



**Texas Tree Conference
September 20-22, 2023**

**Waco Convention Center
100 Washington Ave
Chisholm Hall
Waco , TX 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 to request a user login.** Questions regarding shipping, storage, furniture, graphics and labor should be directed to:

**Exhibitor Service Department
Superior Expo Services
706 Rand Road
Kaufman, TX 75142**

**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: Gene Gehring

Phone: 817.395.9055

E-mail: gene@isatexas.com

Please note:

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

Analyze your needs carefully and return your order forms with full payment before **Thursday, September 7, 2023** to save money, as well as ensure the availability of your item.

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Event Information

Discount Deadline: Thursday, September 7, 2023
Show Colors: Black
Booth Carpet Color: None. Available for rent on Page 71.
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>Wednesday, September 20, 2023</u>	<u>7:00 am to 12:00 pm</u>
Exhibitor Move-In:	<u>Wednesday, September 20, 2023</u>	<u>12:00 pm - 5:00 pm</u>
Event Hours:	<u>Thursday, September 21, 2023</u> <u>Friday, September 22, 2023</u>	<u>7:00 am - 5:00 pm</u> <u>7:00 am - 10:30 am</u>
Exhibitor Move-Out:	<u>Friday, September 22, 2023</u>	<u>10:30 am</u>
Driver Check-In By:	<u>Friday, September 22, 2023</u>	<u>12:00 pm</u>
Freight Re-Directed at:	<u>Friday, September 22, 2023</u>	<u>12:30 pm</u>
SES Move-Out:	<u>Friday, September 22, 2023</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 & # _____
706 Rand Road
Kaufman, TX 75142

Advance shipments **MUST** be received by
Friday, September 15, 2023

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, TX 76701

Direct shipments to arrive **NO EARLIER**
than Wednesday, September 20, 2023

Assistance

- If you have questions or do not find what you are looking for in this manual, please feel free to email service@superior-expo.com or call our Exhibitor Service Department at 972.271.7444.

FAQ

WHAT FURNISHINGS ARE PROVIDED WITH MY BOOTH SPACE?

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

WHAT IF THE BOOTH DOES NOT INCLUDE ITEMS I NEED?

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

HOW DO I PLACE MY ORDER?

- *Online Ordering* – A link to the site, username, and password will be emailed to you.
- *Email orders* to service@superior-expo.com
- *Fax in your order* with the *Credit Card Authorization* form to: **972.271.7888, Attn: Exhibitor Services**
- *Mail in your order* forms and full payment to: **Superior Expo Services, 706 Rand Road, Kaufman, TX 75142**
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 **Thursday, September 7, 2023** will be refunded at 100%. Items cancelled after **Thursday, September 7, 2023**, 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 **Thursday, September 7, 2023** 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 or ACH/Wire Transfer, a credit card is still required to be on file.**

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



Company: _____

Booth Number: _____

Cardholder Name: _____

Credit Card Number: _____

Expiration Date (MM/YYYY): _____

Phone Number: _____

Card Billing Address: _____

Fax Number: _____

City, State, ZIP code: _____

Email: _____

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

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

Discount Deadline:

Thursday, September 7, 2023

- 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 **Thursday, September 7, 2023** will be refunded at 100%. Items cancelled after **Thursday, September 7, 2023** 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 Thursday, September 7, 2023 they will be billed at 100%.

If paying by check, make payable to: Superior Expo Services
706 Rand Road
Kaufman, TX 75142

Mail order forms & full payment to: Kaufman, TX 75142

Please reference the Show Name & Company Name
A \$50 service charge will be added for processing checks drawn on foreign banks.

ACH/Wire Transfers – Contact SES: 972.271.7444
A \$25 service charge will be added for processing U.S. wire transfers.
\$50 service charge for international wire transfers

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

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

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 **Thursday, September 7, 2023** to receive the discount price.
- Orders received after this date will be charged the standard rate.
- Items cancelled on or prior to **Thursday, September 7, 2023** will be refunded at 100%. Items cancelled after **Thursday, September 7, 2023**, 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 **Thursday, September 7, 2023** they will be billed at 100%

ADDING TAX TO YOUR ORDER

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

PAYMENT OPTIONS

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

Superior Expo Services
706 Rand Road
Kaufman, TX 75142
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**
- A \$50 service charge will be added for processing checks drawn on foreign bank.
- Orders will **NOT** be processed without full payment. Please complete the *Credit Card Authorization Form*.
- **ACH/Wire Transfers** – Contact SES at 972.271.7444. A \$25 service charge will be added for processing U.S. wire transfers. \$50 service charge for international wire transfers.

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. A \$50 service charge will be added for processing checks drawn on foreign banks. Wire transfers must include a \$25 (US) transfer fee. \$50 (US) service charge for international wire transfers.

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 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 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

- 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 **Thursday, September 7, 2023** will be refunded at 100%. Items cancelled after **Thursday, September 7, 2023**, 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 **Thursday, September 7, 2023** they will be billed at 100%.

Shipping Instructions

ADVANCE SHIPMENTS TO WAREHOUSE

- Shipments may be sent to the advance warehouse up to thirty (30) days prior to **Friday, September 15, 2023**. Shipments must arrive by **Friday, September 15, 2023**, by 3:30 pm. No shipments will be received at the warehouse on weekends or holidays.
- Shipments arriving at the warehouse after **Friday, September 15, 2023**, will be charged a late warehouse fee of \$150 in addition to any other charges incurred.

DIRECT SHIPPING TO SHOW SITE

- Shipments must arrive no sooner than **Wednesday, September 20, 2023**. 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 20-22, 2023](#)

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

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

For questions please free to email us at service@superior-expo.com or call 972.271.7444



Shipping (continued)

SUPERIOR EXPO SOLUTIONS – SHIPPING QUOTE FORM			
Company Name:		Booth #:	
Contact Name:		Phone #:	
E-mail Address:			
INBOUND – PICK UP LOCATION INFORMATION			
Requested Pick Up Date:			
Company:			
Street Address:			
City, State:			
SHIP TO			
<input type="checkbox"/> I will be shipping to the Advance Warehouse Superior Expo Services 706 Rand Road Kaufman, TX 75142 Advance Warehouse Deadline: <u>Friday, September 15, 2023</u>		<input type="checkbox"/> I will be shipping Direct to Show Site <u>Waco Convention Center</u> <u>100 Washington Ave</u> <u>Chisholm Hall</u> <u>Waco, TX 76701</u> Delivery Date: <u>Wednesday, September 20, 2023</u>	
OUTBOUND SHIPPING			
<input type="checkbox"/> I would like to schedule <i>Outbound Transportation</i> . Please provide me with a <i>Material Handling Agreement</i> at show site for my shipping instructions and signature. So we may deliver your <i>Outbound Material Agreement</i> and labels, please complete the following information <i>if different from pick up address</i> :			

Company: _____

City, State, ZIP Code: _____

Street Address: _____

Number of Labels:

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

☐

Liftgate Needed

Hours of Operation: _____

* Final Weight Subject to Correct Weight & Dimensions

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

ADVANCE WAREHOUSE LABEL



Texas Tree Conference
EXHIBIT MATERIALS
MUST be received by
Friday, September 15, 2023
Between 8:30 AM – 5:00 PM

To: (Exhibiting Company Name) _____

Superior Expo Services
706 Rand Road
Kaufman, TX 75142

WAREHOUSE

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

Carrier: _____

DIRECT TO SHOW SITE LABEL



Texas Tree Conference
EXHIBIT MATERIALS
To arrive NO SOONER than
Wednesday, September 20, 2023

To: (Exhibiting Company Name) _____

Waco Convention Center
C/O Superior Expo Services
100 Washington Ave, Chisholm Hall
Waco, TX 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 \$74.52 = Material Handling Charge \$298.08

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: **\$74.52**

If sending 4 Separate Shipments:

1st shipment @ 41 lbs. = **\$149.04** (200 lbs. minimum)
2nd shipment @ 44 lbs. = **\$149.04** (200 lbs. minimum)
3rd shipment @ 52 lbs. = **\$149.04** (200 lbs. minimum)
4th shipment @ 60 lbs. = **\$149.04** (200 lbs. minimum)

If sending 1 Consolidated Shipment:

1 shipment (4 pieces) @ **197 lbs. = \$149.04** (200 lbs. minimum)

Material Handling Charges Include:

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

Advance Shipments to Warehouse

- The advance warehouse will begin receiving shipments 30 days prior to: **Friday, September 15, 2023**
- All materials shipped advance to the warehouse **MUST ARRIVE BY: Friday, September 15, 2023**
- Any shipment arriving after this date will be charged a late to warehouse fee of **\$155.25** 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 **\$46.57** for the 1st package and **\$20.70** per package thereafter within the same shipment.
- Shipments will be weighed. Pricing is based on actual weight of shipment.

Direct Shipments to Show Site

- All materials shipped direct to show site **MUST ARRIVE NO SOONER THAN: Wednesday, September 20, 2023**
- 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 **\$46.57** for the 1st package and **\$20.70** 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	\$74.52	\$149.04
Special handling	\$93.15	\$186.30
Show Site Shipment (200 lbs. minimum)		
Crated or skidded shipment	\$84.87	\$169.74
Special handling	\$100.40	\$200.80
Small Package (Maximum weight 35 lbs. per shipment)		
First carton	\$46.57	--
Each additional carton	\$20.70	--
ADDITIONAL SURCHARGES:		
Overtime Charge –Move-In or Move-Out (in addition to above rates)		
Crated or skidded shipment	\$15.78	\$31.56
Special handling shipment	\$19.73	\$39.46
Overtime Charge – Move-In and Move-Out (in addition to above rates)		
Crated or skidded shipment	\$31.56	\$63.12
Special handling shipment	\$39.46	\$78.92
Late to Warehouse		
Freight arriving after Friday, September 15, 2023	\$155.25 per shipment	
Back to Warehouse (in addition to above rates)		
Per 100 lbs. (200 lbs. minimum)	\$207.00	\$414.00

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: **Thursday, September 7, 2023**

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	\$87.45	\$106.35	\$
	6' L x 24" W x 30" H	\$106.61	\$128.60	\$
	4th Side Skirt 6'	\$40.37	\$50.20	\$
	Table Skirt Only 6'	\$63.91	\$79.95	\$
	8' L x 24" W x 30" H	\$123.68	\$149.30	\$
	4th Side Skirt 8'	\$40.37	\$50.20	\$
	Table Skirt Only 8'	\$63.91	\$79.95	\$
Skirted Display Tables 42" high (topped in white vinyl)				
	4' L x 24" W x 42" H	\$118.25	\$148.01	\$
	6' L x 24" W x 42" H	\$134.03	\$167.41	\$
	4th Side Skirt 6'	\$40.37	\$50.20	\$
	Table Skirt Only 6'	\$63.91	\$79.95	\$
	8' L x 24" W x 42" H	\$153.96	\$193.03	\$
	4th Side Skirt 8'	\$40.37	\$50.20	\$
	Table Skirt Only 8'	\$63.91	\$79.95	\$
Unskirted Display Tables 30" high (topped in white vinyl)				
	4' L x 24" W x 30" H	\$51.23	\$63.65	\$
	6' L x 24" W x 30" H	\$63.14	\$78.92	\$
	8' L x 24" W x 30" H	\$75.04	\$92.63	\$
Unskirted Display Tables 42" high (topped in white vinyl)				
	4' L x 24" W x 42" H	\$72.71	\$88.49	\$
	6' L x 24" W x 42" H	\$83.84	\$104.02	\$
	8' L x 24" W x 42" H	\$90.56	\$113.59	\$
Unskirted Specialty Tables 30" in Diameter				
	Café Table 30" H	\$70.12	\$84.09	\$
	Cocktail Table 42" H	\$89.27	\$107.12	\$
Table Risers (covered with white vinyl)				
	4' L x 12" W x 12" H	\$52.53	\$65.72	\$
	6' L x 12" W x 12" H	\$63.39	\$79.44	\$
	8' L x 12" W x 12" H	\$74.52	\$93.41	\$

Chairs				
QTY	Item Description	Discount	Standard	Total
	Side Chair	\$47.61	\$59.25	\$
	Modular High Stool Gray Fabric – 29" Tall	\$75.81	\$94.70	\$
	Padded Chair	\$67.28	\$83.84	\$
Tack Boards				
	Tack Board 4' x 8' Horizontal	\$170.26	\$204.41	\$
	Tack Board 8' x 4' Vertical	\$170.26	\$204.41	\$
Bag, Literature & Garment Racks				
	Bag Rack	\$89.53	\$112.04	\$
	Literature Rack	\$98.58	\$120.58	\$
	Clothes Rack	\$89.53	\$112.04	\$
	Garment Rack – 2 Arm (Water Fall)	\$98.58	\$120.58	\$
	Garment Rack – 4 Arm (Water Fall)	\$197.16	\$241.16	\$
Additional Accessories				
	Easel	\$28.98	\$35.97	\$
	Fish Bowl	\$27.43	\$33.12	\$
	Wastebasket	\$15.27	\$18.11	\$
	Arm Light	\$58.74	\$72.97	\$
	Floor Lamp	\$46.58	\$82.80	\$
	Table Light	\$67.28	\$93.15	\$

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 **Thursday, September 7, 2023** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Thursday, September 7, 2023** will be refunded at 100%. Items cancelled after **Thursday, September 7, 2023** 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 **Thursday, September 7, 2023** they will be billed at 100%.

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



CORT®

EVENTS

2023

TRADESHOW CATALOG

EXCITING NEW PRODUCTS AND TIPS TO HELP PLAN YOUR NEXT TRADESHOW EXHIBIT

FURNITURE



CORT®

EVENTS







FLEXIBILITY



When you partner with CORT, you always get a tradeshow experience that goes beyond expectation. More responsiveness. More flexibility. More expertise. More of what exhibitors and show management need to set their company up for success. At the end of the day, we don't just rent furniture to fill an expo space, we deliver standout service that endures long after the booths are loaded into the truck. That's the power of more.

CORT Events. Experiences and beyond.

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Top Design Tips



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Essentials: Office, Accessories & Greenery

TOP DESIGN TIPS

for
Tradeshow
Exhibits

Use these tips to bring your space to life and empower clients to make it their own.

1 Work Together

Enjoy communal tables that make it easy to network and build connections.



2 Sit Back & Relax

Let clients relax in comfortable "living room" spaces that encourage real conversations.



3 Take It for a Spin

Great for smaller spaces, swivel chairs increase functionality so you can engage and interact.



4 One With Nature

Bring nature indoors with life like greenery that warms up booths and other environments.



5 Small, but Mighty

Got small spaces? Use ottomans in small theaters for quick demonstrations.



TOP DESIGN TIPS for Tradeshow Exhibits

Use these tips to bring your space to life and empower clients to make it their own.

6 Highs from Lows

Use low and casual seating to create a comfortable learning environment that makes clients feel at ease.



7 Power up!

Include powered products throughout your space that empower clients to recharge, relax, and relate with others.



8 In the Loop

Create an informal, inclusive setting for small group discussions with ottomans styled around an accent table.



9 Make it Pop!

Add flashes of color throughout your furnishings to attract more attention while reinforcing brand themes.

10 Create space

Sometimes, clients need privacy. Use clear dividers between sofas or conference tables to give clients space for personal meetings.



11 Share the look.

Increase your brand exposure by sharing eye-catching spaces on your social networks.



SOFT SEATING



Allegro Sofa



Baja Sofa & Loveseat



Cordoba Loveseat



Fairfax Sofa



Key Largo Sofa & Loveseat



Montreal Loveseat



Naples Sofa & Loveseat



Naples Sofa & Loveseat - Powered



Palm Beach Sofa



Sterling Sofa



Valencia Sofa

CLUB CHAIRS



Allegro Chair



Baja Chair



Cordoba Chair



Fairfax Chair



Key Largo Chair



Montreal Chair



Naples Chair









Naples Chair - Powered















Sterling Chair







Valencia Chair






Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Allegro Chair	CHR002	Blue Fabric	Length: 36" Depth: 34.5" Height: 30" Seat Length: 23" Seat Depth: 23" Seat Height: 17"
	Allegro Sofa	SFA002	Blue Fabric	Length: 73" Depth: 34.5" Height: 30" Seat Length: 61" Seat Depth: 23" Seat Height: 17"
	Baja Chair	BCHWHT	White Vinyl	Length: 36" Depth: 30.5" Height: 28" Seat Length: 25.75" Seat Depth: 22" Seat Height: 16"
	Baja Loveseat	BLVWHT	White Vinyl	Length: 61" Depth: 30.5" Height: 28" Seat Length: 51" Seat Depth: 23" Seat Height: 16"
	Baja Sofa	BSFWHT	White Vinyl	Length: 86" Depth: 30" Height: 28" Seat Length: 77" Seat Depth: 23" Seat Height: 16"
	Cordoba Chair	COCHTP	Taupe Fabric, Black	Length: 37" Depth: 32" Height: 33" Seat Length: 22.5" Seat Depth: 21" Seat Height: 18"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Cordoba Loveseat	COLVTP	Taupe Fabric, Black	Length: 60.5" Depth: 32" Height: 33" Seat Length: 46" Seat Depth: 21" Seat Height: 18"
	Fairfax Chair	FAIRCW	White Vinyl, Brushed Metal	Length: 27" Depth: 26" Height: 30" Seat Length: 24" Seat Depth: 20.5" Seat Height: 17"
	Fairfax Sofa	FAIRSW	White Vinyl, Brushed Metal	Length: 62" Depth: 26" Height: 30" Seat Length: 62" Seat Depth: 20.5" Seat Height: 17"
	Key Largo Chair	KEYCHR	Black Fabric, Wood	Length: 35" Depth: 35" Height: 34" Seat Length: 22" Seat Depth: 22" Seat Height: 19"
	Key Largo Loveseat	KEYLOV	Black Fabric, Wood	Length: 57" Depth: 35" Height: 34" Seat Length: 44" Seat Depth: 22" Seat Height: 19"
	Key Largo Sofa	KEYSOF	Black Fabric, Wood	Length: 79" Depth: 35" Height: 34" Seat Length: 66" Seat Depth: 22" Seat Height: 19"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Montreal Chair	MONCHA	Blue, Black Metal	Length: 30" Depth: 23.25" Height: 30" Seat Length: 22.5" Seat Depth: 18.5" Seat Height: 16"
	Montreal Loveseat	MONLOV	Blue, Black Metal	Length: 62" Depth: 27.25" Height: 29.5" Seat Length: 57" Seat Depth: 18.5" Seat Height: 16"
	Naples Chair	Powered: NPLCHP Non-Powered: NPLCHR	Black Vinyl	Length: 36" Depth: 30" Height: 33.25" Seat Length: 25" Seat Depth: 20.5" Seat Height: 18"
	Naples Loveseat	Powered: NPLLOP Non-Powered: NPLLOV	Black Vinyl	Length: 62" Depth: 30" Height: 33.25" Seat Length: 52.5" Seat Depth: 20.5" Seat Height: 18"
	Naples Sofa	Powered: NPLSOP Non-Powered: NPLSOF	Black Vinyl	Length: 87" Depth: 30" Height: 33.25" Seat Length: 77.5" Seat Depth: 20.5" Seat Height: 18"
	Palm Beach Sofa	PALSOF	White Vinyl	Length: 69" Depth: 29" Height: 33" Seat Length: 48-62" Seat Depth: 19" Seat Height: 18"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Sterling Chair	STECHA	Gray Fabric	Length: 33" Depth: 33.5" Height: 32" Seat Length: 25.75" Seat Depth: 21" Seat Height: 17"
	Sterling Sofa	STESOF	Gray Fabric	Length: 82" Depth: 33.5" Height: 32" Seat Length: 72.5" Seat Depth: 21" Seat Height: 17"
	Valencia Chair	VALCHA	Spice Orange Velvet	Length: 28" Depth: 30.5" Height: 31" Seat Length: 17.5" Seat Depth: 21" Seat Height: 17.5"
	Valencia Sofa	VALSOF	Coffee Brown Velvet	Length: 63" Depth: 30.5" Height: 31" Seat Length: 53" Seat Depth: 20.5" Seat Height: 17.5"



Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Naples Chair	Powered: NPLCHP Non-Powered: NPLCHR	Black Vinyl	Length: 36" Depth: 30" Height: 33.25" Seat Length: 25" Seat Depth: 20.5" Seat Height: 18"
	Naples Loveseat	Powered: NPLLOP Non-Powered: NPLLOV	Black Vinyl	Length: 62" Depth: 30" Height: 33.25" Seat Length: 52.5" Seat Depth: 20.5" Seat Height: 18"
	Naples Sofa	Powered: NPLSOP Non-Powered: NPLSOF	Black Vinyl	Length: 87" Depth: 30" Height: 33.25" Seat Length: 77.5" Seat Depth: 20.5" Seat Height: 18"
	Tech Tablet Chair	TCHGRY	Gray Vinyl, White Metal Tablet, Chrome Base	Length: 30.5" Depth: 29" Height: 33.5" Seat Length: 22.5" Seat Depth: 19.5" Seat Height: 19"
	Tech Chair, No Tablet	TCHP	Gray Vinyl, Chrome Base	Length: 30.5" Depth: 29" Height: 33.5" Seat Length: 22.5" Seat Depth: 19.5" Seat Height: 19"

ACCENT CHAIRS



Atherton Chair



Bowery Chair



Century Chair



La Brea Swivel Chair



Brooklyn Meeting Chair Collection



Lena Chair



Madrid Chair



Munich Armless Chair



Pasadena Chair









Pro Executive Guest Chair














Swanson Swivel Chair



Wentworth Swivel Chair

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Atherton Chair	ATHCHA	Brown Leather, Black Metal	Length: 27" Depth: 31" Height: 30" Seat Length: 21.5" Seat Depth: 24" Seat Height: 17"
	Bowery Chair	BOWCHA	Ochre Fabric	Length: 29.75" Depth: 31" Height: 27.25" Seat Length: 30" Seat Depth: 21" Seat Height: 17"
	Brooklyn Meeting Chair	BNMCSW	White Vinyl, Black Swivel Base	Length: 24.5" Depth: 25.5" Height: 31.75" Seat Length: 18" Seat Depth: 17" Seat Height: 18"
	Brooklyn Meeting Chair	BNMCSB	Black Vinyl, Black Swivel Base	Length: 24.5" Depth: 25.5" Height: 31.75" Seat Length: 18" Seat Depth: 17" Seat Height: 18"
	Brooklyn Meeting Chair	BNMCOW	White Vinyl, Oak-Look Base	Length: 24.5" Depth: 25.5" Height: 31.75" Seat Length: 18" Seat Depth: 17" Seat Height: 18"
	Brooklyn Meeting Chair	BNMCOB	Black Vinyl, Oak-Look Base	Length: 24.5" Depth: 25.5" Height: 31.75" Seat Length: 18" Seat Depth: 17" Seat Height: 18"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Century Chair	CNTCHR	Gray Velvet	Length: 30" Depth: 30" Height: 31" Seat Length: 21.5" Seat Depth: 23" Seat Height: 17"
	La Brea Swivel Chair	LABREA	Charcoal Gray Fabric, Chrome	Length: 35" Depth: 27" Height: 40" Seat Length: 17" Seat Depth: 16" Seat Height: 20"
	Lena Chair	LENCHA	Moss Green Leather, Bronze	Length: 27" Depth: 25" Height: 31" Seat Length: 18.5" Seat Depth: 21" Seat Height: 19"
	Madrid Chair	BCW	White Vinyl, Chrome	Length: 30" Depth: 30" Height: 31" Seat Length: 30.5" Seat Depth: 20.5" Seat Height: 18"
	Munich Armless Chair	MNCHCH	Gray Fabric, Black	Length: 22.5" Depth: 27" Height: 28.5" Seat Length: 22" Seat Depth: 21" Seat Height: 17"
	Pasadena Chair	PASCHR	White Molded Plastic, Chrome Tower Base	Length: 27" Depth: 25" Height: 26" Seat Length: 17" Seat Depth: 17" Seat Height: 17"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Pro Executive Guest Chair	PROGB	Black Vinyl, Chrome	Length: 24" Depth: 26" Height: 36" Seat Length: 19.5" Seat Depth: 19" Seat Height: 18"
	Swanson Swivel Chair	SWAN	White Vinyl	Length: 28" Depth: 25" Height: 30" Seat Length: 22" Seat Depth: 17.5" Seat Height: 17"
	Tech Tablet Chair	TCHGRY	Gray Vinyl, White Metal Tablet, Chrome Base	Length: 30.5" Depth: 29" Height: 33.5" Seat Length: 22.5" Seat Depth: 19.5" Seat Height: 19"
	Tech Chair, No Tablet	TCHP	Gray Vinyl, Chrome Base	Length: 30.5" Depth: 29" Height: 33.5" Seat Length: 22.5" Seat Depth: 19.5" Seat Height: 19"
	Wentworth Swivel Chair	WENCH	Brown Vinyl	Length: 31" Depth: 24" Height: 31.5" Seat Length: 21.5" Seat Depth: 19" Seat Height: 18"

GROUP SEATING



Blade Chair Collection



Brewer Chair



Chelsea Chair Collection



Christopher Chair



Duet Stack Chair



Laguna Chair



Lucent Chair



Malba Chair Collection



Marina Chair Collection



Razor Chair








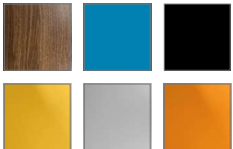

Rustique Chair


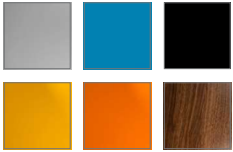









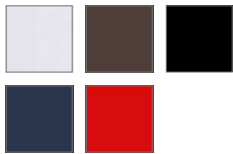



Syntax Chair











Zenith Chair






Product Image	Product Name	Product Code	Color/Materials	Dimensions
  	Blade Chair	BLDCBK BLDCRD BLDCSB	Black Red Sky Blue	Length: 20.5" Depth: 19" Height: 30.5" Seat Length: 15" Seat Depth: 16.75" Seat Height: 17.75"
	Brewer Chair	SC3	Onyx, Chrome	Length: 20" Depth: 20" Height: 32" Seat Length: 19.5" Seat Depth: 16.5"
  	Chelsea Chair	CCBTWL CCBTAZ CCBTBK CCBTYL CCBTGY CCBTOR	Walnut-Look, Black Tower Base Azure Blue, Black Tower Base Black, Black Tower Base Goldenrod Yellow, Black Tower Base Gray, Black Tower Base Orange, Black Tower Base	Length: 18.5" Depth: 22" Height: 34" Seat Length: 18" Seat Depth: 16" Seat Height: 18.5"



Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	Chelsea Chair	CCSCGY CCSCAZ CCSCBK CCSCYL CCSCOR CCSCWL	Gray, Black Swivel Base w/ Casters Azure Blue, Black Swivel Base w/ Casters Black, Black Swivel Base w/ Casters Goldenrod Yellow, Black Swivel Base w/ Casters Orange, Black Swivel Base w/ Casters Walnut-Look, Black Swivel Base w/ Casters	Length: 18.5" Depth: 22" Height: 34" Seat Length: 18" Seat Depth: 16" Seat Height: 18.5"
	Christopher Chair	XCHR	White Vinyl, Chrome	Length: 17" Depth: 19" Height: 35" Seat Length: 16.75" Seat Depth: 14.75" Seat Height: 18"
	Duet Stack Chair	DUET	Black, Chrome	Length: 21" Depth: 23" Height: 33" Seat Length: 18" Seat Depth: 18" Seat Height: 18"
	Laguna Chair	LMCHR	Maple, Chrome	Length: 18" Depth: 19" Height: 34" Seat Length: 17" Seat Depth: 16" Seat Height: 18"
	Lucent Chair	LUCHCL	Frosted Acrylic, Chrome	Length: 19.5" Depth: 19.75" Height: 32.5" Seat Length: 16.25" Seat Depth: 15.5" Seat Height: 18.75"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Malba Chair	MALGRY	Gray, Chrome	Length: 20" Depth: 20" Height: 32" Seat Length: 17" Seat Depth: 14" Seat Height: 19"
	Malba Chair	MALGRN	Green, Chrome	Length: 20" Depth: 20" Height: 32" Seat Length: 17" Seat Depth: 14" Seat Height: 19"
  	Marina Chair	MARCWH MARCBR MARCBK MARCBE MARCRD	White Vinyl, Brushed Metal Brown Fabric, Brushed Metal Black Vinyl, Brushed Metal Ocean Blue Fabric, Brushed Metal Red Fabric, Brushed Metal	Length: 17.5" Depth: 19.5" Height: 35" Seat Length: 15" Seat Depth: 13" Seat Height: 19"
	Razor Armless Chair	SC10	White	Length: 19" Depth: 23.5" Height: 31.75" Seat Length: 16" Seat Depth: 17.25" Seat Height: 17.75"
	Rustique Chair w/ Arms	RSTDIN	Gunmetal	Length: 20" Depth: 18" Height: 31" Seat Length: 15" Seat Depth: 15" Seat Height: 18"



Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Syntax Chair	CS4	Black, Chrome	Length: 23" Depth: 19" Height: 32.25" Seat Length: 18" Seat Depth: 17" Seat Height: 18.5"
	Zenith Chair	ZENCHR	White, Chrome	Length: 18.25" Depth: 22" Height: 32" Seat Length: 18.25" Seat Depth: 16" Seat Height: 19"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	Beverly Bench Ottoman	BVLYBK BVLYBN BVLYGR BVLYLN BVLYOB BVLYRD BVLYWH	Black Vinyl Brown Fabric Gray Fabric Linen Fabric Ocean Blue Fabric Red Fabric White Vinyl	Length: 60" Depth: 20" Height: 18" Seat Length: 60" Seat Depth: 20" Seat Height: 18"
 	Beverly Small Bench Ottoman	BVSMBK BVSMBN BVSMGY BVSMMLV BVSMMLN BVSMMLB BVSMGN BVSMOR BVSMRD BVSMWH BVSMYL	Black Vinyl Brown Fabric Gray Fabric Lavender Fabric Linen Fabric Ocean Blue Fabric Olive Green Fabric Orange Fabric Red Fabric White Vinyl Yellow Fabric	Length: 60" Depth: 20" Height: 18" Seat Length: 60" Seat Depth: 20" Seat Height: 18"
	Endless Curved Ottoman	END01B	Black Vinyl, Chrome	Length: 60.5" Depth: 37.5" Height: 15" Seat Length: 60.5" Seat Depth: 34"
	Endless Curved Ottoman	END01W	White Vinyl, Chrome	Length: 60.5" Depth: 37.5" Height: 15" Seat Length: 60.5" Seat Depth: 34"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Endless Square Ottoman	END02B	Black Vinyl, Chrome	Length: 34" Depth: 34" Height: 15" Seat Length: 34" Seat Depth: 34"
	Endless Square Ottoman	END02W	White Vinyl, Chrome	Length: 34" Depth: 34" Height: 15" Seat Length: 34" Seat Depth: 34"
 	Marche Swivel Ottoman	MAR001 MAR015 MAR010 MAR014 MAR012 MAR002 MAR016 MAR003 MAR008 MAR011 MAR009 MAR007 MAR004 MAR005 MAR006 MAR013	White Vinyl Black Vinyl Blue Fabric Distressed Brown Vinyl Forest Green Vinyl Gray Fabric Ivory Faux Sheep Fur Linen Fabric Meadow Green Orange Velvet Pear Yellow Fabric Plum Fabric Raspberry Fabric Red Fabric Rose Quartz Fabric Teal Velvet	Round: 17" Height: 18" Seat Round: 17" Seat Height: 18"
	Regis Bench	REGBEN	Brushed Metal	Length: 47" Depth: 15.5" Height: 16"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
 <div>  </div>	Vibe Cube Ottoman	VIB10 VIB02 VIB05 VIB14 VIB17 VIB01 VIB08 VIB13 VIB04 VIB12 VIB16 VIB11 VIB15 VIB09	Black Vinyl Blue Vinyl Bright Yellow Vinyl Citrus Green Vinyl Desert Rose Vinyl Green Vinyl Orange Vinyl Purple Vinyl Red Vinyl Silver Vinyl Spice Orange Vinyl Steel Blue Vinyl Taupe Vinyl White Vinyl	Length: 18" Depth: 18" Height: 18" Seat Length: 18" Seat Depth: 18" Seat Height: 18"



Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Midtown Bar, Lighted w/ Plug In	MTBLPI	Taupe Glass Top, Pewter	Length: 60" Depth: 18" Height: 42"
	Midtown Bar, Unlighted	MTBUUL	Taupe Glass Top, Pewter	Length: 60" Depth: 18" Height: 42"



BAR SEATING



Banana Barstool Collection



Blade Barstool Collection



Chelsea Barstool Collection



Christopher Barstool



Laguna Barstool



Lift Barstool Collection



Lucent Barstool



Marina Barstool Collection



Rustique Barstool



Shark Barstool











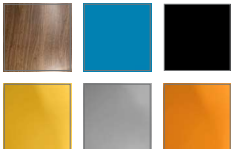

Syntax Barstool




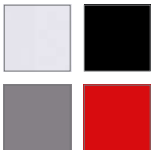

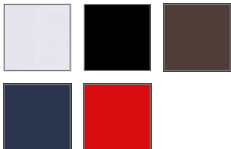








Zenith Barstool

















Zoey Barstool









Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	Banana Barstool	BSS	Black, Chrome	Length: 21" Depth: 22" Height: 41" Seat Length: 18" Seat Depth: 18" Seat Height: 30.25"
 	Banana Barstool	BST	White, Chrome	Length: 21" Depth: 22" Height: 41" Seat Length: 18" Seat Depth: 18" Seat Height: 30.25"
  	Blade Barstool	BLDBBK BLDBRD BLDBSB	Black Red Sky Blue	Length: 20.5" Depth: 20" Height: 40.5" Seat Length: 14" Seat Depth: 15.75" Seat Height: 30.25"
  	Chelsea Barstool	CBSBWL CBSBAZ CBSBBK CBSBYL CBSBGY CBSBOR	Walnut-Look, Black Tower Base Azure Blue, Black Tower Base Black, Black Tower Base Goldenrod Yellow, Black Tower Base Gray, Black Tower Base Orange, Black Tower Base	Length: 20.5" Depth: 20" Height: 40.5" Seat Length: 14" Seat Depth: 15.75" Seat Height: 30.25"




Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Christopher Barstool	XBAR	White Vinyl, Chrome	Length: 19" Depth: 19" Height: 41" Seat Length: 14.5" Seat Depth: 15" Seat Height: 29"
	Laguna Barstool	LMBAR	Maple, Chrome	Length: 18" Depth: 20" Height: 47" Seat Length: 17" Seat Depth: 16" Seat Height: 31"
 	Lift Barstool	ROLLWH ROLLBL ROLLGY ROLLRD	White Vinyl, Chrome Black Vinyl, Chrome Gray Vinyl, Chrome Red Vinyl, Chrome	Round: 18" Height: 23-33.5" Seat Round: 15" Seat Height: 22.25-31.5"
 	Marina Barstool	MARBWH MARBBK MARBBR MARBBE MARBRD	White Vinyl, Brushed Metal Black Vinyl, Brushed Metal Brown Fabric, Brushed Metal Ocean Blue Fabric, Brushed Metal Red Fabric, Brushed Metal	Length: 21" Depth: 17.5" Height: 41.5" Seat Length: 17" Seat Depth: 16" Seat Height: 30.5"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Lucent Barstool	LUBSCL	Frosted Acrylic, Chrome	Length: 22" Depth: 22.5" Height: 45.5" Seat Length: 16.25" Seat Depth: 15.5" Seat Height: 31"
	Rustique Barstool	RSTSTL	Gunmetal	Length: 13" Depth: 13" Height: 30" Seat Length: 12" Seat Depth: 12" Seat Height: 30"
	Shark Barstool	BS001	White, Chrome	Length: 22" Depth: 19" Height: 34-44" Seat Length: 17.5" Seat Depth: 14.5" Seat Height: 21.5-32"
	Syntax Barstool	BSR	Black, Chrome	Length: 23" Depth: 19" Height: 43.25" Seat Length: 18" Seat Depth: 17" Seat Height: 28.5"
	Zenith Barstool	ZENBAR	White, Chrome	Length: 19" Depth: 20" Height: 44" Seat Length: 18" Seat Depth: 16" Seat Height: 29"
	Zoey Barstool	BS002	White, Chrome	Length: 15" Depth: 16" Height: 30-34.75" Seat Length: 14" Seat Depth: 13" Seat Height: 26-30.5"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
  	30" Round Bar Table w/ Hydraulic Base	30WHHB 30WDHB 30BKHB 30BEHB 30AGHB 30YSHB 30GRHB 30GSHB 30MTHB 30OSHB 30BRHB 30MAHB	White Top Barnwood Top Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Green Top Maple Top Orange Top Red Top Gray Acajou Top	Round: 30" Height: 45"
  	30" Round Bar Table w/ Standard Black Base	30WH42 30WDBB 30BKSB 30EBBB 30AGBB 30YBBB VTJ 30GSBB VTK 30OSBB VTB VTA	White Top Barnwood Top Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Green Top Maple Top Orange Top Red Top Gray Acajou Top	Round: 30" Height: 42"
 	30" Round Bar Table, Powered	P30BWH	White Top, Black Base	Round: 30" Height: 42"

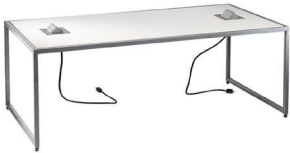





Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	36" Round Bar Table w/ Hydraulic Base	36WTHB 36BKHB 36GRHB 36MTHB	White Top Black Top Graphite Nebula Top Maple Top	Round: 36" Height: 45"
 	36" Round Bar Table w/ Standard Black Base	VTW 36BKSB VTN VTP	White Top Black Top Graphite Nebula Top Maple Top	Round: 36" Height: 42"
 	30" Round Cafe Table w/ Hydraulic Base	30WHHC 30WDHC 30BKHC 30BEHC 30AGHC 30YSHC 30GRHC 30GSHC 30MTHC 30OSHC 30BRHC 30MAHC	White Top Barnwood Top Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Green Top Maple Top Orange Top Red Top Gray Acajou Top	Round: 30" Height: 29"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
  	30" Round Cafe Table w/ Standard Black Base	30WH29 30WDBC 30BKSC 30BEBC 30AGBC 30YSBC ZTJ 30GSBC ZTK 30OSBC ZTB ZTA	White Top Barnwood Top Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Green Top Maple Top Orange Top Red Top Gray Acajou Top	Round: 30" Height: 29"
 	30" Round Cafe Table, Powered	P30CWH	White Top, Black Base	Round: 30" Height: 29"
  	36" Round Cafe Table w/ Hydraulic Base	36WTHC 36BKHC 36MTHC 36GRHC	White Top Black Top Maple Top Graphite Nebula Top	Round: 36" Height: 29"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	36" Round Cafe Table w/ Standard Black Base	ZTQ 36BKSC ZTN ZTP	White Top Black Top Graphite Nebula Top Maple Top	Round: 36" Height: 29"
	Rustique Square Metal Bar Table	RSTSQT	Gunmetal	Length: 23.75" Depth: 23.75" Height: 41.25"










Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Ventura Communal Bar Table	VNTBNP VNTWNP VNTMNP	Black Top, Silver White Top, Silver Maple Top, Silver	Length: 72.25" Depth: 26.25" Height: 42"
	Ventura Communal Bar Table, Powered	VNTBLK VNTWHT	Black Top, Silver White Top, Silver	Length: 72.25" Depth: 26.25" Height: 42"
	Ventura Communal Bar Table w/ Grommet Holes	VNTBWW VNTBMW	White Top, Silver Maple Top, Silver	Length: 72.25" Depth: 26.25" Height: 42"
	Ventura Communal Cafe Table	VNTCBN VNTCWN VNTCMN	Black Top, Silver White Top, Silver Maple Top, Silver	Length: 72.25" Depth: 26.25" Height: 30"
	Ventura Communal Cafe Table, Powered	VNTCBK VNTCWH	Black Top, Silver White Top, Silver	Length: 72.25" Depth: 26.25" Height: 30"
	Ventura Communal Cafe Table w/ Grommet Holes	VNTCWW VNTCMW	White Top, Silver Maple Top, Silver	Length: 72.25" Depth: 26.25" Height: 30"















Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Adelaide Powered Cocktail Table	ADCTWP Non-Powered: ADCTWH ADCTBP Non-Powered: ADCTBK	White Top, Silver Black Top, Silver	Length: 48.87" Depth: 25.37" Height: 18"
	Ventura Communal Bar Table, Powered	VNTBLK VNTWHT	Black Top, Silver White Top, Silver	Length: 72.25" Depth: 26.25" Height: 42"
	Ventura Communal Cafe Table, Powered	VNTCBK VNTCWH	Black Top, Silver White Top, Silver	Length: 72.25" Depth: 26.25" Height: 30"
	Village Charging Hub	VILHUB	Cream	Length: 12" Depth: 12" Height: 28.25"
	Wireless Charging Table	CUBPOW	White, AC Outlets	Length: 20" Depth: 20" Height: 18"
	30" Round Bar Table, Powered	P30BWH	White Top, Black Base	Round: 30" Height: 42"




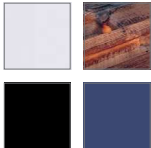

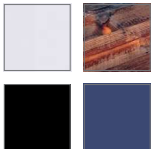






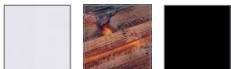

Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	10' Table	<p>Powered: C10PWR Non-Powered: CONF10</p> <p>Powered: BKC10P Non-Powered: BKC10N</p> <p>Powered: M10PWR Non-Powered: MADC10</p>	<p>White Top, Silver</p> <p>Black Top, Silver</p> <p>Gray Acajou, Silver</p>	<p>Length: 120" Depth: 48" Height: 29"</p>
 	8' Table	<p>Powered: C8PWR Non-Powered: CONF8</p> <p>Powered: BKCT8P Non-Powered: BKCT8N</p> <p>Powered: M8PWR Non-Powered: MADC08</p>	<p>White Top, Silver</p> <p>Black Top, Silver</p> <p>Gray Acajou, Silver</p>	<p>Length: 96" Depth: 60" Height: 29"</p>
 	5' Table	<p>Powered: C5PWR Non-Powered: CONF5</p> <p>Powered: BKCT5P Non-Powered: BKCT5N</p> <p>Powered: M5PWR Non-Powered: MADC05</p>	<p>White Top, Silver</p> <p>Black Top, Silver</p> <p>Gray Acajou, Silver</p>	<p>Length: 60" Depth: 48" Height: 29"</p>






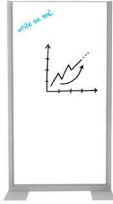
Product Image	Product Name	Product Code	Color/Materials	Dimensions
  	Adelaide Cocktail Table	Non-Powered: ADCTWH Powered: ADCTWP Non-Powered: ADCTBK Powered: ADCTBP ADCTGL	White Top, Silver Black Top, Silver Glass Top, Silver	Length: 48.875" Depth: 25.375" Height: 18"
  	Adelaide End Table	ADETWH ADETBK ADETGL	White Top, Silver Black Top, Silver Glass Top, Silver	Length: 21.5" Depth: 21.5" Height: 18"
  	Alondra Cocktail Table	ALC200 ALC100	Brandy Maple Top, Chrome Glass Top, Chrome	Length: 47" Depth: 24" Height: 17" Length: 47" Depth: 24" Height: 16"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	Alondra End Table	ALE200	Brandy Maple Top, Chrome	Length: 20" Depth: 20" Height: 21"
		ALE100	Glass Top, Chrome	Length: 20" Depth: 20" Height: 20"
 	Geo Cocktail Table	C1FWB	Brandy Maple Top, Black Base	Length: 47" Depth: 24" Height: 17"
		C1C	Glass Top, Chrome Base	Length: 50" Depth: 22" Height: 16"
 	Geo End Table	E1FWB	Brandy Maple Top, Black Base	Length: 20" Depth: 20" Height: 21"
		E1C	Glass Top, Chrome Base	Length: 24" Depth: 24" Height: 20"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	Mesa Cocktail Table	MESCTW MESCTB MESCTG	Barnwood Top, Bronze Black Top, Bronze Glass Top, Bronze	Round: 32.25" Height: 17.25" Round: 36" Height: 17.25"
 	Mesa End Table	MESETW MESETB MESETG	Barnwood Top, Bronze Black Top, Bronze Glass Top, Bronze	Round: 20.5" Height: 21.25" Round: 24" Height: 21.25"
	Regis Bench/Table	REGBEN	Brushed Metal	Length: 47" Depth: 15.5" Height: 16"
	Regis End Table	REGOTT	Brushed Metal	Length: 16" Depth: 15.5" Height: 16.5"






Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Silverado Cocktail Table	C1E	Glass Top, Chrome	Round: 36" Height: 17"
	Silverado End Table	E1E	Glass Top, Chrome	Round: 24" Height: 22"
 	Sydney Cocktail Table	Non-Powered: C1W Powered: C1WP SYDWDC Non-Powered: C1Y Powered: C1YP SYDBEC	White Top, Brushed Steel Barnwood Top, Brushed Steel Black Top, Brushed Steel Blue Top, Brushed Steel	Length: 48" Depth: 26" Height: 18"
 	Sydney End Table	E1W SYDWDE E1Y SYDBEE	White Top, Brushed Steel Barnwood Top, Brushed Steel Black Top, Brushed Steel Blue Top, Brushed Steel	Length: 27" Depth: 23" Height: 22"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Aura Round Table	AURA	White Metal	Round: 15" Height: 22"
 	Sedona Side Table	SEDBWH SEDBWD SEDBBK	White Top, Bronze Barnwood Top, Bronze Black Top, Bronze	Length: 15.75" Depth: 15.75" Height: 24"
 	Taos Side Table	TAOBWH TAOBWD TAOBK	White Top, Bronze Barnwood Top, Bronze Black Top, Bronze	Length: 15.75" Depth: 15.75" Height: 24"
	Timber Table	TMBTBL	Wood	Round: 16" Height: 17"





Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Madison Executive Desk	JD8	Gray Acajou	Length: 60" Depth: 30" Height: 29"
	Tech Desk, Powered	TECH	Black Metal, Black Laminate w/electrical unit	Length: 60" Depth: 30" Height: 30"
	Tech Desk, Powered w/ 3 Drawer File Cabinet	TECH3B	Black Metal, Black Laminate w/electrical unit	Length: 60" Depth: 30" Height: 30"
	3 Drawer File Cabinet on Castors	TECH3	Black Top, Black Metal	Length: 16" Depth: 20" Height: 28"
	Madison Bookcase	BC8	Gray Acajou	Length: 36" Depth: 12" Height: 72"
	Posh Shelving	PSHCCS	Chrome, Acrylic	Length: 36" Depth: 18" Height: 72"
	Divider, Freestanding Whiteboard	DIVFWB	Silver, White	Length: 395" Depth: 1.5" Height: 72"













Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Atomic 42" Round Table	42ATO	Glass Top, Chrome	Round: 42" Height: 30"
	Atomic 36" Round Table	36ATO	Glass Top, Chrome	Round: 36" Height: 30"
	Geo Table, Rectangle	CF2 CE2	Glass Top, Black Glass Top, Chrome	Length: 60" Depth: 36" Height: 29"
	Geo Table, Rounded Square	CE1 CF1	Glass Top, Chrome Glass Top, Black	Length: 42" Depth: 42" Height: 29"
	Work Table	WD3	White Top, White	Length: 48" Depth: 24" Height: 30"
	42" Round Madison Table	CB8	Gray Acajou, Black	Round: 42" Height: 29"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	42" Round Table	CONF42	White Top, Black	Round: 42" Height: 29"
	42" Round Table	42BKCT	Black Top, Black	Round: 42" Height: 29"
	10' Table	Powered: BKC10P Non-Powered: BKC10N	Black Top, Silver	Length: 120" Depth: 48" Height: 29"
	8' Table	Powered: BKCT8P Non-Powered: BKCT8N	Black Top, Silver	Length: 96" Depth: 60" Height: 29"
	5' Table	Powered: BKCT5P Non-Powered: BKCT5N	Black Top, Silver	Length: 60" Depth: 48" Height: 29"
	10' Table	Powered: C10PWR Non-Powered: CONF10	White Top, Silver	Length: 120" Depth: 48" Height: 29"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	8' Table	Powered: C8PWR Non-Powered: CONF8	White Top, Silver	Length: 96" Depth: 60" Height: 29"
	5' Table	Powered: C5PWR Non-Powered: CONF5	White Top, Silver	Length: 60" Depth: 48" Height: 29"
	Madison 10' Table	Powered: M10PWR Non-Powered: MADC10	Gray Acajou, Silver	Length: 120" Depth: 48" Height: 29"
	Madison 8' Table	Powered: M8PWR Non-Powered: MADC08	Gray Acajou, Silver	Length: 96" Depth: 60" Height: 29"
	Madison 5' Table	Powered: M5PWR Non-Powered: MADC05	Gray Acajou, Silver	Length: 60" Depth: 48" Height: 29"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Ace High Back Chair	ACEHBC	White Vinyl, Chrome	Length: 26" Depth: 26" Height: 42.25-44" Seat Length: 19.5" Seat Depth: 18" Seat Height: 17-19.75"
	Ace Mid Back Chair	ACEMBC	White Vinyl, Chrome	Length: 26" Depth: 26" Height: 33.25-33.75" Seat Length: 19.5" Seat Depth: 18" Seat Height: 17-19.75"
	Cupertino Mid Back Chair	CUPCHA	Black Vinyl, Chrome	Length: 27" Depth: 30.5" Height: 40-43" Seat Length: 19.5" Seat Depth: 19" Seat Height: 18.5-20.5"
	Genesis Chair	GENCHA	Black	Length: 27.5" Depth: 27.5" Height: 40-43.5" Seat Length: 20" Seat Depth: 17.5" Seat Height: 17.5-21"
	Pro Executive Guest Chair	PROGB	Black Vinyl, Chrome	Length: 24" Depth: 26" Height: 36" Seat Length: 19.5" Seat Depth: 19" Seat Height: 18"
	Pro Executive High Back Chair	PROEXB	Black Vinyl, Chrome	Length: 25" Depth: 24" Height: 45-48" Seat Length: 19.5" Seat Depth: 18.5" Seat Height: 18-21"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Pro Executive High Back Chair	PROEXE	White Vinyl, Chrome	Length: 25" Depth: 24" Height: 45-48" Seat Length: 19.5" Seat Depth: 18.5" Seat Height: 18-21"
	Pro Executive Mid Back Chair	PROMDB	Black Vinyl, Chrome	Length: 24" Depth: 22" Height: 36.75-39.75" Seat Length: 20" Seat Depth: 19.5" Seat Height: 18-21"
	Pro Executive Mid Back Chair	PROMID	White Vinyl, Chrome	Length: 24" Depth: 22" Height: 36.75-39.75" Seat Length: 20" Seat Depth: 19.5" Seat Height: 18-21"
	Task Stool	TASKST	Black Fabric, Black	Length: 27.5" Depth: 27.5" Height: 32.75-40.25" Seat Length: 18.5" Seat Depth: 18.5" Seat Height: 18-25.5"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Midtown Powered Counter, Lighted w/ Plug In 	MTCLPI	Taupe Glass Top, Pewter	Length: 60" Depth: 18" Height: 42"
	Midtown Powered Counter, Unlighted 	MTCPUL	Taupe Glass Top, Pewter	Length: 60" Depth: 18" Height: 42"
	Powered Locking Pedestal, 36" 	PDL36B	Black	Length: 24" Depth: 24" Height: 36"
	Powered Locking Pedestal, 36" 	PDL36W	White	Length: 24" Depth: 24" Height: 36"
	Powered Locking Pedestal, 42" 	PDL42B	Black	Length: 24" Depth: 24" Height: 42"
	Powered Locking Pedestal, 42" 	PDL42W	White	Length: 24" Depth: 24" Height: 42"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Clear Divider, Bar/Counter	DIVBAR	Clear, Black	Length: 48-70" Depth: 12" Height: 31.5"
	Clear Divider, Freestanding	DIVFRE	Silver, Clear	Length: 39" Depth: 1.5" Height: 72"
	Clear Divider, Freestanding Corner	DIVFCR	Silver, Clear	Length: 39" Depth: 39" Height: 72"
	Clear Divider, Freestanding Wall	DIVFWL	Silver, Clear	Length: 40" Depth: 1.5" Height: 72"
	Clear Divider, Sofa/Table	DIVFST	Silver, Clear	Length: 34" Depth: 11" Height: 47-74"
	Miramar Divider, White	MIRWHT	Molded Plastic	Length: 63" Depth: 23" Height: 83"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Stanchion Sign Holder	STNSGN	Chrome	Length: 10" Height: 13"
	Stanchion w/ Retractable Belt	STNCH1	Black, Chrome	Length: 96" Height: 37"
	Mason Floor Lamp	LA15	Brushed Silver	Round: 18" Height: 55"
	Mason Table Lamp	LA14	Brushed Silver	Round: 16" Height: 26"
	Boxwood Hedge 7'	HDG7FT	Green, Black	Length: 36.5" Depth: 12" Height: 84"
	Boxwood Hedge 4'	HDG4FT	Green, Black	Length: 46" Depth: 9" Height: 47"

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
ACCENT CHAIRS													
BKCTSP	5' Table, Powered	Black Top		\$ 492.00	\$ 541.20		ATHCHA	Atherton Chair	Brown, Black Metal		\$ 500.00	\$ 550.00	
CSPWR	5' Table, Powered	White Top		\$ 492.00	\$ 541.20		BOWCHA	Bowery Chair	Ochre Fabric		\$ 500.00	\$ 550.00	
BKCTBP	8' Table, Powered	Black Top		\$ 1,014.00	\$ 1,115.40		BNMCSB	Brooklyn Meeting Chair	Black Vinyl		\$ 289.00	\$ 317.90	
CSPWR	8' Table, Powered	White Top		\$ 1,014.00	\$ 1,115.40		BNMCSW	Brooklyn Meeting Chair	Black Swivel		\$ 289.00	\$ 317.90	
BKCTOP	10' Table, Powered	Black Top		\$ 1,014.00	\$ 1,115.40		BNMCOB	Brooklyn Meeting Chair	Black, Oak-look		\$ 289.00	\$ 317.90	
C10PWR	10' Table, Powered	White Top		\$ 1,014.00	\$ 1,115.40		BNMCSW	Brooklyn Meeting Chair, Swivel	Wht, Oak-look		\$ 289.00	\$ 317.90	
P30BWH	30" Round Bar Table, Powered	White Top		\$ 637.00	\$ 700.70		CNTCHR	Century Chair	Gray Velvet		\$ 500.00	\$ 550.00	
P30CWH	30" Round Cafe Table, Powered	White Top		\$ 637.00	\$ 700.70		LABREA	La Brea Swivel Chair	Charcoal Gray		\$ 434.00	\$ 477.40	
ADCTBP	Adelaide Powered Cocktail Table	Black Top		\$ 332.00	\$ 365.20		LENCHA	Lena Chair	Moss Green, Bronze		\$ 434.00	\$ 477.40	
ADCTWP	Adelaide Powered Cocktail Table	White Top		\$ 332.00	\$ 365.20		BCW	Madrid Chair	White		\$ 500.00	\$ 550.00	
NPLCHP	Naples Chair, Powered	Black Vinyl		\$ 674.00	\$ 741.40		MNCHCH	Munich Armless Chair	Gray, Black		\$ 341.00	\$ 375.10	
NPLLOP	Naples Loveseat, Powered	Black Vinyl		\$ 834.00	\$ 917.40		SWAN	Swanson Swivel Chair	White Vinyl		\$ 341.00	\$ 375.10	
NPLSOP	Naples Sofa, Powered	Black Vinyl		\$ 985.00	\$ 1,083.50		WENCHA	Wentworth Swivel Chair	Brown Vinyl		\$ 341.00	\$ 375.10	
C1VWP	Sydney Cocktail Table, Powered	Black		\$ 332.00	\$ 365.20		GROUP SEATING						
C1VWP	Sydney Cocktail Table, Powered	White		\$ 332.00	\$ 365.20		BLDCB	Blade Chair	Black		\$ 71.00	\$ 78.10	
TCHP	Tech Chair No Tablet	Gray Vinyl		\$ 341.00	\$ 375.10		BLDCRD	Blade Chair	Red		\$ 71.00	\$ 78.10	
TCHGRY	Tech Tablet Chair	Gray Vinyl		\$ 341.00	\$ 375.10		BLDCSB	Blade Chair	Sky Blue		\$ 71.00	\$ 78.10	
VNTBLK	Ventura Bar Table, Powered	Black Top		\$ 869.00	\$ 955.90		SC3	Brewer Chair	Onyx, Black		\$ 123.00	\$ 135.30	
VNTWHT	Ventura Bar Table, Powered	White Top		\$ 869.00	\$ 955.90		CCSCAZ	Chelsea Chair	Azure Blue, Black Swivel		\$ 123.00	\$ 135.30	
VNTCBK	Venture Cafe Table, Powered	Black Top		\$ 709.00	\$ 779.90		CCSCBK	Chelsea Chair	Black, Black Swivel		\$ 123.00	\$ 135.30	
VNTCWH	Venture Cafe Table, Powered	White Top, Silver Frame		\$ 709.00	\$ 779.90		CCSCYL	Chelsea Chair	Goldenrod Yellow, Black Swivel		\$ 123.00	\$ 135.30	
CUBPOW	Wireless Charging Table, Powered	White, AC Plug In		\$ 392.00	\$ 431.20		CCSCGY	Chelsea Chair	Gray, Black Swivel		\$ 123.00	\$ 135.30	
VLHUB	Village Charging Hub	Cream		\$ 261.00	\$ 287.10		CCSCOR	Chelsea Chair	Orange, Black Swivel		\$ 123.00	\$ 135.30	
SOFT SEATING COLLECTIONS													
CHR002	Allegro Chair	Blue Fabric		\$ 544.00	\$ 598.40		CCSCWL	Chelsea Chair	Walnut-look, Black Swivel		\$ 123.00	\$ 135.30	
SFA002	Allegro Sofa	Blue Fabric		\$ 703.00	\$ 773.30		CCBTBZ	Chelsea Chair	Azur Blue, Black Tower		\$ 123.00	\$ 135.30	
BCHWHT	Baja Chair	White Vinyl		\$ 544.00	\$ 598.40		CCBTBK	Chelsea Chair	Black, Black Tower		\$ 123.00	\$ 135.30	
BLVWHT	Baja Loveseat	White Vinyl		\$ 689.00	\$ 757.90		CCBTYL	Chelsea Chair	Goldenrod Yellow, Black Tower		\$ 123.00	\$ 135.30	
BSFWHT	Baja Sofa	White Vinyl		\$ 827.00	\$ 909.70		CCBTGY	Chelsea Chair	Gray, Black Tower		\$ 123.00	\$ 135.30	
COCHTP	Cordoba Chair	Taupe Fabric, Black		\$ 434.00	\$ 477.40		CCBTOR	Chelsea Chair	Orange, Black Tower		\$ 123.00	\$ 135.30	
COLVTP	Cordoba Loveseat	Taupe Fabric, Black		\$ 622.00	\$ 684.20		CCBTWL	Chelsea Chair	Walnut-look, Black Tower		\$ 123.00	\$ 135.30	
FAIRCW	Fairfax Chair	White Vinyl		\$ 370.00	\$ 407.00		XCHR	Christopher Chair	White Vinyl		\$ 123.00	\$ 135.30	
FAIRSW	Fairfax Sofa	White Vinyl		\$ 477.00	\$ 524.70		DUET	Duet Stack Chair	Black, Chrome		\$ 71.00	\$ 78.10	
KEYCHR	Key Largo Chair	Black, Fabric		\$ 370.00	\$ 407.00		LMCHR	Laguna Chair	Maple		\$ 123.00	\$ 135.30	
KEYLOV	Key Largo Loveseat	Black, Fabric		\$ 434.00	\$ 477.40		LUCHCL	Lucent Chair	Frosted, Acrylic		\$ 187.00	\$ 205.70	
KEYSOF	Key Largo Sofa	Black, Fabric		\$ 477.00	\$ 524.70		MALGRY	Malba Chair	Gray		\$ 71.00	\$ 78.10	
MONCHA	Montreal Chair	Blue		\$ 544.00	\$ 598.40		MALGRN	Malba Chair	Green		\$ 71.00	\$ 78.10	
MONLOV	Montreal Loveseat	Blue		\$ 689.00	\$ 757.90		MARCBK	Marina Chair	Black Vinyl		\$ 144.00	\$ 158.40	
NPLCHR	Naples Chair	Black Vinyl		\$ 544.00	\$ 598.40		MARCBR	Marina Chair	Brown Fabric		\$ 144.00	\$ 158.40	
NPLLOV	Naples Loveseat	Black Vinyl		\$ 689.00	\$ 757.90		MARCB	Marina Chair	Ocean Blue		\$ 144.00	\$ 158.40	
NPLSOF	Naples Sofa	Black Vinyl		\$ 827.00	\$ 909.70		MARCRD	Marina Chair	Red Fabric		\$ 144.00	\$ 158.40	
							MARCVH	Marina Chair	White Vinyl		\$ 144.00	\$ 158.40	
PALSOV	Palm Beach Sofa	White Vinyl		\$ 703.00	\$ 773.30		PSASCHR	Pasadena Chair	White Molded Plastic w/Chrome Tower Base		\$ 289.00	\$ 317.90	
STECHA	Sterling Chair	Gray Fabric		\$ 674.00	\$ 741.40		SC10	Razor Armless Chair	White		\$ 71.00	\$ 78.10	
STESOF	Sterling Sofa	Gray Fabric		\$ 985.00	\$ 1,083.50		RSTDIN	Rustique Chair w/ arms	Gunmetal		\$ 123.00	\$ 135.30	
VALCHA	Valencia Chair	Spice Orange Velvet		\$ 370.00	\$ 407.00		CS4	Syntax Chair	Black, Chrome		\$ 173.00	\$ 190.30	
VALSOF	Valencia Chair	Coffee Brown Velvet		\$ 477.00	\$ 524.70		ZENCHR	Zenith Chair	White, Chrome		\$ 123.00	\$ 135.30	

CODE	ITEM	DESCRIPTION	QTY	ADVANCE	STANDARD	TOTAL	CODE	ITEM	DESCRIPTION	QTY	ADVANCE	STANDARD	TOTAL
OTTOMANS							CAFÉ TABLES W/ STANDARD BLACK BASE						
BVLVBK	Beverly Bench Ottoman	Black Vinyl		\$ 312.00	\$ 343.20		30BKSC	30" Round Café Table	Black Top		\$ 210.00	\$ 231.00	
BVLVBN	Beverly Bench Ottoman	Brown Fabric		\$ 312.00	\$ 343.20		30BEBC	30" Round Café Table	Blue Top		\$ 210.00	\$ 231.00	
BVYGR	Beverly Bench Ottoman	Gray Fabric		\$ 312.00	\$ 343.20		30AGBC	30" Round Café Table	Brushed Gunmetal Top		\$ 210.00	\$ 231.00	
BVLVLN	Beverly Bench Ottoman	Linen Fabric		\$ 312.00	\$ 343.20		30YSBC	30" Round Café Table	Brushed Yellow Top		\$ 210.00	\$ 231.00	
BVLVBO	Beverly Bench Ottoman	Ocean Blue		\$ 312.00	\$ 343.20		ZTJ	30" Round Café Table	Graphite Nela		\$ 210.00	\$ 231.00	
BVLVRD	Beverly Bench Ottoman	Red Fabric		\$ 312.00	\$ 343.20		ZTA	30" Round Café Table	Gray Acajou		\$ 210.00	\$ 231.00	
BVLVWH	Beverly Bench Ottoman	White Vinyl		\$ 312.00	\$ 343.20		30GSBC	30" Round Café Table	Green Top		\$ 210.00	\$ 231.00	
BVSMBK	Beverly Small Bench Ottoman	Black Vinyl		\$ 261.00	\$ 287.10		ZTK	30" Round Café Table	Maple Top		\$ 210.00	\$ 231.00	
BVSMBL	Beverly Small Bench Ottoman	Ocean Blue Fabric		\$ 261.00	\$ 287.10		30OSBC	30" Round Café Table	Orange Top		\$ 210.00	\$ 231.00	
BVSMBN	Beverly Small Bench Ottoman	Brown Fabric		\$ 261.00	\$ 287.10		ZTB	30" Round Café Table	Red Top		\$ 210.00	\$ 231.00	
BVSMGN	Beverly Small Bench Ottoman	Olive Green		\$ 261.00	\$ 287.10		30WH29	30" Round Café Table	White Top		\$ 210.00	\$ 231.00	
BVSMGY	Beverly Small Bench Ottoman	Gray Fabric		\$ 261.00	\$ 287.10		30WDBC	30" Round Madison Café Table	Barnwood Top		\$ 210.00	\$ 231.00	
BVSMLN	Beverly Small Bench Ottoman	Linen Fabric		\$ 261.00	\$ 287.10		36BKSC	36" Round Café Table	Black Top		\$ 218.00	\$ 239.80	
BVSMLV	Beverly Small Bench Ottoman	Lavender		\$ 261.00	\$ 287.10		ZTN	36" Round Café Table	Graphit Nebula		\$ 218.00	\$ 239.80	
BVSMOR	Beverly Small Bench Ottoman	Orange		\$ 261.00	\$ 287.10		ZTP	36" Round Café Table	Maple Top		\$ 218.00	\$ 239.80	
BVSMRD	Beverly Small Bench Ottoman	Red Fabric		\$ 261.00	\$ 287.10		ZTQ	36" Round Café Table	White Top		\$ 218.00	\$ 239.80	
BVSMWH	Beverly Small Bench Ottoman	White Vinyl		\$ 261.00	\$ 287.10		CAFÉ TABLES W/ HYDRAULIC CHROME BASE						
BVSMYL	Beverly Small Bench Ottoman	Yellow Fabric		\$ 261.00	\$ 287.10		30MAHC	30" Round Café Table	Gray Acajou		\$ 260.00	\$ 286.00	
END01B	Endless Curved Ottoman	Black Vinyl		\$ 405.00	\$ 445.50		30BRHC	30" Round Café Table	Red Top		\$ 260.00	\$ 286.00	
END01W	Endless Curved Ottoman	White Vinyl		\$ 405.00	\$ 445.50		30WHHC	30" Round Café Table	White Top		\$ 260.00	\$ 286.00	
END02B	Endless Square Ottoman	Black Vinyl		\$ 355.00	\$ 390.50		30WDHC	30" Round Café Table	Barnwood Top		\$ 260.00	\$ 286.00	
END02W	Endless Square Ottoman	White Vinyl		\$ 355.00	\$ 390.50		30BKHC	30" Round Café Table	Black Top		\$ 260.00	\$ 286.00	
MAR001	Marche Swivel Ottoman	White Vinyl		\$ 187.00	\$ 205.70		30BEHC	30" Round Café Table	Blue Top		\$ 260.00	\$ 286.00	
MAR002	Marche Swivel Ottoman	Gray Fabric		\$ 187.00	\$ 205.70		30AGHC	30" Round Café Table	Brushed Gunmetal		\$ 260.00	\$ 286.00	
MAR003	Marche Swivel Ottoman	Linen Fabric		\$ 187.00	\$ 205.70		30YSHC	30" Round Café Table	Top		\$ 260.00	\$ 286.00	
MAR004	Marche Swivel Ottoman	Raspberry Fabric		\$ 187.00	\$ 205.70		30GRHC	30" Round Café Table	Graphite Nebula Top		\$ 260.00	\$ 286.00	
MAR005	Marche Swivel Ottoman	Red Fabric		\$ 187.00	\$ 205.70		30GSHC	30" Round Café Table	Green Top		\$ 260.00	\$ 286.00	
MAR006	Marche Swivel Ottoman	Rose uartz Fabric		\$ 187.00	\$ 205.70		30MTHC	30" Round Café Table	Maple Top		\$ 260.00	\$ 286.00	
MAR007	Marche Swivel Ottoman	Plum Fabric		\$ 187.00	\$ 205.70		30OSHC	30" Round Café Table	Orange Top		\$ 260.00	\$ 286.00	
MAR008	Marche Swivel Ottoman	Meadow Green		\$ 187.00	\$ 205.70		36BKHC	36" Round Café Table	Black Top		\$ 305.00	\$ 335.50	
MAR009	Marche Swivel Ottoman	Pear Yellow		\$ 187.00	\$ 205.70		36GRHC	36" Round Café Table	Graphite Nebula Top		\$ 305.00	\$ 335.50	
MAR010	Marche Swivel Ottoman	Blue Fabric		\$ 187.00	\$ 205.70		36MTHC	36" Round Café Table	Maple Top		\$ 305.00	\$ 335.50	
MAR011	Marche Swivel Ottoman	Orange Fabric		\$ 187.00	\$ 205.70		36WTHC	36" Round Café Table	White Top		\$ 305.00	\$ 335.50	
MAR012	Marche Swivel Ottoman	Forest Green Vinyl		\$ 187.00	\$ 205.70		BAR TABLES W/ STANDARD BLACK BASE						
MAR013	Marche Swivel Ottoman	Teal Velvet		\$ 187.00	\$ 205.70		30BKSB	30" Round Bar Table	Black Top		\$ 210.00	\$ 231.00	
MAR014	Marche Swivel Ottoman	Distressed Brown Vinyl		\$ 187.00	\$ 205.70		30BEBB	30" Round Bar Table	Blue Top		\$ 210.00	\$ 231.00	
MAR015	Marche Swivel Ottoman	Black Vinyl		\$ 187.00	\$ 205.70		30AGBB	30" Round Bar Table	Brushed Gunmetal		\$ 210.00	\$ 231.00	
MAR016	Marche Swivel Ottoman	Ivory Faux Sheep Fur		\$ 187.00	\$ 205.70		30YBBB	30" Round Bar Table	Brushed Yellow Graphite Nebula		\$ 210.00	\$ 231.00	
VIB01	Vibe Cube Ottoman	Green Vinyl		\$ 100.00	\$ 110.00		VTJ	30" Round Bar Table	Graphite Nebula		\$ 210.00	\$ 231.00	
VIB02	Vibe Cube Ottoman	Blue Vinyl		\$ 100.00	\$ 110.00		VTA	30" Round Bar Table	Gray Acajou		\$ 210.00	\$ 231.00	
VIB04	Vibe Cube Ottoman	Red Vinyl		\$ 100.00	\$ 110.00		30GSBB	30" Round Bar Table	Green Top		\$ 210.00	\$ 231.00	
VIB05	Vibe Cube Ottoman	Bright Yellow		\$ 100.00	\$ 110.00		VTK	30" Round Bar Table	Maple Top		\$ 210.00	\$ 231.00	
VIB08	Vibe Cube Ottoman	Orange Vinyl		\$ 100.00	\$ 110.00		30OSBB	30" Round Bar Table	Orange Top		\$ 210.00	\$ 231.00	
VIB09	Vibe Cube Ottoman	White Vinyl		\$ 100.00	\$ 110.00		VTB	30" Round Bar Table	Red Top		\$ 210.00	\$ 231.00	
VIB10	Vibe Cube Ottoman	Black Vinyl		\$ 100.00	\$ 110.00		30WH42	30" Round Bar Table	White Top		\$ 210.00	\$ 231.00	
VIB11	Vibe Cube Ottoman	Steel Blue Vinyl		\$ 100.00	\$ 110.00		30WDBB	30" Round Madison Bar Table	Barnwood Top		\$ 210.00	\$ 231.00	
VIB12	Vibe Cube Ottoman	Silver Vinyl		\$ 100.00	\$ 110.00		36BKSB	36" Round Bar Table	Black Top		\$ 218.00	\$ 239.80	
VIB13	Vibe Cube Ottoman	Purple Vinyl		\$ 100.00	\$ 110.00		VTN	36" Round Bar Table	Graphite Nebula Top		\$ 218.00	\$ 239.80	
VIB14	Vibe Cube Ottoman	Citrus Green Vinyl		\$ 100.00	\$ 110.00		VTP	36" Round Bar Table	Maple Top		\$ 218.00	\$ 239.80	
VIB15	Vibe Cube Ottoman	Taupe Vinyl		\$ 100.00	\$ 110.00		VTW	36" Round Bar Table	White Top		\$ 218.00	\$ 239.80	
VIB16	Vibe Cube Ottoman	Spice Orange		\$ 100.00	\$ 110.00		Page 2 TOTAL						
VIB17	Vibe Cube Ottoman	Desert Rose		\$ 100.00	\$ 110.00								

CODE	ITEM	DESCRIPTION	QTY	ADVANCE	STANDARD	TOTAL	CODE	ITEM	DESCRIPTION	QTY	ADVANCE	STANDARD	TOTAL
ACCENT TABLES							BARSTOOLS						
ADCTBK	Adelaide Cocktail Table	Black, Silver		\$ 239.00	\$ 262.90		BSS	Banana Barstool	Black		\$ 239.00	\$ 262.90	
ADCTGL	Adelaide Cocktail Table	Glass, Silver		\$ 239.00	\$ 262.90		BST	Banana Barstool	White Chrome		\$ 239.00	\$ 262.90	
ADCTWH	Adelaide Cocktail Table	White, Silver		\$ 239.00	\$ 262.90		BLDBBK	Blade Barstool	Black		\$ 109.00	\$ 119.90	
ADCTBK	Adelaide End Table	Black, Silver		\$ 231.00	\$ 254.10		BLDBRD	Blade Barstool	Red Vinyl		\$ 109.00	\$ 119.90	
ADCTGL	Adelaide End Table	Glass, Silver		\$ 231.00	\$ 254.10		BLDBSB	Blade Barstool	Sky Blue		\$ 109.00	\$ 119.90	
ADCTWH	Adelaide End Table	White, Silver		\$ 231.00	\$ 254.10		CBSBAZ	Chelsea Barstool	Azure Blue		\$ 167.00	\$ 183.70	
ALC100	Alondra Cocktail Table	Glass, Chrome		\$ 289.00	\$ 317.90		CBSBBK	Chelsea Barstool	Black		\$ 167.00	\$ 183.70	
ALC200	Alondra Cocktail Table	Wood, Chrome		\$ 289.00	\$ 317.90		CBSBYL	Chelsea Barstool	Goldenrod Yellow		\$ 167.00	\$ 183.70	
ALE100	Alondra End Table	Glass, Chrome		\$ 231.00	\$ 254.10		CBSBGY	Chelsea Barstool	Gray		\$ 167.00	\$ 183.70	
ALE200	Alondra End Table	Wood, Chrome		\$ 231.00	\$ 254.10		CBSBOR	Chelsea Barstool	Orange		\$ 167.00	\$ 183.70	
AURA	Aura Round Table	White Metal		\$ 129.00	\$ 141.90		CBSBWL	Chelsea Barstool	Walnut-Look		\$ 167.00	\$ 183.70	
C1C	Geo Cocktail Table	Glass, Chrome		\$ 239.00	\$ 262.90		XBAR	Christopher Barstool	White Vinyl		\$ 187.00	\$ 205.70	
C1FWB	Geo Cocktail Table	Wood, Black		\$ 239.00	\$ 262.90		LMBAR	Laguna Barstool	Maple		\$ 167.00	\$ 183.70	
E1C	Geo End Table	Glass, Chrome		\$ 187.00	\$ 205.70		ROLLBL	Lift Barstool	Black Vinyl		\$ 187.00	\$ 205.70	
E1FWB	Geo End Table	Wood, Black		\$ 187.00	\$ 205.70		ROLLGY	Lift Barstool	Gray Vinyl		\$ 187.00	\$ 205.70	
MESCTB	Mesa Cocktail Table	Black Top, Bronze		\$ 239.00	\$ 262.90		ROLLRD	Lift Barstool	Red Vinyl		\$ 187.00	\$ 205.70	
MESCTG	Mesa Cocktail Table	Glass Top, Bronze		\$ 239.00	\$ 262.90		ROLLWH	Lift Barstool	White Vinyl		\$ 187.00	\$ 205.70	
MESCTW	Mesa Cocktail Table	Wood Top, Bronze		\$ 239.00	\$ 262.90		LUBSCL	Lucent Barstool	Frosted, Acrylic		\$ 239.00	\$ 262.90	
MESETB	Mesa End Table	Black Top, Bronze		\$ 187.00	\$ 205.70		MARBBE	Marina Barstool	Ocean Blue		\$ 239.00	\$ 262.90	
MESETG	Mesa End Table	Glass Top, Bronze		\$ 187.00	\$ 205.70		MARBBK	Marina Barstool	Black		\$ 239.00	\$ 262.90	
MESETW	Mesa End Table	Wood Top, Bronze		\$ 187.00	\$ 205.70		MARBBR	Marina Barstool	Brown		\$ 239.00	\$ 262.90	
REGBEN	Regis Bench/Table	Brushed Metal		\$ 261.00	\$ 287.10		MARBRD	Marina Barstool	Red		\$ 239.00	\$ 262.90	
REGOTT	Regis End Table	Brushed Metal		\$ 231.00	\$ 254.10		MARBVH	Marina Barstool	White		\$ 239.00	\$ 262.90	
SEDBBK	Sedona Side Table	Black Top, Bronze		\$ 129.00	\$ 141.90		RSTSTL	Rustique Barstool	Gunmetal		\$ 109.00	\$ 119.90	
SEDBWH	Sedona Side Table	White Top, Bronze		\$ 129.00	\$ 141.90		BS001	Shark Barstool	White		\$ 260.00	\$ 286.00	
SEDBWD	Sedona Side Table	Wood Top, Bronze		\$ 129.00	\$ 141.90		BSR	Syntax Barstool	Black		\$ 187.00	\$ 205.70	
C1E	Silverado Cocktail Table	Glass, Chrome		\$ 239.00	\$ 262.90		ZENBAR	Zenith Barstool	White		\$ 167.00	\$ 183.70	
E1E	Silverado End Table	Glass, Chrome		\$ 187.00	\$ 205.70		BS002	Zoey Barstool	White		\$ 239.00	\$ 262.90	
C1Y	Sydney Cocktail Table	Black, Brushed Steel		\$ 239.00	\$ 262.90		COMMUNAL TABLES W/ SOLID TOPS & SILVER FRAME						
SYDBEC	Sydney Cocktail Table	Blue, Brushed Steel		\$ 239.00	\$ 262.90		VNTBNP	Ventura Communal Bar Table	Black Top		\$ 674.00	\$ 741.40	
C1W	Sydney Cocktail Table	White, Brushed Steel		\$ 239.00	\$ 262.90		VNTMNP	Ventura Communal Bar Table	Maple Top		\$ 674.00	\$ 741.40	
SYDWDC	Sydney Cocktail Table	Wood Brushed Steel		\$ 239.00	\$ 262.90		VNTWNP	Ventura Communal Bar Table	White Top		\$ 674.00	\$ 741.40	
E1Y	Sydney End Table	Black, Brushed Steel		\$ 231.00	\$ 254.10		VNTCBN	Ventura Communal Café Table	Black Top		\$ 506.00	\$ 556.60	
SYDBEE	Sydney End Table	Blue, Brushed Steel		\$ 231.00	\$ 254.10		VNTCMN	Ventura Communal Café Table	Maple Top		\$ 506.00	\$ 556.60	
E1W	Sydney End Table	White, Brushed Steel		\$ 231.00	\$ 254.10		VNTCWN	Ventura Communal Café Table	White Top		\$ 506.00	\$ 556.60	
SYDWDE	Sydney End Table	Wood, Brushed Steel		\$ 231.00	\$ 254.10		COMMUNAL TABLES W/ GROMMET HOLES & SILVER FRAME						
TAOBBK	Taos Side Table	Black Top, Bronze		\$ 129.00	\$ 141.90		VNTBMW	Ventura Communal Bar Table	Maple, Silver		\$ 674.00	\$ 741.40	
TAOBWH	Taos Side Table	White Top, Bronze		\$ 129.00	\$ 141.90		VNTBWW	Ventura Communal Bar Table	White, Silver		\$ 674.00	\$ 741.40	
TAOBWD	Taos Side Table	Wood Top, Bronze		\$ 129.00	\$ 141.90		VNTCMW	Ventura Communal Bar Table	Maple, Silver		\$ 506.00	\$ 556.60	
TMBTBL	Timber Table	Wood		\$ 129.00	\$ 141.90		VNTCWW	Ventura Communal Café Table	White, Silver		\$ 506.00	\$ 556.60	
BAR TABLES W/ HYDRAULIC CHROME BASE							CONFERENCE TABLES						
30KBHB	30" Round Bar Table	Black Top		\$ 260.00	\$ 286.00		36ATO	Atomic 36" Round Table	Glass		\$ 231.00	\$ 254.10	
30BEHB	30" Round Bar Table	Blue Top		\$ 260.00	\$ 286.00		42ATO	Atomic 42" Round Table	Glass		\$ 231.00	\$ 254.10	
30AGHB	30" Round Bar Table	Brushed Gunmetal		\$ 260.00	\$ 286.00		CB8	42" Round Madison Conference Table	Gray Acajou		\$ 347.00	\$ 381.70	
30YSHB	30" Round Bar Table	Yellow		\$ 260.00	\$ 286.00		CONF42	42" Round Table	White		\$ 347.00	\$ 381.70	
30GRHB	30" Round Bar Table	Graphite		\$ 260.00	\$ 286.00		42BKCT	42" Round Table	Black Top		\$ 347.00	\$ 381.70	
30GSHB	30" Round Bar Table	Green Top		\$ 260.00	\$ 286.00		BKCT5N	5' Table	Black, Silver		\$ 434.00	\$ 477.40	
30MTHB	30" Round Bar Table	Maple Top		\$ 260.00	\$ 286.00		CONF5	5' Table	White, Silver		\$ 434.00	\$ 477.40	
30DSHB	30" Round Bar Table	Orange Top		\$ 260.00	\$ 286.00		BKCT8N	8' Table	Black, Silver		\$ 796.00	\$ 875.60	
30BRHB	30" Round Bar Table	Red Top		\$ 260.00	\$ 286.00		CONF8	8' Table	White, Silver		\$ 796.00	\$ 875.60	
30WVHB	30" Round Bar Table	White Top		\$ 260.00	\$ 286.00		BKCT10N	10' Table	Black, Silver		\$ 796.00	\$ 875.60	
30WDHB	30" Round Bar Table	Barnwood		\$ 260.00	\$ 286.00		CONF10	10' Table	White, Silver		\$ 796.00	\$ 875.60	
30MAHB	30" Round Bar Table	Gray Acajou		\$ 260.00	\$ 286.00		CF2	Geo Table, Rectangle	Glass, Black		\$ 434.00	\$ 477.40	
36BKHb	36" Round Bar Table	Black Top		\$ 305.00	\$ 335.50		CE2	Geo Table, Rectangle	Glass, Chrome		\$ 434.00	\$ 477.40	
36GRHB	36" Round Bar Table	Graphite		\$ 305.00	\$ 335.50		CF1	Geo Table, Rounded Square	Glass, Black		\$ 260.00	\$ 286.00	
36MTHB	36" Round Bar Table	Nebula Top		\$ 305.00	\$ 335.50		CE1	Geo Table, Rounded Square	Glass		\$ 260.00	\$ 286.00	
36WTHB	36" Round Bar Table	Maple Top		\$ 305.00	\$ 335.50		MADC05	Madison 5' Table	Gray Acajou		\$ 434.00	\$ 477.40	
BAR TABLES							MADC08	Madison 8' Table	Gray Acajou		\$ 796.00	\$ 875.60	
RSTSQT	Rustique Square Metal Bar Table	Gunmetal		\$ 274.00	\$ 301.40		MADC10	Madison 10' Table	Gray Acajou		\$ 796.00	\$ 875.60	
							WD3	Work Table	White, White		\$ 268.00	\$ 294.80	
											Page 3 TOTAL		

CODE	ITEM	DESCRIPTION	QTY	ADVANCE	STANDARD	TOTAL
EXECUTIVE CHAIRS						
TASKST	Task Stool	Black Fabric		\$ 144.00	\$ 158.40	
CUPCHA	Cupertino Mid Back Chair	Black Vinyl		\$ 225.00	\$ 247.50	
GENCHA	Genesis Chair	Black		\$ 167.00	\$ 183.70	
PROGB	Pro Executive Guest Chair	Black Vinyl		\$ 202.00	\$ 222.20	
PROEXB	Pro Executive High Back Chair	Black Vinyl		\$ 239.00	\$ 262.90	
PROEXE	Pro Executive High Back Chair	White Classic Vinyl		\$ 239.00	\$ 262.90	
PROMDB	Pro Executive Mid Back Chair	Black Vinyl		\$ 225.00	\$ 247.50	
PROMID	Pro Executive Mid Back Chair	White Classic Vinyl		\$ 225.00	\$ 247.50	
OFFICE & PRODUCT DISPLAY						
TECH3	3 Drawer File Cabinet on Castors	Black Metal, Laminate		\$ 158.00	\$ 173.80	
IDB	Madison Executive Desk	Gray Acajou		\$ 521.00	\$ 573.10	
TECH	Tech Desk, Powered	Black Metal, Laminate		\$ 341.00	\$ 375.10	
TECH3B	Tech Desk, Powered w/ 3 Drawer File Cabinet	Black Metal, Laminate		\$ 515.00	\$ 566.50	
BC8	Madison Bookcase	Gray Acajou		\$ 405.00	\$ 445.50	
PSHCCS	Posh Shelving	Chrome, Acrylic		\$ 332.00	\$ 365.20	
PDL36B	Powered Locking Pedestal, 36"	Black		\$ 463.00	\$ 509.30	
PDL36W	Powered Locking Pedestal, 36"	White		\$ 463.00	\$ 509.30	
PDL42B	Powered Locking Pedestal, 42"	Black		\$ 544.00	\$ 598.40	
PDL42W	Powered Locking Pedestal, 42"	White		\$ 544.00	\$ 598.40	
LAMPS						
LA15	Mason Floor Lamp	Brushed Silver		\$ 231.00	\$ 254.10	
LA14	Mason Table Lamp	Brushed Silver		\$ 123.00	\$ 135.30	
GREENERY						
HDG4FT	Boxwood Hedge, 4'	Green		\$ 506.00	\$ 556.60	
HDG7FT	Boxwood Hedge, 7'	Green		\$ 796.00	\$ 875.60	
BARS & COUNTERS						
MTBPLI	Midtown Bar, Lighted w/ Plug In	Pewter		\$ 1,304.00	\$ 1,434.40	
MTBUUL	Midtown Bar, Unlighted	Pewter		\$ 1,101.00	\$ 1,211.10	
MTCLPI	Midtown Powered Countertop, Lighted w. Plug In	Pewter		\$ 1,304.00	\$ 1,434.40	
MTCPUL	Midtown Powered Counter, Unlighted	Pewter		\$ 1,231.00	\$ 1,354.10	
DIVIDERS						
DIVBAR	Clear Divider, Bar/Counter	Clear, Black		\$ 173.00	\$ 190.30	
DIVFRE	Clear Divider, Freestanding	Silver, Clear		\$ 289.00	\$ 317.90	
DIVFCR	Clear Divider, Freestanding Corner	Silver, Clear		\$ 577.00	\$ 634.70	
DIVFWL	Clear Divider, Freestanding Wall	Silver, Clear		\$ 289.00	\$ 317.90	
DIVFST	Clear Divider, Sofa/Table	Silver, Clear		\$ 216.00	\$ 237.60	
DIVFWB	Divider, Freestanding Whiteboard	Silver, White		\$ 390.00	\$ 429.00	
MIRWHT	Miramar Divider, White	Molded Plastic		\$ 419.00	\$ 460.90	
STNSGN	Stanchion Sign Holder	Chrome		\$ 57.00	\$ 62.70	
STNCH1	Stanchion w/Retractable Belt	Black, Chrome		\$ 55.00	\$ 71.50	
Page 4 TOTAL						



Carpet & Cleaning Order Form

Discount Deadline: **Thursday, September 7, 2023**

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

Standard Carpet

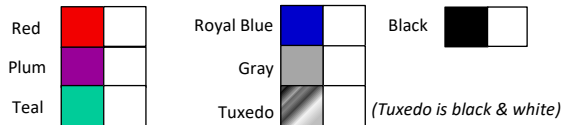
Prices include installation and taping front edges. (Please check the carpet color of choice.) *8' x 8' and 8' x 10' booth Custom Carpet prices apply.

QTY	Item Description	Discount	Standard	Total
	10' x 10' Carpet	\$127.82	\$159.91	\$
	10' x 20' Carpet	\$233.91	\$292.13	\$
	10' x 30' Carpet	\$339.74	\$424.61	\$
	10' x 40' Carpet	\$446.34	\$558.12	\$
	10' x 50' Carpet	\$559.68	\$690.60	\$
Carpet Accessories				
	Carpet Padding per sq ft	\$0.78	\$0.88	\$
	Visqueen per sq ft	\$0.78	\$0.88	\$
	Taping of Visqueen per linear ft	\$0.67	\$0.78	\$

Event Colors: **Black**

CARPET COLORS

Please ✓ carpet color of choice:



All **Custom Carpet** orders must be received by **Thursday, September 7, 2023**. 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	2.85	=	

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			\$0.34	\$
Vacuum Daily (Includes prior)			\$0.32	\$

Porter Service

Description	# of Event Days	Price per Day	Total
Up to 300 sq ft		x \$130.15	\$
300 – 500 sq ft		x \$175.43	\$

ORDER POLICY

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- Payment in full must accompany all orders by **Thursday, September 7, 2023** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Thursday, September 7, 2023** will be refunded at 100%. Items cancelled after **Thursday, September 7, 2023** 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 **Thursday, September 7, 2023** 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: **Thursday, September 7, 2023**

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)	\$6.73	\$8.02	\$
ft	8' High Drape (includes hardware)	\$11.13	\$14.49	\$
Steel				
	3' Steel Uprights	\$5.69	\$6.99	\$
	8' Steel Uprights	\$6.47	\$7.76	\$
	3' Steel Bases	\$7.76	\$9.57	\$
	8' Steel Bases	\$7.76	\$9.57	\$
	6' – 10' Steel Expanders	\$5.69	\$6.99	\$



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

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

Plant Order Form

Discount Deadline: **Thursday, September 7, 2023**

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 (Please note substitutions may be made.)				
QTY	Item Description	Discount	Standard	Total
	3' plants	\$81.04	\$101.22	\$
	4' plants	\$95.63	\$119.54	\$
	5' plants	\$110.54	\$137.86	\$
	6' plants	\$125.13	\$156.18	\$
	Ferns	\$55.89	\$69.55	\$



Blooming Plants (When in season. May be substituted out of season.)				
	Azaleas	\$55.89	\$69.55	\$
	Bromeliads	\$55.89	\$69.55	\$
	Mums	\$55.89	\$69.55	\$

Cut Flower Arrangements				
	12" high	\$81.04	\$101.22	\$
	24" high	\$103.09	\$128.86	\$



ORDER POLICY

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

Signs & Graphics Order Form

Discount Deadline: **Thursday, September 7, 2023**

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 **Thursday, September 7, 2023**. 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	\$46.58	\$69.86		\$
22" X 28"	Stand Sign – single sided, includes sign stand		Horizontal		Vertical	\$124.20	\$165.60		\$
28" X 44"	Easel Sign – single sided, includes easel		Horizontal		Vertical	\$86.94	\$105.57		\$
2' X 6'	Banner – single sided with grommets					\$149.04	\$186.30		\$
38 1/8" X 93"	Meter Board Sign – single sided, free standing					\$305.33	\$372.60		\$
11" X 17"	ID Sign – card stock					\$34.16	\$51.23		\$

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.)	\$16.56 per sq ft	\$
Custom Graphics Design (1 hour minimum)	\$77.63 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	

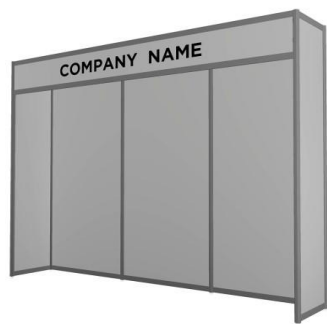
ORDER POLICY

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

Booth Rental Displays

Backwall Unit w/o Graphics



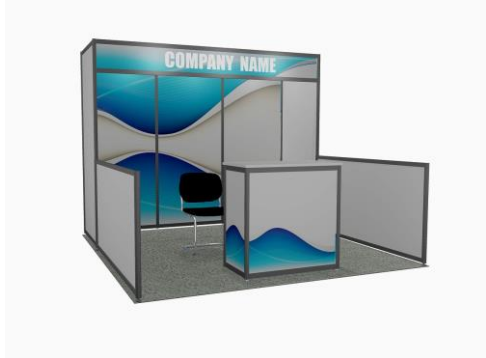
Backwall Unit with Graphics



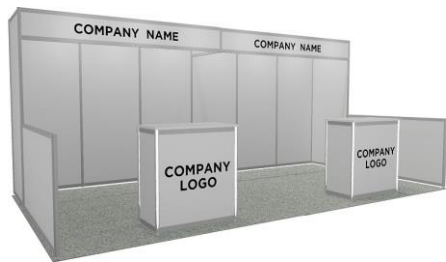
10' x 10' Booth Display w/o Graphics



10' x 10' Booth Display with Graphics



10' x 20' Booth Display w/o Graphics



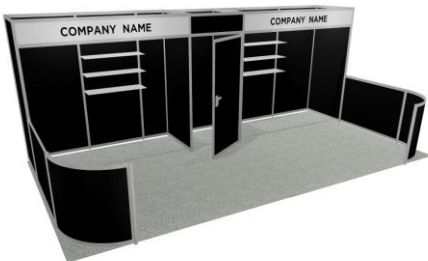
10' x 20' Booth Display with Graphics



Superior Custom Booth









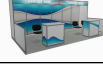
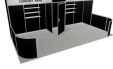
Black Panel 10' x 20' Display



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 **Thursday, September 7, 2023**. 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 **Thursday, September 7, 2023**, will be refunded at 100%. Items cancelled after **Thursday, September 7, 2023**, on show site or after delivery are **non-refundable** and billed at 100%.

10' x 10' Rental Units		Price	Total
Backwall Unit without Graphics 10' wide x 8' tall Backwall Unit includes printed company name header		w/o graphics \$1,242.00	
Backwall Unit with full Graphics 10' x 8' tall Backwall Unit includes Full Custom Printed Graphics		with graphics \$2,225.25	
10' x 10' Booth Display without Graphics 10' wide x 8' tall Booth Display includes 2 side rails, 1 meter counter, and 2 chairs. Also includes printed company name header and printed front panel on meter counter		w/o graphics \$1,656.00	
10' x 10' Booth Display with Full Graphics 10' wide x 8' tall Booth Display includes 2 side rails, 1 meter counter, and 2 chairs. Also includes Full Custom Printed Graphics		with graphics \$2,691.00	
Superior Custom Booth 10' wide x 10' tall Custom Booth includes backwall with full custom printed graphics, meter counter and half-meter pedestal with full custom printed graphics		\$2,898.00	
10' x 20' Rental Units			
10' x 20' Booth Display without Graphics 20' wide x 8' tall Booth Display includes 2 side rails, 2 meter counters, and 2 chairs. Also includes 2 printed company name headers and printed front panel on meter counters		w/o graphics \$3,312.00	
10' x 20' Booth Display with Graphics 20' wide x 8' tall Booth Display includes 2 side rails, 2 meter counters, and 2 chairs Also includes Full Custom Printed Graphics		with graphics \$5,382.00	
Black Panel 10' x 20' Display 20' wide x 8' tall Booth Display with all black panels includes 2 side rails with curved ends, 2 printed company name headers, 6 shelves, lockable storage closet with key		\$3,829.50	
20' x 20' Rental Unit			
For 20' x 20' Rental Units or larger, please call us for design and pricing.			

ORDER POLICY

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- Items cancelled on or prior to **Thursday, September 7, 2023** will be refunded at 100%. Items cancelled after **Thursday, September 7, 2023**, 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: **Thursday, September 7, 2023**

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 **Thursday, September 7, 2023**. 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 **Thursday, September 7, 2023**, will be refunded at 100%. Items cancelled after **Thursday, September 7, 2023**, on show site or after delivery are **non-refundable** and billed at 100%.

Add-Ons		Discount	Standard	QTY	Total
Meter Counter: Black counter top with black sides, graphics optional.	Can be ordered separately or added to rental units	\$331.20	\$382.17		\$
Literature Stand: Collapsible literature stand with 6 pockets	Can be ordered separately or added to rental units	\$105.57	\$129.12		\$
Cocktail Table: 42" tall with standard base	Can be ordered separately or added to rental units	\$89.27	\$107.12		\$
Café Table: 30" tall with standard base	Can be ordered separately or added to rental units	\$70.12	\$84.09		\$
32" TV/Monitor w Feet (HDMI cable not included)	Can be ordered separately or added to rental units.	\$201.83	\$269.10		\$
43" TV/Monitor w Feet (HDMI cable not included)	Can be ordered separately or added to rental units.	\$427.46	\$470.93		\$
50" TV/Monitor w Feet (HDMI cable not included)	Can be ordered separately or added to rental units.	\$742.10	\$816.62		\$
65" TV/Monitor w Feet (HDMI cable not included)	Can be ordered separately or added to rental units.	\$997.74	\$1,098.14		\$
Rolling TV Cart Floor Stand: Height adjustable mount and audio, lockable caster wheels for 32-70" flat screen and curved tv.	Can be ordered separately or added to rental units	\$124.20	\$165.60		\$

Meter Counter



**Cocktail Table 42" tall
Standard Base**



Literature Stand



**Rolling TV Ca
Floor Stand**



**Café Table 30" tall
Standard Base**



TV/Monitor



ORDER POLICY

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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	\$74.52	\$96.26	Monday – Friday	8:00 am – 4:30 pm
Overtime	\$111.78	\$145.31	Monday – Friday Monday – Friday Saturday	4:31 pm – 12:00 am Prior to 8:00 am & after 4:30 pm All Day
Double Time	\$149.04	\$193.75	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 **Thursday, September 7, 2023**.
- 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	\$282.04	\$366.65	Monday – Friday	8:00 am – 4:30 pm
Overtime	\$423.06	\$549.98	Monday – Friday Monday – Friday Saturday	4:31 pm – 12:00 am Prior to 8:00 am & after 4:30 pm All Day
Double Time	\$564.08	\$733.30	Sundays & Holidays	All Day

Please complete information below:

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

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

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

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

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

Mark positioning of banner below:

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

Name: _____

Phone Number: _____

Order Policy

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

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

In-Booth Forklift Order Form

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

In-booth forklift service may be required to:

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

Please Note:

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

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

Rates				
Based on one (1) hour per one (1) forklift				
	Pre-Order	Show Site	Days	Time
Straight Time	\$117.99	\$153.39	Monday – Friday	8:00 am – 4:30 pm
Overtime	\$176.99	\$230.08	Monday – Friday Monday – Friday Saturday	4:31 pm – 12:00 am Prior to 8:00 am & after 4:30 pm All Day
Double Time	\$235.98	\$306.77	Sundays & Holidays	All Day

Please complete information below:

Invoice will be calculated according to actual hours worked.

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

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

Name: _____

Phone Number: _____

Order Policy

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

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

→ Cartload Service Order Form

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

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

SES is pleased to make available one (1) laborer with one (1) pushcart, for one (1) trip, one way from the dock to your booth or from your booth to the dock for a charge of **\$62.10 (ST)** or **\$93.15 (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		\$62.10	\$93.15	\$
Booth to dock		\$62.10	\$93.15	\$
Round-trip		\$124.20	\$186.30	\$

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 **Thursday, September 7, 2023** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Thursday, September 7, 2023** will be refunded at 100%. Items cancelled after **Thursday, September 7, 2023** 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 **Thursday, September 7, 2023** 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 **Thursday, September 7, 2023**. *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

\$207.00 per vehicle

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

Description of vehicle (s) to be spotted:

Arrival Date/Time: _____ Booth Number/Location: _____

Dimensions: Length _____ Width _____ Height _____ Weight (lbs.) _____

Special Needs/Handling:

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 **Thursday, September 7, 2023** to receive discount price. Orders received after this date will be charged standard rate.
- Items cancelled on or prior to **Thursday, September 7, 2023** will be refunded at 100%. Items cancelled after **Thursday, September 7, 2023** 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 **Thursday, September 7, 2023** 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: Thursday, September 7, 2023

If this **EAC** form and the **Certificate of Insurance** are not received by **Thursday, September 7, 2023**

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

COVERAGE'S

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSUR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY ___ CLAIMS MADE ___ OCCUR GENERAL AGGREGATE LIMIT APPLIES PER ___ POLICY ___ PROJECT ___ LOC	000P98298-AI1	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 & ADV 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-029499S	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-AI1	01/01/16	01/01/17	EACH OCCURRENCE & AGGREGATE	\$1,000,000 \$3,000,000

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

CERTIFICATE HOLDER X ADDITIONAL INSURED; INSURER LETTER X CANCELLATION

SES Exhibitor Services 706 Rand Road Kaufman, TX 75142 Re: Texas Tree Conference	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: _____

Show Dates: _____

Company Name:	Booth #:
Your Name:	
Phone:	
Email:	
Name on Credit Card:	Last four digits of Credit Card:

Credit Cards Accepted: MasterCard, Visa, American Express, Discover

Instructions: 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.

To pay by credit card: Call us at 254-750-5810 with the credit card information.

To pay by check: Mail this form with check to: Waco Convention Center, PO Box 2570, Waco, TX 76702

Electrical Service

Please note: Booth electrical service may not be available if ordered the day the show starts. You are welcome to call us to check.

Service	Pre-Order Price If ordered BY 5pm on 4/7/2022	Price After Deadline If ordered AFTER 5pm on 4/7/2022	Number Needed	Total
120 volt 20 amp	\$50 per outlet, per day	\$100 per outlet, per day		
Extension Cord	\$25.00	\$25.00		
Power Strip	\$25.00	\$25.00		
Hard wired internet	\$75.00 per day	\$75.00 per day		

TOTAL DUE: \$ _____

Food & Beverages – Exhibit Booths

Thinking about serving food or beverage at your booth? CONTACT US FIRST BEFORE YOU MAKE PLANS!

Email Catering Manager, Jennifer Batey with what you would like to do: Jenniferb@wacotx.gov

