11, 2024

Show Venue: Fort Worth Convention Center

Deadline to Receive Discount Pricing: Thursday, July 25, 2024



# CLEANING SERVICE ORDER FORM

USE THIS FORM TO ORDER CLEANING SERVICE WITHIN YOUR BOOTH SPACE AND FOR DEBRIS ACCUMULATED DURING SET-UP AND EXHIBIT HOURS.



All rental carpets ordered from the contractor are installed in clean condition.

## VACUUMING

All rates are based on the total square footage of your exhibit space (100 sq. ft. minimum)

Please check preference below:

		Discount	Standard
<input type="radio"/>	Daily Vacuum carpet before initial opening of event and daily thereafter	\$ .59/sq. ft./day	\$ .83/sq. ft./day
<input type="radio"/>	One Time Vacuum carpet before initial opening of event	\$ .74/sq. ft.	\$1.04/sq. ft.

Exhibit Space: \_\_\_\_\_ ft (x) \_\_\_\_\_ ft = \_\_\_\_\_ sq. ft. (x) \$ \_\_\_\_\_ (x) \_\_\_\_\_ = \$ \_\_\_\_\_  
 (100 sq. ft. minimum) rate per sq. ft. Days Total

## PORTER SERVICE

All rates are based on the total square footage of your exhibit space (100 sq. ft. minimum)

	Discount	Standard
Empty wastebasket, tidy and spot clean exhibit space during show hours.	\$175.00	\$245.00

Daily Service: \_\_\_\_\_ (Specify Days) Date: \_\_\_\_\_

Porter Service: \_\_\_\_\_ days (x) amount per day \$ \_\_\_\_\_ = Total \$ \_\_\_\_\_

SUBTOTAL ESTIMATED CLEANING ORDER: \$ \_\_\_\_\_

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_

### The Briarwood - 10' Pop Up

\$2,331.25

**10' Pop Up Design Includes:**

- (1) 100 sq. ft. Standard Carpet
- (1) Back Wall Graphics

**Additional Options Available:**

Lighting and Carpet Padding



### The Crestwood - 3 Meter Hardwall

\$4,151.25

**Classic 3 Meter Hardwall Includes:**

- (1) 100 sq. ft. Standard Carpet
- (1) Header Graphic

**Additional Options Available:**

Lighting, Back Wall Graphics, and Carpet Padding

### The Frankford - 6 Meter Hardwall

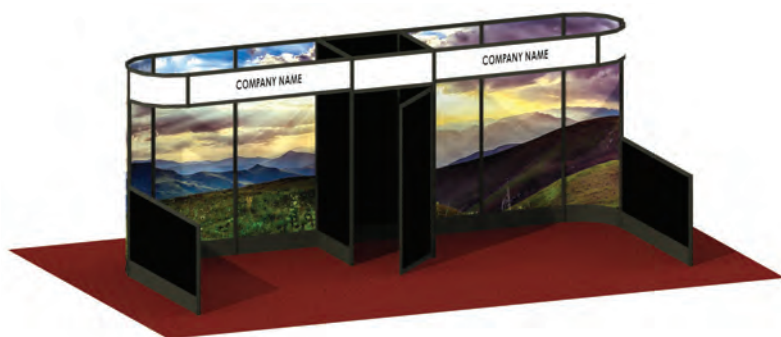
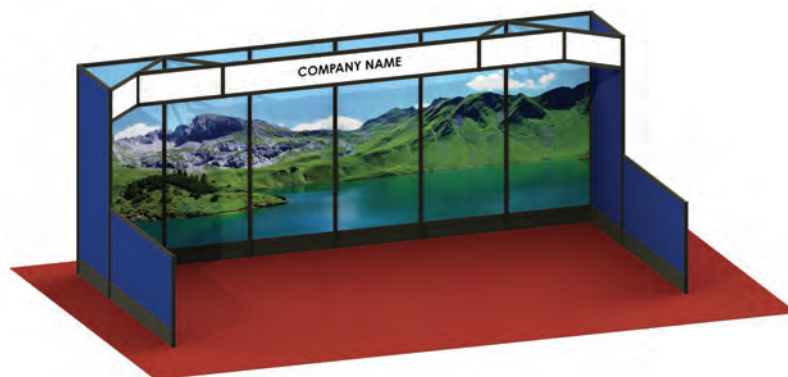
\$7,009.00

**6 Meter Hardwall Design Includes:**

- (1) 200 sq. ft. Standard Carpet
- (1) Header Graphic

**Additional Options Available:**

Lighting, Back Wall Graphics, and Carpet Padding



### The Magnolia - 6 Meter Hardwall

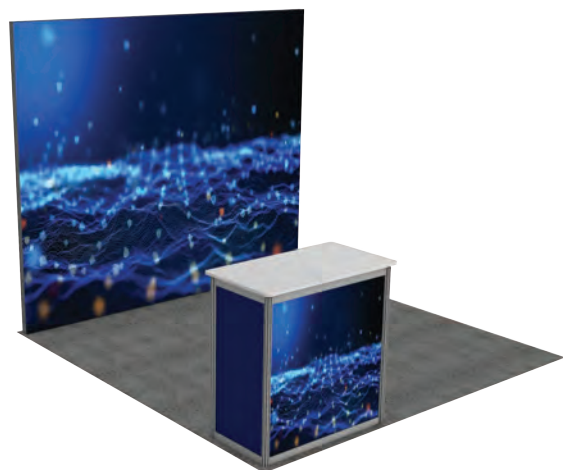
\$8,190.25

**6 Meter Hardwall Design Includes:**

- (1) 200 sq. ft. Standard Carpet
- (2) Header Graphics

**Additional Options Available:**

Lighting, Back Wall Graphics, Shelving and Carpet Padding



### The Lakeview - 3 Meter Display

\$4,220.50

**3 Meter Fabric Design Includes:**

- (1) 100 sq. ft. Standard Carpet
- (1) 3 Meter Printed Fabric Backwall
- (1) 1 Meter Cabinet

**Additional Options Available:**

Cabinet Graphics and Carpet Padding

### The Kensington - 3 Meter Hard Wall & Closet

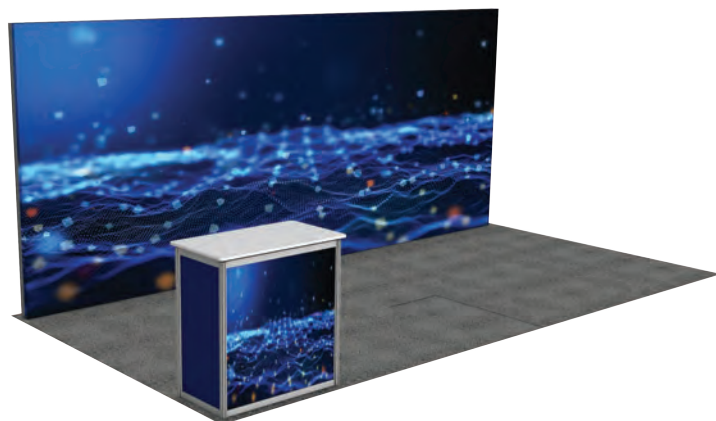
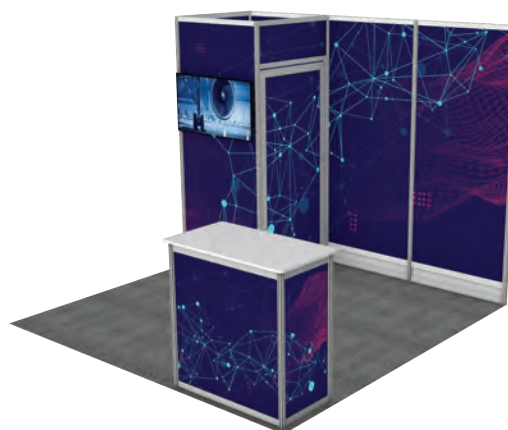
\$7,579.50

**3 Meter Hardwall with Closet Includes:**

- (1) 100 sq. ft. Standard Carpet
- (1) 3 Printed Panels
- (1) 1 Meter Cabinet

**Additional Options Available:**

Lighting, Monitor, Shelving, Graphics for Cabinet



### The Mayflower - 6 Meter Display

\$7,218.75

**6 Meter Fabric Display Includes:**

- (1) 200 sq. ft. Standard Carpet
- (1) 6 Meter Printed Fabric Backwall
- (1) 1 Meter Cabinet

**Additional Options Available:**

Lighting, Graphics for Cabinet, and Carpet Padding

### The Hillside - 6 Meter Hardwall Display

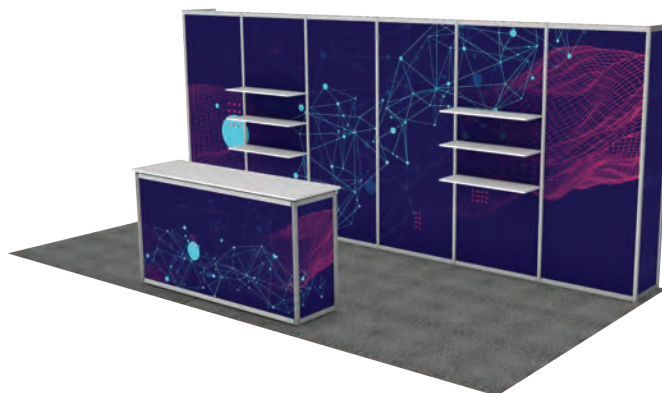
\$8,341.75

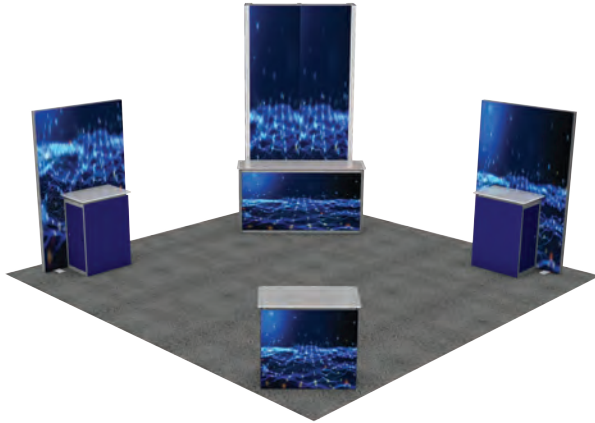
**6 Meter Fabric Display Includes:**

- (1) 200 sq. ft. Standard Carpet
- (6) Printed Backwall Panels
- (6) Shelves
- (1) Meter Cabinet

**Additional Options Available:**

Lighting, Graphics for Cabinet, and Carpet Padding





**The Ridgewood - 20' x 20' Open Concept Display**

\$15,636.75

**20' x 20' Fabric Open Concept Includes:**

- (1) 400 sq. ft. Standard Carpet
- (3) 1 Meter Work Stations
- (6) Printed Fabric for All Walls

**Additional Options Available:**

Monitors, Lighting, Graphics for Cabinets, and Carpet Padding

**The Fairview - 20' x 20' Z Shaped Display**

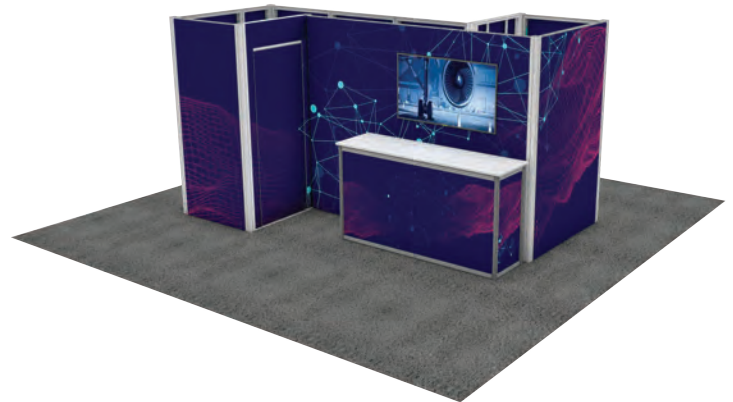
\$18,120.75

**20' x 20' Fabric Open Concept Includes:**

- (1) 400 sq. ft. Standard Carpet
- (2) 2 Meter Work Stations
- Printed Fabrics for Walls
- Closet

**Additional Options Available:**

Monitors, Lighting, Graphics for Work Stations, and Carpet Padding



**The Lexington - 20' x 20' Fabric Display**

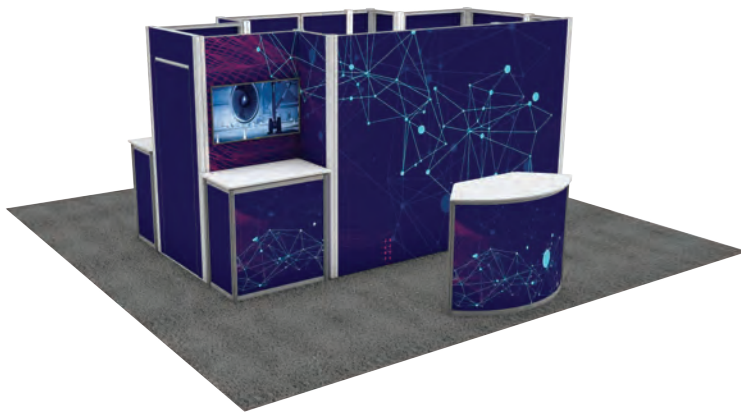
\$19,214.75

**20'x x 20' Fabric Display Includes:**

- (1) 400 sq ft Standard Carpet
- (3) 1 Meter Standard Work Stations
- (1) 1 Meter Curved Podium
- Printed Fabric for Walls

**Additional Options Available:**

Monitors, Lighting, Graphics for Work Stations, and Carpet Padding



• <b>Additional Lights</b>	Qty. _____	Light	@ \$150.50 each	=	\$ _____
• <b>Additional Hardware Shelves</b>	Qty. _____	Shelves	@ \$ 74.75 each	=	\$ _____
• <b>Slatwall Per Panel</b>	Qty. _____	Slatwall	@ \$245.25 each	=	\$ _____
• <b>Units 3, 5, 6, &amp; 7 are provided in white hard wall unless colored or Velcro compatible panels are ordered.</b>					
<input type="radio"/> Red	<input type="radio"/> Blue	<input type="radio"/> Black	<input type="radio"/> Gray	Qty. _____	Colored panels @ \$ 26.25 each = \$ _____
				Qty. _____	Velcro panels @ \$ 59.25 each = \$ _____

- Additional charges for custom graphic panels, please call for pricing.
- If you require a Custom Exhibit Design not shown above, please call (281) 800-1600.
- Electric service IS NOT included. Please make arrangements in advance with exhibit facility.
- **Add 30% if ordered after discount deadline**

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_ Order Total: \_\_\_\_\_

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

24-TX0806-T



## Giving You More Options

Order Your Custom Counter

### Add Graphics for Additional Branding

#### 1 Meter Square Counters



#### Curved Counters



#### 2 Meter Rectangle Counters



#### COUNTER OPTIONS

Description	Counter Size	Discount	Standard	Color Option	Quantity
1 Meter Square Counter	41" L x 42" H x 23" D	\$ 795.50	\$1,113.75	<input type="checkbox"/> White <input type="checkbox"/> Black	_____
Curved Counter	45" L x 42" H x 22" D	\$ 960.75	\$1,345.00	<input type="checkbox"/> White <input type="checkbox"/> Black	_____
2 Meter Rectangle Counter	80" L x 42" H x 23" D	\$1,049.25	\$1,469.00	<input type="checkbox"/> White <input type="checkbox"/> Black	_____

#### CUSTOM GRAPHICS

Description	Graphic Size	Discount	Standard	Quantity
1 Meter Square Counter (Front Panel Only)	38 1/4" x 39"	\$290.50	\$377.75	_____
Curved Counter	60 3/4" x 39"	\$324.25	\$421.50	_____
2 Meter Rectangle Counter (Front Panel Only)	77 1/2" x 39"	\$588.00	\$764.50	_____
Side Panel (Per Panel)	18 1/2" x 39"	\$ 96.50	\$125.50	_____

To receive the discount rate, order form, payment authorization and artwork (if applicable) must be received by the discount deadline. Orders received after discount deadline may not be available. Cancellations will not be accepted once your graphic artwork has been approved for production.

SUBTOTAL CUSTOM COUNTER ORDER: \$ \_\_\_\_\_

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_

Show Name: Hunters Extravaganza Fort Worth

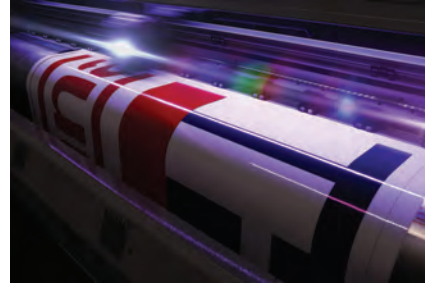
Show Dates: August 9-11, 2024

Show Venue: Fort Worth Convention Center

Deadline to Receive Discount Pricing: Thursday, July 25, 2024



# GRAPHICS ORDER FORM



Graphic elements provide opportunities for branding and messaging that increase visibility and contribute significantly to the impact of your exhibit!

## BOOTH PANELS • BANNERS • GRAPHIC CLINGS • POSTERS • SIGNAGE • FLOOR GRAPHICS

For more information call the contractor at 609.272.1600

I AM SUPPLYING MY OWN ART

I NEED ITEMS DESIGNED. SEE COPY AND LAYOUT SPECS BELOW.

### FULL COLOR POSTER AND COUNTER CARD

Description	Discount	Standard	Qty.	Total
18" x 24" Foamcore, single-sided	\$163.00	\$ 228.25	_____	\$ _____
18" x 24" Foamcore, double-sided	\$285.50	\$ 399.75	_____	\$ _____
22" x 28" Foamcore, single-sided	\$233.00	\$ 326.25	_____	\$ _____
22" x 28" Foamcore, double-sided	\$407.50	\$ 570.50	_____	\$ _____
24" x 36" Foamcore, single-sided	\$326.50	\$ 457.00	_____	\$ _____
24" x 36" Foamcore, double-sided	\$571.25	\$ 799.75	_____	\$ _____
28" x 44" Foamcore, single-sided	\$465.75	\$ 652.00	_____	\$ _____
28" x 44" Foamcore, double-sided	\$815.50	\$1,141.75	_____	\$ _____

For custom size signs please call our office for pricing. Half hour of design time included in prices above. For additional design time please contact Orders@aexservices.com for pricing.

### FULL COLOR BANNER

Description	Discount	Standard	Qty.	Total
Custom Banner Size (per sq. ft.)	\$28.00	\$39.25	_____	\$ _____

### CUSTOM SIZE GRAPHICS

SIZE	QUOTED PRICE	TOTAL
_____	_____	\$ _____

### COPY AND LAYOUT SPECIFICATIONS

Indicate:  Vertical  Horizontal (Please attach a layout to this form)

E-mail address for proofing is required: \_\_\_\_\_

(Please note: Deadline for requesting a proof is 14 days prior to the first day of exhibitor move-in)

E-mail graphic files to Signshop@AEXServices.com. Please include your company name and the name of the show.

SUBTOTAL GRAPHICS ORDER: \$ \_\_\_\_\_

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_ 24-TX0806-T

## Sending your graphic and image files to AEX Convention Services

You are a valued client and we want your graphics and images to look the very best they can. AEX Convention Services is absolutely committed to making this a reality. In order to do that, certain guidelines for submitting your electronic files should be followed. If you are unable to provide digital artwork files for you signage, we can provide you with layout and design services. Contact your sales representative for details.

### Vector vs. Bitmap (Raster)

Vector is the preferred file type. Vector-based artwork is resolution independent and is characterized by an outline of each element using lines and arcs to define its outer shape. They can be enlarged or reduced without loss of quality.

Bitmap files are resolution dependent, and will reproduce poorly if the appropriate file resolution is not supplied. They are characterized by tiny squares, known as pixels, placed adjacent to one another to define each elements shape and color. Bitmap files are commonly used for photographic digital print production.

#### Acceptable Vector Formats

PDF (preferred format), EPS, CS5 AI, and CS5 INDD  
(Include all links/fonts/images for AI and INDD files)

#### Acceptable Raster Formats

EPS, JPEG, PDF, PSD, and TIFF

#### File Submission

E-mail (SignShop@AEXServices.com) or Online File Transfer Site  
Contact us for more information regarding ftp.

*\*Please do not email large art files and do not send unnecessary files (ones that will not be used)*

### Bleeds / Cropmarks / Registration Marks

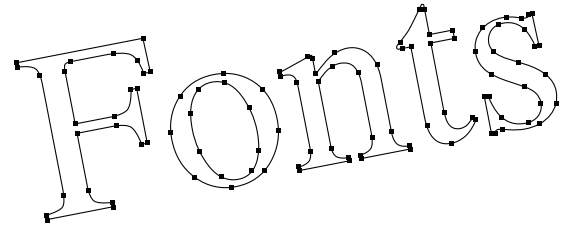
- Please do **NOT** include cropmarks or registration marks on graphic files.
- All signs printed on fabric require a **2" Bleed**
- All other signage requires a **1/4" Bleed**

### Artwork In the Structures

Please note that any panels going in the metal frame will hide 1/4" of your art all the way around. If you have a continuous wall where individual panels are divided by metal, use 1.25" spacing in between each panel to account for gaps and the natural flow of the graphics.

### Color & Misc. Specifications

- All files are to be built using CMYK. Vector art can be produced using PMS colors.
- If PMS color matching is required, please use original Pantone®+ Solid Coated® swatches in your artwork. Modifying Pantone® names will result in printing default color (CMYK).
- **Convert all type to outline.** If the type is not converted to outline and you do not send the fonts with the files then font substitution will occur.  
*\*Once fonts are turned to outline they can not be edited so be sure to send the fonts with your files to be safe.*



- Bitmap art is best saved at no less than 150 dpi for large images and 300 dpi for any images under 8" x 10". Lower resolutions will result in reduced image quality. *\*Please avoid images pulled from the Internet because they are too low in resolution and will result in a poor quality print.*
- Documents should be created actual size (1" = 1" ratio). For larger artwork please indicate scale.
- Please supply the following information when sending your files:  
Client Name, Show Name, Show Date and City of the Event
- We cannot use Gif, Power Point or Word files (with images), or images/logos downloaded from websites

### Acceptable Software



### Verifying Resolution on a Screen



# UPLOADING GRAPHICS 101


## ADDING FILES TO THE FTP SITE

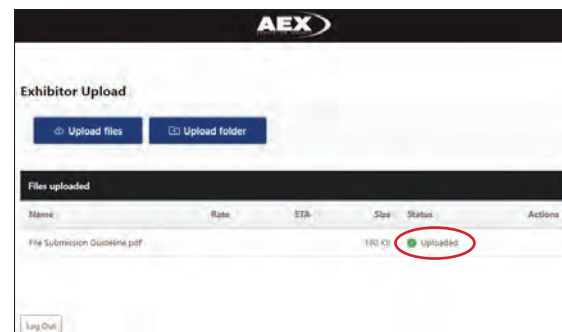
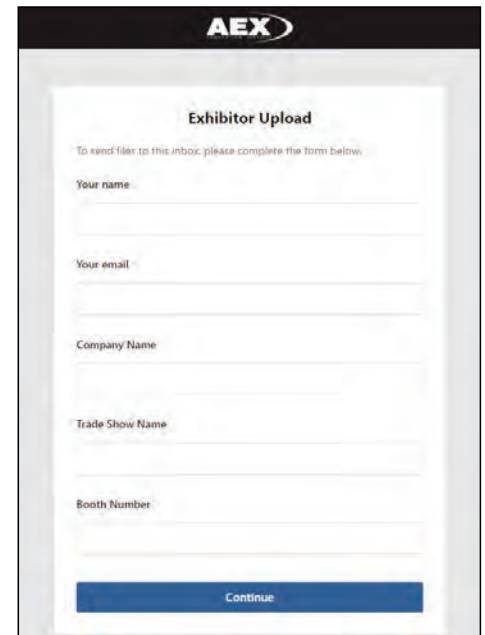
All graphic files for ordered products should be uploaded to our FTP site. Please see Graphic Guidelines page for detailed file specifications.

### BEFORE SENDING FILES

1. Please name your files for easy identification using the following format:  
**Company Name\_Panel Letter**  
*example: AEX\_Panel A.pdf*
2. Packaged files should be compressed (.zip) and include document, fonts and images needed.

### SUBMITTING YOUR FILES

1. Go to <https://aexservices.files.com/u/exhibitor-upload>
2. Complete the form by filling out Your Name, Your Email Address, Your Company Name, Name of Trade Show you are attending, and Your Booth Number. If you do not know your booth number please put "N/A" in the required space.
3. Upload files by selecting the  Upload files button and browse to the files you want to upload. Or drag your files to the designated area in the browser.
4. Once your file is done uploading the status will change to "Uploaded"
5. When upload is complete, email the name of your files to: [signshop@aexservices.com](mailto:signshop@aexservices.com), with the subject line: "Show Name - Company Name" FTP Upload



## Invest in Your Company's Success!

### Order your Custom Hanging Sign Today

- More Visibility on the Show Floor
- Great Branding
- Draw More Attention to Your Booth Location

#### Circular Design



Size	Discount Rate	Standard Rate
10' x 36"	\$3,345.00	\$ 4,683.00
10' x 48"	\$4,462.50	\$ 6,247.50
15' x 36"	\$4,830.75	\$ 6,763.00
15' x 48"	\$6,609.75	\$ 9,253.75
20' x 48"	\$8,799.75	\$12,319.75

#### Square Design



Size	Discount Rate	Standard Rate
10' x 36"	\$ 4,242.25	\$ 5,939.25
10' x 48"	\$ 5,661.75	\$ 7,926.50
15' x 36"	\$ 6,280.00	\$ 8,792.00
15' x 48"	\$ 8,263.00	\$11,568.25
20' x 48"	\$10,875.50	\$15,225.75

#### Wave Design



Size	Discount Rate	Standard Rate
10' x 48"	\$2,679.25	\$3,751.00
15' x 48"	\$4,201.75	\$5,882.50
20' x 48"	\$5,738.00	\$8,033.25

#### Triangular Design



Size	Discount Rate	Standard Rate
10' x 48"	\$4,259.50	\$ 5,963.25
15' x 48"	\$6,389.75	\$ 8,945.75
20' x 48"	\$8,702.50	\$12,183.50

#### CUSTOM SIGNS INCLUDE:

- Rental Frame
- Basic Harness
- Printed Fabric Pillow Case (Dye Sublimation)
- Blockout Liner
- Carrying Case
- Delivery to Show Site

#### ASSEMBLY AND HANGING ARE NOT INCLUDED

To receive the discount rate, order form, payment authorization and artwork must be received by the discount deadline. Cancellations will not be accepted once your graphic artwork has been approved for production. Additional shapes/sizes are available.

SUBTOTAL CUSTOM HANGING SIGN ORDER: \$ \_\_\_\_\_

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_

24-TX0806-T

The contractor is the exclusive provider of Material Handling.

**Material Handling** includes Unloading your exhibit material, Storing up to 30 days at the advance warehouse, Delivering to your booth, the Handling of empty containers to and from storage, and Removing of material from the booth for reloading onto your outbound carrier at the close of the show. You can either ship your materials in advance to the advance warehouse or ship directly to show site during designated move-in times. Material Handling is not to be confused with the cost of shipping/transporting your exhibit materials to and from the event.

## Shipping to the ADVANCE WAREHOUSE?

- We will accept freight beginning 30 days prior to show move-in.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts. Your freight will still be received after the deadline, however additional charges will be incurred.
- The Warehouse will receive shipments Monday-Friday, except Holidays. Refer to the Quick Facts for warehouse hours.
- The Warehouse will accept crates, cartons, skids, trunks, cases and carpet/pads. Loose or pad wrapped materials must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip with the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as UPS and Fed Ex will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.
- Advance/Warehouse freight will be delivered to the booth prior to exhibitor set-up.

## Shipping DIRECT TO SHOW SITE?

- Freight will be accepted during designated exhibitor move-in times. Refer to the Quick Facts for the specific delivery date/time window.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as UPS and Fed Ex, will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.
- Direct to show site shipments are not guaranteed to be in your booth prior to exhibitor move-in.

## How should I LABEL MY FREIGHT?

- PLEASE USE THE PROVIDED SHIPPING LABELS.
- The label should contain the Exhibiting Company Name, Booth #, Name of the event, C/O AEX Convention Services and Facility Address.
- The specific shipping address for either the advance warehouse or direct to show site address is located on the Quick Facts and on the provided Shipping Labels.

## How Do I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is billed individually and is subject to the applicable show weight minimum. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is to be considered one "cwt" (one hundred weight).
- Note: All Shipments are subject to reweigh.
- On the Material Handling Order Form, be sure to select if your freight will arrive at the ADVANCE WAREHOUSE or DIRECT TO SHOW SITE.
- On the Material Handling Order Form, select the rate for the category that best describes your shipment. See types of freight shipment.



## What are the FREIGHT CATEGORIES?

**CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

**UNCRATED:** Material that is shipped loose or pad wrapped, and/or unskidded machinery without proper lifting points.

**SPECIAL HANDLING:** Material delivered by the carrier in such a manner that it requires additional handling, such as designated piece unloading, loads mixed with pad wrapped materials, ground unloading, stacked and constricted space unloading, loads failing to maintain shipping integrity, and shipments that require additional equipment, time or labor to unload. UPS and FedEx are included in this category.

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## SPECIAL HANDLING Definitions

- Designated Piece Unloading - Shipments requiring multiple pieces of freight to be moved in order to select the next piece.
  - Ground Loading - vehicles that are not dock height preventing the use of loading docks. (flat bed trailers, U-Hauls, company vehicles with trailers)
  - Stacked Shipments - Shipments loaded in such a manner that requires multiple items to be removed to ground level for delivery to booth.
  - Constricted Space - Shipments that are not easily accessible due to carrier being loaded high and tight.
  - Shipment Integrity - Shipments that are delivered in such a manner that additional labor is needed to sort through and separate various shipments.
- 

## What happens to my EMPTY CONTAINERS?

- Pick up "Empty Labels" at the Contractor's Service Desk. Once the container is completely empty, place a label on each container individually.
  - Labeled empty containers will be picked up periodically and stored in non-accessible storage during the event.
  - At the close of the show, the empty containers will be returned to the booth in random order. This process may take several hours.
- 

## Do I need INSURANCE?

- Be sure your materials are insured from the time they leave your company until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
  - All materials handled by the contractor are subject to the Terms and Conditions.
- 

## How do I ensure that my SHIPPED MATERIALS ARE SECURELY delivered by or before they are picked up after the show?

- There may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. Which may also be the case for the close of the show phase. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or hire security services to monitor your booth/materials.
- 

## \$\$ MONEY SAVING TIPS \$\$

- Ship via common carrier to avoid possible special handling charges.
- CONSOLIDATE your shipments. Each separate shipment will incur a 200 lb minimum charge.
- Ship early to avoid rush/overnight charges whenever possible.
- Furnish accurate weight tickets with your shipment(s).
- Label your freight with the number of total pieces - example 1 of 3, 2 of 3, 3 of 3.
- Properly Address/Label all shipments to avoid time consuming re-routes, mis-deliveries and delays. Remove old shipping labels before shipping out again.
- When shipping to Show Site, confirm in advance that your carrier can guarantee delivery of your freight to the facility during designated move-in times. When possible, schedule your shipments to arrive during ST rather than OT.



MATERIAL HANDLING RATES: All rates are per 100 pounds (per cwt.) with a 200 pound minimum charge. These rates are based on round trip Material Handling. Certified weight tickets are required on all shipments.

ADVANCE - WAREHOUSE SHIPMENTS - 200 LB. MINIMUM

Shipments can arrive to the Advance Warehouse up to 30 days prior to move in. Advance freight is delivered to your booth before direct shipments.

Table with 3 columns: Description, Overtime In or Out, O.T. In / O.T. Out. Rows include A1 - ON TIME Crated or Skidded shipments and A2 - SPECIAL HANDLING.

C - \*Small Package Rates - A qualifying shipment totaling 3 pieces, delivered to the same booth, from the same shipper, by the same carrier, on the same day. Weighing a total of 40 lbs. or less.....\$ 65.00

DIRECT - SHOW SITE SHIPMENTS - 200 LB. MINIMUM

Shipments must arrive only during published move in dates and times. Refer to the Quick Facts page for details.

Table with 3 columns: Description, Overtime In or Out, O.T. In / O.T. Out. Rows include B1 - ON TIME Crated or Skidded shipments and B2 - SPECIAL HANDLING.

C - \*Small Package Rates - Shipments totaling any number of pieces with a combined weight not to exceed 40 lbs. Shipments must be received on the same day at the same time and from the same shipper. If combined weight exceeds 40 lbs. normal material handling rates will apply.....\$ 65.00

Labor Hours

- Straight Time - ST: Monday - Friday, 8:00 AM - 3:00 PM
Overtime - OT: Monday - Friday, Before 8:00 AM, After 3:00 PM Anytime Saturday/Sunday
Double Time - DT: Anytime on holidays

Early/Late Shipments to Warehouse 50% Surcharge

Re-weigh of Shipments

An additional charge per forklift load may be applied to shipments that have to be re-weighed at the dock due to the lack of a certified weight ticket, or an incorrect or an understated weight on delivery document.

Outbound Shipments

A transfer fee of \$350.00 + \$50.00 per cwt. will apply:

- In the event your carrier is unable to pick-up your shipment at the close of the event and you elect to transfer your shipment to the warehouse to be picked up at a later date.
If you choose to have your shipments transferred to the warehouse for pick-up by an outside carrier.

Estimated Charges - Material Handling \_\_\_\_\_ lbs. x \_\_\_\_\_ per cwt. = \$ \_\_\_\_\_

Material Handling fees will be based on actual certified weight ticket(s) for each shipment or the reweigh ticket on the inbound receiving report.

SUBTOTAL MATERIAL HANDLING ORDER: \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_ Order Total: \_\_\_\_\_

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.



Cartload services are provided for personally owned vehicles with small hand-carried items to be delivered to the booth or dock location. If you arrive in a truck, van, trailer, or any commercial vehicle you will not qualify for this service and will be billed regular material handling rates.



(2' wide x 6' long x 3' high)

**\$254.00** round trip

Cartload service includes one laborer, one cart, one trip.

**\*NO DRIVE IN ON FRIDAY, CART SERVICE ONLY\***

Cart Service is for exhibitor's with small items weighing less than 200 lbs. that will fit on a flatbed cart and can be transported in one trip.

Delivery must be made in a POV (Privately Owned Vehicle) to qualify for this service, otherwise, freight will be charged at prevailing material handling rates. This service will only be available during published move-in and move-out times.

SUBTOTAL CART SERVICE ORDER: \$ \_\_\_\_\_

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_

### Priority Empty Container Storage

This service provides for the priority return of your empties to your booth after the close of the show and after aisle carpet has been rolled up. If you would like this service, please fill out the information below and return it to the contractor. The number of containers can be adjusted on showsite if necessary.

Priority Empty Container Return \$100.00 per container/skid \_\_\_\_\_

Estimated number of containers/skids \_\_\_\_\_

Total = \$ \_\_\_\_\_

**\*\* PLEASE NOTE THAT THIS SERVICE CANNOT BE ORDERED AFTER THE EMPTIES HAVE BEEN TAKEN TO STORAGE. Special priority empty container labels are required for this service. Obtain priority labels from the Contractor's Service Desk to indicate the priority status on your empty containers.**

---

### Accessible Storage

A storage area will be available for exhibitor's samples and literature during show hours, one hour prior to show opening, and one half hour after show closing each day. All material in storage on the last day of the show will be returned to their designated booth space at the close of the show. Storage space may be limited and subject to show rules.

The charge for storage space is as follows:

Accessible Storage Rates \$125.00 per container/skid \_\_\_\_\_

Estimated number of containers/skids \_\_\_\_\_

Total = \$ \_\_\_\_\_

The contractor will not be liable for loss or damage to crates and containers or their contents while they are in accessible storage. If secured/locked storage is required, please contact the contractor for rates and availability.

Show Name: Hunters Extravaganza Fort Worth

Show Dates: August 9-11, 2024

Show Venue: Fort Worth Convention Center

Deadline to Receive Discount Pricing: Thursday, July 25, 2024



ADVANCE/WAREHOUSE SHIPPING LABEL

# ADVANCE/WAREHOUSE SHIPPING LABEL



Hunters Extravaganza Fort Worth  
C/O AEX Convention Services  
4610 S Sam Houston Parkway W  
Suite 520  
Houston, TX 77053

EXHIBITOR/COMPANY NAME: \_\_\_\_\_

BOOTH NUMBER: # \_\_\_\_\_

DELIVER NO LATER THAN: **THURSDAY, AUGUST 1, 2024**

Receiving 9:00 AM - 3:00 PM, Monday-Friday; Check In by 2:00 PM

**TRADE SHOW SHIPMENT - PLEASE EXPEDITE**

# ADVANCE/WAREHOUSE SHIPPING LABEL



Hunters Extravaganza Fort Worth  
C/O AEX Convention Services  
4610 S Sam Houston Parkway W  
Suite 520  
Houston, TX 77053

EXHIBITOR/COMPANY NAME: \_\_\_\_\_

BOOTH NUMBER: # \_\_\_\_\_

DELIVER NO LATER THAN: **THURSDAY, AUGUST 1, 2024**

Receiving 9:00 AM - 3:00 PM, Monday-Friday; Check In by 2:00 PM

**TRADE SHOW SHIPMENT - PLEASE EXPEDITE**

Show Name: Hunters Extravaganza Fort Worth

Show Dates: August 9-11, 2024

Show Venue: Fort Worth Convention Center

Deadline to Receive Discount Pricing: Thursday, July 25, 2024



DIRECT/SHOW SITE SHIPPING LABEL

# DIRECT/SHOW SITE SHIPPING LABEL



Fort Worth Convention Center  
Hunters Extravaganza Fort Worth  
C/O AEX Convention Services  
1201 Houston St  
Fort Worth, TX 76102

EXHIBITOR/COMPANY NAME: \_\_\_\_\_

BOOTH NUMBER: # \_\_\_\_\_

**DELIVER ONLY ON: THURSDAY, AUGUST 8, 2024 BETWEEN 8:00 AM - 7:00 PM  
AND FRIDAY, AUGUST 9, 2024 BETWEEN 8:00 AM - 12:00 PM**

**TRADE SHOW SHIPMENT - PLEASE EXPEDITE**

# DIRECT/SHOW SITE SHIPPING LABEL



Fort Worth Convention Center  
Hunters Extravaganza Fort Worth  
C/O AEX Convention Services  
1201 Houston St  
Fort Worth, TX 76102

EXHIBITOR/COMPANY NAME: \_\_\_\_\_

BOOTH NUMBER: # \_\_\_\_\_

**DELIVER ONLY ON: THURSDAY, AUGUST 8, 2024 BETWEEN 8:00 AM - 7:00 PM  
AND FRIDAY, AUGUST 9, 2024 BETWEEN 8:00 AM - 12:00 PM**

**TRADE SHOW SHIPMENT - PLEASE EXPEDITE**

Show Name: Hunters Extravaganza Fort Worth

Show Dates: August 9-11, 2024

Show Venue: Fort Worth Convention Center

Deadline to Receive Discount Pricing: Thursday, July 25, 2024



HANGING BANNER LABEL

# HANGING BANNER LABEL



Hunters Extravaganza Fort Worth  
C/O AEX Convention Services  
4610 S Sam Houston Parkway W  
Suite 520  
Houston, TX 77053

EXHIBITOR/COMPANY NAME: \_\_\_\_\_

BOOTH NUMBER: # \_\_\_\_\_

DELIVER NO LATER THAN: **THURSDAY, AUGUST 1, 2024**

Receiving 9:00 AM - 3:00 PM, Monday-Friday

**TRADE SHOW SHIPMENT - PLEASE EXPEDITE**

# HANGING BANNER LABEL



Hunters Extravaganza Fort Worth  
C/O AEX Convention Services  
4610 S Sam Houston Parkway W  
Suite 520  
Houston, TX 77053

EXHIBITOR/COMPANY NAME: \_\_\_\_\_

BOOTH NUMBER: # \_\_\_\_\_

DELIVER NO LATER THAN: **THURSDAY, AUGUST 1, 2024**

Receiving 9:00 AM - 3:00 PM, Monday-Friday

**TRADE SHOW SHIPMENT - PLEASE EXPEDITE**



"Delivering Freedom®"



# MOVE YOUR EXHIBIT WITH PEACE OF MIND

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

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



## Transportation Services

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



## Customized Solutions

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

**Dedicated to delivering safely and on time every time.**

**100% satisfaction guaranteed or your money back. That's the Liberty CFS promise.**



**Call Toll Free 1-866-938-1092 or 1.905.338.3993 Fax: 1.905.338.1092  
email: [exhibitorservices@libertycfs.us](mailto:exhibitorservices@libertycfs.us) - [www.libertycfs.us](http://www.libertycfs.us)**

**LAS VEGAS | TORONTO**





# LibertyCFS NV, Inc.

A Veteran Owned Company  
Delivering Freedom


[exhibitorservices@libertycfs.us](mailto:exhibitorservices@libertycfs.us)

[www.libertycfs.us](http://www.libertycfs.us)

Tel. (905) 338-3993 Fax: (905) 338-1092

## FREIGHT & CUSTOMS ORDER FORM

**1** Please accept this form as authority for LibertyCFS NV, Inc. to provide the services listed below. A second form is required for additional events.

Adobe Acrobat Reader DC may be required for completion of form. Click image to download 

Freight & Customs   
  Freight Only   
  Customs Only   
  Return Only

**2a** **PICK-UP LOCATION**

Company Name \_\_\_\_\_  
 Address1 \_\_\_\_\_  
 Address2 \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZipCode \_\_\_\_\_  
 Contact \_\_\_\_\_ Phone # \_\_\_\_\_  
 Email \_\_\_\_\_ IRS/Tax ID# \_\_\_\_\_

**3** **DELIVERY TO ADDRESS**

Exhibiting Company Name \_\_\_\_\_ Booth # \_\_\_\_\_  
 Show Name \_\_\_\_\_  
 Address1 \_\_\_\_\_  
 Address2 \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZipCode \_\_\_\_\_  
 Onsite Contact \_\_\_\_\_ Cell Phone # \_\_\_\_\_

**2b** **SERVICES**

P/U Date \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ Hours \_\_\_\_\_  
 DlvY Date \_\_\_\_\_ Hours \_\_\_\_\_

Express   
  Economy LTL 7 - 10 Days   
  Int'l  
 Inside   
  Liftgate   
  Dock  
 Other \_\_\_\_\_

**4** **RETURN TO**

Check Box if the Return address is the same as 2a

Shipper \_\_\_\_\_  
 Address1 \_\_\_\_\_  
 Address2 \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZipCode \_\_\_\_\_  
 Contact \_\_\_\_\_ Phone # \_\_\_\_\_  
 PU Date \_\_\_\_\_ Arrive by \_\_\_\_\_




**5** **PACKAGE INFO**

Carton(s)/Box  
 Vinyl Case(s)/Color  
 Wooden Crate(s)  
 Trunk(s) / On Wheels  
 Skid(s) - to contain # \_\_\_\_\_ of pieces

PCS	DIMENSIONS (L x H x W)	WGT
<b>TOTAL PIECES</b>		<b>TOTAL WEIGHT</b>

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

**Exclusion: Does not include TV(s)/Monitor(s)** **DECLARED VALUE** \_\_\_\_\_

**7** **PAYMENT** Credit Card Information / Billing Address      

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

Address \_\_\_\_\_ Signature \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZipCode \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_

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

**Print**

### UNION REGULATION

To assist you in planning your participation in your show, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have we ask that you read the following:

### BOOTH ERECTION & DISMANTLING

**Exhibitors may, at their option, erect and dismantle their own booths using their own full-time employees.** If their own employees are not available, labor can be ordered using the "Labor Order Form" in the kit.

### MATERIAL HANDLING

Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. AEX Convention Services will control access to the loading docks in order to provide for a safe and orderly move-in / move-out.

### TIPPING

AEX Convention Services request that exhibitors do not tip our employees. They are paid an excellent wage scale denoting a professional stature, and we feel that tipping is not necessary. This applies to all AEX Convention Services employees. Any request for such should be brought to the attention of a Texas XPO representative.

### SAFETY

Standing on chairs, tables, or other rental equipment is prohibited. This equipment is not engineered to support your weight. AEX Convention Services cannot be responsible for injuries or falls caused by the improper use of this equipment. If assistance is required in assembling your booth, please use the "Labor Order Form" and the necessary ladders and/or tools will be provided.



Show Name: Hunters Extravaganza Fort Worth

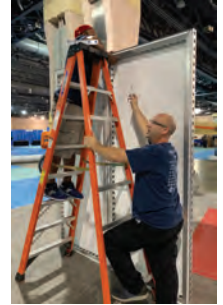
Show Dates: August 9-11, 2024

Show Venue: Fort Worth Convention Center

Deadline to Receive Discount Pricing: Thursday, July 25, 2024



# LABOR SERVICE FORM



EXHIBITOR SUPERVISED - INSTALL/DISMANTLE LABOR  
LET US DO THE WORK WITH YOU

Install Labor     Dismantle Labor

All work is done only under the supervision of the exhibitor.

Supervisor Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

- On the day and time that you have requested labor, please report to the Contractor's Service Desk to pick-up and sign out your labor crew. The labor crew will not be sent to your booth without being signed out.
- Starting time can be guaranteed only in those instances where workers are requested for the start of the working day (usually 8:00 am).
- Upon completion of work, you are required to accompany the laborers to the Contractor's Service Desk and release them.

THE CONTRACTOR'S SUPERVISED - INSTALL/DISMANTLE LABOR  
LET US DO THE WORK FOR YOU

Install Labor     Dismantle Labor

Show Site Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

- Please forward detailed instructions, blueprints or photos and complete the information on the following page.
- Our cost for this service is 35% of your total labor bill (\$35.00 minimum).
- Installation of your exhibit will be completed at our discretion prior to show opening.
- Please note: Our liability for damages, for whatever reason, is limited to our billed cost for supervision.

### LABOR RATES:

		Discount	Standard
Straight Time - ST:	Monday - Friday, 8:00 AM - 4:30 PM	\$135.75 per hour	\$190.00 per hour
Overtime - OT:	Monday - Friday, Before 8:00 AM, After 4:30 PM Anytime Saturday/Sunday	\$203.75 per hour	\$285.00 per hour
Double Time - DT:	Anytime on holidays	\$271.50 per hour	\$380.00 per hour

- Please indicate the labor required by checking one of above options. If no plan is indicated, labor cannot be assigned until exhibitor's representative reports to the service desk.
- Orders canceled without 24 hour written notice will be charged a one (1) hour cancellation fee per laborer ordered
- A 30% surcharge will be assessed to orders placed after the deadline or at show-site.
- Price is per person/per hour billed in hour increments
- When scheduling dismantle labor, be sure to allow adequate time for empty containers to be returned to your booth.

	Start Date	Start Time	# of People	Approx. Hours	Total Hours	Hourly Rate	35% Supervision Fee	Estimated Total Cost
Installation						\$	\$	\$
Dismantle						\$	\$	\$

Dismantle - charge will be calculated to match the estimated hours and number of laborers for installation. In the event less chargeable time is used, we will credit you following the close of the show.

SUBTOTAL ESTIMATED LABOR SERVICE ORDER: \$ \_\_\_\_\_

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_

24-TX0806-T



COMPLETE THIS FORM ONLY IF YOU HAVE SELECTED

SUPERVISED - INSTALL/DISMANTLE LABOR

This information is required in order to ensure proper supervision and installation of your display.

Freight is arriving at:  Advance Warehouse  Show Site Loading Dock Est. Delivery Date: \_\_\_\_\_

Date Shipped: \_\_\_\_\_ Via: \_\_\_\_\_ (freight carrier)

Display shipped from: \_\_\_\_\_ (address)

Total # of:  Crates \_\_\_\_\_  Cartons \_\_\_\_\_  Fibercases \_\_\_\_\_  Other \_\_\_\_\_

Estimated Weight: \_\_\_\_\_

Display Includes: \_\_\_\_\_

Booth carpet in shipment?  Yes  No Color \_\_\_\_\_ Size \_\_\_\_\_

Set-up instructions:  Attached to this order  With display

Graphics:  With display  Shipped separately

Electrical Placement:  Drawing Attached  Drawing with display  Electrical under carpet

Comments: \_\_\_\_\_

Special Tools/Hardware Required: \_\_\_\_\_

OUTBOUND SHIPPING:

Return Display to the following address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Via: \_\_\_\_\_ (carrier)

\*YOU MUST COORDINATE/SCHEDULE YOUR OUTBOUND SHIPMENT WITH YOUR CARRIER\*

In the event your selected carrier fails to arrive by the designated move-out time, please select and initial one of the following options. If no option is selected, we will re-route the shipment accordingly via the house carrier.

Re-route via house carrier \_\_\_\_\_

Transfer to warehouse at exhibitor's expense \_\_\_\_\_

EMERGENCY CONTACT AT SHOW SITE:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Hotel: \_\_\_\_\_ Arrival Date: \_\_\_\_\_

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_

## GUIDELINES AND SERVICE CONTRACTOR RESPONSIBILITIES

- The contractor certified employees ONLY will be allowed in aerial lifts.
- The contractor employees are the ONLY personnel allowed to operate mechanized equipment.
- The contractor certified employees must assemble and disassemble ALL overhead rigging including:
  - Overhead Truss
  - Attachment and removal of light fixtures for truss or signs
  - Assembly of hanging sign frame and graphics
- Additional installation required for chain motors, span sets and other packages.
- Exhibitors are REQUIRED to include hanging/setup instructions and orientation diagrams in advance.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- Overhead hanging signs are to be sent in a separate container directly to the advanced warehouse using the Advanced Hanging Sign shipping labels included in this manual. The container must arrive no later than advanced warehouse deadline date. If these procedures are not followed, the contractor cannot guarantee the hanging of your sign and additional fees may apply.
- Structures weighing over 200 lbs. per point must have a rigging plot plan approved in advance.
- Electrical signs must be in working order and in accordance with National Electric Code. Electrical services must be ordered through the Electrical Service Provider (form included in manual).
- Additional charges may be applied by the contractor due to regulations at the facility, weight limits, union jurisdictions, facility contacts, and in house providers. Including but not limited to: spanner truss for load points, additional labor for power and / or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in house exclusive labor charges, etc.

## CHECKLIST FOR ORDERING HANGING SIGNS

- Submit Credit Card Authorization Form  
(Or Third Party Payment Authorization if paying for this service on behalf of an exhibiting company)
- Order Assembly Labor to have your sign built by the contractor riggers  
(Fill out top section of the Hanging Sign/Banner Order Form)
- Order Install and Dismantle for all Hanging Signs, Truss and Motors
- Order any necessary Chain Motors, Rotating Motors and Truss  
(Remember to place separate electrical order to power any motors!)
- Submit diagrams with orientation, dimensions and placement for ALL materials that will be flown overhead
- Package Hanging Sign(s) in a separate container from exhibit materials
- Label Hanging Sign(s) using the Hanging Sign Shipping Label from this service manual
- Ship Hanging Sign(s) to the Advanced Warehouse by: **Thursday, August 1, 2024**



USE THIS FORM TO PLACE ORDERS FOR HANGING SIGNS & BANNERS FROM CEILING

- The contractor will install and disassemble non-electrical "Hanging Signs & Banners" with approved devices and the type of cable needed to safely handle the banner.
All Signs & Banners Hanging Orders must be received by Thursday, August 1, 2024. Orders received after the deadline or at the Service Desk are subject to availability and a 30% surcharge.
Complete plans for hanging must be provided and forwarded to The contractor with this "Hanging Sign/Banner Order Form" form completed.
Any signs requiring additional equipment will be billed accordingly.
If your sign requires electrical connections, please also contact the Electrical Services Provider.

RATES:

Straight Time - ST: Monday - Friday, 8:00 AM - 4:30 PM
Overtime - OT: Monday - Friday, Before 8:00 AM, After 4:30 PM Anytime Saturday/Sunday
Double Time - DT: Anytime on holidays

THE FOLLOWING INFORMATION MUST BE COMPLETED FOR ACCURATE HANGING OF YOUR BANNER:

Size of Sign: Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight \_\_\_\_\_

Shape of Sign: [ ] Square [ ] Rectangle [ ] Circle [ ] Triangle [ ] Other \_\_\_\_\_

RATES FOR HANGING SIGNS:

Please Note: The Contractor's Certified employees are required to assemble all hanging signs to ensure structural integrity.

SIGN ASSEMBLY / DISASSEMBLY LABOR

Discount Standard
Straight time (8:00 am to 4:30 pm, Monday through Friday): \$182.00 hr/person \$254.75 hr/person
One (1) Hour minimum, One (1) hour increments there after

Table with 7 columns: Start Date, Start Time, Approx. Hours, Assembly/Disassembly Rate, Hourly Rate, Estimated Total Cost. Rows for Installation and Dismantle.

OVERHEAD SIGN HANGING CREW

Discount Standard
Straight time (8:00 am to 4:30 pm, Monday through Friday): \$735.25 hr/crew \$1,029.25 hr/crew
One (1) Hour minimum, One (1) hour increments there after

Table with 7 columns: Start Date, Start Time, Approx. Hours, Hanging Crew Rate, Hourly Rate, Estimated Total Cost. Rows for Installation and Dismantle.

SUBTOTAL ESTIMATED OVERHEAD SIGN LABOR ORDER: \$ \_\_\_\_\_

[ ] YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_

24-TX0806-T

Show Name: Hunters Extravaganza Fort Worth

Show Dates: August 9-11, 2024

Show Venue: Fort Worth Convention Center

Deadline to Receive Discount Pricing: Thursday, July 25, 2024



# HANGING SIGN/BANNER EQUIPMENT

## USE THIS FORM TO ORDER RIGGING EQUIPMENT FOR HANGING SIGNS & BANNERS FROM CEILING

The contractor will install and disassemble non-electrical "Hanging Signs & Banners" with approved devices and the type of cable needed to safely handle the banner. Any signs requiring additional equipment will be billed accordingly. If your sign requires electrical connections, please also contact the Electrical Services Provider.

### INCLUDE THE FOLLOWING ITEMS WITH YOUR TRUSS/MOTOR ORDER:

- Overhead Rigging / Sign Hanging Order Form
- Sign/Hanging Diagram
- Placement Grid
- Hanging Sign Instructions

### TRUSS (A motor must be ordered to hoist a truss)

Description	Discount	Standard	Qty.	Total
12" Silver Box Truss, per ft.	\$ 38.75	\$ 54.25	_____	\$ _____
12" Black Box Truss, per ft.	\$ 38.75	\$ 54.25	_____	\$ _____
12" Silver Corner Block	\$145.50	\$203.75	_____	\$ _____
12" Black Corner Block	\$145.50	\$203.75	_____	\$ _____
Design Fee, per hour	\$242.00	\$338.75	_____	\$ _____

Truss Details (Quantity & Size): \_\_\_\_\_

### MOTORS (A motor must be ordered to hoist a truss) Rotate Clockwise (Right) Rotate Counterclockwise (Left)

Description	Discount	Standard	Qty.	Total
One Ton Hoist/Chain Motor	\$823.00	\$1,152.25	_____	\$ _____
Half Ton Hoist/Chain Motor	\$726.25	\$1,016.75	_____	\$ _____
1/4 Ton Hoist/Chain Motor	\$435.50	\$ 609.75	_____	\$ _____
Rotating Motor 500 LB limit	\$774.50	\$1,084.25	_____	\$ _____
Rotating Motor 200 LB limit	\$435.50	\$ 609.75	_____	\$ _____

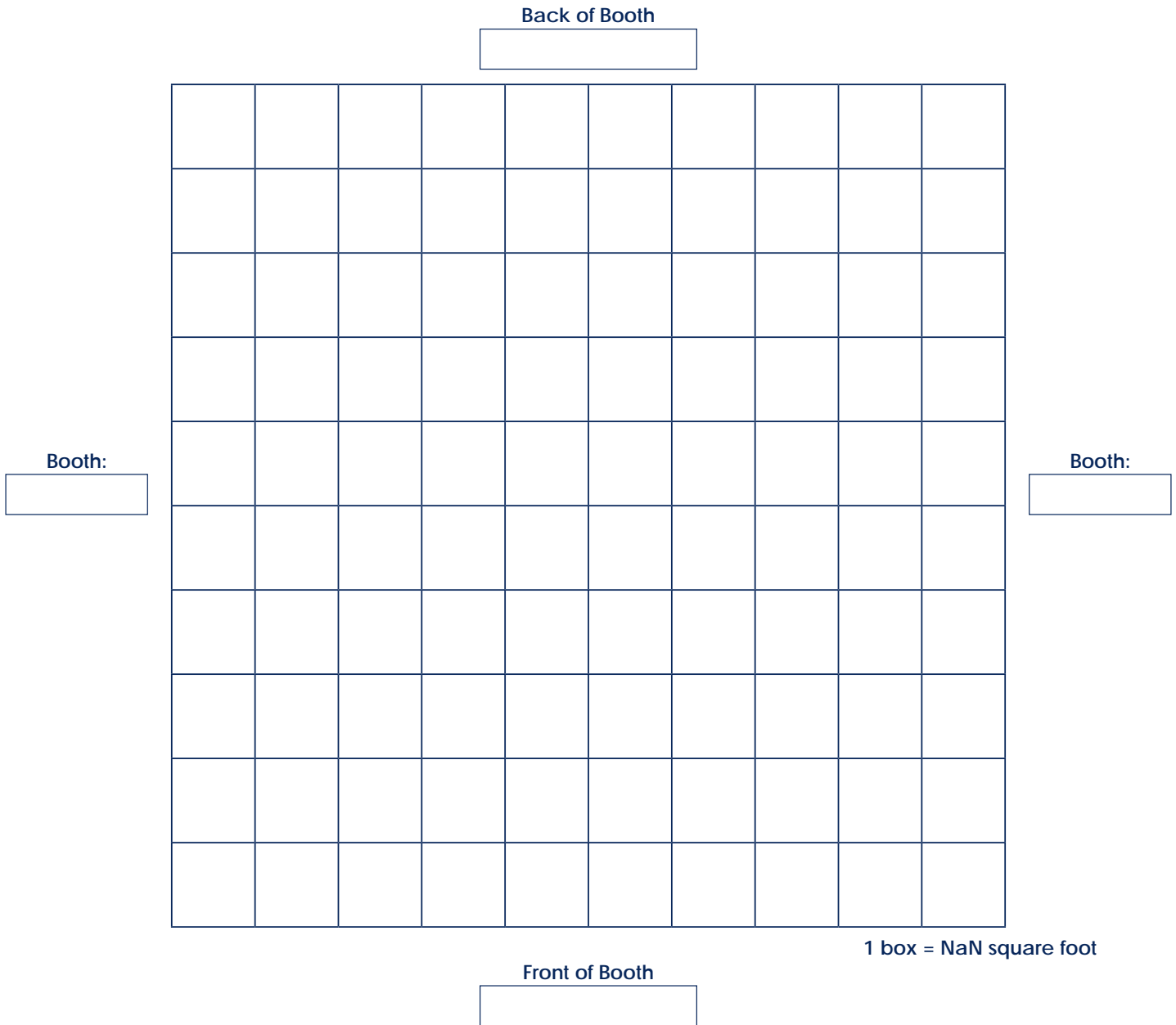
SUBTOTAL MATERIAL HANDLING ORDER: \$ \_\_\_\_\_

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_

### HANGING SIGN LAYOUT

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.



Number of feet from floor to top of sign: \_\_\_\_\_

Supervision for assembly and disassembly of overhead hanging sign can be provided by the contractor or by your company representative, display house, independent or lighting contractor.

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_

Show Name: Hunters Extravaganza Fort Worth

Show Dates: August 9-11, 2024

Show Venue: Fort Worth Convention Center

Deadline to Receive Discount Pricing: Thursday, July 25, 2024



## FORKLIFT/RIGGING CREW

### LET US DO THE HEAVY LIFTING!



**THIS SERVICE IS AVAILABLE TO ASSIST IF HEAVY OR LARGE ITEMS MUST BE MOVED WITHIN YOUR BOOTH WITH THE USE OF A FORKLIFT**

(e.g. spotting equipment, elevated header signs, cantilever structures, heavy display components or machinery which cannot be manually lifted in place)

#### TYPE OF WORK:

Description: \_\_\_\_\_

#### RATES:

		Discount	Standard
Straight Time - ST:	Monday - Friday, 8:00 AM - 4:30 PM	\$429.25 hr/crew	\$ 601.00 hr/crew
Overtime - OT:	Monday - Friday, Before 8:00 AM, After 4:30 PM Anytime Saturday/Sunday	\$644.00 hr/crew	\$ 901.50 hr/crew
Double Time - DT:	Anytime on holidays	\$858.50 hr/crew	\$1,202.00 hr/crew

**Rigging Crew consists of a forklift and operator.**

Above rates are based on a 5,000 lb capacity forklift. If you require a larger forklift, please call Customer Service for a quote.

One (1) Hour minimum per crew, one (1) hour increments thereafter.

Orders canceled without 24 hour written notice will be charged a one (1) hour cancellation fee per crew.

#### INSTRUCTIONS:

- On the day and time that you have requested rigging, please report to the Contractor's Service Desk to pick-up and sign out your rigging crew. The rigging crew will not be sent to your booth without being signed out.
- Upon completion of work, you are required to accompany the crew back to the Contractor's Service Desk and release them.
- Starting time can be guaranteed only in those instances where crew is requested for the start of the working day (usually 8:00 am).

(All work is done only under the supervision of the exhibitor's representative)

Show Site Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Dismantle - charge will be calculated to match the estimated hours and number of laborers for installation. In the event less chargeable time is used, we will credit you following the close of the show.

	Start Date	Start Time	Approx. Hours	Assembly/Disassembly Rate	Hourly Rate	Estimated Total Cost
Installation				\$	\$	\$
Dismantle				\$	\$	\$

SUBTOTAL ESTIMATED FORKLIFT AND RIGGING CREW ORDER: \$ \_\_\_\_\_

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_

24-TX0806-T



The unpacking, installation, dismantle and packing of displays and equipment must be done by a full-time, bona fide employee of the exhibiting company or the correct type of union labor. AEX Convention Services, the official contractor, will have skilled crafts available to assist exhibitors. Arrangements for labor should be made through or in advance of the show. Official labor order forms are included in this exhibitor service manual. Exhibitors may elect to use an exhibitor-appointed contractor subject to contractual obligations, security and safety requirements.

An exhibitor-appointed contractor may be used only when the following requirements have been met:

1. Exhibitor must complete and return this form to AEX Convention Services a month prior. No Request, addendum or substitutions received after the specified date will be considered.
2. AEX Convention Services is to be advised of the name, address and contact of each exhibitor-appointed contractor being used.
3. An **original certificate of insurance** from the exhibitor-appointed contractor must also be received a month in advance. The policy must name AEX Convention Services and the Exhibition Center, as additionally insured and should also include public liability and property insurance for at least \$1,000,000.00 as well as worker's compensation insurance in accordance with local laws.

**The service contractor designated must be used without exception for electrical, plumbing, telephone, drayage, rigging, booth cleaning, or Teamsters.**

Contracting Company Agent \_\_\_\_\_

Contracting Company Name \_\_\_\_\_

Contracting Company Address \_\_\_\_\_

City \_\_\_\_\_ State/Country \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Estimated Arrival date (Show site \_\_\_\_\_ Estimated Number of Workers \_\_\_\_\_

Contractor's Cell Phone: \_\_\_\_\_ Date \_\_\_\_\_

Exhibiting Company \_\_\_\_\_ Booth No \_\_\_\_\_

Mailing Address \_\_\_\_\_ Fax No \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

Authorized by: \_\_\_\_\_ Title \_\_\_\_\_

Print Name \_\_\_\_\_ E-mail \_\_\_\_\_

Fax or mail to: **AEX Convention Services**  
3089 English Creek Ave  
Egg Harbor Twp, NJ 08234  
(609)272-1600 \* FAX: (609)272-1680





An Exhibitor's Agent is anyone, other than the exhibitor's employees, engaged by the exhibitor to arrange for exhibit services. This form must be completed, signed and returned to our office, as indicated, no later than twenty-one days prior to the meeting in order for exhibitor's agent billing to be accepted. The exhibitor is ultimately responsible for payment of AEX Convention Services charges. Please be aware that if your agent fails to pay our invoice, such charges will immediately revert to you. Special note to Exhibitor's Agent - your status may be rejected if you do not provide credit card information below.

Please provide complete information:

Authorized Agent: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

We the undersigned have authorized the above agent to handle our exhibit for this event and are also authorized to receive and pay AEX Convention Services invoice for services. We understand and further agree that we, the exhibiting firm, are primarily responsible for payment of charges. In the event that the named agent does not discharge payment by 12 Noon of the day before the meeting closes, such charges are to be paid by the exhibiting firm on demand.

Statement to Exhibitor

Statement to Authorized Agent

**\*Both parties must indicate acceptance below or request may be denied\***

Exhibitor will pay:  Furniture  Carpet  Labor  Cleaning  Material Handling  
Third Party will pay:  Furniture  Carpet  Labor  Cleaning  Material Handling

**Exhibiting Firm**

Agent \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

**Exhibitor's Agent**

Agent \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Invoices will be presented to exhibitors for payment unless agent settles charges at the AEX Convention Services service desk by 12:00 noon on the day before the meeting closes. AEX Convention Services suggest either the exhibiting company or its authorized agent provide credit card information on the Recap of Orders Form enclosed so that there is no question as to responsibility of payment.

**This request will not be accepted without the next page, "Third Party Credit Card Authorization Form".**

Exhibiting Company \_\_\_\_\_ Booth No \_\_\_\_\_

Mailing Address \_\_\_\_\_ Fax No \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

Print Name \_\_\_\_\_ E-mail \_\_\_\_\_

Show Name: Hunters Extravaganza Fort Worth

Show Dates: August 9-11, 2024

Show Venue: Fort Worth Convention Center

Deadline to Receive Discount Pricing: Thursday, July 25, 2024



CREDIT CARD AUTHORIZATION & AGREEMENT FOR 3RD PARTIES

Please complete the information requested below and return this Authorization Form with your order. This form is required to be on file to process any orders for service.



Exhibiting Company Name

Booth#

Cardholder Name (please print)

Billing Address

City, State, Zip

Cardholder Email

Phone

METHOD OF PAYMENT

Personal Card  Corporate Card

AMEX  VISA  MASTERCARD  DISCOVER

Card Number: [16 digit grid]

Exp. Date: [MMYY grid]

M M Y Y

\*A credit card authorization is required to be held on file.

Are you tax exempt for the state in which this event is held?  Yes  No

If yes, a tax exemption certificate is required to be submitted with this agreement.

By signing below, the Cardholder acknowledges receipt of goods and or services in the amount of such invoice and agrees to perform the obligations set forth in the Cardholder's Agreement with the issuer. Refunds cannot be given after the close of the event on items or services ordered but not received. Orders cancelled for any reason will receive a 50% refund. No refund can be provided once installation begins. Accounts past due are subject to a monthly charge of 1.5% (annual rate 18%) and all costs of collections including reasonable attorneys' fees. Rental items are only for the Exhibiting entity who has properly completed our rental forms and may not be sub-rented, "loaned" or given to other Exhibitors. If you do not need items rented or provided in a package, please contact the contractor for removal. Booth inventory is conducted daily and items not rented from the contractor will either be removed or charged to the Exhibiting company with improper possession.

PAYMENT INFORMATION

- Checks will not be accepted at show site
• All balances must be paid by the conclusion of the event.
• For your convenience, we will use this authorization to pay for any additional amounts ordered by your representative for services rendered for this event.
• A final invoice will be prepared and can be requested by contacting Exhibitor Services.
• If the credit card is declined, standard floor pricing prevails and a \$25.00 service charge will be added.

Payment Policy: 100% of amount owed including applicable tax is due in advance or at show site. Payment must be in U.S. funds. Invoices are to be paid by cash, travelers check drawn on U.S. Banks, VISA, Mastercard, Discover or American Express. Payment of all labor and services ordered by the exhibitor or their agent is the responsibility of the exhibitor. Your show site representative must be made aware of this policy and have the means to make payment. Otherwise, service will be denied unless credit card authorization is given on the Recap of Orders and Payment Policy Form. PLEASE DO NOT ASK US TO BILL YOU.

Unpaid Balance - A credit card authorization is required to settle any unpaid balance after the close of the show. Any balance outstanding as of move - out will be charged to this account.

An Authorized Signature is required for orders to be processed

You and your organization agree to all terms and conditions on the front and back of all forms, including the contractor Limits & Liabilities and Terms & Conditions.

Sign Here

X

Authorized Signature

AEX Convention Services, LLC 22-3125223 | AEX Convention Servicesession Services, LLC 27-2669260

24-TX0806-T

**ACORD** **1.** **CERTIFICATE OF LIABILITY INSURANCE** DATE

PRODUCER  
 Insurance Company Name Fax: (212) 555-6100  
 Insurance Company Address 1  
 Insurance Company Address 2  
 Attn: Agent Name (212) 555-6102 ext. 1234

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.

INSUREERS AFFORDING COVERAGE

INSURED **2.**  
 Exhibiting Company Name  
 Exhibiting Company Address 1  
 Exhibiting Company Address 2  
 Attn: Exhibiting Company Contact Name  
 Phone Number Fax Number:

INSURER A: Hartford Insurance Company of Illinois  
 INSURER B: Aetna Casualty & Surety Company  
 INSURER C: Travelers Insurance Company  
 INSURER D: Royal Insurance Company  
 INSURER E:

**3.** COVERAGES  
 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.

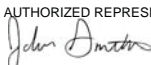
INSR LTR	<b>4.</b> TYPE OF INSURANCE	POLICY NUMBER	<b>7.</b> POLICY EFFECTIVE DATE (MM/DD/YY)	<b>8.</b> POLICY EXPIRATION DATE (MM/DD/YY)	<b>9.</b> LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	01/01/23	01/0/23	EACH OCCURENCE	\$1,000,000
					FIRE DAMAGE (Any one fire)	\$ 50,000
					MED EXP (Any one person)	\$ 5,000
					PERSONAL & ADV INJURY	\$1,000,000
					GENERAL AGGRREGATE	\$2,000,000
					PRODUCTS-COMP/OP AGG	\$2,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	SKLS-029499S	01/01/23	01/01/23	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
					BODILY INJURY (Per person)	\$
					BODILY INJURY (Per accident)	\$
					PROPERTY DAMAGE (Per accident)	\$
					AUTO ONLY-EA ACCIDENT	
					OTHER THAN AUTO ONLY:	\$ \$
A	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	XL1234567	01/01/23	01/01/23	EACH OCCURENCE	\$1,000,000
					AGGREGATE	\$1,000,000
						\$
						\$
						\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/23	01/01/23	X WC STATU-ORY 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				Each Occurrence & Aggregate	

**5.** DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS  
 (Show Management), AEX Services (Official Service Provider), the (Facility), and (Show) are hereby named as additional insured, except for Workers' Compensation. (Show Management) and/or the consignar are included as Loss Payee. The insurance provided for the benefit of Emerald, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by (Show Management) shall be excess and non-contributory. Show date(s) are: (00/00/0000) in (CITY, STATE).

CERTIFICATE HOLDER  ADDITIONAL INSURED; INSURER LETTER: X CANCELLATION

**6.** AEX Services  
 3089 English Creek Ave Ste. A  
 Egg Harbor Township, NJ 08234

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  
 **10.**

- PRODUCER: Name, address and phone number of insurance carrier.
- INSURED: Company name, address, phone number and booth number of company insured.
- COVERAGES: Coverage must be provided for Comprehensive General Liability, Automotive Liability (if applicable), and Workmen's Compensation, complete with policy numbers, effective dates of Coverage and limits of coverage.
- FORM OF COVERAGE: Must be "occurrence" form of coverage.
- NAME OF ADDITIONAL INSUREDS: (Show Management), Texas Exposition Services (Official Service Provider), (Show) and the(Facility) as additional insureds on a primary and non-contributory basis. Show dates are (00/00/0000).
- CERTIFICATE HOLDER: (SHOW MANAGEMENT), ADDRESS:
- 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. See Insurance Requirements.
- AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.

# Hunters Extravaganza 2024

August 9-11, 2024

FORT WORTH CONVENTION CENTER



## ELECTRICAL & PLUMBING

ORDER ONLINE TODAY!

Take advantage of discounted rates!

Order your electrical & plumbing services online by

07 / 19 / 2024

[ORDERING.EDLEN.COM](https://ORDERING.EDLEN.COM)

Quick, secure, and easy to use!

You may receive an email to finalize your order from

[ExhibitorServices-fortworth@edlen.com](mailto:ExhibitorServices-fortworth@edlen.com)

**EDLEN**  
The Power People

Edlen Electrical Exhibition Services

1201 Houston Street, Fort Worth, TX 76102

682.410.9336 • [fortworth@edlen.com](mailto:fortworth@edlen.com) • [www.edlen.com](http://www.edlen.com)

# ORDER INSTRUCTIONS

Advance Payment Deadline Date: 07/19/24



**ELECTRICAL EXHIBITION SERVICES**  
1201 Houston Street, Fort Worth, TX 76102  
Phone: (682) 410-9336  
fortworth@edlen.com

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>Hunters Extravaganza 2024</b>		
<b>FACILITY:</b>	<b>Fort Worth Convention Center</b>		
<b>DATES:</b>	<b>August 9– 11, 2024</b>	<b>EVENT #</b>	<b>084003FW</b>

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.EDLEN.COM](http://WWW.EDLEN.COM)

## COMPLETE THE STEPS BELOW TO PLACE UTILITY ORDERS

### Step 1 Complete the Method of Payment

This form must be completed and returned with the order forms below.

### Step 2 Complete Utility Order Forms as Required

- A. Electrical Order
- B. Plumbing Order

### Step 3 Review Electrical Labor Instructions

This form will help you determine if you require electrical labor in your booth.

- A. What electrical work in your booth space needs to be performed by Edlen Electricians.
- B. How power is delivered to your booth in the facility (from the floor or ceiling).
- C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

### Step 4 Complete Additional Labor Forms as Required

Forms include the following:

#### A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.

#### B. Plumbing Distribution

This form is used for the distribution of air/water & drain services in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if plumbing is required at any location other than the rear of the booth space.

### Step 5 Complete the Electrical & Plumbing Layout Forms (if applicable)

All island booths must return an electrical layout and plumbing layout (if applicable) indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth.

# METHOD OF PAYMENT

**Advance Payment Deadline Date: 07/19/24**



**ELECTRICAL EXHIBITION SERVICES**  
 1201 Houston Street, Fort Worth, TX 76102  
 Phone: (682) 410-9336  
 fortworth@edlen.com

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>Hunters Extravaganza 2024</b>		
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<b>DATES:</b>	<b>August 9– 11, 2024</b>	<b>EVENT #</b>	<b>084003FW</b>

## FINANCIALLY RESPONSIBLE COMPANY

<b>COMPANY NAME:</b>		<b>PHONE:</b>	
<b>ADDRESS:</b>		<b>FAX:</b>	
<b>CITY:</b>	<b>ST:</b>	<b>ZIP:</b>	
<b>COUNTRY:</b>		<b>CELL #:</b>	
<b>EMAIL:</b>			

## METHOD OF PAYMENT

**All transactions require a credit card on file with proper authorization.** In addition to checks, Edlen accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

**ACH ELECTRONIC PAYMENT TRANSFER**

JPMorgan Chase  
 Routing #: 322271627 Acct #: 789835573  
 Account Name: Edlen Electrical Exhibition Services, Inc

**The financial institution MUST be based in the US.** In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

**BANK WIRE TRANSFER INFORMATION \***

Domestic & International JPMorgan Chase  
 Routing #: 021000021 Acct #: 789835573  
 Reference Address: 383 Madison Ave  
 New York, NY 10017

Swift Code: CHASUS33  
 Account Name: Edlen Electrical Exhibition Services, Inc

**\* \$50 processing fee MUST be included with transfer.**

**\* Reference the Event # listed above and your Booth # on all electronic payments.**

**MANUAL ORDER PROCESSING FEE \***

Orders submitted for manual processing **MUST include a \$25 processing fee.** Submit orders online instead @ [www.edlen.com](http://www.edlen.com)

**CREDIT CARD**

We will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

**COMPANY CHECK**

Make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Reference the Event # listed above on your remittance.

VISA  MASTERCARD  AMEX  DISCOVER

## CHECK AND CREDIT CARD INFORMATION

<b>COMPANY NAME:</b>											
<b>CHECK #</b>											
<b>CREDIT CARD NUMBER:</b>								<b>EXP DATE:</b>			
<b>CARD HOLDER SIGN:</b>						<b>PRINT NAME:</b>					
<b>EMAIL:</b>											
<b>THIRD PARTY PAYMENT? YES or NO</b>											

## CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

<b>ADDRESS:</b>	<b>CITY:</b>	<b>ST:</b>	<b>ZIP:</b>
-----------------	--------------	------------	-------------

## SERVICE TOTALS

* MANUAL ORDER PROCESSING FEE	\$25.00
* BANK WIRE TRANSFER PROCESSING FEE	
2. ELECTRICAL ORDER	
3. ESTIMATED LABOR	
4. PLUMBING ORDER	
<b>SUBTOTAL</b>	
Sales tax is due unless exemption is provided	<b>8.25% SALES TAX</b>
<b>TOTAL DUE</b>	

## AUTHORIZATION



**AUTHORIZED SIGNATURE ABOVE**

**PRINT NAME ABOVE** **TODAY'S DATE ABOVE**

**By signing and placing this order, I accept all payment policies, terms and conditions outlined on all completed service order forms and the Edlen General Data Protection Regulation privacy policy.**

**ELECTRICAL EXHIBITION SERVICES**  
 1201 Houston Street, Fort Worth, TX 76102  
 Phone: (682) 410-9336  
 fortworth@edlen.com

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>Hunters Extravaganza 2024</b>		
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**FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.EDLEN.COM](http://WWW.EDLEN.COM)**

**ORDER INSTRUCTIONS**

**INLINE AND PENINSULA DELIVERY**  
 The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).

**ISLAND BOOTH DELIVERY ONE LOCATION**  
 Island booths that need power delivered to one location incur (1) hour labor charge for installation & (1/2) hour labor charge for removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.

**ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS**  
 Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.

**208/480V POWER DELIVERY AND CONNECTIONS**  
 Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order.

**MOTOR POWER**  
 Order electrical services for motor power required on this form. If unsure of the electrical services required call for a quote.

**24 HOUR SERVICES**  
 Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

**CANCELLATIONS**  
 Credits will not be issued for services delivered and not used. See #16, 22 & 23 on Terms & Conditions for details.

**TERMS & CONDITIONS**  
 I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.

**ELECTRICAL OUTLETS** Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event

	QTY Show Hours Only	QTY 24hrs/day Double	ADVANCE PAYMENT	REGULAR PAYMENT PRICE	TOTAL COST
<b>Add 8.25% tax</b>					
<b>120 VOLT</b>					
500 WATTS (5 AMPS)	_____	_____	77.00	115.00	_____
1000 WATTS (10 AMPS)	_____	_____	105.00	158.00	_____
2000 WATTS (20 AMPS)	_____	_____	130.00	195.00	_____
<b>208 VOLT SINGLE PHASE</b>					
20 AMPS	_____	_____	181.00	271.00	_____
30 AMPS	_____	_____	223.00	335.00	_____
60 AMP	_____	_____	295.00	397.00	_____
<b>208 VOLT THREE PHASE</b>					
20 AMPS	_____	_____	304.00	456.00	_____
30 AMPS	_____	_____	415.00	623.00	_____
60 AMPS	_____	_____	618.00	927.00	_____
100 AMPS	_____	_____	939.00	1408.00	_____
<b>TRANSFORMER(S)</b> Boost 208 Volt to 230 Volt					
Transformer (20 amp minimum charge)			Total Amps: _____ x 6.35 = _____		

**LIGHTS** (Cost of Arm & Pole lights include power. If ordering Par Can, then order a 1000 watt outlet for each Par Can. For Par Can installation, scissor lift charges apply.)

1000 WATT PAR CAN	_____	100.00	140.00	_____
8' POLE LIGHT—1 FIXTURE	_____	108.00	153.00	_____
8' POLE LIGHT—2 FIXTURES	_____	124.00	179.00	_____

**Must Pick up Items at Onsite Exhibitor Service Center. See #16 on Terms & Conditions for details.**

15' EXTENSION CORD	_____	32.00	_____
POWER STRIP	_____	32.00	_____

**Please call for information on any services you require that are not listed here**

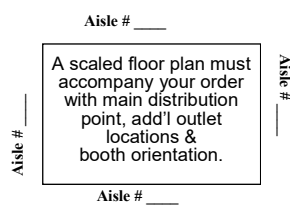
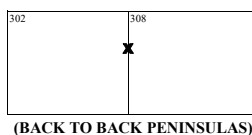
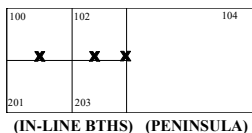
<b>TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM</b>	<b>TOTAL</b>	_____
PRINT NAME: _____		
EMAIL: _____	PHONE: _____	

# TERMS & CONDITIONS

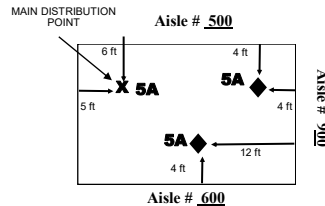
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the order form for advance payment rates to apply. Orders received without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
3. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email of any such corrections.
4. Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
5. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
6. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
7. Island Booths - Will incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
8. There is a (1) hour installation and a (1/2) hour removal charge for Island Booths that require delivery to one location.
9. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
10. Edlen Supervision—A supervisory charge of 10% of the prevailing labor rate will apply to all labor that exceeds one hour.
11. For a dedicated outlet, order a 20 amp outlet.
12. No inverters, self contained power supplies or devices that convert battery power to 120 volt power allowed.
13. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Contact our local office to discuss any additional charges.
14. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
15. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
16. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be issued for unused items.
17. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
18. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
19. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
20. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
21. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
22. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen (21) calendar days or less prior to the first contracted event move in date. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
23. If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
24. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
25. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
26. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
27. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
28. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

## COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

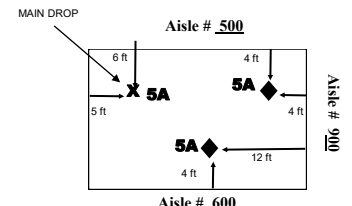
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



**ISLAND BOOTHS**



**EXAMPLE-FLOOR POWER**



**EXAMPLE-CEILING POWER**

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ [WWW.EDLEN.COM](http://WWW.EDLEN.COM)  
OR CALL THE NUMBER ON THE ELECTRICAL ORDER FORM**



# ELECTRICAL LABOR INSTRUCTIONS

Advance Payment Deadline Date: 07/19/24



**ELECTRICAL EXHIBITION SERVICES**  
1201 Houston Street, Fort Worth, TX 76102  
Phone: (682) 410-9336  
fortworth@edlen.com

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>Hunters Extravaganza 2024</b>		
<b>FACILITY:</b>	<b>Fort Worth Convention Center</b>		
<b>DATES:</b>	<b>August 9– 11, 2024</b>	<b>EVENT #</b>	<b>084003FW</b>

## LABOR ORDERING INSTRUCTIONS

### Step 1 Review Jurisdiction Information Below

The work outlined under Electrical Jurisdiction below must be performed by Edlen Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

### Step 2 Complete the Appropriate Form

There is a different form utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

#### A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. This form should be completed for all island booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

### Step 3 Return the following forms to Edlen

Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

## ELECTRICAL JURISDICTION

### WORK REQUIRING EDLEN ELECTRICIANS

1. Delivery of main power line to Island Booths only
2. Electrical distribution under carpet or overhead
3. Connection of all high voltage services
4. Hardwiring of any electrical apparatus
5. Installation of lighting hung from ceiling
6. Assembly & installation of lighting hung from truss
7. Motor, truss, rigging installation and cabling

## POWER DELIVERY

**Power is typically delivered from the floor** in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1'6" floor space. Please call if you have any concerns.

# ELECTRICAL DISTRIBUTION

Advance Payment Deadline Date: 07/19/24



**ELECTRICAL EXHIBITION SERVICES**  
 1201 Houston Street, Fort Worth, TX 76102  
 Phone: (682) 410-9336  
 fortworth@edlen.com

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>Hunters Extravaganza 2024</b>		
<b>FACILITY:</b>	<b>Fort Worth Convention Center</b>		
<b>DATES:</b>	<b>August 9– 11, 2024</b>	<b>EVENT #</b>	<b>084003FW</b>

## ELECTRICAL DISTRIBUTION UNDER CARPET

**ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space.** This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the "Labor Estimate" Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

- Provide an Electrical Layout Form:
  - The electrical layout must indicate each power outlet and its location with exact measurements.
  - The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
  - Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
  - If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.
- What date will you begin building your booth?
  - Date: \_\_\_\_\_ Time: \_\_\_\_\_
- Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?
  - Describe flooring: \_\_\_\_\_
  - Estimated date and time flooring installation will begin. Date: \_\_\_\_\_ Time: \_\_\_\_\_
- Show site supervisor:
 

Name \_\_\_\_\_ Cell # \_\_\_\_\_

Email \_\_\_\_\_ Company \_\_\_\_\_
- The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.
- In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS		DISTRIBUTION LABOR ESTIMATE		
<b>Labor Minimums</b>	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	<b>MAN HRS</b>	<b>RATE</b>	<b>TOTAL</b>
<b>Straight Time</b>	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	ST	\$100.39	_____
<b>Overtime</b>	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.	OT	\$150.46	_____
SCISSOR LIFT RENTAL				
		<b>HOURS</b>	<b>RATE</b>	<b>TOTAL</b>
		_____	\$179.00	_____

TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM	ESTIMATED TOTAL	
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## AUTHORIZATION

PRINT NAME:	DATE:
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**ELECTRICAL EXHIBITION SERVICES**  
 1201 Houston Street, Fort Worth, TX 76102  
 Phone: (682) 410-9336  
 fortworth@edlen.com

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>Hunters Extravaganza 2024</b>		
<b>FACILITY:</b>	<b>Fort Worth Convention Center</b>		
<b>DATES:</b>	<b>August 9– 11, 2024</b>	<b>EVENT #</b>	<b>084003FW</b>

**FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.EDLEN.COM](http://WWW.EDLEN.COM)**

**IMPORTANT NOTES**

**ADDITIONAL CONNECTIONS**  
 If you have more than one machine or multiple connections on a machine, you must order an additional connection for each machine or connection within 20 feet of the outlet ordered. Otherwise you must order another outlet.

**AIR LINE RESPONSIBILITIES**  
 Edlen is not responsible for moisture, oil, or water in air lines, loss of flow, or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers, or other equipment as needed. No compressors are permitted other than those supplied by Edlen unless they are a fixed part of your machine.

**WATER PRESSURE**  
 Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical, the Exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.

**LABOR NOTES**

**OUTLET DELIVERY**  
 There is a minimum labor charge of 1 hour to deliver and 1/2 hour to remove each air, water, and drain outlet. Outlets are delivered to the rear of inline and peninsula booths, and to one location in island booths. If a lift is required to drop the outlets from the ceiling, a 1 hour lift charge for installation and 1 hour for removal will apply.

**OUTLET DISTRIBUTION**  
 Once outlets have been delivered, the raming and/or distribution of services on the floor will be done on a time and material basis. A minimum 1 hour labor charge for installation and 1/2 hour for removal will apply.

**OUTLET CONNECTIONS**  
 Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.

**TERMS & CONDITIONS**  
 I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

**UTILITY SERVICES** **ADVANCE REGULAR TOTAL**

**COMPRESSED AIR: 90-100 LBS. PSI AVAILABLE IN WEST HALL ONLY**

Air Outlet (call for a quote for 24-hour Air)	353.60	530.40	
Additional Connections within 20' of Outlet	135.20	202.80	

**CFM REQUIREMENTS**  
**Must order CFM with air services. Refer to # 8 on Plumbing Terms, Conditions & Regulations.**

<b>CFM (There is a 5 CFM minimum charge per outlet/connection)</b>	<b>Total CFM =</b>		
Total CFM _____ x ADVANCE Rate	7.00	=	_____
Total CFM _____ x REGULAR Rate		11.00 =	_____

**WATER LINES** (Edlen is not responsible for sediment or the color or taste of water.)

Water Outlet	354.00	531.00	
Additional Connections within 20' of Outlet	136.00	203.00	

# of connections required: \_\_\_\_\_ Size of connection: \_\_\_\_\_  
 PSI required: \_\_\_\_\_ GPM Required: \_\_\_\_\_

**DRAIN LINES** (If waste water contains hazardous materials, chemicals, or metals, Edlen cannot drain it.)

Drain Outlet	354.00	531.00	
Additional Connections within 20' of Outlet	136.00	203.00	

Number of connections required: \_\_\_\_\_ Size of connection required: \_\_\_\_\_

**FILL & DRAIN LABOR** (Edlen is not responsible for sediment or the color of water)

1 – 500 Gallons	216.00	324.00	
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**All water and air service will be reviewed and have the potential to be installed aerially. Labor and material charges will apply. You can request an estimate via email. Please send your order and floor plan to [fortworth@edlen.com](mailto:fortworth@edlen.com).**

**LABOR**

**Labor is required for all air, water, & drain lines, as well as distribution of services in your booth space or overhead. Complete the Plumbing Distribution form and include it with your order.**

**GAS & MISCELLANEOUS REQUIREMENTS (Call for a Quote)**

<b>TRANSFER TOTAL TO BOX #4 ON METHOD OF PAYMENT FORM</b>	<b>TOTAL</b>	
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PRINT NAME:

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

# ELECTRICAL LAYOUT

Advance Payment Deadline Date: 07/19/24



**ELECTRICAL EXHIBITION SERVICES**  
1201 Houston Street, Fort Worth, TX 76102  
Phone: (682) 410-9336  
fortworth@edlen.com

EXHIBITOR:		BTH #	
EVENT:	Hunters Extravaganza 2024		
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DATES:	August 9– 11, 2024	EVENT #	084003FW

Go to the exhibitors tab at [www.edlen.com](http://www.edlen.com) for an exact grid to match your booth space.

## POWER ORIGINATES FROM THE FLOOR IN THIS VENUE

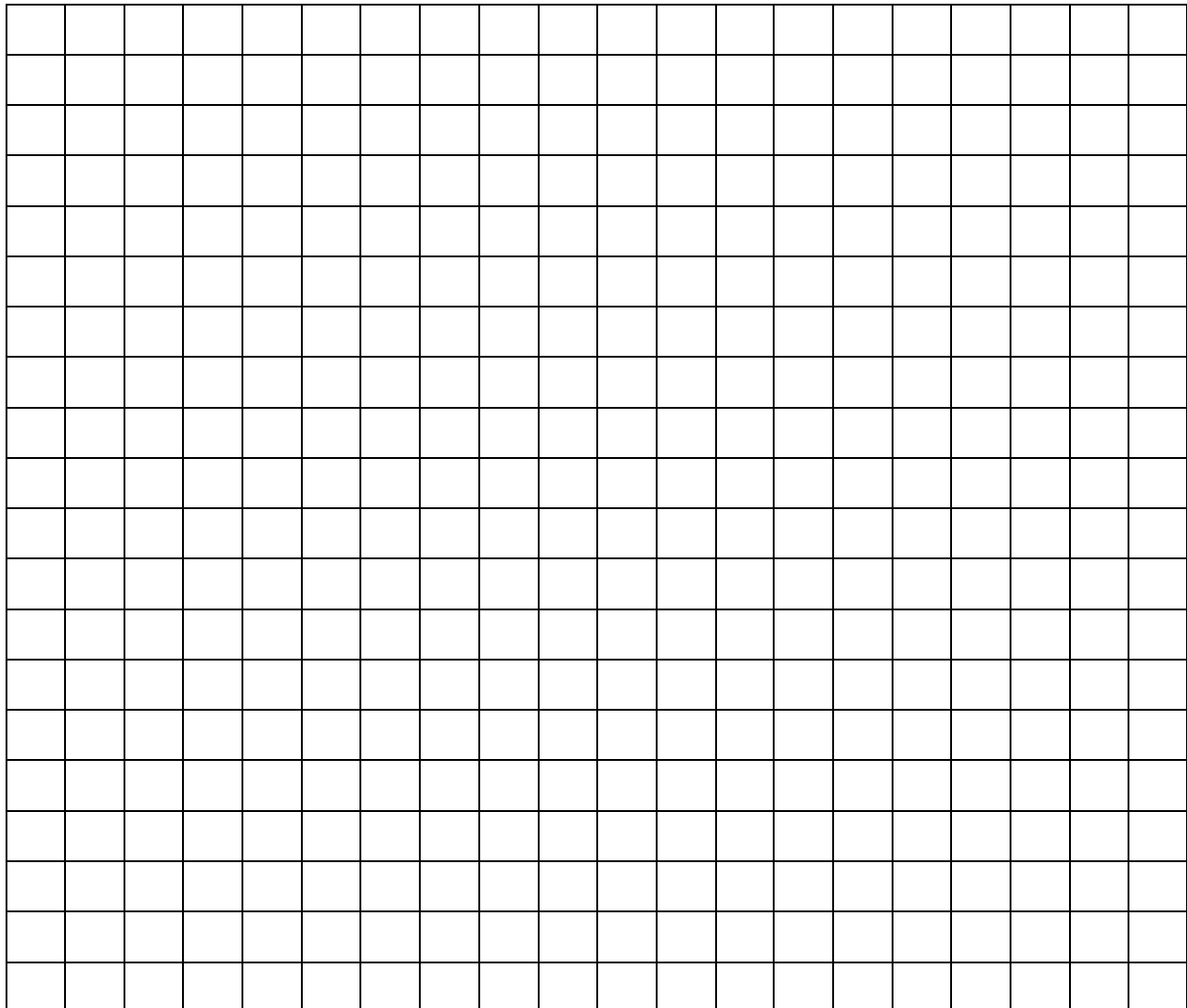
Power is delivered from a floor port to a "main distribution point" in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if power is needed at any other location than the rear of the booth. (See T&C page 3 for examples):

INDICATE BOOTH TYPE	INDICATE SCALE & TOTAL SQ FT	OUTLET LEGEND
Island _____	<b>Example: 1 Square = 1 Foot</b>	<b>X</b> = Main Distribution Point <b>▲</b> = 5amp/500 watt
Inline _____	_____ Square = _____ Ft	<b>◆</b> = 10amp/1000 watt <b>●</b> = 20amp/2000 watt
Peninsula _____	Total Square Footage = _____	

Adjacent Booth or Aisle # \_\_\_\_\_

Adjacent Booth or Aisle # \_\_\_\_\_

Adjacent Booth or Aisle # \_\_\_\_\_



Adjacent Booth or Aisle # \_\_\_\_\_

# PLUMBING DISTRIBUTION

Advance Payment Deadline Date: 07/19/24



**ELECTRICAL EXHIBITION SERVICES**  
1201 Houston Street, Fort Worth, TX 76102  
Phone: (682) 410-9336  
fortworth@edlen.com

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>Hunters Extravaganza 2024</b>		
<b>FACILITY:</b>	<b>Fort Worth Convention Center</b>		
<b>DATES:</b>	<b>August 9– 11, 2024</b>	<b>EVENT #</b>	<b>084003FW</b>

## PLUMBING JURISDICTION

The work described below falls within the jurisdiction of Edlen Plumbers and cannot be performed by any other union, I&D house or exhibitor. Contact our office for clarification regarding scope of work.

- Delivery of Air, Water and Fill & Drain lines
- Installation of lines delivered from overhead
- Distribution of Air, Water & Drain lines under carpet

### 1. REVIEW EACH SECTION AND COMPLETE LABOR ESTIMATE

#### A. Outlet Delivery & Removal

There is a minimum 1 hour labor charge for the delivery and 1/2 hour for the removal of each air, water and drain service. If a lift is required to drop services from overhead, a minimum 1 hour for installation and 1 hour for removal will apply.

#### B. Outlet Distribution Throughout Booth Space

Air, Water and Drain lines are brought to one location at the rear of inline, peninsula and island booths. If you require the distribution of services to any other location within the booth space, there is a minimum 1 hour labor charge for distribution and 1/2 hour for removal, or 1/2 the total time of installation, whichever is greater.

#### C. Outlet Connections

Connection to exhibitor equipment is included in the cost of the service.

### 2. DISTRIBUTION OF SERVICES IN BOOTH SPACE

#### A. Island Booths need to provide the following information:

1. The plumbing layout must indicate each outlet and its location with exact measurements.
2. Each location should indicate the type of service. All air locations must include CFM requirements.
3. The plumbing layout must reflect booth orientation. Use surrounding booth or aisle numbers.
4. Identify a main distribution point. Services are delivered to that point and then distributed to other locations.

#### B. Inline or Peninsula booths must provide the same information with the exception of the main distribution point. The main distribution point will be located at the rear of the booth space.

C. Date you will begin building your booth: \_\_\_\_\_ Estimated time: \_\_\_\_\_

D. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?

1. Describe flooring: \_\_\_\_\_

E. What time do you estimate needing the physical connection to your equipment? Date: \_\_\_\_\_ Time: \_\_\_\_\_

F. Show site supervisor: \_\_\_\_\_ Company: \_\_\_\_\_

Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

G. This information allows Edlen the opportunity to expedite move-in by having your plumbing distribution complete prior to your scheduled move-in time. Complete the "Labor Estimate" Section below. Edlen will make every attempt to complete the work prior to your arrival.

LABOR ESTIMATE		
MAN HOURS	RATE	TOTAL
ST	\$100.39	
OT	\$150.46	

<b>ESTIMATED TOTAL</b>	
------------------------	--

**TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM**

WORK RATE SCHEDULE	
<b>ST</b>	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
<b>OT</b>	Monday - Friday 4:30 PM - 8:00 AM & all day Saturday, Sunday and Holidays.

### AUTHORIZATION

PRINT NAME:

DATE:



## PLUMBING TERMS, CONDITIONS & REGULATIONS

1. A complete order with payment and floor plan inclusive of a scaled layout (for island booths or any booth requiring distribution of plumbing services) must be received no later than the deadline date for advance payment rates to apply. Orders received without payment and required floor plan are not guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. To receive advance rates a complete order inclusive of a scaled plumbing layout must be received before the advance payment deadline date. The scaled layout must match the order and include plumbing locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
3. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
4. All outlets will be installed on the floor at the back wall of inline and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the exhibitor.
5. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
6. Additional footage charges apply when an Exhibitor requires services that are further than 90 feet away from closest outlet and when dropped from overhead when services originate on the floor or columns.
7. Labor charges apply when an exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
8. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
9. In some instances a pump is required to drain services out of an exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
10. Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
11. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements and air line terminations vary.
12. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
13. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
14. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
15. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
16. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure. Call for price quote when available.
17. Gas & Cylinders "when available" 1025 - 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
18. All equipment using water must have inlet and outlet properly tagged.
19. All equipment must comply with state and local codes.
20. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
21. For gas cylinders or any other special requirements call for a quote. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
22. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc.
23. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen (21) calendar days or less prior to the first contracted event move in date. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
24. If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
25. Claims will not be considered or adjustments made unless filed in writing prior to close of the event; no exceptions.
26. Credit will not be given for outlets installed or connections made and not used.
27. Payment in full for all plumbing services provided must be made in full prior to close of the event.
28. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay Edlen its attorney fees or applicable agency fees.
29. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
30. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.
31. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

**POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.  
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM.**

For further information please visit our web site [WWW.EDLEN.COM](http://WWW.EDLEN.COM)  
or call the number on the Plumbing Order form



If you have any questions, please call us Toll Free: **1-833-320-3294**. To order visit **fwcc.coxhn.net** or scan the QR code.

Hospitality Network has a full list of products beyond the Internet drop services listed below. Please contact us to discuss any additional needs you may have.  
**20% Early Ordering Discount** – Final order and payment must be received 30 days prior to the listed event start date.  
 A 20% Expedite Fee will be applied to any order placed 72 hours or less before the listed event start date.

SERVICE	PRICE
<b>SHARED BANDWIDTH Services</b>	
<b>Business Starter:</b> up to 3 Mbps: single ethernet drop with 1 private (NAT) IP address. No additional IP addresses allowed.	\$745.00
<b>Business Select:</b> up to 10 Mbps: single ethernet drop with 1 private (NAT) IP address. Order up to 5 total IP addresses.	\$995.00
<b>Business Professional:</b> up to 20 Mbps: single ethernet drop with 1 private (NAT) IP address. Order up to 10 total IP addresses.	\$1,495.00
<b>DEDICATED BANDWIDTH Services</b> (Limited public IP addresses available)	
<b>Business Starter Plus:</b> 3 Mbps: single ethernet drop with 1 private address. No additional IP addresses allowed.	\$3,500.00
<b>Business Select Plus:</b> 10 Mbps: single ethernet drop with 1 private address. Order up to 5 total IP addresses.	\$6,100.00
<b>Business Professional Plus:</b> 25 Mbps: single ethernet drop with 1 private address. Order up to 10 total IP addresses.	\$14,330.00
<b>Business Professional Plus:</b> 50 Mbps. single drop with 1 private address. Order up to 20 total IP addresses.	\$26,500.00

SERVICE	PRICE
<b>HIGH CAPACITY Bandwidth</b>	
High Bandwidth Internet speeds are available. Call for pricing.	
<b>Additional DATA Services</b>	
Additional private (NAT) IP address	\$164.00
Additional public IP address (for Business Select Plus and Professional Plus services only)	\$164.00
Ethernet Cat5e Cable (up to 100 feet)	\$80.00
Switch rental – up to 16 port (10/100 unmanaged)	\$220.00
Additional layer II network drop	\$795.00
Additional Internet drop	\$795.00

SERVICE	PRICE
<b>VOICE Services</b>	
Single line (no handset) (VoIP - dial "9")	\$345.00
Single line with handset (long distance rates apply) (VoIP- dial "9")	\$345.00
<b>WIRELESS Services</b>	
WIFI Hotspot - 3 Mbps - up to 10 users	\$2,200.00
WIFI Hotspot - 3 Mbps - up to 25 users	\$3,200.00
WIFI Hotspot - 5 Mbps - up to 10 users	\$2,800.00
WIFI Hotspot - 5 Mbps - up to 25 users	\$4,000.00
<b>Miscellaneous Services</b>	
Labor rate	\$75.00
Move/relocation fee	\$150.00

Taxes and fees, if applicable, are additional and subject to change from time to time. Customer agrees to pay Hospitality Network for any additional taxes and fees that are not listed on this page upon receipt of an invoice from Hospitality Network. Customer shall be responsible for the value of unreturned Hospitality Network owned equipment after event. The value of unreturned equipment will be the price listed on the order form, plus an additional 20% lost equipment fee. Prices are subject to change at any time without notice.





## WIFI OPTIONS available throughout the Fort Worth Convention Center

**FREE GUEST WIFI** access is available in all common areas, lobbies and meeting rooms of the of the Fort Worth Convention Center.

**HOW TO CONNECT.** Look for the **.Guest WiFi** network on your mobile device settings and you will be directed to the Guest WiFi splash page.

*This service is NOT available on the exhibit floor(s) or intended for streaming video, presentations or business use.*

**Choose the option that is best for you.**

### FREE WIFI ACCESS

*(Free unlimited 1 hour sessions)*

**WIFI UPGRADE\*** only **\$12.95** per day  
*(up to 1.5 Mbps)*

\*Service is through on-site credit card purchase only.

**CONVENTION WIFI** provides a reliable connection for your mobile device throughout the entire facility and offers a variety of other business options, so you stay connected at the Fort Worth Convention Center.

**HOW TO CONNECT.** Look for the **.Convention\_WiFi** network on your mobile device settings and you will be directed to the Convention WiFi splash page.

*This service is NOT intended for streaming video and downloading large files.*

**Choose the option that is best for you:**

**1 DAY Convention WiFi = \$79<sup>99</sup>**

**3 DAY Convention WiFi = \$139<sup>99</sup>**

**5 DAY Convention WiFi = \$239<sup>99</sup>**

\*Service is through on-site credit card purchase only.

**WIFI HOT SPOTS** offer connectivity with flexible packages and various download speeds in a single location at the Fort Worth Convention Center to help you meet your convention goals.

**NEED WIFI IN ONE LOCALIZED AREA** to attract visitors to your booth or a customized splash page?  
**We can help.**



**20% Early Ordering Discount** – Final order and payment must be received 30 days prior to the listed event start date.

**Up to 5 Devices = \$1,200<sup>00</sup>**

**Up to 10 Devices = \$2,200<sup>00</sup>**

**Up to 25 Devices = \$3,200<sup>00</sup>**

Packages for more than 25 users and additional speed options are available. Please contact us for a customized quote.



## RIGGING PRICES

Ferrand Hardy | C: 817-401-6620 | O: 214-441-1528 | F: 214-441-1582 | ferrandh@INSPIRESolutions.com

### LABOR (Monday - Friday):

Lead Rigger	\$75/hr
Rigger/Lift Operator	\$75/hr
Per Point Charge	\$45/day (3 Day Max)

Based on a 2 man, 4 hour minimum

**Note:** Inspire is the exclusive rigging provider in the facility for anything over 150 pounds

### EQUIPMENT:

1 Ton Motor	\$150*
1/2 Ton Motor	\$125*
10' Truss 12x12	\$8/ft
10' Truss 20x20	\$10/ft
Lift	\$250/day

\*Price is for one rental period of up to 3 days.

A new rental period will begin on day 4, and again on each 4th day.

## FORT WORTH CONVENTION CENTER



## RIGGING POLICY

To effectively ensure life safety and maintain the aesthetic and structural integrity of our ceiling, the following policies regarding rigging apply. The policies, rules, and regulations set forth in this document are meant as a guideline for this location, and may not be all inclusive. Additional policies, rules, and local regulations may apply.

It is understood that Inspire is responsible for all rigging decisions and will work with the venue, sales team and clients in advance to provide suggestions which will ensure that everything overhead is rigged properly and safely. Inspire riggers will not take rigging instruction or direction from anyone except qualified/certified riggers, licensed engineers, or the Inspire Director of Rigging.

Recommendations made by the rigging department are based upon manufacturer specifications; ETCP, OSHA, ANSI, ESTA, and USITT standards; as well as any local city, Fire, Police, State or Health regulations per location. Each property may also have their own internal regulations which may need to be recognized.

Inspire riggers have the final word on anything being rigged. Any questions or concerns by any local or Inspire rigger must be reviewed and approved by the Director of Rigging.

Inspire will provide all rigging hardware and labor required for attaching motors to the building and the truss to the motors. Anything overhead and over 50lbs is considered "Rigging". Any additional rigging for audio, video or scenic elements which attach to the truss will need to be discussed.

A rigging plot must be submitted and clearly display loads, equipment counts, equipment positions, and cable picks. This must be submitted electronically no later than 21 days prior to scheduled load-in. Acceptable file formats: DWG, VectorWorks, or scaled PDFs. Inspire is required to approve all rigging plots.

All requests for rigging services and hardware must be received 21 days prior to load-in date to ensure proper staffing. Requests received later than 21 days prior to load-in may incur additional fees.

The number of riggers required will be decided by Inspire based on size and production schedule of the event.

Exceedingly large rigs that support abnormal loads or non-uniform distribution of weight or hardware may require plans that have to be approved and stamped by a licensed engineer selected by the venue.

On shows larger than 25 points, a Production Rigger will be assigned and given 4-8 hours of pre-production time to review the plot and plan the load-in for the riggers, including any phone and email correspondence between client and production. Production Rigger will also provide 11"x17" and 24"x36" plots for riggers during load-in.

Cable bridges may be requested for cable runs of more than 4 Socapex.

No rigging hardware will be used outside of the manufacturer's recommended use; no exceptions.



## RIGGING POLICY

### Inspire RIGGERS ARE RESPONSIBLE FOR THE FOLLOWING:

Create and install any necessary semi-permanent points where available.

Make all motor connections to the building structure via acceptable temporary or permanent rigging points.

Make all cable pick connections to the building, or any loads greater than 150lbs.

Determine who will mark the floors: event production or Inspire staff. Assist accordingly.

Lay out motor power and control. Coordinate motor cable runs with production and client.

Wrap the truss and float rig to working height. Level the truss out with tape measure; prepare for trim.

Make/verify motor connection to audio bumpers and fly to trim.

Make/verify motor connections, cage connections, and safeties for video, LED walls, etc.

Make/verify any scenic or decorative rigging elements.

Verify safety of entire rig when complete; run out to trim and laser level as necessary.

Clean and drop motor power and control as necessary. Secure the rig.

Clear and arrange leftover gear and cases, and prepare for load out.

Make arrangements for lifts to be powered and charged.

Verify departure/release status from Inspire and confirm schedule for next day or load out.

RIGGERS WILL NOT take a break or leave site without the Client or Lead Rigger's approval.

Cable picks, cable tie backs, audio cluster focus, cable swags etc., can be done by riggers after the main rig is flown to trim. These items can also be done by any lighting, video, or audio hand, when available. Based on schedule timing, it will be the client's decision whether to keep riggers on the clock to clean cable runs, or allow each department to handle their own cable management.

Riggers will provide the point of connection to the building, but are not required to run each department's cables. Each department will be expected to manage their cables properly, and be responsible for providing clean runs, bundles and swag. Riggers will not be expected to clean mismanaged cables in the air.

Rigging plots will be presented to Inspire no less than 21 days from production load-in date. We can run load calculations, but client must provide a complete instrument legend with manufacturer name, model number, and weights.

## FORT WORTH CONVENTION CENTER



## RIGGING REGULATIONS & SAFETY GUIDELINES

### RIGGING EQUIPMENT GUIDELINES

All rigging hardware, steel, gackflex, spansets, and STAC chains must have proper visible manufacturer's tags with load ratings, including any cross-rented gear or gear provided by production or the client. Any hardware without proper identification tags will not be used as per OSHA and ANSI Standards.

Inspire will maintain annual load testing and maintenance certificates for all chain hoists based on the manufacturers' guidelines and ASME standards for overhead hoists, ASME B30.16d-1997.

Log books of all rigging steel, truss, harnesses, spansets, motors, training, etc., can be provided upon request.

A steel "safety" is required on each individual item suspended with a nylon sling. Gackflex slings are exempt. All nuts and bolts used overhead must be properly rated and all overhead hardware (eyebolt etc.) must be forged. Nothing from chain hardware stores is rated for overhead use and will not be permitted as rigging hardware.

Rigging equipment provided by the client or other vendors must also comply with these same guidelines and must provide all certifications upon request prior to load-in.

### ON-SITE PRACTICES

Rigging from any lighting fixtures, plumbing or sprinkler fixtures, electrical conduit, air ducts or any support mechanism is strictly prohibited.

Inspire will not "dead hang" items over 150lbs or 10' in length with a scissor lift. Chain hoists or crank towers must be used.

Cable runs that consist of 4 or more socapex runs and are 10' or more away from the rig might be required to use a cable bridge and motors.

Additional weight cannot be applied to flown equipment after Inspire riggers leave the room.

Nothing in the air moves without Inspire riggers being present.

Only Inspire riggers will operate any chain hoist unless previously discussed and decided, or unless the client is providing their own motors and rigging.

Under no circumstances will anyone climb ground-supported truss or archways. The climbing of any truss structure can only be done with proper vertical and horizontal fall arrest systems.

Flown equipment may only be moved by a Inspire rigger. Riggers will remain on the call until all flown equipment is at trim height.

### SCISSOR AND BOOM LIFTS

Inspire can provide lifts with operators. Clients may also rent or bring their own lifts.

Property Lifts: Owned by the property, operated only by the property. Inspire can operate when permissions and insurance allows.

Inspire Lifts: Owned or rented by Inspire. Operated only by Inspire or those covered by Inspire insurance. It should be determined in advance what qualifies a lift operator, and who operates the lifts once the riggers are cut. Lighting lift op, audio lift op, video lift op, etc.

External Lifts: Lifts provided and operated by the client, covered under client's rental agreement.

### LOAD LIMITS

Load limits are typically 1,000lbs per point. See venue CAD drawings for specific details per property.

All beams must be wrapped with burlap or carpet when building the rigging points.

Bridles and side loads are not allowed in some venues.

Riggers will have final approval for all things flown or lifted overhead.



## RIGGING REGULATIONS & SAFETY GUIDELINES

### PPE: PERSONAL PROTECTION EQUIPMENT

Hard hats, safety vests, eye protection, steel toes, harnesses, fall arrest and life lines are required as necessary.

Hard hats must be inspected for structural cracks and fractures before and after each use.

Tape and stickers are not permitted on safety helmets as they prevent proper inspection of damage or defects.

Harnesses shall be inspected thoroughly before and after each use.

Harnesses are required in boom lifts, as per the manufacturer.

Harnesses are not required in scissor lifts by the manufacturer, but some venues may require the use.

### BANNERS AND SIGNAGE

Banners and signs usually require custom rigging harnesses or hardware to suspend them properly. If the client does not have this gear, Inspire can assist in fabricating safe solutions, but arrangements need to be made in advance and may include additional time and charges.

Fabricating hardware for banners and signage: The materials used to temporarily rig have extremely minimal cost, so they are all expendable items.

Temporary safe rigging solution: The use of Rize Blocks along with 1/16" or 1/8" wire rope. When used together within the manufacturer's load limits, these items are industry-recognized and rated as a safe rigging practice. After use, the rig is disassembled, Rize Blocks are returned to inventory, and the wire rope is disposed of.

Disposable fabricated rigging: swagging custom hardware for client use is also acceptable, and becomes the client's property after use. They are paying for the materials and labor, so the client keeps the custom hardware. Items fabricated are for temporary use only and cannot become Inspire inventory, nor allowed to mix with Inspire inventory. Without manufacturer tags and load ratings, these items cannot be considered reusable inventory.

All signs, banners, and decorations hung in ballrooms and over 150lbs must be inspected and approved by a Inspire rigging supervisor prior to load-in.

Banner placement inside of ballrooms and or meeting rooms must be approved in advance through Inspire.

Signs may not obstruct fire exits or sprinkler heads, and must have a clearance of no less than 18".

All signs must meet NFPA and local Fire Marshal guidelines.



## RIGGING POSITION DESCRIPTIONS

Riggers will be booked for the following positions as required, with the following expectations.

**Rigging Manager:** Manages various venues on a property, or properties with larger shows, or a larger number of shows. Books the labor & divides staff & freelance resources as necessary. Manages annual log books for rigging inventory, inspection records, training records and rigging staff requirements. Maintains the rigging inventory. Primary point of communication with the Director of Rigging, keeping current with safety codes and regulations. Will be ETCP Certified, OSHA 30, Tomcat University, CM hoist certified, Vector Works friendly, and we will provide all the training. Stays on the floor, working with the client and managing labor, not expected to Up Rig but can assist with Ground Rig duties as available. Maintains a Favorite Riggers list; including staff, local labor, union labor, freelance labor, out of town labor, etc. Completion of working at heights and fall arrest class, separate from the OSHA 10 or 30 class.

**Production Rigger:** Usually on larger shows, 60 motors or more. May be provided as client production staff or by Inspire as necessary. Communicates all rigging with the client. Advises on load limits, motor distribution and cable management. Determines the order of flight with client when each truss goes up. Runs load calcs. Creates working plots for the riggers. Chooses the R2 and has preferential selection of the riggers. Establish crew requirements, production schedule, necessary scissor, boom and fork lifts.

**Lead Rigger:** Typically, the lead local rigger (staff or labor), manages the local riggers as per Production Rigger's instructions on shows larger than 60 motors. Same duties as the Production Rigger on shows less than 60 motors. Has preferential selection of the riggers as necessary. Manages the Up Riggers, Ground Riggers, breaks and meals. Riggers will take breaks as needed and when they are at a safe stopping point at their discretion, which might not match actual break schedules. It is preferred that the Lead Rigger stay on the ground, available to the Production Rigger at all times, unless otherwise determined.

**R2, Assistant Lead:** #2, takes over if the Production or Lead Rigger becomes unavailable. Knows everything the Production Rigger knows. Has copies of all plots and production documentation. Capable of completing the end results as designed and expected.

**Up Rigger:** Climbing riggers or rigging from scissor/boom lifts; makes the point of connection to the building as necessary, following building guidelines. Responsible for anything overhead above 150lbs. Depending on the venue, will assist with ground duties after Up Rigging is completed and a proper break has been allowed. For arena rigging & extreme heat ceiling conditions, ground duties will be stated if necessary, prior to booking labor.

**Down/Ground Rigger:** Stays with the Up Rigger. Keeps the ground safe and clear, manages the safety of the people below the rigger. Sets the motors in place and lights up the point with a laser for the Up Riggers, sends up chains and necessary rigging hardware. Helps with placement of 8x/4x motor distros and helps run motor fly cables as available without neglecting the safety of the Up Rigger. Manages empty cases and leftover gear.

**Motor Electricians:** Additional Ground Riggers or Electricians available for motor power distribution and control placement. Responsible for managing motor fly cables cleanly and neatly from the distro to the motor. Labels all cables, distros and controllers accordingly. Helps disconnect, clean and coil motor power and control lines or motor cable swags after rig is at trim. Provides or locates power sources for charging the lifts. Primarily meant to stay on the ground, but can become available for minor lift operations.

## FORT WORTH CONVENTION CENTER