

# EXHIBITOR SERVICE MANUAL

Presented by Texas Trophy Hunters Association® & SCI - First for Hunters

**OUTDOORS  
EXTRAVAGANZA**  
HUNTING, FISHING, **OUTDOORS.**



## Outdoors Extravaganza

Kay Bailey Hutchison  
Convention Center Dallas  
Exhibit Halls D&E

January 10-12, 2025



**AEX**  
CONVENTION SERVICES

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Show Name: **Outdoors Extravaganza**

Show Dates: **January 10-12, 2025**

Show Venue: **Kay Bailey Hutchison Convention Center Dallas**

Deadline to Receive Discount Pricing: **Thursday, December 26, 2025**



## QUICK FACTS

### EVENT SCHEDULE:

	Day	Date	Time
Exhibitor Move-In	Wednesday	January 8, 2025	8:00 AM - 5:00 PM
	Thursday	January 9, 2025	8:00 AM - 7:00 PM
Show Hours	Friday	January 10, 2025	9:00 AM - 5:00 PM
	Saturday	January 11, 2025	9:00 AM - 5:00 PM
	Sunday	January 12, 2025	10:00 AM - 5:00 PM
Exhibitor Move-Out	Sunday	January 12, 2025	5:00 PM - 10:00 PM

### 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

This facility **is not** carpeted

Exhibitors may order booth carpet/padding for specific color choices. 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, January 2, 2025**. 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:

Outdoors Extravaganza  
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:

Kay Bailey Hutchison Convention Center Dallas  
Outdoors Extravaganza  
Exhibiting Company Name / Booth Number  
c/o AEX Convention Services  
650 S Griffin St  
Dallas, TX 75202

Shipments will be received at the exhibit facility **ONLY** on: **Wednesday, January 8, 2025 between 8:00 AM - 5:00 PM and Thursday, January 9, 2025 between 8:00 AM - 7:00 PM.**

**Move-Out Note:** All carriers must check in no later than **7:30 PM, Sunday, January 12, 2025** 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

Jennifer Beaman  
Phone: (210) 367-9769  
Email: [jenn@ttha.com](mailto:jenn@ttha.com)

25-TX0109-T

**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 **Outdoors Extravaganza** 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)

Show Name: **Outdoors Extravaganza**

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CREDIT CARD AUTHORIZATION & AGREEMENT

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:

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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: Outdoors Extravaganza

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## FURNITURE RENTAL ORDER FORM



### FURNITURE

Item #	Description	Discount	Standard	Qty.	Total
F10	Plastic Side Chair	\$130.25	\$182.25	_____	\$ _____
F20	Padded Side Chair	\$177.75	\$248.75	_____	\$ _____
F30	Padded Arm Chair	\$154.00	\$215.50	_____	\$ _____
F40	Padded Counter Stool	\$216.75	\$303.50	_____	\$ _____
F60	Cocktail Table 30"H	\$296.50	\$415.00	_____	\$ _____
F70	Cocktail Table 42"H	\$296.50	\$415.00	_____	\$ _____
F3104	Black Spandex Drape 42" Cocktail Table	\$ 46.75	\$ 65.50	_____	\$ _____



(actual products may vary)

### ACCESSORIES

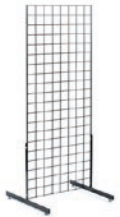
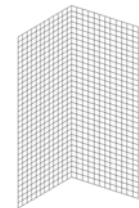
Item #	Description	Discount	Standard	Qty.	Total
F80	Literature Rack	\$266.25	\$372.75	_____	\$ _____
F100	Wastebasket	\$ 35.50	\$ 49.75	_____	\$ _____
F110	Easel	\$ 72.25	\$101.25	_____	\$ _____
F120	Chrome Sign Frame (22"W x 28"H)	\$165.00	\$231.00	_____	\$ _____
F130	Waterfall Bag Rack	\$353.00	\$494.25	_____	\$ _____
F150	Chrome Bag Holder	\$148.75	\$208.25	_____	\$ _____
F160	Chrome Clothes Tree	\$111.75	\$156.50	_____	\$ _____
F191	6' Garment Rack w/Wheels	\$272.25	\$381.25	_____	\$ _____

### 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	\$272.25	\$381.25	_____	\$ _____
F5501	Pair of feet	\$ 31.25	\$ 43.75	_____	\$ _____



### TACK BOARD

Item #	Description	Discount	Standard	Qty.	Total
F640	Style A - 4' w x 8' h Panel	\$406.25	\$568.75	_____	\$ _____
F660	Style B - 8' w x 4' h Panel	\$406.25	\$568.75	_____	\$ _____



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%.

25-TX0109-T

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**TABLE RENTAL ORDER FORM**



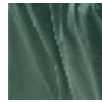
Blue



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	\$200.50	\$280.75	_____	\$ _____
4' L x 24" W x 42" H	\$244.25	\$342.00	_____	\$ _____
6' L x 24" W x 30" H	\$246.75	\$345.50	_____	\$ _____
6' L x 24" W x 42" H	\$312.50	\$437.50	_____	\$ _____
8' L x 24" W x 30" H	\$312.75	\$437.75	_____	\$ _____
8' L x 24" W x 42" H	\$368.00	\$515.25	_____	\$ _____
4th Side Skirt 30"	\$ 64.00	\$ 89.50	_____	\$ _____
4th Side Skirt 42"	\$ 71.75	\$100.50	_____	\$ _____

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	\$ 77.50	\$108.50	_____	\$ _____
6' Long, Single Step Riser	\$ 99.75	\$139.75	_____	\$ _____

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

Description	Discount	Standard	Qty.	Total
Side Rail Drape 3'	\$ 25.25	\$ 35.25	_____	\$ _____
8' Background Drape	\$ 33.75	\$ 47.25	_____	\$ _____

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%.

25-TX0109-T





SELECTION

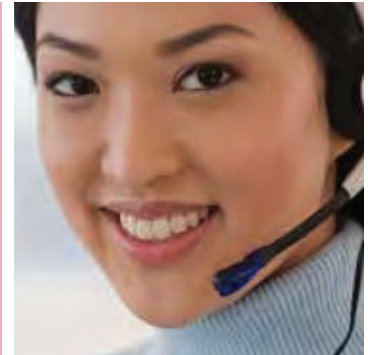


DESIGN

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 Cafe 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 



A. | B. 



C. | D. 



**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. 

C. 

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

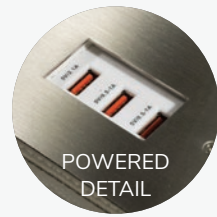
**B) TECH Tech Desk, Powered**  
 (black metal, laminate)  
 60"L 30"D 30"H

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

# 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) 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) BLVWHT 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

**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



A.



B.



D.



E.



F.



# 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

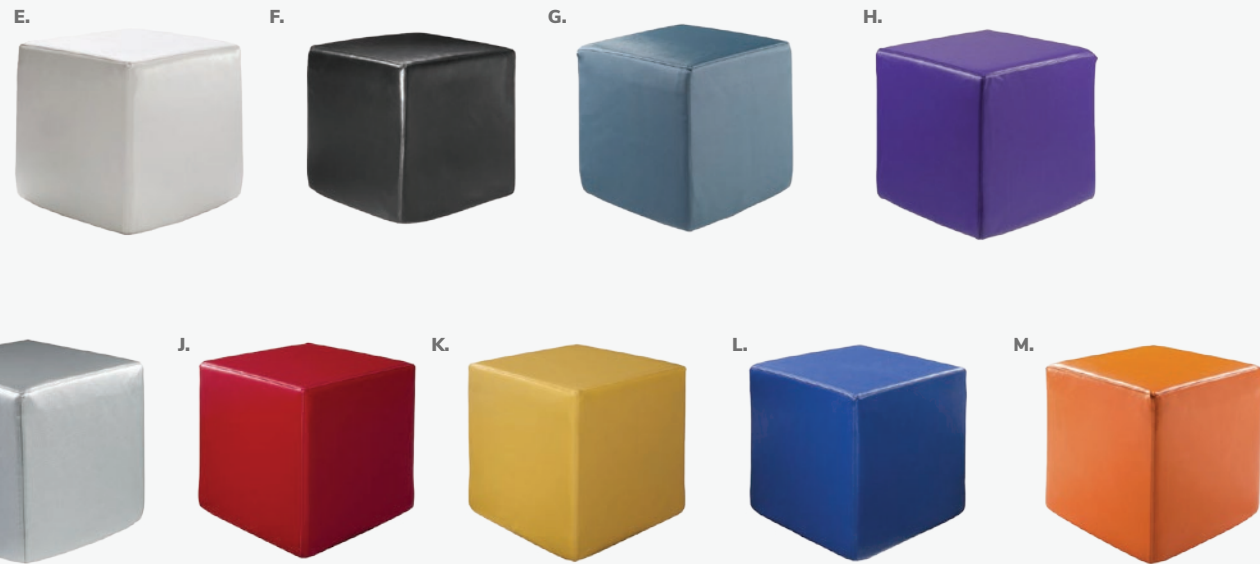


# Ottomans

## 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)

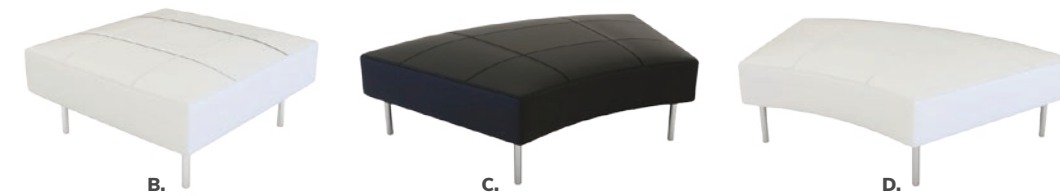


## Beverly Bench Ottomans



- 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) BV SMBK (black vinyl)
- E) BV SMBL (ocean blue fabric)
- F) BV SMBN (brown fabric)
- G) BV SMGY (gray fabric)
- H) BV SMLN (linen fabric)
- I) BV SMLV (lavender fabric)
- J) BV SMRD (red fabric)
- K) BV SMYL (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



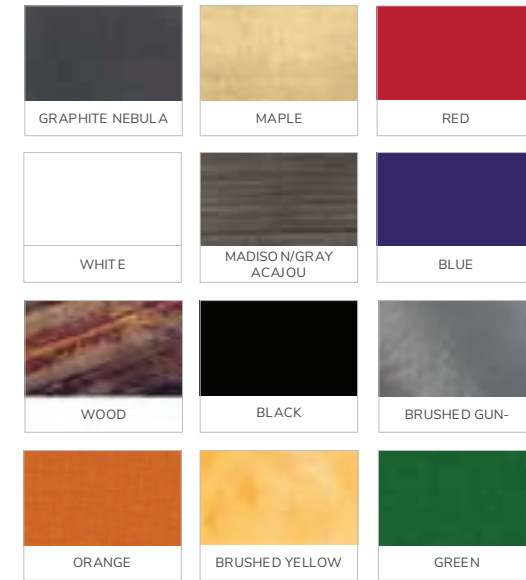
**30" Round Café Table**  
**A) 30BEC Standard Black Base** (blue top) 30" RND 29"H  
**B) LUCHCL Lucent Chair** (frosted, acrylic) 19.5"L 19.75"D 32.5"H



**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



## 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



## 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



## G) F70 Vaspoli Cocktail Table Black / Chrome

30" RND 42"H

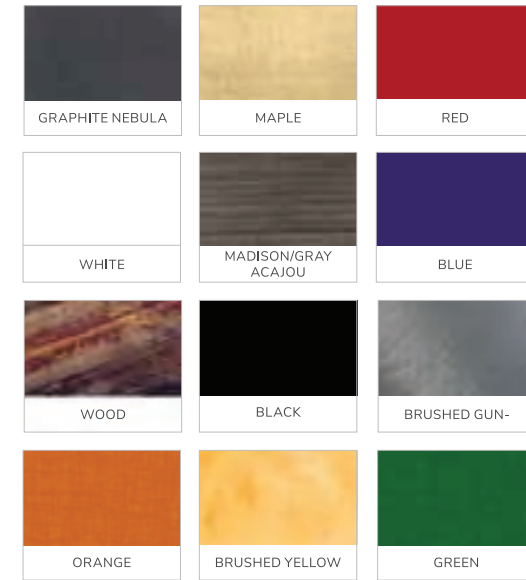
## H) XBAR Christopher Barstool (white vinyl, chrome)

19"L 15"D 41"H



## Customize and Create

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



## 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)

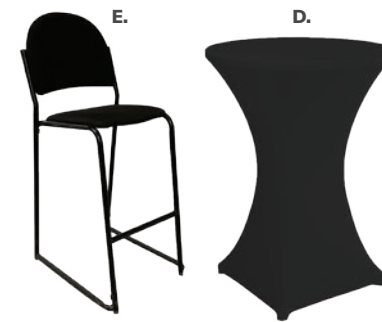
36GRHC (graphite nebula)

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



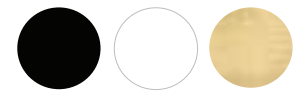
# Communal and Powered Tables

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



## 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)

## Café Tables



## 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)

**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

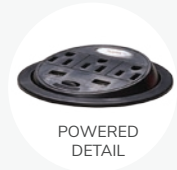
# Show Essentials

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



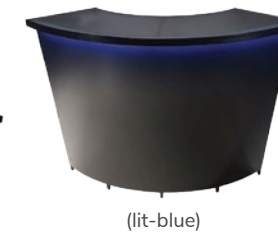
**LMBAR Laguna Barstool**  
(maple, chrome)  
18"L 20"D 47"H



## 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.

NEW 2024	
SHOW NAME:	BOOTH:

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	

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	

<b>SOFT SEATING COLLECTIONS</b>						
CHR002		Alegro Chair	Blue Fabric, Brushed Metal	\$ 706	\$ 917	
SFA002		Alegro 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	
STECHEA		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	



SHOW NAME:						BOOTH:							
CODE	QT	ITEM	DESCRIPTION	Discount	Standard	TOTAL	CODE	QT	ITEM	DESCRIPTION	Discount	Standard	TOTAL
<b>OTTOMANS (continued)</b>						<b>ACCENT TABLES (continued)</b>							
BVSMBN		Beverly Small Bench Ottoman	Brown Fabric	\$ 339	\$ 440		MESETW		Mesa End Table	Barnwood Top, Bronze	\$ 243	\$ 315	
BVSMGN		Beverly Small Bench Ottoman	Olive Green Fabric	\$ 339	\$ 440		REGBEN		Regis Bench/Table	Brushed Metal	\$ 339	\$ 440	
BVSMGY		Beverly Small Bench Ottoman	Gray Fabric	\$ 339	\$ 440		REGOTT		Regis End Table	Brushed Metal	\$ 299	\$ 389	
BVSMNL		Beverly Small Bench Ottoman	Linen Fabric	\$ 339	\$ 440		SEDBBK		Sedona Side Table	Black Top, Bronze	\$ 167	\$ 217	
BVSMVL		Beverly Small Bench Ottoman	Lavender Fabric	\$ 339	\$ 440		SEDBWH		Sedona Side Table	White Top, Bronze	\$ 167	\$ 217	
BVSMOR		Beverly Small Bench Ottoman	Orange Fabric	\$ 339	\$ 440		SEDBWD		Sedona Side Table	Wood Top, Bronze	\$ 167	\$ 217	
BVSMRD		Beverly Small Bench Ottoman	Red Fabric	\$ 339	\$ 440		C1E		Silverado Cocktail Table	Glass Top, Chrome	\$ 310	\$ 402	
BVSMWH		Beverly Small Bench Ottoman	White Vinyl	\$ 339	\$ 440		E1E		Silverado End Table	Glass, Chrome	\$ 243	\$ 315	
BVSMYL		Beverly Small Bench Ottoman	Yellow Fabric	\$ 339	\$ 440		TAOBKH		Taos Side Table	Black Top, Bronze	\$ 167	\$ 217	
END01B		Endless Curved Ottoman	Black Vinyl, Chrome	\$ 525	\$ 682		TAOBWH		Taos Side Table	White Top, Bronze	\$ 167	\$ 217	
END01W		Endless Curved Ottoman	White Vinyl, Chrome	\$ 525	\$ 682		TAOBWD		Taos Side Table	Wood Top, Bronze	\$ 167	\$ 217	
END02B		Endless Square Ottoman	Black Vinyl, Chrome	\$ 460	\$ 597		TMBTBL		Timber Table	Wood	\$ 167	\$ 217	
END02W		Endless Square Ottoman	White Vinyl, Chrome	\$ 460	\$ 597		<b>CAFÉ TABLES W/ STANDARD BLACK BASE</b>						
MAR001		Marche Swivel Ottoman	White Vinyl	\$ 243	\$ 315		30BKSC		30" Round Cafe Table	Black Top	\$ 273	\$ 354	
MAR002		Marche Swivel Ottoman	Gray Fabric	\$ 243	\$ 315		30BEBC		30" Round Cafe Table	Blue Top	\$ 273	\$ 354	
MAR003		Marche Swivel Ottoman	Linen Fabric	\$ 243	\$ 315		30AGBC		30" Round Cafe Table	Brushed Gunmetal Top	\$ 273	\$ 354	
MAR004		Marche Swivel Ottoman	Raspberry Fabric	\$ 243	\$ 315		30YSBC		30" Round Cafe Table	Brushed Yellow Top	\$ 273	\$ 354	
MAR005		Marche Swivel Ottoman	Red Fabric	\$ 243	\$ 315		ZTJ		30" Round Cafe Table	Graphite Nebula Top	\$ 273	\$ 354	
MAR006		Marche Swivel Ottoman	Rose Quartz Fabric	\$ 243	\$ 315		ZTA		30" Round Cafe Table	Gray Acajou Top	\$ 273	\$ 354	
MAR007		Marche Swivel Ottoman	Plum Fabric	\$ 243	\$ 315		30GSBC		30" Round Cafe Table	Green Top	\$ 273	\$ 354	
MAR008		Marche Swivel Ottoman	Meadow Green	\$ 243	\$ 315		ZTK		30" Round Cafe Table	Maple Top	\$ 273	\$ 354	
MAR009		Marche Swivel Ottoman	Pear Yellow Fabric	\$ 243	\$ 315		30OSBC		30" Round Cafe Table	Orange Top	\$ 273	\$ 354	
MAR010		Marche Swivel Ottoman	Blue Fabric	\$ 243	\$ 315		ZTB		30" Round Cafe Table	Red Top	\$ 273	\$ 354	
MAR011		Marche Swivel Ottoman	Orange Fabric	\$ 243	\$ 315		30WH29		30" Round Cafe Table	White Top	\$ 273	\$ 354	
MAR012		Marche Swivel Ottoman	Forest Green Vinyl	\$ 243	\$ 315		30WDBC		30" Round Cafe Table	Barnwood Top	\$ 273	\$ 354	
MAR013		Marche Swivel Ottoman	Teal Velvet	\$ 243	\$ 315		36BKSC		36" Round Cafe Table	Black Top	\$ 282	\$ 367	
MAR014		Marche Swivel Ottoman	Distressed Brown Vinyl	\$ 243	\$ 315		ZTN		36" Round Cafe Table	Graphite Nebula Top	\$ 282	\$ 367	
MAR015		Marche Swivel Ottoman	Black Vinyl	\$ 243	\$ 315		ZTP		36" Round Cafe Table	Maple Top	\$ 282	\$ 367	
MAR016		Marche Swivel Ottoman	Ivory Faux Sheep Fur	\$ 243	\$ 315		ZTQ		36" Round Cafe Table	White Top	\$ 282	\$ 367	
MAR020		Marche Swivel Ottoman	Olive Faux Sheep Fur	\$ 243	\$ 315		<b>CAFÉ TABLES W/ HYDRAULIC CHROME BASE</b>						
MAR021		Marche Swivel Ottoman	Terracotta Faux Sheep Fur	\$ 243	\$ 315		30MAHC		30" Round Cafe Table	Gray Acajou Top	\$ 337	\$ 439	
VIB01		Vibe Cube Ottoman	Green Vinyl	\$ 130	\$ 168		30BRHC		30" Round Cafe Table	Red Top	\$ 337	\$ 439	
VIB02		Vibe Cube Ottoman	Blue Vinyl	\$ 130	\$ 168		30WHHC		30" Round Cafe Table	White Top	\$ 337	\$ 439	
VIB04		Vibe Cube Ottoman	Red Vinyl	\$ 130	\$ 168		30WDHC		30" Round Cafe Table	Barnwood Top	\$ 337	\$ 439	
VIB05		Vibe Cube Ottoman	Bright Yellow Vinyl	\$ 130	\$ 168		30BKHC		30" Round Cafe Table	Black Top	\$ 337	\$ 439	
VIB08		Vibe Cube Ottoman	Orange Vinyl	\$ 130	\$ 168		30BEHC		30" Round Cafe Table	Blue Top	\$ 337	\$ 439	
VIB09		Vibe Cube Ottoman	White Vinyl	\$ 130	\$ 168		30AGHC		30" Round Cafe Table	Brushed Gunmetal Top	\$ 337	\$ 439	
VIB10		Vibe Cube Ottoman	Black Vinyl	\$ 130	\$ 168		30YSHC		30" Round Cafe Table	Brushed Yellow Top	\$ 337	\$ 439	
VIB11		Vibe Cube Ottoman	Steel Blue Vinyl	\$ 130	\$ 168		30GRHC		30" Round Cafe Table	Graphite Nebula Top	\$ 337	\$ 439	
VIB12		Vibe Cube Ottoman	Silver Vinyl	\$ 130	\$ 168		30GSHC		30" Round Cafe Table	Green Top	\$ 337	\$ 439	
VIB13		Vibe Cube Ottoman	Purple Vinyl	\$ 130	\$ 168		30MTHC		30" Round Cafe Table	Maple Top	\$ 337	\$ 439	
VIB14		Vibe Cube Ottoman	Citrus Green Vinyl	\$ 130	\$ 168		30OSHC		30" Round Cafe Table	Orange Top	\$ 337	\$ 439	
VIB15		Vibe Cube Ottoman	Taupe Vinyl	\$ 130	\$ 168		36BKHC		36" Round Cafe Table	Black Top	\$ 395	\$ 513	
VIB16		Vibe Cube Ottoman	Spice Orange Vinyl	\$ 130	\$ 168		36GRHC		36" Round Cafe Table	Graphite Nebula Top	\$ 395	\$ 513	
VIB17		Vibe Cube Ottoman	Desert Rose Vinyl	\$ 130	\$ 168		36MTHC		36" Round Cafe Table	Maple Top	\$ 395	\$ 513	
VIB21		Vibe Cube Ottoman	Caramel Vinyl	\$ 130	\$ 168		36WTHC		36" Round Cafe Table	White Top	\$ 395	\$ 513	
VIB22		Vibe Cube Ottoman	Navy Vinyl	\$ 130	\$ 168		<b>BAR TABLES W/ STANDARD BLACK BASE</b>						
<b>ACCENT TABLES</b>						<b>BAR TABLES W/ HYDRAULIC CHROME BASE</b>							
ADCTBK		Adelaide Cocktail Table	Black Top, Silver	\$ 310	\$ 402		30BKSB		30" Round Bar Table	Black Top	\$ 273	\$ 354	
ADCTGL		Adelaide Cocktail Table	Glass Top, Silver	\$ 310	\$ 402		30EBEB		30" Round Bar Table	Blue Top	\$ 273	\$ 354	
ADCTWH		Adelaide Cocktail Table	White Top, Silver	\$ 310	\$ 402		30AGBB		30" Round Bar Table	Brushed Gunmetal Top	\$ 273	\$ 354	
ADETBK		Adelaide End Table	Black Top, Silver	\$ 299	\$ 389		30YBBB		30" Round Bar Table	Brushed Yellow Top	\$ 273	\$ 354	
ADETLG		Adelaide End Table	Glass Top, Silver	\$ 299	\$ 389		VTJ		30" Round Bar Table	Graphite Nebula Top	\$ 273	\$ 354	
ADETWH		Adelaide End Table	White Top, Silver	\$ 299	\$ 389		VTA		30" Round Bar Table	Gray Acajou Top	\$ 273	\$ 354	
ALC100		Alondra Cocktail Table	Glass Top, Chrome	\$ 375	\$ 487		30GSBB		30" Round Bar Table	Green Top	\$ 273	\$ 354	
ALC200		Alondra Cocktail Table	Brandy Maple Top, Chrome	\$ 375	\$ 487		VTK		30" Round Bar Table	Maple Top	\$ 273	\$ 354	
ALE100		Alondra End Table	Glass Top, Chrome	\$ 299	\$ 389		30OSBB		30" Round Bar Table	Orange Top	\$ 273	\$ 354	
ALE200		Alondra End Table	Brandy Maple Top, Chrome	\$ 299	\$ 389		VTB		30" Round Bar Table	Red Top	\$ 273	\$ 354	
AURA		Aura Round Table	White Metal	\$ 167	\$ 217		30WH42		30" Round Bar Table	White Top	\$ 273	\$ 354	
CTC		Geo Cocktail Table	Glass Top, Chrome	\$ 310	\$ 402		30WDBB		30" Round Bar Table	Barnwood Top	\$ 273	\$ 354	
CTFWB		Geo Cocktail Table	Brandy Maple Top, Black	\$ 310	\$ 402		36BKSB		36" Round Bar Table	Black Top	\$ 282	\$ 367	
E1C		Geo End Table	Glass Top, Chrome	\$ 243	\$ 315		VTN		36" Round Bar Table	Graphite Nebula Top	\$ 282	\$ 367	
E1FWB		Geo End Table	Brandy Maple Top, Black	\$ 243	\$ 315		VTP		36" Round Bar Table	Maple Top	\$ 282	\$ 367	
MESCTB		Mesa Cocktail Table	Black Top, Bronze	\$ 310	\$ 402		VTW		36" Round Bar Table	White Top	\$ 282	\$ 367	
MESCTG		Mesa Cocktail Table	Glass Top, Bronze	\$ 310	\$ 402		<b>BAR TABLES W/ HYDRAULIC CHROME BASE</b>						
MESCTW		Mesa Cocktail Table	Barnwood Top, Bronze	\$ 310	\$ 402		30KBHB		30" Round Bar Table	Black Top	\$ 337	\$ 439	
MESETB		Mesa End Table	Black Top, Bronze	\$ 243	\$ 315		30BEHB		30" Round Bar Table	Blue Top	\$ 337	\$ 439	
MESETG		Mesa End Table	Glass Top, Bronze	\$ 243	\$ 315		30AGHB		30" Round Bar Table	Brushed Gunmetal Top	\$ 337	\$ 439	
<b>BAR TABLES W/ HYDRAULIC CHROME BASE (continued)</b>						<b>CONFERENCE TABLES (continued)</b>							
30GRHB		30" Round Bar Table	Graphite Nebula Top	\$ 337	\$ 439		CB8		42" Round Madison Table	Gray Acajou, Black	\$ 450	\$ 585	
30GSHB		30" Round Bar Table	Green Top	\$ 337	\$ 439		CONF42		42" Round Table	White Top	\$ 450	\$ 585	
30MTHB		30" Round Bar Table	Maple Top	\$ 337	\$ 439		42BKCT		42" Round Table	Black Top, Black	\$ 450	\$ 585	
30OSHB		30" Round Bar Table	Orange Top	\$ 337	\$ 439		BKCT5N		5' Table	Black Top, Silver	\$ 563	\$ 732	
30BRHB		30" Round Bar Table	Red Top	\$ 337	\$ 439		CONF5		5' Table	White Top, Silver	\$ 563	\$ 732	
30WHHB		30" Round Bar Table	White Top	\$ 337	\$ 439		BKCT8N		8' Table	Black Top, Silver	\$ 1032	\$ 1342	
30WDHB		30" Round Bar Table	Barnwood Top	\$ 337	\$ 439		CONF8		8' Table	White Top, Silver	\$ 1032	\$ 1342	
30MAHB		30" Round Bar Table	Gray Acajou Top	\$ 337	\$ 439		BKCT10N		10' Table	Black Top, Silver	\$ 1032	\$ 1342	
36BKHB		36" Round Bar Table	Black Top	\$ 395	\$ 513		CONF10		10' Table	White Top, Silver	\$ 1032	\$ 1342	
36GRHB		36" Round Bar Table	Graphite Nebula Top	\$ 395	\$ 513		CF2		Geo Table, Rectangle	Glass Top, Black	\$ 563	\$ 732	
36MTHB		36" Round Bar Table	Maple Top	\$ 395	\$ 513		CE2		Geo Table, Rectangle	Glass Top, Chrome	\$ 563	\$ 732	
36WTHB		36" Round Bar Table	White Top	\$ 395	\$ 513		CF1		Geo Table, Rounded Square	Glass Top, Black	\$ 337	\$ 439	
<b>BAR TABLE</b>						<b>CONFERENCE TABLES (continued)</b>							
RSTSQT		Rustique Square Metal Bar Table	Gunmetal	\$ 355	\$ 462		CE1		Geo Table, Rounded Square	Glass Top, Chrome	\$ 337	\$ 439	
<b>BARSTOOLS</b>						<b>CONFERENCE TABLES (continued)</b>							
BSS		Banana Barstool	Black, Chrome	\$ 310	\$ 402		MADC05		Madison 5' Table	Gray Acajou, Chrome	\$ 563	\$ 732	
BST		Banana Barstool	White, Chrome	\$ 310	\$ 402		MADC08		Madison 8' Table	Gray Acajou, Chrome	\$ 1032	\$ 1342	
BLDBBK		Blade Barstool	Black	\$ 142	\$ 184		MADC10		Madison 10' Table	Gray Acajou, Chrome	\$ 1032	\$ 1342	
BLDBRD		Blade Barstool	Red	\$ 142	\$ 184		WD3		Work Table	White Top, White	\$ 347	\$ 451	
BLDBSB		Blade Barstool	Sky Blue	\$ 142	\$ 184		<b>EXECUTIVE CHAIRS</b>						
CBSBAZ		Chelsea Barstool	Azure Blue, Black Tower Base	\$ 216	\$ 281		ACHBCB		Ace High Back Chair	Black Vinyl, Chrome	\$ 310	\$ 402	
CBSBBK		Chelsea Barstool	Black, Black Tower Base	\$ 216	\$ 281		ACEHCB		Ace High Back Chair	White Vinyl, Chrome	\$ 310	\$ 402	
CBSBYL		Chelsea Barstool	Goldenrod Yellow, Black Tower Base	\$ 216	\$ 281		ACMBCB		Ace Mid Back Chair	Black Vinyl, Chrome	\$ 292	\$ 379	
CBSBGY		Chelsea Barstool	Gray, Black Tower Base	\$ 216	\$ 281		ACEMBC		Ace Mid Back Chair	White Vinyl, Chrome	\$ 292	\$ 379	
CBSBOR		Chelsea Barstool	Orange, Black Tower Base	\$ 216	\$ 281		CUPCHA		Cupertino Mid Back Chair	Black Vinyl	\$ 292	\$ 379	
CBSBWL		Chelsea Barstool	Walnut-look, Black Tower Base	\$ 216	\$ 281		GENCHA		Genesis Chair	Black	\$ 216	\$ 281	
							PROGB		Pro Executive Guest Chair	Black Vinyl, Chrome	\$ 282	\$ 340	
							TASKST		Task Stool	Black Fabric, Black	\$ 187	\$ 244	

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
MTCPUL	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: Outdoors Extravaganza**

Show Dates: January 10-12, 2025

Show Venue: Kay Bailey Hutchison Convention Center Dallas

Deadline to Receive Discount Pricing: Thursday, December 26, 2025



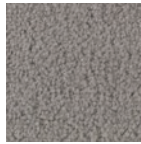
**CARPET RENTAL ORDER FORM**



Blue



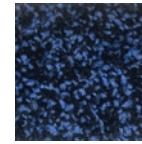
Black



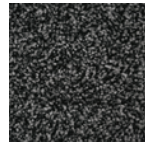
Gray



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'	\$ 360.25	\$ 504.25	\$ _____
10' x 20'	\$ 720.50	\$1,008.50	\$ _____
10' x 30'	\$1,080.75	\$1,512.75	\$ _____
10' x 40'	\$1,441.00	\$2,017.00	\$ _____

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.	\$7.00	\$9.75	\$ _____

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.

**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.	\$10.75	\$15.00	\$ _____



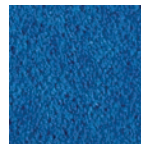
White



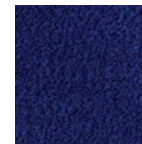
Ivory



Beige



Big Blue Top



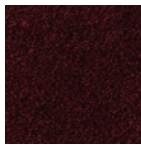
Royal Blue



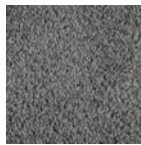
Navy Blue



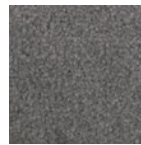
Red



Burgundy



Charcoal



Pewter Gray



Black



Emerald Green

(actual colors may vary)

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

Sq Ft.	Description	Discount	Standard	Total
_____	Padding	\$2.00 sq ft	\$2.80 sq ft	\$ _____
_____	Double Padding	\$3.50 sq ft	\$5.60 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%.

25-TX0109-T

Show Name: **Outdoors Extravaganza**

Show Dates: **January 10-12, 2025**

Show Venue: **Kay Bailey Hutchison Convention Center Dallas**

Deadline to Receive Discount Pricing: **Thursday, December 26, 2025**



# 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:**

		<b>Discount</b>	<b>Standard</b>
<input type="radio"/>	Daily Vacuum carpet before initial opening of event and daily thereafter	\$ .65/sq. ft./day	\$ .91/sq. ft./day
<input type="radio"/>	One Time Vacuum carpet before initial opening of event	\$ .81/sq. ft.	\$1.13/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)

	<b>Discount</b>	<b>Standard</b>
Empty wastebasket, tidy and spot clean exhibit space during show hours.	\$192.50	\$269.50

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**  
**\$2,564.50**

**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**  
**\$4,566.50**

**Classic 3 Meter Hardwall Includes:**

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

**Additional Options Available:**

Lighting, Back Wall Graphics, and Carpet Padding

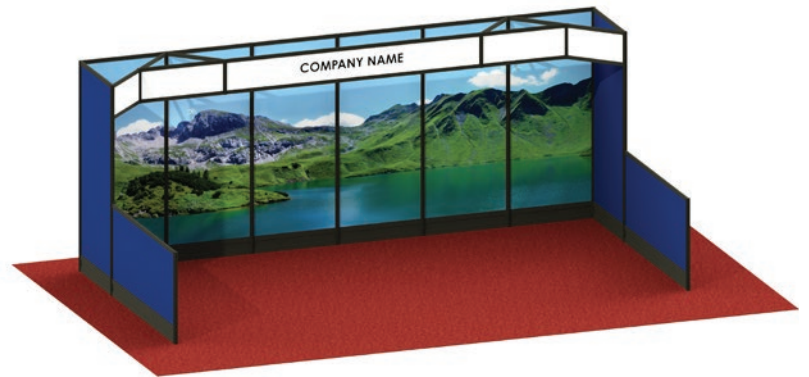
**The Frankford - 6 Meter Hardwall**  
**\$7,710.00**

**6 Meter Hardwall Design Includes:**

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

**Additional Options Available:**

Lighting, Back Wall Graphics, and Carpet Padding



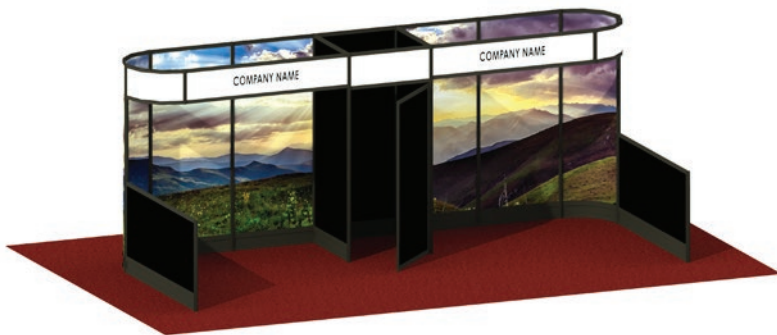
**The Magnolia - 6 Meter Hardwall**  
**\$9,009.25**

**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



Show Name: Outdoors Extravaganza

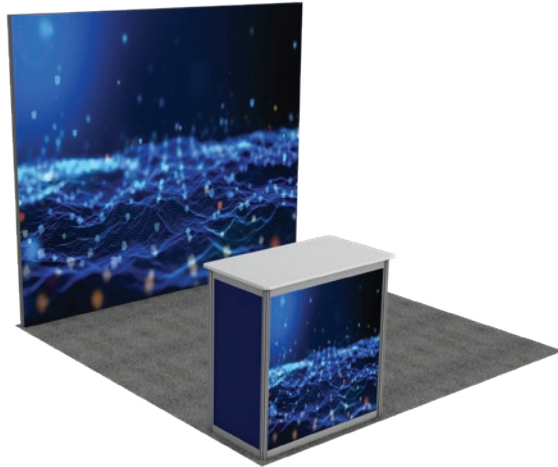
Show Dates: January 10-12, 2025

Show Venue: Kay Bailey Hutchison Convention Center Dallas

Deadline to Receive Discount Pricing: Thursday, December 26, 2025



TURNKEY MODULAR EXHIBIT RENTAL



### The Lakeview - 3 Meter Display

\$4,642.50

**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

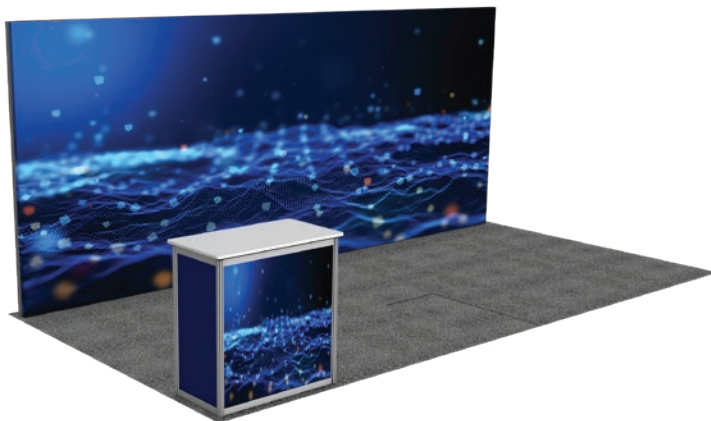
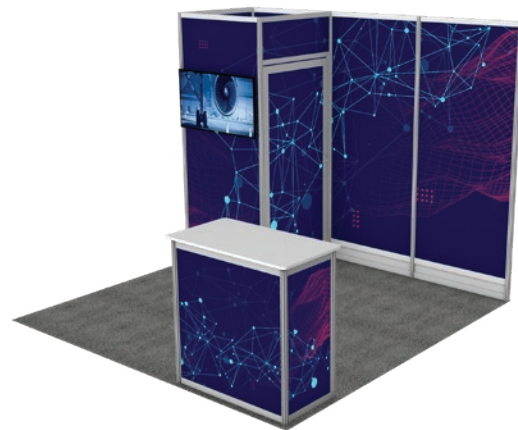
\$8,337.50

**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

\$7,940.75

**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

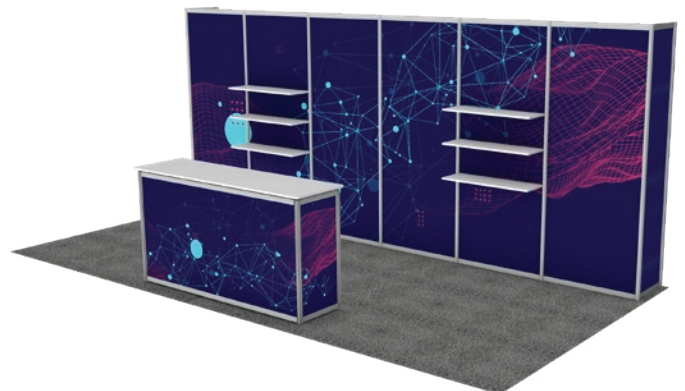
\$9,176.00

**6 Meter Fabric Display Includes:**

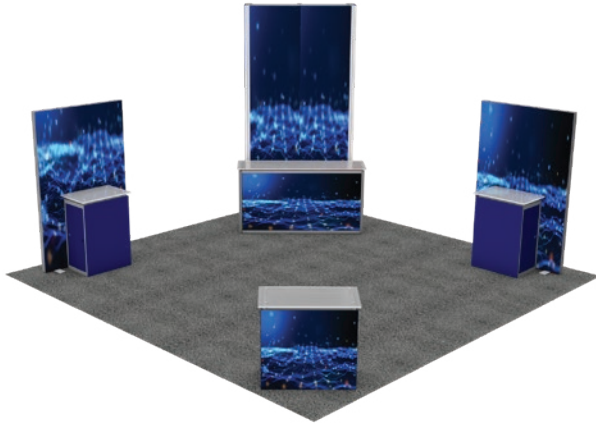
- (1) 200 sq. ft. Standard Carpet
- (6) Printed Backwall Panels
- (6) Shelves
- (1) Meter Cabinet

**Additional Options Available:**

Lighting, Graphics for Cabinet, and Carpet Padding



25-TX0109-T



**The Ridgewood - 20' x 20' Open Concept Display**  
**\$17,200.50**

**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

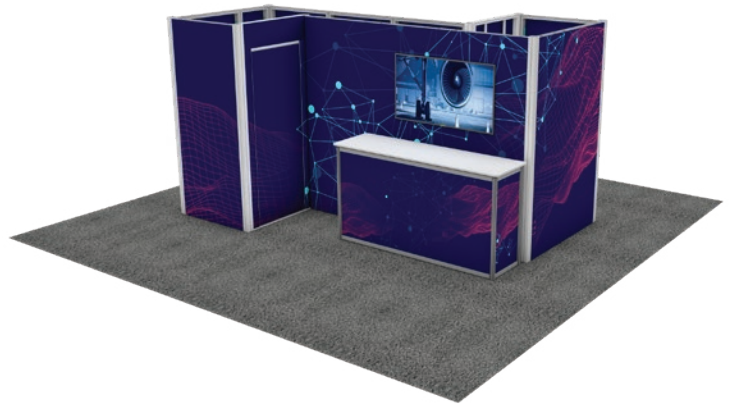
**The Fairview - 20' x 20' Z Shaped Display**  
**\$19,932.75**

**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



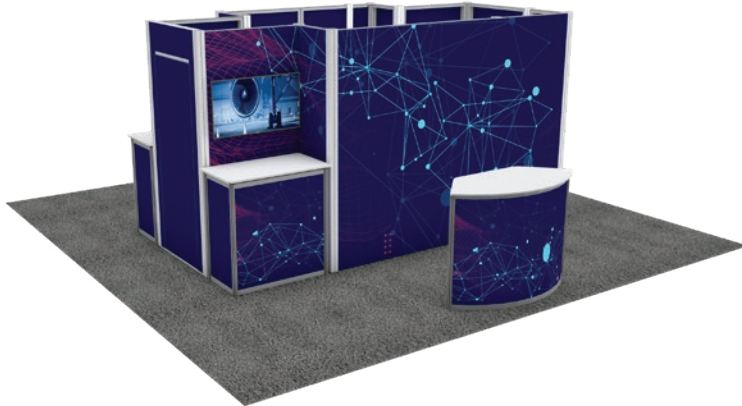
**The Lexington - 20' x 20' Fabric Display**  
**\$21,136.25**

**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	@ \$173.50 each	= \$ _____
• <b>Additional Hardware Shelves</b>	Qty. _____	Shelves	@ \$ 86.25 each	= \$ _____
• <b>Slatwall Per Panel</b>	Qty. _____	Slatwall	@ \$283.50 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	@ \$ 30.00 each	= \$ _____
	Qty. _____	Velcro panels	@ \$ 68.50 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%.**

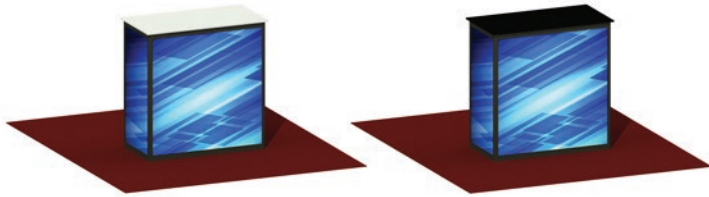
**25-TX0109-T**

## Giving You More Options

Order Your Custom Counter

### Add Graphics for Additional Branding

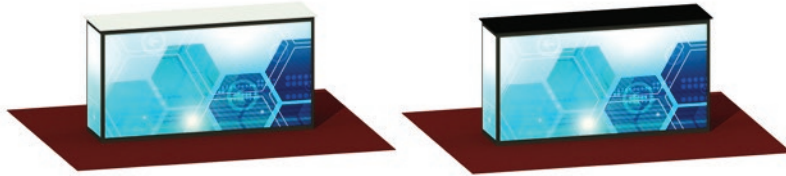
#### 1 Meter Square Counters



#### 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	\$ 875.00	\$1,225.00	<input type="checkbox"/> White <input type="checkbox"/> Black	_____
Curved Counter	45" L x 42" H x 22" D	\$1,056.75	\$1,479.50	<input type="checkbox"/> White <input type="checkbox"/> Black	_____
2 Meter Rectangle Counter	80" L x 42" H x 23" D	\$1,154.25	\$1,616.00	<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"	\$319.50	\$415.25	_____
Curved Counter	60 3/4" x 39"	\$356.75	\$463.75	_____
2 Meter Rectangle Counter (Front Panel Only)	77 1/2" x 39"	\$646.75	\$840.75	_____
Side Panel (Per Panel)	18 1/2" x 39"	\$106.25	\$138.25	_____

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: **Outdoors Extravaganza**

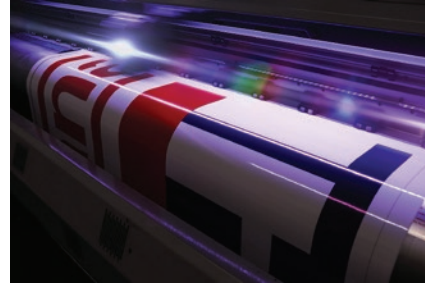
Show Dates: **January 10-12, 2025**

Show Venue: **Kay Bailey Hutchison Convention Center Dallas**

Deadline to Receive Discount Pricing: **Thursday, December 26, 2025**



# 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	\$179.25	\$ 251.00	_____	\$ _____
18" x 24" Foamcore, double-sided	\$314.00	\$ 439.50	_____	\$ _____
22" x 28" Foamcore, single-sided	\$256.25	\$ 358.75	_____	\$ _____
22" x 28" Foamcore, double-sided	\$448.25	\$ 627.50	_____	\$ _____
24" x 36" Foamcore, single-sided	\$359.25	\$ 503.00	_____	\$ _____
24" x 36" Foamcore, double-sided	\$628.50	\$ 880.00	_____	\$ _____
28" x 44" Foamcore, single-sided	\$512.25	\$ 717.25	_____	\$ _____
28" x 44" Foamcore, double-sided	\$897.00	\$1,255.75	_____	\$ _____

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.)	\$30.75	\$43.00	_____	\$ _____

### 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#: \_\_\_\_\_ 25-TX0109-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

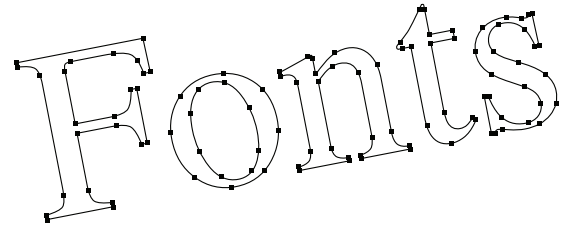
- Please do **NOT** include cropmarks or registration marks on graphic files.
- All signs printed on fabric require a **2" Bleed**
- All other signage requires a **1/4" Bleed**

### 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

**Exhibitor Upload**

To send files to this inbox, please complete the form below.

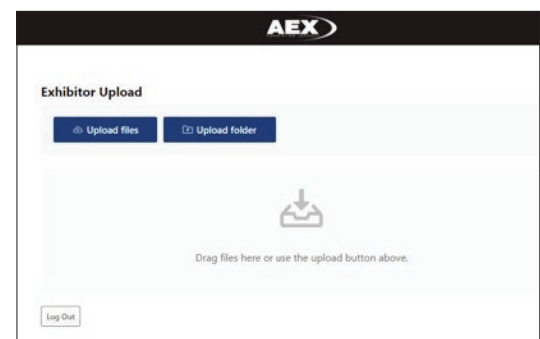
Your name:

Your email:

Company Name:

Trade Show Name:

Booth Number:



**Exhibitor Upload**

Files uploaded						
Name	Rate	ETA	Size	Status	Actions	
File Submission Guideline.pdf			180 KB	Uploaded		

## 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"	\$3,679.50	\$ 5,151.25
10' x 48"	\$4,908.75	\$ 6,872.25
15' x 36"	\$5,313.75	\$ 7,439.25
15' x 48"	\$7,270.75	\$10,179.00
20' x 48"	\$9,679.75	\$13,551.75

#### Square Design



Size	Discount Rate	Standard Rate
10' x 36"	\$ 4,666.50	\$ 6,533.00
10' x 48"	\$ 6,228.00	\$ 8,719.25
15' x 36"	\$ 6,908.00	\$ 9,671.25
15' x 48"	\$ 9,089.25	\$12,725.00
20' x 48"	\$11,963.00	\$16,748.25

#### Wave Design



Size	Discount Rate	Standard Rate
10' x 48"	\$2,947.25	\$4,126.25
15' x 48"	\$4,622.00	\$6,470.75
20' x 48"	\$6,311.75	\$8,836.50

#### Triangular Design



Size	Discount Rate	Standard Rate
10' x 48"	\$4,685.50	\$ 6,559.75
15' x 48"	\$7,028.75	\$ 9,840.25
20' x 48"	\$9,572.75	\$13,401.75

#### 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#: \_\_\_\_\_

25-TX0109-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.
- 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.
- For estimates, please contact AEX, (609) 272-1600 or [Orders@AEXServices.com](mailto:Orders@AEXServices.com)



## 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.

---

## 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.

Show Name: **Outdoors Extravaganza**

Show Dates: **January 10-12, 2025**

Show Venue: **Kay Bailey Hutchison Convention Center Dallas**

Deadline to Receive Discount Pricing: **Thursday, December 26, 2025**



# MATERIAL HANDLING ORDER FORM

**MATERIAL HANDLING RATES:** All rates are per pound . These rates are based on round trip Material Handling. Certified weight tickets are required on all shipments.

### Material Handling

Rate applies to shipments sent to either the warehouse or directly to show site

#### Material Handling - 10 lbs and under

This rate is per shipment. A qualifying shipment totals any number of pieces delivered to the same booth, by the same carrier, from the same shipper, on the same day, weighing 10 lbs or lesss

**\$2.64 per pound**

**Free of Charge**

### Labor Hours

- 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

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%.**

**25-TX0109-T**

**LET US DO THE HEAVY LIFTING!  
FOR DEER BLINDS, FEEDERS & FARM EQUIPMENT ONLY**



**THIS SERVICE IS TO BE ORDERED DIRECTLY FROM AEX IN 30-MINUTE INCREMENTS**

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

**TYPE OF WORK:**

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

**RATES:**

	<b>Discount</b>	<b>Standard</b>
Deer Blinds	\$236.00	\$330.50
Feeders	\$236.00	\$330.50
Farm Equipment	\$236.00	\$330.50

**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.

30 minute minimum per crew

Orders canceled without 24 hour written notice will be charged a 30 minute 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.

	<b>Start Date</b>	<b>Start Time</b>	<b>Approx. Hours</b>	<b>Hourly Rate</b>	<b>Estimated Total Cost</b>
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#:** \_\_\_\_\_

**25-TX0109-T**



Show Name: **Outdoors Extravaganza**

Show Dates: **January 10-12, 2025**

Show Venue: **Kay Bailey Hutchison Convention Center Dallas**

Deadline to Receive Discount Pricing: **Thursday, December 26, 2025**



## CART SERVICE ORDER FORM

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)

# \$279.50

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

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#:** \_\_\_\_\_

25-TX0109-T

### 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: Outdoors Extravaganza

Show Dates: January 10-12, 2025

Show Venue: Kay Bailey Hutchison Convention Center Dallas

Deadline to Receive Discount Pricing: Thursday, December 26, 2025



ADVANCE/WAREHOUSE SHIPPING LABEL

# ADVANCE/WAREHOUSE SHIPPING LABEL



Outdoors Extravaganza  
C/O AEX Convention Services  
4610 S Sam Houston Pkwy W  
Suite 520  
Houston, TX 77053

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

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

**DELIVER NO LATER THAN: THURSDAY, JANUARY 2, 2025**

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

**TRADE SHOW SHIPMENT - PLEASE EXPEDITE**

# ADVANCE/WAREHOUSE SHIPPING LABEL



Outdoors Extravaganza  
C/O AEX Convention Services  
4610 S Sam Houston Pkwy W  
Suite 520  
Houston, TX 77053

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

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

**DELIVER NO LATER THAN: THURSDAY, JANUARY 2, 2025**

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

**TRADE SHOW SHIPMENT - PLEASE EXPEDITE**

Show Name: Outdoors Extravaganza

Show Dates: January 10-12, 2025

Show Venue: Kay Bailey Hutchison Convention Center Dallas

Deadline to Receive Discount Pricing: Thursday, December 26, 2025



DIRECT/SHOW SITE SHIPPING LABEL

# DIRECT/SHOW SITE SHIPPING LABEL



Kay Bailey Hutchison Convention Center Dallas  
Outdoors Extravaganza  
C/O AEX Convention Services  
650 S Griffin St  
Dallas, TX 75202

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

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

**DELIVER ONLY ON: WEDNESDAY, JANUARY 8, 2025 BETWEEN 8:00 AM - 5:00 PM**

**AND THURSDAY, JANUARY 9, 2025 BETWEEN 8:00 AM - 7:00 PM**

**TRADE SHOW SHIPMENT - PLEASE EXPEDITE**

# DIRECT/SHOW SITE SHIPPING LABEL



Kay Bailey Hutchison Convention Center Dallas  
Outdoors Extravaganza  
C/O AEX Convention Services  
650 S Griffin St  
Dallas, TX 75202

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

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

**DELIVER ONLY ON: WEDNESDAY, JANUARY 8, 2025 BETWEEN 8:00 AM - 5:00 PM**

**AND THURSDAY, JANUARY 9, 2025 BETWEEN 8:00 AM - 7:00 PM**

**TRADE SHOW SHIPMENT - PLEASE EXPEDITE**

Show Name: **Outdoors Extravaganza**

Show Dates: **January 1-12, 2025**

Show Venue: **Kay Bailey Hutchison Convention Center Dallas**

Deadline to Receive Discount Pricing: **Thursday, December 26, 2025**



HANGING BANNER LABEL

# HANGING BANNER LABEL



**Outdoors Extravaganza  
C/O AEX Convention Services  
4610 S Sam Houston Pkwy W  
Suite 520  
Houston, TX 77053**

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

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

DELIVER NO LATER THAN: **WEDNESDAY, JANUARY 1, 2025**

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

**TRADE SHOW SHIPMENT - PLEASE EXPEDITE**

# HANGING BANNER LABEL



**Outdoors Extravaganza  
C/O AEX Convention Services  
4610 S Sam Houston Pkwy W  
Suite 520  
Houston, TX 77053**

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

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

DELIVER NO LATER THAN: **WEDNESDAY, JANUARY 1, 2025**

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

**TRADE SHOW SHIPMENT - PLEASE EXPEDITE**



# 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.**



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**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

## 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 Only     
  Customs Only     
  Freight & Customs     
  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 \_\_\_\_\_  
 Dlv 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

Consignee: \_\_\_\_\_  
 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 W x H)	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 8% per \$1000, Min \$80.

**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 an AEX Convention Services 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: Outdoors Extravaganza**

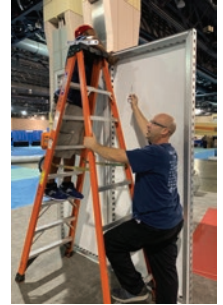
Show Dates: January 10-12, 2025

Show Venue: Kay Bailey Hutchison Convention Center Dallas

Deadline to Receive Discount Pricing: Thursday, December 26, 2025



**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:**

		<b>Discount</b>	<b>Standard</b>
Straight Time - ST:	Monday - Friday, 8:00 AM - 4:30 PM	\$149.25 per hour	\$209.00 per hour
Overtime - OT:	Monday - Friday, Before 8:00 AM, After 4:30 PM Anytime Saturday/Sunday	\$224.25 per hour	\$313.50 per hour
Double Time - DT:	Anytime on holidays	\$298.75 per hour	\$418.00 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#: \_\_\_\_\_

25-TX0109-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: **Wednesday, January 1, 2025**



### 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 **Wednesday, January 1, 2025**. 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**

	<b>Discount</b>	<b>Standard</b>
Straight time (8:00 am to 4:30 pm, Monday through Friday):	\$200.25 hr/person	\$280.25 hr/person

One (1) Hour minimum, One (1) hour increments there after

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

**OVERHEAD SIGN HANGING CREW**

	<b>Discount</b>	<b>Standard</b>
Straight time (8:00 am to 4:30 pm, Monday through Friday):	\$808.75 hr/crew	\$1,132.25 hr/crew

One (1) Hour minimum, One (1) hour increments there after

	Start Date	Start Time	Approx. Hours	Hanging Crew Rate	Hourly Rate	Estimated Total Cost
Installation				\$	\$	\$
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#:** \_\_\_\_\_

**25-TX0109-T**



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)

Table with 5 columns: Description, Discount, Standard, Qty., Total. Rows include 12" Silver Box Truss, 12" Black Box Truss, 12" Silver Corner Block, 12" Black Corner Block, and Design Fee.

Truss Details (Quantity & Size):

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

Table with 5 columns: Description, Discount, Standard, Qty., Total. Rows include One Ton Hoist/Chain Motor, Half Ton Hoist/Chain Motor, 1/4 Ton Hoist/Chain Motor, Rotating Motor 500 LB limit, and Rotating Motor 200 LB limit.

SUBTOTAL MATERIAL HANDLING ORDER: \$

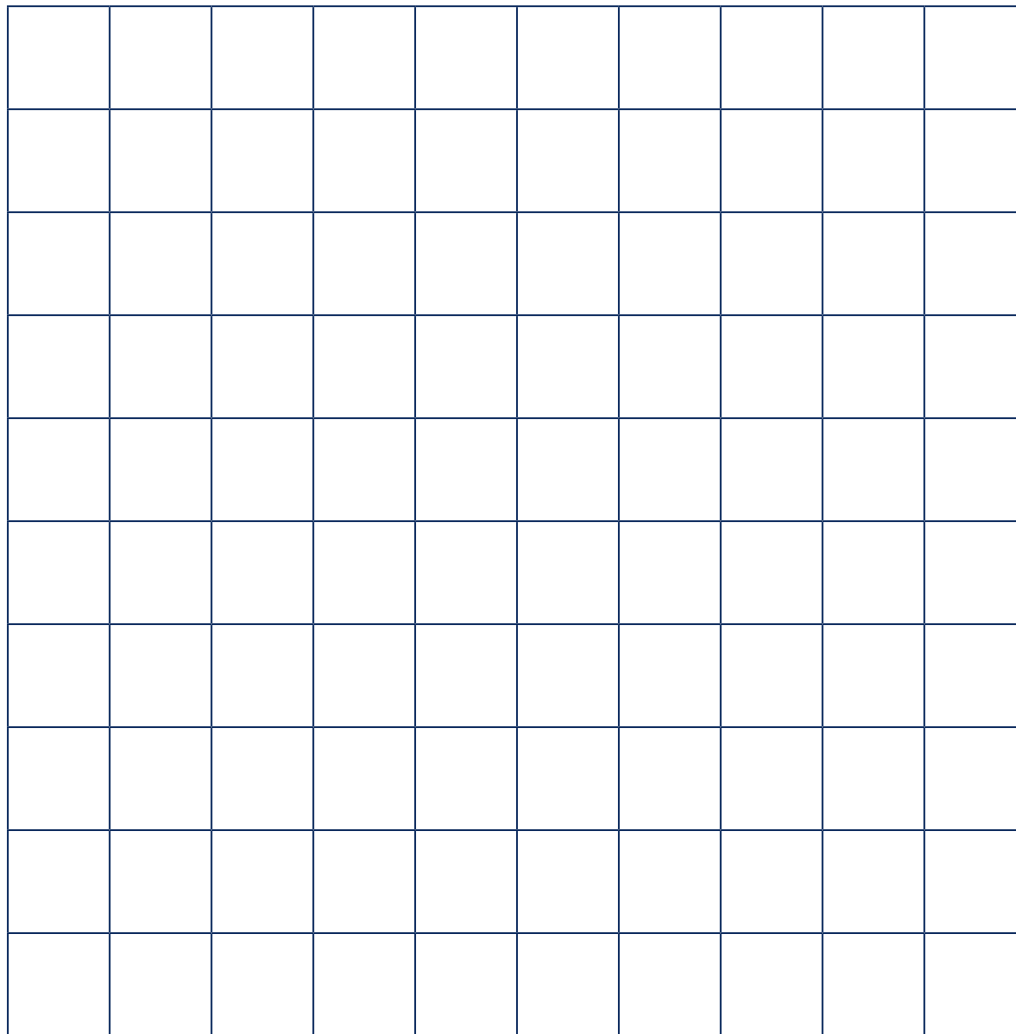
YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

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.

Back of Booth



Booth:

Booth:

1 box = NaN square foot

Front of Booth

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: **Outdoors Extravaganza**

Show Dates: **January 10-12, 2025**

Show Venue: **Kay Bailey Hutchison Convention Center Dallas**

Deadline to Receive Discount Pricing: **Thursday, December 26, 2025**



## 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:

		<b>Discount</b>	<b>Standard</b>
Straight Time - ST:	Monday - Friday, 8:00 AM - 4:30 PM	\$472.25 hr/crew	\$ 661.25 hr/crew
Overtime - OT:	Monday - Friday, Before 8:00 AM, After 4:30 PM Anytime Saturday/Sunday	\$708.50 hr/crew	\$ 992.00 hr/crew
Double Time - DT:	Anytime on holidays	\$944.25 hr/crew	\$1,322.00 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.

	<b>Start Date</b>	<b>Start Time</b>	<b>Approx. Hours</b>	<b>Assembly/Disassembly Rate</b>	<b>Hourly Rate</b>	<b>Estimated Total Cost</b>
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#:** \_\_\_\_\_

**25-TX0109-T**



**KAY BAILEY HUTCHISON**  
CONVENTION CENTER DALLAS

**Freeman**<sup>1</sup>

**Audio Visual**  
3801 Adler Drive, Suite 150  
Dallas, Texas 75211 Phone:  
214-623-1300

**Production  
Rigging Order Form**

EVENT NAME:		EVENT DATES:		THROUGH	
FACILITY: Kay Bailey Hutchison Convention Center		ROOM:			
PRODUCTION COMPANY:		ADDRESS:			
CITY:		STATE:		ZIP:	
CONTACT:		PHONE:		E-MAIL:	
ON-SITE CONTACT:		PHONE:		E-MAIL:	

RIGGING INSTALLATION	DATE:	TIME:
ADDITIONAL INSTALLATION DAYS	DATE:	TIME:
	DATE:	TIME:
RIGGING DISMANTLE	DATE:	TIME:
	DATE:	TIME:

1/4 Ton Hoist Total:	1/2 Ton Hoist Total:	1 Ton Hoist Total:	TOTAL HOIST:
12" Truss Linear ft. Total:	Silver    Black	12" Cornerblock Total:	Silver    Black
20.5" Truss Linear ft. Total:	Silver    Black	20.5" Cornerblock Total:	Silver    Black

ADDITIONAL NEEDS:

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**PLEASE RETURN FORMS TO [kbhccdrigging@freemanco.com](mailto:kbhccdrigging@freemanco.com)**

REQUESTED BY:

PRINT NAME	SIGNATURE	DATE
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BILLING RESPONSIBLE PARTY INFORMATION		<b>Direct billing through the KBHCC is not available</b>	
BILLING COMPANY:		ADDRESS:	
CITY:		STATE:	
CONTACT:		PHONE:	
		E-MAIL:	

[Rigging Shells are available here](#)



NAME OF SHOW: \_\_\_\_\_ SHOW DATES: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**PLEASE RETURN FORMS TO [kbhccdripping@freemanco.com](mailto:kbhccdripping@freemanco.com)**

## **STRUCTURAL INTEGRITY STATEMENT**

### **STRUCTURAL INTEGRITY STATEMENT THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES**

I, the contracted exhibitor for \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
Show Name Show Dates  
and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered, tested, and adhere to all current ANSI standards and OSHA regulations. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless, as applicable, the association, show organizer, event producer, facility, Freeman, and its subsidiaries, their directors, officers, employees, representatives, agents, and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting this structure will be verified (metered) on site at exhibitor's expense if, in Freeman's sole discretion, such verification is necessary.

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Authorized Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Display House/Builder (if applicable): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Authorized Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

## Aerial Labor and Equipment Rules & Regulations

### Important information

- All ceiling rigging must conform to show management rules and regulations, and facility management rules and regulations and limitations.
- Freeman requires an engineered print of all truss, lighting, and rigging including point loads per our facility agreement. Please provide a DWG or VDX file of the rigging plot with point loads and all hanging material weights by the 30 day deadline.
- All equipment and associated hardware attaching to hoists, truss or direct to ceiling structural elements, must be engineered and rated for the intended use and be in good condition.
- Freeman will inspect hardware and ask that all non-compliant hardware be replaced. All additional hardware will be charged accordingly.
- Attachment hardware should have WLL (working load limit) indicated.

### Rigged structures

Freeman requires a stamped certification from a design professional (Civil or Structural Engineer) registered in the United States affirming structural integrity, calculations, and specifications for any custom-built suspended elements such as but not limited to signs, lightboxes, headers, video wall surrounds, and entry portals. For additional assistance regarding these requirements, please [contact us](#).

### Tie-offs

Freeman reserves the right to request a stamped certification from a design professional (Civil or Structural Engineer) registered in the United States affirming structural integrity, calculations and specifications and/or a peer review from such registered design professional for attachment of any structure to provide additional support terminating to the venue (Ex. Tie-off of header, seismic lines, tie-off of video walls) If you anticipate needing this service, please [contact us](#) for review and pre-authorization.

### Video display

Freeman reserves the right to request approval from a registered design professional (Civil or Structural Engineer) registered in the United States and/or a peer review from a registered design professional for all nonserially manufactured LED and Video Display systems. All LED and video display systems must comply to ANSI E1.50-1. This applies to ground supported and suspended LED and Video Display systems. If you anticipate needing this service, please [contact us](#).



## PRICING SUMMARY

All Rigging requests must be received by Freeman Audio Visual more than 30 days prior to the first contracted date in order to qualify for incentive rates. Base rates apply to all rigging requests received within the 30 day deadline and require a deposit. Revisions and/or changes received within 30 days are subject to the base or rush rates.

A quote for service will be provided prior to the event and must be confirmed and signed prior to the first contracted date.

**Direct Bill through the Facility is not available.**

### STRUCTURAL RIGGING FEES

#### DIAGRAM REVIEW FEE

Diagrams received more than 30 days prior to Load In \$150.00 (Incentive Rate)  
Diagrams received between 30 days - 7 days prior to Load In \$350.00 (Base Rate)  
Diagrams received less than 7 days prior to Load In \$500.00 (Rush Rate)

#### POINT FEE

\$75.00/point (run of show; all load bearing points including cable picks)

#### MOTORS

1/4 Ton - \$185.00/week  
1/2 Ton - \$210.00/week  
1 Ton - \$235.00/week

#### LIFTS (Scissor or Boom lifts are required for all rigging services and are to be provided by Freeman Audio Visual)

Scissor (32') Lift \$1,200.00/week  
Boom (60') Lift \$2,250.00/week

#### TRUSS (other sizes/colors are available; contact Freeman Audio Visual representative for additional pricing)

12" Silver \$15/foot (per week)  
20.5" Silver \$20/foot (per week)

### STRUCTURAL RIGGING LABOR RATES

A Freeman Audio Visual representative will provide you with a detailed proposal based on your specific needs. All installations and dismantle of rigging equipment are billed at the following hourly rates for each rigger required. Six (6) hour minimums apply to all rigging labor. OT applies after eight (8) hours Monday-Friday. DT after (8) hours Saturday and Sunday and after twelve (12) hours any day.

Monday – Friday, 6AM to 12AM	Base Rate (ST)
Saturday and Sunday, 6AM to 12AM	Base Rate x 1.5 (OT)
Monday – Sunday, 12AM to 6AM	Base Rate x 2 (DT)
Holidays, All Day	Base Rate x 2 (DT)

Structural Rigger Hourly Rate \$95.00  
Structural Head Rigger Hourly Rate \$105.00  
General (Stagehand) Labor Hourly Rate \$65.00

A one-hour meal period must be given no less than three hours and no more than five hours after the call begins, or after the last meal period. In lieu of a one-hour meal break, the client may provide a meal, in which case the workers will suffer no loss of time. Workers will be given one-half hour on the clock to eat the meal. If no meal break is provided at five hours, meal penalty will apply.



## Production Rigging Guidelines

Freeman Audio Visual, LLC is the exclusive provider of **Chain Hoists, Truss, all associated Lifts for rigging and Rigging Labor** for all Production and Special Events at the Kay Bailey Hutchison Convention Center Dallas. This includes rigging in Ballrooms A and D, the Arena and all Exhibit Halls. These do not address General Exhibition Rigging which are covered under separate guidelines.

### Pre-Production

- Freeman Audio Visual, LLC will provide to incoming production/AV companies appropriate venue shells indicating attachment locations and load ratings upon request either in .DWG or .VWX format. Contact Freeman Audio Visual, LLC regarding rigging at: [KBHCCDRigging@freemanco.com](mailto:KBHCCDRigging@freemanco.com) to request this information as well as a Production Rigging Services order form.
- A Production Rigging Services order form will need to be submitted with the rigging plot in order for Freeman Audio Visual, LLC to create a proposal capturing all hoist, truss, lifts and associated labor needs for the event. The rigging plot should include all elements to be rigged, proposed per point loads, and proposed elevations. Please submit in either .DWG or .VWX format. These plots will need to be submitted for review and possible requested revisions no later than 30 days prior to load in. **Direct billing thru the KBHCCD is not available.** Proposed rigging plot and order form should be submitted to: [KBHCCDRigging@freemanco.com](mailto:KBHCCDRigging@freemanco.com).
- All equipment and associated hardware attaching to hoists, truss or direct to ceiling structural elements must be engineered and rated for the intended use and be in good condition. It will be at the discretion of Freeman Audio Visual, LLC employees to determine if equipment will be safe to attach to hoists, truss or direct to ceiling structural elements.
- Rigging will only be attached to locations that are indicated in the individual venue shells.
- Once the Rigging Plot has approval by Freeman Audio Visual, LLC and a contract signed by the financially responsible party for the event, Freeman Audio Visual, LLC will secure the equipment and labor to execute production rigging elements.

- **Load rates for the different areas are as follows:**

High steel in Halls A, B, D, E and F – 2250 lbs.  
Low steel in Halls A, B, D, E and F – 1125 lbs.  
Joist Truss in Hall C – 400 lbs. per panel point

Low steel in Hall C – 1125 lbs.  
Eyebolts in Ballroom A – 1000 lbs.  
Eyebolts in Ballroom D – 500 lbs.



## On-Site

- All ceiling attachments to be performed by Freeman Audio Visual, LLC. Once hoists and truss are in place then production/AV companies can make their attachments per their hang plot.
- While overhead rigging is being executed all Freeman Audio Visual, LLC employees are required to wear hard hats. Production/AV companies are encouraged to do the same. If hard hats are not utilized then Freeman Audio Visual, LLC will enforce a lift perimeter that production/AV companies will need to comply with.
- Only Freeman Audio Visual, LLC employees with Lift Cards (training) that conform to ANSI A92 safe use standards will be allowed in Freeman supplied lifts during rigging load in and dismantle. Production/ AV company employees may operate lifts provided by Freeman Audio Visual, LLC after rigging has been completed for the purposes of focus etc... Only individuals with Lift Cards (training) that conform to ANSI A92 safe use standards will be allowed to operate Freeman supplied lifts.
- All rigging (with the exception of the Arena) will be executed with personnel lifts and consist of a minimum of an operator and ground person. At no time will rigging take place without a minimum of an operator and ground person. There will be a minimum of one truss tech.
- All rigging in the Arena will consist of a minimum of 3 persons up and 1 person down. Depending on the complexity of the event multiple "teams" may be required. All events in the Arena will require the use of hard hats while rigging is being performed and no exceptions will be made. Production/ AV companies will be responsible for supplying hard hats for their employees.
- All labor conditions regarding breaks, meals and minimums per the Production Rigging Services Pricing Structure below apply at all times.
- All equipment and associated hardware attaching to hoists, truss or direct to ceiling structural elements must be engineered and rated for the intended use and be in good condition. Attachment hardware should have WLL (working load limit) indicated. It will be at the discretion of Freeman Audio Visual, LLC employees to determine if equipment will be safe to attach to hoists, truss or direct to ceiling structural elements.
- Only Freeman Audio Visual, LLC employees will be allowed to operate chain hoists/control. This includes the raising and lowering of all trusses and other equipment attached directly to chain hoists.
- No additional production elements or loads can be applied to truss or hoists once elements are at trim without the presence of Freeman Audio Visual, LLC employee(s)

## Pricing Structure

All Rigging requests must be received by Freeman Audio Visual more than 30 days prior to the first contracted date in order to qualify for incentive rates. Base rates apply to all rigging requests received within the 30 day deadline and require a deposit. Revisions and/or changes received within 30 days are subject to the base or rush rates.

A quote for service will be provided prior to the event and must be confirmed and signed prior to the first contracted date.

**Direct Bill through the Facility is not available.**

### **DIAGRAM REVIEW FEE**

Diagrams received more than 30 days prior to Load In \$150.00 (Incentive Rate)

Diagrams received between 30 days - 7 days prior to Load In \$350.00 (Base Rate)

Diagrams received less than 7 days prior to Load In \$500.00 (Rush Rate)

### **POINT FEE**

\$75.00/point (run of show; all load bearing points including cable picks)

### **MOTORS**

1/4 Ton - \$185.00/week

1/2 Ton - \$210.00/week

1 Ton - \$235.00/week

**LIFTS** (Scissor or Boom lifts are required for all rigging services and are to be provided by Freeman Audio Visual)

Scissor (20'-26') Lift \$900/week (Only in Ballrooms A and D)

Scissor (32') Lift \$1,200.00/week

Boom (60') Lift \$2,250.00/week

**TRUSS** (other sizes/colors are available; contact Freeman Audio Visual representative for additional pricing)

12" Silver \$15/foot (per week)

20.5" Silver \$20/foot (per week)



## Pricing Structure Continued

### STRUCTURAL RIGGING LABOR RATES

A Freeman Audio Visual representative will provide you with a detailed proposal based on your specific needs. All installations and dismantle of rigging equipment are billed at the following hourly rates for each rigger required. Six (6) hour minimums apply to all rigging labor. OT applies after eight (8) hours Monday-Friday. DT after (8) hours Saturday and Sunday and after twelve (12) hours any day.

Monday – Friday, 6AM to 12AM	Base Rate (ST)
Saturday and Sunday, 6AM to 12AM	Base Rate x 1.5 (OT)
Monday – Sunday, 12AM to 6AM	Base Rate x 2 (DT)
Holidays, All Day	Base Rate x 2 (DT)

Structural Rigger Hourly Rate \$92.00  
 Structural Head Rigger Hourly Rate \$102.00  
 General (Stagehand) Labor Hourly Rate \$63.00

A one-hour meal period must be given no less than three hours and no more than five hours after the call begins, or after the last meal period. In lieu of a one-hour meal break, the client may provide a meal, in which case the workers will suffer no loss of time. Workers will be given one- half hour on the clock to eat the meal. If no meal break is provided at five hours, meal penalty will apply.

**Show Name: Outdoors Extravaganza**

**Show Dates: January 10-12, 2025**

**Show Venue: Kay Bailey Hutchison Convention Center Dallas**

**Deadline to Receive Discount Pricing: Thursday, December 26, 2025**



REQUEST FOR SET-UP BY AN EXHIBITOR-APPOINTED CONTRACTOR

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 \_\_\_\_\_

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 card number input boxes

Exp. Date:

4 digit expiration date input boxes

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

**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

INSUREERS AFFORDING COVERAGE

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.

**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:

**COVERAGES 3.**  
 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	4. TYPE OF INSURANCE	POLICY NUMBER	7. POLICY EFFECTIVE DATE (MM/DD/YY)	8. POLICY EXPIRATION DATE (MM/DD/YY)	9. 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
	<input checked="" type="checkbox"/> FIRE DAMAGE (Any one fire)				\$ 50,000	
	<input type="checkbox"/> MED EXP (Any one person)				\$ 5,000	
	<input type="checkbox"/> PERSONAL & ADV INJURY				\$1,000,000	
	<input type="checkbox"/> GENERAL AGGRREGATE				\$2,000,000	
	<input type="checkbox"/> 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	\$1,000,000
	(Ea accident)					
	BODILY INJURY				\$	
	(Per person)					
	BODILY INJURY				\$	
	(Per accident)					
A	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____	XL1234567	01/01/23	01/01/23	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 \$	A4145-SS-PJ37	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	<input checked="" type="checkbox"/> 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 consignor 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 *John Amatore* **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.

# TTHA Outdoors Extravaganza 2025

January 10-12, 2025



## ORDER ELECTRICAL ONLINE!

Take advantage of discounted rates!

Order your electrical services online by

12 / 20 / 2024

[ORDERING.EDLEN.COM](https://ordering.edlen.com)

Quick, secure, and easy to use!

You may receive an email to finalize your order from

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The Power People

Edlen Electrical Exhibition Services

1201 Houston Street, Fort Worth, TX 76102

(682) 347-7316 • [dallas@edlen.com](mailto:dallas@edlen.com) • [www.edlen.com](http://www.edlen.com)

INTERNET | TELEPHONE

# KAY BAILEY HUTCHISON

CONVENTION CENTER

# EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO  
A SUCCESSFUL EVENT



Where  
TECHNOLOGY  
Meets HOSPITALITY

# EXPERTISE

WE HAVE DESIGNED & INSTALLED  
**MORE NETWORKS**  
FOR MAJOR TRADESHOWS  
THAN ANY OTHER ORGANIZATION

## FIRST CLASS CUSTOMER SERVICE

Leading up to the start of your event, our **customer service team will work with you** to ensure all the required information needed to install services is collected prior to your arrival. These items include; verifying your order, providing all pertinent IP and wireless information, collecting a floor plan, advanced payment, and confirmation of all required signatures. We understand **there are a lot of moving parts** when planning to exhibit at a convention and our mission to make this process as easy as possible.

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

## KNOWLEDGEABLE TECHNICAL SUPPORT

Our experienced technicians are **readily available** to perform troubleshooting, installation of additional services, relocations and much more.

Our team will be available **throughout the entire event** to provide you with the show experience you've always envisioned.

## REDUNDANCY OF EQUIPMENT

We always have spares on-hand and are network ready. Smart City always keeps network switches and wireless access points on-hand and connected to the network. If a piece of equipment fails, we can replace it immediately with **little to no downtime**.

## 24/7 NETWORK MONITORING

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





Is the exclusive provider of the following services:

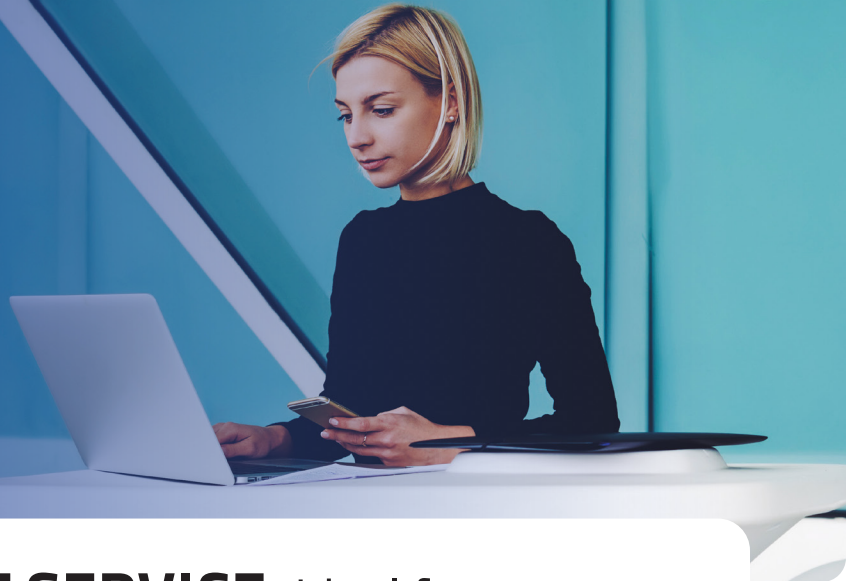
A woman with blonde hair, wearing a black top and a headset, is sitting at a white desk in a modern office. She is looking at a laptop and holding a smartphone. The background is a teal wall with geometric patterns.

**INTERNET**

A man in a white dress shirt and black tie is sitting at a desk, smiling and looking at a laptop. He is pointing at the screen with his right hand. The background is a light blue wall.

**TELEPHONE**

# Need just a **BASIC** CONNECTION?



Our **BASIC INTERNET SERVICE**, ideal for **LIGHT INTERNET USAGE** such as web browsing and checking email via a wired connection.

SERVICE	INCENTIVE **	BASE	ON-SITE
Basic Internet	<b>\$895</b>	\$1,140	\$1,368
Additional Device	<b>\$185</b>	\$220	\$255
EQUIPMENT & LABOR	INCENTIVE **	BASE	ON-SITE
Switch Rental	<b>\$185</b>	\$225	\$270
Patch Cables	<b>\$50</b>	\$62	\$74
Labor (Floor Work)	<b>\$125</b>	\$125	\$125

\* **NOT FOR STREAMING**

\*\* **ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

#### Basic Internet Includes:

- 1.54 Mbps burstable to 3 Mbps per device
- Routers are not permitted on this service and will not work
- Each device includes (1) Private IP Address
- Up to 4 additional IPs [devices] may be purchased separately
- Ethernet RJ45 Hardline drop and is DHCP (plug and play)

To connect multiple devices to this service a Switch Rental, Patch Cables and Floor Work are required. If more than 5 devices are needed, another main drop (Basic Internet w/ 1 Private IP) is required. An additional 4 devices can then be added to your order. A maximum of 10 devices in one location is permitted.

ORDER NOW >



Order online at:  
[orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
or call 888.446.6911



# What if it's **MISSION CRITICAL?**

Our **DEDICATED WIRED SERVICES** are the **FASTEST AND MOST RELIABLE** way to deliver high quality experiences at your event.

DEDICATED SERVICES	STREAMING			INCENTIVE*	BASE	ON-SITE
	SD	or HD	or UHD			
3 Mbps Dedicated	1	N/A	N/A	<b>\$3,495</b>	\$4,370	\$5,244
6 Mbps Dedicated	2	1	N/A	<b>\$5,900</b>	\$7,375	\$8,850
10 Mbps Dedicated	3	2	N/A	<b>\$7,850</b>	\$9,810	\$11,772
15 Mbps Dedicated	5	3	N/A	<b>\$11,700</b>	\$14,630	\$17,556
25 Mbps Dedicated	6	4	1	<b>\$19,250</b>	\$24,060	\$28,872

**\*ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Whether you are setting up your own booth Wi-Fi, Webcasting, HD Streaming, Gaming or require Point to Point connectivity, Dedicated Internet is the way to go!

#### Dedicated Services Include:

- Ethernet (1) RJ45 Hardline drop with VLAN
- **Wireless and Hardline routers are permitted**
- (5) Static Public IP addresses
- Speeds up to 1 Gbps available
- Additional Static IP addresses available for purchase

ORDER NOW 



Order online at:  
[orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
or call 888.446.6911

# NEED WIRELESS CONNECTIVITY?



Our **STANDARD HOTSPOT** provides **SIMPLE & SECURE WIRELESS** connectivity ideal for checking emails, browsing the web, processing payments, and light website demonstrations.

STANDARD HOTSPOT PROVIDES 3 Mbps BURSTABLE TO 5 Mbps PER DEVICE *			
DEVICE LIMIT	INCENTIVE **	BASE	ON-SITE
5 Device Limit	<b>\$2,339</b>	\$2,807	\$3,368
15 Device Limit	<b>\$4,133</b>	\$4,960	\$5,952
30 Device Limit	<b>\$6,762</b>	\$8,114	\$9,737
Additional Access Point Rental	<b>\$750</b>	\$750	\$750

\* **NOT FOR STREAMING.**

\*\* **ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW



Order online at:  
[orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
or call 888.446.6911



[orders.smartcitynetworks.com/wifi-splash-page-design](https://orders.smartcitynetworks.com/wifi-splash-page-design)

# WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

Our **PREMIUM HOTSPOT** combines **HIGH BANDWIDTH WIRELESS** with greater flexibility and customization options that generate smoother product demos, quicker remote connectivity and superior video streaming quality.

## PREMIUM HOTSPOTS ARE NOT RATE LIMITED PER DEVICE

BANDWIDTH ALLOCATION	STREAMING			INCENTIVE *	BASE	ON-SITE
	SD	or HD	or UHD			
10 Mbps	3	N/A	N/A	<b>\$8,800</b>	\$10,560	\$12,672
20 Mbps	6	4	N/A	<b>\$16,600</b>	\$19,920	\$23,904
30 Mbps	10	6	1	<b>\$24,200</b>	\$29,040	\$34,848
40 Mbps	13	8	1	<b>\$31,550</b>	\$37,860	\$45,434
50 Mbps	16	10	2	<b>\$39,050</b>	\$46,860	\$56,232
Additional Access Point Rental	N/A	N/A	N/A	<b>\$750</b>	\$750	\$750

**\*ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW 



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 or call 888.446.6911



[orders.smartcitynetworks.com/wifi-splash-page-design](https://orders.smartcitynetworks.com/wifi-splash-page-design)

# NEED TELEPHONE OR CONFERENCE SERVICES?

Our **TELEPHONE SERVICES** provide reliable **VOICE SERVICE** solutions for Single Line, Multi Line, and Conference calls.

VOICE SERVICES	INCENTIVE*	BASE	ON-SITE
Single Line Telephone - With or Without Device	<b>\$275</b>	\$345	\$414
Multi Line Telephone	<b>\$415</b>	\$520	\$624
Polycom Speaker Phone	<b>\$465</b>	\$575	\$690

**\* ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

We have specialized in telephone services for over 30 years. Smart City provides reliable phone services with crystal clear connections. Our telephone services can be used for reception check-in, conference calls in meeting rooms and for credit card processing machines.

#### Telephone Service Information:

- Multi Line telephones include (1) Main number and (1) rollover line
- Polycom speakerphones require power source, **electrical** services may need to be ordered separately
- Domestic Long Distance is included
- International calling is billed separately

ORDER NOW >



Order online at:  
[orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
or call 888.446.6911

# FAQ

## Frequently Asked Questions

### DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

Yes! Smart City Networks provides complimentary Wi-Fi in most designated public areas of the facility, such as the concourse lobbies and food courts. Check with your specific venue for locations. This service is made available to approximately 30 million guests, visitors, and attendees at our convention centers throughout the country. There is no requirement to purchase a Smart City Networks service in order to take advantage of the complimentary Wi-Fi.

### WHY DOESN'T SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI IN THE EXHIBIT HALLS?

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

### WILL MY PERSONAL HOTSPOT (MI-FI) WORK IN YOUR BUILDING?

Yes – however, the capability of your personal mobile hotspot is limited by your cellular carrier by the spectrum and Internet bandwidth capacity they have made available. Cellular carrier signals penetrate into a facility either from a nearby cellular tower or via an in-building Distributed Antenna System (DAS). It is important to remember that your personal mobile hotspot is obtaining a wireless signal from a shared cellular network, so service may be disrupted or become unreliable due to user density and demand on the carrier's network. In all cases, you have the option to take advantage of the complimentary Wi-Fi throughout the public areas, or if you choose, you can purchase an upgraded package based on your service requirements.

### WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

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

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



Order online at:  
[orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
or call 888.446.6911

### DO YOU OFFER INCENTIVE RATES?

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

### WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

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

### CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

Yes, you can provide your own switch and patch cables for in booth cabling. Unless otherwise mandated by the venue.

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

### HOW MUCH BANDWIDTH DO I NEED?

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

### WHAT DOES SD, HD, AND UHD STAND FOR?

SD, HD, and UHD are the abbreviated names of three video streaming formats. The basic difference between each of the formats is the number of pixels comprising the video image. The greater the pixel count the sharper and more detailed your video will be.

FORMAT	RESOLUTION	BANDWIDTH REQUIRED
Standard Definition (SD)	720x480	3.0-5.0 Mbps
High Definition (HD)	1280x720 & 1920x1080	5.0-8.0 Mbps
Ultra High Definition (UHD)	3840x2160	25 Mbps

# ON-SITE WIRELESS SERVICES

## KAY BAILEY HUTCHISON CONVENTION CENTER

### NEED WIRELESS CONNECTIVITY?

Smart City Networks offers on-site wireless services for both attendees and exhibitors. Our **Complimentary Internet** is offered free of charge and is available in all public spaces and meeting rooms. Our **Exhibitor Internet** is available facility-wide on a 5 GHz wireless network, at speeds of 3 Mbps up/down per device. Depending on where you are in the facility, you may see both SSIDs (network names), but only **Exhibitor Internet** is supported in all areas.

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

#### EXHIBITOR INTERNET

Our Exhibitor Internet is available throughout the facility at speeds of 3 Mbps up/down. Broadcasted on 5 GHz wireless frequency only. Each purchase is device specific.

**\* 1 day for \$79.99**  
**3 days for \$227.97**  
**5 days for \$359.95**

#### COMPLIMENTARY INTERNET

Our Complimentary Internet is a free service and is available in all public spaces and meeting rooms.

For questions regarding on-site wireless services, please call Smart City Networks at 214-853-8900. To order any other services we provide, please visit us online at: [orders.smartcitynetworks.com](http://orders.smartcitynetworks.com).



**\*INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN**



# INTERNET SERVICE CONTRACT

## KAY BAILEY HUTCHISON CONVENTION CENTER



Exhibitor Company Name:		Booth/Room#:	Show Name:	
Billing Company Name:		Show Start Date:		Show End Date:
Billing Company Address:		<b>INCENTIVE ORDER DEADLINE: 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN</b>		
City, State, Zip:		Country:	On-site Authorized Contact:	On-site Cell Number:
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

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Effective June 30, 2023 - December 31, 2024 - V063023A

BASIC INTERNET, <b>NOT FOR STREAMING</b>	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
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<b>Includes: 1 Private IP Address, Routers PROHIBITED and will not work</b>					
1.5 Mbps Burstable To 3 Mbps (DHCP), <i>Intended for light Internet usage</i>		<b>\$895</b>	\$1,140	\$1,368	
Additional Device(s), Per Device Up to 4 [6 or more available online]		<b>\$185</b>	\$220	\$255	

DEDICATED INTERNET, <b>FOR STREAMING, GAMING &amp; WEBCAST</b>	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
--	-----	------------	------	---------	-------

<b>Includes: 5 Public IP Addresses, Routers SUPPORTED</b>					
Dedicated 3 Mbps		<b>\$3,495</b>	\$4,370	\$5,244	
Dedicated 6 Mbps		<b>\$5,900</b>	\$7,375	\$8,850	
Dedicated 10 Mbps		<b>\$7,850</b>	\$9,810	\$11,772	
Dedicated 15 Mbps		<b>\$11,700</b>	\$14,630	\$17,556	
Dedicated 20 Mbps		<b>\$15,500</b>	\$19,380	\$23,256	
Upgrade to 29 Public Static IP Addresses		<b>\$995</b>	\$1,194	\$1,433	
<i>Higher bandwidth services available for uhd streaming</i>					

INTERNET EQUIPMENT & LABOR	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
----------------------------	-----	------------	------	---------	-------

Switch Rental – up to 24 ports		<b>\$185</b>	\$225	\$270	
Patch Cable (up to 100') – Cat5e		<b>\$50</b>	\$62	\$74	
Labor / Floor Work – four lines per hour		<b>\$125</b>	\$125	\$125	
Distance Fee for each Internet line delivered outside the facility		<b>\$500</b>	\$500	\$500	

**WIRELESS INTERNET**, Full products catalog available online  
**SPECIAL QUOTE**, Attachment A or Statement of Work (if applicable)

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the [Terms and Conditions](#).

<b>SUBTOTAL</b>	
<b>ESTIMATED 10% TAX/FEEES</b>	
<b>GRAND TOTAL</b>	

**ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER**

Printed Name: _____	Signature: _____	Date: _____
(X) _____	(X) _____	____/____/____

**PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT**

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **pay via credit card**.

**Make checks payable to** SMART CITY NETWORKS  
 Send completed form(s) with payment to: 5795 W. Badura Avenue, Suite 110  
 Las Vegas, NV 89118



You may reach us with questions at:  
 Call (888) 446-6911 • Email: [customerservice@smartcitynetworks.com](mailto:customerservice@smartcitynetworks.com)  
 Order online at: [orders.smartcitynetworks.com](http://orders.smartcitynetworks.com)  
 Or fax order to (702) 943-6001

**ORDER NOW** ➔

Customer Number:

**\*INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN**



# TELEPHONE SERVICE CONTRACT

## KAY BAILEY HUTCHISON CONVENTION CENTER



KAY BAILEY HUTCHISON  
CONVENTION CENTER DALLAS

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Exhibitor Company Name:		Booth/Room#:	Show Name:	
Billing Company Name:		Show Start Date:		Show End Date:
Billing Company Address:		<b>INCENTIVE ORDER DEADLINE: 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN</b>		
City, State, Zip:		Country:	On-site Authorized Contact:	On-site Cell Number:
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

Effective June 30, 2023 - December 31, 2024 - V063023A

VOICE SERVICES, PBX Service – Domestic Long Distance Included	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Single Line <input type="checkbox"/> Instrument <input type="checkbox"/> Non Dial 9 <input type="checkbox"/> International Long Distance		<b>\$275</b>	\$345	\$414	
Multi Line Phone with (1) main number and (1) rollover line		<b>\$415</b>	\$520	\$624	
Speaker Phone Line with Polycom Instrument		<b>\$465</b>	\$575	\$690	
Distance Fee for each Telephone line delivered outside the facility		<b>\$100</b>	\$100	\$100	

**SPECIAL QUOTE**, Attachment A or Statement of Work (if applicable)

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the <a href="#">Terms and Conditions</a> .	<b>SUBTOTAL</b>	
	<b>ESTIMATED 30% TAX/FEES</b>	
	<b>GRAND TOTAL</b>	

### ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name:	Signature:	Date:
(X) _____	(X) _____	____/____/____

### PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **pay via credit card**.

**Make checks payable to** SMART CITY NETWORKS  
Send completed form(s) with payment to: 5795 W. Badura Avenue, Suite 110  
Las Vegas, NV 89118



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Order online at: [orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
Or fax order to (702) 943-6001

**ORDER NOW**

Customer Number:



# "COMMUNICATIONS" FLOORPLAN WORKSHEET

Company Name:	Show:	Booth/Room #:
Center: <b>Key Bailey Hutchison Convention Center</b>	Customer / Ref #:	



**SPECIFY YOUR DESIRED LOCATION OF SERVICES**

**X = MAIN DISTRIBUTION LOCATION (MDL)**

The originating line(s) for service, whether overhead, a floor pocket or a column, will be delivered to a "MDL" before booth distribution. Example: Storage area, back of booth, etc. Unless specified, the default for the "MDL" will be the back of the booth or where Smart City deems the most convenient. All distribution of services to their final destination within the booth will originate from the Main Distribution Location "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and/or installed.

**T = TELEPHONE/FAX**

**I = INTERNET SERVICE**

**H = HUBS**

**PC = PATCH CABLES**

**C = COMPUTERS**

Location of primary **Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C"**. For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

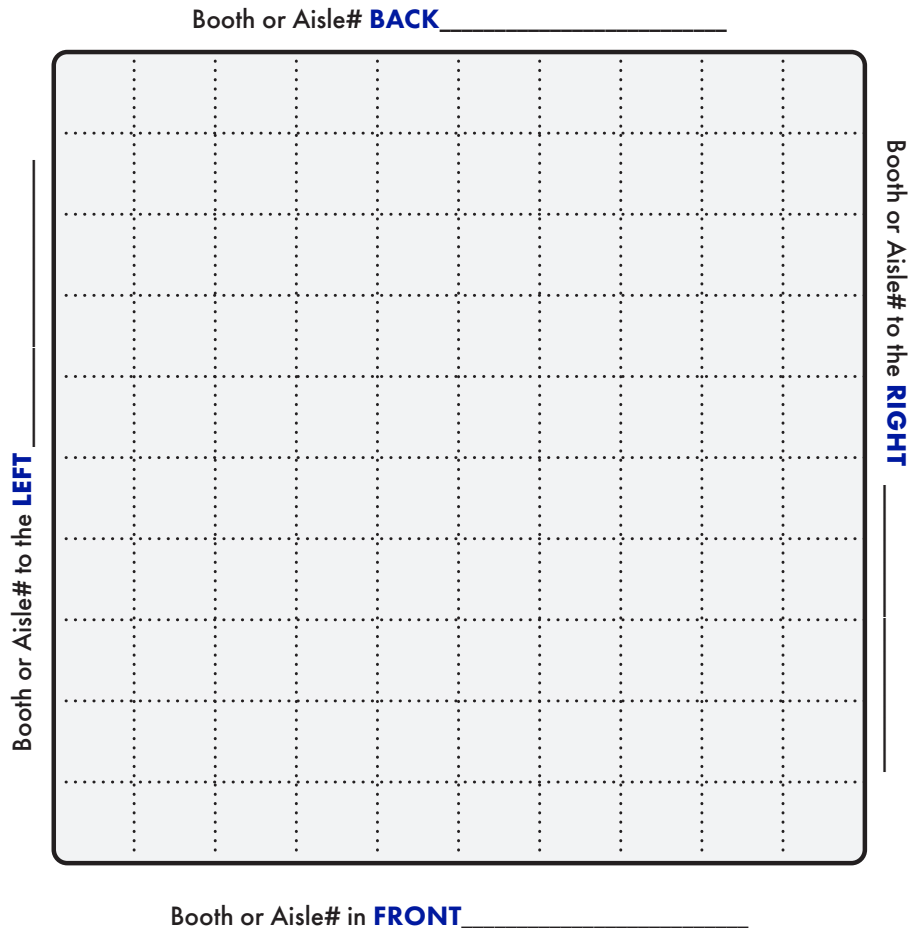
**Voice and Data communications cabling.** Smart City is the exclusive installer of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

**IMPORTANT! Prior to installation of service, a complete Floorplan is required.** Please utilize this grid should you not have your own Floorplan to send us. You may use a different Floorplan for each service group (Telephone, Internet, etc.) or combine all services on one Floorplan. For a Floorplan to be considered complete it must include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

**Booth Orientation:** For Smart City to accurately install services a minimum of one surrounding Booth or Aisle # is required, two or more is best.

**BOOTH SIZE** \_\_\_\_\_ ft x \_\_\_\_\_ ft      **SCALE:** 1 BOX IS = TO \_\_\_\_\_ ft

**BOOTH TYPE**     Island     Inline



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 Or fax order to (702) 943-6001

# WIRELESS PERFORMANCE AGREEMENT

Company Name:	Show:	Booth/Room #:
Center: <b>Key Bailey Hutchison Convention Center</b>	Customer / Ref #:	

## OVERVIEW

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a comprehensive wireless 802.11 network. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time dependent upon the type of service purchased. Router, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer custom dedicated network(s) to achieve your company objectives. Please contact us at (888) 446-6911 to discuss your network design.

## CUSTOM WIRELESS NETWORKS

If you require wireless 5 GHz access for application demonstrations, Smart City is able to build a custom 5 GHz wireless network in your booth. Please call Smart City at (888) 446-6911 for a custom wireless quote.

## INTERNAL NETWORKS

Smart City is the exclusive provider of all voice, wired and wireless data services. Wireless Devices not authorized by Smart City are strictly prohibited. Smart City requires all Customers showcasing their wireless products to contact Smart City 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a Wireless Engineering Management Fee). Please provide Smart City with the make and model of your wireless router for network approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Wireless devices need to be programmed on-site following Smart City guidelines.

## CUSTOMER ACCEPTANCE

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City does NOT recommend wireless service for mission critical services such as presentations or product demonstrations that can accept a wired connection. Per our Terms and Conditions listed on Smart City's Customer Contract, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment. No service refunds will be given.

### **ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY SMART CITY ARE PROHIBITED.**

I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by Smart City. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), Smart City will not be responsible for possible interference that I may experience. Upon receipt of the completed Smart City Contract, Smart City Services will be activated / available for your use.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_ Phone #: \_\_\_\_\_



You may reach us with questions at:  
Call (888) 446-6911 • Email: [customerservice@smartcitynetworks.com](mailto:customerservice@smartcitynetworks.com)  
Order online at: [orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
Or fax order to (702) 943-6001

# EXHIBITOR MENU



**KAY BAILEY HUTCHISON**  
CONVENTION CENTER DALLAS



# Welcome to Dallas!

**Welcome to Dallas a world-renowned destination for food, wine and free-spirited fun – where the natural beauty and entertainment options are matched only by the warmth and energy of an exciting community.**

We are thrilled to be your exclusive hospitality partner at the Kay Bailey Hutchison Convention Center Dallas. Our style is collaborative and our Dallas team is delighted to work with you to ensure your experience here in this special location is smooth, successful and enjoyable. We are committed to delivering the finest food, amenities and service to impress your guests.

Much of our success comes from our attention to the important details that create truly welcoming experiences. From fresh, locally-sourced and quality ingredients to crisp, sincere and attentive service, our goal is to provide world-class hospitality for every one of our guests.

Whatever your needs, whether hosting attendee receptions, supplying convenient meals for your booth staff or creating custom menus for unique occasions, we are dedicated to helping you achieve extraordinary results. Please give us a call to start the planning process today!

Here's to your successful event in Dallas,

## Sodexo Live Catering

Kay Bailey Hutchison Convention Center Dallas  
650 S. Griffin Street, Dallas, TX 75202



P: 214.743.2521

E: [cateringsales.dallas@sodexo.com](mailto:cateringsales.dallas@sodexo.com)

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# SERVICE DIRECTORY

**Exhibitor Booth Catering**

**214.743.2521**

**Catering Fax Line**

**214.743.2515**

## **Gluten Free Items (GF)**

These selections are prepared to exclude gluten from the list of ingredients. Please notify us if you have a gluten allergy.

We do not operate a dedicated gluten-free, or allergen-free preparation and service space. Dishes made on-site are prepared on shared equipment, and may come into contact with products containing gluten and common allergens such as nuts.



# ALA CARTE MENUS



# A LA CARTE

## BEVERAGES

All services include the appropriate condiments, cups and napkins.

**Freshly Brewed Coffee** 177.00  
Three gallon units  
(approximately 40 cups)

**Freshly Brewed Decaffeinated Coffee** 177.00  
Three gallon units  
(approximately 40 cups)

**Keurig K-Cups Coffee Service** (per day) 265.00  
Includes machine rental, first 50 K-Cups with sweeteners, creamers, bio-degradable cups, lids, sleeves and napkins

**Additional K-Cups** (50ct) 225.00  
Client to arrange for 110v 20amp electrical.

**Starbucks Coffee Package** (per day) 875.00  
(14) Gallons of Starbucks Coffee with (154) 12 oz. Starbucks cups/lids, napkins, stirrers, sugar and creamers with (4) flavored syrups. Based on 4 hours of service. Booth attendant required.

**Additional Gallons of Starbucks Coffee** (per gallon) 63.00





# A LA CARTE

## BEVERAGES

All services include the appropriate condiments, cups and napkins.

<b>Herbal Tea</b> Three gallon units (approximately 40 cups)	185.00	<b>Fruit Punch</b> Three gallon units (approximately 40 cups)	130.00	<b>Bottled Water</b> (per case of 24)	90.00
<b>Freshly Brewed Iced Tea</b> Three gallon units (approximately 40 cups)	125.00	<b>Assorted Individual Fruit Juices</b> (per case of 24)	114.00	<b>Sparkling Water</b> (per case of 24)	96.00
<b>Lemonade</b> Three gallon units (approximately 40 cups)	125.00	<b>Assorted Soft Drinks</b> (per case of 24)	96.00	<b>Hydration Station</b> (3 gallons) Choose one from the list below: Cucumber mint, limon, peach jalapeño, strawberry mint, strawberry basil and pineapple orange	135.00
<b>Jalapeño Lemonade</b> Three gallon units (approximately 40 cups)	135.00	<b>Assorted Bottled Snapple®</b> (per case of 24)	108.00		



# A LA CARTE

## FROM THE BAKERY

All services include the appropriate condiments, disposable plates, cutlery and napkins.

<b>Assorted Fresh Baked Muffins</b> (dozen)	48.75	<b>Freshly Baked Otis Spunkmeyer Assorted Cookies</b> (dozen)	55.50	<b>Custom Logo Sugar Cookies</b>	Market Price
<b>Assorted Bagels with Cream Cheese, Butter</b> (dozen)	49.75	<b>Double Fudge Brownies</b> (dozen) Fudge/Walnut	53.50	<b>Chocolate Covered Strawberries</b> (three dozen)	165.75
<b>Assorted Danish</b> (dozen)	51.25	<b>Gourmet Cupcakes</b> (dozen)	80.00	<b>Full Sheet Cake</b> (100 slices approximately)	285.00
<b>Assorted Croissants</b> (dozen)	65.25	<b>Jumbo Almond and Chocolate Dipped Biscotti</b> (dozen)	58.00	<b>Full Sheet Cake with Custom Logo</b>	NA
<b>Assortment of Scones</b> (dozen)	56.50			Ask for details	
<b>Assorted Sliced Breakfast Breads</b> (serves approximately 20)	90.00				



# A LA CARTE

## FROM THE PANTRY

All services include the appropriate condiments, disposable plates, cutlery and napkins.

<b>Sliced Seasonal Fruits and Berries with Dip</b> (serves 20) With toasted coconut and vanilla bean yogurt	185.00	<b>Granola Bars</b> (24 pieces)	96.00	<b>Mrs. Vickie's Gourmet Potato Chips</b> (Case of 60, 1 oz. bags)	225.00
<b>Individual Assorted Fruit Yogurt</b> (dozen)	63.00	<b>Tortilla Chips Served with Salsa and Guacamole</b> (serves approximately 20)	205.00	<b>Individual Bags of Pretzels</b> (Case of 88, 1.5 oz. bags)	330.00
<b>Whole Fresh Fruits (GF)</b> (dozen)	42.00	<b>Lays Potato Chips</b> (Case of 104, 1 oz. bags)	305.00	<b>Salted Peanuts</b> (Case of 144, 1 oz. bags)	325.00
<b>Hard Candy</b> (two pounds) Assortment of individually wrapped hard candies	35.00			<b>Trail Mix</b> (Case of 72, 2 oz. bags)	325.00



# LUNCH MENUS



# LUNCH

## BOXED LUNCHES

Prices listed are per guest.

All boxed lunches are served with gourmet chips, chocolate chip cookie or brownie and a soda or bottled water.

### **Traditional Box Lunch** 27.00

*Selection of sandwich on a freshly baked cracked wheat hoagie:*

- Turkey and Swiss cheese
- Roast beef and cheddar cheese
- Ham and cheddar cheese
- Grilled vegetables

### **Gourmet Wrap Box Lunch** 30.50

*Selection of gourmet wrap sandwich served with pasta salad:*

- Southwest roast beef with grilled peppers
- Oven roasted turkey with pesto
- Grilled vegetables

### **Gourmet Salad** 28.75

*Selection of gourmet salad, freshly baked roll and butter:*

- Barbecue chicken salad with red onions, red bell peppers, cheddar cheese, black beans and honey-mustard dressing
- Southwest chicken Caesar salad with grilled chicken breast over romaine lettuce, queso fresco, cherry tomatoes, tortilla croutons and chipotle-Caesar dressing
- Beef fajita salad with iceberg lettuce, bell peppers, onions and corn, topped with Jack cheese and chipotle-ranch dressing

### **Grilled Chicken Breast** 33.00

- Served on ciabatta bread with oven-dried tomatoes, herb aioli, roasted vegetable salad and chips



# LUNCH

## EXHIBIT BOOTH DELI LUNCHEONS

All deli luncheons are served with disposable plates, cutlery, napkins, and appropriate condiments.

Each selection serves approximately 18 guests.

### **Italian Submarine Sandwich** 220.50

Salami, Italian bologna, cappicola, provolone cheese, lettuce and tomato. Italian dressing or mustard and mayonnaise on a 3 foot loaf of crusty French bread

### **Platter of Assorted Mini Sandwiches** 194.25

Forty mini sandwiches to include turkey, roast beef and ham

### **Garden Salad (GF)** 125.00

Mixed field greens, tomatoes, carrot curls and cucumbers. Choice of ranch, Italian or blue cheese dressings

### **Chicken Caesar Salad** 220.50

Crisp Romaine lettuce, sliced breast of chicken, garlic croutons. Traditional Caesar dressing and garlic sticks

### **Health Salad** 231.00

Baby kale, tofu, quinoa, raisins, carrots, chickpeas and cucumbers with lemon-herb vinaigrette



# RECEPTION MENUS



# RECEPTION

## COLD HORS D'OEUVRE

Prices listed are per piece.  
Minimum of 50 pieces per selection.

**Antipasto Skewers** 8.50

With sweet basil pesto

**Poached Jumbo Shrimp** 8.50

With southwest cocktail  
sauce and lemon wedges

**California Rolls (GF)** Market Price

With wasabi, pickled  
ginger and soy

**Gulf Shrimp Ceviche Shooters** 7.50

**Tomato Bruschetta** 5.50

With herbed croustades

**House-Smoked Chicken** 6.75

With tortilla rounds with  
avocado purée





# RECEPTION

## HOT HORS D'OEUVRE

Prices listed are per piece.  
Minimum of 50 pieces per selection.

**Beef Brochettes** 8.00  
With Southwest catsup

**Beef Empanadas** 8.00  
Argentine style

**Vegetable Spring Rolls** 6.50  
With sweet soy dipping sauce

**Texas White Wings (GF)** 9.00  
Chicken and jalapeños  
wrapped in bacon

**Thai Chicken Spring Rolls** 9.00  
With ponzu sauce

**Mini Quesadillas** 7.00  
Smoked chicken filling

**Mini Crab Cakes** 9.00  
With spicy Cajun rémoulade

**Southwest Spiced Chicken Saté (GF)** 9.00  
Chipotle dipping sauce

**Brisket/Pepper Jack Spring Rolls** 9.00



# RECEPTION

## RECEPTION DISPLAYS

Display serves approximately 20 guests.

**Imported and Domestic Cheese Display** 315.00

Garnished with seasonal fruit, sliced baguettes and assorted crackers

**Sliced Seasonal Fruits and Berries with Dip (GF)** 240.00

With toasted coconut and vanilla bean yogurt

**Fresh Vegetable Crudité's Display (GF)** 210.00

With Chipotle-infused ranch and blue cheese dips



# EXHIBITOR FAVORITES



# EXHIBITOR FAVORITES

## BOOTH ATTRACTIONS

Tables and electrical power required for any equipment will be the responsibility of the customer.

### **Otis Spunkmeyer Cookie Station\*\*** 550.00

(per day)

To include: Chocolate chip cookies (240 each), David's oven, napkins and appropriate supplies

A one-time set-up fee of \$175

### **Additional Otis Spunkmeyer Cookies** 250.00

(per case of 240 1.5 oz cookies)

Client to supply: Electricity, 4x4 workspace, trash removal & clean up. A Booth Attendant is required to bake and distribute the product to your guests.

### **Popcorn Cart\*\* (GF)** (per day) 550.00

To include: (1) Popcorn machine and (24) nap packs. All supplies: (240) popcorn bags and napkins

Each nap pack includes pre-measured popcorn and oil for machine usage, 10 servings per nap pack

A one-time set-up fee of \$175

### **Additional Bags of Popcorn & Nap Packs** 150.00

(per case of 240 bags and 24 nap packs)

Client to supply: 110-volt single phase (15) amp, 4x4 workspace, trash removal & clean up. A Booth Attendant is required to pop the corn and distribute the product to your guests.

### **CAPPUCCINO SERVICE PROVIDED BY EXPRESS KAFEH**

#### **Essential Package** (per day) 1,595.00

To include 4 hours of service, 300 cups, napkins, stirrers, sugar and creamer Espresso machine, grinder, 100% Arabica regular and decaf espresso beans

#### **Deluxe Package** (per day) 2,595.00

To include 8 hours of service, unlimited cups, napkins, stirrers, sugar and creamer Espresso machine, grinder, 100% Arabica regular and decaf espresso beans

Custom Logo/Branded coffee sleeves (14-day notice is required) 75 on any rush orders Riddle Machine, DaVinci syrups to flavor any espresso drink, hot teas, and hot chocolate

A one-time set-up fee of \$175

#### **Additional Servings** (each) 4.95

#### **Add-Ons – Available**

Client to supply: 110v 20amp, 4x4 workspace, trash removal & clean up.

A Booth Attendant is required. \*Ask for details.



# EXHIBITOR FAVORITES

## BOOTH ATTRACTIONS continued

**Ice Cream Cart\*\*** (per day) 550.00

To include:

Ice cream cart and 120 assorted ice cream novelties

A one-time set-up fee of \$175

**Additional Standard Ice Cream Novelties** (case of 24)

126.00

Client to supply:

Electricity | 4x4 workspace | trash removal & clean up

**Maui Wowi Smoothie Station\*\*** (per day) 600.00

To include:

Smoothie blender and 134, 8 oz. made to order fruit smoothies

A one-time set-up fee of \$175

**Additional Made to Order Smoothies** (each) 5.00

Client to supply:

Electricity | 4x4 workspace | trash removal & clean up

A Booth Attendant is required.



# BEVERAGE MENUS



# BEVERAGES

## HOSTED FULL SERVICE BAR

The following special beverage service can be ordered for your exhibit booth with Show Management's approval.

<b>Premium Brand Cocktails</b> (by the cocktail)	10.50
<b>Deluxe Brand Cocktails</b> (by the cocktail)	9.50
<b>Imported and Microbrew Beers</b> (case of 24) Heineken, Corona Extra, Stella Artois, Shiner Bock, Sam Adams	168.00
<b>American Premium Beer</b> (case of 24) Budweiser, Bud Light, Miller Lite, O'Doul's, Coors Light	144.00
<b>Assorted Soft Drinks</b> (case of 24)	96.00
<b>Bottled Spring Water</b> (case of 24)	90.00

## INDIVIDUAL PRICED ITEMS

### Draft Beer – Keg (by the keg)

· <b>American Premium</b> Budweiser, Bud Light, Miller Lite, Coors Light	550.00
· <b>Imported and Microbrew</b> Heineken, Shiner Bock, Sam Adams	700.00
· <b>Specialty Draft Beer</b>	Market Price

\*Client is responsible for the necessary space and electrical requirements for keg service in the booth. Power requirements are 110 volt/20amp power supply per keg Perlick

### House Wine by the Bottle 47.00

Serves approximately five glasses per bottle

Canyon Road, Chardonnay  
Cavit, Pinot Grigio  
Frontera, Cabernet  
Sauvignon Two Vines, Merlot

A Catering Bartender is required for all alcoholic beverage events.



# BEVERAGES

## WATER SERVICES

<b>Water Cooler Rental</b> To include one, 5-gallon container of spring water Price listed is for the entire duration of the show Power Requirements: 110volt/20amps/single phase	185.00
<b>Additional Five-Gallon Containers of Spring Water</b> Cups included	48.00
<b>Cubed Ice</b> (20 lbs)	17.50

## PERSONNEL

Based upon a minimum requirement of 4 hours

<b>Booth Attendant (Server) for Your Booth</b> Each additional hour above the required minimum \$43.75	175.00
<b>Bartender for Your Booth</b> Each additional hour above the required minimum \$62.50	250.00





# INFORMATION



# GENERAL INFORMATION

## POLICIES AND PROCEDURES

As Kay Bailey Hutchison Convention Center Dallas's exclusive caterer, we are renowned for our impeccable, world-class service, truly delectable cuisine and superb selection of menus that can be customized to any event or special occasion. Whether it's a casual brunch, an elegant sit-down dinner or a reception featuring vibrant international cuisine, our culinarians will use only the finest and freshest ingredients to create a truly extraordinary dining experience for you and your guests.

In keeping with attention to every detail, we offer the following information to facilitate your planning. Count on your dedicated catering sales professional to assist you in your pre-planning activities and communicate your goals to our operations team. Together, we will execute all services to your delight and satisfaction.

### **Exclusivity**

Catering maintains the exclusive right to provide all food and beverage in the Kay Bailey Hutchison Convention Center Dallas. All food and beverages, including water, must be purchased from us.

### **Food and Beverage Pricing**

A good faith estimate of food and beverage prices will be provided six (6) months in advance of the event's start date and will be confirmed at the signing of the contract. Due to fluctuating market prices, however, we reserve the right to make product substitutions based on specific commodity price increases.

### **Service Charges and Tax**

A 24% "House" or "Administrative" charge will apply to all food and beverage charges. Current state and local sales taxes apply to all food, beverage, labor charges, equipment rentals and service charges, and are subject to applicable tax laws and regulations.

The "House" or "Administrative" charge of 24% is added to your bill for this catered event/function (or comparable service) which is used to defray the cost of set up, break down, service and other house expenses. No portion of this charge is distributed to the employees providing the service. You are free, but not obligated to add or give a gratuity directly to your servers.

If the customer is an entity claiming exemption from taxation in the state where the facility is located, the customer must deliver to catering satisfactory evidence of such exemption thirty (30) days prior to the event in order to be relieved of its obligation to pay state and local sales taxes.

# GENERAL INFORMATION

## POLICIES AND PROCEDURES continued

### Payment Policy

A 90% deposit of the estimated catering spend along with the signed banquet contract is due (30) days prior to the start of your first catering service. The remaining balance will be due five (5) business days prior to the start of your first catering service in accordance to your final guarantees due date. A 100% deposit of the estimated catering spend will be due upon receipt of the banquet contract if inside the (30) day advance deposit period.

Customer shall, within (10) business days from the Final Invoice date, advise catering in writing of any discrepancies so that they may be reviewed, and the proper adjustments be made if necessary. After the review period, the invoice will be considered correct, and the remaining balance will be due within (15) days. Any remaining balance after this time, will be subject to interest at the monthly rate of 1.5% (or, if lower, the maximum legal rate).

### Linen Service

Catering provides its in house linen for all meal functions with our compliments. Additional linen fees will apply for specialty linens. Please consult with your Event Services Manager for linen needs for meetings without meal services.

### Supplemental Staffing

- Butler, Attendant or Additional Server Fee – \$175 plus tax for up to (4) hours. Minimum of (4) hours per attendant. \$43.75 plus tax for each additional hour after initial (4) hour period
- Culinary Professional Fee – \$250 plus tax for up to four (4) hours. Minimum of four (4) hours per attendant. \$62.50 plus tax for each additional hour after initial four (4) hour period
- Bartender Fee – \$250 plus tax for up to four (4) hours. Minimum of four (4) hours per attendant. \$62.50 plus tax for each additional hour after initial four (4) hour period
- Additional fees may apply to orders with guest guarantees lower than stated minimums. All labor fees listed are based on a minimum requirement of four hours. Additional fees may apply for special events requiring staffing over industry standards.

### Delayed or Extended Service

On the day of your event, if the agreed upon beginning or ending service time of your meal changes by 30 minutes or more, an additional labor charge will apply.

Should your event require extended pre or post service or stand by time, often necessitated by high functions, an additional labor charge will apply.

# GENERAL INFORMATION

## POLICIES AND PROCEDURES continued

### Guarantees

The customer shall notify catering, not less than five (5) business days (excluding holidays and weekends) prior to the contracted service, the minimum number of persons the customer guarantees will attend the event (the "Guaranteed Attendance"). There may be applicable charges for events with minimal attendance.

If customer fails to notify catering of the guaranteed attendance within the time required, (a) we shall prepare for and provide services to persons attending the event on the basis of the estimated attendance specified in the BEO's, and (b) such estimated attendance shall be deemed to be the guaranteed attendance.

Catering will be prepared to serve five percent (5%) above the guaranteed attendance, up to a maximum of 30 meals (the overage).

- If this overage is used, the customer will pay for each additional person at the same price per person/per item, plus applicable service charges and sales tax.
- Should additional persons attend the event in excess of the total of the guaranteed attendance plus the overage, we will make every attempt to accommodate such additional persons subject to product and staff availability. Customer will pay for such additional persons and/or a la carte items at the same price per person or per item plus the service charge and local taxes.

- Should the guaranteed attendance increase or decrease by 33% or more from the original contracted number of guests, an additional charge of 20% per guaranteed guest may apply.

Meal functions of 2,500 and above are considered "Specialty Events" and may require customized menus. Your catering sales professional and our executive chef will design menus that are logistically and creatively appropriate for large numbers. In certain cases, additional labor and equipment fees may be applied to successfully orchestrate these events.

The guaranteed attendance shall not exceed the maximum capacity of the areas within the facility in which the event will be held.

### Holiday Service

There will be an automatic additional labor fee for food and beverage service or preparatory days on the following Federal holidays: New Year's Eve and Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

At the time of booking the event(s), catering will notify the customer of estimated labor fees based on the information supplied by the customer.

# GENERAL INFORMATION

## POLICIES AND PROCEDURES continued

### China Service

In all carpeted meeting rooms and ballrooms, china service will automatically be used for all meal services, unless our high-grade and/or compostable disposable ware is requested.

All food and beverage events located in the exhibit halls and non-carpeted areas with the exception of plated meals, are accompanied by high-grade and/or compostable disposable ware. If china is preferred, the following fees will apply:

- Breakfast, lunch, receptions and dinners: \$2.00++ per person, per meal period.
- Refreshment or coffee breaks: \$2.00++ per person, per break.

### Concession Service

Sales Minimums may apply. Appropriate operation of concession outlets will occur during all show hours, starting ½ hour before doors open to the event. Catering reserves the right to determine which carts/outlets are open for business and hours of operation pending the flow of business.

For additional concession carts/fixed outlets, a minimum guarantee in sales is required per cart/outlet or customer will be responsible for the difference in sales per outlet/cart.

### Security

At the discretion of the Kay Bailey Hutchison Convention Center Dallas, in order to maintain adequate security measures, the customer may be required to provide security for certain functions. Security personnel will be at the customer's sole expense. Please consult your event manager for details.

### Thanks to our Local Suppliers:

Massimo's Bakery  
Willow Bend Bakery  
Signature Baking



**KAY BAILEY HUTCHISON**  
CONVENTION CENTER DALLAS



KAY BAILEY HUTCHISON  
CONVENTION CENTER DALLAS

# OUTDOORS EXTRAVAGANZA

## HUNTING, FISHING, OUTDOORS.



**Kay Bailey Hutchison Convention Center Dallas**

**Sodexo Live! Booth Catering Order Form**

Contact: [cateringsales.dallas@sodexo.com](mailto:cateringsales.dallas@sodexo.com)

Office PH: 214-743-2521

- All Food and Beverage brought on premise must be purchased through and prepared by Sodexo Live
- Sodexo Live Catering **DOES NOT** supply tables, countertops nor electrical requirements for your booth. You must order these services through your service contractor or show decorator.
- All orders must be received with payment in full by the ordering deadline stated below
- Orders received past the deadline of **Wednesday, December 18<sup>th</sup>, 2024** will be subject to an administrative fee equal to 10% of food and beverage order, or a minimum of \$25.00. Fee is subject to 8.25% sales tax.
- No reduction or cancellation of food orders will be accepted less than 72-hours before the event.
- A \$45.00 delivery fee will be applied to all orders per day except specialty carts

COMPANY \_\_\_\_\_ BOOTH # \_\_\_\_\_

PHONE # \_\_\_\_\_ CELL # \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

NAME OF PERSON ORDERING \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

ON-SITE CONTACT \_\_\_\_\_

ON-SITE PHONE NUMBER \_\_\_\_\_

Quantity	Item	Delivery Date	Start/End Time	Price	Notes/Details (Optional)

**The total Food and Beverage charges including, tax, service charge and applicable service charges will be reflected in your Banquet Event Order.**

### PAYMENT

Please go to the following URL to self-register and enter credit card information.

- <https://kbhccd.ezplanit.com/#/welcome>
  - Select Sign Up (upper right-hand corner of the page)
  - Complete customer info and select register account
  - Once registered, you can input your credit card information
  - Once registered we process payment and will send you a payment receipt



**By signing this form, I authorize Centerplate Corporation to Charge my Credit Card for all services rendered during my event(s) and any balance owed at the conclusion of the event(s)**

Sodexo Live! ~ KBHCCD ~ 650 South Griffin Street ~ Dallas, Texas 75202

(214) 743-2511~ (214) 743-2515 Fax



**At the Kay Bailey Hutchinson Convention Center in Dallas  
650, S Griffin, Dallas, TX 75202  
(214) 743-2514 Phone – [louise.larby@sodexo.com](mailto:louise.larby@sodexo.com)  
Food and Beverage Sampling Authorization Form**

The Client / Show Management are responsible for distributing this form to all exhibitors and ensuring that all guidelines are adhered to during the event. This completed form will need to be submitted for consideration and approval no less than (21) days prior to the event move in.

**GENERAL CONDITIONS:**

1. Items dispensed are limited to products manufactured, represented, or processed by the exhibiting firm.
2. All items are limited to the following sample sizes: beverages 3 fluid oz – food items 2oz or less.
3. Any alcoholic beverage that you wish to sample must be purchased through and dispensed by Sodexo Live Catering in accordance with the Texas Alcohol Beverage Code. Please contact the Catering Representative for this Event for further details on the purchase and distribution associated with the sampling of alcoholic beverages.
4. The applicant named on this form and their representatives acknowledge and agree to assume the sole responsibility for the preparation and distribution of the item(s) listed below in compliance with all State and Local Laws.
5. a. Each Exhibitor is responsible for securing the applicable health permits required and issued by the City of Dallas Health Department, they may be contacted at (214-670-8083) Or online at [consumerhealthrfsmandtemp.dallascityhall.com](http://consumerhealthrfsmandtemp.dallascityhall.com).  
b. Applications for, and issuance of Temporary Food Service Establishment Permits may be obtained at (7901 Goforth rd. Dallas TX, 75238)  
c. Applications must be received in the office at least 5 working days prior to event. All 3 pages of the application must be submitted for approval.
6. All permits must be obtained prior to sampling and will always need to be displayed in the booth(s) indicated below. In the event the named Applicant or their representatives fail to adhere to this condition, they will be required to remove their item(s) from the Convention Center property.
7. In the event an exhibitor wishes to sample more than the approved sampling sizes, Sodexo Live will access a Loss of Revenue Fee accordingly. Please consult with the Catering Representative for this Event regarding any fees associated with the sampling of item(s) over the approved sampling sizes.
8. It is the policy of the Kay Bailey Hutchinson Convention Center that no unauthorized food or beverages (alcoholic or non-alcoholic) may be sold on its premises.

Event Name \_\_\_\_\_ Event Date \_\_\_\_\_

Applicant Name \_\_\_\_\_ Phone \_\_\_\_\_ Email address \_\_\_\_\_

Company Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Item(s) to be sampled \_\_\_\_\_ Booth#(s) \_\_\_\_\_

*In signing below, the named Applicant and their representatives understand and agree to the terms and conditions above and release SODEXO LIVE, the City of Dallas and the Kay Bailey Hutchison Convention Center from any liability arising from the preparation, service, consumption, and disposition of the above-mentioned item(s) which will be served to their representatives or the public in conjunction with this event. The above Applicant and their representatives further agree to be responsible for any, and all legal fees resulting from legal actions associated with the above item(s) being brought on to this premises along with the preparation, service, consumption, and disposition of said item(s).*

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_



# ATTACHMENT B - FIRE CODE REQUIREMENTS FOR EXHIBITS AND SPECIAL EVENTS - DALLAS FIRE-RESCUE DEPARTMENT

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Inspection and Life Safety Education Department – Special Events Section  
1551 Baylor Street, Suite 400, Dallas, Texas 75226  
Telephone: (214) 670-4319 Fax (214) 670-4324

## FIRE CODE REQUIREMENTS FOR EXHIBITS AND SPECIAL EVENTS

This section provides some of the basic regulations governing the operation of Exhibits and Special Events. If you have a particular question or concern, please contact the Dallas Fire Marshal's office at (214) 653-7970 and/or your Event Manager. The initial inspection and first re-inspection are conducted at no charge. The second re-inspection is subject to a \$171.00 fee, with all re-inspections thereafter, subject to a \$205.00 fee.

### Plans

1. Final detailed floor plans must be submitted to Inspection and Life Safety Education Department – Special Events Section at least a minimum of 60 days prior to the move in of your event. It is not necessary to show the details of individual booths. However, all tents must be shown on the floor plan. The plans should include:
  - » Layout: exhibits and building areas in use
  - » Lobby displays and registration areas
  - » Concessions areas and main catering set-up
  - » Exits: marked aisles and exits
  - » Fire extinguisher equipment: location and nature
  - » Dates: move in, move out and times open to the public
  - » Contacts: persons' names and telephone numbers
  - » Structures inside building: Detailed plans must be submitted 45 days prior to event move in
  - » Includes pop up tents (10 x 10 and tents up to 300 sq. feet). See TENTS below for special requirements for tents 101 to 300 sq. feet in size.
  - » Includes all covered structures, awnings and trailers over 4-feet wide
  - » Vehicles: type and number with diagram of placement
2. If a tent is to be erected outside, plans showing the details of the tent placement must be submitted to Inspection and Life Safety Education Department-Special Events Section at least a minimum of 45 days prior to the move in of your event.
3. Certification of flame resistance

### Tents

1. 10x10 or 100 sq. foot tents are allowed. The tents must be designated on the floor plan.
2. Tents 101 – 300 sq. feet in size must be shown on the floor plan and will be allowed with the following requirements:
  - » A smoke alarm must be installed in each tent
  - » A 2A-10BC type fire extinguisher must be located in each tent
3. Distance between tents:
  - » Tents placed next to each other (side-by-side or back-to-back along a drape line) that have an aggregate sq. footage of 300 sq. feet must have a distance of at least 30 feet between the next structure or tent.
  - » Tents 300 sq. feet in size must have a distance of at least 30 feet between the tent and the next structure or tent.
4. All tents must be open on at least 3 sides.
5. Tents larger than 300 sq. feet will be evaluated on a case by case basis. Detailed plans will need to be provided. Please contact the Special Events Section of Dallas Fire Rescue to discuss your situation.
6. Storage of combustible materials must be limited to 1 day's usage.

7. Vehicles will not be allowed to be stored under tents.

### **Permits**

1. A tent permit from the Fire Marshal is required for:
  - » Indoor tents 400 square feet or larger
  - » Outdoor tents 700 square feet or larger without sides
  - » Outdoor tents 400 square feet or larger with sides
2. Call the Special Events Section to obtain information and tent permit requirements.
3. Liquid Petroleum Gas for demonstration purposes inside buildings and for cooking purposes outside of buildings must be approved and permitted by the Fire Marshal. The allowable tank size is 5 pounds or less of Liquid Petroleum Gas.
4. Open flames, candles and burning or smoke emitting materials must be approved and permitted by the Fire Marshal prior to the event.
5. Special effects materials, pyrotechnics and fireworks must be approved by the Fire Marshal.
6. Welding and cutting equipment and use must be approved and permitted by the Fire Marshal. Other permits may be required. Please contact the Special Events Section for more information.

### **Trailers**

1. Display trailers must have one smoke alarm installed inside the trailer for every 100 sq. feet of display space.
2. One 20 pound 2A-10BC type fire extinguisher must be readily available in unobstructed view.
3. Storage of combustible materials must be limited to 1 day's usage.

### **Fire Access**

1. Fire lanes shall not be obstructed or barricaded at any time in any manner.
2. Fire hydrants and fire department connections must be maintained with a 3-foot clearance, and no parking within 15 ft. of fire hydrant.

### **Multi-Level Booths**

Any exhibitor planning to utilize a multi-level booth shall adhere to the following guidelines:

1. The exhibitor shall comply in all aspects with all applicable local fire and building codes, and shall secure all local licenses or other approval.
2. An independent automatic fire suppression system must be provided for the inside of the first floor, or an equivalency. The equivalency required may be one or more of the following:
  - » For every 100 net square feet of booth space covered by a second floor, a smoke alarm must be installed.
  - » One 20 pound 2A-10BC type fire extinguisher must be readily available in unobstructed view.
  - » Enclosed areas of the booth (closets, offices, storage areas, etc.) are equipped with functioning smoke alarms.
  - » The smoke alarms must be tied to a strobe and/or horn on the outside of the structure.
  - » A Fire Watch provided by the Dallas Fire-Rescue Department may be required during show hours or any time the booth is occupied.
  - » Fire Watch placement and number if inspectors on-site will be based on overall event floor plan, and determined by the Fire Marshal.

### **Exits**

1. Exit doors shall be maintained in proper working order and unlocked at all times when the building is occupied. Exit doors shall not be blocked or obstructed from inside or outside of building by vehicles, barricades, etc.
2. Exit ways shall be kept clear of obstruction at all times with adequate aisle widths provided.
3. Curtains, drapes or decorations shall not visually or physically obstruct exit doors, exit signs, fire alarms, hose cabinets, standpipes, fire extinguishers, or any life safety equipment at any time.

## *Fire Alarm and Detection Systems*

1. Fire detection equipment must be operable at all times and serviced and tagged annually.
2. Fire suppression systems must be operable at all times and serviced and tagged annually.
3. Fire Watch personnel provided by the Dallas Fire-Rescue Department may be required at the discretion of the Fire Marshal.

## *Sources of Ignition*

1. "NO SMOKING" signs shall be posted throughout those areas designated by the Fire Marshal where smoking is prohibited.
2. Unless they are flame retardant, combustible materials, merchandise, or signs shall not be attached to, hung from, or draped over flame retardant side and rear divider draperies of booths, or attached to table skirting facing the aisles.
3. Hay and straw used for decoration shall be flame retardant or covered with a flame retardant tarpaulin; otherwise, it must be stored and maintained in a manner approved by the Fire Marshal.
4. Sawdust and shavings shall be maintained flameproof at all times, by wetting down each day.
5. Combustible waste shall be collected as it accumulates, and stored in non-combustible, covered containers, which are emptied as necessary, but as a minimum at the close of each day.
6. Use or demonstration of equipment using liquid fuel inside of the building is prohibited.

## *Fire Extinguishers*

1. Typically, a 2A-10BC rated fire extinguisher shall be provided for each booth, display, stage, concession or internal combustion power source within 75 feet of travel or every 3,000 square feet of floor space.
2. A class K rated fire extinguisher shall be provided.

## *Equipment*

1. Compressed gas cylinders shall be secured to prevent from falling or being knocked over.
2. Heating devices shall be installed in accordance with the Building and Mechanical Code. Electrical wiring of a temporary nature shall be installed in accordance with the Electrical Code.
3. Commercial cooking appliances shall be installed in accordance with the Mechanical and Plumbing codes, and shall be equipped with ventilation hoods and approved automatic extinguishing systems. All other cooking equipment shall have separation from combustible materials, or non-combustible shielding, as approved by the Fire Marshal.

## **DISPLAY OF VEHICLES USING FLAMMABLE FUELS INSIDE A BUILDING:**

### *Automobiles, Trucks, Tractors, and Other Vehicles*

1. Fuel tanks shall contain no more than one-quarter tank or 5 gallons of fuel (whichever is the least). All Vehicles must be approved and tagged by the Fire Marshal before they can be placed inside the building.
2. Battery cables shall be disconnected from the ignition system.
3. Ignition keys for display vehicles shall be kept by a responsible person, at the display location, for use in removal of the vehicles in the event of an emergency.
4. Gas Caps must be locked or sealed (taped) closed.

### *Boats or Jet Skis*

1. Fuel tanks shall be completely empty. All fuel tanks shall be locked or effectively sealed. All boats must be approved and tagged by the Fire Marshal before they can be placed inside the building.
2. Battery cables shall be disconnected from the ignition system.
3. A jet ski that has held fuel prior to display must adhere to the same regulations.
4. A boat or jet ski directly from the factory and has never held fuel is not subject to these regulations.

## Aircraft

1. The maximum amount of fuel that is permitted in aircraft that is flown to the display site is the minimum reserve that is required by Federal Aviation Regulations (FAR) subject to the following conditions:
  - » At least 45 days prior to the start of the event, the Fire Marshal shall be provided with a list of all affected aircraft, specifying the make and model of the aircraft, type of fuel tank, the FAR minimum reserve, and a description of the units in which the fuel is measured, i.e., pounds or gallons.
  - » A member of show management shall be present during move in to assist the Fire Marshal.
  - » Automotive traffic shall be prohibited from the aircraft landing area during the scheduled aircraft arrival and/or departure time(s).
  - » The aircraft landing area shall be cordoned off.
2. The power source on each aircraft shall be disconnected.
3. The fuel filter caps on each aircraft shall be locked or covered with duct tape. Fuel tanks on aircraft that are not flown to the display site shall be empty.
4. All aircraft must be approved and tagged by the Fire Marshal before they can be placed in the building.
5. Approved fire extinguishing equipment shall be provided in areas designated by the Fire Marshal.
6. Aircraft defueling and/or fueling shall be subject, but not necessarily limited to the following provisions:
  - » Defueling and/or fueling operations shall be conducted a minimum of 50 feet from any building. The defueling and/or fueling area shall be cordoned off.
  - » Defueling and/or fueling shall be done only when the aircraft and dispensing unit are bonded and grounded as follows:
    - » A grounding cable shall connect the dispensing unit (fueling truck) to a ground. A grounding cable shall connect the aircraft to the ground.
    - » A bonding cable shall connect the dispensing unit to the aircraft.
    - » The defueling and/or fueling area shall be approved by the Fire Marshal prior to beginning defueling and/or fueling operations. All aircraft defueling and/or fueling operations shall be restricted to this area only.
    - » Aircraft heaters shall not be operated during defueling and/or fueling operations. No source of ignition shall be within 50 feet of the defueling and/or fueling area.
    - » Approved fire-extinguishing equipment shall be provided in the defueling and/or fueling area.
    - » "NO SMOKING" signs shall be posted throughout, and within 50 feet of the defueling and/or fueling area.