ATSSA's Convention & TRACE DO NOT BE ATSSA'S CON

2024
San Diego

EXHIBITOR SERVICES KIT

February 4-6, 2024
San Diego Convention Center
San Diego, CA

ROADWAYS
Advancing
SAFETY
Enhancing
INFRASTRUCTUR



Welcome

Dear ATSSA's Convention & Traffic Expo 2024 Exhibitor,

T3 Expo is proud to have been selected as the official service contractor for ATSSA's Convention & Traffic Expo 2024. This document contains information and order forms for many of the services that we offer. Please take a few minutes to review and read this material carefully. Our goal is to help make your participation at this event a success. We recommend you place your orders as soon as possible in order to take advantage of the advance order discounts.

Our T3 Expo Customer Service department is ready to assist you with all your exhibiting needs; please contact help@t3expo.com or call +1.888.698.3397.

Thank you for your business, From all of us at T3 Expo







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T3 EXPO INFORMATION



Show Information

Location

San Diego Convention Center 111 W. Harbor Drive San Diego, CA 92101

Exhibit Hall

Halls A-C

Booth Package

Each 10' x 10' Exhibitor Booth includes:

8' High Back Wall Drape 3' High Side Rail (1) Booth ID Sign (44"w x 7"h)

Show Colors

Drapes – Navy Side Rails – Navy Aisle Carpet – Tuxedo Facility Hall Flooring – Concrete



The booth space is not carpeted and the floor is concrete. Carpeting may be ordered in this kit or at www.t3expo.com.

Exhibitor Move-in	Exhibit Hours	Dismantle/Move-out	Carrier Check-in
Saturday, February 3 8:00 am – 5:00 pm	Sunday, February 4 12:30 pm – 5:30 pm	Tuesday, February 6 1:00 pm – 8:00 pm	Tuesday, February 6 By 6:00 pm
Sunday, February 4 8:00 am – 11:00 am	Monday, February 5 11:30 am – 5:30 pm	-	-
_	Tuesday, February 6 10:30 am – 1:00 pm	_	-

PLEASE NOTE: Hours are subject to change. Colors and style may vary upon availability.





Important Dates & Deadlines Checklist

Thursday, December 28, 2023	Presta [™] Rental Exhibit Package Order Deadline
Thursday, December 28, 2023	Receiving at Advance Warehouse Begins
Thursday, January 4, 2024	Presta [™] Rental Exhibit Package Artwork Submission Deadline
Thursday, January 4, 2024	Exhibitor Appointed Contractor Form Deadline
Thursday, January 11, 2024	Presta™ Rental Exhibit Package Artwork Approval Deadline
Thursday, January 11, 2024	T3 Service Orders Advanced Discount Deadline
Thursday, January 11, 2024	Custom Furniture Advanced Discount Deadline
Thursday, January 11, 2024	Vehicle Spotting Fee Discount Deadline
Friday, January 19, 2024	SDCC / SmartCity Discount Deadline
Thursday, January 25, 2024	Last Day for Advanced Shipments to Arrive without Surcharges
Friday, February 2, 2024	Direct Shipments to Show Site May Begin Arriving After 12 pm
Sunday, February 4, 2024	All Exhibits Must Be Set by 11:00 am
Tuesday, February 6, 2024	All Carriers Must Check In by 6:00 pm



Preshow Checklist

Please click here to view our Terms and Conditions

Review this entire Service Kit (PLEASE NOTE: Payment is required with all orders)

Arrange in-bound freight/Material Handling

If you or any other vendor are shipping materials to your booth, be sure to choose Advance or Direct Shipping:

Advance Shipping:

- If you ship to the Advance Warehouse, your freight will be guaranteed to be in your booth for the first day of set up.
- Be sure to look at the Late to Warehouse date. Freight being received after the date will incur a surcharge.
- The Advance Warehouse is not able to accept loose unpackaged pieces. Shipping crates, fibers, cartons, hanging signs, carpet, padding and pallets are acceptable. Due to circumstances of timing or facility availability beyond the control of T3 Expo, this may result in an overtime surcharge: please refer to the Material Handling form.

Direct Shipping:

- If you ship direct to show site, note the dates that shipments can be received. Shipments arriving before these dates may be refused.
- PLEASE NOTE: Any freight arriving on a Saturday, Sunday or before 8:00 am and after 4:30 pm Monday Friday or observed local union holidays will incur an overtime surcharge.
- 2. Check the show timing to gauge which shipping option meets your scheduling parameters and make note of handling surcharges (overtime, off target, late/early to warehouse etc.).
- 3. Fill out the Material Handling form in the Service Kit to estimate your costs and submit it with your payment.
- 4. Label your freight correctly with your company name, booth number, event/ATSSA's Convention & Traffic Expo 2024 and address listed in the Service Kit. Shipping label forms are provided in the Service Kit.
- 5. Bring all copies of shipping documents with tracking numbers to show site.

Order rental booth structure and/or option, if applicable

• Please choose the appropriate option and/or configuration of your booth structure.

Order graphics/signage and submit artwork, if applicable

See the Print Production Artwork Requirements page in this Service Kit for format information and submission details.

Order booth furnishings/accessories, if applicable

• There are forms in this Service Kit with many options to enhance the look of your exhibit. Discount price deadlines are noted on the forms.

Order T3 installation & dismantle labor, and / or submit EAC forms with proof of insurance

- Venues have different union regulations; please review the Labor Guidelines page to determine if hiring labor to set-up / tear down your exhibit properties is needed.
- If using a firm other than the official service contractor, a Notification of Intent to Use EAC form and proof of insurance must be submitted at least (30) days prior to the first day of exhibitor move-in. Without these documents, your EAC will not be allowed to set any exhibits.

Order additional/ancillary services

- There may be forms in this Service Kit for other services such as; accessible storage, sign hanging, custom furnishings, electricity, internet, audio visual, lead retrieval, cleaning, floral or catering.
- Some of these services are provided by vendors other than T3 Expo; be sure to submit forms and payments to the proper vendors. Please make note of ordering discount deadlines.

Submit your order with payment (REQUIRED)

• This will ensure all booth options, graphics, furnishings and accessories are reserved for your event. Orders received without payment cannot be processed. We accept Mastercard, Visa, American Express, company check or wire transfer.

Arrange out-bound freight

- Before the end of your event, be sure to visit the T3 Service Desk to pick up a Material Handling form.
- No Material Handling form will be distributed unless the account is paid in full.
- There will be a show carrier providing air and/or ground shipping options. If you are using your own carrier, you will need to schedule them on your own for a pickup.
- Please note the carrier check-in time on the Show Information page.
- If your carrier does not check-in by the date/time listed, your freight will be re-routed to ship with the show carrier at your expense.



On-site Checklist

Check all freight when you arrive

• Verify that all your shipments have arrived in your booth space. Please check against your shipping documentation before unpacking any freight.

Booth set-up

- If you are using T3 Expo Installation Labor, you must go to the T3 Service Desk to inform us that you are ready for your labor.
- Installation/Dismantle Labor start time is only guaranteed when ordered for 8:00 am.
- Once your booth is set up, tag your empty containers with Empty Stickers which can be picked up at the T3 Service Desk.

Arrange outbound shipping

- Before the end of the event, visit the T3 Service Desk to pick up your Material Handling form(s). You will need a separate Material Handling form for each outbound shipping destination.
- · Material Handling form(s) will not be distributed until account is paid in full.
- There will be show carriers on-site for air and ground service.
- If you are using your own carrier, you must schedule them in advance to pick up your shipment(s).
- · Note the Carrier Check-in date / time on the Show Schedule form.
- If your carrier doesn't check in by the date/time listed, your freight will be rerouted onto a show carrier at your expense.

Booth freight packed and ready to ship out

- Once your freight is packed and labeled to ship out, you must turn in your Material Handling form(s) at the T3 Service Desk.
- Do not leave your Material Handling form(s) in your booth space or on your freight.
- If you do not turn your Material Handling form(s) into the T3 Service Desk, your shipment may be delayed and/or rerouted to a show carrier.

SHIPPING INFORMATION





ATSSA's Convention & Traffic Expo	2024
BOOTH #:	

Material Handling

Choosing Your Carrier

Please carefully consider your carrier prior to booking your shipment(s) to and from the event. Various carriers are set up to operate on a certain schedule or with limited delivery procedures. Please be sure to review your carrier's policies. Some carriers will not deliver to a loading dock, some deliver without verification or signature of delivery. This may result in delays in delivery or additional fees.

POV (Privately Owned Vehicle): If you are delivering your materials to show site in your own vehicle, there may be Material Handling charges applied. Please refer to the Union Regulations in this kit and plan accordingly. T3 has jurisdiction over the loading dock based on these regulations.

Rate Classifications

Crated: Material that is skidded or 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 bars or hooks. The Advance Warehouse is not able to accept loose/unpackaged pieces; shipping crates, fibers, cartons and pallets are acceptable.

Small Package: A shipment of any number of pieces with a combined weight of 1-50 lbs that is received on the same day, from the same shipper and delivered by the same carrier at the same time.

Additional Fees May be Applicable

Late to Warehouse Fee: Shipments arriving after Thursday, January 25, 2024 will be charged an additional 30%.

Off Target Fee: If your event has a targeted move in, you must schedule your delivery within your target time. If your freight is received Off Target, there will be an additional fee of 30% of your Material Handling costs for that shipment.

Overtime/Double Time

- Overtime is 4:31 pm 7:59 am, Monday-Friday. All Day Saturday & Sunday. Double Time is observed Union Holidays.
- Based upon the Material Handling rates quoted, a 30% surcharge per pound for each occurrence will apply if:
 - Shipments are received on overtime.
 - Your advance shipment to the warehouse is received during straight time hours, but due to scheduling beyond T3 Expo's control, is moved into show site on overtime.
 - Shipments are loaded out on overtime.

Outbound Shipping

- A Material Handling form MUST be filled out for any shipment leaving the Expo Hall. These forms can be picked up at the T3 Expo Service Desk. All accounts must be settled prior to requesting this form.
- Once you have filled out the Material Handling form and ALL of your booth materials are packed, labeled, and ready for shipping, please return the completed form to the T3 Expo Service Desk – **DO NOT LEAVE THIS FORM IN YOUR BOOTH SPACE.**

Carrier Check In: All carriers must be checked in no later than Tuesday, February 6, 2024 by 6:00 pm. If prior arrangements have not been made, the official show carrier will be on-site to coordinate or re-route shipments.

UPS or Federal Express: To use these carriers, you MUST have their shipping labels for each piece and schedule your pick up. Without these, your freight will NOT be picked up by either. If there is a Business Center on the property, it is recommended that you bring your items there.

PLEASE NOTE: There may be an additional fee from the facility for this service.

Advance Shipments to T3 Expo Warehouse

Advance Shipments will be received at the Advance Warehouse beginning on Thursday, December 28, 2023. Shipments arriving prior to this date may be refused.

Crated or Uncrated Shipment Weight x \$2.28/lb = \$_ Small Package Shipment - Total Shipment Weight 50 lbs or less Small Package Shipmentx \$75.00 ea. = \$_

Material Handling Estimate.....\$

Shipment Weight x \$2.34/lb = \$_

Small Package Shipment - Total Shipment Weight 50 lbs or less Small Package Shipmentx \$75.00 ea. = \$_

Direct shipments will be received starting on Friday, February 2.

2024 at 12:00 pm. Shipments that arrive prior to this date may be

refused by the San Diego Convention Center as T3 Expo will not have possession of the venue prior to this date and time.

Direct Shipments to Show Site

Crated or Uncrated

Material Handling Estimate\$_

^{**}Rates listed above are inclusive of Overtime Outbound Charges for Exhibitor Material Handling needs based on scheduled ATSSA 2024 posted exhibitor move out hours**



Shipping Addresses

Advance Shipments to T3 Expo Warehouse

Address

To: (Exhibiting Company Name)

(Booth #)

For: ATSSA's Convention & Traffic Expo 2024

c/o: T3 Expo

TForce Freight c/o HTS c/o:

2321 Siempre Viva Ct Suite 103

San Diego, CA 92154

Information

Advance shipments will be accepted beginning on Thursday, December 28, 2023 through Thursday, January 25, 2024 between the hours of 9:00 am - 3:30 pm.

Shipments received after Thursday, January 25, 2024 will be charged an additional 30% per pound.

Please note when overtime rates apply as stated on Material Handling pages.

Direct Shipments to Show Site

Address

To: (Exhibiting Company Name)

(Booth #)

For: ATSSA's Convention & Traffic Expo 2024

c/o: T3 Expo

San Diego Convention Center c/o:

Halls A-C

111 W. Harbor Drive San Diego, CA 92101

Information

Direct shipments are accepted starting on Friday, February 2, 2024 beginning at 12:00 pm and throughout published event hours.

Please note when overtime rates apply as stated on Material Handling pages.



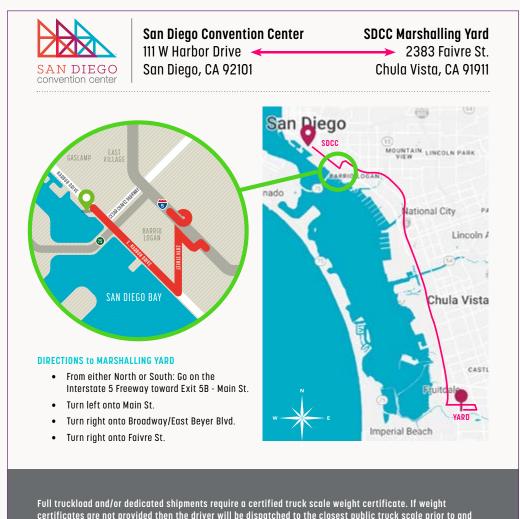
Marshalling Yard Information

Marshalling Yard Days and Hours of Operation

Friday, February 2 10:00 am - 4:00 pm Monday, February 5 **CLOSED**

Saturday, February 3 6:00 am - 3:30 pm Tuesday, February 6 10:00 am - 7:00 pm

Sunday, February 4 6:00 am - 11:00 am Carrier Check-in: Tuesday, February 6 by 6:00 pm



certificates are not provided then the driver will be dispatched to the closest public truck scale prior to and concluding unloading.

- Trucks over five tons are prohibited from most streets in the Barrio Logan community.
- Do not use Cesar Chavez Parkway EAST of Harbor Drive.
- Turn RIGHT on Harbor Drive and LEFT on 28th Street to access Interstate 5.
- Please DO NOT PARK or IDLE on community streets.

NO EXCEPTIONS. THANK YOU FOR HELPING US TO BE GOOD NEIGHBORS!





T3 Advanced Discount Deadline: Order and payment due by Thursday, January 11, 2024

Vehicle Spotting Fee

T3 Expo is responsible for the placement and removal of all motorized units/vehicles entering and exiting the exhibit hall.

All vehicles being used on the exhibit hall floor, either as an actual exhibit or as part of the exhibit space, must be escorted by a T3 Expo spotting crew. There is a round trip fee per vehicle for this service.*

Please Note:

• The battery cables must be disconnected

Requested Date & Time for Vehicle(s) Delivery:

- The gas cap must either be taped shut or have a lockable gas cap
- The vehicle must contain less than 1/4 tank of gas
- Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements

The Fire Marshal requires that certain safety regulations are adhered to for all vehicles on the exhibit floor. Please see the facility & US Fire Department regulations in this kit; exhibitor is responsible for making sure that all requirements are met.

*Additional fees may apply if vehicle cannot be driven into place and must be assisted or if scheduled spotting time is missed. Oversize vehicles will be charged additional fees.

Deliver (Day/Date) (Time) Pick Up (Day/Date) (Time) **Number of vehicles Extended Price** Price per vehicle (round trip) \$275.00 The following information is required; please return completed Company Name: form to T3 Expo. Email this completed form along with the Contact Name: Payment Information Form to: orders@t3expo.com Email Address:_____ Cell Phone: Booth #: Total Spotting Fee Estimate\$



Cartload Service

To alleviate issues associated with exhibitors carrying small exhibit materials during move-in, T3 Expo is pleased to provide a Cartload Service. This service will be available during move-in and move-out.

Cartload Services are designed for use by privately owned vehicles (POVs). A POV is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include cars, pickup trucks, passenger vans, taxis, limos, etc. Bobtails, box trucks or pickup trucks pulling small trailers are not considered POVs and Material Handling rates will apply. No cartload can have a combined weight of more than 300 lbs. Material Handling charges will apply to any loads greater than the limits listed above.

Special Freight Services - Small Passenger Vehicles Only! Maximum Weight 300 lbs

- Each cartload will handle (8) pieces or less, weighing less than 300 lbs. total. Each exhibitor will be provided (1) laborer with (1) cart. Each exhibitor will be allowed a maximum of (2) trips from their vehicle to their booth for move-in and (2) return trips from their booth to their vehicle for move-out.
- T3 Expo personnel will direct all vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with your vehicle; one (1) person to go with your product to the booth space and one (1) person to remove your vehicle from the unloading area to the parking area once Cartload Service is complete.
- The vehicles must be unload/loaded by full-time exhibitor personnel, by hand.
- Material handling charges and processes will apply to any loads greater than the limits listed above and/or any vehicles that are deemed by T3 Expo not to be a POV.

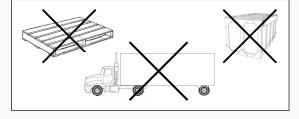
Hand-carry Information

 This service is for those who have small hand-carry items, all of which must fit on the cart.

To receive this service, watch for the Cartload Service signage







Cartload Service	Anticipated number of trips (2) maximum each way	I	Price per trip (each way)	Extended Price Price
Inbound		X	\$275.00 =	\$
Outbound		X	\$275.00 =	\$

Company Name:
Contact Name:
Email Address:
Cell Phone:
Booth #:

The following information is required; please return completed form to T3 Expo. Email this completed form along with the Payment Information Form to: orders@t3expo.com

Total Cart Service Fee Estimate\$



FEB. 2-6, 2024 SAN DIEGO

ARWAYSFREIGHT. LAND.AIR.SEA

OFFICIAL CARRIER!

OFFICIAL INT'L FREIGHT FORWARDER, CUSTOMS BROKER,
AIR CARRIER & SMALL PACKAGE CARRIER
PROVIDING ON-SITE REPRESENTATION
35+ YEARS IN THE TRADE SHOW INDUSTRY
24/7/365 COMPLETE SERVICE BY EXPERIENCED PROFESSIONALS

NEXT DAY, 2-DAY, DEFERRED OPTIONS VIA LAND AIR SEA



SONYA CAMPBELL

SONYAC@AIRWAYSFREIGHT.COM 682.217.8833

WWW.AIRWAYSFREIGHT.COM

USA & CANADA 800.643.3525 INTERNATIONAL 479.442.6301.



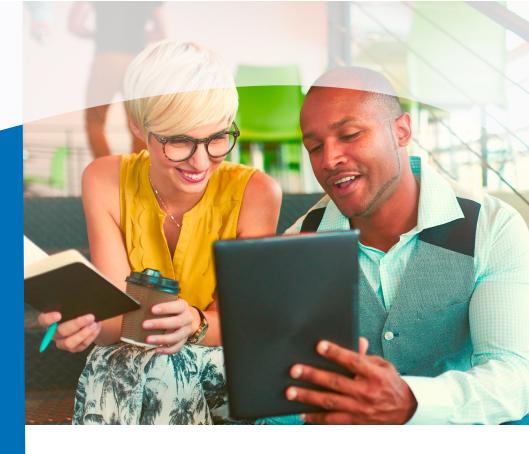
Get the Show on the Road

TForce Freight Trade Show

Your booth is the centerpiece of your company's trade show presence. If it doesn't arrive intact and on-time, your business could miss out on a golden opportunity to gain exposure within the industry.

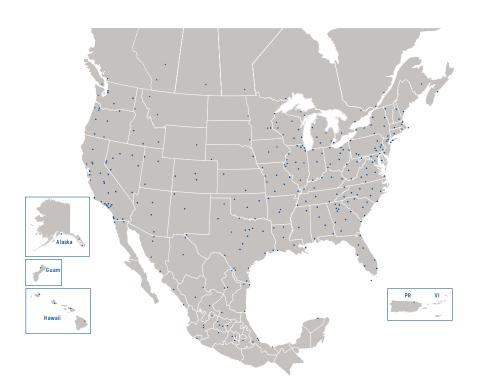
At TForce Freight, we understand your trade show needs, and we're here to ensure your trade show shipping experience is easier than ever.

Whether your booth is headed for the advanced warehouse or direct to the show site, the TForce Freight Trade Show team can provide you with dependable transit times at the right price — ensuring that your trade show experience goes off without a hitch.



Vast Network Coverage

TForce Freight Trade Show has established a massive network of more than 200 facilities throughout the United States. Which allows us to provide you competitive time-in-transit speeds to and from all major trade show markets.





TForce Freight Trade Show Features & Benefits



Guaranteed On-time

We are so confident in our ground freight shipping that we guarantee it's delivered on-time, or your money back.*



Professional Assistance

TForce Freight has trade show specialists available 24/7 to assist you with pre-planning your show. As well as, on-site Regional Managers to assist you with any questions or concerns during the show.



Real-Time Tracking

Experience advanced real-time tracking with TForce Freight technology. You can monitor packages, documents, and high valued goods and assets as they make their way from the loading dock to your exhibit.



Expedited Shipping

When you have a time-sensitive shipment that needs to be there, choose TForce Freight Expedited, and we'll put our seamless, multi-modal transportation network to work for you.



Faster Unloading

TForce Freight has developed strong relationships with several of the largest general service contractors, granting TForce Freight Trade Show with "Official Show Carrier" status at select venues. This allows TForce Freight to use a dedicated delivery door at the event, speeding up the delivery process.



Caravan Service

TForce Freight Trade Show has established a caravan service between select show locations. By joining the caravan you'll streamline your shipments and have your booth delivered to our advanced warehouse days before the show starts.

For more information or to schedule a pickup, please contact TForce Freight Trade Show at: 800-988-9889 or tforcefreight.com

^{*}Applies for trade show deliveries only. No-fee guarantee applies for shipments rated on current 560/525 tariff only. Shipments rated on customized rates are eligible for a

[&]quot;fee-based" guaranteed service. Certain restrictions apply. See rules tariff for more information.

These labels are provided for your convenience; please affix to each piece shipped to ensure proper delivery.

ADVANCE SHIPMENT

ACCEPTED FROM THURSDAY, DECEMBER 28, 2023 TO THURSDAY, JANUARY 25, 2024

Exhibitor Name		
c/o: T3 Expo c/o: TForce Freig 2321 Siempo San Diego, G	re Viva Ct Suite 103	
Event: ATSSA's (Convention & Traffic	Expo 2024
Booth #:		
Piece #:	of:	pieces
ADVANO	CE SHIPME DECEMBER 28, 2023 TO THURSDAY,	ENT
ADVANO	CE SHIPME	ENT
ADVANC ACCEPTED FROM THURSDAY, TO: Exhibitor Name C/O: T3 Expo C/O: TForce Freig	CE SHIPME DECEMBER 28, 2023 TO THURSDAY, ght c/o HTS re Viva Ct Suite 103	ENT
ADVANC ACCEPTED FROM THURSDAY, TO: Exhibitor Name C/o: T3 Expo c/o: TForce Freig 2321 Siempl San Diego,	CE SHIPME DECEMBER 28, 2023 TO THURSDAY, ght c/o HTS re Viva Ct Suite 103	JANUARY 25, 2024
ADVANC ACCEPTED FROM THURSDAY, TO: Exhibitor Name C/o: T3 Expo c/o: TForce Freig 2321 Siempl San Diego,	CE SHIPME DECEMBER 28, 2023 TO THURSDAY, ght c/o HTS re Viva Ct Suite 103 CA 92154	JANUARY 25, 2024

These labels are provided for your convenience; please affix to each piece shipped to ensure proper delivery.

DIRECT SHIPMENT

ACCEPTED BEGINNING FRIDAY, FEBRUARY 2, 2024

To:		
Exhibitor Name		
c/o: T3 Expo		
c/o: San Diego C Halls A-C 111 W. Harbo San Diego, C	r Drive	
Event: ATSSA's C	onvention & Traffic Exp	00 2024
Booth #:		
Piece #:	of:	pieces
To:		
Exhibitor Name		
c/o: T3 Expo		
c/o: San Diego C	onvention Center	
Halls A-C	D :	
111 W. Harboi		
San Diego, C		
Event: ATSSA's C	onvention & Traffic Exp	00 2024
Booth #:		
Piece #:	of:	pieces

HANGING SIGN ADVANCE SHIPMENT

ACCEPTED FROM THURSDAY, DECEMBER 28, 2023 TO THURSDAY, JANUARY 25, 2024

lo:		
Exhibitor Name		R
c/o: T3 Expo		
c/o: TForce Freig		
•	e Viva Ct Suite 103	3
San Diego, (JA 92154	
Event: ATSSA's C	Convention & Traf	fic Expo 2024
Booth #:		
Piece #:	of:	pieces
To:		
c/o: T3 Expo	ulat a /a UTO	
c/o: TForce Freig	gnt c/o HTS e Viva Ct Suite 100	
San Diego, (
Event: ATSSA's C	convention & Traf	fic Expo 2024
Booth #:		
Piece #:	•	pieces

T3 SERVICE INFORMATION & FORMS



Exhibitor Order Deadline: Thursday, December 28, 2023 Artwork Submission Deadline: Thursday, January 4, 2024

Artwork Approval Deadline: Thursday, January 11, 2024 An additional 25% rush fee will be added to the total price of the package if graphic files are received after Thursday, January 4, 2024.

10' x 10' Presta[™] Rental Exhibit Package



The following information is required; please return completed form to T3 Expo.

Review Package

9'w x 8'h Digitally Printed Back Wall

10' x 10' Standard Carpet

- (1) White, Lockable Display Counter
- (3) Clip Lights (electricity not included)

Labor to Install and Dismantle

First Day Cleaning

Company Name:
Contact Name:
Email Address:
Cell Phone:
Booth #:

Submitting Artwork

Before submitting artwork, please see our Print Production Artwork Requirements. There you will find information on file setup and formats, as well as a link to upload graphics and download templates.

Select Carpet Color (Included in package price; check one)

Blue Black Green Grev Navv Red Tuxedo

Submit This Form

Email this completed form along with the

Payment Information Form to: orders@t3expo.com

Sales Tax 7.75%.....\$ Estimated Rental Package Total.....\$ Pricing does not include electricity, internet connection or AV equipment.



Exhibitor Order Deadline: Thursday, December 28, 2023 Artwork Submission Deadline: Thursday, January 4, 2024 Artwork Approval Deadline: Thursday, January 11, 2024 An additional 25% rush fee will be added to the total price of the package if graphic files are received after Thursday, January 4, 2024.

10' x 20' Presta[™] Rental Exhibit Package



The following information is required; please return completed form to T3 Expo.

Review Package

18'w x 8'h Digitally Printed Back Wall

- 10' x 20' Standard Carpet
- (2) White, Lockable Display Counters
- (1) Reception Counter with Digital Graphic
- (6) Clip Lights (electricity not included)

Labor to Install and Dismantle

First Day Cleaning

Submitting Artwork

Before submitting artwork, please see our Print Production Artwork Requirements. There you will find information on file setup and formats, as well as a link to upload graphics and download templates.

Select Carpet Color (Included in package price; check one)

Green Blue Black Grev Navv Red Tuxedo

Submit This Form

Email this completed form along with the Payment Information Form to: orders@t3expo.com

10' x 20' Rental Exhibit Package	\$6,340.00
Sales Tax 7.75%	\$
Estimated Rental Package Total	\$
Pricing does not include electricity internet connection of	or AV equipment





Artwork Submission Deadline: All artwork due by Thursday, January 4, 2024

Print Production Artwork Requirements

PLEASE NOTE:

All artwork must be submitted in CMYK (not RGB/HEX).

General File Set Up

Please provide artwork in native forms whenever possible:

· Adobe Illustrator and Adobe InDesign files are preferred

When creating multiple-panel signs/structure graphics (booth back walls, etc.):

- Use Adobe Illustrator for layout
- Create artwork using one artboard for entire graphic. Don't use separate artboards for artwork spanning more than one panel.
- Include 2" bleeds on all sides
- · Convert fonts to outlines
- Embed all linked images

When creating single-panel graphics/smaller signs (meter boards, placards, etc.):

- Use Adobe Illustrator or InDesign for layout
- Include 1" bleeds on all sides
- · Convert fonts to outlines
- Embed or package all linked images

Images

Rasterized pixel-based images such as PSD, TIF or JPGs should be high resolution (150-300 dpi) at full size. 1:1 ratio. This includes images linked or embedded in InDesign or Illustrator files.

Based on viewing distance, below are some basic guidelines for resolution when working with formats such as PSD, TIF and JPG files.

48" x 96" Graphics and larger

Recommended resolution for graphic at full size dimensions:

- Viewing distance of 1-4 feet 200 dpi at full size
- Viewing distance of 5-9 feet 150 dpi at full size

Minimum resolution for graphic at full size dimensions:

- Viewing distance of 1-4 feet 150 dpi at full size
- Viewing distance of 5-9 feet 100 dpi at full size

Graphics smaller than 48" x 96"

Viewing distance of 1-4 feet 100 dpi at full size

Preferred File Formats

- · Adobe Illustrator (AI or EPS): Outline fonts and embed all links
- · Adobe InDesign: Package all fonts and links
- · Adobe Photoshop (PSD, TIF or JPG): For image files

Checklist

SET DOCUMENT MODE TO CMYK USE APPROPRIATE DIMENSIONS AND SCALE SET APPROPRIATE BLEEDS ON ALL SIDES CHECK IMAGE RESOLUTION **CONVERT FONTS TO OUTLINES** EMBED IMAGES / SAVE & PACKAGE YOUR FILE **INCLUDE PDF PROOF**

Submitting Artwork

Once your graphics are complete, please **CLICK HERE** to upload your graphic files or download templates.

Questions?

Questions regarding artwork may be emailed to:

Exhibitor Graphics graphics@t3expo.com

Please include, in all inquiries:

- Event name
- Company name
- Booth number
- Contact information



Floor Covering

Upgraded Carpet - 30 oz. Premium 100% Nylon Carpet



Standard Carpet - 16 oz. Nylon Carpet



PLEASE NOTE: Colors and style may vary upon availability.





T3 Advanced Discount Deadline: Order and payment due by Thursday, January 11, 2024

Floor Covering Order Form

Upgraded							and the floor is red on this page.					
Please enter	r size and s		Carpet Cold		Total Area			Discount Pri	се	Standard Pric	е	Extended Price
	Size _		x	=		_ sq. ft	x	\$8.30	or	\$13.28	= \$_	
Please select UPGRADED carpet color: (check one) Black Nav							Greei Red	า		Grey White		
Standard 0	Carpet – 16	oz. r	nylon carpet	– Please e	nter size	e and se	elect	carpet co	olor			
- 1	Discount Price		Standard Price	Extended	Price			Discount Pri	се	Standard Price	се	Extended Price
10' x 10' 10' x 20' 10' x 30' 10' x 40'	\$374.00 \$748.00 \$1,122.00 \$1,496.00	or or or	\$598.00 \$1,196.00 \$1,794.00 \$2,392.00	\$ \$		20' 20' 30'	x 20' x 30' x 40' x 30' pet con	\$2,244 \$2,992 \$3,366	.00 .00 .00	or \$2,392. or \$3,588. or \$4,784. or \$5,382. ing 10' pieces.	00 00	\$ \$ \$
Custom Siz Please enter		elect		or	Sland or Fotal Area	peninsu		Discount Pri		Standard Pric	е	Extended Price
	Size _		x	=		_ sq. ft	X	\$3.74	or	\$5.98 =	\$_	
Please sele (check one		ARD (or CUSTOM	carpet col	or:	Black Navy		Blue Red		Green Tuxedo	ı	Grey
Carpet Pac	lding		3ooth Dimension	ıs T	otal Area		Di	scount Price	e	Standard Price		Extended Price
½" Foai	m Padding*		x	=		_ sq. ft	х	\$1.75	or	\$2.80	= \$	
1" Foai	_		x	=		_ sq. ft	Χ	\$3.50	or	\$5.60	= \$	
	Visqueen		x	=		_ sq. ft	Х	\$1.24	or	\$1.98	= \$	
										Subtot	al:\$	
Contact Na Email Addre	me: ess:					Sales	Tay 7	' 75 %		s		
Booth #:										ering\$		



Furniture – Standard Chairs



PLEASE NOTE: Colors and style may vary upon availability.



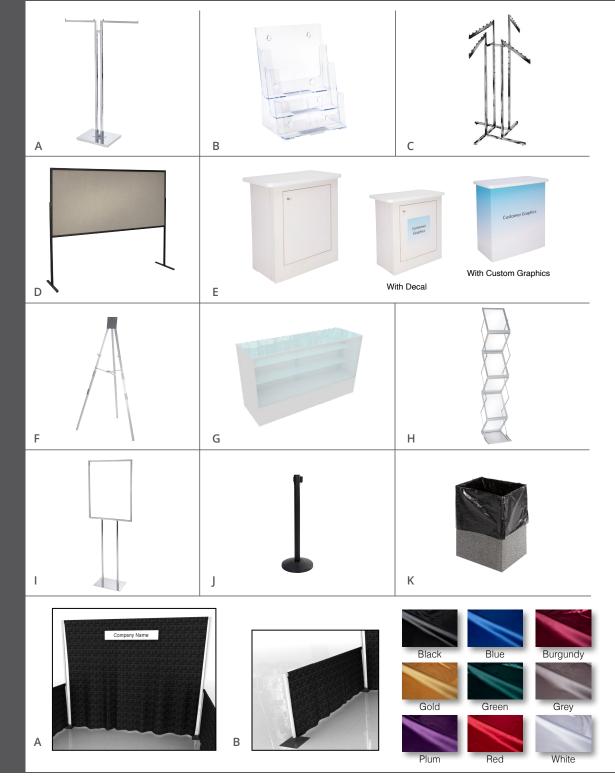
Accessories / Pipe & Drape

Accessories

- A. Bag Stand Chrome
- B. Brochure Holder
- C. Coat Tree Chrome
- D. Display Board (8'w x 4'h)
- E. Display Counter -(36"w x 41"h x 21"d)
 - Display Counter with Decal (14" x 14")
 - Display Counter with Custom Graphics
- F. Easel Tripod
- G. Display Showcase -(58"w x 38"h x 17.5"d)
- H. Literature Stand
- I. Sign Stand Chrome (22"w x 28"h)
- J. Stanchion (includes 7' retractable cord)
- K. Wastebasket

Pipe & Drape

- A. 8' High Drape
- B. 3' High Drape



PLEASE NOTE: Colors and style may vary upon availability.





T3 Advanced Discount Deadline: Order and payment due by Thursday, January 11, 2024

Furniture / Accessories / Pipe & Drape Order Form

			Quantity		Discount Price	е	Standard Pric	е		Extended Price
Furniture										
A. Bar Stool – Black				_ X	\$269.00	or	\$377.00	=	\$	
B. Side Chair – Black				_ X	\$179.00	or	\$251.00	=	\$	
A			Quantity		Discount Price	е	Standard Pric	е		Extended Price
Accessories					4000.00		****		_	
A. Bag Stand – Chrome				_ X	\$283.00		\$396.00			
B. Brochure Holder				_ X	\$107.00	or	•		\$	
C. Coat Tree				_ X	\$170.00	or	•		\$	
D. Display Board (8'w x 4'h)				_ X	\$289.00	or	,		\$	
E. Display Counter (36"w x	ŕ			_ X	\$486.00	or	•		\$	
Display Counter with Dec	,			_ X	\$561.00	or	•		\$	
Display Counter with Cus F. Easel – Tripod	storn Graphics			_ X	\$611.00 \$118.00	or or			\$ \$	
G. Display Showcase (58" x	38" v 17 5d")			_ X	\$534.00	or			Ф \$	
H. Literature Stand	. 30 X 17.30)			- ^	\$227.00	or			\$	
I. Sign Stand – Chrome (22	2"w y 28"h)			- ^	\$191.00	or			\$	
J. Stanchion (with 7' retract	•			- ^ X	\$125.00		\$175.00		\$	
K. Wastebasket	abic cora,			- ^	\$37.00	or	\$52.00		,	
N. Wasiobaskot			-	_ ^	ψον.σσ	0.	Ψ02.00		Ψ	
			Quantity		Discount Price	е	Standard Pric	е		Extended Price
Pipe & Drape										
A. 8' High Drape – Per Line	ar ft			_ X	\$23.00	or	\$32.00	=	\$	
B. 3' High Drape – Per Line	ar ft			_ X	\$15.00	or	\$21.00	=	\$	
Please Select Drape Co	olor: (check on	e)								
Black Blue	Burgundy	Gold	Green	Gre	ey Pl	um	Rec	t		White
+Cl										
*Submitting Artwork Before submitting artwork, p	laaca caa aur Di	rint Droducti	on Artwork D	aquir	omonte Th	orc	Nou will fi	nd	info	rmation on file
setup and formats, as well a						iere	you will fil	Hu	IIIIO	imation on the
					1					
Company Name:										
Contact Name:										
Email Address:										
Cell Phone #:			Sales	Tax 7	7.75%			.\$		
Booth #:			Est. To	tal F	urn/Access	s/Pi	pe&Drape	. \$		



Display Tables & Counters

Skirted Tables

4'w x 2'd x 30"h (shown)

6'w x 2'd x 30"h

8'w x 2'd x 30"h

4'w x 2'd x 40"h

6'w x 2'd x 40"h

8'w x 2'd x 40"h

- · Skirted tables include white vinyl top and pleated skirt on three sides.
- · Fourth side skirting is available at an additional cost.
- 4' tables do not require fourth side skirting.





Unskirted Tables

4'w x 2'd x 30"h

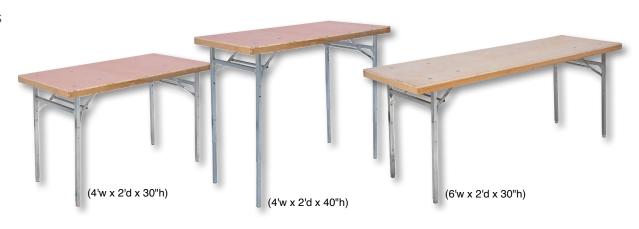
6'w x 2'd x 30"h

8'w x 2'd x 30"h

4'w x 2'd x 40"h

6'w x 2'd x 40"h

8'w x 2'd x 40"h



Round Tables

30" diameter x 30"h - Black

30" diameter x 40"h - Black



PLEASE NOTE:

Colors and style may vary upon availability for items on this page.





T3 Advanced Discount Deadline: Order and payment due by Thursday, January 11, 2024

Display Tables & Counters Order Form

201111 511			Quantity		Discount P	rice	Standard Pri	ce		Extended Price
	6' & 8' skirted on 3 si	des only)								
4'w x 2'd				. X	\$230.0		\$322.00		\$	
6'w x 2'd				. X	\$268.0		\$375.00		\$	
8'w x 2'd				. X	\$313.0	0 or	\$438.00) =	\$	
4th Side Skirting (for	6' and 8' tables only)			X	\$73.0	0 or	\$102.00) =	\$	
40" High Skirted (6' & 8' skirted on 3 si	des only)								
4'w x 2'd	O & O SKIILEG OH O SI	ues offiy)		х	\$268.0	n or	\$375.00	۰ –	\$	
6'w x 2'd				. ^ X	\$313.0		\$438.00		\$	
8'w x 2'd					\$359.0		\$503.00		Ψ \$	
	6' and 8' tables only)			-	\$84.0		\$118.00		Ψ \$	
4th Side Skirting (lot	o and o tables only)			. х	φ04.0	o oi	φ110.00	, =	Φ	
Please Select Ski	i rting Color: (check	one)								
Black Blue	e Burgundy	Gold	Green	(Grey	Plun	n R	ed		White
			Quantit	у	Discour	t Price	Standard P	rice		Extended Price
30" High Unskirte	ed									
4'w x 2'd					x \$110).00 o	r \$154.0	0 =	\$	
6'w x 2'd					x \$130).00 o	r \$182.0	0 =	\$	
8'w x 2'd					x \$150	0.00 o	r \$210.0	0 =	\$	
40" High Unskirte	ed									
4'w x 2'd					x \$130).00 o	r \$182.0	0 =	\$	
6'w x 2'd					•		•		-	
8'w x 2'd							r \$252.0			
• x = •							. 4_0		•	
Round Tables										
30"d x 30"h, black					x \$143	3.00 o	r \$200.0	0 =	\$	
30"d x 40"h, black					x \$160	0.00 о	r \$224.0	0 =	\$	
Company Name:										
				e To	v 7 759/			¢		
Booth #:			- June							
			ESI.	าบเล	ואוטוטוט	iables	a Counte	15.4		



Important Information

Overtime

Double Time

Straight Time

Display Labor & Forklift Order Form

Straight Time: 8:00 am to 4:30 pm, Monday-Friday.	Display Labor Labor	-	\$146.00	\$238.00	\$305.00				
Overtime: 4:31 pm to 7:59 am, Monday-Friday. All Day Saturday & Sunday	T3 Supervised Labor Forklift and Operator		.\$189.80	\$309.40 \$421.00	\$396.50 \$491.00				
Double Time: Observed Union Holidays.	Requested Date/Time	# of Laborers	# Hours	Hourly Rate	Total Cost				
Show Site Labor Orders: Add 30% to hourly rates.	Installation								
T3 Expo bills 30 minutes minimum per laborer. Additional time is billed in 30 minute increments per laborer.	Dismantle	X		x=	\$				
Exhibitors ordering forklift will be assigned a forklift and an operator.	For Forklift Orders Type of Work Being Perfo	rmed	Size of	forklift requir	red:				
Determination of crew size is at the discretion of T3 Expo.	Unskid/reskid equipment Place equipment Build booth structure	t	10,0	000 lb lift 100 lb lift 100 lb lift					
Starting time is to be confirmed with T3 Expo. Only labor ordered for 8:00 am start time is guaranteed. All other start times will begin as soon as labor is available.	Build booth structure Other: Heaviest piece weight Dimensions length width height								
Exhibitors MUST check in at the T3 Expo Service Desk when ready for labor, and check out at the T3 Expo Service Desk upon completion of work.	For Display Labor – Super Exhibitor Supervision On s On site/after hours contact name	ite/after hours con	tact cell pho	one:					
Exhibitors ordering forklift to assemble displays or for uncrating, unskidding,	T3 Expo Supervision On s On site/after hours contact name								
positioning and reskidding equipment or machinery will need to estimate their needs on this form.	Our fee for T3 Supervision is 30 labor without exhibitor's represe instructions (blueprints/floor plar outbound shipping instructions v	ntative present, Tans, etc.) with this la	3 Expo mus abor order f	t receive detail	ed set-up				
Company Name:		Set-Up Inst	ructions A	ttached					
Contact Name: Email Address: Cell Phone:		Outbound 9	Shipping Ir	nformation Att	ached				
Booth #:		Estimated Tot	al Labor	\$					



Impo Strai 4:30 • Over am, I

 Doub Unio Show Add • T3 E Addit 30 m per la Exhib will b and a Dete size of T3 Start confi Only am s

Email Address:_

Cell Phone: ____

Booth #:

Hanging Sign & Truss Labor Order Form

0 0	O									
mnortant Information										
mportant Information			· ·		uble Time					
Straight Time: 8:00 am to 4:30 pm, Monday-Friday.	Sign Assembly Labor T3 Supervised Sign Assembly L			•	305.00 396.50					
Overtime: 4:31 pm to 7:59 am, Monday-Friday. All Day Saturday & Sunday	Does the sign require assembly (assembly labor performed at re		Yes	No						
Double Time: Observed Union Holidays.	Requested Date & Time**	# of Men #	of Hours Hourl	y Rate T	otal Cost					
Show Site Labor Orders:	Installation	x	X	= \$						
Add 30% to hourly rates. T3 Expo bills 30 minutes	Dismantle	x	X	= \$						
minimum per laborer. Additional time is billed in	Sign Hanging Lift/Crew	_			128.00					
30 minute increments per laborer.			of Hours Hourl		otal Cost					
Exhibitors ordering forklift	Requested Date & Time**	" Of Emiliary Ofew(3)	Tiouri	riate	otal oost					
will be assigned a forklift and an operator.	Installation	x	x	= \$						
Determination of crew	Dismantle	x	x	= \$						
size is at the discretion of T3 Expo.	Note: Final billing will include time, materials, assembly, installation and dismantle. **We will do our best to accommodate the requested date and time.									
Starting time is to be	Crew size is at the dis		·							
confirmed with T3 Expo. Only labor ordered for 8:00	Ceiling Point Fee									
am start time is guaranteed. All other start times will begin as soon as labor is available.	This fee applies to any hanging signs or chain hoist that are hung from the ceiling. The Ceiling Point fee is in addition to the rates quoted for truss, hanging signs, or equipment. Quantity Standard Price Total Cost									
Exhibitors MUST check	_		tandard Price	lota	al Cost					
in at the T3 Expo Service Desk when ready for labor,	Points	x \$3	350.00 each	= \$						
and check out at the T3 Expo Service Desk upon	Supervision of all labor is r	required (check on	ne)							
completion of work.	Exhibitor Supervision	On site/after hours	contact cell phor	ne: ()						
Exhibitors ordering forklift to assemble displays or		On site/after hours	contact name:							
for uncrating, unskidding, positioning and reskidding	T3 Expo Supervision	On site/after hours	contact cell phor	ne: ()						
equipment or machinery will need to estimate their needs		On site/after hours contact name:								
on this form.	In order to perform Labor withou detailed set-up instructions (blue outbound shipping instructions.									
Company Name:		See next page if is required.	truss, chain moto	ors, or rigging e	quipment					
Contact Name:			ctions Attached							
		Jer-op man	iviiviis Allaviici	4						

Outbound Shipping Information Attached

(for T3 Expo Supervised Dismantle only)

Est. Total Hanging Sign & Truss ... \$ _





T3 Advanced Discount Deadline: Order and payment due by Thursday, January 11, 2024

Rigging Equipment Rental Order Form									
Equipment 1/4 Ton Hoist 1/2 Ton Hoist One Ton Hoist 12" Box Truss, per foot 12" Corner Blocks 20.5" Box Truss, per foot 20.5" Corner Blocks Rotating Motor	Quantity Discount Price Standard Price Extended Price								
Color Options for Truss and Corner Blocks Silver Black									
Equipment is being used to hang: Lighting Truss Hanging Sign Be	oth								
Note: Electrical is not included and is required to power the modelectrical and/or labor must be ordered in advance.	tors. See Electrical Service Order page to order.								
Company Name:Contact Name:	Email orders@t3expo.com for custom quotes regarding truss or lighting.								

Sales Tax 7.75%\$ _

Est. Total Rigging Equip. Rental\$

Email Address:_____ Cell Phone #:_____

Booth #: _____



Hanging Sign / Truss Description & Position

Description of	of Sign									
Material Cloth/V	Material Cloth/Vinyl Wood		System	n Metal		Other				
Single S	Sided	Double Sided Pockets		Grommets			# of H	lang Points	s	
Shape		0: 1	+ · .		Б.		OII			
Square		Circle	Triangle		Pinw	heel	Other	·		
Dimensions		140.00					_			
Height		Width	Length				Approx	Weight _		lbs.
Assembly Rec Yes	quired? No	Electricity Rec Yes	quired? No	Cha	in Moto Yes		juired? (No		T3 Expo fo	
Is exhibitor su	pervision i	required for T3 Exp	oo to assemble	e and	hang th	ne sign	?	Yes	No	
Position of Si Distance from	_	r to the top of the sig	n		or	to	maximur	n height al	llowed	
Location	Center of	of Booth	See Diagram E	Below						
		Each square) =	-	Adja	acent B	ooth or A	isle # =		
										7 .
Use this grid t your hanging a • Please indica	sign.	the position of		= #						- - - - - - - *
(i.e. 1 square	=1 foot) or i	indicate the		nt Booth or Aisle						Adjacent Booth or Aisle #
dimensions o • Mark the adia		n. numbers or aisle		or/						- or
		ound the grid.		ooth						- - 5
				r B						l Bi
				Adjacel						ace
				Adj						Adj
					Adja	acent Bo	ooth or A	isle # =		
					·					
Poeth #:										



Accessible Storage & Cleaning Order Form

Important Information

Exhibitor must sign up for accessible storage at the on-site T3 Service Desk.

Accessible storage is for storing items such as giveaways or literature that need to be replenished.

Half hour minimum labor charge to bring items to storage and half hour minimum charge for each time retrieved. Actual hours will be included in final billing.

NOTE: If you are already paying for Advance or Direct Material Handling to T3 Expo, there is no additional charge for Empty Storage. If you are hand-carrying your exhibit and require storage, Empty Storage fees will apply.

Empty Storage fees cover the duration of the event.

Accessible Storage

Accessible Storage is \$2.50 per square foot per day.

*One half hour of labor will be charged to bring items to storage and one half hour for each time items are retrieved from or brought into storage.

Access Storage	Area	# Days	Ext	ended Price
\$2.50 per sq. ft x	sq. ft.	х	= \$	
		Straight Time	Overtime	Double Time
Access Storage Labor		\$146.00	\$238.00	\$305.00
Empty Storage Quan	ntity	Standard Price	E	xtended Price
Cardboard Box	x	\$40.00 each	= \$	
Fiber Case	x	\$50.00 each	= \$	
Quan	ntity	Standard Price		
Shrink Wrap		\$105.00		

Company Name:
Contact Name:
Email Address:
Cell Phone:
Booth #:

For accessible storage services please visit the T3 Service Desk during move-in hours. See page 5 for exhibitor move-in schedule.

Est. Total Storage Services\$



T3 Advanced Discount Deadline: Order and payment due by Thursday, January 11, 2024

Artwork Submission Deadline: Thursday, January 4, 2024

Signage Order Form

Important Information

Double square footage for double sided graphics.

Round square foot to next whole increment.

File conversion, retouching or color correction may incur additional charges.

T3 Expo can design layouts of graphics for an additional fee of \$125 per hour (Two hour minimum).

Please refer to the Print **Production Artwork** Requirements page for information on file set-up, and a link to upload your graphic files or download templates.

Signage Standard Size Signs Quantity	ì	Advanced Pric	:e	Standard Pric	ce	Extended Price
8.5"w x 11"h	x	\$45.00	or	\$54.00	= \$_	
11"w x 14"h	x	\$67.20	or	\$81.00	= \$_	
22"w x 28"h	X	\$112.00	or	\$134.00	= \$_	
28"w x 44"h	X	\$196.00	or	\$235.00	= \$_	
				Subtotal	= \$	

Custom Size Banner (in square feet) Single Sided	Advanced Price Standard Price Extended Price
width x height = area	x \$20.00 or \$22.00 = \$ (per square foot)
Double Sided (x2)	
width x height = area	x \$40.00 or \$44.00 = \$ (per square foot)
	Subtotal = \$

Company Name:
Contact Name:
Email Address:
Cell Phone:
Booth #:

Sales Tax 7.75%\$	
Estimated Total Signage\$	





DISCOUNT DATE DEADLINE PRICE Thursday, January 11, 2024

Company Name:	
Contact Name:	
Email Address:	
Cell Phone:	
Booth #:	

Save money.	Grow	your	ever	٦t

	CODE	ITEM	DESCRIPTION	DISCOUNT PRICE	STANDARD TOTAL PRICE
		POW	ERED FURNITURE		
	BKCT5P	5' Table	Black Top, Silver	\$1,264	\$1,580
	BKCT8P	8' Table	Black Top, Silver	\$2,428	\$3,034
	BKC10P	10' Table	Black Top, Silver	\$2,428	\$3,034
	NPLCHP	Naples Chair	Black Vinyl	\$1,133	\$1,416
	NPLLOP	Naples Loveseat	Black Vinyl	\$1,518	\$1,898
	NPLS0P	Naples Sofa	Black Vinyl	\$1,748	\$2,185
	C1YP	Sydney Cocktail Table	Black Top, Brushed Steel	\$476	\$595
	C1WP	Sydney Cocktail Table	White Top, Brushed Steel	\$474	\$592
	VNTBLK	Ventura Communal Bar Table	Black Top, Silver	\$1,476	\$1,845
	VNTWHT	Ventura Communal Bar Table	White Top, Silver	\$1,476	\$1,845
	VNTCBK	Ventura Communal Café Table	Black Top, Silver	\$1,190	\$1,487
	VNTCWH	Ventura Communal Café Table	White Top, Silver	\$1,190	\$1,487
	CUBPOW	Wireless Charging Table	White, AC Plug In	\$629	\$787
_	VILHUB	Village Charging Hub	Cream	\$400	\$500
			under Office & Product Display	on Page 2	
			ATING COLLECTIONS		
	CHR002	Allegro Chair	Blue Fabric, Brushed Metal	\$649	\$812
_	SFA002	Allegro Sofa	Blue Fabric, Brushed Metal	\$921	\$1,152
_	BCHWHT	Baja Chair	White Vinyl	\$663	\$829
_	BLVWHT	Baja Loveseat	White Vinyl	\$1,052	\$1,314
_	1	<u> </u>		1	
_	BSFWHT	Baja Sofa	White Vinyl White Vinyl Brushed Metal	\$1,227	\$1,534
_	_	Fairfax Chair	White Vinyl, Brushed Metal	\$456	\$571
	FAIRSW	Fairfax Sofa	White Vinyl, Brushed Metal	\$629	\$787
	KEYCHR	Key Largo Chair	Black Fabric, Wood	\$414	\$518
	KEYLOV	Key Largo Loveseat	Black Fabric, Wood	\$479	\$598
	KEYS0F	Key Largo Sofa	Black Fabric, Wood	\$607	\$758
	NPLCHR	Naples Chair	Black Vinyl	\$770	\$963
	NPLLOV	Naples Loveseat	Black Vinyl	\$929	\$1,162
	NPLS0F	Naples Sofa	Black Vinyl	\$1,102	\$1,378
_	PALSOF	Palm Beach Sofa	White Vinyl	\$963	\$1,204
	STECHA	Sterling Chair	Gray Fabric	\$1,139	\$1,424
	STESOF	Sterling Sofa	Gray Fabric	\$1,657	\$2,071
	VALCHA	Valencia Chair	Spice Orange Velvet	\$508	\$634
	VALSOF	Valencia Sofa	Coffee Brown Velvet	\$646	\$808
	COCHTP	Cordoba Chair	Taupe Fabric, Black	\$726	\$908
	COLVTP	Cordoba Loveseat	Taupe Fabric, Black	\$1,037	\$1,296
	COLVII		CCENT CHAIRS	91,007	91,230
	ATHCHA	Atherton Chair	Brown Leather, Black Metal	\$856	\$1,070
	BOWCHA	Bowery Chair	Ochre Fabric	\$802	\$1,003
	+	 			
	CNTCHR	Century Chair	Gray Velvet	\$816	\$1,020
	LABREA	La Brea Swivel Chair	Charcoal Gray Fabric, Chrome	\$544	\$680
	LENCHA	Lena Chair	Moss Green Leather, Bronze	\$720	\$900
	BCW	Madrid Chair	White Vinyl, Chrome	\$848	\$1,060
	OCMWHT	Meeting Chair	White Vinyl, Wenge	\$361	\$451
	MONCHA	Montreal Chair	Blue, Black Metal	\$882	\$1,102
	MNCHCH	Munich Armless Chair	Gray Fabric, Black	\$649	\$812
	SWAN	Swanson Swivel Chair	White Vinyl, Chrome	\$474	\$592
_	TCHP	Tech Chair, No Tablet	Gray Vinyl, Chrome Base	\$629	\$787
_	TCHGRY	Tech Tablet Chair	Gray Vinyl, White Metal Tablet	\$612	\$765
	WENCHA	Wentworth Swivel Chair	Brown Vinyl	\$474	\$592
	BNMCOW	Brooklyn Meeting Chair	White Vinyl, Oak-look	\$484	\$605
	BNMCSW	Brooklyn Meeting Chair, Swivel	White Vinyl, Black Metal	\$484	\$605
			ROUP SEATING		
-	BLDCRD	Blade Chair	Red	\$105	\$132
	BLDCSB	Blade Chair	Sky Blue	\$105	\$132
	DEDUGD		Johy Dide	+	
	SC3		Onvy Chromo	¢222	
	SC3	Brewer Chair	Onyx, Chrome	\$233	\$291
	XCHR	Brewer Chair Christopher Chair	White Vinyl, Chrome	\$139	\$174
	XCHR DUET	Brewer Chair Christopher Chair Duet Stack Chair	White Vinyl, Chrome Black, Chrome	\$139 \$89	\$174 \$111
	XCHR DUET LMCHR	Brewer Chair Christopher Chair Duet Stack Chair Laguna Chair	White Vinyl, Chrome Black, Chrome Maple, Chrome	\$139 \$89 \$199	\$174 \$111 \$248
	XCHR DUET LMCHR LUCHCL	Brewer Chair Christopher Chair Duet Stack Chair Laguna Chair Lucent Chair	White Vinyl, Chrome Black, Chrome Maple, Chrome Frosted Acrylic, Chrome	\$139 \$89 \$199 \$261	\$174 \$111 \$248 \$325
	XCHR DUET LMCHR LUCHCL MALGRY	Brewer Chair Christopher Chair Duet Stack Chair Laguna Chair Lucent Chair Malba Chair	White Vinyl, Chrome Black, Chrome Maple, Chrome Frosted Acrylic, Chrome Gray, Chrome	\$139 \$89 \$199 \$261 \$150	\$174 \$111 \$248 \$325 \$188
	XCHR DUET LMCHR LUCHCL MALGRY MALGRN	Brewer Chair Christopher Chair Duet Stack Chair Laguna Chair Lucent Chair Malba Chair Malba Chair	White Vinyl, Chrome Black, Chrome Maple, Chrome Frosted Acrylic, Chrome Gray, Chrome Green, Chrome	\$139 \$89 \$199 \$261 \$150	\$174 \$111 \$248 \$325 \$188 \$188
	XCHR DUET LMCHR LUCHCL MALGRY MALGRN MARCBK	Brewer Chair Christopher Chair Duet Stack Chair Laguna Chair Lucent Chair Malba Chair Malba Chair Marina Chair	White Vinyl, Chrome Black, Chrome Maple, Chrome Frosted Acrylic, Chrome Gray, Chrome Green, Chrome Black Vinyl, Brushed Metal	\$139 \$89 \$199 \$261 \$150 \$150 \$210	\$174 \$111 \$248 \$325 \$188 \$188 \$263
	XCHR DUET LMCHR LUCHCL MALGRY MALGRN MARCBK MARCBR	Brewer Chair Christopher Chair Duet Stack Chair Laguna Chair Lucent Chair Malba Chair Malba Chair Marina Chair	White Vinyl, Chrome Black, Chrome Maple, Chrome Frosted Acrylic, Chrome Gray, Chrome Green, Chrome Black Vinyl, Brushed Metal Brown Fabric, Brushed Metal	\$139 \$89 \$199 \$261 \$150 \$150 \$210	\$174 \$111 \$248 \$325 \$188 \$188 \$263 \$263
	XCHR DUET LMCHR LUCHCL MALGRY MALGRN MARCBK	Brewer Chair Christopher Chair Duet Stack Chair Laguna Chair Lucent Chair Malba Chair Malba Chair Marina Chair Marina Chair	White Vinyl, Chrome Black, Chrome Maple, Chrome Frosted Acrylic, Chrome Gray, Chrome Green, Chrome Black Vinyl, Brushed Metal Brown Fabric, Brushed Metal Ocean Blue Fabric, Brushed Metal	\$139 \$89 \$199 \$261 \$150 \$150 \$210	\$174 \$111 \$248 \$325 \$188 \$188 \$263
	XCHR DUET LMCHR LUCHCL MALGRY MALGRN MARCBK MARCBR	Brewer Chair Christopher Chair Duet Stack Chair Laguna Chair Lucent Chair Malba Chair Malba Chair Marina Chair	White Vinyl, Chrome Black, Chrome Maple, Chrome Frosted Acrylic, Chrome Gray, Chrome Green, Chrome Black Vinyl, Brushed Metal Brown Fabric, Brushed Metal	\$139 \$89 \$199 \$261 \$150 \$150 \$210	\$174 \$111 \$248 \$325 \$188 \$188 \$263 \$263
	XCHR DUET LMCHR LUCHCL MALGRY MALGRN MARCBK MARCBR MARCBE	Brewer Chair Christopher Chair Duet Stack Chair Laguna Chair Lucent Chair Malba Chair Malba Chair Marina Chair Marina Chair	White Vinyl, Chrome Black, Chrome Maple, Chrome Frosted Acrylic, Chrome Gray, Chrome Green, Chrome Black Vinyl, Brushed Metal Brown Fabric, Brushed Metal Ocean Blue Fabric, Brushed Metal	\$139 \$89 \$199 \$261 \$150 \$150 \$210 \$210 \$210	\$174 \$111 \$248 \$325 \$188 \$188 \$263 \$263 \$263
	XCHR DUET LMCHR LUCHCL MALGRY MALGRN MARCBK MARCBR MARCBE MARCRD MARCRD	Brewer Chair Christopher Chair Duet Stack Chair Laguna Chair Lucent Chair Malba Chair Malba Chair Marina Chair Marina Chair Marina Chair Marina Chair	White Vinyl, Chrome Black, Chrome Maple, Chrome Frosted Acrylic, Chrome Gray, Chrome Green, Chrome Black Vinyl, Brushed Metal Brown Fabric, Brushed Metal Ocean Blue Fabric, Brushed Metal Red Fabric, Brushed Metal	\$139 \$89 \$199 \$261 \$150 \$150 \$210 \$210 \$210 \$210 \$210	\$174 \$111 \$248 \$325 \$188 \$188 \$263 \$263 \$263 \$263 \$263
	XCHR DUET LMCHR LUCHCL MALGRY MALGRN MARCBK MARCBR MARCBR MARCBR MARCBE MARCRD	Brewer Chair Christopher Chair Duet Stack Chair Laguna Chair Lucent Chair Malba Chair Malba Chair Marina Chair Marina Chair Marina Chair	White Vinyl, Chrome Black, Chrome Maple, Chrome Frosted Acrylic, Chrome Gray, Chrome Green, Chrome Black Vinyl, Brushed Metal Brown Fabric, Brushed Metal Ocean Blue Fabric, Brushed Metal White Vinyl, Brushed Metal White Vinyl, Brushed Metal	\$139 \$89 \$199 \$261 \$150 \$150 \$210 \$210 \$210 \$210	\$174 \$111 \$248 \$325 \$188 \$188 \$263 \$263 \$263 \$263
	XCHR DUET LMCHR LUCHCL MALGRY MALGRN MARCBK MARCBR MARCBE MARCRD MARCRD	Brewer Chair Christopher Chair Duet Stack Chair Laguna Chair Lucent Chair Malba Chair Malba Chair Marina Chair Marina Chair Marina Chair Marina Chair	White Vinyl, Chrome Black, Chrome Maple, Chrome Frosted Acrylic, Chrome Gray, Chrome Green, Chrome Black Vinyl, Brushed Metal Brown Fabric, Brushed Metal Ocean Blue Fabric, Brushed Metal White Vinyl, Brushed Metal White Winyl, Brushed Metal	\$139 \$89 \$199 \$261 \$150 \$150 \$210 \$210 \$210 \$210 \$210	\$174 \$111 \$248 \$325 \$188 \$188 \$263 \$263 \$263 \$263 \$263
	XCHR DUET LMCHR LUCHCL MALGRY MALGRN MARCBK MARCBR MARCBE MARCBE MARCWH PASCHR	Brewer Chair Christopher Chair Duet Stack Chair Laguna Chair Lucent Chair Malba Chair Malba Chair Marina Chair Marina Chair Marina Chair Marina Chair Marina Chair	White Vinyl, Chrome Black, Chrome Maple, Chrome Frosted Acrylic, Chrome Gray, Chrome Green, Chrome Black Vinyl, Brushed Metal Brown Fabric, Brushed Metal Ocan Blue Fabric, Brushed Metal Red Fabric, Brushed Metal White Vinyl, Brushed Metal White Molded Plastic w/Chrome Tower Base	\$139 \$89 \$199 \$261 \$150 \$150 \$210 \$210 \$210 \$210 \$210 \$210 \$210	\$174 \$111 \$248 \$325 \$188 \$188 \$263 \$263 \$263 \$263 \$263 \$263 \$263 \$263
	XCHR DUET LMCHR LUCHCL MALGRY MALGRN MARCBK MARCBE MARCBE MARCBE MARCWH PASCHR SCIO	Brewer Chair Christopher Chair Duet Stack Chair Laguna Chair Lucent Chair Malba Chair Malba Chair Marina Chair	White Vinyl, Chrome Black, Chrome Maple, Chrome Frosted Acrylic, Chrome Gray, Chrome Green, Chrome Black Vinyl, Brushed Metal Brown Fabric, Brushed Metal Ocean Blue Fabric, Brushed Metal White Vinyl, Brushed Metal White Winyl, Brushed Metal White Molded Plastic w/Chrome Tower Base White	\$139 \$89 \$199 \$261 \$150 \$150 \$210 \$210 \$210 \$210 \$210 \$210 \$210 \$21	\$174 \$111 \$248 \$325 \$188 \$188 \$263 \$263 \$263 \$263 \$263 \$263 \$263 \$263
	XCHR DUET LMCHR LUCHCL MALGRY MALGRY MALGRY MARCBK MARCBE MARCBD MARCH M	Brewer Chair Christopher Chair Duet Stack Chair Laguna Chair Lucent Chair Malba Chair Malba Chair Marina Chair Pasadena Chair Razor Armless Chair Rustique Chair w/ Arms	White Vinyl, Chrome Black, Chrome Maple, Chrome Frosted Acrylic, Chrome Gray, Chrome Green, Chrome Black Vinyl, Brushed Metal Brown Fabric, Brushed Metal Ocasa Blue Fabric, Brushed Metal White Vinyl, Brushed Metal White Vinyl, Brushed Metal White Molded Plastic w/Chrome Tower Base White Gunmetal	\$139 \$89 \$199 \$261 \$150 \$150 \$210 \$210 \$210 \$210 \$210 \$210 \$496 \$97 \$142	\$174 \$111 \$248 \$325 \$188 \$188 \$263 \$263 \$263 \$263 \$263 \$263 \$263 \$263
	XCHR DUET LUNCHR LUCHCL MALGRY MALGRY MARCBK MARCBE MARCBE MARCBD MARCWH PASCHR SCI0 RSTDIN CS4	Brewer Chair Christopher Chair Duet Stack Chair Laguna Chair Lucent Chair Malba Chair Malba Chair Marina Chair Pasadena Chair Rustique Chair w/ Arms Syntax Chair	White Vinyl, Chrome Black, Chrome Maple, Chrome Maple, Chrome Frosted Acrylic, Chrome Gray, Chrome Green, Chrome Black Vinyl, Brushed Metal Brown Fabric, Brushed Metal Ocean Blue Fabric, Brushed Metal White Vinyl, Brushed Metal White Vinyl, Brushed Metal White Molded Plastic w/Chrome Tower Base White Gunmetal Black, Chrome	\$139 \$89 \$199 \$261 \$150 \$150 \$210 \$210 \$210 \$210 \$210 \$210 \$210 \$21	\$174 \$111 \$248 \$325 \$188 \$188 \$263 \$263 \$263 \$263 \$263 \$263 \$263 \$263
	XCHR DUET LMCHR LUCHCL MALGRY MALGRY MALGRN MARCBE MARCWH PASCHR SCIO RSTDIN CS4 ZENCHR	Brewer Chair Christopher Chair Duet Stack Chair Laguna Chair Lucent Chair Malba Chair Malba Chair Marina Chair Pasadena Chair Rustique Chair w/ Arms Syntax Chair Zenith Chair	White Vinyl, Chrome Black, Chrome Maple, Chrome Frosted Acrylic, Chrome Gray, Chrome Green, Chrome Black Vinyl, Brushed Metal Brown Fabric, Brushed Metal Ocean Blue Fabric, Brushed Metal White Vinyl, Brushed Metal White Winyl, Brushed Metal White Winyl, Brushed Metal White Molded Plastic w/Chrome Tower Base White Gunmetal Black, Chrome White, Chrome	\$139 \$89 \$199 \$261 \$150 \$210 \$210 \$210 \$210 \$210 \$210 \$210 \$21	\$174 \$111 \$248 \$325 \$188 \$188 \$263 \$263 \$263 \$263 \$263 \$263 \$263 \$263
	XCHR DUET LMCHR LUCHCL MALGRY MALGRY MALGRN MARCBK MARCBE MARCBD MARCWH PASCHR SCIO RSTDIN CS4 ZENCHR	Brewer Chair Christopher Chair Duet Stack Chair Laguna Chair Lucent Chair Malba Chair Malba Chair Marina Chair Pasadena Chair Razor Armless Chair Rustique Chair w/ Arms Syntax Chair Zenith Chair	White Vinyl, Chrome Black, Chrome Maple, Chrome Frosted Acrylic, Chrome Gray, Chrome Green, Chrome Black Vinyl, Brushed Metal Brown Fabric, Brushed Metal Ocean Blue Fabric, Brushed Metal White Vinyl, Brushed Metal White Vinyl, Brushed Metal White Winyl, Brushed Metal White Molded Plastic w/Chrome Tower Base White Gunmetal Black, Chrome White, Chrome OTTOMANS Black Vinyl	\$139 \$89 \$199 \$261 \$150 \$210 \$210 \$210 \$210 \$210 \$210 \$496 \$97 \$142 \$283 \$187	\$174 \$111 \$248 \$325 \$188 \$188 \$263 \$263 \$263 \$263 \$263 \$263 \$263 \$263
	XCHR DUET LMCHR LUCHCL LUCHCL MALGRY MALGRY MARCBR MARCBE MARCBD MARCBD MARCH SCIO RSTDIN CS4 ZENCHR BVLYBK BVLYBN	Brewer Chair Christopher Chair Duet Stack Chair Laguna Chair Lucent Chair Malba Chair Malba Chair Marina Chair Pasadena Chair Rustique Chair w/ Arms Syntax Chair Zenith Chair Beverly Bench Ottoman Beverly Bench Ottoman	White Vinyl, Chrome Black, Chrome Maple, Chrome Maple, Chrome Gray, Chrome Gray, Chrome Green, Chrome Black Vinyl, Brushed Metal Brown Fabric, Brushed Metal White Vinyl, Brushed Metal White Vinyl, Brushed Metal White Wolded Plastic w/Chrome Tower Base White Gunmetal Black, Chrome White, Chrome OTTOMANS Black Vinyl Brown Fabric	\$139 \$89 \$199 \$261 \$150 \$210 \$210 \$210 \$210 \$210 \$210 \$210 \$21	\$174 \$111 \$248 \$325 \$188 \$188 \$263 \$263 \$263 \$263 \$263 \$263 \$263 \$263
	XCHR DUET LMCHR LUCHCL LUCHCL MALGRY MALGRN MARCBR MARCBE MARCBE MARCBE MARCHD MARCHD PASCHR SCIO RSTDIN CS4 ZENCHR BYLYBK BYLYBR BYLYGR	Brewer Chair Christopher Chair Duet Stack Chair Laguna Chair Lucent Chair Malba Chair Malba Chair Marina Chair Pasadena Chair Razor Armless Chair Rustique Chair w/ Arms Syntax Chair Zenith Chair Beverly Bench Ottoman Beverly Bench Ottoman	White Vinyl, Chrome Black, Chrome Maple, Chrome Maple, Chrome Gray, Chrome Gray, Chrome Green, Chrome Black Vinyl, Brushed Metal Brown Fabric, Bushed Metal Ocan Blue Fabric, Brushed Metal White Vinyl, Brushed Metal White Vinyl, Brushed Metal White Winyl, Brushed Metal White Wolded Plastic w/Chrome Tower Base White Gunmetal Black, Chrome White, Chrome OTTOMANS Black Vinyl Brown Fabric Gray Fabric	\$139 \$89 \$199 \$261 \$150 \$210 \$210 \$210 \$210 \$210 \$210 \$210 \$21	\$174 \$111 \$248 \$325 \$188 \$188 \$263 \$263 \$263 \$263 \$263 \$263 \$263 \$263
	XCHR DUET LMCHR LUCHCL LUCHCL MALGRY MALGRY MARCBR MARCBE MARCBD MARCBD MARCH SCIO RSTDIN CS4 ZENCHR BVLYBK BVLYBN	Brewer Chair Christopher Chair Duet Stack Chair Laguna Chair Lucent Chair Malba Chair Malba Chair Marina Chair Pasadena Chair Rustique Chair w/ Arms Syntax Chair Zenith Chair Beverly Bench Ottoman Beverly Bench Ottoman	White Vinyl, Chrome Black, Chrome Maple, Chrome Maple, Chrome Gray, Chrome Gray, Chrome Green, Chrome Black Vinyl, Brushed Metal Brown Fabric, Brushed Metal White Vinyl, Brushed Metal White Vinyl, Brushed Metal White Wolded Plastic w/Chrome Tower Base White Gunmetal Black, Chrome White, Chrome OTTOMANS Black Vinyl Brown Fabric	\$139 \$89 \$199 \$261 \$150 \$210 \$210 \$210 \$210 \$210 \$210 \$210 \$21	\$174 \$111 \$248 \$325 \$188 \$188 \$263 \$263 \$263 \$263 \$263 \$263 \$263 \$263

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TY	CODE	ITEM	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
		ОТТОМ	IANS (CONTINUED)			
	BVLYWH	Beverly Bench Ottoman	White Vinyl	\$533	\$665	
	BVSMBK	Beverly Small Bench Ottoman	Black Vinyl	\$442	\$552	
	BVSMBL	Beverly Small Bench Ottoman	Ocean Blue Fabric	\$442	\$552	
	BVSMBN	Beverly Small Bench Ottoman	Brown Fabric	\$442	\$552	-
	BVSMGN	Beverly Small Bench Ottoman	Olive Green Fabric	\$442	\$552	
	BVSMGY BVSMLN	Beverly Small Bench Ottoman Beverly Small Bench Ottoman	Gray Fabric Linen Fabric	\$442	\$552	
	BVSMLV	Beverly Small Bench Ottoman	Lavender Fabric	\$442 \$442	\$552 \$552	
	BVSMOR	Beverly Small Bench Ottoman	Orange Fabric	\$442	\$552	
	BVSMRD	Beverly Small Bench Ottoman	Red Fabric	\$442	\$552	
	BVSMWH	Beverly Small Bench Ottoman	White Vinyl	\$442	\$552	i e
	BVSMYL	Beverly Small Bench Ottoman	Yellow Fabric	\$442	\$552	
	END01B	Endless Curved Ottoman	Black Vinyl, Chrome	\$694	\$868	
	END01W	Endless Curved Ottoman	White Vinyl, Chrome	\$694	\$868	
	END02B	Endless Square Ottoman	Black Vinyl, Chrome	\$474	\$592	
	END02W	Endless Square Ottoman	White Vinyl, Chrome	\$474	\$592	
	MARO01	Marche Swivel Ottoman	White Vinyl	\$244	\$305	
	MAR002 MAR003	Marche Swivel Ottoman Marche Swivel Ottoman	Gray Fabric	\$244 \$244	\$305 \$305	
	MAR004	Marche Swivel Ottoman	Raspberry Fabric	\$244	\$305	
	MAR005	Marche Swivel Ottoman	Red Fabric	\$244	\$305	
	MAR006	Marche Swivel Ottoman	Rose Quartz Fabric	\$244	\$305	
	MAR007	Marche Swivel Ottoman	Plum Fabric	\$244	\$305	
	MAR008	Marche Swivel Ottoman	Meadow Green	\$244	\$305	
	MAR009	Marche Swivel Ottoman	Pear Yellow Fabric	\$244	\$305	
	MAR010	Marche Swivel Ottoman	Blue Fabric	\$244	\$305	
	MAR011	Marche Swivel Ottoman	Orange Fabric	\$244	\$305	
	MAR012	Marche Swivel Ottoman	Forest Green Vinyl	\$244	\$305	
	MAR013	Marche Swivel Ottoman	Teal Velvet	\$244 \$244	\$305	
	MAR014 MAR015	Marche Swivel Ottoman Marche Swivel Ottoman	Distressed Brown Vinyl Black Vinyl	\$244	\$305 \$305	
	MAR016	Marche Swivel Ottoman	Ivory Faux Sheep Fur	\$244	\$305	<u> </u>
	VIB01	Vibe Cube Ottoman	Green Vinyl	\$168	\$210	
	VIB02	Vibe Cube Ottoman	Blue Vinyl	\$168	\$210	
	VIB04	Vibe Cube Ottoman	Red Vinyl	\$168	\$210	
	VIB05	Vibe Cube Ottoman	Bright Yellow Vinyl	\$168	\$210	
	VIB08	Vibe Cube Ottoman	Orange Vinyl	\$168	\$210	
	VIB09	Vibe Cube Ottoman	White Vinyl	\$168	\$210	
	VIB10	Vibe Cube Ottoman	Black Vinyl	\$168	\$210	
	VIB11 VIB12	Vibe Cube Ottoman Vibe Cube Ottoman	Steel Blue Vinyl	\$168	\$210	
	VIB12 VIB13	Vibe Cube Ottoman	Silver Vinyl Purple Vinyl	\$168 \$168	\$210 \$210	
	VIB13	Vibe Cube Ottoman	Citrus Green Vinyl	\$168	\$210	1
	VIB15	Vibe Cube Ottoman	Taupe Vinyl	\$168	\$210	
	VIB16	Vibe Cube Ottoman	Spice Orange Vinyl	\$168	\$210	
	VIB17		Desert Rose Vinyl	\$168	\$210	i e
		Vibe Cube Ottoman				
			ITH STANDARD BLACK BAS	SE .		
	30BKSC	CAFÉ TABLES W 30" Round Café Table	ITH STANDARD BLACK BAS Black Top	\$272	\$340	
	30BEBC	CAFÉ TABLES W	1	\$272 \$272	\$340 \$340	
	30BEBC 30AGBC	CAFÉ TABLES W 30" Round Café Table 30" Round Café Table 30" Round Café Table	Black Top Blue Top Brushed Gunmetal Top	\$272 \$272 \$272	\$340 \$340	
	30BEBC 30AGBC 30YSBC	CAFÉ TABLES W 30" Round Café Table 30" Round Café Table 30" Round Café Table 30" Round Café Table	Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top	\$272 \$272 \$272 \$272	\$340 \$340 \$340	
	30BEBC 30AGBC 30YSBC ZTJ	CAFÉ TABLES W 30" Round Café Table	Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top	\$272 \$272 \$272 \$272 \$272 \$272	\$340 \$340 \$340 \$340	
	30BEBC 30AGBC 30YSBC ZTJ ZTA	CAFÉ TABLES W 30" Round Café Table	Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Gray Acajou Top	\$272 \$272 \$272 \$272 \$272 \$272	\$340 \$340 \$340 \$340 \$340	
	30BEBC 30AGBC 30YSBC ZTJ ZTA 30GSBC	CAFÉ TABLES W 30" Round Café Table	Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Gray Acajou Top Green Top	\$272 \$272 \$272 \$272 \$272 \$272 \$272 \$272	\$340 \$340 \$340 \$340 \$340 \$340	
	30BEBC 30AGBC 30YSBC ZTJ ZTA 30GSBC ZTK	CAFÉ TABLES W 30" Round Café Table	Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Gray Acajou Top Green Top Maple Top	\$272 \$272 \$272 \$272 \$272 \$272 \$272 \$272	\$340 \$340 \$340 \$340 \$340 \$340 \$340	
	30BEBC 30AGBC 30YSBC ZTJ ZTA 30GSBC	CAFÉ TABLES W 30" Round Café Table	Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Gray Acajou Top Green Top	\$272 \$272 \$272 \$272 \$272 \$272 \$272 \$272	\$340 \$340 \$340 \$340 \$340 \$340	
	30BEBC 30AGBC 30YSBC ZTJ ZTA 30GSBC ZTK 30OSBC	CAFÉ TABLES W 30" Round Café Table	Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Gray Acajou Top Green Top Maple Top Orange Top	\$272 \$272 \$272 \$272 \$272 \$272 \$272 \$272	\$340 \$340 \$340 \$340 \$340 \$340 \$340 \$340	
	30BEBC 30AGBC 30YSBC ZTJ ZTA 30GSBC ZTK 30OSBC ZTB	CAFÉ TABLES W 30" Round Café Table	Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Gray Acajou Top Green Top Maple Top Orange Top Red Top	\$272 \$272 \$272 \$272 \$272 \$272 \$272 \$272	\$340 \$340 \$340 \$340 \$340 \$340 \$340 \$340	
	30BEBC 30AGBC 30YSBC ZTJ ZTA 30GSBC ZTK 300SBC ZTB 30WH29	CAFÉ TABLES W 30" Round Café Table	Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Gray Acajou Top Green Top Maple Top Orange Top Red Top White Top Barnwood Top Black Top	\$272 \$272 \$272 \$272 \$272 \$272 \$272 \$272	\$340 \$340 \$340 \$340 \$340 \$340 \$340 \$340	
	30BEBC 30AGBC 30YSBC ZTJ ZTA 30GSBC ZTK 300SBC ZTK 300SBC ZTB 30WH29 30WDBC 36BKSC ZTN	CAFÉ TABLES W 30" Round Café Table	Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Gray Acajou Top Green Top Maple Top Orange Top Red Top White Top Barnwood Top Black Top Graphite Nebula Top	\$272 \$272 \$272 \$272 \$272 \$272 \$272 \$272	\$340 \$340 \$340 \$340 \$340 \$340 \$340 \$340	
	30BEBC 30AGBC 30YSBC ZTJ ZTA 30GSBC ZTK 30OSBC ZTK 30OSBC ZTB 30WH29 30WDBC 36BKSC ZTN ZTP	CAFÉ TABLES W 30" Round Café Table 36" Round Café Table 36" Round Café Table	Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Gray Acajou Top Green Top Maple Top Orange Top Red Top White Top Barnwood Top Black Top Graphite Nebula Top Maple Top Maple Top Manue Top Manue Top Black Top Maple Top	\$272 \$272 \$272 \$272 \$272 \$272 \$272 \$272	\$340 \$340 \$340 \$340 \$340 \$340 \$340 \$340	
	30BEBC 30AGBC 30YSBC ZTJ ZTA 30GSBC ZTK 300SBC ZTK 300SBC ZTB 30WH29 30WDBC 36BKSC ZTN	CAFÉ TABLES W 30" Round Café Table 36" Round Café Table 36" Round Café Table 36" Round Café Table	Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Gray Acajou Top Green Top Maple Top Orange Top Red Top White Top Barnwood Top Black Top Graphite Nebula Top Maple Top White Top Burnwood Top Black Top Maple Top Whaple Top Maple Top White Top White Top White Top	\$272 \$272 \$272 \$272 \$272 \$272 \$272 \$272	\$340 \$340 \$340 \$340 \$340 \$340 \$340 \$340	
	30BEBC 30AGBC 30YSBC ZTJ ZTJ ZTA 30GSBC ZTK 300SBC ZTK 300SBC ZTB 30WH29 30WDBC 36BKSC ZTN ZTP ZTD	CAFÉ TABLES W 30" Round Café Table 36" Round Café Table 36" Round Café Table 36" Round Café Table 36" Round Café Table	Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Gray Acajou Top Green Top Maple Top Orange Top Red Top White Top Barnwood Top Black Top Graphite Nebula Top Maple Top White Top White Top Hard Top Maple Top Maple Top Maple Top White Top Maple Top Maple Top White Top Maple Top White Top White Top	\$272 \$272 \$272 \$272 \$272 \$272 \$272 \$272	\$340 \$340 \$340 \$340 \$340 \$340 \$340 \$340	
	30BEBC 30AGBC 30YSBC ZTI ZTA 30GSBC ZTK 30OSBC ZTK 30OSBC ZTB 30WH29 30WDBC 36BKSC ZTN ZTP ZTQ ZTQ 30MAHC	CAFÉ TABLES W 30" Round Café Table 36" Round Café Table	Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Gray Acajou Top Green Top Maple Top Orange Top Red Top White Top Barnwood Top Black Top Graphite Nebula Top Maple Top Graphite Orange Top Black Top Graphite Orange Top Maple Top Maple Top Maple Top Maple Top White Top Gray Acajou Top	\$272 \$272 \$272 \$272 \$272 \$272 \$272 \$272	\$340 \$340 \$340 \$340 \$340 \$340 \$340 \$340	
	30BEBC 30AGBC 30YSBC ZTJ ZTA 30GSBC ZTK 30OSBC ZTB 30OSBC ZTB 30WH29 30WDBC 36BKSC ZTN ZTP ZTQ ZTO 30MAHC 30MAHC 30BRHC	CAFÉ TABLES W 30" Round Café Table 36" Round Café Table	Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Graphite Nebula Top Green Top Maple Top Orange Top Red Top White Top Barnwood Top Black Top Graphite Nebula Top Maple Top Graphite Top Graphite Top White Top Maple Top Maple Top Maple Top Maple Top White Top The Hydraulic Chrome Bay Gray Acajou Top Red Top Red Top	\$272 \$272 \$272 \$272 \$272 \$272 \$272 \$272	\$340 \$340 \$340 \$340 \$340 \$340 \$340 \$340	
	30BEBC 30AGBC 30YSBC ZTI ZTA 30GSBC ZTK 30OSBC ZTB 30WHC29 30WDBC ZTB 30WDBC 30BKSC ZTN ZTP ZTQ 30MAHC 30BHC 30BHC 30WHC	CAFÉ TABLES W 30" Round Café Table 36" Round Café Table 36" Round Café Table 36" Round Café Table 36" Round Café Table 37" Round Café Table 38" Round Café Table 39" Round Café Table 30" Round Café Table 30" Round Café Table	Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Gray Acajou Top Green Top Maple Top Orange Top Bernswood Top Barnwood Top Black Top Graphite Nebula Top White Top White Top White Top Gray Acajou Top Maple Top White Top White Top Gray Acajou Top Red Top White Top Red Top White Top Red Top White Top	\$272 \$272 \$272 \$272 \$272 \$272 \$272 \$272	\$340 \$340 \$340 \$340 \$340 \$340 \$340 \$340	
	30BEBC 30AGBC 30YSBC ZTI ZTA 30GSBC ZTK 30OSBC ZTB 30WH29 30WDBC ZTN ZTP ZTQ 30MAHC 30MAHC 30BHC 30WHC 30WHC 30WHC	CAFÉ TABLES W 30" Round Café Table 36" Round Café Table 37" Round Café Table 30" Round Café Table	Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Gray Acajou Top Green Top Maple Top Orange Top Red Top White Top Barnwood Top Black Top Graphite Nebula Top White Top Graphite Nebula Top White Top White Top White Top White Top White Top White Top HYDRAULIC CHROME BA Gray Acajou Top Red Top White Top White Top Barnwood Top Barnwood Top	\$272 \$272 \$272 \$272 \$272 \$272 \$272 \$272	\$340 \$340 \$340 \$340 \$340 \$340 \$340 \$340	
	30BEBC 30AGBC 30YSBC ZTI ZTA 30GSBC ZTK 30OSBC ZTB 30WHC29 30WDBC ZTB 30WDBC 30BKSC ZTN ZTP ZTQ 30MAHC 30BHC 30BHC 30WHC	CAFÉ TABLES W 30" Round Café Table 36" Round Café Table 36" Round Café Table 36" Round Café Table 36" Round Café Table 37" Round Café Table 38" Round Café Table 39" Round Café Table 30" Round Café Table 30" Round Café Table	Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Gray Acajou Top Green Top Maple Top Orange Top Bernswood Top Barnwood Top Black Top Graphite Nebula Top White Top White Top White Top Gray Acajou Top Maple Top White Top White Top Gray Acajou Top Red Top White Top Red Top White Top Red Top White Top	\$272 \$272 \$272 \$272 \$272 \$272 \$272 \$272	\$340 \$340 \$340 \$340 \$340 \$340 \$340 \$340	
	30BEBC 30AGBC 30YSBC ZTJ ZTJ ZTA 30GSBC ZTK 300SBC ZTK 300NBC ZTB 30WH29 30WDBC 36BKSC ZTN ZTP ZTP ZTP ZTQ 30MAHC 30BKHC 30WHC 30WHC	CAFÉ TABLES W 30" Round Café Table 36" Round Café Table 30" Round Café Table	Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Graphite Nebula Top Graphe Top Maple Top Orange Top Red Top White Top Barnwood Top Black Top White Top White Top Graphite Nebula Top White Top Red Top White Top White Top Red Top White Top Barnwood Top Black Top Barnwood Top Barnwood Top Black Top Barnwood Top Black Top	\$272 \$272 \$272 \$272 \$272 \$272 \$272 \$272	\$340 \$340 \$340 \$340 \$340 \$340 \$340 \$340	
	30BEBC 30AGBC 30YSBC ZTI ZTA 30GSBC ZTK 30OSBC ZTB 30WH29 30WDE 36BKSC ZTN ZTP ZTQ 30MAHC 30BHC 30WHC 30WHC 30WHC 30WHC 30WHC 30WHC 30BC	CAFÉ TABLES W 30" Round Café Table 36" Round Café Table 36" Round Café Table 36" Round Café Table 36" Round Café Table 30" Round Café Table	Black Top Blue Top Brushed Gunmetal Top Brushed Vellow Top Graphite Nebula Top Gray Acajou Top Grape Top Maple Top Orange Top Barnwood Top Black Top Graphite Nebula Top White Top Barnwood Top Black Top Graphite Nebula Top White Top White Top White Top Graph Top Graphite Nebula Top White Top Barnwood Top Black Top Graphite Nebula Top White Top Brad Top White Top Brad Top White Top Barnwood Top Black Top Black Top Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top	\$272 \$272 \$272 \$272 \$272 \$272 \$272 \$272	\$340 \$340 \$340 \$340 \$340 \$340 \$340 \$340	
	30BEBC 30AGBC 30YSBC ZTI ZTA 30GSBC ZTK 30OSBC ZTB 30WH29 30WDBC 36BKSC ZTN ZTP ZTQ 30MAHC 30BHC 30WHC 30BHC 30WHC 30BHC 30WHC 30BHC	CAFÉ TABLES W 30" Round Café Table 36" Round Café Table 30" Round Café Table	Black Top Blue Top Brushed Gunmetal Top Brushed Vellow Top Graphite Nebula Top Graphite Nebula Top Graphe Top Maple Top Orange Top Red Top White Top Barnwood Top Black Top Graphite Nebula Top White Top White Top Barnwood Top Black Top White Top White Top White Top White Top Braphite Nebula Top White Top Braphite Nebula Top Brad Top White Top Brad Top White Top Brad Top Brad Top Brad Top Branwood Top Black Top Blue Top Brushed Gunmetal Top Brushed Gullow Top Graphite Nebula Top Graphite Nebula Top	\$272 \$272 \$272 \$272 \$272 \$272 \$272 \$272	\$340 \$340 \$340 \$340 \$340 \$340 \$340 \$340	
	30BEBC 30AGBC 30YSBC ZTJ ZTA 30GSBC ZTK 30OSBC ZTK 30OSBC ZTK 30WH29 30WDBC 36BKSC ZTN ZTP ZTQ 30WHC 30BHC 30BHC 30BHC 30BHC 30AGHC	CAFÉ TABLES W 30" Round Café Table 36" Round Café Table 36" Round Café Table 36" Round Café Table 36" Round Café Table 30" Round Café Table	Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Graphite Nebula Top Graphe Top Graphe Top Maple Top White Top Barnwood Top Black Top Graphite Nebula Top White Top Barnwood Top Black Top White Top White Top White Top White Top White Top White Top Barnwood Top Black Top Graphite Nebula Top Barnwood Top Blue Top White Top Brushed Grap Barnwood Top Blue Top Brushed Vellow Top Graphite Nebula Top	\$272 \$272 \$272 \$272 \$272 \$272 \$272 \$272	\$340 \$340 \$340 \$340 \$340 \$340 \$340 \$340	
	30BEBC 30AGBC 30YSBC ZTJ ZTA 30GSBC ZTK 30OSBC ZTK 30OSBC ZTR 30WH29 30WDBC 36BKSC ZTN ZTP ZTQ ZTQ 30MAHC 30MHC 30BHC 30WHC 30BHC 30WHC 30BHC 30BHC 30OBHC	CAFÉ TABLES W 30" Round Café Table 36" Round Café Table 30" Round Café Table	Black Top Blue Top Brushed Gunmetal Top Brushed Vellow Top Graphite Nebula Top Gray Acajou Top Green Top Maple Top Ovange Top Barnwood Top Black Top Graphite Nebula Top White Top Barnwood Top Black Top White Top White Top Braphite Nebula Top White Top White Top White Top White Top Bray Acajou Top Red Top White Top Black Top Bray Acajou Top	\$272 \$272 \$272 \$272 \$272 \$272 \$272 \$272	\$340 \$340 \$340 \$340 \$340 \$340 \$340 \$340	
	30BEBC 30AGBC 30YSBC ZTJ ZTA 30GSBC ZTK 30OSBC ZTB 30WH29 30WDBC 36BKSC ZTN ZTP ZTQ 30MAHC 30BHC 30WHC 30BHC	CAFÉ TABLES W 30" Round Café Table 36" Round Café Table 36" Round Café Table 36" Round Café Table 36" Round Café Table 30" Round Café Table	Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Graph Top Green Top Maple Top Orange Top Bernwood Top Barnwood Top Black Top Graphite Nebula Top White Top Barnwood Top Black Top Graphite Nebula Top Maple Top White Top Bernwood Top Black Top Graphite Nebula Top Gray Acajou Top Bernwood Top Black Top Graphite Top White Top Barnwood Top Black Top Graphite Nebula Top Green Top Maple Top Orange Top	\$272 \$272 \$272 \$272 \$272 \$272 \$272 \$272	\$340 \$340 \$340 \$340 \$340 \$340 \$340 \$340	
	30BEBC 30AGBC 30YSBC ZTJ ZTA 30GSBC ZTK 30OSBC ZTB 30WH29 30WDS 36BKSC ZTN ZTP ZTQ 30MAHC 30BHC 30WHC	CAFÉ TABLES W 30" Round Café Table 36" Round Café Table 36" Round Café Table 36" Round Café Table 36" Round Café Table 30" Round Café Table	Black Top Blue Top Brushed Gunmetal Top Brushed Vellow Top Graphite Nebula Top Graphite Nebula Top Graphite Nebula Top Graphite Nebula Top Red Top White Top Barnwood Top Black Top Graphite Nebula Top White Top White Top Barnwood Top Black Top Graphite Nebula Top White Top HYDRAULIC CHROME BA Gray Acajou Top Bernwood Top Black Top Brushed Graphite Nebula Top Graphite Nebula Top Graphite Top Brushed Gunmetal Top Brushed Gunmetal Top Graphite Nebula Top Graphite Top Orange Top Black Top Black Top Black Top Black Top	\$272 \$272 \$272 \$272 \$272 \$272 \$272 \$272	\$340 \$340 \$340 \$340 \$340 \$340 \$340 \$340	
	30BEBC 30AGBC 30YSBC ZTJ ZTA 30GSBC ZTK 30OSBC ZTB 30WH29 30WDBC 36BKSC ZTN ZTP ZTQ 30MAHC 30BHC 30WHC 30BHC	CAFÉ TABLES W 30" Round Café Table 36" Round Café Table 36" Round Café Table 36" Round Café Table 36" Round Café Table 30" Round Café Table	Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Graph Top Green Top Maple Top Orange Top Bernwood Top Barnwood Top Black Top Graphite Nebula Top White Top Barnwood Top Black Top Graphite Nebula Top Maple Top White Top Bernwood Top Black Top Graphite Nebula Top Gray Acajou Top Bernwood Top Black Top Graphite Top White Top Barnwood Top Black Top Graphite Nebula Top Green Top Maple Top Orange Top	\$272 \$272 \$272 \$272 \$272 \$272 \$272 \$272	\$340 \$340 \$340 \$340 \$340 \$340 \$340 \$340	

CODE	ITEM CAFÉ TARLES	DESCRIPTION	DISCOUNT PRICE	STANDARD TOTAL PRICE
P30CWH	30" Round Cafe Table, Powered	White Top, Black	\$935	\$1169
F3UUWH		White Top, Black CCENT TABLES	\$935	\$1,169
ALC100	Alondra Cocktail Table	Glass Top, Chrome	\$442	\$552
ALC200	Alondra Cocktail Table	Brandy Maple Top, Chrome	\$442	\$552
ALE100	Alondra End Table	Glass Top, Chrome	\$320	\$401
ALE200	Alondra End Table	Brandy Maple Top, Chrome	\$320	\$401
AURA	Aura Round Table	White Metal	\$193	\$241
C1C	Geo Cocktail Table	Glass Top, Chrome	\$335	\$418
C1FWB	Geo Cocktail Table	Brandy Maple Top, Black	\$385	\$482
E1C	Geo End Table	Glass Top, Chrome	\$272	\$340
EIFWB	Geo End Table	Brandy Maple Top, Black	\$338	\$422
MESCTB	Mesa Cocktail Table	Black Top, Bronze	\$283	\$354
MESCTG	Mesa Cocktail Table	Glass Top, Bronze	\$283	\$354
MESCTW	Mesa Cocktail Table	Barnwood Top, Bronze	\$283	\$354
MESETB	Mesa End Table	Black Top, Bronze	\$187	\$235
MESETG	Mesa End Table	Glass Top, Bronze	\$187	\$235
MESETW	Mesa End Table	Barnwood Top, Bronze	\$187	\$235
REGBEN	Regis Bench/Table	Brushed Metal	\$445	\$556
REGOTT	Regis End Table	Brushed Metal	\$361	\$451
SEDBBK	Sedona Side Table	Black Top, Bronze	\$187	\$235
SEDBWH	Sedona Side Table	White Top, Bronze	\$187	\$235
SEDBWN	Sedona Side Table		_	\$235
		Wood Top, Bronze	\$187	
C1E	Silverado Cocktail Table	Glass, Chrome	\$369	\$461
E1E	Silverado End Table	Black Top, Brushed Steel	\$289	\$362
C1Y	Sydney Cocktail Table	Black Top, Brushed Steel	\$372	\$465
SYDBEC	Sydney Cocktail Table	Blue Top, Brushed Steel	\$422	\$528
C1W	Sydney Cocktail Table	White Top, Brushed Steel	\$372	\$465
SYDWDC	Sydney Cocktail Table	Barnwood Top, Brushed Steel	\$422	\$528
E1Y	Sydney End Table	Black Top, Brushed Steel	\$338	\$422
SYDBEE	Sydney End Table	Blue Top, Brushed Steel	\$369	\$461
EIW	Sydney End Table	White Top, Brushed Steel	\$338	\$422
SYDWDE	Sydney End Table	Barnwood Top, Brushed Steel	\$369	\$461
TAOBBK	Taos Side Table	Black Top, Bronze	\$187	\$235
TAOBWH	Taos Side Table	White Top, Bronze	\$187	\$235
TAOBWD	Taos Side Table	Wood Top, Bronze	\$187	\$235
TMBTBL	Timber Table	Wood Top, Bronze	\$202	\$252
LIMIDIDE	-	TITH STANDARD BLACK BASE	₁ ψ202	ΨΕ-ΟΕ
30DVCD			¢272	\$240
30BKSB	30" Round Bar Table	Black Top	\$272	\$340
30BEBB	30" Round Bar Table	Blue Top	\$272	\$340
30AGBB	30" Round Bar Table	Brushed Gunmetal Top	\$272	\$340
30YBBB	30" Round Bar Table	Brushed Yellow Top	\$272	\$340
VTJ	30" Round Bar Table	Graphite Nebula Top	\$272	\$340
VTA	30" Round Bar Table	Gray Acajou Top	\$272	\$340
30GSBB	30" Round Bar Table	Green Top	\$272	\$340
VTK	30" Round Bar Table	Maple Top	\$272	\$340
300SBB	30" Round Bar Table	Orange Top	\$272	\$340
VTB	30" Round Bar Table	Red Top	\$272	\$340
30WH42	30" Round Bar Table	White Top	\$272	\$340
30WDBB	30" Round Bar Table	Barnwood Top	\$272	\$340
36BKSB	36" Round Bar Table	Black Top	\$323	\$405
VTN	36" Round Bar Table	Graphite Nebula Top	\$323	\$405
VTP	36" Round Bar Table	Maple Top	\$323	\$405
VTW	36" Round Bar Table	White Top	\$323	\$405
VIVV		TH HYDRAULIC CHROME BASE		φ400
Laanuun				Takes T
30BKHB	30" Round Bar Table	Black Top	\$397	\$495
30BEHB	30" Round Bar Table	Blue Top	\$397	\$495
30AGHB	30" Round Bar Table	Brushed Gunmetal Top	\$397	\$495
30YSHB	30" Round Bar Table	Brushed Yellow Top	\$397	\$495
30GRHB	30" Round Bar Table	Graphite Nebula Top	\$397	\$495
30GSHB	30" Round Bar Table	Green Top	\$397	\$495
	30" Round Bar Table	Maple Top	\$397	\$495
30MTHB		O T	\$397	\$495
30MTHB 300SHB	30" Round Bar Table	Orange Top		
	30" Round Bar Table 30" Round Bar Table	Red Top	\$397	\$495
300SHB 30BRHB	30" Round Bar Table	Red Top	_	\$495 \$495
300SHB 30BRHB 30WHHB	30" Round Bar Table 30" Round Bar Table	Red Top White Top	\$397	\$495
300SHB 30BRHB 30WHHB 30WDHB	30" Round Bar Table 30" Round Bar Table 30" Round Bar Table	Red Top White Top Barnwood Top	\$397 \$397	\$495 \$495
300SHB 30BRHB 30WHHB 30WDHB 30MAHB	30" Round Bar Table 30" Round Bar Table 30" Round Bar Table 30" Round Bar Table	Red Top White Top Barnwood Top Gray Acajou Top	\$397 \$397 \$397	\$495 \$495 \$495
300SHB 30BRHB 30WHHB 30WDHB 30MAHB 36BKHB	30" Round Bar Table	Red Top White Top Barnwood Top Gray Acajou Top Black Top	\$397 \$397 \$397 \$431	\$495 \$495 \$495 \$539
300SHB 30BRHB 30WHHB 30WDHB 30MAHB 36BKHB 36GRHB	30" Round Bar Table 30" Round Bar Table 30" Round Bar Table 30" Round Bar Table 36" Round Bar Table 36" Round Bar Table	Red Top White Top Barnwood Top Gray Acajou Top Black Top Graphite Nebula Top	\$397 \$397 \$397 \$431 \$431	\$495 \$495 \$495 \$539 \$539
300SHB 30BRHB 30WHHB 30WDHB 30MAHB 36BKHB 36GRHB 36MTHB	30" Round Bar Table 30" Round Bar Table 30" Round Bar Table 30" Round Bar Table 36" Round Bar Table 36" Round Bar Table 36" Round Bar Table	Red Top White Top Barnwood Top Gray Acajou Top Black Top Graphite Nebula Top Maple Top	\$397 \$397 \$397 \$431 \$431 \$431	\$495 \$495 \$495 \$539 \$539 \$539
300SHB 30BRHB 30WHHB 30WDHB 30MAHB 36BKHB 36GRHB	30" Round Bar Table 30" Round Bar Table 30" Round Bar Table 30" Round Bar Table 36" Round Bar Table 36" Round Bar Table	Red Top White Top Barnwood Top Gray Acajou Top Black Top Graphite Nebula Top Maple Top White Top	\$397 \$397 \$397 \$431 \$431	\$495 \$495 \$495 \$539 \$539
300SHB 30BRHB 30WHHB 30WDHB 30MAHB 36BKHB 36GRHB 36MTHB	30" Round Bar Table 30" Round Bar Table 30" Round Bar Table 30" Round Bar Table 36" Round Bar Table 36" Round Bar Table 36" Round Bar Table	Red Top White Top Barnwood Top Gray Acajou Top Black Top Graphite Nebula Top Maple Top White Top BAR TABLES	\$397 \$397 \$397 \$431 \$431 \$431 \$431	\$495 \$495 \$495 \$539 \$539 \$539 \$539
300SHB 30BRHB 30WHHB 30WDHB 30MAHB 36BKHB 36GRHB 36MTHB 36WTHB	30" Round Bar Table 30" Round Bar Table 30" Round Bar Table 30" Round Bar Table 36" Round Bar Table 36" Round Bar Table 36" Round Bar Table 36" Round Bar Table Rustique Square Metal Bar	Red Top White Top Barnwood Top Gray Acajou Top Black Top Graphite Nebula Top Maple Top White Top BAR TABLES Gunmetal	\$397 \$397 \$397 \$431 \$431 \$431 \$431 \$431	\$495 \$495 \$495 \$539 \$539 \$539 \$539 \$539
300SHB 30BRHB 30WHHB 30WDHB 30MAHB 36BKHB 36GRHB 36MTHB	30" Round Bar Table 30" Round Bar Table 30" Round Bar Table 30" Round Bar Table 36" Round Bar Table 36" Round Bar Table 36" Round Bar Table	Red Top White Top Barnwood Top Gray Acajou Top Black Top Graphite Nebula Top Maple Top White Top BAR TABLES Gunmetal White Top, Black	\$397 \$397 \$397 \$431 \$431 \$431 \$431	\$495 \$495 \$495 \$539 \$539 \$539 \$539
300SHB 30BRHB 30WHHB 30WDHB 30MAHB 36BKHB 36GRHB 36MTHB 36WTHB	30" Round Bar Table 30" Round Bar Table 30" Round Bar Table 30" Round Bar Table 36" Round Bar Table 36" Round Bar Table 36" Round Bar Table 36" Round Bar Table Rustique Square Metal Bar	Red Top White Top Barnwood Top Gray Acajou Top Black Top Graphite Nebula Top Maple Top White Top BAR TABLES Gunmetal	\$397 \$397 \$397 \$431 \$431 \$431 \$431 \$431	\$495 \$495 \$495 \$539 \$539 \$539 \$539 \$539
300SHB 30BRHB 30WHHB 30WDHB 30MAHB 36BKHB 36GRHB 36MTHB 36WTHB	30" Round Bar Table 30" Round Bar Table 30" Round Bar Table 30" Round Bar Table 36" Round Bar Table 36" Round Bar Table 36" Round Bar Table 36" Round Bar Table Rustique Square Metal Bar	Red Top White Top Barnwood Top Gray Acajou Top Black Top Graphite Nebula Top Maple Top White Top BAR TABLES Gunmetal White Top, Black	\$397 \$397 \$397 \$431 \$431 \$431 \$431 \$431	\$495 \$495 \$495 \$539 \$539 \$539 \$539 \$539
300SHB 30BRHB 30WHB 30WDHB 30MAHB 36BKHB 36GRHB 36WTHB RSTSQT P30BWH	30" Round Bar Table 36" Round Bar Table 36" Round Bar Table 36" Round Bar Table 36" Round Bar Table 30" Raund Bar Table	Red Top White Top Barnwood Top Gray Acajou Top Black Top Graphite Nebula Top Maple Top White Top BAR TABLES Gunmetal White Top, Black BARSTOOLS	\$397 \$397 \$397 \$431 \$431 \$431 \$431 \$431 \$431	\$495 \$495 \$495 \$495 \$539 \$539 \$539 \$539 \$451 \$1,169
300SHB 30BRHB 30WHHB 30WDHB 30MAHB 36BKHB 36BKHB 36MTHB 36WTHB RSTSQT P30BWH	30" Round Bar Table 36" Round Bar Table 36" Round Bar Table 36" Round Bar Table 36" Round Bar Table 30" Bar Table Rustique Square Metal Bar 30" Bar Table, Powered	Red Top White Top Barnwood Top Gray Acajou Top Black Top Graphite Nebula Top Maple Top White Top BAR TABLES Gunmetal White Top, Black BARSTOOLS Black, Chrome	\$397 \$397 \$397 \$431 \$431 \$431 \$431 \$431 \$361 \$935 \$329 \$329	\$495 \$495 \$495 \$539 \$539 \$539 \$539 \$539 \$451 \$1,169
300SHB 30BRHB 30WHB 30WHB 30WDHB 30MAHB 36BKHB 36BKHB 36MTHB 36WTHB BSS BST BLDBRD	30" Round Bar Table 36" Round Bar Table	Red Top White Top Barnwood Top Gray Acajou Top Black Top Graphite Nebula Top Maple Top White Top BAR TABLES Gunmetal White Top, Black BARSTOOLS Black, Chrome White, Chrome Red	\$397 \$397 \$397 \$431 \$431 \$431 \$431 \$431 \$361 \$935 \$329 \$329 \$329 \$193	\$495 \$495 \$495 \$539 \$539 \$539 \$539 \$539 \$451 \$1,169
300SHB 30BRHB 30WHHB 30WDHB 30WDHB 36BKHB 36BKHB 36GRHB 36WTHB RSTSQT P30BWH BSS BST BLDBRD BLDBSB	30" Round Bar Table 36" Round Bar Table Bar Table Rustique Square Metal Bar 30" Bar Table, Powered Banana Barstool Blade Barstool Blade Barstool	Red Top White Top Barnwood Top Gray Acajou Top Black Top Graphite Nebula Top Maple Top White Top BAR TABLES Gunmetal White Top, Black BARSTOOLS Black, Chrome White, Chrome Red Sky Blue	\$397 \$397 \$397 \$431 \$431 \$431 \$431 \$431 \$361 \$935 \$329 \$329 \$329 \$193 \$193	\$495 \$495 \$495 \$495 \$539 \$539 \$539 \$539 \$451 \$1,169
300SHB 30BRHB 30WHB 30WDHB 30WDHB 30MAHB 36BKHB 36GRHB 36MTHB 36WTHB RSTSQT P30BWH BSS BST BLDBRD BLDBSB XBAR	30" Round Bar Table 36" Round Bar Table 36" Round Bar Table 36" Round Bar Table 36" Round Bar Table 30" Bar Table Rustique Square Metal Bar 30" Bar Table, Powered Banana Barstool Banana Barstool Blade Barstool Blade Barstool Christopher Barstool	Red Top White Top Barnwood Top Gray Acajou Top Black Top Graphite Nebula Top Maple Top White Top BAR TABLES Gunmetal White Top, Black BARSTOOLS Black, Chrome White, Chrome Red Sky Blue White Vinyl, Chrome	\$397 \$397 \$397 \$431 \$431 \$431 \$431 \$431 \$361 \$935 \$329 \$329 \$329 \$193 \$193 \$238	\$495 \$495 \$495 \$539 \$539 \$539 \$539 \$451 \$1,169 \$411 \$411 \$411 \$241 \$241 \$298
300SHB 30BRHB 30WHB 30WHB 30WHB 30MHB 36BKHB 36BKHB 36GRHB 36WTHB RSTSQT P30BWH BSS BST BLDBRD BLDBSB XBAR LMBAR	30" Round Bar Table 36" Round Bar Table Rustique Square Metal Bar 30" Bar Table, Powered Banana Barstool Blade Barstool Blade Barstool Christopher Barstool Laguna Barstool	Red Top White Top Barnwood Top Gray Acajou Top Black Top Graphite Nebula Top Maple Top White Top BAR TABLES Gunmetal White Top, Black BARSTOOLS Black, Chrome White, Chrome Red Sky Blue White Vinyl, Chrome Maple, Chrome	\$397 \$397 \$397 \$431 \$431 \$431 \$431 \$431 \$361 \$935 \$329 \$329 \$193 \$193 \$238 \$244	\$495 \$495 \$495 \$539 \$539 \$539 \$539 \$539 \$451 \$1,169 \$411 \$411 \$241 \$241 \$241 \$298 \$305
300SHB 30BRHB 30WHB 30WHB 30WHB 30MHB 36BKHB 36BKHB 36GRHB 36MTHB RSTSQT P30BWH BSS BST BLDBSD BLDBSD BLDBSD BLDBSD RDBAR LMBAR ROLLBL	30" Round Bar Table 36" Round Bar Table Rustique Square Metal Bar 30" Bar Table, Powered Banana Barstool Banana Barstool Blade Barstool Blade Barstool Christopher Barstool Laguna Barstool Lift Barstool	Red Top White Top Barnwood Top Gray Acajou Top Black Top Graphite Nebula Top Maple Top White Top BAR TABLES Gunmetal White Top, Black BARSTOOLS Black, Chrome White, Chrome Red Sky Blue White Vinyl, Chrome Black Vinyl, Chrome	\$397 \$397 \$397 \$431 \$431 \$431 \$431 \$431 \$361 \$935 \$329 \$193 \$193 \$193 \$238 \$244 \$278	\$495 \$495 \$495 \$539 \$539 \$539 \$539 \$451 \$1,169 \$411 \$411 \$241 \$241 \$241 \$241 \$288 \$305 \$348
300SHB 30BRHB 30WHHB 30WHHB 30MMHB 36BKHB 36BKHB 36GRHB 36WTHB RSTSQT P30BWH BSS BST BLDBRD BLDBSB XBAR LMBAR ROLLBL ROLLGY	30" Round Bar Table 36" Round Bar Table 30" Bar Table Rustique Square Metal Bar 30" Bar Table, Powered Banana Barstool Blade Barstool Blade Barstool Laguna Barstool Lift Barstool Lift Barstool	Red Top White Top Barnwood Top Gray Acajou Top Black Top Graphite Nebula Top Maple Top White Top BAR TABLES Gunnetal White Top, Black BARSTOOLS Black, Chrome White, Chrome Red Sky Blue White Vinyl, Chrome Black Vinyl, Chrome Gray Vinyl, Chrome	\$397 \$397 \$397 \$431 \$431 \$431 \$431 \$361 \$935 \$329 \$329 \$193 \$193 \$238 \$244 \$278	\$495 \$495 \$495 \$539 \$539 \$539 \$539 \$451 \$1,169 \$411 \$411 \$241 \$241 \$241 \$241 \$248 \$305 \$305 \$338 \$348
300SHB 30BRHB 30WHB 30WHB 30WHB 30MHB 36BKHB 36BKHB 36GRHB 36MTHB RSTSQT P30BWH BSS BST BLDBSD BLDBSD BLDBSD BLDBSD RDBAR LMBAR ROLLBL	30" Round Bar Table 36" Round Bar Table Rustique Square Metal Bar 30" Bar Table, Powered Banana Barstool Banana Barstool Blade Barstool Blade Barstool Christopher Barstool Laguna Barstool Lift Barstool	Red Top White Top Barnwood Top Gray Acajou Top Black Top Graphite Nebula Top Maple Top White Top BAR TABLES Gunmetal White Top, Black BARSTOOLS Black, Chrome White, Chrome Red Sky Blue White Vinyl, Chrome Black Vinyl, Chrome Gray Vinyl, Chrome Red Gray Vinyl, Chrome Red Red Red Red Red Red Red R	\$397 \$397 \$397 \$431 \$431 \$431 \$431 \$431 \$361 \$935 \$329 \$193 \$193 \$193 \$238 \$244 \$278	\$495 \$495 \$495 \$539 \$539 \$539 \$539 \$451 \$1,169 \$411 \$411 \$241 \$241 \$241 \$241 \$288 \$305 \$348
300SHB 30BRHB 30WHHB 30WHHB 30MMHB 36BKHB 36BKHB 36GRHB 36WTHB RSTSQT P30BWH BSS BST BLDBRD BLDBSB XBAR LMBAR ROLLBL ROLLGY	30" Round Bar Table 36" Round Bar Table 30" Bar Table Rustique Square Metal Bar 30" Bar Table, Powered Banana Barstool Blade Barstool Blade Barstool Laguna Barstool Lift Barstool Lift Barstool	Red Top White Top Barnwood Top Gray Acajou Top Black Top Graphite Nebula Top Maple Top White Top BAR TABLES Gunnetal White Top, Black BARSTOOLS Black, Chrome White, Chrome Red Sky Blue White Vinyl, Chrome Black Vinyl, Chrome Gray Vinyl, Chrome	\$397 \$397 \$397 \$431 \$431 \$431 \$431 \$361 \$935 \$329 \$329 \$193 \$193 \$238 \$244 \$278	\$495 \$495 \$495 \$539 \$539 \$539 \$539 \$451 \$1,169 \$411 \$411 \$241 \$241 \$241 \$241 \$248 \$305 \$305 \$338 \$348
300SHB 30BRHB 30WHHB 30WHHB 30WHHB 30MAHB 36BKHB 36GRHB 36GRHB 36WTHB RSTSQT P30BWH BSS BST BLDBRD BLDBSB XBAR LMBAR ROLLEL ROLLEY ROLLED	30" Round Bar Table 30" Round Bar Table 30" Round Bar Table 30" Round Bar Table 36" Round Bar Table 30" Bar Table Powered Rustique Square Metal Bar 30" Bar Table, Powered Banana Barstool Blade Barstool Blade Barstool Laguna Barstool Lift Barstool	Red Top White Top Barnwood Top Gray Acajou Top Black Top Graphite Nebula Top Maple Top White Top BAR TABLES Gunmetal White Top, Black BARSTOOLS Black, Chrome White, Chrome Red Sky Blue White Vinyl, Chrome Black Vinyl, Chrome Gray Vinyl, Chrome Red Gray Vinyl, Chrome Red Red Red Red Red Red Red R	\$397 \$397 \$397 \$431 \$431 \$431 \$431 \$361 \$935 \$329 \$329 \$193 \$193 \$234 \$224 \$278	\$495 \$495 \$495 \$539 \$539 \$539 \$539 \$451 \$1,169 \$411 \$411 \$241 \$241 \$241 \$241 \$241 \$305 \$348 \$348
300SHB 30BRHB 30WHB 30WHB 30WHB 30MAHB 36BKHB 36BKHB 36GRHB 36MTHB BSSBHB BST BLDBRD BLDBSB XBAR LMBAR ROLLBL ROLLBU ROLLBU ROLLBU ROLLBU ROLLBU ROLLBU ROLLBU ROLLWH	30" Round Bar Table 30" Round Bar Table 30" Round Bar Table 30" Round Bar Table 36" Round Bar Table 30" Bar Table Rustique Square Metal Bar 30" Bar Table, Powered Banana Barstool Banana Barstool Blade Barstool Blade Barstool Lift Barstool	Red Top White Top Barnwood Top Gray Acajou Top Black Top Graphite Nebula Top Maple Top White Top BAR TABLES Gunmetal White Top, Black BARSTOOLS Black, Chrome White, Chrome Sky Blue White Vinyl, Chrome Black Vinyl, Chrome Red Gray Vinyl, Chrome Red Winyl, Chrome	\$397 \$397 \$397 \$431 \$431 \$431 \$431 \$361 \$935 \$329 \$329 \$329 \$193 \$193 \$193 \$238 \$244 \$278 \$278	\$495 \$495 \$495 \$539 \$539 \$539 \$539 \$451 \$1,169 \$411 \$411 \$411 \$241 \$241 \$242 \$298 \$305 \$348 \$348 \$348
300SHB 30BRHB 30WHB 30WHB 30WHB 30WHB 36BKHB 36BKHB 36GRHB 36MTHB 36WTHB RSTSQT P30BWH BSS BST BLDBRD BLDBSB XBAR LMBAR ROLLBL ROLLEL ROLLEL ROLLED ROLLWH LUBSCL	30" Round Bar Table 36" Round Bar Table Rustique Square Metal Bar 30" Bar Table, Powered Banana Barstool Banana Barstool Blade Barstool Christopher Barstool Lift Barstool	Red Top White Top Barnwood Top Gray Acajou Top Black Top Graphite Nebula Top Maple Top White Top BAR TABLES Gunmetal White Top, Black BARSTOOLS Black, Chrome White, Chrome Red White Vinyl, Chrome Black Winyl, Chrome Gray Vinyl, Chrome Red Vinyl, Chrome	\$397 \$397 \$397 \$431 \$431 \$431 \$431 \$361 \$935 \$329 \$329 \$193 \$238 \$244 \$278 \$278 \$278 \$278 \$278 \$278 \$369	\$495 \$495 \$495 \$539 \$539 \$539 \$539 \$451 \$1,169 \$411 \$411 \$241 \$241 \$241 \$241 \$241 \$348 \$348 \$348 \$348 \$348

OTV	CORE	ITTM	DECORIDATION	DISCOUNT PRICE	STANDARD	TOTAL
QTY	CODE	ITEM	DESCRIPTION	PRICE	STANDARD PRICE	TOTAL
	MADDDD		Red Fabric, Brushed Metal	6440	¢550	
	MARBRD MARBWH	Marina Barstool Marina Barstool	White Vinyl, Brushed Metal	\$442 \$442	\$552 \$552	
	RSTSTL	Rustique Barstool	Gunmetal	\$153	\$192	
	BS001	Shark Barstool	White, Chrome	\$422	\$528	
	BSR	Syntax Barstool	Black, Chrome	\$244	\$305	
	ZENBAR	Zenith Barstool	White, Chrome	\$204	\$255	
	BS002	Zoey Barstool	White, Chrome	\$289	\$362	
		COMMUNAL TABLES WIT	TH SOLID TOPS & SILVER F	RAME		
	VNTBNP	Ventura Communal Bar Table	Black Top, Silver	\$879	\$1,098	
	VNTMNP	Ventura Communal Bar Table	Maple Top, Silver	\$879	\$1,098	
	VNTWNP	Ventura Communal Bar Table	White Top, Silver	\$879	\$1,098	
	VNTCBN	Ventura Communal Cafe Table	Black Top, Silver	\$734	\$918	
	VNTCMN	Ventura Communal Cafe Table	Maple Top, Silver	\$734	\$918	
	VNTCWN	Ventura Communal Cafe Table	White Top, Silver	\$734	\$918	\bot
	LVNITDMW	COMMUNAL TABLES WITH			e1 000	
-	VNTBMW	Ventura Communal Bar Table Ventura Communal Bar Table	Maple Top, Silver	\$879 \$879	\$1,098 \$1,098	
-	VNTCMW	Ventura Communal Cafe Table	White Top, Silver Maple Top, Silver	\$734	\$918	
	VNTCWW	Ventura Communal Cafe Table	White Top, Silver	\$734	\$918	\vdash
	INICHAM		RENCE TABLES	ψ/J4	J \$510	
	36ATO	Atomic 36" Round Table	Glass Top, Chrome	\$422	\$528	
	42ATO	Atomic 42" Round Table	Glass Top, Chrome	\$422	\$528	
	WD3	Work Table	White Top, White	\$440	\$550	
	CB8	42" Round Madison Table	Gray Acajou, Black	\$508	\$634	
	CONF42	42" Round Table	White Top	\$508	\$634	
	42BKCT	42" Round Table	Black Top, Black	\$508	\$634	
	BKCT5N	5' Table	Black Top, Silver	\$743	\$928	
	BKCT8N	8' Table	Black Top, Silver	\$1,264	\$1,580	
	BKC10N	10' Table	Black Top, Silver	\$1,431	\$1,788	
	CF2	Geo Table, Rectangle	Glass Top, Black	\$595	\$745	
	CE2	Geo Table, Rectangle	Glass Top, Chrome	\$595	\$745	
	CF1	Geo Table, Rounded Square	Glass Top, Black	\$422	\$528	
	CE1	Geo Table, Rounded Square	Glass Top, Chrome	\$422	\$528	
	MADC05	Madison 5' Table	Gray Acajou, Chrome	\$632	\$791	
	MADC08	Madison 8' Table	Gray Acajou, Chrome	\$1,264	\$1,580	
	MADC10	Madison 10' Table	Gray Acajou, Chrome	\$1,264	\$1,580	
		EXEC	UTIVE CHAIRS			
	TASKST	Task Stool	Black Fabric, Black	\$210	\$263	
	CUPCHA	Cupertino Mid Back Chair	Black Vinyl	\$403	\$504	
	GENCHA	Genesis Chair	Black	\$351	\$439	
	PROGB	Pro Executive Guest Chair	Black Vinyl, Chrome	\$425	\$531	
	PROEXB	Pro Executive High Back Chair	Black Vinyl, Chrome	\$490	\$613	
-	PROEXE	Pro Executive High Back Chair	White Vinyl, Chrome	\$428	\$536	\vdash
	PROMDB	Pro Executive Mid Back Chair	Black Vinyl, Chrome	\$397	\$495	
	PROMID	Pro Executive Mid Back Chair	White Vinyl, Chrome PRODUCT DISPLAY	\$388	\$485	$\overline{}$
	ТЕСН3	3 Drawer File Cabinet on Castors		¢10.4	6221	
	JD8	Madison Executive Desk	Black Top, Black Metal Gray Acajou, Chrome	\$184 \$799	\$231 \$999	
			Black Metal, Black			
	TECH	Tech Desk, Powered	Laminate	\$595	\$745	
	ТЕСНЗВ	Tech Desk, Powered w/ 3 Drawer	Black Metal, Black	\$734	\$918	
		File Cabinet	Laminate			
	BC8	Madison Bookcase	Gray Acajou, Chrome	\$578	\$722	
	PSHCCS	Posh Shelving	Chrome, Acrylic	\$680	\$850	
	PDL36B	Powered Locking Pedestal, 36"	Black	\$629	\$787	\vdash
	PDL36W	Powered Locking Pedestal, 36"	White	\$629	\$787	
	PDL42B	Powered Locking Pedestal, 42"	Black	\$751	\$938	\vdash
	PDL42W	Powered Locking Pedestal, 42"	White	\$751	\$938	
	Lase	Marrie Elevelania	LAMPS	****	4000	
	LA15	Mason Floor Lamp	Brushed Silver	\$289	\$362	
	LA14	Mason Table Lamp	Brushed Silver & COUNTERS	\$191	\$238	
	MTPI DI			\$2,136	\$2,671	
	MTBLPI MTBUUL	Midtown Bar, Lighted w/ Plug In Midtown Bar, Unlighted	Taupe Glass Top, Pewter Taupe Glass Top, Pewter	\$2,136	\$2,671	\vdash
_		Midtown Powered Counter,				\vdash
	MTCLPI	Lighted w/ Plug In	Taupe Glass Top, Pewter	\$2,261	\$2,826	
	MTCPUL	Midtown Powered Counter,	Tours Class Ton Douter	\$2,012	¢0 E14	
	MITCEUL	Unlighted	Taupe Glass Top, Pewter	پا∪,∪اک	\$2,514	
			REENERY			
	HDG4FT	Boxwood Hedge, 4'	Green, Black	\$629	\$787	\sqcup
	HDG7FT	Boxwood Hedge, 7'	Green, Black	\$1,034	\$1,293	\Box
	I DUICES		DIVIDERS	A00=	Ang :	
	DIVERE	Clear Divider, Bar/Counter	Clear, Black	\$267	\$334	\vdash
-	DIVERE	Clear Divider, Freestanding	Silver, Clear	\$533	\$665	\vdash
<u> </u>	DIVECK	Clear Divider, Freestanding Corner	Silver, Clear	\$1,068	\$1,335	
<u> </u>	DIVFWL	Clear Divider, Freestanding Wall	Silver, Clear	\$533	\$665	\vdash
<u> </u>	DIVEND	Clear Divider, Sofa/Table	Silver, Clear	\$479	\$598	\vdash
<u> </u>	DIVFWB	Divider, Freestanding Whiteboard	Silver, White	\$666	\$833	\vdash
	MIRWHT	Miramar Divider, White	Molded Plastic	\$683	\$854	\vdash
-	STNSGN	Stanchion Sign Holder Stanchion w/ Retractable Belt	Chrome Black Chromo	\$232	\$253	\vdash
Щ	STNCH1	Stantinum w/ netractable belt	Black, Chrome	\$244	\$267	
				TOTA	AI I	

Email this completed form to: orders@t3expo.com	TOTAL L
Sales Tax 7.75%\$\$	
Estimated Furniture Rental Total\$	

ADDITIONAL INFORMATION & FORMS



Payment Information

Important Information Services Ordered *If paying by check or wire, T3 Material Handling= \$ ___ also requires a Credit Card as a contingency should either check Vehicle Spotting Fee \$ ______ or wire not clear in time to place Cartload Service....= \$ Presta[™] Rental Exhibit Packages \$ ___ *Please make payable to T3 Expo, and mail to: Floor Covering= \$ Furniture & Accessories = \$ 8 Lakeville Business Park Lakeville, MA 02347 Display Tables & Counters.....= \$ __ Credit Card will be charged for items ordered if intended method Display & Forklift Labor \$ Hanging Sign..... = \$ ___ of payment is not received at least two weeks prior to the first move in day of the event. Access & Empty Storage Services..... \$ ___ **Wire details will be sent to the contact email address upon Signage = \$ _____ Custom Furniture.....= \$ __ receipt of this form. Total: \$ Notwithstanding anything to the contrary in this Agreement, Exhibiting Company shall have the ultimate responsibility for the **Exhibitor Profile** payment of all applicable fees as set forth and in accordance Company Name: Booth # with the schedule set forth. Exhibiting Company's obligation to make payment in accordance Street Address: City: with the schedule shall under Zip: State: Country: no circumstances be relieved or excused due to the failure of any third party to issue payments on Exhibitor's behalf. Contact Name: Email Address: T3 Expo reserves all rights to withhold services should full pay-Cell Phone: Fax: ment not be received and cleared prior to the first day of move-in. Method of Payment **Accepted Credit Cards:** Wire Transfer** Company Check* Visa Mastercard (Checks must be in U.S. Funds, payable to T3 Expo) Credit Card American Express T3 will use this authorization to **Credit Card Information** charge your credit card for any additional subsequent orders Exhibiting Company: Booth #: placed by you or your representative for services rendered to your company for this event. Email Address: Cardholder Name: PLEASE NOTE: There is a 25% cancellation fee for any items that Account Number: Card Type: Expiration Date: are cancelled more than 21 days prior to the first day of move-in. There is a 50% cancellation fee for CCID#: Signature: all items that are cancelled 7-21

Cardholder Billing Address:

City/State/Zip:

days prior to the first day of movein and 100% cancellation fee for any items that are cancelled less than 7 days prior to the first day of move-in on 02/02/2024.





Please Return EAC Form By: Thursday, January 4, 2024

Booth Number:

Notification Of Intent To Use EAC

Important Information

Inform your Exhibitor Appointed Contractor (EAC) that they MUST send a copy of their General Liability Insurance Certificate no later than 30 days prior to the first day of exhibitor move in or they will not be permitted to service your exhibit.

You MUST include the Exhibitor Name and Booth # under the Description of Operations section on the Certificate of Insurance.

It is the responsibility of the exhibitor to see that each representative of an EAC abides by the official rules and regulations of this event.

If your company plans to use a firm which is not the official service contractor as designated by Show Management, please complete this form and mail or email to the address listed below.

Please return to: T3 Expo

> 8 Lakeville Business Park Lakeville, MA 02347

RE: ATSSA's Convention & Traffic Expo 2024

Phone: +1.888.698.3397 Email: orders@t3expo.com

Exhibiting Company Information

Company Name:

Contact Name:

Signature:	Date:
Exhibitor Appointed Contractor Informati	on
EAC Company Name:	
EAC Contact Name:	
EAC Address:	
City/State/Zip:	
Contact Email Address:	
Phone: () Fax:	()
Type of Service to be Performed:	





Third Party Authorization

Important Information

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from T3 Expo, to be bound by all terms and conditions as described in the Terms & Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party. T3 Expo reserves all rights to withhold services should full payment not be received and cleared prior to the first day of move-in. Notwithstanding anything to the contrary in this Agreement, Exhibiting Company shall have the ultimate responsibility for the payment of all applicable fees as set forth and in accordance with the schedule set forth. Exhibiting Company's obligation to make payment in accordance with the schedule shall under no circumstances be relieved or excused due to the failure of any third party to issue payments on Exhibitor's behalf.

Third Party covering the following charges for exhibitor:

Material Handling Vehicle Spotting Fee Cartload Service Presta™ Rental Package Floor Covering Furniture & Accessories Display Tables & Counters Display & Labor Forklift Hanging Sign Accessible Storage Signage Custom Furniture All Services

Exhibiting Company Authorization	n of Third Party Billi	ng
Exhibitor Name:		Date:
Exhibitor Signature:		
Exhibiting Company Information		
Exhibiting Company Name:		Booth Number:
Exhibiting Company Address:		
City/State/Zip:		
Contact Name:	Email Address:	
Phone: ()	Fax: ()	
Third Party Company Informatior	1	
Third Party Company Name:	'	
Third Party Billing Address:		
City/State/Zip:		
Contact Name:	Email Address:	
Phone: ()	Fax: (
Third Party Responsible For (list services):		
Third Darty Cradit Card Authoriza	tion	
Third Party Credit Card Authoriza		E chatha Data
Cardholder Name:	CCID #:	Expiration Date:
Account Number:	Card Type:	
Authorized Signature:		
Card Holder Billing Address:	Email Address:	
City/State/Zip:		



United States Fire Department Regulations

For Exhibits, Exhibitions, Displays and Trade Shows - Public & Private

Booth Construction

Booths, platforms and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to the Fire Department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus will be of a 3-wire UL approved type.

Fire Department

A permit shall be required for the following:

- 1) Display and operate any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- 2) Display or operate any electrical, mechanical, or chemical device which may be deemed hazardous by the Fire Department.
- 3) Use or storage of inflammable liquids and dangerous chemicals.
- 4) Display any internal combustion engine (special requirements available upon request).
- 5) Use of compressed gases. (Permit available for 32CF bottles that are half full or less).

Obstructions

Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily seen locations and may be required to be posted with designating signs.

Fire-Retardant Treatment

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oilcloth, tarpaper, nylon and certain other plastic materials cannot be made flame-retardant, and their use is prohibited.

Combustibles

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain one gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

Storage behind booths is strictly prohibited.



San Diego, CA Labor Guidelines

For Exhibits, Exhibitions, Displays and Trade Shows, Public & Private

To simplify show preparation, we are certain you will appreciate knowing in advance that labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following:

Exhibit Installation & Dismantling

Union personnel claims jurisdiction over all set-up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. You may set up your exhibit display if one person can accomplish the task in less than 30 minutes without the use of tools.

If your exhibit preparation, installation or dismantling requires more than 30 minutes, you must use Union personnel; check with your General Contractor for details.

As an exhibitor, you will be pleased to know that when Union labor is required, you may provide your company personnel to work along with a Union installer in Southern California, on a one-to-one basis.

Material Handling

Union personnel claims jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move the material that can be carried by hand by one person in one trip, without the use of dollies, hand trucks or other mechanical equipment.

Safety

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. T3 Expo cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, labor can be ordered through T3 Expo by returning the Display Labor order form in this Exhibitor Service Kit in advance, or returning it on show site to T3 Expo's Service Desk.

Tipping

T3 Expo requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status and we feel that tipping is not necessary; this applies to all employees. Any request for tipping should be brought to the attention of a T3 Expo representative at the Service Desk.

ANCILLARY INFORMATION & FORMS



CONVENTION CENTER

EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO A SUCCESSFUL EVENT









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

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.





Order online at:

orders.smartcitynetworks.com

or call 888.446.6911

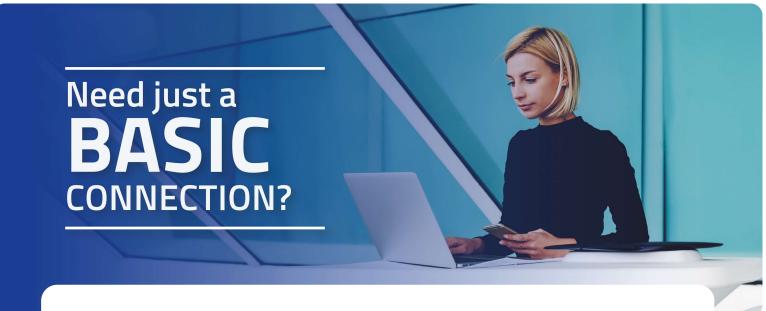


Is the exclusive provider of the following services:









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	\$895	\$1,140	\$1,368
Additional Device	\$185	\$220	\$255
EQUIPMENT & LABOR	INCENTIVE**	BASE	ON-SITE
Switch Rental	\$185	\$225	\$270
Patch Cables	\$50	\$62	\$74
Labor (Floor Work)	\$125	\$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 online at:

orders.smartcitynetworks.com

or call 888.446.6911

2022 SMART CITY NETWORKS. ALL RIGHTS RESERVED. EFFECTIVE JULY 20, 2022 - DECEMBER 31, 2023 V072022



FASTEST AND MOST RELIABLE way

to deliver high quality experiences at your event.

DEDICATED SERVICES		REAMIN		INCENTIVE*	BASE	ON-SITE
3 Mbps Dedicated	1	N/A	N/A	\$3,495	\$4,370	\$5,244
6 Mbps Dedicated	2	1	N/A	\$5,900	\$7,375	\$8,850
10 Mbps Dedicated	3	2	N/A	\$ <i>7,</i> 850	\$9,810	\$11,772
15 Mbps Dedicated	5	3	N/A	\$11,700	\$14,630	\$17,556
25 Mbps Dedicated	6	4	1	\$19,250	\$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 online at:

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	\$2,339	\$2,807	\$3,368	
15 Device Limit	\$4,133	\$4,960	\$5,952	
30 Device Limit	\$6,762	\$8,114	\$9,737	
Additional Access Point Rental	\$ <i>7</i> 50	\$750	\$750	

^{*}NOT FOR STREAMING.

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 online at:

orders.smartcitynetworks.com

or call 888.446.6911

NETWORKS. ALL RIGHTS RESERVED. EFFECTIVE JULY 20, 2022 - DECEMBER 31, 2023 V072022

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

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 STREAMING						
BANDWIDTH ALLOCATION	SD c	or HD o	r UHD	INCENTIVE*	BASE	ON-SITE
10 Mbps	3	N/A	N/A	\$8,800	\$10,560	\$12,672
20 Mbps	6	4	N/A	\$16,600	\$19,920	\$23,904
30 Mbps	10	6	1	\$24,200	\$29,040	\$34,848
40 Mbps	13	8	1	\$31,550	\$37,860	\$45,434
50 Mbps	16	10	2	\$39,050	\$46,860	\$56,232
Additional Access Point Rental	N/A	N/A	N/A	\$ <i>7</i> 50	\$ <i>7</i> 50	\$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 online at:
orders.smartcitynetworks.com
or call 888.446.6911

orders.smartcitynetworks.com/wifi-splash-page-design



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	\$275	\$345	\$414
Multi Line Telephone	\$415	\$520	\$624
Polycom Speaker Phone	\$465	\$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 online at:

orders.smartcitynetworks.com

or call 888.446.6911

2022 SMART CITY NETWORKS. ALL RIGHTS RESERVED. EFFECTIVE JULY 20, 2022 - DECEMBER 31, 2023 V072022



Smart City Networks is the exclusive provider of **CABLE TV SERVICES**Visit our online ordering site to learn more.

Our cable services deliver high-definition channels with clear and crisp picture quality to satisfy even the most discerning of viewers.

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

**Cable services may require a deposit in some locations.



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

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)	1280×720 & 1920×1080	5.0-8.0 Mbps
Ultra High Definition (UHD)	3840×2160	25 Mbps



Our Promise ★★★★

Smart City Networks is "Where Technology Meets Hospitality". By anticipating and responding to our clients' needs, we continue to lead the nation in providing quality advanced technology and telecommunication solutions to the trade show and event industry. We work to build personal relationships with our clients because excellent service requires an exceptional and long-lasting commitment.

ON-SITE WIRELESS SERVICES SAN DIEGO 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.

EXHIBITOR INTERNET

Exhibitor Internet is available throughout the facility. Each purchase is device specific.

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

CONNECT TO EXHIBITOR INTERNET

- Open Wi-Fi settings on your device and select "Exhibitor Internet".
- 2. First time users will be asked to create an account and select a purchase option.
- 3. Follow the on-screen instructions to get connected.

COMPLIMENTARY INTERNET

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

CONNECT TO COMPLIMENTARY INTERNET

- Open Wi-Fi settings on your device and select "Free Internet".
- 2. First time users will be asked to create an account and verify their email address to get connected.

For questions regarding on-site wireless services, please call Smart City Networks at 619-525-5500. To order any other services we provide, please visit us online at: orders.smartcitynetworks.com.





RATES AND DETAILS EXHIBITOR BOOTH CLEANING

ATSSA 2024

EVENT

CLEANING SERVICES ARE PROVIDED EXCLUSIVELY BY SDCC

The San Diego Convention Center (SDCC) is here for all of your cleaning needs. We are the exclusive cleaning contractor. No other persons or cleaning services provider can perform cleaning services including, but not limited to, vacuuming on SDCC property. Enclosed are all of the details you need.

BOOTH CLEANING ORDERS

Exhibitors can process cleaning orders online at sdcc.link/booth-cleaning up to two weeks before event move-in to receive the advance rate. Once the contracted move-in date begins, exhibitors can process booth cleaning orders at the regular rate onsite.

All payments must be made via credit card. Rates are quoted in USD and the services are not taxed.

Please note: exhibitor booth cleaning orders processed with credit card payment acknowledge that you have read and accepted the Payment Policy and Terms and Conditions. If there are any issues or discrepancies with respect to cleaning, please contact us immediately. For more information, see our terms and conditions on page 3.

THREE WAYS TO ORDER

1. Discounted Advance Rate

Exhibitor booth cleaning orders may be placed online at **sdcc.link/booth-cleaning**.

Here exhibitors are able to create an account, register their exhibitor booth(s), select their event, select event start date and end date, input booth number and name, select desired booth cleaning services, process and finalize their order with credit card payment. Checks are not accepted.

We strongly encourage exhibitors to take advantage of our advance rates by ordering online.

JANUARY 19, 2024

ADVANCE RATE DEADLINE



2. Onsite Ordering

Once the event's contracted move-in date has begun, exhibitors are unable to process their cleaning orders online at the advance rate, however you may order cleaning services onsite at the regular rate. Orders can be placed at the Cleaning Services Desk in the Exhibitor Services Center (location varies by event). Last minute orders cannot be guaranteed. Only credit card payment is accepted.

3. Order Add Ons

Booth Disposal, Carpet Disposal, and Hand Sanitizer Station rentals may be ordered through email.

Please contact the SDCC Exhibit Services Team via email: boothcleaning@visitsandiego.com or via phone/text: 619.977.0009 (email preferred).

EXHIBITOR BOOTH MOVE-OUT & DISPOSAL

Exhibitors are responsible for finalizing arrangements with their Official Service Contractors, exhibitorappointed contractors, and decorators to ship out their exhibitor booth prior to event move out.

Exhibitors who choose to dispose of (or fail to coordinate the removal of) their exhibitor booth, booth carpet, and/ or carpet padding are required to process their order with a credit card payment though SDCC by contacting **boothcleaning@visitsandiego.com** prior to the last date of the event.

Questions? Visit us at the service desk or contact us at 619.977.0009 or boothcleaning@visitsandiego.com.

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RATES

VACUUM

No other contractor or cleaning services provider, exhibitorappointed contractors, or exhibitors can vacuum on SDCC property. Vacuums are prohibited on the show floor.

	Advance	Regular
Per sq. ft./day of total dimensions	\$0.60	\$0.90

PORTER SERVICE

Porter services are required for booth catering.

Exhibitor booths that generate an excessive amount of cardboard or trash from giveaways, retail, etc. are required to order porter services. It is prohibited to discard excessive cardboard or trash into the aisle trash cans or anywhere that it may impede walkways and create a fire hazard. Impeding egress may incur fire marshal involvement.

2-Hour Increments

SDCC will empty wastebaskets and sweep floor debris on two (2) hour intervals (show hours only), vacuuming not included. All exhibitors that have ordered booth catering are required to order porter service. Calculated by total booth size.

Booth Size	Advance	Regular
0–500 sq. ft.	\$110.00	\$144.00
501–1,500 sq. ft.	\$121.00	\$174.00
1,501–3,000 sq. ft.	\$145.00	\$209.01

Dedicated Labor

Continuous labor presence in booth is charged at an hourly rate. The minimum charge for labor is four (4) hours per worker per day. Labor thereafter is charged in half (1/2) hour increments.

	Advance	Regular
Continuous labor	\$60.00	\$90.00

DISPLAY & EQUIPMENT DISINFECTION

SDCC will disinfect and wipe down displays and equipment inside exhibitor booths with disinfectants approved by the CDC and EPA. Exhibitors are responsible for communicating specifics of the areas requested to be disinfected or a time schedule. Orders submitted during show hours cannot be guaranteed.

Frequency per sq. ft./day	Advance	Regular
One time	\$0.60	\$0.90
Daily	\$0.48	\$0.72
2-Hour Increments	\$1.20	\$1.80

ELECTROSTATIC FOGGING

Electrostatic disinfection is completed overnight by trained and certified cleaning staff, using chemicals approved by the CDC and EPA. Exhibitors are responsible for covering, protecting, and/or sectioning off areas, electrical, and equipment requested not to be disinfected.

	Advance	Regular
Per sq. ft./day	\$0.80	\$1.05

FLOOR AND SPOT CLEANING

The following items may be ordered online prior to show move in or at the service desk during the event, as-needed.

	Regular
Carpet Stain Spotting, one time	\$52.00
Dry Mopping, per sq. ft./day	\$0.29
Wet Flat Mopping, per sq. ft./day	\$0.38
Shampoo, per sq. ft./day	\$1.25
Wet Polishing, per sq. ft./day	\$0.92

ORDER ADD ONS

The following services are not currently available through the online ordering system, however they can be arranged Please contact the SDCC Exhibit Services Team via email: boothcleaning@visitsandiego.com or via phone/text: 619.977.0009 (email preferred).

BOOTH AND CARPET DISPOSAL

Exhibitors are responsible for coordinating labor with their service contractor in dismantling their booth and rolling up carpet. SDCC booth and/or carpet disposal services are limited to labor for removing and properly disposing of the booth and its contents.

	Regular
Booth Disposal, per 10x10 ft.	\$800.00
Carpet Disposal, per sq. ft.	\$0.50

HAND SANITIZER STATIONS

Exhibitors can rent hand sanitizer stations for their exhibitor booths at a flat rate. Hand sanitizer station rentals include re-fills when empty, the labor to set, and the labor to remove.

	Regular
Daily	\$35.00

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Exhibitor Terms & Conditions San Diego Convention Center ("Facility") Payment Policy Agreement ("Agreement")

San Diego Convention Center (SDCC) is the exclusive provider on the Facility property of all Cleaning Services.

No other individuals or companies can perform cleaning services on SDCC property, including other contractors and cleaning services providers (including but not limited to exhibitor-appointed contractors, Official Service Contractors, and decorators), exhibitors, and booth personnel.

- Cleaning services offered exclusively by SDCC in the Facility include but are not limited to: Disinfection, Cleaning, Exhibitor Booth Carpet Cleaning/Vacuuming, Booth Hard Floor Cleaning/Mopping/Polishing, Booth Porter Service, Booth Carpet Shampooing, Electrostatic Fogging, Carpet Spotting within booths, tents and other locations on the Facility property (inside and outside).
 - a. Exemptions: Typical wiping/cleaning of booth displays, equipment, fixtures, display cases, frequently touched surfaces within the booth and ancillary materials is not covered by this policy and may be accomplished by Exhibitor Appointed Contractors ("EAC") or Official Service Contractors ("OSC").
- 2. Discount Price applies when a completed order with payment is received no later than 14 days prior to the first day of show move-in. Online orders placed within 14 days of move-in or on- site after show move-in will be priced at the on-site rate.
- 3. Conditions for processing service order form for on-time service:
 - a. Full payment for service(s) must be made at time of order.
 - b. Booth number(s) must be identified at time of order.
 - c. Orders for requested service must be completed online or at the service desk. Late orders/changes will be accomplished after all other orders are completed. There is no guarantee of service if an order is placed within one (1) hour of the initial show opening. If a delinquent order is placed within one (1) hour of initial show opening, all efforts will be made to accomplish the request, but if the work request cannot be accomplished, then the fee is not applicable. Incomplete orders will delay processing, please provide all information requested.
- 4. Exhibitor (also referred to herein as "Customer") has the sole responsibility to ensure that any sheet plastic protective floor covering placed by an EAC or OSC over carpet or hard flooring in the booth is removed in a timely manner to facilitate Cleaning Services. For purposes of this section timely will constitute a minimum of four (4) hours before initial show opening.
- 5. Cancellation Policy: Due to material and labor costs, orders cancelled before move-in begins will be charged 50% of original price. Similarly, orders cancelled after move in will be charged 100%.
- 6. Service problems must be reported to the SDCC service desk. Service problems will not be considered unless filed by Customer prior to the close of the show.
- 7. Credit will not be given for services already completed.
- 8. Order form prices are based upon current rates and are subject to change without notice.
- 9. SDCC accepts payments in US dollars with the following credit cards: American Express, Mastercard, Visa.
- 10. Any refunds due in the amount of \$10.00 or less will not be refunded.
- 11. Exhibitor (also referred to herein as "Customer") has the sole responsibility for finalizing freight arrangements with their Official Service Contractors, exhibitor-appointed contractors, and decorators to ship out their exhibitor booth prior to event move out.

LIMITATION OF LIABILITY

- A. **Limited Warranty.** SDCC warrants that: (a) it has the right to exclusively provide all Cleaning Services in the Facility ("the Services"). Customer agrees to inform SDCC of any failure to perform the Services by written notice prior to close of the Show/Event, and, as Customer's sole and exclusive remedy, SDCC will either:
 - a. cure performance without any additional charges to Customer, or
 - b. in the event that performance cannot be done within a reasonable time, terminate this Agreement and provide Customer with a pro rata refund of the fees paid to SDCC for the Services hereunder with respect to such calendar year. The foregoing Limited Warranty will not apply to the extent that the cause of the breach of warranty is due to any other cause outside of SDCC's sole and reasonable control.

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- B. **DISCLAIMER OF WARRANTY.** THE FOREGOING LIMITED WARRANTY CONSTITUTES SDCC'S ONLY WARRANTY WITH RESPECT TO THE PERFORMANCE OR NONPERFORMANCE OF THE SERVICES WHICH ARE OTHERWISE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS. THE FOREGOING LIMITED WARRANTY IS IN LIEU OF, AND SDCC HEREBY EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, EXCLUDING WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
- C. Indemnification. Customer agrees to indemnify, defend, and hold harmless SDCC, the City of San Diego, the San Diego Unified Port District and its current and former employees and agents (the "Indemnified Parties"), and defend any action brought against all losses, damages, claims, demands, actions, penalties, judgments and liabilities (including court costs and reasonable attorneys' fees)(collectively, "Claims") that arise from any acts or omissions of Customer or any of Customer's EACs or OSCs or arising out of, or in connection with Customer's use of the Facility or Customer's participation in any Show/Event at the Facility, including, without limitation, any breach by Customer of any term of this Agreement. Customer assumes full responsibility for any risk of bodily injury, death or property damage or loss arising out of or related to Customer's participation in any Show/Event at the Facility, whether caused by negligence, intentional act or otherwise. The parties intend that this indemnification and assumption of risk be construed as broadly as permitted by law. In claiming any indemnification hereunder, the Indemnified Party shall promptly provide Customer with written notice of any claim which it believes falls within the scope of the foregoing paragraphs. Customer may, at its own expense, assist in the defense if it so choses, provided that the Indemnified Party may, if it elects, control such defense and all negotiations relative to the settlement of any such claim and further provided that any settlement intended to bind SDCC or the Indemnified Party and shall not be final without the written consent of SDCC and/or the Indemnified Party, if applicable, the granting of which shall not be unreasonably withheld. The terms of these provisions shall survive the expiration or termination of this Agreement.
- D. **LIMITATION OF LIABILITY.** EXCEPT FOR SDCC'S WILLFUL MISCONDUCT OR GROSS NEGLIGENCE, CUSTOMER AGREES THAT UNDER NO CIRCUMSTANCES IS SDCC LIABLE TO CUSTOMER FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES OR LOST PROFITS ARISING OUT OF THE CHEMICALS APPLIED OR SERVICES PROVIDED UNDER THIS AGREEMENT EVEN IF SDCC HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN ANY EVENT, CUSTOMERS' EXCLUSIVE REMEDY AND SDCC'S ENTIRE LIABILITY TO CUSTOMER FOR ANY REASON UPON ANY CAUSE OF ACTION ARISING OUT OF THE SERVICES UNDER THIS AGREEMENT SHALL BE THE AMOUNT ACTUALLY PAID BY CUSTOMER TO SDCC WITH RESPECT TO THE DEFICIENT SERVICES. THE FOREGOING LIMITATION IS A FUNDAMENTAL PART OF THE BASIS OF THE BARGAIN HEREUNDER AND IS INTENDED TO APPLY WITHOUT REGARD TO WHETHER OTHER PROVISIONS OF THIS AGREEMENT HAVE BEEN BREACHED OR HAVE BEEN HELD TO BE INVALID OR INEFFECTIVE. NO ACTION, REGARDLESS OF FORM, ARISING OUT OF OR RELATED TO THE USE OF THE SERVICES PURSUANT TO THIS AGREEMENT MAY BE BROUGHT BY YOU MORE THAN 12 MONTHS AFTER THE CAUSE OF ACTION FIRST AROSE.
- E. Customer acknowledges that SARS-CoV-2/COVID-19 has been declared a worldwide pandemic by the World Health Organization, is extremely contagious and is thought to spread mainly through close contact from person-to-person. SDCC cannot guarantee that Customer's personnel, contractors, invitees, customers and guests will not become infected with SARS-CoV-2/COVID-19 at any Show/Event at the Facility. Customer shall indemnify the Indemnified Parties against all Claims by Customer's personnel, contractors, invitees, customers and guests arising out of or related to infection with SARS-CoV-2/COVID-19, whether before, during or after attendance at the Show/Event. SDCC may require individuals registered by Customer to acknowledge the risks of SARS-CoV-2/COVID-19 infection and waive liability prior to participation at the Show/Event.
- F. SDCC follows EPA and manufacturers' registered label instructions with respect to its use of cleaning and disinfecting products. Notwithstanding anything herein to the contrary, SDCC does not make any representations or warranties with respect to the risks or harm associated with the cleaning and disinfection products used. Customer agrees that SDCC is not liable or responsible for any injuries, damages, discoloration, wear and tear, etc. from cleaning and/or disinfecting or the products used during the Services. SDCC does not make any representations with respect to the ability of the Services to control or prevent the contracting or spread of any virus, including but not limited to the SARS-CoV-2/COVID-19. Customer agrees that SDCC is not liable or responsible for any contraction or spread of any virus, including but not limited to SARS-CoV-2/COVID-19.
- G. Customer agrees to abide by posted rules, protocol, warnings and instructions at the Facility, along with all applicable laws, rules, regulations and guidance from government or public health authorities with respect to cleaning and sanitizing items and frequently touched surfaces within or ancillary to Customer's booth(s).
- H. SDCC does not make any representations with respect to, nor is it liable or responsible for, any dwell time that may occur during or as a result of the Services.

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EXHIBITOR TERMS & CONDITIONS

San Diego Convention Center ("Facility")

Payment Policy Agreement ("Agreement")

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No other individuals or companies can perform cleaning services on SDCC property, including other contractors and cleaning services providers (including but not limited to exhibitor-appointed contractors, Official Service Contractors, and decorators), exhibitors, and booth personnel.

- 1. Cleaning services offered exclusively by SDCC in the Facility include but are not limited to: Disinfection, Cleaning, Exhibitor Booth Carpet Cleaning/Vacuuming, Booth Hard Floor Cleaning/Mopping/Polishing, Booth Porter Service, Booth Carpet Shampooing, Electrostatic Fogging, Carpet Spotting within booths, tents and other locations on the Facility property (inside and outside).
 - a. Exemptions: Typical wiping/cleaning of booth displays, equipment, fixtures, display cases, frequently touched surfaces within the booth and ancillary materials is not covered by this policy and may be accomplished by Exhibitor Appointed Contractors ("EAC") or Official Service Contractors ("OSC").
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- 9. SDCC accepts payments in US dollars with the following credit cards: American Express, Mastercard, Visa.
- 10. Any refunds due in the amount of \$10.00 or less will not be refunded.
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 - a. cure performance without any additional charges to Customer, or
 - b. in the event that performance cannot be done within a reasonable time, terminate this Agreement and provide Customer with a pro rata refund of the fees paid to SDCC for the Services hereunder with respect to such calendar year. The foregoing Limited Warranty will not apply to the extent that the cause of the breach of warranty is due to any other cause outside of SDCC's sole and reasonable control.

- B. **DISCLAIMER OF WARRANTY.** THE FOREGOING LIMITED WARRANTY CONSTITUTES SDCC's ONLY WARRANTY WITH RESPECT TO THE PERFORMANCE OR NONPERFORMANCE OF THE SERVICES WHICH ARE OTHERWISE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS. THE FOREGOING LIMITED WARRANTY IS IN LIEU OF, AND SDCC HEREBY EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, EXCLUDING WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
- C. Indemnification. Customer agrees to indemnify, defend, and hold harmless SDCC, the City of San Diego, the San Diego Unified Port District and its current and former employees and agents (the "Indemnified Parties"), and defend any action brought against all losses, damages, claims, demands, actions, penalties, judgments and liabilities (including court costs and reasonable attorneys' fees)(collectively, "Claims") that arise from any acts or omissions of Customer or any of Customer's EACs or OSCs or arising out of, or in connection with Customer's use of the Facility or Customer's participation in any Show/Event at the Facility, including, without limitation, any breach by Customer of any term of this Agreement. Customer assumes full responsibility for any risk of bodily injury, death or property damage or loss arising out of or related to Customer's participation in any Show/Event at the Facility, whether caused by negligence, intentional act or otherwise. The parties intend that this indemnification and assumption of risk be construed as broadly as permitted by law. In claiming any indemnification hereunder, the Indemnified Party shall promptly provide Customer with written notice of any claim which it believes falls within the scope of the foregoing paragraphs. Customer may, at its own expense, assist in the defense if it so choses, provided that the Indemnified Party may, if it elects, control such defense and all negotiations relative to the settlement of any such claim and further provided that any settlement intended to bind SDCC or the Indemnified Party and shall not be final without the written consent of SDCC and/or the Indemnified Party, if applicable, the granting of which shall not be unreasonably withheld. The terms of these provisions shall survive the expiration or termination of this Agreement.
- D. LIMITATION OF LIABILITY. EXCEPT FOR SDCC'S WILLFUL MISCONDUCT OR GROSS NEGLIGENCE, CUSTOMER AGREES THAT UNDER NO CIRCUMSTANCES IS SDCC LIABLE TO CUSTOMER FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES OR LOST PROFITS ARISING OUT OF THE CHEMICALS APPLIED OR SERVICES PROVIDED UNDER THIS AGREEMENT EVEN IF SDCC HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN ANY EVENT, CUSTOMERS' EXCLUSIVE REMEDY AND SDCC'S ENTIRE LIABILITY TO CUSTOMER FOR ANY REASON UPON ANY CAUSE OF ACTION ARISING OUT OF THE SERVICES UNDER THIS AGREEMENT SHALL BE THE AMOUNT ACTUALLY PAID BY CUSTOMER TO SDCC WITH RESPECT TO THE DEFICIENT SERVICES. THE FOREGOING LIMITATION IS A FUNDAMENTAL PART OF THE BASIS OF THE BARGAIN HEREUNDER AND IS INTENDED TO APPLY WITHOUT REGARD TO WHETHER OTHER PROVISIONS OF THIS AGREEMENT HAVE BEEN BREACHED OR HAVE BEEN HELD TO BE INVALID OR INEFFECTIVE. NO ACTION, REGARDLESS OF FORM, ARISING OUT OF OR RELATED TO THE USE OF THE SERVICES PURSUANT TO THIS AGREEMENT MAY BE BROUGHT BY YOU MORE THAN 12 MONTHS AFTER THE CAUSE OF ACTION FIRST AROSE.
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- F. SDCC follows EPA and manufacturers' registered label instructions with respect to its use of cleaning and disinfecting products. Notwithstanding anything herein to the contrary, SDCC does not make any representations or warranties with respect to the risks or harm associated with the cleaning and disinfection products used. Customer agrees that SDCC is not liable or responsible for any injuries, damages, discoloration, wear and tear, etc. from cleaning and/or disinfecting or the products used during the Services. SDCC does not make any representations with respect to the ability of the Services to control or prevent the contracting or spread of any virus, including but not limited to the SARS-CoV-2/COVID-19. Customer agrees that SDCC is not liable or responsible for any contraction or spread of any virus, including but not limited to SARS-CoV-2/COVID-19.
- G. Customer agrees to abide by posted rules, protocol, warnings and instructions at the Facility, along with all applicable laws, rules, regulations and guidance from government or public health authorities with respect to cleaning and sanitizing items and frequently touched surfaces within or ancillary to Customer's booth(s).
- H. SDCC does not make any representations with respect to, nor is it liable or responsible for, any dwell time that may occur during or as a result of the Services.

EXCLUSIVE SERVICES

Welcome to the San Diego Convention Center! Our team is here to help make your experience in San Diego successful by offering a range of **exclusive in-house services for exhibitors**.

BOOTH CLEANING

SDCC is the exclusive provider of all facility cleaning services. No other person or cleaning services provider may perform cleaning services on SDCC property (inside or outside).

If you have not yet ordered cleaning services, please visit the exhibitor services desk (7am-4pm PST; time varies by event) and one of our exhibitor services representatives will be happy to assist.

Cleaning services include, but are not limited to, vacuuming, porter services, dry mopping, carpet stain spotting, wet polishing, shampooing, carpet disposal and booth disposal.

619.977.0009 (call or text) ■ boothcleaning@visitsandiego.com

FOOD & BEVERAGE

Our exclusive food and beverages partner offers impeccable service and a superb selection of catering options for exhibitors. All food and beverage items in the Exhibit Halls must be purchased through the Food & Beverage Department, including bottled water. All exhibitors are required to order porter service (trash removal) for food and beverage activity in the booth.

619.954.5721

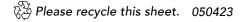
catering@visitsandiego.com

TECHNOLOGY

Smart City Networks, our exclusive technology services provider, offers network solutions designed specifically for exhibitors, including phone, internet and Wi-Fi.

619.525.5500





EXHIBITOR SERVICES

BOOTH CLEANING AND TRASH REMOVAL SERVICES ARE PROVIDED EXCLUSIVELY BY SDCC

HERE FOR ALL OF YOUR CLEANING NEEDS!

SDCC is the exclusive provider of all facility cleaning services. No other persons or cleaning services provider may perform cleaning services on SDCC property (inside or outside).



HERE FOR ALL OF YOUR RECYCLING AND TRASH PICK-UPS!

Cardboard, Containers & Trash: Exhibitor booths that need cardboard or trash disposal are encouraged to order porter service. If porter service is not ordered, exhibitors must break down all recycling/waste and store items neatly inside the exhibitor booth space. It is prohibited to discard cardboard or trash into the aisle ways, aisle trash cans, column trees/pillars, along the walls, or anywhere outside of the exhibitor booth that may impede walkways and create a fire hazard.

Impeding egress may incur fire marshal involvement. Repeat violations of the building policies are reported to Show Management.



Food & Beverage Service: All exhibitors are required to order porter service for food and beverage activity in the booth.

PLACE YOUR ORDER

<u>Pre-order online</u> 14 days prior to your event, find us at the Cleaning Services Desk in the Exhibitor Services Center or email <u>boothcleaning@visitsandiego.com</u>.



SAN DIEGO convention center





EXHIBITOR SERVICES

We're excited to welcome you to our venue! Whether you need cleaning, catering, internet or audio visual, <u>Exhibitor Services</u> has you covered.

Cleaning Services
are provided
exclusively
by SDCC



BOOTH CLEANING SERVICES

HERE FOR ALL OF YOUR CLEANING NEEDS!

SDCC is the exclusive provider of all facility cleaning services. No other persons or cleaning services provider may perform cleaning services on SDCC property (inside or outside).

PORTER SERVICE (TRASH REMOVAL)

HERE FOR ALL OF YOUR RECYCLING AND TRASH PICK-UPS!

Cardboard, Containers & Trash: Exhibitor booths that need cardboard or trash disposal are encouraged to order porter service. If porter service is not ordered, exhibitors must break down all recycling/waste and store items neatly inside the exhibitor booth space. It is prohibited to discard cardboard or trash into the aisle ways, aisle trash cans, column trees/pillars, along the walls, or anywhere outside of the exhibitor booth that may impede walkways and create a fire hazard.

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Food & Beverage Service: All exhibitors are required to order porter service for food and beverage activity in the booth.

PLACE YOUR ORDER



<u>Pre-order online</u> 14 days prior to your event or find us at the Cleaning Services Desk in the Exhibitor Services Center during your event. Learn more about <u>rates & details</u>.

For additional details, contact our team at **boothcleaning@visitsandiego.com** or **619.977.0009**.





DONATION PROGRAM

The San Diego Convention Center believes in making a difference in our local community. Our clients and exhibitors have the opportunity to donate usable convention materials to local non-profit organizations.

THE PROGRAM

We serve as the liaison between your convention group and local non-profit organizations, to arrange pick-up of donated items. You can designate a local non-profit organization or we can assist in finding you an organization.

ITEMS ELIGIBLE FOR DONATION

Most of your convention materials can be donated, including, but not limited to:

- + Tables, chairs and other furniture
- + Bags, binders, books and notebooks
- + Pens and pencils

ORGANIZATIONS WE SUPPORT

We regularly support many non-profits in our community, including Rady Children's Hospital, San Diego Rescue Mission, the Monarch School, Habitat for Humanity, Boys & Girls Club of San Diego, Barrio Logan College Institute and many others.

To get started,

visit us at the service desk or contact us at 619.977.0009 or boothcleaning@visitsandiego.com.







AUDIO VISUAL SERVICES EXPO ORDER FORM

QTY	VIDEO			ADVANCE	SHOW	TOTAL
	EQUIPMENT		RATE	RATE		
	Media Player			\$95.00	\$114.00	
	Windows Laptop with Microsoft Office			\$300.00	\$360.00	
	MacBook Pro			\$450.00	\$540.00	
	-other accessories a	vailable upon reque	est			
QTY	LCD MONIT	ORS		ADVANCE	SHOW	TOTAL
				RATE	RATE	
	Where needed, please select W	/all Mount or Table	Stand			
	Some monitors and mounts may	ı require labor. See				
	20" - 24" LCD HD Monitor *	Wall Mount	Table Stand	\$250.00	\$300.00	
	32" LCD HD Monitor *	Wall Mount	Table Stand	\$500.00	\$600.00	
	40" - 43" LCD HD Monitor *	Wall Mount	Table Stand	\$700.00	\$840.00	
	48" - 50" LCD HD Monitor *	Wall Mount	Table Stand	\$800.00	\$960.00	
	55" LCD HD Monitor *	Wall Mount	Table Stand	\$900.00	\$1080.00	
	70" LCD HD Monitor *	Wall Mount	Table Stand	\$1550.00	\$1860.00	
	80" LCD HD Monitor *	Wall Mount	Table Stand	\$2500.00	\$3000.00	
	other sizes and 4K Monitors a	vailable upon red	quest	-		
	40" - 43" Touch Screen Monitor *	Wall Mount	Table Stand	\$1350.00	\$1620.00	
	55" Touch Screen Monitor *	Wall Mount	Table Stand	\$1600.00	\$1920.00	
				7-200.00	7-5-5:55	
	Monitor Floor Stand (Dual Post for 32"-70	" Displays)		\$125.00	\$150.00	
				\$25.00	\$30.00	
	HDMI Video Cable (10'-25') (No Monitor Ordered) HDMI 1x4 Distribution Amplifier		\$110.00	\$132.00		
QTY	PROJECTION E	OLUDMENT		ADVANCE	SHOW	TOTAL
QII	TROSECTIONE	QUII IVILIVI		RATE	RATE	TOTAL
	LCD HD Laser Projector, 5000 Lumen		\$1150.00	\$1380.00		
	42" Projector Cart w/drape		\$60.00	\$72.00		
	6' - 8' Tripod Screen - larg	ger sizes available u	pon request	\$90.00	\$108.00	
QTY	AUDIO			ADVANCE	SHOW	TOTAL
	EQUIPMEI	NT		RATE	RATE	
	Wireless Microphone Kit (Handheld or Lav	alier)		\$275.00	\$330.00	
	Headset Microphone *Requ	iires Wireless Micro	phone Kit	\$75.00	\$90.00	
	Wired Handheld Microphone			\$75.00	\$90.00	
	PC Audio Interface Kit			\$100.00	\$120.00	
	Powered Speaker with Floor Stand			\$150.00	\$180.00	
	Sound System #1: (2) Speakers w/stands, (1) Wired Mic, (1) Mixer		\$425.00	\$510.00		
	Sound System #2: (2) Speakers w/stands, (1) Wireless Mic, (1) Mixer		\$675.00	\$810.00		
					Equipment Total	
For the	best rate please email order by				Install Labor	
An ON	n ON Site representative will call to confirm payment.			\$95/hr, 2 hr min		
				Dismantle Labor		
				\$95/hr, 2 hr min		
				7.75% Sales Tax		
				3% Convenience Fee		
				Grand Total		







AUDIO VISUAL SERVICES EXPO ORDER FORM

Show Name:	On-Site Client Contact: Cell Phone:			
	Hall:	Booth:		
	D. II.	D.:		
Company:	Delivery Date:	Delivery Time:		
Contact	Diale I In Data	Diak Un Timo		
Contact:	Pick Up Date:	Pick Up Time:		
Address:				
Address.				
City:	State:	Zip:		
o.i.j.		_,p.		
Phone:	Fax:			
Email: (Confirmation of order will be sent here)				
ACKNOWLEDGMENT: This exhibit order is complete and accurate for submission.				
Signature:				
-	-			

Pricing:

Orders must be received by **7 business days prior to scheduled setup** to receive the Advanced pricing. An additional 20% (Show Rate Pricing) will be added to equipment pricing for late/on-site orders. Rental prices are for the duration of the show.

Delivery:

An authorized representative must be present at the time of delivery and pickup. Equipment will be delivered to and picked up from your booth.

Labor, Installation & Dismantle (I&D):

Any order requiring labor, including the installation and dismantling of equipment, will be subject to a labor charge of \$95 per hour, per technician. ON Site does not supply labor to mount hanging brackets to your booth. This must be done prior to ON Site setting up any equipment that is to be mounted on your booth. The client will be responsible for any union labor costs, if applicable.

Equipment:

For equipment not listed, please contact us for a complete list of inventory. Customer is responsible for the security of rented equipment and will be required to pay for any items that are lost or stolen during the rental period (anytime after delivery and before pickup of equipment).

Guarantee

Equipment is guaranteed to be operational upon delivery to your booth. It is assumed that the renter has a working knowledge of the operation of equipment. Equipment problems must be reported immediately to our service desk. ON Site will not be responsible for problems reported after termination of rental. Any loss or damage of said equipment will be paid for by the renter.

Cancellation:

Equipment rental cancellation must be submitted 5 days prior to show or will be charged 50% of rental fee. On-site cancellations will be charged 100% of rental fee.

Payment

All exhibit orders will be acknowledged with a return order and payment link for a major credit card. Orders paid in full with be acknowledged with an order confirmation. Processing fees apply.









Exhibit Photography Order Form

RC Photographic is the Official Photography Company for this convention. Please indicate the type and quantity of photographs you desire of your booth. *These photographs are taken of the empty booth before show hours* for the standard print price. If you require an appointment or people in the photographs taken during show hours, refer to the print price "by appointment" and document in the Special Instructions section below. We are also available to photograph receptions, speakers, dignitaries, and other special events. Please call the number below to arrange photography for your special event.

Convention: American Traffic Safety Services Association	Date: <u>February 4 - 6, 2024</u>	City: San Diego, California	
Location: <u>San Diego Convention Center</u> Spe	cific Exhibit Hall:	<u></u> -	
Show Hours: Feb 4 th 12:30pm - 5:30pm; Feb 5 th 11:30am	– 5:30pm; Feb 6 th 10:30am –	1:00pm_	
Company:	Booth No:		
On Site Contact:	Phone:		
*8x10 Color Print - Standard Original Views @ \$175.00 ea /	Total Print Qty	Total: \$	
*8x10 Color Print - By Appointment/With People Original Views @ \$185.00 ea /	Total Print Qty	Total: \$	
*Original Views - Digital Upload (High Resolution Image)	@ \$185.00 per image	Total: \$	
*Digital file and 8x10 Color Print @ \$200.00 per image	ge	Total: \$	
	Shipping and Handlii 7% Tax (TX residents onl		
	Tot	tal \$	
Credit Card#:	Expiration Date:		
Name on Card:	CVN# (on the back of the card)		
Billing Address:	City/State/Zip:		
Special Instructions: (appointments or photographs taken	n during show hours, refer to print pr	ricing "by appointment")	
Return this form with payment to Prints will be mailed following the convention to:	insure that your order is p	processed	
Company Representative:	Phone	e:	
Company:	E-mai	ll:	
Address:			
City/State/Zip:			



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- Notes Field & Image Upload
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eConnect Products	Advance through 1/5/24	Regular after 1/5/24
Lead Retrieval Tools		
eConnect Tabletop Kiosk	\$750	\$1,000
eConnect Tablet	\$525	\$625
eConnect Scanner	\$425	\$525
eConnect by eShow Mobile App *Includes access for 1 device	\$275	\$325
Additional Mobile App Activations	\$125	\$150
Stand for eConnect Tablet	\$50	\$75
Bundles		
Tablet Bundle – Includes 1 Tablet & 2 Scanners	\$1,100	\$1,400
Scanner Bundle – Includes 3 devices	\$1,000	\$1,300
App Bundle – Includes 3 Activations	\$475	\$525
Insurance		
Damaged Kiosk Insurance	\$350	\$350
Damaged Tablet Insurance	\$250	\$250
Damaged Scanner Insurance	\$150	\$150
Damaged Stand Insurance	\$25	\$25
Additional		
Delivery Service	\$100	\$100

Terms and Conditions

Application testing is the sole responsibility of the exhibitor. Auto-focus is required to use the scanning feature. If your device does not have auto-focus, the badge ID must be keyed into the app. No refunds or cancellations will be permitted on devices lacking auto-focus.

An activation is needed for each device that will be used to scan. Activations cannot be reused if the app is uninstalled. If the app is uninstalled, the activation is lost, and an additional activation will need to be purchased at the exhibitor's expense. Activations cannot be transferred to other devices.

DO NOT DELETE SIGN-OUT, UNINSTALL, OR CLEAR THE CACHE OF THE APP ONCE THE APP HAS BEEN ACTIVATED OR THE ACTIVATION AND LEADS WILL BE LOST.

One week prior to the event, instructions and a sample badge will be sent to the email address provided for testing purposes.

All equipment is offered on a rental basis and must be returned to the lead retrieval desk at the start of the scheduled exhibit hall breakdown. Any exhibitor who fails to return equipment promptly will incur a \$25 per hour late fee. All equipment is the sole responsibility of the exhibitor during the rental period. Lost or damaged equipment is subject to an additional charge, up to the full replacement cost of \$25 per charger, \$750 per scanner, \$1,250 per tablet, and \$1,500 per kiosk.

Any refund requests must be submitted via email prior to the 1/31/24 refund cut-off date. No refunds will be issued after the refund cut-off date. All refund and cancellation requests received will be issued a credit voucher in the amount of the order to be used for any future eShow Lead Retrieval purchase. No refunds or credits will be issued for any unused activations or devices.





Guidelines for Display Rules and Regulations

2023 North American Update



The following *Guidelines for Display Rules and Regulations* have been established by the International Association of Exhibitions and Events® (IAEE) to assist in promoting continuity and consistency among North American exhibitions and events. This revised 2023 edition is offered as a resource for exhibition and event organizers to use in creating consistent and fair exhibiting standards for their events.

Recognizing that every show is unique, IAEE presents the information contained within as recommendations or suggestions for exhibiting standards each Organizer should consider. Organizers are encouraged to review the *Guidelines* and then develop their own show-customized set of exhibiting rules and regulations based on the individual features of their specific exhibition or event.

Once an Organizer has finalized their show's official set of display rules, it is good practice to provide access to a digital copy within the show's exhibitor prospectus, an exhibitor services kit, and the official rules and regulations pertaining to exhibitor participation. By providing exhibitors with the professional standards expected of their displays and participation, they will be prepared to properly design, build and plan their booth's layout and content allowing for an environment where all exhibitors will have the opportunity for successful interaction with their audiences.

Important Note: Although compliance with fire, safety, the U.S. Americans with Disabilities Act (ADA), and other state, federal or provincial government requirements have been addressed, Organizers should always check with exhibition service contractors and the facility for specific details on local regulations and requirements.

IAEE is a global association that serves as the foremost authority on exhibitions and events management and operations, and these **Guidelines** are the model for most North American exhibitions and events but in all instances, organizations should consult their legal counsel. In no event shall IAEE be held liable for damages of any kind in connection with the material, methods, information, techniques, opinions or procedures expressed, presented, or illustrated in these **Guidelines** or related materials.



International
Association of
Exhibitions and Events®

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IAEE has identified two distinctly different styles of show display regulations. One style is "Line-of-Sight" while the second is "Cubic Content." Organizers should decide which style is best suited to their event or designated section of the event. Organizers might find line of sight rules are best for linear booths and cubic content rules for configurations of island, peninsula or perimeter booths.

LINE-OF-SIGHT STYLE

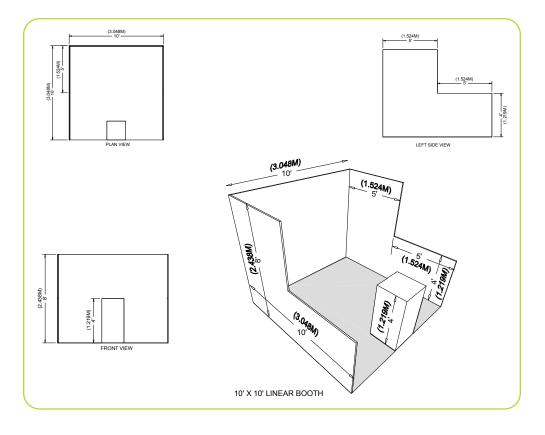
Line-of-Sight display rules provide restrictions on certain areas of booths to allow attendees to view neighboring booths in their line of sight as they walk the floor. There are a variety of booth types, and each one is addressed below with specific insight on how to implement Line-of-Sight regulations.

LINEAR OR IN-LINE BOOTH

The ability to have products or services easily seen by attendees as they walk the aisles is essential to all exhibitors, and that is the basis for including a Linear Booth Line-of-Sight setback rule. Linear Booths, also called "in-line" booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Dimensions

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most



commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is specified to prevent display materials from imposing on neighboring exhibits behind the back wall.

Use of Space

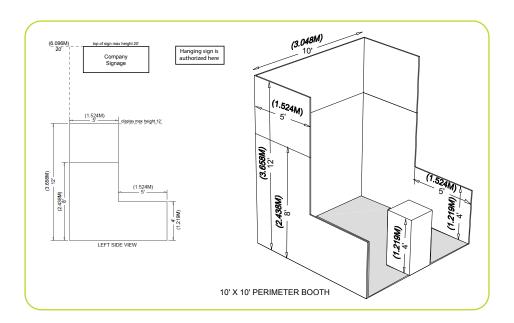
Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), etc., display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.

CORNER BOOTH

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All guidelines for Linear Booths apply.

PERIMETER BOOTH

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

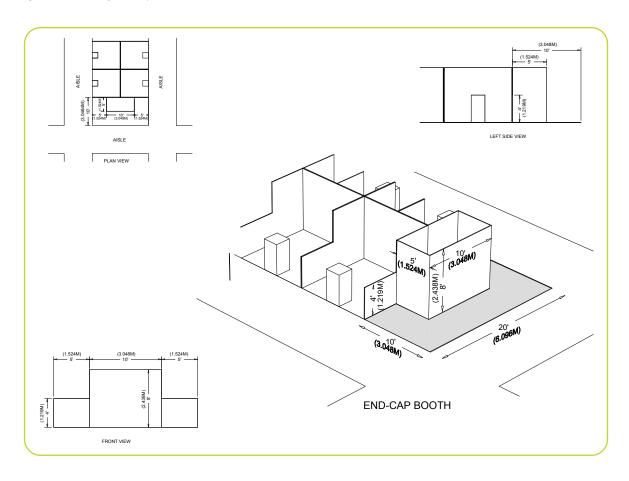


Dimensions and Use of Space

All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height for Perimeter Booths is 12ft (3.66m).

END-CAP BOOTH

An End-cap configuration is essentially an in-line (linear) booth placed in the position of a Peninsula or Split Island. For shows that have Line-of-Sight rules and not Cubic Content, this configuration must follow the dimensions below. Organizers should be alert to exhibitors reserving End-cap configurations to ensure they do not violate Linear Booth Line-of-Sight regulations for neighboring exhibits. (In most cases, this booth style is not recommended due to the Line-of-Sight issues, and Organizers should be aware of these challenges when using them.)

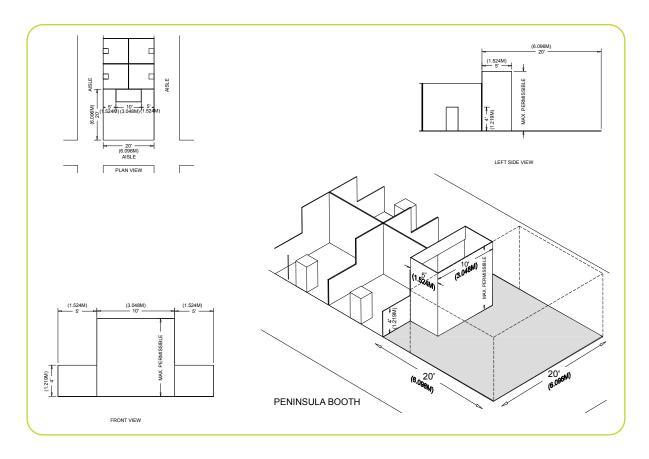


Dimensions and Use of Space

End-cap Booths are generally 10ft (3.05m) deep by 20ft (6.10m) wide. The maximum back wall height allowed is 8ft (2.44m) and the maximum backwall width allowed is 10ft (3.05m) at the center of the backwall with a maximum 5ft (1.52m) height on the two side aisles. Within 5ft of the two side aisles, the maximum height for any display materials is 4ft.

PENINSULA BOOTH

A Peninsula Booth is exposed to aisles on three sides. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth which is referred to as a "Split Island Booth."

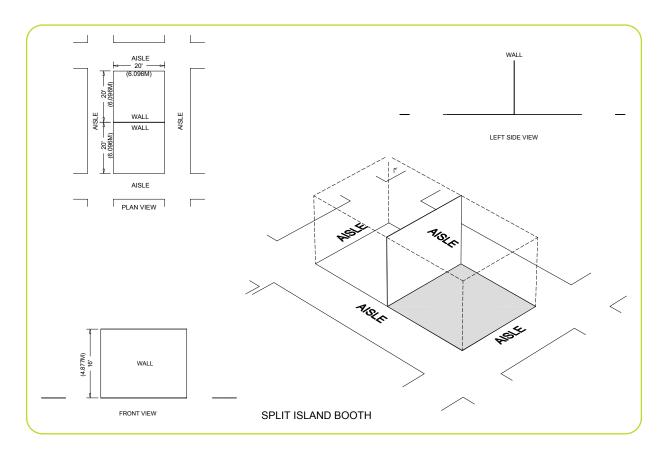


Dimensions and Use of Space

A Peninsula Booth is usually 20ft by 20ft (6.10m by 6.10m) or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining Linear Booths. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage for the center portion of the back wall. Double-sided signs, logos and graphics shall be set back 10ft (3.05m) from adjacent booths.

SPLIT ISLAND BOOTH

A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth.



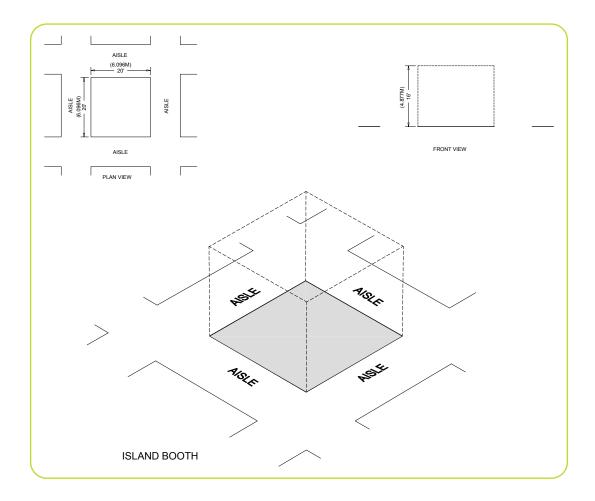
Dimensions and Use of Space

The entire Cubic Content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage. The entire Cubic Content of the space may be used up to the maximum allowable height. Double-sided signs, logos and graphics shall be set back 10ft (3.05m) from adjacent booths.

For large shows with big exhibitors, it may be difficult to maintain the entire booth and hanging sign to be within 16ft. If you make it 20 ft then you run the risk of lots of large booths (with or without signs) being 20 ft and dwarfing all around them. That is fine as long as everyone is aware of it. An alternative could be to offer a max booth height of 16 ft and each exhibitor must have a 4 ft gap between the top of the booth and the bottom of the hanging sign. The only exception is if the booth and hanging sign can stay below 16ft. It is far from perfect but does allow at least the ability to see through a booth.

ISLAND BOOTH

An Island Booth is any size booth exposed to aisles on all four sides.

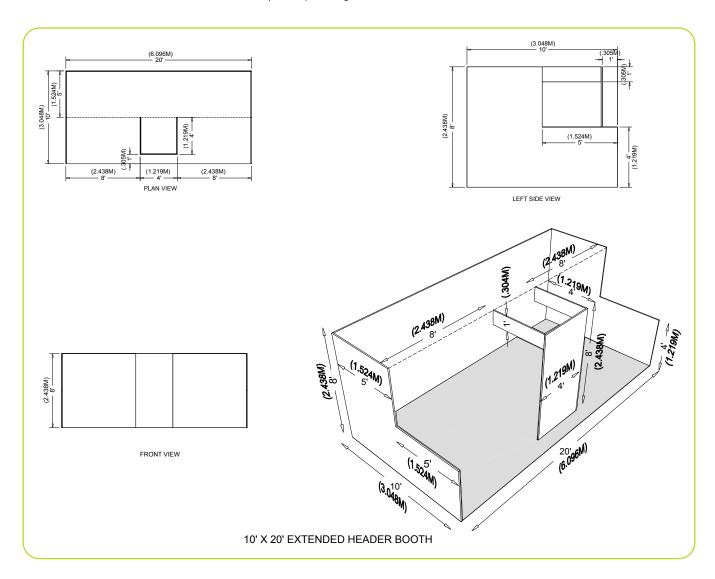


Dimensions and Use of Space

An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently. Island booths should not be be allowed at less than 400 sq ft. Island booths at 200 or 300 sq ft basically result in frustrating everyone behind them. The entire Cubic Content of the space may be used up to the maximum allowable height, which is usually a range of 16ft to 20ft (4.88m to 6.10m), including signage.

EXTENDED HEADER BOOTH 20FT (6.10M) OR LONGER

An Extended Header Booth is a Linear Booth 20ft (6.10m) or longer with a center extended header.



Dimensions and Use of Space

All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8ft (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9ft (2.7m) from the back wall.

CUBIC CONTENT STYLE

Cubic Content style allows exhibits to fully occupy the width, depth and height of the booth footprint. For example, a 10ft by 10ft (3.05m x 3.05m) booth would be allowed to utilize the full volume of the cube of a 10ft wide (3.05m) x 10ft deep (3.05m) x 8ft (2.44m) high area.

It is the choice of the Organizer to allow use of full Cubic Content in linear exhibit space or to observe the Line-of-Sight set-back rule. It is common at certain types of exhibitions or events to eliminate the Line-of-Sight requirement for Linear, End-cap, and Peninsula Booths that back up to Linear Booths. This permits exhibitors to utilize the full Cubic Content of the booth.

Organizers that utilize Cubic Content in Linear Booths do so for one or all of these reasons:

- Cubic Content is more conducive to certain types of product displays or experiences.
- Cubic Content maximizes the exhibit space and investment.
- Generally, exhibitions outside North America utilize Cubic Content making the show friendlier to international exhibitors.
- Cubic Content reduces the need to police exhibits to enforce Line-of-Sight setback rules.

Use of Cubic Content may create situations where the Organizer must address exhibits that have unfinished walls. A determination must be made as to responsibility for finishing these unfinished walls.

It is prudent for the Organizer considering Cubic Content to examine the concerns, advantages and disadvantages prior to putting Cubic Content guidelines into practice. It is often wise to consult with the exhibition's Exhibits Advisory Board or perhaps conduct a focus group of the exhibition's or event's exhibitors to determine their interest and gain their feedback and support for the concept. Organizers must be proactive in communicating with exhibitors and understand the effect it will have on the exhibition or event.

To learn more about Cubic Content, read the *IAEE White Paper: Evaluating and Implementing Cubic Content into Linear Exhibit Space* in the Appendix on page 17.

OTHER IMPORTANT CONSIDERATIONS

REMOTE-CONTROLLED DEVICES

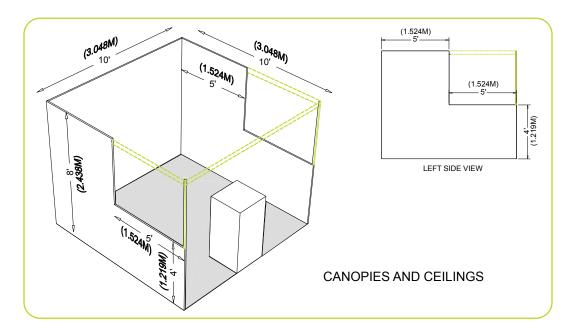
Products such as remote-controlled cars, drones, planes, helicopters, robots, etc. are to be demonstrated in a safely controlled area of the exhibit floor (i.e. Demonstration Area). When a remote-controlled device is to be used for the purpose of demonstrating a product that requires use of an area outside of the exhibitor-assigned booth space, the Organizer will provide a Demonstration Area for this purpose. The Demonstration Area should include safe netting or other barrier appropriate to accommodate product(s) being demonstrated and be included on the master floor plan submitted for Fire Marshal approval. Each individual facility reserves the right to determine what constitutes a safe and controlled Demonstration Area prior to final plan approval.

NOTE for Drone Operation: Local facility and city ordinances are in effect in most areas and prohibit drone activity near the public or in public spaces. The accepted drone default regulation is the <u>FAA Small UAS Rule Part 107</u> which requires drone operators to obtain a Remote Pilot Certificate. Commercial regulations often require permits and insurance.

CANOPIES AND CEILINGS

A canopy sign is similar to an awning on a building, except it does not include the goal of providing shelter. It extends from a booth to serve the function as a marquee. Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for Linear or Perimeter Booths should comply with Line-of-Sight requirements. (See "Use of Space" for Linear or Perimeter Booths, and height limits).

The bottom of the canopy should not be lower than 7ft (2.13m) from the floor within 5ft (1.52m) of any aisle. Canopy supports should be no wider than three inches 3in (.08m). This applies to any booth configuration that has a sight line restriction, such as a Linear Booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings and other similar coverings. Check with the appropriate local agencies prior to determining specific exhibition rules.



STRUCTURES AND TIE-OFFS

Structures

Show Organizer requires a stamped certification from a design professional (Civil or Structural Engineer) registered in the state where the Event will be held affirming all calculations and specifications for any custom-built suspended elements such as but not limited to non-serially manufactured signs, lightboxes, headers, video wall surrounds, and entry portals. For additional assistance regarding these requirements, please reach out to the rigging vendor.

Tie-offs

Show Organizer reserves the right to request a stamped certification from a design professional (Civil or Structural Engineer) registered in the state where the Event will be held affirming all 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-ff of header, seismic lines, tie-ff of video walls). If you anticipate needing this service, please reach out to the rigging vendor review and pre-authorization."

HANGING SIGNS AND GRAPHICS

Most exhibition and event rules allow for Hanging Signs and Graphics in all standard Peninsula and Island Booths, usually to a maximum height range of 16ft to 20ft (4.88m to 6.10m) from the top of the sign, or as determined by the Organizer. End-cap Booths do not qualify for Hanging Signs and Graphics. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they should comply with all ordinary use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type. (An exception to this rule is made for Perimeter Booths, which can have a 12ft [3.66m] backwall but max sign height can be 20ft. [6.10m]. See page 2 Perimeter Booth for diagram.)

Hanging Signs and Graphics should be set back 10ft (3.05m) from adjacent booths and be directly over contracted space only.

Approval for the use of Hanging Signs and Graphics, at any height, should be received from the Organizer at least 60 days prior to installation. Variances may be issued at the Organizer's discretion. Drawings should be available for inspection.

Sign Hanging Points must be engineered, and the hardware must be domestic, forged, shouldered, rated, and stamped with Working Load Limit (WLL). All overhead rigging must comply with facility and show management regulations. The official contractor and/or facility will require an engineered print of all truss and lighting rigging including rigging point loads, as well as any ground supported truss structures or LED video walls. All submitted files should be in DWG format. This information is typically required at least three weeks out form the first day of move-in of an event. Electrical signs must be in working order and in accordance with the National Electrical Code. If any hang point exceeds 200 lbs. please notify the official contractor for official authorization.

TEARDROP SIGNS AND TENTS

Placement of Teardrop flags must be positioned in the back ½ of all linear booths.

Tents – must have no copy on the sides or back side and not exceed 8ft height limit. I would also specifically address the tents with extended ceilings, see below. Under no circumstances are these acceptable in a linear booth regardless of whether they have copy or not.

TRUSS

Truss is a frame used to carry a cover over a booth or suspend lighting or technical equipment over a booth. Some shows will allow to go over the height limit but require plans to the organizer and service contractor for approval.

VIDEO DISPLAYS

Show Organizer reserves the right to request approval from a registered design professional (Civil or Structural Engineer) and/ or a peer review from a registered design professional for all non-serially 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 reach out to your rigging vendor.

TOWERS AND MULTI-STORY EXHIBITS

A Tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used. Fire and safety regulations in many facilities strictly govern the use of Towers. A building permit or safety lines may be required.

A Multi-story Exhibit is a booth where the display fixture includes two or more levels. In many cities, a Multi-story Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as the Organizer because it is deemed to be a "structure" for building purposes. The city building department generally needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met. Organizers should be prepared to assist exhibitors in this application process.

It is recommended that Organizers require exhibitors to provide engineering stamped documents for all Multi-story Exhibits and towers over 8ft (2.44m) in height. If engineering stamps are not required, exhibitors using these types of structures should, at a minimum, provide drawings for inspection.

ISSUES COMMON TO ALL BOOTH TYPES

U.S. AMERICANS WITH DISABILITIES ACT (ADA)

In the U.S., all exhibiting companies are required to be in compliance with the U.S. Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301, and from the ADA website at www.ada.gov.

Some examples of how to design an exhibit for ADA compliance:

- Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle. Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12 inches of run (change in length). Ramps should have a minimum width of 36 inches.
- Ramp the entry or use hydraulic lifts to trailer exhibits.
- Avoid double-padded plush carpet to ease mobility device navigation.
- Provide the same attendee experience on both levels of a two-story exhibit.

- Offer a signer or other auxiliary hearing-impaired apparatus for sound presentations or have a printed copy of the presentation available.
- **Run** an audio presentation for people with sight problems.
- Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair.

To avoid potential fines by the U. S. Department of Justice, exhibitors must adhere to the ADA rules. Exhibits are not exempt from ADA compliance.

STRUCTURAL INTEGRITY

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

It is recommended that all exhibits 20ft by 20ft (6.10m by 6.10m) and larger require a drawing, plans or renderings, preferably digital, to be submitted to the Organizer, and to the show's Official Services Contractor for approval.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

FLAMMABLE AND TOXIC MATERIALS

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of, and must adhere to, all local regulations regarding fire/safety and environment.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the U.S. Environmental Protection Agency, or the appropriate government entity in the country the exhibition will be held, and the facility.

HAZARDOUS WASTE

Hazardous waste requires special arrangements to be prepared in advance of event dismantle with either the facility or a local independent disposal company. Exhibitors are responsible for all costs associated with such specialized removal.

STORAGE

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, as long as these items do not impede access to utility services, create a safety problem, or look unsightly.

ELECTRICAL

Every exhibit facility has different electrical requirements and rules regarding who is permitted to provide equipment and labor; however, minimum guidelines are suggested:

- All 110-volt wiring should be grounded three-wire.
- ➡ Wiring that touches the floor should be "SO" cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for "extra hard usage." It is particularly important for exhibitors to use flat electrical cord in under-carpet installations.
- Cord wiring above floor level can be "SJ" which is rated for "hard usage."
- Using zip cords, two-wire cords, latex cords, plastic cords, lamp cords, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps should be prohibited.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load surge protectors.
- Local code commonly requires access to electrical cords and connections along the back wall of exhibit booths; typically, the back 9 inches of the space should remain accessible for this purpose. (This would apply to all booth types with a back wall.)

To better understand electrical at exhibitions, see the CEIR article Demystifying Electrical Services for the Exhibitor.

LIGHTING

It is important to remember that lighting issues need to be identified as early as possible during the move-in process so they can be addressed and corrected while the necessary equipment is still available on the show floor and booths can be accessed.

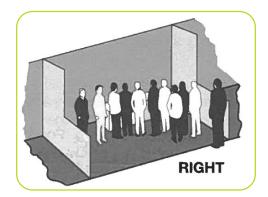
Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

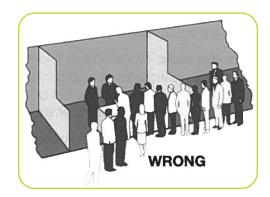
- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to the Organizer for approval.
- Lighting should not project onto other exhibits or exhibition aisles. Lighting, including gobos, should be directed to the inner confines of the booth space.
- Lighting that is potentially harmful, such as lasers, ultraviolet lights or flashing or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by the Organizer.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- ⇒ LED lights can be very bright yet generally generate less heat.
- Currently, some convention facilities are not allowing certain types of quartz halogen lighting fixtures in exhibits due to potential fire hazards.
- Reduced lighting for theater areas should be approved by the Organizer, the utility provider, and the facility.

DEMONSTRATIONS

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations, product demonstrations, press conferences and other media events in a manner which assures all exhibitor personnel and attendees of such in-booth events are within the contracted exhibit space and not encroaching on the aisles or neighboring exhibits. Any queue lines formed for exhibitor customer interaction must also be contained within the booth footprint. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance with all other previously listed rules and regulations. Exhibitors should be aware of, and adhere to, local regulations regarding fire/safety and environment.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3ft (.91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified exhibitor personnel. Many organizers ask that demonstration plans be submitted for approval.





SOUND/MUSIC

In general, the use of sound equipment in booths is permitted as long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths). Generally, sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. If an exhibitor or attendee is standing within ten feet of an exhibitor's booth and cannot carry on a normal voice-level conversation, the noise source is too loud. (Refer to the U.S. Occupational Safety and Health Act [OSHA] at www.osha.gov for more information.)

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. Authorized licensing organizations, including but not limited to ASCAP, BMI and SESAC, collect copyright fees on behalf of composers and publishers of music. It is the exhibitors' responsibility to be informed of copyright laws and submit fees to the appropriate organizations.

VEHICLES (FOR BOTH GAS AND ELECTRIC VEHICLES)

Rules for display vehicles vary widely depending on the facility and local fire and safety regulations. Compliance with fire, safety, the U.S. Americans with Disabilities Act (ADA), and other city, county, federal, and provincial government requirements is the responsibility of the Organizer.

Important Note: Always check with local exhibition service contractors and/or the facility for all requirements regarding display vehicles.

Below are a few common examples of display vehicle regulations:

- Display vehicles must have battery cables disconnected and taped, and alarm systems deactivated.
- Fuel tank openings shall be locked or sealed in a manner to prevent escape of vapors through filler caps.
- ➤ Vehicles shall be limited in the amount of fuel that can remain in the tanks; specific amounts vary but one example is no more than one-quarter the tank capacity or a maximum of five gallons of fuel, whichever is less.
- Fueling or de-fueling of vehicles on the facility premises is prohibited.
- Once placed, display vehicles may not be started or moved without the approval and direction of show management.
- Auxiliary batteries not connected to engine starting system may remain connected. External power is recommended for demonstration purposes. No battery charging is permitted inside buildings.
- Combustible/flammable materials must not be stored beneath display vehicle. There may be no leaks underneath vehicles.
- ➡ It is not recommended that Organizers hold or take possession of display vehicle keys during the event. However, it is recommended that an official policy be established for the handling of vehicle keys which might include identifying booth contacts with mobile numbers should vehicles need to be moved in an emergency or some other unforeseen situation. Need to get guidelines for placing, displaying electric vehicles.
- Check with your facility regarding any weight load limits.
- Show organizers should request information from exhibitors in advance of the show if they are bringing in a vehicle Usually 45 days is the standard.
- Vehicles can only be moved to and from their booth outside show hours and under the supervision of show management and/or Official Service Contractor depending on the rules in the building.

ADVISORY NOTES TO EXHIBITION ORGANIZERS

FIRE EQUIPMENT

Fire hoses, extinguishers, and audible or visual devices for fire alarms should be visible and accessible at all times.

HANGING SIGNS

Although these Guidelines indicate 16ft to 20ft (4.88m to 6.10m) as a maximum height range to the top of the sign, some exhibitions permit other heights, or have no height limit. However, most Organizers do impose height limits. Caution should be exercised so exhibitors will not compete over air space for hanging signs.

Exhibitors should be advised to install "hanging points" at the time of manufacture of the sign or display. It is also advisable to have Hanging Signs labeled and cased separately so that they can be easily identified on-site as they usually must be installed before other exhibit construction can begin.

Recommend checking with facilities regarding some areas of exhibit hall that may not have points available to alert exhibitors.

HARDWALL BOOTHS

Exhibitions that provide Hardwall Booths should specify if these structures can be used for display and attaching products.

PERIMETER OPENINGS

Local fire and/or facility regulations may require larger exhibit booths to have a certain number of openings within the perimeter walls for safe egress. Regulations vary with each location, but one example would be to provide, at a minimum, one 6ft (1.83m) wide opening every 30ft (9.14m).

PIPE AND DRAPE

These are commonly used at exhibitions and events in the United States to define exhibit space. Organizers also may note which size booths and configurations will be provided with pipe and drape. Organizers often include in their rules and regulations that this equipment is not intended as a display fixture. Therefore, product and signs should not be attached or affixed. Measurements of booths must allow for size of pipe on sides and back.

PRODUCT HEIGHT

Some exhibitors have products that exceed display height restrictions. Organizers should establish guidelines for displaying such products. For example, some exhibitions or events require that these exhibitors reserve only perimeter space. Products exceeding height restrictions for Islands and Peninsulas are usually permitted, providing they are displayed in operating mode, and the names and logos, etc. on the product are as it is sold. NOTE: Any special height variances allowed should apply only to those products represented, produced or manufactured by the exhibitor and would not apply to ancillary display or marketing items (such as promotional flags, signs, etc.).

HEIGHT VARIANCES

Height Variances may be issued for all types of booths. However, in a Linear Booth, the back side of any structure over 8ft (2.44m) must be free of trademarks, graphics and/or logos. Tall flags or markers on the front aisle of Linear Booths are prohibited. Pop up tents or canopies may be allowed but must follow all local fire and facility regulations.

ENVIRONMENTAL RESPONSIBILITY

Exhibitions and events, by their very nature, create waste. Properly managed, exhibitions and events can recycle excess materials and supplies in useful and meaningful ways, and they can do so using methods that result in minimized impact on the environment. Exhibits should utilize recycled, renewable and energy efficient materials whenever possible. Exhibitors planning to dispose of, or leave behind, any property from their booth must make arrangements with the Official Services Contractor for disposal and all appropriate and applicable fees will apply.

APPENDIX



White Paper: Evaluating and Implementing Cubic Content into Linear Exhibit Space

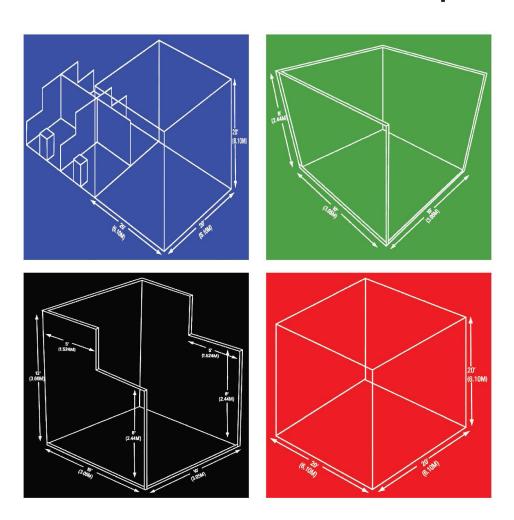


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Introduction

IAEE presents the following white paper as an academic briefing without recommendation regarding the use of full cubic content for linear exhibit space and its potential impact on the exhibitions and events industry. As it pertains to exhibition booths, cubic content is a unit of measurement allowing display materials and products to occupy 100 percent of the exhibit space purchased, regardless of sightlines, up to a height established by the exhibition's rules.

It is the responsibility of the exhibition organizer to establish rules to best achieve the goals for its exhibition. Based on the nature of the exhibition, it is ultimately the choice of the exhibition organizer whether to allow use of full cubic content in linear exhibit space, or to observe the line-of-sight set-back rule. IAEE's publication, *Guidelines for Display Rules and Regulations* is intended to be viewed as guidelines, and not rules.

This white paper addresses the dynamics involved in the likelihood that as more international exhibitors participate in U.S.-based events, the expectations for cubic content availability will also increase. Thus the questions are:

- · How can this new trend best be met, if at all?
- What methods might be employed to allow dual usage of both cubic content booths and line-of-sight booths?
- What are the advantages/disadvantages of doing so?

Further, many exhibitions and events today already allow for cubic content, primarily due to the nature of the industry sector it serves. It is prudent for the exhibition organizer considering cubic content for their exhibitions to review the concerns, advantages and disadvantages prior to putting cubic content guidelines into practice.

Research

IAEE requested feedback and input from its members from which 10 responses were received. Task force members then conducted telephone interviews with 35 show organizers whose organizations represent various industry sectors. Additional information was gathered through comments from the EDPA LinkedIn online discussion group. The responses are reflected in this document as to the advantages, disadvantages, international exhibitors, etc.

Use of Cubic Content

Under the current IAEE *Guidelines for Display Rules and Regulations*, cubic content, as it pertains to exhibitions and events, generally allows an exhibitor utilizing island space (a minimum of four 10' x 10' booths, open on four sides), to occupy 100 percent of the island space with both product and display materials. Regarding linear booths, it states "It is common at certain types of exhibitions to eliminate the line-of-sight requirement for Linear, End-Cap, and Peninsula Booths that back up to Linear Booths. This permits exhibitors to utilize the full cubic content of the booth." A Split Island Booth may also be allowed to utilize full cubic content of the booth when it backs up to another Split Island Booth.

The IAEE Guidelines for Display Rules and Regulations are not rules. Therefore some organizers have revised the Guidelines to fit their own needs as it pertains to cubic content and other guidelines. For instance, some heavy equipment exhibitions, for safety purposes, may require a setback of nine to twelve inches from the aisle line to prevent tripping. Others may require a 20 percent sightline of island booths.

For the purpose of this document we will restrict comments to construction and use of linear space. Many organizers today are permitting use of cubic content in linear booths because either their exhibitors find cubic content to be beneficial to their display, or because they want international exhibitors to feel welcome. It also reduces the need to police exhibits to enforce setback rules. The IAEE *Guidelines for Display Rules and Regulations* do not suggest cubic content should be implemented for linear booths; however cubic content in a linear booth is acceptable when the organizer has advantageous reasons to allow it. Prior to putting cubic content into practice, exhibition organizers must be proactive in communications with exhibitors, and understand the effect it will have on the exhibition. This document contains feedback from show organizers who allow use of cubic content in linear booths and those who do not. The intent is to assist a show organizer in making the best decision for their show.

International Exhibitions vs. US Exhibitions - Display Guidelines

Most European exhibitions and other countries allow the use of cubic content. Larry Kulchawik, senior vice president of 3D Exhibits, Inc., says, "Not all rules, styles, and customs are the same from country to country ... this is only one part of the country differences in trade show marketing, but a big one."

Cubic Content for linear booths in the U.S. is not as popular as it is in other countries, but more and more U.S. organizers are finding it necessary to allow cubic content in linear booths for the sake of attracting and accommodating international exhibitors. Many U.S. exhibitions have government-sponsored international pavilions that typically are island spaces, back-to-back booths or booths facing each other with an aisle between. Depending on the type of space, these pavilions often are allowed to utilize full cubic content in the U.S.

International exhibitors occupying linear space sometimes bring in their own display house to help them conform to the U.S. display guidelines. The difference between U.S. display regulations and their country's regulations, such as cubic content, square meters and square feet can be perplexing to a show's new international exhibitor.

"Some clients want to capture the clientele in an enclosed stand and generally these clients have invitations in advance of the show so they have an appointment. Others prefer to enclose their stand to immerse the potential viewers in an experience. What better way than to take away the distraction of the other stands. Those that choose the open feel are trying to educate potential customers or get their corporate identity out there for everyone to see," Mac Kieltyka, project manager of Creative Solutions Group.

Reasons to Consider

Aside from accommodating international exhibitors, or the belief that cubic content is more conducive to certain types of product displays or experiences, the fact is, today's exhibitors want more return on their investment. Many exhibitors feel they should be able to utilize all the space they have paid for without a five-foot setback rule. Exhibitors want to display their products in a structure or setting that is best suited toward maximizing their investment. Ultimately it is the show organizer who will decide whether cubic content is a practical display regulation.

Key Responses from Exhibition Organizers Allowing Cubic Content (11 of 33 responses) – In Their Own Words

"With the exception of one or two shows, all are cubic content. We have utilized cubic content for years and feel it gives our customers more value for their money by allowing them to use more of their space. The one or two shows we do not use cubic content on, we rarely get any push back and those shows do have an international presence. What feedback we do get (which is minimal) is typically centered on obstructions from a neighboring booth. These objections often come from those who have not read our exhibitor manual where cubic content is prominently addressed."

"We have already implemented it for all nine shows we run in North America. Linear Booth Use of Space: Shows allow exhibitors full "Cubic Content" use of the exhibit space. Therefore, you are allowed to place displays or materials at the full eight foot (2.44m) height throughout the entire width and depth of your exhibit space. Perimeter Booth Dimensions and Use of Space: All guidelines for Linear Booths apply to Perimeter Booths except that the maximum back wall height is 12ft (3.66m). There were a few complaints initially, but they were a minority and have now stopped. We make sure to explain the rules clearly to new exhibitors and to remind everyone frequently. We implemented this because it made it more consistent for our international exhibitors from around the world, and eliminated the majority of our set-up issues onsite (which are mostly due to sightline issues)."

"Our exhibition allows for the use of the cubic content of exhibit spaces. The feedback has been overwhelmingly positive. Most companies exhibit in some international shows. They appreciate the consistency of having the same rules and also see the common sense approach to allow exhibitors to use all their space. And, since it is fully implemented, it is fair for all. We allow cubic content in all areas."

"We do have an abbreviated cubic content rule for islands and split islands. The entire cubic content of the space may be used up to the maximum allowable height; however exhibitors must follow the line-of-sight guidelines (20 percent) listed above. The line-of-sight guideline referenced above states: All booths regardless of size or type should be designed in such a way so as to eliminate line-of-sight obstructions from one exhibit to the next. A solid wall or banner between an island or split-island booth and a row of linear booths (particularly along the perimeter) is inappropriate. This is particularly important along shared walls and borders between linear and split-island exhibits. If you are planning a hardwall installation that could obstruct the view to neighbors' booths, a booth variance form and schematic must be submitted for review. NEW – All island booths regardless of size should allow 20 percent of visibility on all sides excluding the shared back wall. Examples: 20' x 20' Island: each side of the booth must have visibility for a minimum of 4'. 30' x 40' Island: the 30' sides of the booth must allow visibility for a minimum of 6'; the 40' sides of booth must allow visibility of 8'. Exhibitors may use Plexiglas or similar material to create a wall that will allow for line-of-sight from one booth to the next.

The linear 10' x 10's have a harder time understanding that they must follow the standard IAEE rules allowing for no product or displays over 4' tall in the front half of the booth. We have had this guideline in place for about three years now, but have always allowed them to receive a variance if their theaters, meeting rooms, etc., did not allow for this amount of line-of-sight. However, at this time we are telling exhibitors that we will be enforcing the rule for the 2012 show. Our exhibitor advisory committee requested that we begin enforcing the rule for next year."

"Exhibitors are to show respect for fellow exhibitors and fire marshal rules must be met – island exhibits and linear."

"Yes, exhibits can be closed on three sides for linear booths, totally closed in for islands."

"We approve on a request-only basis. Show is less than 10 percent cubic content exhibits."

"We will allow cubic content for booths that are against an outside wall that do not have adjacent booths/ neighbors."

Exhibition Organizers Who Do Not Allow Cubic Content (22 of 33 responses) - In Their Own Words

"We do not like the reduced sightlines that this would create."

"We feel it is important to protect sightlines. We spend time communicating with them (international exhibitors) to try to set expectations before they arrive for the show."

"Most overseas exhibitors want to comply with line-of-sight rules when they exhibit in the U.S; however, some request cubic content and those requests are granted. No complaints from neighbors."

"While the cubic approach to booth content may eliminate some issues and policing, we believe in the line-of-sight good neighbor policy. If exhibitors want to use cubic content for their booth, they can purchase an island."

"Unfair to our small exhibitors that depend on a fair sightline into their booth."

Note: All other exhibition organizers interviewed said they use the line-of-sight in the *IAEE Guidelines for Display Rules and Regulations*.

Hardwall, Fabric, Portable, Modular, Table Top Displays, Pipe & Drape - Living Together

There are many different types of displays used in exhibitions. If the organizer chooses to allow cubic content in linear booths, the organizer needs to be aware of the responsibility to communicate the rules clearly to all exhibitors so there are no surprises on site. A portable exhibit may only extend five feet out from the backwall but its neighbor may have hardwall at eight-foot height out to the aisle line. The portable exhibit must be aware the sightline will be impacted and the hardwall exhibitor must be sure the backsides of the panels are finished. This is true with all exhibits in a linear space cubic content exhibition. If the rules allow for cubic content in linear spaces, then it is a fair environment for all to choose how they wish to use that space; but communication is key to a smooth operation.

It is rare to expect a U.S. exhibition or its general service contractor, to provide hardwall for all exhibitors; however, exhibitions using all hardwall do exist in the U.S.

Floor Plan Layouts to Accommodate Linear Cubic Content Booths - Special Layouts

None of the show organizers interviewed indicated a need for a split floor plan, i.e., certain areas of the floor are designated for linear cubic content booths.

Cubic Content for Products

Some exhibition organizers allow products to exceed the four-foot high rule five feet in from the aisle line. Others do not and strictly enforce the sightline setback. The types of products displayed may determine whether an organizer chooses to permit products only (not booth structure) to occupy the cubic content of a linear booth. However, for example, if the product is banner stands that are eight feet or 10 feet tall, a row of banner stands at the aisle line may be very intrusive to a neighbor. On the other hand, a piece of machinery that is six feet tall may not cause a major problem. Exceptions may also depend upon the size of a booth such as 10' by 20' versus 10' by 10'. Under certain circumstances, an organizer may prefer to make the exception a variance, subject to show management review and approval. This option provides the organizer more control if product is an exception to the set-back guidelines.

Equipment/Display Material: The following is an example of display rules for a specific type of item:

• SPECIAL PROVISIONS: Pedestals, tables, racks, shelves, risers and similar display equipment may not exceed 42" in height when positioned more than 5' from the back wall of a single-aisle exhibit booth space or the center line of a three-aisle exhibit booth space, unless the same company occupies 8' of exhibit booth space on both sides of the unit or units. The maximum height for such items under these circumstances, including the product being displayed, is 66". Free-standing units, including those intended to be the focal point in an exhibit, may not exceed 42" in height when placed more than 5' from the back wall of the exhibit booth space unless the same company occupies 8' of exhibit booth space on both sides of the unit or units. The maximum dimensions for such items under these conditions are 8' high x 32" wide x 32" deep.

Perspective

It is inevitable that exhibition organizers will have varying thoughts and opinions about allowing exhibitors to have full use of the cubic content space within their linear booth. Just as there are many different opinions as to whether end cap booths are permissible in floor plan layouts due to the somewhat difficult situations they often times create, the exhibition organizer must make the determination as to what is best for their exhibition.

It is often wise to consult with an exhibition's Exhibits Advisory Board. Alternatively, an organizer may consider conducting a focus group of the exhibition's exhibitors to determine their interest and gain their feedback.

A linear space exhibitor utilizing cubic content for the first time may also experience some higher costs. If they bring a hardwall display that reaches 8' high for three sides of their exhibit, when in the past they utilized a fabric display, obviously their labor, shipping and drayage costs will be higher. However, that is the decision of the exhibitor if the exhibition organizer is allowing cubic content for linear displays and the exhibitor chooses to take advantage of the space in this fashion.

Sample of Cubic Content Display Guidelines (Provided by Messe Frankfurt)

Linear Booth

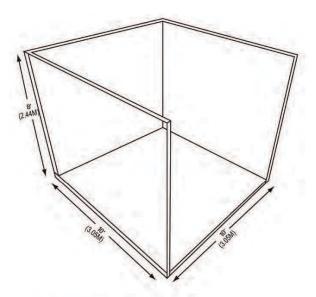
Linear Booths have only one side open to an aisle and are generally arranged in a series along a straight line. They are also called "in-line" booths. Floor covering is required in all rented space.

Dimensions

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m), with a maximum back wall height limitation of 8ft (2.44m).

Use of Space

Messe Frankfurt Shows allow exhibitors full "Cubic Content" use of the exhibit space. Therefore, you are allowed to place displays or materials at the full 8 ft. (2.44m) height throughout the entire width and depth of your exhibit space.



LINEAR BOOTH (10' X 10') (3.05m x 3.05m)

Corner Booth

A Corner Booth is a Linear Booth exposed to aisles on two sides. All other guidelines for Linear Booths apply.

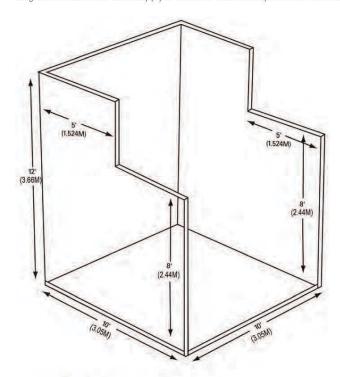
Sample of Cubic Content Display Guidelines (Provided by Messe Frankfurt)

Perimeter Booth

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit. Floor covering is required in all rented space.

Dimensions and Use of Space

All guidelines for Linear Booths apply to Perimeter Booths except that the maximum back wall height is 12ft (3.66m).



PERIMETER BOOTH (10' X 10') (3.05m x 3.05m)

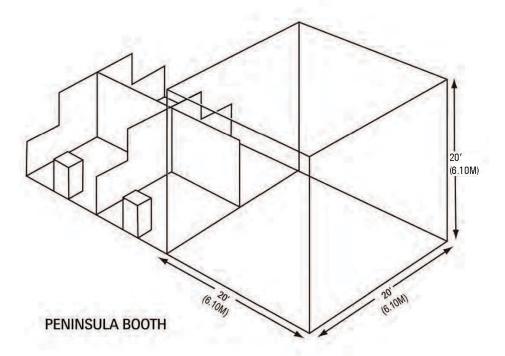
Sample of Cubic Content Display Guidelines (Provided by Messe Frankfurt)

Peninsula Booth

A Peninsula Booth is exposed to aisles on three (3) sides and is a minimum of 20' x 20' (6.10m) in size. Floor covering is required in all rented space.

Dimensions

A Peninsula Booth is usually $20' \times 20'$ (6.10m \times 6.10m) or larger. Twenty feet (20') (6.10m), including hanging signage, is the maximum height allowed throughout the booth space. The connecting wall between the peninsula booth and any neighbors must be "finished off" (clean and presentable to visitors) on the side facing the connecting neighbors.



Sample of Cubic Content Display Guidelines (Provided by Messe Frankfurt)

Island Booth

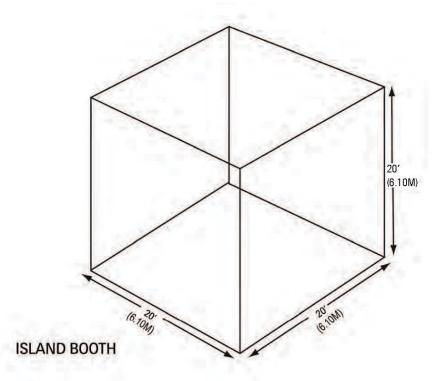
An Island Booth is any size booth exposed to aisles on all four sides. Floor covering is required in all rented space.

Dimensions

An Island Booth is typically 20' x 20' (6.10m x 6.10m) or larger,

Use of Space

The entire cubic content of the space may be used up to the maximum allowable height of twenty feet (20') (6.10m), including any hanging signage.



IAEE appreciates the efforts of the Cubic Content Task Force in developing this White Paper:

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Senior Director, Ag & Utility Exhibitions and Events Association of Equipment Manufacturers

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Senior Vice President, Event Operations & Programming National Restaurant Association Show/Winsight Media

Mark Bogdansky, Immediate Past Chairperson

Vice President, Meetings & Events
Auto Care Association

Melodie Anderson, CEM, DES

Director of Meeting and Exhibit Experiences Institute of Food Technologists

Kate Hawley, CEM

Senior Manager, WEFTEC Exhibition Sales Water Environment Federation

Iain Mackenzie, CEM, CMP

Vice President, Meetings & Events International Sign Association

Nath Morris, CEM

President, Expo U.S. Poultry & Egg Association

Merideth Newman, CEM

Director, Expositions
The Association for Packaging and Processing
Technologies – PMMI

Gary Thuro

Chief Marketing & Sales Officer RE+ Events

Ellen Tucker, CAE, MAS

Vice President of Revenue & Expositions
PPAI: Promotional Products Association International

Jess Tyler, CEM

Chief Revenue and Experience Officer at MJBiz A division of Emerald X, LLC