



**Texas Tree Conference  
September 27-29, 2022**

**Waco Convention Center  
100 Washington Ave  
Chisholm Hall  
Waco, Texas 76701**

***International Society of Arboriculture***

**EXHIBITOR MANUAL**

## Welcome Exhibitor

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

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

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

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

**[service@superior-expo.com](mailto:service@superior-expo.com)  
972.271.7444 or toll free 866.386.3976 (866.FUN.EXPO)**

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

**International Society of Arboriculture**

**Contact:** Kirsten Schneider

**Phone:** 979-324-1929

**E-mail:** [kirsten.schneider@austintexas.gov](mailto:kirsten.schneider@austintexas.gov)

***Please note:***

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

Analyze your needs carefully and return your order forms with full payment before **Tuesday, September 13, 2022** to save money, as well as ensure the availability of your item.



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## Event Information

**Discount Deadline:** Tuesday, September 13, 2022  
**Show Colors:** Black  
**Booth Carpet Color:** None – Available for rent on page 67  
**Aisle Carpet Color:** None

### Booth Information

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

Each 10' X 10' Booth Includes:  
 8' tall background drape (Black)  
 3' tall side dividers (Black)  
 1 – company ID sign  
 1 – wastebasket  
 1 – 8' skirted table (Supplied by WCC)  
 2 – chairs (Supplied by WCC)

Each 10' x 20' Booth Includes:  
 8' tall background drape (Black)  
 3' tall side dividers (Black)  
 1 – company ID sign  
 1 – wastebasket  
 2 – 8' skirted table (Supplied by WCC)  
 2 – chairs (Supplied by WCC)

Each 20' X 40' Booth Includes:  
 1-company ID sign  
 1-wastebasket  
 2 – 8' skirted table (Supplied by WCC)  
 2 – chairs (Supplied by WCC)

### Event Schedule – Subject to Change

SES Move-In:	<u>Tuesday, September 27, 2022</u>	<u>8:00 AM - 12:00 PM</u>
Exhibitor Move-In:	<u>Tuesday, September 27, 2022</u>	<u>12:00 PM - 5:00 PM</u>
Event Hours:	<u>Wednesday, September 28, 2022</u> <u>Thursday, September 29, 2022</u>	<u>7:00 AM - 5:00 PM</u> <u>7:00 AM - 10:30 AM</u>
Exhibitor Move-Out:	<u>Thursday, September 29, 2022</u>	<u>10:30 AM</u>
Driver Check-In By:	<u>Thursday, September 29, 2022</u>	<u>12:00 PM</u>
Freight Re-Directed at:	<u>Thursday, September 29, 2022</u>	<u>12:30 PM</u>
SES Move-Out:	<u>Thursday, September 29, 2022</u>	<u>10:30 AM</u>

### Shipping Information (Material handling charges will apply)

#### Advance Shipping Address:

Superior Expo Services - Texas Tree Conference

Booth Company Name & # \_\_\_\_\_  
 3230 Clay Avenue  
 Waco, TX 76711



**Advance shipments *MUST* be received by**  
**Thursday, September 22, 2022**

#### Direct Shipments to Show Site:

Waco Convention Center

c/o - Superior Expo Services - Texas Tree Conference

Booth Company Name & # \_\_\_\_\_  
 100 Washington Ave, Chisholm Hall  
 Waco, Texas 76701



**Direct shipments to arrive *NO EARLIER***  
 than **Thursday, September 22, 2022**

### Assistance

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





## FAQ

### WHAT FURNISHINGS ARE PROVIDED WITH MY BOOTH SPACE?

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

### WHAT IF THE BOOTH DOES NOT INCLUDE ITEMS I NEED?

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

### HOW DO I PLACE MY ORDER?

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

### WHAT IS THE CANCELLATION POLICY FOR REFUNDS ON FURNISHINGS?

Items cancelled on or prior to **Tuesday, September 13, 2022** will be refunded at 100%. Items cancelled after **Tuesday, September 13, 2022**, and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are *Luxury Furniture, Graphics and Display Rentals*. If these items are cancelled after **Tuesday, September 13, 2022** they will be billed at 100%.

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

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

### WHAT ARE MY OPTIONS FOR INBOUND SHIPPING?

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

### WHAT IS THE DIFFERENCE BETWEEN MATERIAL HANDLING & SHIPPING?

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

### WHO IS THE PREFERRED CARRIER?

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

### WHAT IS A BILL OF LADING?

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

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

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

### WHAT ARE THE MOVE-OUT PROCEDURES?

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

### HOW DO I OBTAIN A COPY OF MY FINAL INVOICE?

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



## Credit Card Authorization

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

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


☐

☐

☐

Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date (MM/YYYY): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Card Billing Address: \_\_\_\_\_

Fax Number: \_\_\_\_\_

City, State, ZIP code: \_\_\_\_\_

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

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

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

### Discount Deadline:

**Tuesday, September 13, 2022**

- All prices include delivery, installation, rental charges for the duration of the show and removal at completion.
- Payment in full must accompany all orders by discount deadline date to receive the discount price. Orders received after this date will be charged the standard rate.
- Items cancelled on or prior to **Tuesday, September 13, 2022** will be refunded at 100%. Items cancelled after **Tuesday, September 13, 2022** and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are Luxury Furniture, Graphics and Display Rentals. If these items are cancelled Tuesday, September 13, 2022 they will be billed at 100%.

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

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

Please reference the Show Name & Company Name

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

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

For any additional questions please feel free to email [service@superior-expo.com](mailto:service@superior-expo.com) or call us at 972.271.7444 or toll free 866.386.3976



## Payment Policies

Full payment must be received for services requested before the order will be processed.

If you choose to pay by check, a credit card is still required to be on file.

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- All charges are subject to sales tax.
- Payment in full must accompany all orders by Tuesday, September 13, 2022 to receive the discount price.
- Orders received after this date will be charged the standard rate.
- Items cancelled on or prior to Tuesday, September 13, 2022 will be refunded at 100%. Items cancelled after Tuesday, September 13, 2022 and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are non-refundable and billed at 100%. Exceptions to this policy are *Luxury Furniture, Graphics and Display Rentals*. If these items are cancelled after Tuesday, September 13, 2022 they will be billed at 100%.

### ADDING TAX TO YOUR ORDER

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

### PAYMENT OPTIONS

- **Online Ordering** – A link to the site, username and password will be emailed to you.
- **Payment by Email** – Email your order with full payment to: [service@superior-expo.com](mailto:service@superior-expo.com)
- **Payment by Fax** – Fax your order with full payment to: 972.271.7888 Attn: Exhibitor Services
- **Payment by Mail** – Mail your order forms and full payment to:  

**Superior Expo Services**  
**10548 US Highway 80**  
**Forney, TX 75126**  
**RE: Texas Tree Conference**
- **SES** accepts MasterCard, Visa and American Express cards only.
- If a check is being submitted for payment, please attach with your order forms and mail to **Superior Expo Services**. If you choose to pay by check, a credit card is still required to be on file. All checks should be payable to: **Superior Expo Services**
- Orders will **NOT** be processed without full payment. Please complete the *Credit Card Authorization Form*.

### ADVANCE ORDERS (DISCOUNT RATE)

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

### SHOW SITE ORDERS

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

### THIRD PARTY ORDERS

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

### INTERNATIONAL EXHIBITORS

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

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

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

## Limits & Liability

### RESPONSIBILITY FOR LABOR

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

### MATERIAL HANDLING

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

### CERTIFIED WEIGHT TICKETS

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

### EMPTY REMOVAL INSTRUCTIONS

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

## Limits & Liability (continued)

### PAYMENT TERMS

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

### ORDERS, QUESTIONS & ADJUSTMENTS

- Orders by telephone will not be accepted.
- All advance orders, discounted to your advantage, must be paid-in-full at the time the order is placed.
- Orders received without payment will not be processed. Payment for all show site orders will be due and payable upon presentation of our invoice at the show.
- Services ordered at show site will not be processed without full payment.
- The availability of furnishings at show site can, on occasion, be limited and for that reason cannot be guaranteed. It is recommended that you place your order in advance if possible.
- Any discrepancy in items ordered and items received, or any complaint or question concerning service, must be reported to **SES** immediately. Issues will be resolved and/or any valid adjustments will be made at that time and approved by the **SES** supervisor in charge. **Credits and adjustments will not be made on information received after the show.**
- Items cancelled on or prior to Tuesday, September 13, 2022 will be refunded at 100%. Items cancelled after Tuesday, September 13, 2022, and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are *Luxury Furniture, Graphics and Display Rental*. If these items are cancelled after Tuesday, September 13, 2022 they will be billed at 100%.

## Shipping Instructions

### ADVANCE SHIPMENTS TO WAREHOUSE

- Shipments may be sent to the advance warehouse up to thirty (30) days prior to **Thursday, September 22, 2022**. Shipments must arrive by **Thursday, September 22, 2022**, by 3:30 pm. No shipments will be received at the warehouse on weekends or holidays.
- Shipments arriving at the warehouse after **Thursday, September 22, 2022**, will be charged a late warehouse fee of \$150 in addition to any other charges incurred.

### DIRECT SHIPPING TO SHOW SITE

- Shipments must arrive no sooner than **Tuesday, September 27, 2022**. If shipments arrive before this date they may be refused.
- Shipments will be received during the designated move-in periods, as well as throughout the event. (See Event Information page).
- As an exhibitor, it is your responsibility to instruct your carrier of the proper date for direct deliveries to show site.
- Weigh tickets or Bills of Lading indicating weight must accompany freight delivery. The driver's signature on the show site receiving report will verify the total count and weight.

### ALL SHIPMENTS

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

### OUTBOUND SHIPMENTS

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



# SUPERIOR EXPO SOLUTIONS

***Superior Expo Solutions*** is the official show carrier for the

**Texas Tree Conference**

**Waco Convention Center**

**September 27-29, 2022**

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

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

For questions please free to email us at [service@superior-expo.com](mailto:service@superior-expo.com) or call 972.271.7444



## Shipping (continued)

SUPERIOR EXPO SOLUTIONS – SHIPPING QUOTE FORM			
Company Name:		Booth #:	
Contact Name:		Phone #:	
E-mail Address:			
INBOUND – PICK UP LOCATION INFORMATION			
Requested Pick Up Date:			
Company:			
Street Address:			
City, State:			
SHIP TO			
<input type="checkbox"/> I will be shipping to the <b>Advance Warehouse</b> <b>Superior Expo Services</b> <b>3230 Clay Avenue</b> <b>Waco, TX 76711</b>  <b>Advance Warehouse Deadline:</b> <b><u>Thursday, September 22, 2022</u></b>		<input type="checkbox"/> I will be shipping <b>Direct to Show Site</b> <b><u>Waco Convention Center</u></b> <b><u>100 Washington Ave, Chisholm Hall</u></b> <b><u>Waco, Texas 76701</u></b>  <b>Delivery Date: <u>Tuesday, September 27, 2022</u></b>	
OUTBOUND SHIPPING			
<input type="checkbox"/> I would like to schedule <i>Outbound Transportation</i> . Please provide me with a <i>Material Handling Agreement</i> at show site for my shipping instructions and signature. So we may deliver your <i>Outbound Material Agreement</i> and labels, please complete the following information <i>if different from pick up address</i> :			

Company: \_\_\_\_\_

City, State, ZIP Code: \_\_\_\_\_

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

Number of Labels:

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

☐ Liftgate Needed    Hours of Operation: \_\_\_\_\_

\* Final Weight Subject to Correct Weight & Dimensions

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



## ADVANCE WAREHOUSE LABEL



**Texas Tree Conference**  
**EXHIBIT MATERIALS**  
**MUST be received by**  
**Thursday, September 22, 2022**  
**Between 8:30 AM – 5:00 PM**

**To:** (Exhibiting Company Name) \_\_\_\_\_

**Superior Expo Services**  
**3230 Clay Avenue**  
**Waco, TX 76711**

**WAREHOUSE**

**Booth # (s):** \_\_\_\_\_ **Number of Pieces:** \_\_\_\_\_

**Carrier:** \_\_\_\_\_

## DIRECT TO SHOW SITE LABEL



**Texas Tree Conference**  
**EXHIBIT MATERIALS**  
**To arrive NO SOONER than**  
**Tuesday, September 27, 2022**

**To:** (Exhibiting Company Name) \_\_\_\_\_

**Waco Convention Center**  
**C/O Superior Expo Services**  
**100 Washington Ave, Chisholm Hall**  
**Waco, Texas 76701**

**SHOW SITE**

**Booth # (s):** \_\_\_\_\_ **Number of Pieces:** \_\_\_\_\_

**Carrier:** \_\_\_\_\_



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



## Material Handling FAQ's

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

### WHAT IS MATERIAL HANDLING?

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

### WHAT ARE CRATED SHIPMENTS?

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

### WHAT ARE SPECIAL HANDLING SHIPMENTS?

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

### HOW IS STRAIGHT TIME/OVERTIME DETERMINED?

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

**Overtime** – All other times, Saturday, Sunday and holidays

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

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

### HOW DO I CALCULATE MY MATERIAL HANDLING CHARGES?

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

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

Example below is based on the published rate:

350 lbs. (rounded to the next 100) divided by 100 = 4 Total CWT  
4 CWT x \$72.00 = Material Handling Charge \$288.00

### WHAT IS THE MOST COST EFFECTIVE WAY TO SEND SHIPMENTS?

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

#### If sending 4 Separate Shipments:

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

#### If sending 1 Consolidated Shipment:

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



## Material Handling Charges Include:

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

## Advance Shipments to Warehouse

- The advance warehouse will begin receiving shipments 30 days prior to: **Thursday, September 22, 2022**
- All materials shipped advance to the warehouse **MUST ARRIVE BY: Thursday, September 22, 2022**
- Any shipment arriving after this date will be charged a late to warehouse fee of **\$150** in addition to any other charges incurred.
- Warehouse receiving hours are **Monday – Friday, 8:30 am – 5:00 pm**. Any shipment delivered after hours or on weekends may be refused.
- Small Packages:** Cartons under 35 lbs. (received in a single shipment) will be charged **\$45** for the 1<sup>st</sup> package and **\$20** per package thereafter within the same shipment.
- Shipments will be weighed. Pricing is based on actual weight of shipment.

## Direct Shipments to Show Site

- All materials shipped direct to show site **MUST ARRIVE NO SOONER THAN: Tuesday, September 27, 2022**
- Any shipments arriving prior to the above date may be refused.
- Shipments will be received during the move in periods and throughout the event.
- Small Packages:** Cartons under 35 lbs. (received in a single shipment) will be charged **\$45** for the 1<sup>st</sup> package and **\$20** per package thereafter (per shipment) within the same shipment.
- Shipments will be weighed. Pricing is based on actual weight of shipment. Charges will not be billed until freight is received.

## Overtime

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

### Rates below based on Published Event Move-In & Move-Out Schedule (OT Rates May Apply. See "Overtime" above.)

RATE CLASSIFICATIONS:	Price per CWT	200 lbs. Minimum
Warehouse Shipment (200 lbs. minimum)		
Crated or skidded shipment	\$72.00	\$144.00
Special handling	\$90.00	\$180.00
Show Site Shipment (200 lbs. minimum)		
Crated or skidded shipment	\$82.00	\$164.00
Special handling	\$97.00	\$194.00
Small Package (Maximum weight 35 lbs. per shipment)		
First carton	\$45.00	--
Each additional carton	\$20.00	--
ADDITIONAL SURCHARGES:		
Overtime Charge –Move-In or Move-Out (in addition to above rates)		
Crated or skidded shipment	\$15.25	\$30.50
Special handling shipment	\$19.06	\$38.12
Overtime Charge – Move-In and Move-Out (in addition to above rates)		
Crated or skidded shipment	\$30.50	\$61.00
Special handling shipment	\$38.12	\$76.24
Late to Warehouse		
Freight arriving after Thursday, September 22, 2022	\$150.00 per shipment	
Back to Warehouse (in addition to above rates)		
Per 100 lbs. (200 lbs. minimum)	\$200.00	\$400.00

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



## Display Tables & Accessories Order Form

Discount Deadline: **Tuesday, September 13, 2022**

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

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

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

Event Colors are: **Black**

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

### ORDER POLICY

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- Payment in full must accompany all orders by **Tuesday, September 13, 2022** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Tuesday, September 13, 2022** will be refunded at 100%. Items cancelled after **Tuesday, September 13, 2022** and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are *Luxury Furniture, Graphics and Display Rentals*. If these items are cancelled after **Tuesday, September 13, 2022** they will be billed at 100%.

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



CORT®

EVENTS

# TRADESHOW

FURNISHINGS | 2022



# Top Design Tips for Tradeshow Exhibits

Look for ways to bring these tips  
to life throughout the catalog!



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



**Get Connected.** Communal tables facilitate networking opportunities and build connections.



**Creature Comforts.** Comfortable "living room" spaces relax clients and encourage genuine conversation.



**Keep it Green.** Lifelike greenery warms up booth environments by bringing nature indoors.



**Demo Down.** Ottomans are a great way to design small theaters for quick demonstrations.

# Top Design Tips for Tradeshow Exhibits

Look for ways to bring these tips  
to life throughout the catalog!

**Level the Field!** Low and casual  
seating makes clients more  
comfortable and open to learning.



**Charge It!** Powered products  
encourage clients to linger in  
the booth as they recharge.



**Provide a Pop!** Colorful furnishings attract  
more attention while reinforcing brand themes.



**Gather Round!** Ottomans styled around  
an accent table create an informal campfire  
setting for small group discussions.



**Form and Function.** Use a clear  
divider (or two!) that fits between  
sofas or conference tables to  
safely hold face-to-face meetings.



**Stay Social.** Style eye-catching  
spaces worth sharing on social  
networks to increase  
brand exposure.





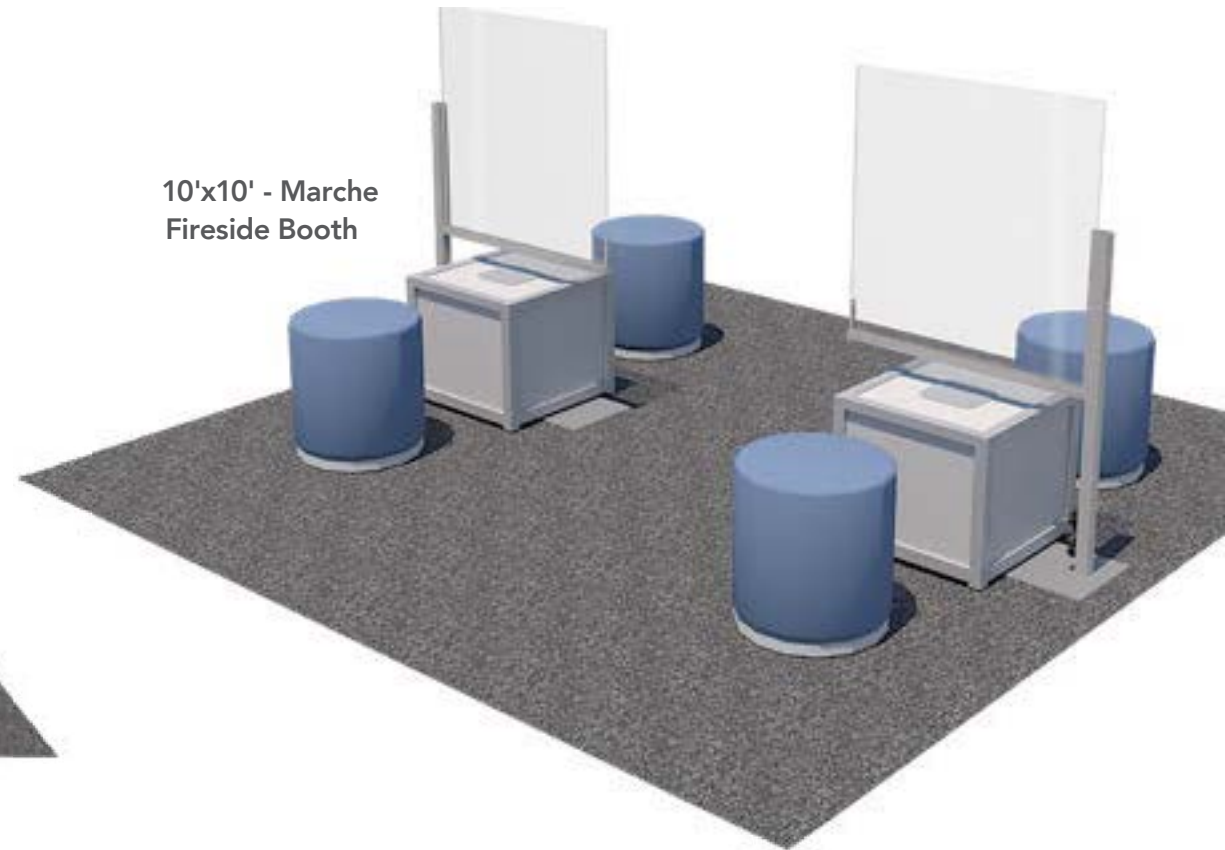
# Curated Designs for Safe 10'x10' Exhibits



Scan or click the QR  
code for best practices in  
designing safe exhibits.



10'x10' - Ventura  
Conference Booth



10'x10' - Marche  
Fireside Booth

10'x10' - Atherton  
Conversation Booth



10'x10' - Zoey  
Consultation Booth



# Curated Designs for Safe 10'x20' Exhibits



Scan or click the QR  
code for best practices in  
designing safe exhibits.

10'x20' -  
Bowery/Marina  
Meeting Booth



10'x20' -  
Madison  
Presentation  
Booth



10'x20' - Beverly  
Demonstration Booth



10'x20' -  
Wireless Charging  
Engagement  
Booth



# Powered Seating



## Naples Collection



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

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

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



## Charge It!

Providing powered capabilities within your booth encourages guests to stay longer as they recharge and engage with your brand.



## Tech Tablet Chair

**TCHGRY Tech Tablet Chair**  
(gray vinyl, white metal tablet, chrome base)

30.5"L 29"D 33.5"H

*Also available without tablet (TCHP).*

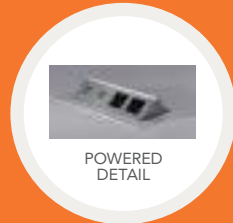


POWERED  
DETAIL

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



# Powered Communal Tables



## Ventura Bar Tables, Powered

A) VNTWHT (white top)  
B) VNTBLK (black top)  
(silver frame) 72.25"L 26.25"D 42"H



### Styling Tip:

One chair or barstool at each end of a communal table is exactly 6' apart, perfect for safe networking in any sized space.

## Ventura Cafe Tables, Powered

C) VNTCWH (white top)  
D) VNTCBK (black top)  
(silver frame) 72.25"L 26.25"D 30"H



## Use Ventura 6' Bar or Cafe Tables

in your design to facilitate conversations while physical distancing.



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

# Powered

## Tables

# Sydney

## Powered Cocktail Tables



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

**30" Round Cafe/Bar  
Tables, Powered**  
P30CWH Cafe (30" RND 29"H)  
P30BWH Bar (30" RND 42"H)  
(white top, black)



## Wireless Charging Table

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



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

# Powered ⚡ Desks & Conference Tables



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



**Powered Conference  
Tables 5', 8', 10'** (black top, silver)  
**D) BKCT5P 5' 60" L 48" D 29" H**  
**E) BKCT8P 8' 96" L 48" D 29" H**  
**F) BKC10P 10' 120" L 48" D 29" H**

*Also available without power.*

**Non-Powered Conference  
Tables 5', 8', 10'**  
(black top, silver)  
**BKCT5N 5' 60" L 48" D 29" H**  
**BKCT8N 8' 96" L 48" D 29" H**  
**BKC10N 10' 120" L 48" D 29" H**



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



# Powered Products



## Village Charging Hub



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



**Styling Tip:**  
Standalone hubs let guests plug in with a minimal footprint, while powered pedestals serve a dual purpose: keeping items secure while charging devices.

# Powered Pedestals

The flip-top electrical units rotate 180° to let devices charge on or inside the cabinet.



## Powered Locking Pedestals

White  
**PDL36W** 24"L 24"D 36"H  
**PDL42W** 24"L 24"D 42"H

Black  
**PDL36B** 24"L 24"D 36"H  
**PDL42B** 24"L 24"D 42"H



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

# Soft Seating Collections

## Valencia

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

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



### Level The Field!:

Low and casual seating makes clients more comfortable and open to learn about your product.

## Sterling

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

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



# Soft Seating Collections

## Cordoba

**COCHTP Chair**  
(taupe fabric, black)  
37"L 32"D 33"H

**COLVTP Loveseat**  
(taupe fabric, black)  
60.5"L 32"D 33"H



## Fairfax

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

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





# Soft Seating Collections

## Allegro

**CHR002 Chair**  
(blue fabric)  
36"L 34.5"D 30"H

**SFA002 Sofa**  
(blue fabric)  
73"L 34.5"D 30"H



## Palm Beach

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



## Key Largo

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

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

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



# Soft Seating Collections


## Baja

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

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

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



Powered Products 



## Naples

**NPLCHR Chair, Standard arms**  
(black vinyl)  
36"L 30"D 33.25"H  
Powered option available (NPLCHP).

**NPLSOF Sofa, Standard arms**  
(black vinyl)  
87"L 30"D 33.25"H  
Powered option available (NPLSOP).

**NPLLLOV Loveseat, Standard arms**  
(black vinyl)  
62"L 30"D 33.25"H  
Powered option available (NPLLLOP).

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

# Accent Chairs



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



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



Brooklyn Meeting  
**BNMCSW Swivel Chair**  
(white vinyl, black)  
24.5" L 25.5" D 31.75" H

Make it •  
**SWivel**



10'x20' - Meeting Booth



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



Wentworth  
**WENCHA Swivel Chair**  
(brown vinyl, black)  
31" L 24" D 31.5" H



# Accent Chairs

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



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



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

## Create Space

Design with a wide selection of standout accent chairs to facilitate sales and demos while properly distancing. Pair each seat with an end table for individually-owned spaces.

Brooklyn  
**BNMCOW Chair**  
(white vinyl, oak-look)  
24.5"L 25.5"D 31.75"H



A.

B.



C.



D.



E.



F.

**A) TCHP Tech Chair, No Tablet**  
(gray vinyl, chrome base)  
30.5"L 29"D 33.5"H

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

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

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

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

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



BROOKLYN

# CHAIRS

24.5"L 25.5"D 31.75"H



A.

B.

- A) BNMCOB Brooklyn Meeting Chair (white vinyl, oak-look)
- B) BNMCSW Brooklyn Meeting Chair, Swivel (white vinyl, black)

Frame finish black metal or oak-look.



M A R I N A

# CHAIRS

17.5"L 19.5"D 35"H



**A) MARCBR** (brown fabric) **B) MARCBE** (ocean blue fabric)  
**C) MARCRD** (red fabric) **D) MARCWH** (white vinyl) **E) MARCBK** (black vinyl)

All frames brushed metal.



# Individual Seating

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



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



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.

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

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

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

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

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

**F) DUET Duet Stack Chair**  
(black, chrome) 21"L 23"D 33"H

**G) SC10 Razor Armless Chair**  
(white) 15.5"L 23.5"D 30.5"H

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

**Malba Chair**  
**I) MALGRN** (green, chrome)  
**J) MALGRY** (gray, chrome)  
20"L 20"D 32"H

**Blade Chair**  
**K) BLDCSB** (sky blue)  
**L) BLDCRD** (red)  
20.5"L 19"D 30.5"H

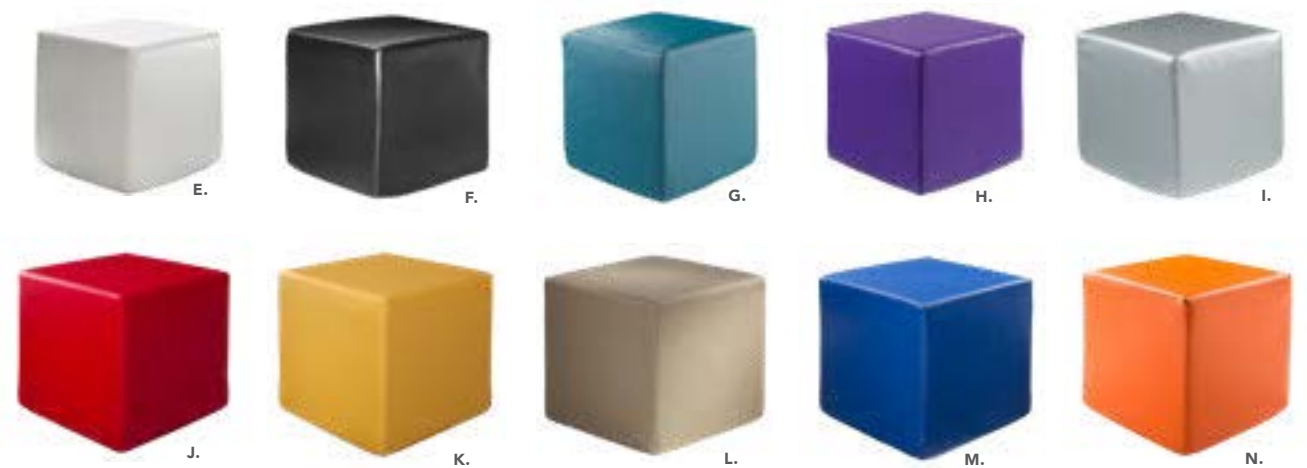
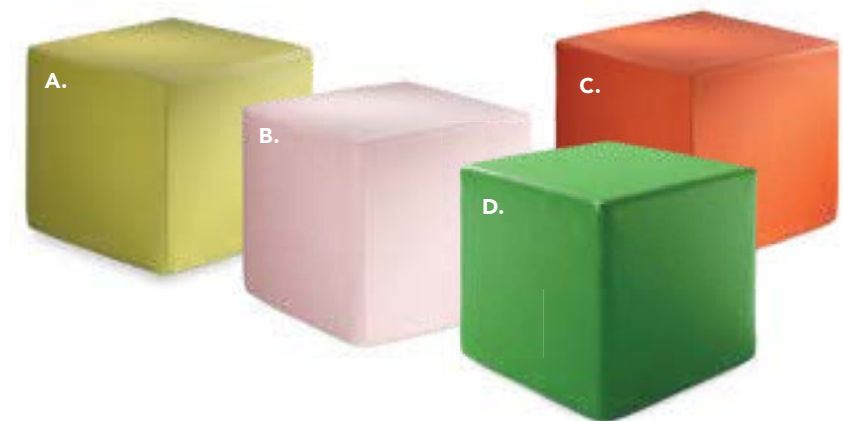


**Provide a Pop!**  
Colorful furnishings attract more attention while reinforcing brand themes. Amplify your organization's color palette, or simply go bold to catch passing eyes.

# CUBE

OTTOMANS

18"L18"D18"H



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





BEVERLY

# SMALL BENCH

OTTOMANS

30"L20"D18"H



- A) BVSMOR** (orange fabric) **B) BVSMGN** (olive green fabric) **C) BVSMWH** (white vinyl)  
**D) BV SMBK** (black vinyl) **E) BV SMBL** (ocean blue fabric) **F) BV SMBN** (brown fabric)  
**G) BV SMGY** (gray fabric) **H) BV SMLN** (linen fabric) **I) BV SMLV** (lavender fabric)  
**J) BV SMRD** (red fabric) **K) BV SMYL** (yellow fabric)



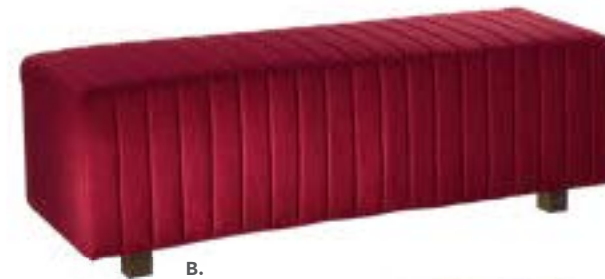
# BENCH

OTTOMANS

60"L20"D18"H



A.



B.



C.



D.



E.



F.



G.

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



# SWIVEL

OTTOMANS

17" RND 18"H



- A) MAR011** (orange fabric) **B) MAR016** (ivory faux sheep fur) **C) MAR009** (pear yellow fabric)  
**D) MAR005** (red fabric) **E) MAR001** (white vinyl) **F) MAR006** (rose quartz fabric) **G) MAR007** (plum fabric)  
**H) MAR010** (blue fabric) **I) MAR002** (gray fabric) **J) MAR003** (linen fabric) **K) MAR004** (raspberry fabric)  
**L) MAR008** (meadow green fabric) **M) MAR015** (black vinyl) **N) MAR012** (forest green vinyl)  
**O) MAR013** (teal velvet) **P) MAR014** (distressed brown vinyl)



# Ottomans



Squares  
**Endless**  
**END02B** (black vinyl, chrome)  
**END02W** (white vinyl, chrome)  
34"L 34"D 15"H



Curved  
**Endless**  
**END01W** (white vinyl, chrome)  
**END01B** (black vinyl, chrome)  
60.5"L 37.5"D 15"H



## Demo Down

Square, circular, or curved - ottomans are a great way to design theater-style seating for demonstrations.

Bench  
**REGBEN Regis**  
(brushed metal)  
47"L 15.5"D 16"H





M E S A



# ACCENT

COCKTAIL & END TABLES  
32.25" RND 17.25" H | 20.5" RND 21.25" H



**A) MESCTW Cocktail Table / B) MESETW End Table** (barnwood top)  
**C) MESCTB Cocktail Table / D) MESETB End Table** (black top)  
**E) MESCTG Cocktail Table 36" RND / F) MESETG End Table 24" RND** (glass top)

All frames bronze finish.





A L O N D R A



# ACCENT

COCKTAIL & END TABLES

47"L 24"D 16"H | 20"L 20"D 20"H



A) ALC100 Cocktail Table / B) ALE100 End Table (glass top)  
C) ALC200 Cocktail Table / D) ALE200 End Table (wood top)

All frames chrome finish.



G E O

# ACCENT

COCKTAIL & END TABLES



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



SYDNEY



# ACCENT

COCKTAIL & END TABLES

48"L 26"D 18"H | 27"L 23"D 22"H



A/B Powered options available.

**Cocktail Tables** A) C1W (white) B) C1Y (black) C) SYDBEC (blue) D) SYDWDC (barnwood)  
**End Tables** E) E1W (white) F) E1Y (black) G) SYDBEE (blue) H) SYDWDE (barnwood)

All frames brushed steel.





TAOS | SEDONA

# SIDE

## TABLES

15.75"L 15.75"D 24"H



**Taos Tables** **A) TAOBWH** (white top) **B) TAOBBK** (black top) **C) TAOBWD** (barnwood top)  
**Sedona Tables** **D) SEDBWH** (white top) **E) SEDBBK** (black top) **F) SEDBWD** (barnwood top)

All frames bronze finish.

# Accent Tables



Regis  
**REGBEN Bench Table**  
(brushed metal)  
47"L 15.5"D 16"H

**REGOTT End Table**  
(brushed metal)  
16"L 15.5"D 16.5"H



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



Timber  
**TMBTBL End Table**  
(wood)  
16"RND 17"H



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

## Gather Round

Seat guests around accent tables to create an informal campfire setting for small group discussions, or pair with individual seats for a safely "owned" space.



Silverado  
**C1E Cocktail Table**  
(glass top, chrome)  
36"RND 17"H

**E1E End Table**  
(glass top, chrome)  
24"RND 22"H

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

# Bar & Cafe Tables



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

## Bar Tables

Standard Black Base

30" RND 42"H

**VTJ** (graphite nebula top)

**VTK** (maple top)

**VTB** (red top)

**30WH42** (white top)

**30WDBB** (barnwood top)

**30BKSB** (black top)

**30AGBB**

(brushed gunmetal top)

**30OSBB** (orange top)

**VTA**

(Madison/gray acajou top)

**30BEBB** (blue top)

**30YBBB** (brushed yellow top)

**30GSBB** (green top)

36" RND 42"H

**VTN** (graphite nebula top)

**VTP** (maple top)

**VTW** (white top)

**36BKSB** (black top)

## Bar Tables

Hydraulic Chrome Base

30" RND 45"H

**30GRHB**

(graphite nebula top)

**30MTHB** (maple top)

**30BRHB** (red top)

**30WHHB** (white top)

**30WDHB** (barnwood top)

**30BKHB** (black top)

**30AGHB**

(brushed gunmetal top)

**30OSHB** (orange top)

**30MAHB**

(Madison/gray acajou top)

**30BEHB** (blue top)

**30YSHB** (brushed yellow top)

**30GSHB** (green top)

36" RND 45"H

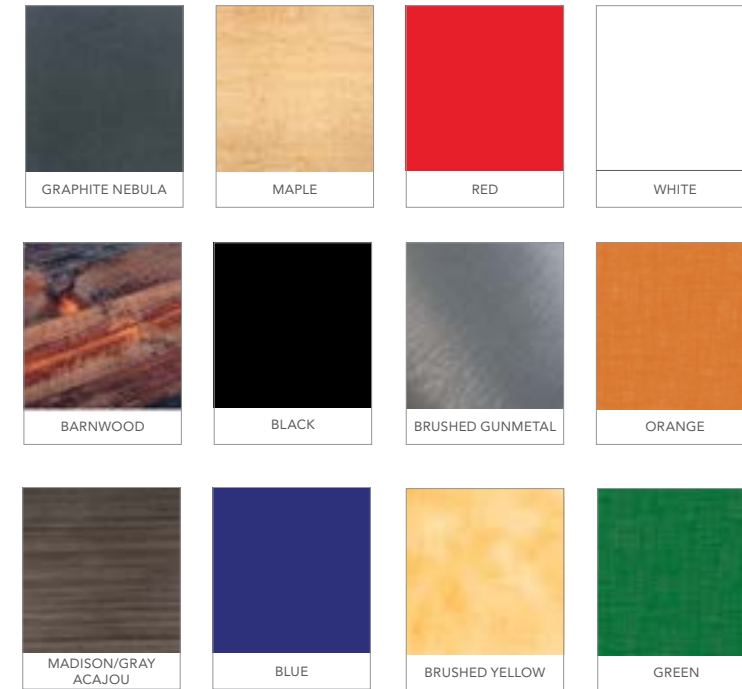
**36GRHB** (graphite nebula)

**36MTHB** (maple top)

**36WTHB** (white)

**36BKHB** (black top)

1. Choose your base: black or chrome...
2. Then pick a color that suits your design.



## Create Space

Mix and match table tops with base options to create the perfect combination for your needs.

**30" Round Cafe/Bar Tables, Powered** ⚡  
**P30BWH Bar**  
(30" RND 42"H)  
**P30CWH Cafe**  
(30" RND 29"H)  
(white top, black)



## Cafe Tables

Hydraulic Chrome Base

30" RND 29"H

**30GRHC** (graphite nebula top)

**30MTHC** (maple top)

**30BRHC** (red top)

**30WHHC** (white top)

**30WDHC** (barnwood top)

**30BKHC** (black top)

**30AGHC** (brushed gunmetal top)

**30OSHC** (orange top)

**30MAHC** (Madison/gray acajou top)

**30BEHC** (blue top)

**30YSHC** (brushed yellow top)

**30GSHC** (green top)

36" RND 29"H

**36GRHC** (graphite nebula top)

**36MTHC** (maple top)

**36WTHC** (white top)

**36BKHC** (black top)

## Cafe Tables

Standard Black Base

30" RND 29"H

**ZTJ** (graphite nebula top)

**ZTK** (maple top)

**ZTB** (red top)

**30WH29** (white top)

**30WDBC** (barnwood top)

**30BKSC** (black top)

**30AGBC** (brushed gunmetal top)

**30OSBC** (orange top)

**ZTA** (Madison/gray acajou top)

**30BEBC** (blue top)

**30YSBC** (brushed yellow top)

**30GSBC** (green top)

36" RND 29"H

**ZTN** (graphite nebula top)

**ZTP** (maple top)

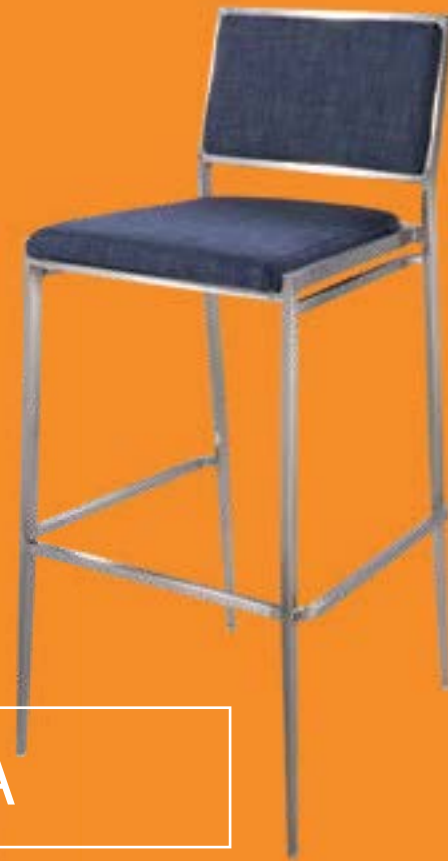
**ZTQ** (white top)

**36BKSC** (black top)





M A R I N A



# BARSTOOL

COLLECTION

21" L 17.5" D 41.5" H



A.



B.



C.



D.



E.

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

All frames brushed metal.



LIFT

# BARSTOOL

COLLECTION  
15" RND 23 - 33.5"H



**A) ROLLWH** (white vinyl) **B) ROLLRD** (red vinyl)  
**C) ROLLBL** (black vinyl) **D) ROLLGY** (gray vinyl)

All bases chrome finish. Adjustable height.





ZOEY | BANANA

# BARSTOOL

COLLECTIONS



**Zoey Barstool** 15"L 16"D 30-34.75"H **A) BS002** (white, adjustable height)  
**Banana Barstool** 21"L 22"D 41"H **B) BSS** (black) **C) BST** (white)

All bases chrome finish.

# Barstools Styles



Blade  
**BLDBRD** (red)  
**BLDBSB** (sky blue)  
20.5"L 20"D 40.5"H



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



A.



B.



C.



D.



E.

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

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

**C) BSR Syntax Barstool**  
(black, chrome)  
23"L 19"D 43.25"H

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

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



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

## Styling Tip:

Create proper distance between individuals by pairing one barstool with each 30" or 36" round, or placing one barstool at each end of a communal table.



# Executive Seating

Pro High Back  
Executive Chairs  
A) PROEXE  
(white vinyl, chrome)

B) PROEXB  
(black vinyl, chrome)

25"L 24"D 45-48"H  
Adjustable height



Pro Mid Back  
Executive Chairs  
C) PROMID  
(white vinyl, chrome)

D) PROMDB  
(black vinyl, chrome)

24"L 22"D 36.75-39.75"H  
Adjustable height



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



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



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



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



42" ROUND



# CONFERENCE

TABLES  
42" RND 29" H



**A) CONF42** (white top) **B) CB8** (Madison/gray acajou top)  
**C) 42BKCT** (black top)

All bases black finish.





G E O



# CONFERENCE

## TABLES



**Rounded Square Tables** 42"L 42"D 29"H **A) CF1** (glass top, black) **B) CE1** (glass top, chrome)  
**Rectangular Tables** 60"L 36"D 29"H **C) CF2** (glass top, black) **D) CE2** (glass top, chrome)

# Conference Tables

## Styling Tip:

Create safe separation with clear dividers, and limit the number of seats at each table. Looking to spruce up plain conference tables? Use them as product displays, or bring in tabletop greenery for an organic touch.

Dividers | pg 122



A.



B.

C.

## Madison Conference Tables

(gray acajou top)

A) MADC05 5' 60"L 48"D 29"H

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

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



## Atomic Round Table

(glass, chrome)

42ATO 42" RND 30"H

36ATO 36" RND 30"H



## Work Table

WD3

(white top, white)

48"L 24"D 30"H



A.



B.

C.

## Black Conference Tables 5', 8', 10'

(black top, silver)

A) BKCT5N 5' 60"L 48"D 29"H

B) BKCT8N 8' 96"L 48"D 29"H

C) BKCT10N 10' 120"L 48"D 29"H

Also available with power.





# MADISON



10'x20' - Madison Presentation Booth

## EXECUTIVE DESK & STORAGE

A.



DESK FRONT

B.

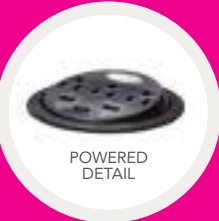


DESK BACK

- A) JD8 Executive Desk** (gray acajou) 60"L 30"D 29"H  
**B) BC8 Bookcase** (gray acajou) 36"L 12"D 72"H



# Powered ⚡ Desks & Conference Tables



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



D.



**Powered Conference  
Tables 5', 8', 10'**  
(black top, silver)  
**D) BKCT5P 5' 60" L 48" D 29" H**  
**E) BKCT8P 8' 96" L 60" D 29" H**  
**F) BKCT10P 10' 120" L 48" D 29" H**

*Also available without power.*

**Non-Powered Conference  
Tables 5', 8', 10'**  
(black top, silver)  
**BKCT5N 5' 60" L 48" D 29" H**  
**BKCT8N 8' 96" L 60" D 29" H**  
**BKCT10N 10' 120" L 48" D 29" H**

E.



F.

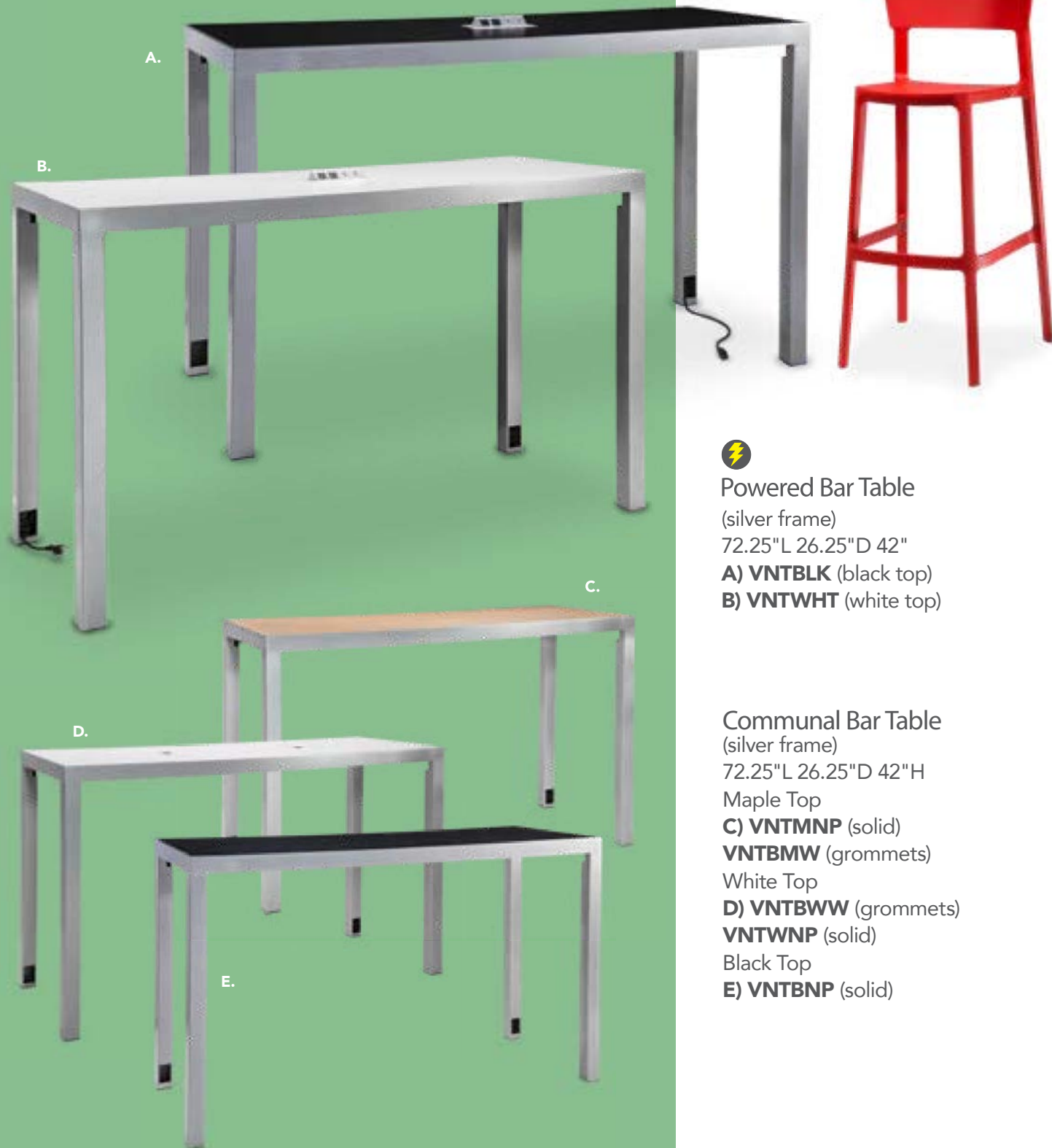


**Please Note:** Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.



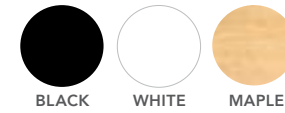
# Ventura

## Powered & Communal Tables



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

**Communal Bar Table**  
(silver frame)  
72.25"L 26.25"D 42"H  
Maple Top  
**C) VNTMNP** (solid)  
**VNTBMW** (grommets)  
White Top  
**D) VNTBWW** (grommets)  
**VNTWNP** (solid)  
Black Top  
**E) VNTBNP** (solid)



### TABLE TOP OPTIONS

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



**Powered Cafe Table**  
(silver frame)  
72.25"L 26.25"D 30"H  
**F) VNTCBK** (black top)  
**G) VNTCWH** (white top)

**Communal Cafe Table**  
(silver frame)  
72.25"L 26.25"D 30"H  
Maple Top  
**H) VNTCMN** (solid)  
**VNTCMW** (grommets)  
White Top  
**I) VNTCWW** (grommets)  
**VNTCWN** (solid)  
Black Top  
**J) VNTCBN** (solid)

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

Powered Products



# Office Accessories & Decor

## Embrace The Organic

It's easy to divide space and maintain distance by adding greenery to your booth environment for a warm organic feel.



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



20'x20' -  
 Executive Meeting Booth  
**Accent Chairs** | p 36  
**Executive Seating** | p 98  
**Conference Tables** | p 104  
**Boxwood Hedges** | p 116  
**Dividers** | p 122



Mason Lamps  
 (brushed silver)  
**A) LA15 Floor Lamp**  
 18" RND 55"H  
**B) LA14 Table Lamp**  
 16" RND 26"H



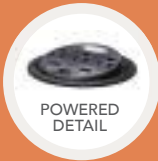
Posh Shelving  
**PSHCCS** 36"L 18"D 72"H  
 (chrome, acrylic)



Divider, Freestanding  
 Whiteboard  
**DIVFWB** (silver, white)  
 39"L 9"D 72"H



# Midtown Counter & Bar



Powered Counter ⚡  
60”L 18”D 42”H (taupe glass top, pewter)  
**MTCPUL** (unlighted)  
**MTCLPI** (lighted with plug-in)



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



20'x20' - Midtown  
Greenery Booth  
**Accent Chairs** | p 36  
**Accent Tables** | p 64  
**Bar & Cafe Tables** | p 80  
**Barstool Collections** | p 84  
**Boxwood Hedges** | p 116

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





# Boxwood Hedges

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

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



Accent Chairs | p 36  
Accent Tables | p 64



## Keep it Green

Lifelike greenery is an easy yet sophisticated way to bridge the distance between seats for a warmer, organic environment.

Bar & Cafe Tables | p 80  
Barstool Collections | p 84





# Dividers

- Clear Dividers
- A) **DIVFRE Freestanding**  
(Silver, Clear) 39"L 1.5"D 72"H
  - B) **DIVFWL Freestanding Wall Unit**  
(Silver, Clear) 40"L 1.5"D 72"H
  - C) **DIVFCR Freestanding Corner**  
(Silver, Clear) 39"L 39"D 72"H



Bar & Cafe Tables | p 80  
Barstool Collections | p 84



Bars | p 114



- Clear Dividers
- D) **DIVBAR Bar/Counter**  
(Silver, Clear)  
48-70"L 12"D 31.5"H
  - E) **DIVFST Sofa/Table**  
(Silver, Clear)  
34"L 11"D 47-74"H  
Adjustable height.

## Attract, Connect and Inspire.

CORT Events offers a complete collection of trendy furnishings, helping you design unique and safely spaced selling environments that are clean, comfortable, and give your clients peace of mind.



B.



C.



E.



Sofas | p 26



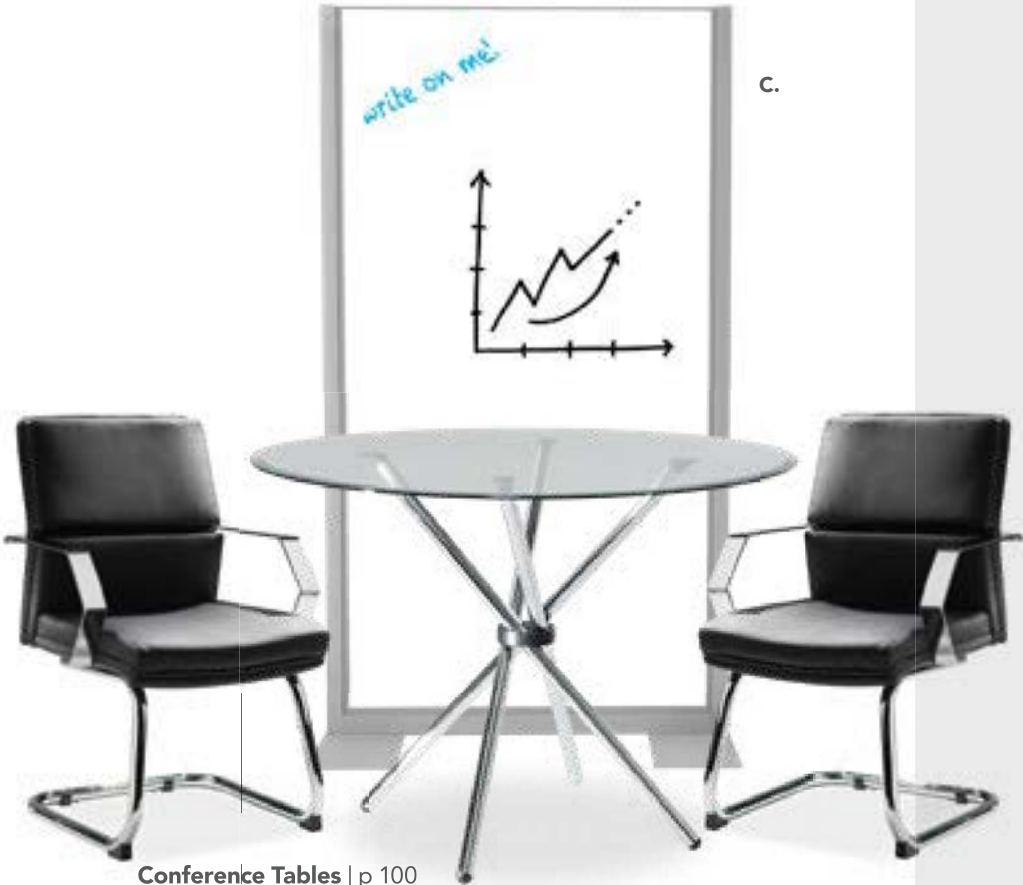
# Dividers



Accent Chairs | p 36  
Accent Tables | p 64  
Boxwood Hedges | p 116



A.  
Stanchion w/ Retractable Belt  
**A) STNCH1**  
(black, chrome) 96"L 37"H  
Rented individually; two needed to complete a section.  
  
B) STNSGN Stanchion Sign Holder  
(black, chrome) 10"L 13"H



Conference Tables | p 100  
Executive Seating | p 98

C) DIVFWB Divider,  
Freestanding Whiteboard  
(silver, white) 39"L 1.5"D 72"H



Accent Chairs | p 36  
Accent Tables | p 64

D) MIRWHT Miramar  
Divider, White  
(molded plastic)  
**Vertical:** 63"L 23"D 83"H  
**Horizontal:** 83"L 23"D 63"H





Show Information						
Show Name:						
Exhibiting Co:						
Booth Number						
Order Information			Payment Information			
Company Name:			Full payment must be received along with order. If you choose to pay by check, a credit card is still required to be on file. This form authorizes SES to charge to your credit card account the amount of your luxury furniture order including applicable sales tax. SES accepts MasterCard, Visa, and American Express.		Order Total:	
Address:		Sales Tax:				
City, State Zip:		Total Due:				
Phone:		Credit Card #:				
Fax:		Exp Date:		CVV:		
Contact:		Billing Address:				
Email:		City,State,Zip:				
Authorized By:		Name on Card:				

Payment: In order to guarantee delivery, all orders must be received and full payment made no later than 14 days prior to the show.  
Late Orders: Orders received within 14 days prior to show opening are subject to an additional 20% late order fee.  
Cancellations: If cancelled within 14 days prior to move-in, a 50% charge will be applied. Cancellations made after move-in begins receive no refund.

CODE	ITEM	DESC.	QTY	ADVANCE	STANDARD	TOTAL	CODE	ITEM	DESC.	QTY	ADVANCE	STANDARD	TOTAL
POWERED							GROUP SEATING						
BKCT5P	5' Table, Powered	Black Top		\$ 448.00	\$ 492.80		BLDCRD	Blade Chair	Red		\$ 65.00	\$ 71.50	
BKCT8P	8' Table, Powered	Black Top		\$ 937.00	\$ 1,030.70		BLDCSB	Blade Chair	Sky Blue		\$ 65.00	\$ 71.50	
BKC10P	10' Table, Powered	Black Top, Slivr		\$ 937.00	\$ 1,030.70		SC3	Brewer Chair	Onyx, Black		\$ 116.00	\$ 127.60	
P30BWH	30" Round Bar Table, Powered	White Top, Black		\$ 593.00	\$ 652.30		XCHR	Christopher Chair	White Vinyl		\$ 102.00	\$ 112.20	
P30CWH	30" Round Café Table, Powered	White Top, Black		\$ 593.00	\$ 652.30		DUET	Duet Stack Chair	Black, Chrome		\$ 65.00	\$ 71.50	
NPLCHP	Naples Chair, Powered	Black Vinyl		\$ 622.00	\$ 684.20		LMCHR	Laguna Chair	Maple		\$ 116.00	\$ 127.60	
NPLLOP	Naples Loveseat, Powered	Black Vinyl		\$ 777.00	\$ 854.70		LUCHCL	Lucent Chair	Frosted, Acrylic		\$ 173.00	\$ 190.30	
NPLSOP	Naples Sofa, Powered	Black Vinyl		\$ 911.00	\$ 1,002.10		MALGRY	Malba Chair	Gray		\$ 65.00	\$ 71.50	
CIYP	Sydney Cocktail Table, Powered	Black		\$ 316.00	\$ 347.60		MALGRN	Malba Chair	Green		\$ 65.00	\$ 71.50	
CIWP	Sydney Cocktail Table, Powered	White		\$ 316.00	\$ 347.60		MARCBK	Marina Chair	Black Vinyl		\$ 138.00	\$ 151.80	
VNTBLK	Ventura Bar Table, Powered	Black Top		\$ 834.00	\$ 917.40		MARCBR	Marina Chair	Brown Fabric		\$ 138.00	\$ 151.80	
VNTWHT	Ventura Bar Table, Powered	White Top		\$ 834.00	\$ 917.40		MARCBE	Marina Chair	Ocean Blue		\$ 138.00	\$ 151.80	
VNTCBK	Venture Café Table, Powered	Black Top		\$653.00	\$ 718.30		MARCRD	Marina Chair	Red Fabric		\$ 138.00	\$ 151.80	
VNTCWH	Venture Café Table, Powered	White Top, Silver Frame		\$653.00	\$ 718.30		MARCWH	Marina Chair	White Vinyl		\$ 138.00	\$ 151.80	
CUBPOW	Wireless Charging Tble, Powered	In		\$392.00	\$ 431.20		PSASCHR	Pasadena Chair	White Molded Plastic W/Chrome Tower Base		\$ 283.00	\$ 311.30	
VLHUB	Village Charging Hub	Cream		\$242.00	\$ 266.20		SC10	Razor Armless Chair	White		\$ 65.00	\$ 71.50	
SOFT SEATING COLLECTIONS							RSTDIN	Rustique Chair w/ arms	Gunmetal		\$ 110.00	\$ 121.00	
CHR002	Allegro Chair	Blue Fabric		\$ 500.00	\$ 550.00		CS4	Syntax Chair	Black, Chrome		\$ 173.00	\$ 190.30	
SFA002	Allegro Sofa	Blue Fabric		\$ 648.00	\$ 712.80		ZENCHR	Zenith Chair	White, Chrome		\$ 116.00	\$ 127.60	
BCHWHT	Baja Chair	White Vinyl		\$ 500.00	\$ 550.00		OTTOMANS						
BLVVWHT	Baja Loveseat	White Vinyl		\$ 658.00	\$ 723.80		BVLYBK	Beverly Bench Ottoman	Black Vinyl		\$ 291.00	\$ 320.10	
BSFWHT	Baja Sofa	White Vinyl		\$ 766.00	\$ 842.60		BVLYBN	Beverly Bench Ottoman	Brown Fabric		\$ 291.00	\$ 320.10	
COCHTP	Cordoba Chair	Taupe Fabric, Black		\$ 405.00	\$ 445.50		BVYGR	Beverly Bench Ottoman	Gray Fabric		\$ 291.00	\$ 320.10	
COLYTP	Cordoba Loveseat	Taupe Fabric, Black		\$ 579.00	\$ 636.90		BVLYLN	Beverly Bench Ottoman	Linen Fabric		\$ 291.00	\$ 320.10	
FAIRCW	Fairfax Chair	White Vinyl		\$ 351.00	\$ 386.10		BVLYOB	Beverly Bench Ottoman	Ocean Blue		\$ 291.00	\$ 320.10	
FAIRSW	Fairfax Sofa	White Vinyl		\$ 442.00	\$ 486.20		BVLYRD	Beverly Bench Ottoman	Red Fabric		\$ 291.00	\$ 320.10	
KEYCHR	Key Largo Chair	Black, Fabric		\$ 351.00	\$ 386.10		BVLYWH	Beverly Bench Ottoman	White Vinyl		\$ 291.00	\$ 320.10	
KEYLOV	Key Largo Loveseat	Black, Fabric		\$ 406.00	\$ 446.60		BVSMBK	Beverly Small Bench Ottoman	Black Vinyl		\$ 244.00	\$ 268.40	
KEYSOF	Key Largo Sofa	Black, Fabric		\$ 442.00	\$ 486.20		BVSMBL	Beverly Small Bench Ottoman	Ocean Blue Fabric		\$ 244.00	\$ 268.40	
NPLCHR	Naples Chair,	Black Vinyl		\$ 500.00	\$ 550.00		BVSMBN	Beverly Small Bench Ottoman	Brown Fabric		\$ 244.00	\$ 268.40	
NPLLOV	Naples Loveseat	Black Vinyl		\$ 658.00	\$ 723.80		BVSMGN	Beverly Small Bench Ottoman	Olive Green		\$ 244.00	\$ 268.40	
NPLSOF	Naples Sofa	Black Vinyl		\$ 766.00	\$ 842.60		BVSMGY	Beverly Small Bench Ottoman	Gray Fabric		\$ 244.00	\$ 268.40	
PALSOF	Palm Beach Sofa	White Vinyl		\$ 648.00	\$ 712.80		BVSMMLN	Beverly Small Bench Ottoman	Linen Fabric		\$ 244.00	\$ 268.40	
STECOA	Sterling Chair	Gray Fabric		\$ 622.00	\$ 684.20		BVSMMLV	Beverly Small Bench Ottoman	Lavender		\$ 244.00	\$ 268.40	
STESOF	Sterling Sofa	Gray Fabric		\$ 911.00	\$ 1,002.10		BVSMOR	Beverly Small Bench Ottoman	Orange		\$ 244.00	\$ 268.40	
VALCHA	Valencia Chair	Spice Orange Velvet		\$ 351.00	\$ 386.10		BVSMRD	Beverly Small Bench Ottoman	Red Fabric		\$ 244.00	\$ 268.40	
VALSOF	Valencia Chair	Coffee Brown Velvet		\$ 442.00	\$ 486.20		BVSMWH	Beverly Small Bench Ottoman	White Vinyl		\$ 244.00	\$ 268.40	
ACCENT CHAIRS							BVSMYL	Beverly Small Bench Ottoman	Yellow Fabric		\$ 244.00	\$ 268.40	
ATHCHA	Atherton Chair	Brown, Black Metal		\$ 463.00	\$ 509.30		END01B	Endless Curved Ottoman	Black Vinyl		\$ 397.00	\$ 436.70	
BOWCHA	Bowery Chair	Ochre Fabric		\$ 463.00	\$ 509.30		END01W	Endless Curved Ottoman	White Vinyl		\$ 397.00	\$ 436.70	
BNMCOW	Brooklyn Meeting Chair	White Vinyl, Oak		\$ 270.00	\$ 297.00		END02B	Endless Square Ottoman	Black Vinyl		\$ 331.00	\$ 364.10	
BNMCSW	Brooklyn Meeting Chair, Swivel	White Vinyl, Blk		\$ 270.00	\$ 297.00		END02W	Endless Square Ottoman	White Vinyl		\$ 331.00	\$ 364.10	
CNTCHR	Century Chair	Gray Velvet		\$ 463.00	\$ 509.30		MAR001	Marche Swivel Ottoman	White Vinyl		\$ 173.00	\$ 190.30	
LABREA	La Brea Swivel Chair	Charcoal Gray		\$ 405.00	\$ 445.50		MAR002	Marche Swivel Ottoman	Gray Fabric		\$ 173.00	\$ 190.30	
LENCHA	Lena Chair	Moss Green, Bronze		\$ 405.00	\$ 445.50		MAR003	Marche Swivel Ottoman	Linen Fabric		\$ 173.00	\$ 190.30	
BCW	Madrid Chair	White		\$ 463.00	\$ 509.30		MAR004	Marche Swivel Ottoman	Raspberry Fabric		\$ 173.00	\$ 190.30	
OCMWHT	Meeting Chair	White Vinyl		\$ 270.00	\$ 297.00		MAR005	Marche Swivel Ottoman	Red Fabric		\$ 173.00	\$ 190.30	
MONCHA	Montreal Chair	Blue, Black Metal		\$ 500.00	\$ 550.00		MAR006	Marche Swivel Ottoman	Rose quartz Fabric		\$ 173.00	\$ 190.30	
MNCHCH	Munich Armless Chair	Gray, Black		\$ 360.00	\$ 396.00		Additional Ottomans On Pg 2						
SWAN	Swanson Swivel Chair	White Vinyl		\$ 315.00	\$ 346.50		Page 1 TOTAL						
TCHP	Tech Chair, No Tblet	Gray Vinyl		\$ 360.00	\$ 396.00								
TCHGRY	Tech Tablet Chair	Gray Vinyl, White Metal		\$ 360.00	\$ 396.00								
WENCHA	Wentworth Swivel Chair	Brown Vinyl		\$ 315.00	\$ 346.50								

CODE	ITEM	DESCRIPTION	QTY	ADVANCE	STANDARD	TOTAL	CODE	ITEM	DESCRIPTION	QTY	ADVANCE	STANDARD	TOTAL
OTTOMANS (continued)							CAFÉ TABLES W/ STANDARD BLACK BASE						
MAR007	Marche Swivel Ottoman	Plum Fabric		\$ 173.00	\$ 190.30		30BKSC	30" Round Café Table	Black Top		\$ 196.00	\$ 215.60	
MAR008	Marche Swivel Ottoman	Meadow Green		\$ 173.00	\$ 190.30		30BEBC	30" Round Café Table	Blue Top		\$ 196.00	\$ 215.60	
MAR009	Marche Swivel Ottoman	Pear Yellow		\$ 173.00	\$ 190.30		30AGBC	30" Round Café Table	Brushed Gunmetal Top		\$ 196.00	\$ 215.60	
MAR010	Marche Swivel Ottoman	Blue Fabric		\$ 173.00	\$ 190.30		30YSBC	30" Round Café Table	Brushed Yellow Top		\$ 196.00	\$ 215.60	
MAR011	Marche Swivel Ottoman	Orange Fabric		\$ 173.00	\$ 190.30		ZTJ	30" Round Café Table	Graphite Nela		\$ 196.00	\$ 215.60	
MAR012	Marche Swivel Ottoman	Forest Green Vinyl		\$ 173.00	\$ 190.30		ZTA	30" Round Café Table	Gray Acajou		\$ 196.00	\$ 215.60	
MAR013	Marche Swivel Ottoman	Teal Velvet		\$ 173.00	\$ 190.30		30GSBC	30" Round Café Table	Green Top		\$ 196.00	\$ 215.60	
MAR014	Marche Swivel Ottoman	Distressed Brown Vinyl		\$ 173.00	\$ 190.30		ZTK	30" Round Café Table	Maple Top		\$ 196.00	\$ 215.60	
MAR015	Marche Swivel Ottoman	Black Vinyl		\$ 173.00	\$ 190.30		30OSBC	30" Round Café Table	Orange Top		\$ 196.00	\$ 215.60	
MAR016	Marche Swivel Ottoman	Ivory Faux Sheep Fur		\$ 173.00	\$ 190.30		ZTB	30" Round Café Table	Red Top		\$ 196.00	\$ 215.60	
VIB01	Vibe Cube Ottoman	Green Vinyl		\$ 87.00	\$ 95.70		30WH29	30" Round Café Table	White Top		\$ 196.00	\$ 215.60	
VIB02	Vibe Cube Ottoman	Blue Vinyl		\$ 87.00	\$ 95.70		30WDBC	30" Round Madison Café Table	Barnwood Top		\$ 196.00	\$ 215.60	
VIB04	Vibe Cube Ottoman	Red Vinyl		\$ 87.00	\$ 95.70		36BKSC	36" Round Café Table	Black Top		\$ 213.00	\$ 234.30	
VIB05	Vibe Cube Ottoman	Bright Yellow		\$ 87.00	\$ 95.70		ZTN	36" Round Café Table	Graphit Nebula		\$ 213.00	\$ 234.30	
VIB08	Vibe Cube Ottoman	Orange Vinyl		\$ 87.00	\$ 95.70		ZTP	36" Round Café Table	Maple Top		\$ 213.00	\$ 234.30	
VIB09	Vibe Cube Ottoman	White Vinyl		\$ 87.00	\$ 95.70		ZTQ	36" Round Café Table	White Top		\$ 213.00	\$ 234.30	
VIB10	Vibe Cube Ottoman	Black Vinyl		\$ 87.00	\$ 95.70		CAFÉ TABLES W/ HYDRAULIC CHROME BASE						
VIB11	Vibe Cube Ottoman	Steel Blue Vinyl		\$ 87.00	\$ 95.70		30MAHC	30" Round Café Table	Gray Acajou		\$ 239.00	\$ 262.90	
VIB12	Vibe Cube Ottoman	Silver Vinyl		\$ 87.00	\$ 95.70		30BRHC	30" Round Café Table	Red Top		\$ 239.00	\$ 262.90	
VIB13	Vibe Cube Ottoman	Purple Vinyl		\$ 87.00	\$ 95.70		30WHHC	30" Round Café Table	White Top		\$ 239.00	\$ 262.90	
VIB14	Vibe Cube Ottoman	Citrus Green Vinyl		\$ 87.00	\$ 95.70		30WDHC	30" Round Café Table	Barnwood Top		\$ 239.00	\$ 262.90	
VIB15	Vibe Cube Ottoman	Taupe Vinyl		\$ 87.00	\$ 95.70		30BKHC	30" Round Café Table	Black Top		\$ 239.00	\$ 262.90	
VIB16	Vibe Cube Ottoman	Spice Orange		\$ 87.00	\$ 95.70		30BEHC	30" Round Café Table	Blue Top		\$ 239.00	\$ 262.90	
VIB17	Vibe Cube Ottoman	Desert Rose		\$ 87.00	\$ 95.70		30AGHC	30" Round Café Table	Brushed Gunmetal		\$ 239.00	\$ 262.90	
ACCENT TABLES							30YSHC	30" Round Café Table	Top		\$ 239.00	\$ 262.90	
ALC100	Alondra Cocktail Table	Glass, Chrome		\$ 274.00	\$ 301.40		30GRHC	30" Round Café Table	Graphite Nebula Top		\$ 239.00	\$ 262.90	
ALC200	Alondra Cocktail Table	Wood, Chrome		\$ 274.00	\$ 301.40		30GSHC	30" Round Café Table	Green Top		\$ 239.00	\$ 262.90	
ALE100	Alondra End Table	Glass, Chrome		\$ 213.00	\$ 234.30		30MTHC	30" Round Café Table	Maple Top		\$ 239.00	\$ 262.90	
ALE200	Alondra End Table	Wood, Chrome		\$ 213.00	\$ 234.30		30OSHC	30" Round Café Table	Orange Top		\$ 239.00	\$ 262.90	
AURA	Aura Round Table	White Metal		\$ 119.00	\$ 130.90		36BKHC	36" Round Café Table	Black Top		\$ 274.00	\$ 301.40	
C1C	Geo Cocktail Table	Glass, Chrome		\$ 222.00	\$ 244.20		36GRHC	36" Round Café Table	Graphite Nebula Top		\$ 274.00	\$ 301.40	
C1FWB	Geo Cocktail Table	Wood, Black		\$ 222.00	\$ 244.20		36MTHC	36" Round Café Table	Maple Top		\$ 274.00	\$ 301.40	
E1C	Geo End Table	Glass, Chrome		\$ 175.00	\$ 192.50		36WTHC	36" Round Café Table	White Top		\$ 274.00	\$ 301.40	
E1FWB	Geo End Table	Wood, Black		\$ 175.00	\$ 192.50		BAR TABLES W/ STANDARD BLACK BASE						
MESCTB	Mesa Cocktail Table	Black Top, Bronze		\$ 193.00	\$ 212.30		30BKSB	30" Round Bar Table	Black Top		\$ 196.00	\$ 215.60	
MESCTG	Mesa Cocktail Table	Glass Top, Bronze		\$ 193.00	\$ 212.30		30EBEB	30" Round Bar Table	Blue Top		\$ 196.00	\$ 215.60	
MESCTW	Mesa Cocktail Table	Wood Top, Bronze		\$ 193.00	\$ 212.30		30AGBB	30" Round Bar Table	Brushed Gunmetal		\$ 196.00	\$ 215.60	
MESETB	Mesa End Table	Black Top, Bronze		\$ 142.00	\$ 156.20		30YBBB	30" Round Bar Table	Brushed Yellow Graphite Nebula		\$ 196.00	\$ 215.60	
MESETG	Mesa End Table	Glass Top, Bronze		\$ 142.00	\$ 156.20		VTJ	30" Round Bar Table	Graphite Nebula		\$ 196.00	\$ 215.60	
MESETW	Mesa End Table	Wood Top, Bronze		\$ 142.00	\$ 156.20		VTA	30" Round Bar Table	Gray Acajou		\$ 196.00	\$ 215.60	
REGBEN	Regis Bench/Table	Brushed Metal		\$ 242.00	\$ 266.20		30GSBB	30" Round Bar Table	Green Top		\$ 196.00	\$ 215.60	
REGOTT	Regis End Table	Brushed Metal		\$ 213.00	\$ 234.30		VTK	30" Round Bar Table	Maple Top		\$ 196.00	\$ 215.60	
SEDBBK	Sedona Side Table	Black Top, Bronze		\$ 119.00	\$ 130.90		30OSBB	30" Round Bar Table	Orange Top		\$ 196.00	\$ 215.60	
SEDBWH	Sedona Side Table	White Top, Bronze		\$ 119.00	\$ 130.90		VTB	30" Round Bar Table	Red Top		\$ 196.00	\$ 215.60	
SEDBWD	Sedona Side Table	Wood Top, Bronze		\$ 119.00	\$ 130.90		30WH42	30" Round Bar Table	White Top		\$ 196.00	\$ 215.60	
C1E	Silverado Cocktail Table	Glass, Chrome		\$ 222.00	\$ 244.20		30WDBB	30" Round Madison Bar Table	Barnwood Top		\$ 196.00	\$ 215.60	
E1E	Silverado End Table	Glass, Chrome		\$ 175.00	\$ 192.50		36BKSB	36" Round Bar Table	Black Top		\$ 204.00	\$ 224.40	
C1Y	Sydney Cocktail Table	Black, Brushed Steel		\$ 222.00	\$ 244.20		VTN	36" Round Bar Table	Graphite Nebula Top		\$ 204.00	\$ 224.40	
SYDBEC	Sydney Cocktail Table	Blue, Brushed Steel		\$ 222.00	\$ 244.20		VTP	36" Round Bar Table	Maple Top		\$ 204.00	\$ 224.40	
C1W	Sydney Cocktail Table	White, Brushed Steel		\$ 222.00	\$ 244.20		VTW	36" Round Bar Table	White Top		\$ 204.00	\$ 224.40	
SYDWDC	Sydney Cocktail Table	Wood Brushed Steel		\$ 222.00	\$ 244.20						Page 2 TOTAL		
E1Y	Sydney End Table	Black, Brushed Steel		\$ 175.00	\$ 192.50								
SYDBEE	Sydney End Table	Blue, Brushed Steel		\$ 213.00	\$ 234.30								
E1W	Sydney End Table	White, Brushed Steel		\$ 213.00	\$ 234.30								
SYDWDE	Sydney End Table	Wood, Brushed Steel		\$ 213.00	\$ 234.30								
TAOBBK	Taos Side Table	Black Top, Bronze		\$ 119.00	\$ 130.90								
TAOBWH	Taos Side Table	White Top, Bronze		\$ 119.00	\$ 130.90								
TAOBWD	Taos Side Table	Wood Top, Bronze		\$ 119.00	\$ 130.90								
TMBTBL	Timber Table	Wood		\$ 119.00	\$ 130.90								

CODE	ITEM	DESCRIPTION	QTY	ADVANCE	STANDARD	TOTAL	CODE	ITEM	DESCRIPTION	QTY	ADVANCE	STANDARD	TOTAL
BAR TABLES W/ HYDRAULIC CHROME BASE							EXECUTIVE CHAIRS						
30BKH	30" Round Bar Table	Black Top		\$ 239.00	\$ 262.90		TASKST	Task Stool	Black Fabric		\$ 132.00	\$ 145.20	
30BEH	30" Round Bar Table	Blue Top		\$ 239.00	\$ 262.90		CUPCHA	Cupertino Mid Back Chair	Black Vinyl		\$ 225.00	\$ 247.50	
30AGHB	30" Round Bar Table	Brushed Gunmetal		\$ 239.00	\$ 262.90		GENCHA	Genesis Chair	Black		\$ 152.00	\$ 167.20	
30YSHB	30" Round Bar Table	Brushed Yellow		\$ 239.00	\$ 262.90		PROGB	Pro Executive Guest Chair	Black Vinyl		\$ 187.00	\$ 205.70	
30GRHB	30" Round Bar Table	Graphite Nebula		\$ 239.00	\$ 262.90		PROEXB	Pro Executive High Back Chair	Black Vinyl		\$ 225.00	\$ 247.50	
30GSHB	30" Round Bar Table	Green Top		\$ 239.00	\$ 262.90		PROEXE	Pro Executive High Back Chair	White Classic Vinyl		\$ 225.00	\$ 247.50	
30MTHB	30" Round Bar Table	Maple Top		\$ 239.00	\$ 262.90		PROMDB	Pro Executive Mid Back Chair	Black Vinyl		\$ 212.00	\$ 233.20	
30OSH	30" Round Bar Table	Orange Top		\$ 239.00	\$ 262.90		PROMID	Pro Executive Mid Back Chair	White Classic Vinyl		\$ 212.00	\$ 233.20	
30BRHB	30" Round Bar Table	Red Top		\$ 239.00	\$ 262.90		OFFICE & PRODUCT DISPLAY						
30WHHB	30" Round Bar Table	White Top		\$ 239.00	\$ 262.90		TECH3	3 Drawer File Cabinet on Castors	Black Metal, Laminate		\$ 145.00	\$ 159.50	
30WDHB	30" Round Bar Table	Barnwood		\$ 239.00	\$ 262.90		JDB	Madison Executive Desk	Gray Acajou		\$ 489.00	\$ 537.90	
30MAHB	30" Round Bar Table	Gray Acajou		\$ 239.00	\$ 262.90		TECH	Tech Desk, Powered	Black Metal, Laminate		\$ 312.00	\$ 343.20	
36BKH	36" Round Bar Table	Black Top		\$ 283.00	\$ 311.30		TECH3B	Tech Desk, Powered w/ 3 Drawer File Cabinet	Black Metal, Laminate		\$ 474.00	\$ 521.40	
36GRHB	36" Round Bar Table	Graphite Nebula Top		\$ 283.00	\$ 311.30		BC8	Madison Bookcase	Gray Acajou		\$ 374.00	\$ 411.40	
36MTHB	36" Round Bar Table	Maple Top		\$ 283.00	\$ 311.30		PSHCCS	Posh Shelving	Chrome, Acrylic		\$ 310.00	\$ 341.00	
36WTHB	36" Round Bar Table	White Top		\$ 283.00	\$ 311.30		PDL36B	Powered Locking Pedestal, 36"	Black		\$ 426.00	\$ 468.60	
BAR TABLES							PDL36W	Powered Locking Pedestal, 36"	White		\$ 426.00	\$ 468.60	
RSTSQT	Rustique Square Metal Bar Table	Gunmetal		\$ 239.00	\$ 262.90		PDL42B	Powered Locking Pedestal, 42"	Black		\$ 503.00	\$ 553.30	
BARSTOOLS							PDL42W	Powered Locking Pedestal, 42"	White		\$ 503.00	\$ 553.30	
BSS	Banana Barstool	Black		\$ 228.00	\$ 250.80		LAMPS						
BST	Banana Barstool	White Chrome		\$ 228.00	\$ 250.80		LA15	Mason Floor Lamp	Brushed Silver		\$ 216.00	\$ 237.60	
BLDBRD	Blade Barstool	Red Vinyl		\$ 99.00	\$ 108.90		LA14	Mason Table Lamp	Brushed Silver		\$ 116.00	\$ 127.60	
BLDBSB	Blade Barstool	Sky Blue		\$ 99.00	\$ 108.90		GREENERY						
XBAR	Christopher Barstool	White Vinyl		\$ 173.00	\$ 190.30		HDG4FT	Boxwood Hedge, 4'	Green		\$ 464.00	\$ 510.40	
LMBAR	Laguna Barstool	Maple		\$ 152.00	\$ 167.20		HDG7FT	Boxwood Hedge, 7'	Green		\$ 725.00	\$ 797.50	
ROLLBL	Lift Barstool	Black Vinyl		\$ 173.00	\$ 190.30		BARSTOOLS & COUNTERS						
ROLLGY	Lift Barstool	Gray Vinyl		\$ 173.00	\$ 190.30		MTBPLI	Midtown Bar, Lighted w/ Plug In	Pewter		\$ 1,315.00	\$ 1,446.50	
ROLLRD	Lift Barstool	Red Vinyl		\$ 173.00	\$ 190.30		MTBUUL	Midtown Bar, Unlighted	Pewter		\$ 1,101.00	\$ 1,211.10	
ROLLWH	Lift Barstool	White Vinyl		\$ 173.00	\$ 190.30		MTCLPI	Midtown Powered Counter, Lighted w. Plug In	Pewter		\$ 1,315.00	\$ 1,446.50	
LUBSCL	Lucent Barstool	Frosted, Acrylic		\$ 228.00	\$ 250.80		MTCPUL	Midtown Powered Counter, Unlighted	Pewter		\$ 1,241.00	\$ 1,365.10	
MARBBE	Marina Barstool	Ocean Blue		\$ 228.00	\$ 250.80		DIVIDERS						
MARBBK	Marina Barstool	Black		\$ 228.00	\$ 250.80		DIVBAR	Clear Divider, Bar/Conter	Clear, Black		\$ 161.00	\$ 177.10	
MARBBR	Marina Barstool	Brown		\$ 228.00	\$ 250.80		DIVFRE	Clear Divider, Freestanding	Silver, Clear		\$ 322.00	\$ 354.20	
MARBRD	Marina Barstool	Red		\$ 228.00	\$ 250.80		DIVFCR	Clear Divider, Freestanding Corner	Silver, Clear		\$ 644.00	\$ 708.40	
MARBWH	Marina Barstool	White		\$ 228.00	\$ 250.80		DIVFWL	Clear Divider, Freestanding Wall	Silver, Clear		\$ 322.00	\$ 354.20	
RSTSTL	Rustique Barstool	Gunmetal		\$ 99.00	\$ 108.90		DIVFST	Clear Divider, Sofa/Table	Silver, Clear		\$ 289.00	\$ 317.90	
BS001	Shark Barstool	White		\$ 247.00	\$ 271.70		DIVFWB	Divider, Freestanding Whiteboard	Silver, White		\$ 425.00	\$ 467.50	
BSR	Syntax Barstool	Black		\$ 173.00	\$ 190.30		MIRWHT	Miramar Divider, White	Molded Plastic		\$ 389.00	\$ 427.90	
ZENBAR	Zenith Barstool	White		\$ 152.00	\$ 167.20		STNSGN	Stanchion Sign Holder	Chrome		\$ 48.00	\$ 52.80	
BS002	Zoei Barstool	White		\$ 228.00	\$ 250.80		STNCH1	Stanchion w/Retractable Belt	Black, Crome		\$ 57.00	\$ 62.70	
COMMUNAL TABLES W/ SOLID TOPS & SILVER FRAME							Page 3 TOTAL						
VNTBNP	Ventura Communal Bar Table	Black Top		\$ 625.00	\$ 687.50								
VNTMNP	Ventura Communal Bar Table	Maple Top		\$ 625.00	\$ 687.50								
VNTWNP	Ventura Communal Bar Table	White Top		\$ 625.00	\$ 687.50								
VNTCBN	Ventura Communal Café Table	Black Top		\$ 476.00	\$ 523.60								
VNTCMN	Ventura Communal Café Table	Maple Top		\$ 476.00	\$ 523.60								
VNTCWN	Ventura Communal Café Table	White Top		\$ 476.00	\$ 523.60								
COMMUNAL TABLES W/ GROMMET HOLES & SILVER FRAME													
VNTBMW	Ventura Communal Bar Table	Maple, Silver		\$ 625.00	\$ 687.50								
VNTBWW	Ventura Communal Bar Table	White, Silver		\$ 625.00	\$ 687.50								
VNTCMW	Ventura Communal Bar Table	Maple, Silver		\$ 476.00	\$ 523.60								
VNTCWW	Ventura Communal Café Table	White, Silver		\$ 476.00	\$ 523.60								
CONFERENCE TABLES													
36ATO	Atomic 36" Round Table	Glass		\$ 229.00	\$ 251.90								
42ATO	Atomic 42" Round Table	Glass		\$ 262.00	\$ 288.20								
WD3	Work Table	White		\$ 247.00	\$ 271.70								
CB8	42" Round Madison Conference Table	Gray Acajou		\$ 320.00	\$ 352.00								
CONF24	42" Round Table	White		\$ 320.00	\$ 352.00								
42BKCT	42" Round Table	Black Top		\$ 319.00	\$ 350.90								
BKCT5N	5' Table	Black, Silver		\$ 406.00	\$ 446.60								
BKCT8N	8' Table	Black, Silver		\$ 774.00	\$ 851.40								
BKCT10N	10' Table	Black, Silver		\$ 774.00	\$ 851.40								
CF2	Geo Table, Rectangle	Glass, Black		\$ 406.00	\$ 446.60								
CE2	Geo Table, Rectangle	Glass, Chrome		\$ 406.00	\$ 446.60								
CF1	Geo Table, Rounded Square	Glass, Black		\$ 236.00	\$ 259.60								
CE1	Geo Table, Rounded Square	Glass		\$ 236.00	\$ 259.60								
MADC05	Meadison 5' Table	Gray Acajou		\$ 406.00	\$ 446.60								
MADC08	Madison 8' Table	Gray Acajou		\$ 774.00	\$ 851.40								
MADC10	Madison 10' Table	Gray Acajou		\$ 774.00	\$ 851.40								





## Carpet & Cleaning Order Form

Discount Deadline: **Tuesday, September 13, 2022**

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

### Standard Carpet

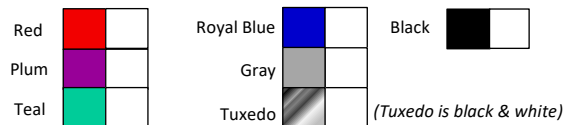
Prices include installation and taping front edges. (Please check the carpet color of choice.)

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

Event Colors: **Black**

### CARPET COLORS

Please ✓ carpet color of choice:



All **Custom Carpet** orders must be received by **Tuesday, September 13, 2022**. Orders received after this date may be subject to availability and additional charges may apply. Custom carpet orders are **non-refundable**.

### Custom Carpet

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

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

### Deluxe Custom Carpet

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

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

### Cleaning

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

### Porter Service

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

### ORDER POLICY

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- Payment in full must accompany all orders by **Tuesday, September 13, 2022** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Tuesday, September 13, 2022** will be refunded at 100%. Items cancelled after **Tuesday, September 13, 2022** and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are *Luxury Furniture, Graphics and Display Rentals*. If these items are cancelled after **Tuesday, September 13, 2022** they will be billed at 100%.

### EXCESSIVE TRASH FEE

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

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

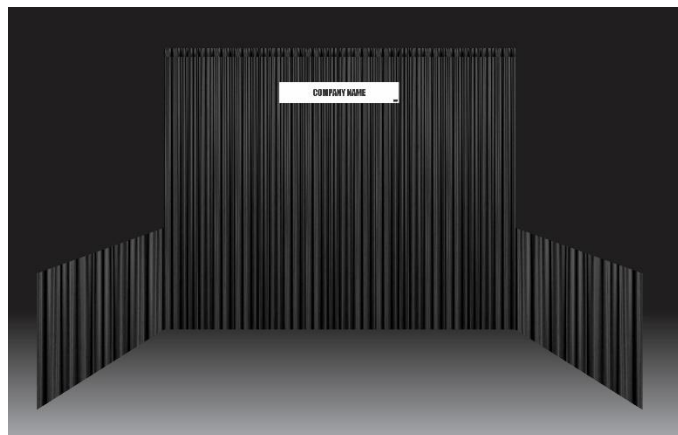


## Pipe & Drape Order Form

Discount Deadline: **Tuesday, September 13, 2022**

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

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



Event Colors are: **Black**

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

### DRAPE COLORS

Please ✓ drape color of choice

**\*if other than event colors\***

***Charges will apply***

*\*Please use colors only as a reference.*

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

### ORDER POLICY

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- Payment in full must accompany all orders by **Tuesday, September 13, 2022** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Tuesday, September 13, 2022** will be refunded at 100%. Items cancelled after **Tuesday, September 13, 2022** and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are *Luxury Furniture, Graphics and Display Rentals*. If these items are cancelled after **Tuesday, September 13, 2022** they will be billed at 100%.

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



## Plant Order Form

Discount Deadline: **Tuesday, September 13, 2022**

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

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

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

Plants				
QTY	Item Description	Discount	Standard	Total
	3' plants	\$78.30	\$97.80	\$
	4' plants	\$92.40	\$115.50	\$
	5' plants	\$106.80	\$133.20	\$
	6' plants	\$120.90	\$150.90	\$
	Ferns	\$54.00	\$67.20	\$



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

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



### ORDER POLICY

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- Payment in full must accompany all orders by **Tuesday, September 13, 2022** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Tuesday, September 13, 2022** will be refunded at 100%. Items cancelled after **Tuesday, September 13, 2022** and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are *Luxury Furniture, Graphics and Display Rentals*. If these items are cancelled after **Tuesday, September 13, 2022** they will be billed at 100%.

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





## Signs & Graphics Order Form

Discount Deadline: **Tuesday, September 13, 2022**

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

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

- All standard signs are digitally produced on white foam core.
- Standard sign price includes text/copy placement in a color specified area on a single side.
- Custom signs and banners can be ordered in advance **ONLY**.
- We must receive your order with payment by **Tuesday, September 13, 2022**. Orders received after this date may be subject to availability and additional charges may apply.

Easel Sign



Stand Sign



Meter Board Sign



2' X 6' Banner



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

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

### Complete information below:

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

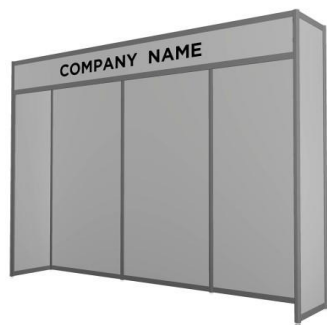
#### ORDER POLICY

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- Payment in full must accompany all orders by **Tuesday, September 13, 2022** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Tuesday, September 13, 2022** will be refunded at 100%. Items cancelled after **Tuesday, September 13, 2022R**, on show site or after delivery are **non-refundable** and billed at 100%.

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

Booth Rental Displays

Backwall Unit w/o Graphics



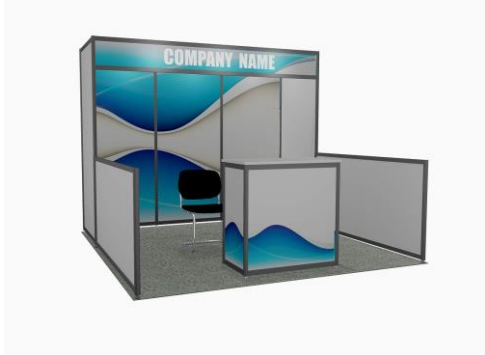
Backwall Unit with Graphics



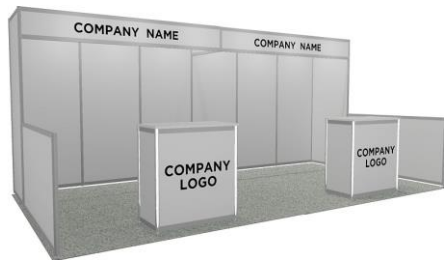
10' x 10' Booth Display w/o Graphics



10' x 10' Booth Display with Graphics



10' x 20' Booth Display w/o Graphics



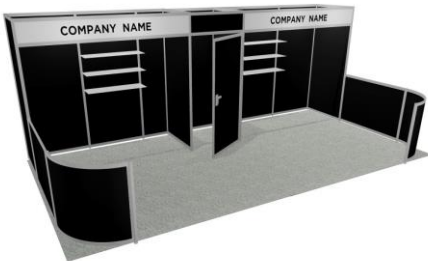
10' x 20' Booth Display with Graphics



Superior Custom Booth











Black Panel 10' x 20' Display



## Booth Rental Display Order Form

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

- Payment in full must accompany **ALL** orders.
- Rental Units are available if ordered by **Tuesday, September 13, 2022**. Orders received after this date may be subject to availability and additional charges may apply.
- Please refer to the *Add-Ons for Rental Units* or *Display Tables & Accessories* order forms for further options.
- Rental Units include: Installation & dismantling.
- Items cancelled on or prior to **Tuesday, September 13, 2022**, will be refunded at 100%. Items cancelled after **Tuesday, September 13, 2022**, on show site or after delivery are **non-refundable** and billed at 100%.

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

### ORDER POLICY

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- Payment in full must accompany all orders by **Tuesday, September 13, 2022** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Tuesday, September 13, 2022** will be refunded at 100%. Items cancelled after **Tuesday, September 13, 2022**, on show site or after delivery are **non-refundable** and billed at 100%.

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





## Add-Ons for Rental Units Order Form

Discount Deadline: **Tuesday, September 13, 2022**

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

- Payment in full must accompany **ALL** orders.
- Add-Ons for Rental Units are available if ordered by **Tuesday, September 13, 2022**. Orders received after this date may be subject to availability and additional charges may apply.
- Please refer to the "Graphics Order Form" for further options.
- Items cancelled prior to **Tuesday, September 13, 2022**, will be refunded at 100%. Items cancelled after **Tuesday, September 13, 2022**, on show site or after delivery are **non-refundable** and billed at 100%.

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

Meter Counter



Cocktail Table 42" tall  
Standard Base



Literature Stand



Rolling TV Cart  
Floor Stand



Glass Display Case



Glass Display Counter



### ORDER POLICY

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- Payment in full must accompany all orders by **Tuesday, September 13, 2022** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Tuesday, September 13, 2022** will be refunded at 100%. Items cancelled after **Tuesday, September 13, 2022** on show site or after delivery are **non-refundable** and billed at 100%.

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



## Display Labor Order Form

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

### Very Important:

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

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

### Rates

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

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

### Please complete information below:

Invoice will be calculated according to actual hours worked.

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

### Type of Service:

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

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

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

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

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

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

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

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

Phone number: \_\_\_\_\_

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

### Order Policy

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



## Hanging Banner/Rigging Order Form

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

- If the below procedures are not followed, **SES** cannot guarantee hanging of your banner/sign.
- Overhead hanging banners/signs should be sent in separate containers to the advance warehouse. Please use the advanced shipping labels and note **"Banner"** on label. Your banner **MUST** arrive by **Tuesday, September 13, 2022**.
- All ceiling rigging must conform to Show Management facility rules, regulations and facility limitations.
- All hanging banners/signs must be installed and removed by **SES**. Display companies and/or I & D representatives may supervise, but will not be allowed to install or remove the hanging banner/sign. Assembly and disassembly of overhead hanging can be provided by **SES** at an additional cost, or by your company representative, display house, or lighting contractor pending a **Certificate of Insurance**. Please complete the enclosed **Display Labor** order form if you need **SES** to assemble your banner/sign. Set up instructions should be provided for signs requiring assembly.
- To minimize your costs hanging points should be pre-fabricated and ready for use. If any hang point supports are over 250 lbs., notify **SES** immediately for special authorization.
- For signs other than banners include a blueprint or drawing with detailed information so that hang points can be determined.
- Electrical signs must be in working condition and in accordance with the National Electric Code. Electrical Service requirements must be ordered in advance through the specified electrical provider.
- If you require **SES** Supervision a 25% surcharge will be added to your rigging total.

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

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

### Please complete information below:

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

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

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

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

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

### Mark positioning of banner below:

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

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

Phone Number: \_\_\_\_\_

### Order Policy

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

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





## In-Booth Forklift Order Form

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

**In-booth forklift service may be required to:**

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

**Please Note:**

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

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

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

**Please complete information below:**

Invoice will be calculated according to actual hours worked.

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

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

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

Phone Number: \_\_\_\_\_

**Order Policy**

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

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



## → Cartload Service Order Form

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

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

SES is pleased to make available one (1) laborer with one (1) pushcart, for one (1) trip, one way from the dock to your booth or from your booth to the dock for a charge of **\$60.00 (ST)** or **\$90.00 (OT)** each way. A cartload is ten (10) pieces or less, weighing less than 200 lbs. total. There is a maximum of two (2) cartload trips per booth. If additional trips are required, exhibitor will be charged material handling.

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

#### Check In Procedure:

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

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

◆ Semi      ◆ Flatbed      ◆ Trailers      ◆ Bobtail

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

Advance orders will receive preferential service at show site.

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

Date: \_\_\_\_\_

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

Time: \_\_\_\_\_

\_\_\_\_\_

#### Rules Regarding Cartload Service:

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

#### ORDER POLICY

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- Payment in full must accompany all orders by **Tuesday, September 13, 2022** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Tuesday, September 13, 2022** will be refunded at 100%. Items cancelled after **Tuesday, September 13, 2022** and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are **Luxury Furniture, Graphics and Display Rentals**. If these items are cancelled after **Tuesday, September 13, 2022** they will be billed at 100%.

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



## Vehicle Spotting Service Order Form

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

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

The spotting of vehicles is one of the most critical segments of the move in operation. Spotting is the placement or "dropping" of a vehicle or trailer on the event floor and its subsequent removal from the event floor. Exhibitors with vehicles (*self-propelled or pushed*) scheduled for display **MUST** complete and return the following form, via fax, to **SES** no later than **Tuesday, September 13, 2022**. *Orders by phone will not be accepted.* A target move-in time will be assigned based upon this information. Any off-target or unscheduled vehicle deliveries may be assessed a time and labor surcharge.

### Round Trip Vehicle Spotting Fee

**\$200.00 per vehicle**

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

### Description of vehicle (s) to be spotted:

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Arrival Date/Time: \_\_\_\_\_ Booth Number/Location: \_\_\_\_\_

Dimensions: Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_ Weight (lbs.) \_\_\_\_\_

### Special Needs/Handling:

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### Vehicle Spotting Rules:

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

#### ORDER POLICY

- All prices include delivery, installation, rental charges for the duration of the event and removal at completion.
- Payment in full must accompany all orders by **Tuesday, September 13, 2022** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Tuesday, September 13, 2022** will be refunded at 100%. Items cancelled after **Tuesday, September 13, 2022** and prior to delivery will be refunded at 50%. Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. Exceptions to this policy are *Luxury Furniture, Graphics and Display Rentals*. If these items are cancelled after **Tuesday, September 13, 2022** they will be billed at 100%.

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



## ➡ Rules & Regulations

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

### ➤ Decorator Labor

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

### ➤ Material Handling

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

### ➤ Tipping

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

### ➤ Safety

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

## → Third Party Payment

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

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

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

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Exhibiting Company Contact Name & Title: \_\_\_\_\_

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

Display House Name (Third Party Payer): \_\_\_\_\_

Display House Contact Name & Title: \_\_\_\_\_

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

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

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

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

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

Company Name: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

☐☐☐

Credit Card Number:

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Expiration Date (MM/YYYY): \_\_\_\_\_

Billing Address: \_\_\_\_\_ City, State, ZIP code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

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

## Exhibitor Appointed Contractor – EAC Form

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

An **Exhibitor Appointed Contractor (EAC)** is: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on site and does not represent one or more of the **Official Contractors**.

## Rules and Regulations

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

## Certificate of Insurance (COI)

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

### The **EAC Certificate of Insurance** must maintain:

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

**This form must be received by: Tuesday, September 13, 2022**

If this **EAC** form and the **Certificate of Insurance** are not received by **Tuesday, September 13, 2022**  
Exhibitor or **EAC** will be required to order labor from **SES**.

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

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

### Complete all information below:

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





## Sample Certificate of Liability Insurance

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

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

**COVERAGE'S**

**CERTIFICATE NUMBER:**

**REVISION NUMBER:**

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

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

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

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

<b>SES</b> Exhibitor Services 10548 US Highway 80 Forney, TX 75126  Re: <b>Texas Tree Conference</b>	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS.  AUTHORIZED REPRESENTATIVE  John Smith, CIC
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- ❖ **PRODUCER:** Insurance Agent/Broker who issues certificate.
- ❖ **NAME OF INSURED:** Must be the legal name of contracting party.
- ❖ **TYPES OF INSURANCE:** Must include types required by contract.
- ❖ **FORM OF COVERAGE:** Must be "occurrence" form of coverage.
- ❖ **NAME ADDITIONAL INSURED'S:** Superior Expo Services (Official Service Provider), Show Management, Show and Facility as additional insureds on a primary and non-contributory basis.
- ❖ **CERTIFICATE HOLDER:** Must be Superior Expo Services
- ❖ **POLICY EFFECTIVE DATE:** Must be prior to or coincidental with the first day of Exhibitor Move-In.
- ❖ **POLICY EXPIRATION DATE:** Must be on or after the last day of Exhibitor Move-Out.
- ❖ **LIMITS OF INSURANCE:** Must be the same or greater than required by contract.
- ❖ **NOTICE OF CANCELLATION:** 30-day notice must be provided.
- ❖ **AUTHORIZED REPRESENTATIVE:** Must be signed (not stamped) by an authorized representative of Producer.

**Waco Convention Center Booth Service Order Form**  
**SHOW NAME: 2022 Texas Tree Conference**  
**Show Dates: September 28-29, 2022**

Company Name:	Booth #:			
Your Name:				
Phone:				
Email:				
Name on Credit Card:	Last four digits of Credit Card:			
<b>Credit Cards Accepted: MasterCard, Visa, American Express, Discover</b>				
<b>Instructions:</b> Please call us at 254-750-5810 and tell us the name of the show. We can take your order over the phone. Or fill out this form and fax it to 254-750-5801.				
<b>To pay by credit card:</b> Call us at 254-750-5810 with the credit card information.				
<b>To pay by check:</b> Mail this form with check to: Waco Convention Center, PO Box 2570, Waco, TX 76702				
<b>Electrical Service</b>				
<i><b>Please note:</b> Booth electrical service may not be available if ordered the day the show starts. You are welcome to call us to check.</i>				
<b>Service</b>	<b>Pre-Order Price If ordered BY 5pm on 9/23/2022</b>	<b>Price After Deadline If ordered AFTER 5pm on 9/23/2022</b>	<b>Number Needed</b>	<b>Total</b>
120 volt 20 amp	\$100.00	\$200.00		
Extension Cord	\$25.00	\$25.00		
Ethernet Internet	\$75.00	\$75.00		
Hard wired internet	\$75.00 per day	\$75.00 per day		
<b>TOTAL DUE: \$ _____</b>				
<b>Food &amp; Beverages – Exhibit Booths</b>				
<b>Thinking about serving food or beverage at your booth? CONTACT US FIRST BEFORE YOU MAKE PLANS!</b>				
Email Catering Manager, Jennifer Batey with what you would like to do: <a href="mailto:Jenniferb@wacotx.gov">Jenniferb@wacotx.gov</a>				

