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Salt Palace Convention Center

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General Information

LOCATION & DATES

Salt Palace Convention Center
Halls D, E
100 South West Temple
Salt Lake City, UT 84101

Sunday, August 27 to Monday, August 28, 2017

EXHIBITOR MOVE-IN

Saturday, August 26	10:00 AM to 5:00 PM
Sunday, August 27	8:00 AM to 12:00 Noon

NOTE: All day Saturday and Sunday, overtime rates will be in effect.

SHOW HOURS

Sunday, August 27	3:00 PM to 6:00 PM
Monday, August 28	10:00 AM to 1:30 PM

EXHIBITOR MOVE-OUT

Monday, August 28	1:30 PM to 10:00 PM
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NOTE: After 4:30 PM, overtime rates will be in effect.

Outside carriers must be checked in by **Monday, August 28 at 9:00 PM**. Please see the Move-Out Information sheet in this Manual for more details.

STANDARD BOOTH EQUIPMENT

Each **10' x 10'** booth includes the following standard equipment:

8' High Draped Backwall – Colors:	Black & Yellow
3' High Draped Siderails – Color:	Black
1 – 7" x 44" Identification Sign with Company Name & Booth Number	

The aisles will be carpeted. Aisle Carpet Color: **Tuxedo** (Black & Grey speckled)

NOTE: Per Show Management, exhibitors must carpet their booth space(s); carpeting may be ordered from Hargrove at the exhibitor's expense. If you are providing your own floor covering, please indicate so on the enclosed Carpet form.



General Information (cont.)

HARGROVE ADVANCE ORDER DEADLINE

Hargrove's advance prices apply to orders received with payment by:
Monday, August 7, 2017



Questions? 301.306.4627 or exhibitorservices@hargroveinc.com

ADVANCE SHIPPING

Advance shipping begins **Monday, July 24 at 8:00 AM** and ends **Tuesday, August 22 at 3:00 PM**.

Advance shipping address:
(Your Company Name & Booth Number)
NIGP Forum 2017
c/o Hargrove
YRC Salt Lake City
2410 S. 2700 W.
Salt Lake City, UT 84119

Advance Warehouse Receiving Hours: Monday through Friday, 8:00 AM until 3:00 PM.

DIRECT SHIPPING

Direct shipping will begin on **Saturday, August 26 at 10:00 AM**.

Direct shipping address:
(Your Company Name & Booth Number)
NIGP Forum 2017
c/o Hargrove
Salt Palace Convention Center
Halls D, E
100 South West Temple
Salt Lake City, UT 84101

NOTE: Direct shipments received at show site and outbound shipments (at show's close) handled on overtime will be subject to additional surcharges. See the Material Handling Estimate and Labor forms for straight-time, overtime and double-time (Labor) days and hours.



PAYMENT FORM

Advance Order Deadline: **Monday, August 7, 2017**

Company Name: _____ Booth: _____
Address: _____
City: _____ State/Zip: _____
Contact Name: _____ Email: _____
Phone: _____ Cell / Mobile Phone: _____
Fax: _____

BY SUBMITTING THIS FORM VIA ELECTRONIC MAIL, FASCIMILE, POSTAL MAIL OR IN ANY OTHER MANNER TO HARGROVE, INC., YOU AGREE TO BE BOUND BY ALL TERMS AND CONDITIONS PROVIDED TO YOU WITH THE "SERVICE KIT," INCLUDING BUT NOT LIMITED TO THE "EXHIBITOR TERMS AND CONDITIONS."

Payment Policy:

Payment in full must accompany your order. Discounted rates will not apply to orders received without payment.

Please note: We will use this authorization to charge your credit/debit card account for all orders, at anytime, including those placed onsite by your representative. These charges may include all services provided by Hargrove, Inc. including but not limited to material handling, labor, and shipping charges.

For your convenience, we accept payment by Visa, MasterCard, Discover Card, American Express, company check, and wire transfer*. For tax-exempt status, please submit a tax-exempt certificate.

Credit Card on File:

☐☐☐☐

Credit Card Number**:

EXP: _____ / _____

Cardholder's Billing Address: _____

Cardholder: _____ Signature: _____

Order Payment Method:

☐ Charge the above listed credit card. **OR** ☐ Check Enclosed # _____ Dated ____/____/____ (Ref: 5032361MS) **OR**

☐ Wire Transfer* on _____ (Date) from _____ (Bank) in _____ (Country)

* Send **wire transfers** to:

Hargrove, Inc.
c/o Branch Banking and Trust Company (BB&T Bank)
College Park, MD 20740
USA

ABA #055003308, Account #0005157351151, SWIFT Code: BRBTUS33

Include your company name, booth number and show name, and the country and bank where the transfer originated. Be sure to include the following **wire transfer fees**: \$20 for wire transfers originating within the US, \$40 for transfers originating from a bank in any other country.

Third-Party Billing:

In the event that you have arranged for an exhibit house or such other third party to handle your billing, a Third-Party Billing Agreement must be completed. As the exhibitor, you are responsible for all charges incurred at the show, should your display house or such other third party fail to meet the required payment terms explained above.



ORDER RECAP FORM

Company Name: _____ Booth: _____

- Please complete and return with payment and your order(s).
- You may choose to pay by credit card, check or wire transfer. Complete and submit the **Payment Form** regardless of payment method.

Calculation of Orders (totals from Hargrove's order forms):

Tables & Drapery	\$
Chairs, Accessories & Display Cabinets	\$
Carpet	\$
Cleaning	\$
Signs & Graphics	\$
Rental Booths	\$
Specialty Furnishings	\$
Material Handling Estimate	\$
Labor	\$
Shipping	\$
Other Hargrove Services:		\$
TOTAL DUE TO HARGROVE, INC.		\$

Order Payment Method:

- ☐ Charge the Credit Card listed on the **Payment Form**.
- ☐ Check Enclosed # _____ Dated ____/____/____ (Ref: 5032361MS)
- ☐ Wire Transfer on _____ from _____ in _____
(Date) (Bank) (Country)

Thank you for your order! If we can be of further assistance, or you need additional information, please call us at 301.306.4627 or email us at exhibitorservices@hargroveinc.com.



As an Exhibitor electing to use third-party billing, I understand and hereby agree that the ultimate responsibility for payment of all charges is mine. Further, I agree to be bound by all terms and conditions provided to you with the "Service Kit," including but not limited to the "Exhibitor Terms and Conditions." In the event that the named third party fails to meet the required payment terms, charges will revert back to me, the exhibiting company.

The following items are to be charged to the third party:

Union Rules & Regulations

UTAH

Utah is a Right-to-Work State. Therefore, there are no restrictions or requirements to use union labor for products or equipment installation or dismantling (I/D) provided exhibitors use full-time permanent employees. Spouses, children, friends and temporary employees/help are not permitted in the I/D activities.

Simply stated, exhibitor personnel can set-up their own products or equipment within the confines of their contracted exhibit area. Exhibitors requiring the assistance of forklifts, cranes and/or other power/motorized I/D equipment/tools would order same and related operations from the Official Service Contractor – Hargrove, Inc. Exhibitors may not “borrow” tools from the Exhibit Facility and/or the Official Service Contractor.

Hargrove shall be the sole authority on all matters in the dock area. This shall include but not be limited to such items as assignment of dock space, and the loading/unloading of materials and equipment requiring labor in excess of any exhibitor’s full-time employee(s).

Hargrove personnel shall be used for:

- The operation of forklifts, cranes and all other power equipment for material handling (the loading/unloading of display materials, machinery, product and equipment). Exhibitors cannot “borrow” forklifts, dollies, hand trucks, carts, etc. from the Exhibit Facility and/or the Official Service Contractor to uncrate, unskid, move, position, assemble, reskid, and/or recreate, etc. their equipment, product or displays.
- Material handling between the dock and exhibit space when exhibitors’ full-time employees are unable to complete the tasks themselves.
- Installation and/or dismantling of exhibits when exhibitors’ full-time employees are unable to complete the tasks themselves.

Any conflicts or disagreements regarding the union jurisdiction or interpretations thereof shall be resolved with representatives of the Official Service Contractor and Show Management. Hargrove will not be responsible for any material they do not handle.

A Note about Safety

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support standing weight. Hargrove cannot be responsible for injuries or falls caused by the improper use of rental furniture. If assistance is required in assembling your booth, please order installation and/or dismantling labor by using the enclosed Order Form and the necessary ladders and tools will be provided. Please assist us in our efforts to provide a safe working environment for everyone.

A Note about Gratuities

Solicitation of tips or gratuities in any form is prohibited. Please do not tip any Hargrove employee, as all are paid at an appropriate, professional wage scale.



MOVE-OUT INFORMATION

To increase the efficiency of exhibitor move-out, Hargrove has instituted the following Move-Out Schedule for this show.

Monday, August 28 at 1:30 PM – Exhibitor Move-Out officially begins.

NOTE: See the Material Handling Estimate and Labor forms for straight-time, overtime and double-time (Labor) days and hours.

Exhibitors may begin to dismantle their booths at this time. Immediately after the close of the show, we will begin removing aisle carpet and returning empty containers. You can help us with this process by keeping the aisles clear during this time. If you have ordered labor to dismantle your booth, be sure to confirm the start time of your workers by checking with the Hargrove Service Center.

Monday, August 28 at 9:00 PM – Deadline for driver check-in.

Exhibitors who wish to ship materials by any carrier other than the official carrier(s) should advise their carrier(s) to be checked in with the Hargrove Dock Supervisor by **Monday, August 28 at 9:00 PM**. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Material Handling Agreement has been turned in to the Hargrove Service Center. Drivers whose Material Handling Agreements have not been turned in will be placed in a holding queue until the booth is packed and a Material Handling Agreement is turned in. Should your carrier fail to check in at the loading dock by **Monday, August 28 at 9:00 PM**, Hargrove reserves the right to re-route the shipment via the official show carrier as necessary. Neither Hargrove nor Show Management assumes any liability as a result of such re-routing.

Monday, August 28 at 10:00 PM – Exhibits packed and Material Handling Agreements turned in to Hargrove; final clean up, Exhibitor Move-Out ends.

All Material Handling Agreements must be turned in to the Hargrove Service Center to be validated. Do not leave the Material Handling Agreement in your booth, and do not turn in your Material Handling Agreement until your shipment is packed and ready to be loaded. Material Handling Agreements and additional labels will be available at the Hargrove Service Center at your convenience. No Material Handling Agreements will be issued until your balance is paid in full.



EXHIBITOR TERMS AND CONDITIONS

PLEASE READ THE FOLLOWING CAREFULLY. THIS IS A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN THE CASE OF LOSS OR DAMAGE.

1. GENERAL PROVISIONS.

(a) Definitions. As used throughout this Exhibitor Terms and Conditions (this "Agreement"), the following terms have the following meanings: (i) "Hargrove" means, collectively, Hargrove, Inc., a Maryland corporation, and its officers, directors, managers, employees, agents, representatives, affiliated companies, related entities, successors and assigns, including but not limited to any subcontractors which Hargrove may retain; (ii) "Exhibitor" means, collectively, you, the exhibitor at the subject Show, and your officers, directors, managers, employees, agents, labor which you elect to secure from Hargrove, representatives, affiliated companies, related entities, successors and assigns, including but not limited to any subcontractors which you may retain; (iii) "Show" means each and every event or show in which Hargrove serves as the general service contractor or for which Hargrove otherwise delivers or makes available a Service Kit to the Exhibitor; and (iv) "Service Kit" means, collectively, the service manual, kit package, and/or rate card, and all corresponding checklists, schedules, forms, rules, regulations, procedures, policies, guidelines, tool kits, information, order forms, and other documentation which Hargrove provides or otherwise makes available to the Exhibitor in connection with a particular Show, as the case may be.

(b) Acceptance. All of the terms and conditions set forth in this Agreement and each Service Kit (collectively, "Terms and Conditions") constitute a part of the contractual relationship between Hargrove and the Exhibitor. The Exhibitor shall automatically be deemed to have accepted all of the Terms and Conditions, regardless of whether they are set forth in this Agreement or the Service Kit, upon the occurrence of any of the following: (i) the Exhibitor's execution of Hargrove's Payment Form; (ii) the Exhibitor's placement of any order with Hargrove, including but not limited to material handling, labor, rental equipment or any services rendered; or (iii) the Exhibitor's participation in a Show. By participating in a Show in which Hargrove serves as a general services contractor, the Exhibitor acknowledges that it shall derive economic benefit from the services Hargrove provides and, as consideration for such economic benefit, the Exhibitor hereby accepts and agrees to comply with all Terms and Conditions.

2. PAYMENT TERMS.

(a) Payment. Full payment for all services, including any applicable tax, is due at the time the order is placed or services will not be rendered. All payments must be tendered in immediately-available U.S. funds and all checks must be drawn on a U.S. bank. Hargrove will issue a final invoice ("Final Invoice") for any unpaid charges after the completion of the Show. Any outstanding balance shall accrue interest at the rate of one and one half percent (1.5%) per thirty (30) days until paid in full. Interest will begin to accrue beginning on the thirtieth (30th) day following the final day of the Show. If the Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, the Exhibitor authorizes Hargrove to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor's account.

(b) Disputed Charges. Upon the commencement of the Show, the Exhibitor may obtain a statement of the Exhibitor's account ("Exhibitor Account Statement") at the Hargrove Service Center. The Exhibitor is responsible for reviewing all charges contained on the Exhibitor Account Statement prior to the completion of the Show. If the Exhibitor disputes any charges appearing on the Exhibitor Account Statement, it must notify Hargrove in writing prior to the close of the Show of the dispute and the basis therefor. If Hargrove does not receive written notice concerning a disputed charge prior to the close of the Show, the Exhibitor shall be deemed to have accepted all charges as reflected on the Exhibitor Account Statement. No adjustments will be made to items appearing on the Exhibitor Account Statement after the close of the Show. For any charges appearing on the Final Invoice that did not appear on the Exhibitor Account Statement, the Exhibitor shall have thirty (30) days from the date of the Final Invoice to notify Hargrove in writing of any disputed charges and the basis therefor. Failure to provide written notice of a disputed charge within thirty (30) days of the Final Invoice shall be deemed an acceptance of all charges contained on the Final Invoice.

(c) Collection of Unpaid Charges. If the Exhibitor fails to pay any charge when due and owing under the terms of this Agreement or any other agreement governing payment obligations between Hargrove and the Exhibitor, Hargrove may engage a collection agency or legal counsel to collect the unpaid balance, in which case the Exhibitor shall be responsible for all costs associated with collecting the unpaid balance, including but not limited to any reasonable attorneys' fees incurred by Hargrove.

(d) No Right Of Offset. In the event of any dispute between the Exhibitor and Hargrove regarding any loss, damage or claim, the Exhibitor shall not withhold payment, or any partial payment, due to Hargrove as an offset for the alleged loss or damage. Any such dispute shall be resolved independently from the Exhibitor's payment obligations to Hargrove for services rendered.

(e) Cancellation or Termination. If the Show is cancelled because of reasons beyond Hargrove's control, the Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Hargrove will not issue refunds to the Exhibitor of any payments made before the date of cancellation.

(f) Payment for Advanced Costs. The Exhibitor shall be charged, and the Exhibitor agrees to pay, all such charges that Hargrove may be obligated to pay on behalf of the Exhibitor and all such charges that Hargrove reasonably determines may be necessary to advance on behalf of the Exhibitor, including but not limited to any shipping charges.

EXHIBITOR TERMS AND CONDITIONS (CONT.)

(g) Third-Party Billing. In the event that the Exhibitor has arranged for an exhibit house or such other third party to handle the Exhibitor's billing, a Third-Party Billing Agreement must be completed. The Exhibitor is responsible for all charges incurred at the Show, should the Exhibitor's appointed display house or such other third party fail to meet the required payment terms as more particularly set forth herein.

(h) Additional Fees and Other Charges. The Exhibitor shall have thirty (30) days from the date of the Final Invoice:

- i. to notify Hargrove in writing of any credit card changes necessary for billing purposes such as transferring payments from one credit card to another, and after this date a processing fee will apply to any payment transfers;
- ii. to request in writing any back-up documentation such as receiving reports, weight tickets, labor tickets, etc., and after this date a processing fee will apply; and
- iii. to present a valid tax exemption certificate for the state in which the event is held, and after this date Hargrove will not be able to honor the exemption.

3. MATERIAL HANDLING.

(a) Responsibility for Exhibitor Materials. The protection of all of the Exhibitor's materials, including but not limited to its exhibit, booth properties, company products, personal belongings to include laptops, mobile devices, purses, etc. and all collateral materials belonging to the Exhibitor (collectively, "Exhibitor Materials"), is the sole responsibility of the Exhibitor. The Exhibitor agrees to insure all Exhibitor Materials from the time they depart the Exhibitor's premises until they are returned to the Exhibitor's premises after the Show. **HARGROVE AND ITS SUBCONTRACTORS DO NOT INSURE THE EXHIBITOR MATERIALS AGAINST LOSS OR DAMAGE AND WILL NOT COMPENSATE THE EXHIBITOR FOR THE FULL REPLACEMENT VALUE SHOULD LOSS OR DAMAGE OCCUR TO THE EXHIBITOR MATERIALS.**

(b) Delivery. If the Exhibitor elects to have Hargrove store any of the Exhibitor Materials prior to the Show, the Exhibitor agrees to deliver all of the Exhibitor Materials to Hargrove's warehouse prior to the published deadline date. Hargrove reserves the right to charge, and the Exhibitor agrees to pay, an additional charge in an amount equal to fifty percent (50%) of the advanced crated rate per cwt if the Exhibitor Materials are delivered to the warehouse after the published deadline.

(c) Packaging. The Exhibitor shall be solely responsible for packaging and labeling all Exhibitor Materials. The Exhibitor acknowledges that the Exhibitor Materials shall be handled by Hargrove utilizing forklifts and other similar means and agrees to package all materials accordingly. The Exhibitor shall label all Exhibitor Materials with the name of the Show, the Exhibitor's company name, and booth number. Hargrove shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Hargrove does not accept for handling any packaging containing hazardous materials. Any materials requiring specialized storage, including but not limited to accessible, dry, or refrigerated storage, are stored at the Exhibitor's own risk. Hargrove shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials, or for damage to goods requiring specialized storage.

(d) Empty Containers. Hargrove shall make available empty container labels at the Hargrove Exhibitor Service Center. The Exhibitor agrees to affix an "empty" label on all empty packaging and to remove all previous labels. The Exhibitor acknowledges that Hargrove: (i) shall assume that all packaging labeled as "empty" contain no materials therein; and (ii) assumes no responsibility, and shall not be liable, for any loss or damage to any Exhibitor Material while such materials are in an empty storage container.

(e) Carriers and Loading. In no event shall Hargrove or its subcontractors be liable for any damage to the Exhibitor Materials after the same have been delivered to the Exhibitor's appointed carrier, shipper or agent for transportation after the conclusion of the Show. The Exhibitor agrees that Hargrove and/or its agents shall load the Exhibitor Materials onto the carrier under the directions from the carrier or driver of that carrier. If any employee of Hargrove or if any of Hargrove's subcontractors signs a delivery receipt, Material Handling Agreement, Bill of Lading or any similar documentation (collectively, "Material Handling Agreements"), it is agreed that Hargrove and its subcontractors are doing so on behalf of the Exhibitor, and the Exhibitor accepts the responsibility of said shipment. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. Hargrove assumes no responsibility for loss, damage, theft or disappearance of Exhibitor Materials that arises out of improperly loaded or labeled materials.

(f) Unattended Materials. The Exhibitor acknowledges that there may be a period of time after the delivery of the Exhibitor Materials to the Exhibitor's booth and the arrival of the Exhibitor and/or a period of time after the Exhibitor completes packaging of the Exhibitor Materials and the pickup of such materials in which the Exhibitor Materials are left unattended. Hargrove assumes no responsibility for any loss, damage, theft or disappearance of any Exhibitor Materials after the same have been delivered to the Exhibitor's booth at the Show site or before they have been picked up for reloading at the conclusion of the Show. Hargrove recommends the securing of security services from the facility or Show management.

(g) Material Handling Adjustments. All Material Handling Agreements submitted to Hargrove by the Exhibitor will be checked at the time of pick-up from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Hargrove and the actual count of such items in the booth at the time of pick-up. Hargrove is not responsible for any wait time or other charges including business center charges arising from delivery or pick-up of the Exhibitor's materials.

EXHIBITOR TERMS AND CONDITIONS (CONT.)

(h) Materials Left Behind. If the Exhibitor fails to arrange to have any Exhibitor Materials returned to the Exhibitor after the conclusion of the Show, whether through Hargrove or otherwise, the Exhibitor agrees that Hargrove shall have the right, but not the obligation, to arrange to have such Exhibitor Materials returned to Hargrove's warehouse. Hargrove and its subcontractors reserve the right to change designated carriers if the carrier assigned by the Exhibitor does not pick up Exhibitor's freight on time. Consistent with the foregoing, the Exhibitor agrees that, in such circumstances, the Exhibitor will be solely responsible for payment to the replacement carrier that Hargrove and its subcontractors utilize. Hargrove and its subcontractors assume no responsibility as a result of engaging a replacement carrier. The Exhibitor further agrees to reimburse Hargrove for any costs and expenses incurred in removing and transporting such Exhibitor Materials, including but not limited to the costs of shipment and storage. Notwithstanding anything contained herein to the contrary, removal of Exhibitor Materials is the exclusive responsibility of the Exhibitor, and Hargrove shall have no responsibility for removing such materials and shall not be liable for any loss, damage, theft or disappearance of Exhibitor Materials left at the Show premises subsequent to the termination of the Show.

(i) Limitation of Liability for Material Handling. If, and only if: (a) the Exhibitor's property is lost or damaged due to the performance or nonperformance of services provided by Hargrove or its subcontractors, or due to the negligence of Hargrove, its subcontractors or their employees; and (b) if such losses were not substantially caused or contributed to by the Exhibitor or its carrier, including but not limited to the failure to properly pack the Exhibitor Materials, the failure to properly label the Exhibitor Materials, or the failure to secure the Exhibitor Materials at the Show premises (those circumstances described by the preceding subsections (a) and (b) being referred to herein as the "Hargrove Material Handling Liability Circumstances"), Hargrove and its subcontractors shall be liable to the Exhibitor in an amount not to exceed the lesser of the following ("Hargrove Material Handling Liability Cap"): (i) \$.30 per pound per article, with a maximum liability of \$50.00 per item; or (ii) \$1,000.00 per shipment, incident, occurrence or other claim of any nature whatsoever. The Exhibitor agrees that the amounts set forth in the immediately preceding sentence constitute the maximum amount for which Hargrove could be liable to the Exhibitor for damages to Exhibitor Materials. For the avoidance of doubt, Hargrove's obligation to compensate the Exhibitor for loss or damage to the Exhibitor Materials shall be limited solely to the Hargrove Material Handling Liability Circumstances and in an amount not to exceed the Hargrove Material Handling Liability Cap.

(j) Declarations of Declared Value. Declarations of the "declared value" of the Exhibitor Materials are between the Exhibitor and the selected carrier only, and are in no way an extension of Hargrove's maximum liability stated herein or an increase to the Hargrove Material Handling Liability Cap. Hargrove will use commercially reasonable efforts to transmit the declared value instructions to the selected carrier; however, Hargrove will not be liable for any claim arising from the transmittal of, or failure to transmit, declared value instructions to the carrier nor for failure of the carrier to uphold the declared value or any other term of carriage.

(k) Claims for Damage to Exhibitor Materials. The Exhibitor agrees to present any claim for damages to the Exhibitor Materials alleged to have been caused by Hargrove and/or its subcontractors to Hargrove by the move-out date, unless the alleged damage relates to shipping services, in which case a claim must be presented to Hargrove within ten (10) days of receipt of the Exhibitor Materials either by the Exhibitor or its appointed carrier, whichever is earlier ("Exhibitor Material Damage Claim Period"). Hargrove and/or its subcontractors shall not be responsible for any claim not presented within the foregoing timeframe and the Exhibitor agrees to release any and all claims and causes of action arising from damage to the Exhibitor Materials not presented to Hargrove within the Exhibitor Material Damage Claim Period.

(l) Lien. The Exhibitor hereby grants to Hargrove a security interest in and a lien on all of the Exhibitor Materials and all of the proceeds thereof, including but not limited to any insurance proceeds (collectively, "Collateral"), to secure the payment of all amounts owed by the Exhibitor to Hargrove, whether for services, goods, labor or supplies provided by Hargrove or its subcontractors or for costs advanced by Hargrove for the benefit of the Exhibitor (collectively, "Obligations"). Hargrove shall have all of the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that Hargrove is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. Hargrove shall maintain the right to retain any Collateral for so long as there are any Obligations that remain unpaid or unsatisfied.

4. LIMITATIONS ON LIABILITY.

(a) Remedy Limitation. Except in instances in which the Exhibitor alleges damages to its Exhibitor Materials (in which case the limitation set forth in the Section of this Agreement which is captioned "Limitation of Liability for Material Handling" shall apply), in the event of a breach by Hargrove of this Agreement or any other agreement between Hargrove and the Exhibitor, whether such breach results from non-conforming goods, services or otherwise, the Exhibitor's sole and exclusively remedy shall be limited to the reduction or elimination of the charge or charges billed to the Exhibitor for that portion of the goods, services or work that was nonconforming.

(b) Limitation on Consequential Damages. In no event shall Hargrove be liable to the Exhibitor or to any other party for special, collateral, exemplary, indirect, incidental, consequential or punitive damages, whether in contract or in tort, even if Hargrove has been advised or has notice of the potentiality of such damages. Such excluded damages include, but are not limited to, lost profits, loss of use, and interruption of business or other consequential or indirect economic loss.

EXHIBITOR TERMS AND CONDITIONS (CONT.)

(c) **Indemnification.** Exhibitor hereby agrees that it shall indemnify, defend and hold harmless Hargrove and each of its affiliated entities, directors, members, managers, directors, officers, employees, agents, representatives, attorneys and consultants (collectively, "Hargrove Indemnitees") from and against any and all claims, demands, settlements, judgments, liabilities, obligations, losses, penalties, damages, charges, costs, expenses, attorneys' fees and court costs (collectively, "Losses"), including but not limited to Losses arising from property damage, personal injuries or death, which may be imposed upon, incurred by, or asserted against, the Hargrove Indemnitees in any matter arising out of or related to the Exhibitor's use of, or otherwise associated with, the Show premises and/or any of the services, materials, labor or goods rendered or provided by Hargrove in connection with the Show, as the case may be, even if such Losses were caused by the Hargrove Indemnitees' own negligence. Notwithstanding the terms of the preceding sentence to the contrary, the Exhibitor shall not be obligated to indemnify, defend or hold harmless the Hargrove Indemnitees: (i) to the extent such Losses are caused by the fraud, gross negligence or willful misconduct of the Hargrove Indemnitees; or (ii) from or against any of the Hargrove Indemnitees' lost profits or indirect, special, consequential, exemplary or punitive damages.

(d) **Waiver and Release.** As consideration for the various services rendered by Hargrove to the Exhibitor, whether directly or indirectly as the general services contractor for the Show, Exhibitor waives, releases, acquits and forever discharges the Hargrove Indemnitees from any and all liability whatsoever for any claims, damages, losses or injuries arising out of the matters for which Hargrove has disclaimed liability for under this Agreement.

(e) **DRIVER LIABILITY WAIVER.** IN CONSIDERATION OF HARGROVE PERMITTING ENTRANCE TO THE SHOW PREMISES, THE EXHIBITOR AND ANY DRIVER ACTING ON BEHALF OF THE EXHIBITOR OR AT THE REQUEST OF THE EXHIBITOR, THE DRIVER'S EMPLOYER, THE OWNER OF THE TRUCK AND/OR EQUIPMENT THAT THE DRIVER IS OPERATING ("TRUCKOWNER"), AND ANY AGENT OF THE DRIVER'S EMPLOYER OR THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO THE DRIVER AND OTHERS AND DAMAGE TO THE DRIVER'S PROPERTY AND PROPERTY BELONGING TO THE DRIVER'S EMPLOYER OR OTHERS ARISING FROM THE DRIVER'S ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. THE DRIVER AGREES TO ENTER AT THE DRIVER'S OWN RISK. THE DRIVER HAS FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. THE DRIVER RECOGNIZES THE HAZARDS AND IS AWARE OF ALL THE RULES FOR SAFE OPERATION. THE EXHIBITOR, THE DRIVER, THE DRIVER'S EMPLOYER, THE TRUCKOWNER, AND THEIR RESPECTIVE EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, JOINTLY AND SEVERALLY, AGREE TO INDEMNIFY AND HOLD HARGROVE HARMLESS AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM THE DRIVER'S ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.

5. MISCELLANEOUS.

(a) **Labor Under Supervision of Exhibitors.** If the Exhibitor elects to secure labor directly from Hargrove to work under the Exhibitor's supervision, the Exhibitor shall be responsible for supervising such labor in a reasonable manner so as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations.

(b) **Liability for Actions of Labor Secured From Hargrove.** The Exhibitor acknowledges and agrees that, if the Exhibitor secures labor from a Hargrove employee to perform work for the Exhibitor (whether under the direction of Hargrove or the Exhibitor), such employee shall act on behalf of and as an agent for the Exhibitor at all times the employee is rendering services on behalf of the Exhibitor. Consistent with the foregoing, Hargrove shall have no liability for any damages caused by such employee while rendering services on behalf of the Exhibitor.

(c) **Choice of Law/Consent to Jurisdiction.** Any dispute arising under or related to this Agreement or the services rendered by Hargrove in connection with the Show, including but not limited to the construction of this Agreement, shall be governed by the laws of the State of Maryland, exclusive of conflicts of law principles. The Exhibitor agrees to the exclusive jurisdiction and venue of the state and federal courts located within the State of Maryland for the purposes of any suit related to such a dispute.

(d) **Force Majeure.** Hargrove shall not be deemed to be in breach of this Agreement or any other agreement with the Exhibitor to the extent that performance of Hargrove's obligations is prevented by an act of God, war, government regulations, terrorism, disasters, strikes, civil disorder, curtailment of transportation facilities, any emergency beyond Hargrove's control, or any other occurrence which would make it illegal or impossible for Hargrove to perform its obligations under this Agreement.

(e) **Headings.** The headings used throughout this agreement are inserted for convenience only and shall not be used to interpret or construe the meaning or terms of this Agreement.

SECURITY GUIDELINES

- Do not assume the exhibit hall is secure. Each exhibitor must take responsibility for the security of all the items in his or her booth. Hargrove, Show Management, facility personnel and the security contractor try to guard against theft and damage, but the ultimate burden falls on the exhibitor.
- Do not list the contents of crates and cartons on your shipping labels. A label that reads "27" color monitor" is an open invitation for thieves.
- Do not leave your booth unattended during the hectic and heavily populated move-in and move-out times.
- Consider covering your exhibit with some sort of cloth at the close of each day. The psychological deterrent makes it more difficult for people to handle merchandise. Criminals often look for the easy mark first.
- Business tools such as laptop computers, recorders, calculators, and give-away items are the things most often stolen. They should be guarded and stored safely at night.
- Thieves will also take personal items such as purses, suit coats, and toolboxes. Do not leave personal items unprotected in your booth.
- Never store items in containers marked "Empty."
- Show management may provide security to prevent entry to the exhibit area by anyone not authorized. This security service does not guarantee exhibitors against loss. Nor does it imply an assumption of liability for an exhibitor's property by Hargrove, Show Management, or their agents.
- Your exhibit materials should be insured from the time they leave your facility until the time they return. Consult with your insurance agency about adding a rider to your existing policy.



Catalog

Greetings from your Hargrove Exhibitor Services team! We are standing by to help ensure you have a productive show experience. Please contact us if you have questions or need more information. We look forward to doing whatever it takes to help you.

See you at the show!

Hargrove

Tables

At Hargrove we know that displaying your company's products and materials effectively is an important consideration as you ensure your exhibit program is successful. You may also want to create a space for your sales team to chat with clients or offer give aways. The Hargrove inventory includes a variety of standard and special order tables and counters to ensure your exhibit program's success. Need more options? Contact us today.



• ROUND TABLES

approx. 18" tall x 30" in diameter
approx. 30" tall x 30" in diameter
approx. 42" tall x 30" in diameter

Actual item may vary.



• DRAPED

Table: 30" tall x 24" wide
Counter: 42" tall x 24" wide



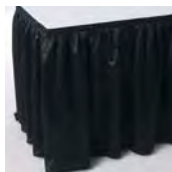
• UNDRAPED

Table: 30" tall x 24" wide
Counter: 42" tall x 24" wide

NOTE: Four, six and eight foot long tables available.

Table Drapery

Tables are skirted on three sides with a fire-retardant poly sateen fabric and topped with white vinyl. The fourth side of the table can be draped at an additional cost. Undraped tables include the white vinyl table top.



Black



Blue



Teal



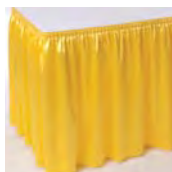
Purple



Burgundy



Red



Gold



Grey



White

Actual colors may vary. Some colors not available for certain shows.

Need something not included in our Catalog?

Contact us today: exhibitorservices@hargroveinc.com • +1 301.306.4627

Chairs

When you need seating for a product demonstration, one-to-one sit down with a client or seating for a presentation, Hargrove offers a variety of seating options to suit your needs and booth style. Standard seating is depicted. Contact us today for more seating options.

- **PADDED SIDE CHAIR**

approx 30" tall x 17" wide x 22" deep

- **BARSTOOL**

approx 42" tall x 19" wide x 21" deep



Actual item may vary.

Carpet

The details matter. Materials used in your booth must complement your brand, products and services. Hargrove offers an unlimited range of carpet colors and padding to ensure your booth impresses attendees.

Standard



Black



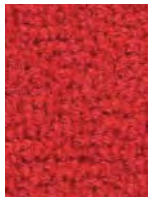
Blue



Burgundy



Grey



Red



Teal

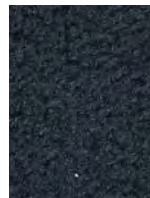
Plush



Black



Charcoal



Navy



Nu-Blue



Platinum



Red

CARPET DETAILS

- Custom colors available
- Plush carpet orders include protective clear plastic covering at no additional charge.
- We recommend special cut or plush carpet for island, peninsula or inline booths larger than 10' x 40' for color matching.
- Special cut carpet which is new or nearly new carpet and cut from the same roll is available to ensure color match at an additional cost.
- Actual colors may vary.
- Some colors not available for certain shows.

Accessories

Ensuring your exhibit's success is more important than ever before. Hargrove offers a variety of accessories to help you gather business cards, guide booth traffic and keep your booth tidy so your prospective clients have the best experience possible.



- **EASEL**
approx. 56" tall x
30" wide x 27" deep



- **LITERATURE RACK**
approx. 60" tall x
11" wide x 14" deep



- **SIGN HOLDER**
for 28" tall x 22"
wide sign



- **STRAIGHT BAG RACK**
approx. 49" to 70" tall
x 12" wide x 25" deep



- **WASTEBASKET**
approx. 16" tall x
11" wide x 9" deep



- **RETRACTABLE STANCHION**
approx. 42" tall with
14" diameter base, 8' belt



- **CHROME STANCHION**
approx. 42" tall with
14" diameter base,
8' rope



- **SLANTED BAG RACK**
approx. 49" to 70" tall x
12" wide x 25" deep



- **POSTERBOARD (HORIZONTAL)**
approx. 4' tall x
8' wide



- **POSTERBOARD (VERTICAL)**
approx. 8' tall x
4' wide



- **FISH BOWL**

Actual item may vary.

Counters

Need a cabinet or display case that can incorporate your graphics or includes lighting? Hargrove offers a variety of systems to enhance your exhibit space and a few of our options are included here.



- **LARGE CABINET**

approx. 42" tall x 82" wide x 23" deep



- **SMALL CABINET**

approx. 42" tall x 43" wide x 23" deep



- **ILLUMINATED DISPLAY CASE**

approx. 41" tall x 80" wide x 21" deep

NOTE: electricity required



- **CURVED COUNTER**

approx. 42" tall x 60" wide x 22" deep

Actual item may vary.

Signage and Graphics

Need to announce a presentation, showcase in-booth talent, schedule or promote a new product line? Hargrove can help you with all of your graphics needs.

HARGROVE SIGNAGE AND GRAPHICS ADVANTAGES

- Quality, state-of-the-art printing
- Superb resolution
- Experienced team accustomed to fast turn arounds
- Environmentally friendly materials at competitive prices



• VINYL BANNERS

Unlimited sizes. Priced per square foot



• STANDARD CARD STOCK SIGNS

7" x 11"
11" x 14"
7" x 44"
14" x 22"
14" x 44"
22" x 28"
28" x 44"

Cost-Effective Rental Booth Solutions

Interested in learning more about our money-saving booth solutions? Our Exhibits team is standing by to ease the stress and cost of planning your exhibit.

BENEFITS OF A HARGROVE MODULAR SYSTEM (HMS) RENTAL

- Consolidate costs and preparation time
- Achieve a custom look at a ready-made price
- Simply add products, literature and booth personnel to complete your exhibit

Order one of our standard, money saving rental booths — or allow us to customize one for you.



CUSTOM RENTAL EXHIBITS

Need a custom rental exhibit that stops attendees in their tracks? Hargrove's award-winning Exhibits team is ready to help take your show presence to the next level — at an affordable cost.



For a custom rental booth quote, contact us at +1 301.306.4627 or rentalbooths@hargroveinc.com

Rental Exhibit Solutions

ACHIEVE A CUSTOM LOOK AT A COST-EFFECTIVE PRICE

In a challenging business climate you need a trade show presence that sets you apart, drives traffic and is hassle free. Hargrove offers a large variety of rental exhibit solutions designed for any budget. Whether you need a table top or a large island — we can handle all the details with a booth that brings the “wow” to your trade show presence.



Hargrove

WHY USE HARGROVE FOR YOUR RENTAL EXHIBIT NEEDS?



STAND OUT FROM THE CROWD

Hargrove is a national company with extensive exhibit capabilities and experience in all major venues in the U.S. We'll make sure you stop traffic on the trade show floor with designs and resources that bring your vision to life.

SAVE MONEY AND TIME

Hargrove's light weight and easy-to-install turnkey solutions stretch your budget dollars. Allow Hargrove to handle all of your exhibit needs so you can focus on the big picture.

ACHIEVE FORM AND FUNCTION

Your booth is more than an advertisement, it's also a work space for your sales team. We can help you plan for product demonstrations, storage and audio visual presentations. Your team will have the functionality they need so they are focused and ready to promote your brand.



TESTIMONIALS

"As a newbie, I really could not have asked for better support and advice than what you provided."

DelCor Technology Solutions

"It's been such a pleasant experience working with your company because of the level of customer service."

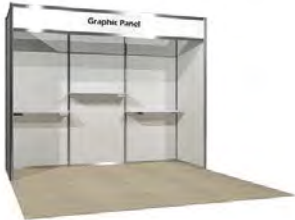
Inphi Corporation

"You are a breath of fresh air!!"

Cats Eye Craftsman

RENTAL EXHIBIT IDEAS

Hargrove offers an endless variety of exhibit rental options. The following features a few of our standard rental exhibits—each shown with possible upgrades.



STANDARD OPTION



WITH UPGRADES

HMS 10 A

- Maximize product display
- Monitor platform
- Mounting capabilities
- Tempered glass suspended shelves



STANDARD OPTION



WITH UPGRADES

HMS 10 B

- Tempered glass suspended shelves
- Illuminated locking cabinet
- Mounting capabilities
- Sidewall return

RENTAL EXHIBIT IDEAS

Whether you are looking for new ideas or functionality, Hargrove Rental Exhibits can help.



STANDARD OPTION



WITH UPGRADES

HMS 10 C

- Multifunction display
- Mounting capabilities
- Stem lights
- Custom graphics



STANDARD OPTION



WITH UPGRADES

HMS 20 A

- Create show room experience
- Multiple display cases (horizontal/vertical)
- Tempered glass suspended shelves
- Floating graphics

Need something not included in our Catalog?

Contact us today: rentalexhibits@hargroveinc.com • +1 301.306.4799

RENTAL EXHIBIT IDEAS

You can promote your company's branding and message with a Hargrove Rental Exhibit.



STANDARD OPTION



WITH UPGRADES

HMS 20 B

- Attractive display case
- Invite attendees into your exhibit
- Monitor platform
- Tempered glass suspended shelves
- Side walls



STANDARD OPTION



WITH UPGRADES

HMS 20 C

- Printed plexi panels
- Floating graphics
- Privacy wall
- Locking closet

RENTAL EXHIBIT IDEAS

At Hargrove we offer an endless variety of exhibit rental options. Let us make your dream exhibit a reality.



STANDARD OPTION



WITH UPGRADES

HMS 40 A

- Illuminated locking cabinets
- Floating graphics
- Suspended header
- Locking closet

Custom look and functionality to fit your exhibit rental budget.

Hargrove's wide selection of standard and upgraded rental exhibits will take your exhibit experience to a new level. Contact us today!

TRADE SHOW FURNISHINGS

Product Guide



Featuring:


- POWERED Collections
- Modular Seating
- Executive Seating
- Communal Tables
- Barstools



Power Up In Style.

Denotes Powered Products



ROMA 
SFAPWR Sofa, Powered
(white vinyl) 78"L 31"D 33"H



ROMA 
CHRPWR Chair, Powered
(white vinyl) 37"L 31"D 33"H



Powered Seating

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

Powered Seating

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

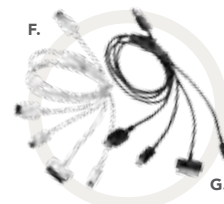
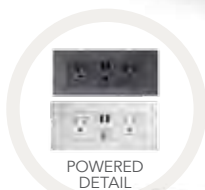
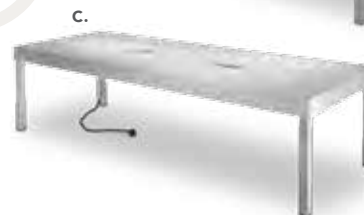
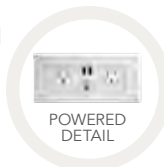


**A) NPLCHP
Naples Chair, Powered**
(black vinyl)
36"L 30"D 28"H

**B) NPLSOP
Naples Sofa, Powered**
(black vinyl)
87"L 30"D 28"H

**C) NPLLOP
Naples Loveseat, Powered**
(black vinyl)
62"L 30"D 28"H

Powered Tables



Charging adapters are available to rent for all powered products.

**A) G30BWP
G30 Bar Table, Powered**
(white top)
72"L 26"D 42"H

**B) G30DWP
G30 Café Table, Powered**
(white top)
72"L 26"D 30"H

**C) G30CWP
G30 Cocktail Table, Powered**
(white top)
72"L 26"D 18"H

**D) C1WP
Sydney Cocktail Table, Powered**
(white, brushed steel)
48"L 26"D 18"H

**E) C1YP
Sydney Cocktail Table, Powered**
(black, brushed steel)
48"L 26"D 18"H

Charging Adapters
F) ADAPTW (white)
G) ADAPTB (black)

Powered Banquettes.

Denotes Powered Products



MODULAR SYSTEM

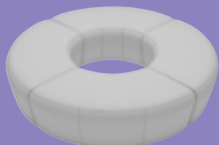
Create round banquettes or custom serpentine seating. The Power Banquette system has 3 AC and 2 USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free standing charging station.



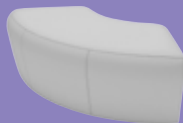
BNQTL7 Center Cone
w/Electrical Charging Outlet
(white vinyl)
38" RND 51"H



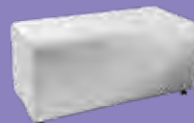
BNQ417 Full Banquette
w/Electrical Charging Outlet
(white vinyl)
72" RND 51"H



BNQR17 Ottoman Ring
(4 ottoman seats)
(white vinyl)
72" RND 18"H



BNQ7 Quarter Curve Ottoman
(white vinyl)
53"L 22"D 18"H




WHT12 Half Bench Ottoman
(white vinyl)
39"L 22.5"D 18"H



Detail of Electrical
Charging Outlet

Powered Pedestals

 Denotes AC and USB charging outlets

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



A. | B. 



C. | D. 

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

Powered Locking Pedestal

A) PDL36W (white)

24"L 24"D 36"H

B) PDL42W (white)

24"L 24"D 42"H

C) PDL36B (black)

24"L 24"D 36"H

D) PDL42B (black)

24"L 24"D 42"H

Charging Adapters

E) ADAPTW (white)

F) ADAPT B (black)


Charging adapters are available to rent for all powered products.



E.

F.

Powered Tech Desk

 Denotes AC and USB charging outlets

A) TECH3B Tech Desk, Powered w/3 Drawer File Cabinet

(black metal, laminate)
60"L 30"D 30"H

B) TECH Tech Desk, Powered

(black metal, laminate)
60"L 30"D 30"H

C) TECH3 3 Drawer File Cabinet on Castors

(black metal, laminate)
16"L 20"D 28"H

Charging Adapter

D) ADAPT B (black)

Charging adapters are available to rent for all powered products.



D.



A. 

B. 

C.

Soft Seating Collections

HOPCH Chair
(gray linen)
21"L 25"D 34"H

HOPLV Loveseat
(gray linen)
48"L 25"D 34"H



**SILVERADO
C1E Cocktail Table**
(glass, chrome)
36" Round 17"H

Soft Seating Collections



FAIRFAX

A) FAIRSW Sofa
(white vinyl, brushed metal)
62"L 27"D 30"H

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

Available in Power 



ROMA

A) CHRO03 Chair
(white vinyl)
37"L 31"D 33"H
CHRPWR (Powered)

B) SFA003 Sofa
(white vinyl)
78"L 31"D 33"H
SFAPWR (Powered)



NAPLES

A) NPLCHR Chair
(black vinyl)
36"L 30"D 28"H
NPLCHP (Powered)

B) NPLLOV Loveseat
(black vinyl)
62"L 30"D 28"H
NPLLOP (Powered)

C) NPLSOF Sofa
(black vinyl)
87"L 30"D 28"H
NPLSOP (Powered)

Soft Seating Collections



HEATHROW

HS008 Sectional 3pcs

(black vinyl)

72"L 48"D 28"H



HCH08 Heathrow Chair

(black vinyl)

24"L 24"D 28"H



HC008 Heathrow Corner Chair

(black vinyl)

24"L 24"D 28"H



HEA08 Heathrow Sofa

(black vinyl)

48"L 24"D 28"H

Soft Seating Collections



A.



B.



A.



B.



A.



B.



C.



A.

B.

C.

ALLEGRO

A) CHR002 Chair

(blue fabric)

36"L 34.5"D 30"H

B) SFA002 Sofa

(blue fabric)

73"L 34.5"D 30"H

TANGIERS

A) TANSOF Sofa

(beige textured)

78"L 37"D 36"H

B) TANCHR Chair

(beige textured)

34"L 37"D 36"H

KEY LARGO

A) KEYCHR Chair

(black fabric)

35"L 35"D 34"H

B) KEYLOV Loveseat

(black fabric)

57"L 35"D 34"H

C) KEYSOF Sofa

(black fabric)

79"L 35"D 34"H

SOUTH BEACH

A) SO1 Sofa

(platinum suede)

69"L 29"D 33"H

B) OTS Ottoman

(platinum suede)

25"L 31"D 18"H

C) SO2

Sofa Sectional 3pc.

(platinum suede)

152"L 40"D 33"H

Accent Chairs



SWANSON

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

KEY WEST

OCB Chair
(black)
31"L 31"D 31"H



MADDEN

MADGRY Arm Chair
(light gray vinyl)
27"L 32"D 33"H



Accent Chairs



A.



B.



C.



D.

**A) BCW
Madrid Chair**
(white vinyl)
30"L 30"D 31"H

**B) OCH
Madrid Chair**
(black vinyl)
30"L 30"D 31"H

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

**D) CCE
Ice Chair**
(transparent, chrome)
17.25"L 20"D 32"H

Meeting & Stage Chairs



A.



B.



C.

Meeting Chair
25.5"L 23.5"D 34"H
A) OCMESP (espresso vinyl)
B) OCMTAU (taupe fabric)
C) OCMWHT (white vinyl)



ZENITH
ZENCHR Chair
(white, chrome)
18.5"L 22"D 32"H



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



MALBA
MALGRY Chair
(gray)
20"L 20"D 32"H



MALBA
MALGRN Chair
(green)
20"L 20"D 32"H

Group Seating

Styles & Shapes



Berlin Chair

18"L 22"D 32"H

A) CS8 (black, white)

B) CS9 (red, white)

C) CS4

Syntax Chair

(black, chrome)

23"L 19"D 31"H

D) XCHR

Christopher Chair

(white vinyl, chrome)

17"L 19"D 35"H

E) CH002

Wendy Chair

(clear acrylic)

15"L 20"D 36"H

F) SC10

Razor Armless Chair

(white)

15.38"L 15.5"D 30.5"H

G) SC3

Brewer Chair

(onyx, black)

20"L 20"D 32"H

H) XC3

Luxor Guest Chair

(black vinyl)

27"L 28"D 40"H

I) XC6

Altura Guest Chair

(black crepe)

25"L 20"D 34"H

Mix & Match

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

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

K) DUET Duet Chair (black, chrome) 21"L 23"D 33"H





VIBE CUBE

18"L 18"D 18"H

- | | |
|-------------------------|------------------------------|
| A) VIB09 (white vinyl) | F) VIB02 (blue vinyl) |
| B) VIB10 (black vinyl) | G) VIB08 (orange vinyl) |
| C) VIB07 (beige vinyl) | H) VIB06 (gold/bronze vinyl) |
| D) VIB04 (red vinyl) | I) VIB01 (green vinyl) |
| E) VIB05 (yellow vinyl) | J) VIB03 (pink vinyl) |

D.

C.

H.

I.

J.

E.

F.

G.

Ottomans

Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.

ENDLESS Square

34"L 34"D 15"H

A) END02B (black)

B) END02W (white)

ENDLESS Curved

60.5"L 37.5"D 15"H

C) END01B (black)

D) END01W (white)

Bench Ottomans

60"L 20"D 18"H

E) BNO08 (black vinyl)

F) BNO75 (white vinyl)

G) SAL Sally Stool

(white)

12" Round 17"H

H) CUBL20 Edge

LED Cube Ottomans

(white plastic)

20"L 20"D 20"H

A/C power only

I) WHT12 Half Bench

(white vinyl)

39"L 22.5"D 18"H

J) BNQ7 Quarter Curve

(white vinyl)

53"L 22"D 18"H

K) BNQR17 Ring

(4 ottoman seats)

(white vinyl)

72"RND 18"H

Marche Swivel



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.

Marche Swivel Ottomans

17"RND 18"H

A) MAR001 (white vinyl)

B) MAR005 (red fabric)

C) MAR009 (pear yellow fabric)

D) MAR007 (plum fabric)

E) MAR010 (blue fabric)

F) MAR002 (gray fabric)

G) MAR006 (rose quartz fabric)

H) MAR003 (linen fabric)

I) MAR004

(raspberry fabric)

J) MAR008

(meadow green)

Accent Tables

ALONDRA

Cocktail Table

47"L 24"D 16"H

- A) **ALC100** (glass, chrome)
B) **ALC200** (wood, chrome)



ALONDRA

End Table

20"L 20"D 20"H

- C) **ALE100** (glass, chrome)
D) **ALE200** (wood, chrome)

GEO

Cocktail Table

50"L 22"D 16"H

- A) **C1C** (glass, chrome)
B) **C1FWB** (wood, black)



GEO

End Table

26"L 26"D 20"H

- C) **E1C** (glass, chrome)
D) **E1FWB** (wood, black)

Styles & Shapes

Available in Power 



SYDNEY

(brushed steel)

Cocktail Tables

48"L 26"D 18"H

A) C1W (white)

C1WP (Powered)

B) C1Y (black)

C1YP (Powered)

End Tables

27"L 23"D 22"H

C) E1W (white)

D) E1Y (black)

REGIS

(brushed metal)

E) REGBEN Bench Table

47"L 15.5"D 16"H

F) REGOTT End Table

16"L 15.5"D 16.5"H

SILVERADO

(glass, chrome)

G) E1E End Table

24" Round 22"H

H) C1E Cocktail Table

36" Round 17"H

OLIVER

(walnut finish)

I) EOLI End Table

22" Round 22"H

J) COLI Cocktail Table

47"L 27"D 19"H

RUSTIC

(wood)

K) ETBL E-Table

21"L 15.5"D 27.5"H

L) TMBTBL Timber Table

16" Round 17"H

M) NEMSAC

Mosaic Tables, Set of 3

(wood, metal)

12"L 14"D 16"H

16.5"L 15"D 18"H

20.5"L 16"D 20"H

N) AURA

Aura Round Table

(white metal)

15" Round 22"H

O) CUBTBL Edge LED Cube Table

(plexi top, white plastic)

20"L 20"D 20"H

A/C power only

Café Tables



A) 30SBHC 30" Round Café Table
(liquid steel blue top, chrome hydraulic base)
30" RND 29"H

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

30" Round Café Tables Standard Black Base

30" Round 29"H

A) ZTB (red top)

B) ZTH (liquid steel blue top)

Hydraulic Chrome Base

30" Round 29"H

C) LIQ009 (liquid white top)

D) 30MAHC (Madison gray acajou top)

Malba Chair

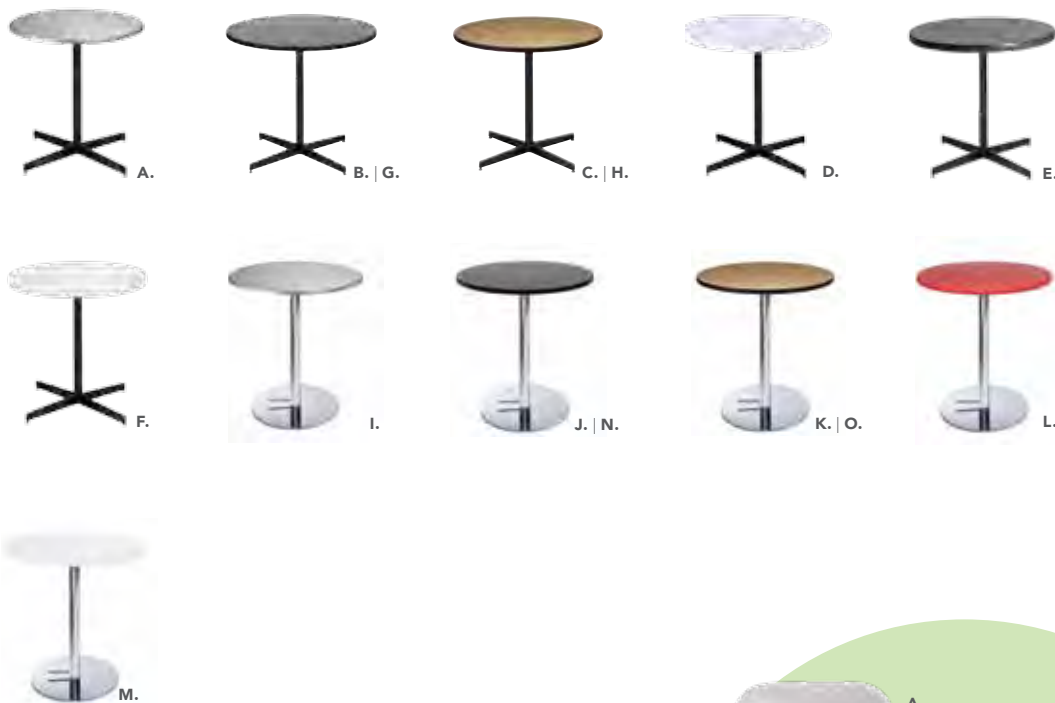
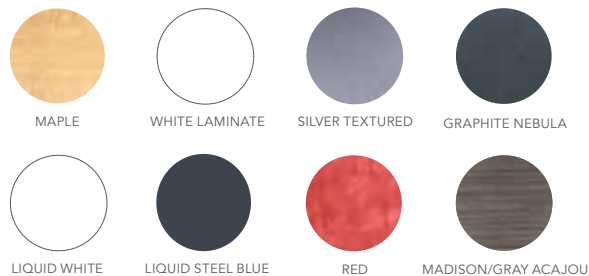
20"L 20"D 32"H

E) MALGRN (green)



Customize And Create

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



Café Tables

Standard Black Base

30" Round 29"H

- A) ZTG (silver textured)
- B) ZTJ (graphite nebula)
- C) ZTK (maple)
- D) LIQ004 (liquid white)
- E) ZTA (Madison/gray acajou)

36" Round 29"H

- F) ZTQ (white laminate)
- G) ZTN (graphite nebula)
- H) ZTP (maple)

Café Tables

Hydraulic Chrome Base

30" Round 29"H

- I) 30STHC (silver textured)
- J) 30GRHC (graphite nebula)
- K) 30MTHC (maple)
- L) 30BRHC (red)

36" Round 29"H

- M) 36WTHC (white laminate)
- N) 36GRHC (graphite nebula)
- O) 36MTHC (maple)

See additional options on page 21.

Mix & Match

Create the ultimate look. Choose from a wide variety of colorful Group Seating for the perfect style.

- A) ZENCHR Zenith Chair (white, chrome) 18.5"L 22"D 32"H
- B) DUET Duet Chair (black, chrome) 21"L 23"D 33"H



Bar Tables



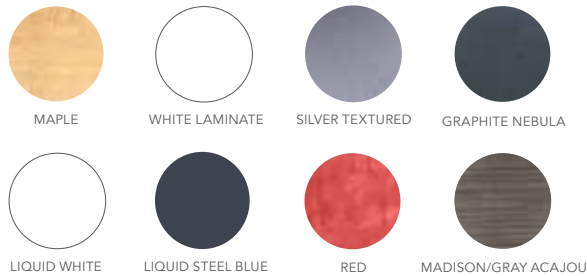
A) LIQ010
30" Round Bar Table
(liquid white, chrome
hydraulic base)
30"RND 45"H
B) APS12
Apex Barstools
(blue ultra suede)
21"L 21"D 33"H

C) 30SBHB
30" Round Bar Table
(liquid steel blue top,
chrome hydraulic base)
30"RND 45"H
D) RSTSTL
Rustique Barstool
(gunmetal)
13"L 13"D 30"H



Customize And Create

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



Bar Tables

Standard Black Base
30" Round 42"H
A) VTJ (graphite nebula)
B) VTK (maple)
C) VTG (silver textured)
D) VTB (red)
E) LIQ003 (liquid white)
F) VTH (liquid steel blue)

36" Round 42"H

G) VTW (white laminate)
H) VTN (graphite nebula)
I) VTP (maple)

Bar Tables

Hydraulic Chrome Base
30" Round 45"H
J) 30GRHB (graphite nebula)
K) 30MTHB (maple)
L) 30STHB (silver textured)
M) 30BRHB (red)

36" Round 45"H

N) 36WTHB (white laminate)
O) 36GRHB (graphite nebula)
P) 36MTHB (maple)

See additional options on page 23.



Q) 30MAHB 30" Round Bar Table w/Hydraulic Chrome Base
(Madison/gray acajou) 30" RND 45"H

R) VTA 30" Round Bar Table w/ Standard Black Base
(Madison/gray acajou) 30" RND 42"H

Barstools



LIFT BARSTOOLS

15" Round 23–33.5"H

A) ROLLWH (white vinyl)

B) ROLLRD (red vinyl)

C) ROLLBL (black vinyl)

D) ROLLGY (gray vinyl)

Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.



O.



P.



Q.



R.

Apex Barstools

21"L 21"D 33"H

A) APS08 (black vinyl)

B) APS59 (red vinyl)

C) APS75 (white vinyl)

D) APS12 (blue ultra suede)

Zoey Barstools

15"L 16"D 26-30.5"H

E) BS002 (white, chrome)

F) BS003 (black, chrome)

Banana Barstools

21"L 22"D 30"H

G) BSS (black, chrome)

H) BST (white, chrome)

Oslo Barstools

17"L 20"D 30"H

I) BSD (blue)

J) BSC (white)

K) BSL Gin Barstool

(maple, chrome)

16"L 16"D 29"H

L) BCE Ice Barstool

(transparent, chrome)

16"L 14"D 33"H

M) XBAR Christopher Barstool

(white vinyl, chrome)

19"L 15"D 41"H

N) BS001 Shark Barstool

(white, chrome)

22"L 19"D 34-44"H

O) BSR Syntax Barstool

(black, chrome)

23"L 19"D 32"H

Mix & Match

Create the ultimate look. Choose from a wide variety of select Bar Seating for the perfect style.

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

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

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



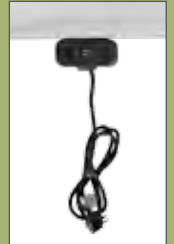
Conference Tables



PWRUSB

Powered Conference Table Module
(black) 5"L 2.25"D 2"H

Includes 2 AC and 2 USB outlets. Available for all conference tables except the Geo, Merlin and Work Tables.



42" Round Conference Table

42"RND 29"H

A) CONF42 (white laminate)

B) CB1 (graphite nebula)

C) CB8 (Madison/gray acajou)



MADISON

(Madison/gray acajou)

D) MADC05 5' Table

60"L 48"D 29"H

E) MADC08 8' Table

96"L 60"D 29"H

F) MADC10 10' Table

120"L 48"D 29"H

Styles & Shapes

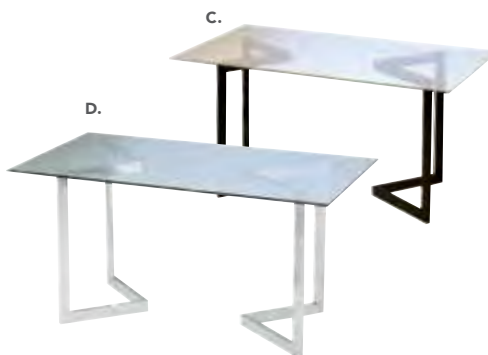


Geo Rounded Square Tables

42"L 42"D 29"H

A) CE1 (glass, chrome)

B) CF1 (glass, black)



Geo Rectangular Tables

60"L 36"D 29"H

C) CF2 Geo (glass, black)

D) CE2 Geo (glass, chrome)



Conference Tables

(graphite nebula)

E) CB3 8'

96"L 48"D 29"H

F) CB2 6'

72"L 42"D 29"H



Conference Tables

(granite)

G) C508GR 8'

96"L 44"D 29"H

H) CT10GR 10'

120"L 46"D 29"H

I) CT06GR 6'

72"L 36"D 29"H



J) MERLIN

Merlin Multi Use Table

(gray laminate, black)

46"L 29"D 30"H

K) WD3 Work Table

(white laminate, white)

48"L 24"D 30"H

Mix & Match

Create the right look. Choose from a wide selection of Conference Chairs for the perfect style.

L) PROEXB Pro Executive High Back Chair (black vinyl) 25"L 24"D 48"H Adjustable.

M) PROMID Pro Executive Mid Back Chair (white vinyl) 24"L 22"D 40"H Adjustable.



Executive Seating



A.



B.



C.



D.



E.



F.

Pro Executive Mid Back Chair
24"L 22"D 40"H Adjustable

A) PROMDB (black vinyl)
B) PROMID (white vinyl)

C) PROGB Pro Executive Guest Chair
(black vinyl)
24"L 22"D 36"H

D) XC1 Luxor High Back Executive Chair
(black vinyl)
27"L 28"D 47"H Adjustable

E) XC2 Luxor Mid Back Executive Chair
(black vinyl)
27"L 28"D 41"H Adjustable

F) SY1 Altura Steno Chair
(black crepe)
25"L 26"D 21"H

Style & Comfort

Create the right look. Choose from a wide selection of Executive Seating for the perfect style.

G) PROEXB Pro Executive High Back Chair (black vinyl) 25"L 24"D 48"H Adjustable.

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



Communal Tables

G30

Powered Tables



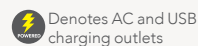
D.



B.



C.



Denotes AC and USB charging outlets

G30 Communal Tables (maple tops)

E) Bar Table

72"L 26"D 42"H

G30BMS (solid top)

G30BMW (grommet holes)

F) Café Table

72"L 26"D 30"

G30DMS (solid top)

G30DMW (grommet holes)

G) Cocktail Table

72"L 26"D 18"H

G30CMS (solid top)

G30CMW (grommet holes)

G30 Communal Tables (white tops)

72"L 26"D 42"H

H) Bar Table

G30BWS (solid top)

G30BWW (grommets)

I) Café Table

72"L 26"D 30"H

G30DWS (solid top)

G30DWW (grommets)

J) Cocktail Table

72"L 26"D 18"H

G30CWS (solid top)

G30CWW (grommets)

K) MERLIN

Merlin Multi Use Table

(gray laminate, black)

46"L 29"D 30"H

L) WD3 Work Table

(white laminate, white)

48"L 24"D 30"H



POWERED
DETAIL

- A) **G30BWP G30 Bar Table, Powered** (white top) 72"L 26"D 42"H.
B) **G30DWP G30 Café Table, Powered** (white top) 72"L 26"D 30"H.
C) **G30CWP G30 Cocktail Table, Powered** (white top) 72"L 26"D 18"H.
D) **BSD Oslo Barstool** (blue) 17"L 20"D 30"H.

TABLE TOP OPTIONS

(G30 Powered Tables only
available in white)



MAPLE



WHITE



(ADAPTIV)

Charging adapters are
available to rent for all G30
Powered Table Products.

(Choose from solid top tables or with grommet holes)



E.



F.



G.



H.



I.



J.



K.



L.

Office Essentials

A.



D.

MADISON

A) JD8 Madison Executive Desk

(gray acajou) 60"L 30"D 29"H

B) CR8 Madison Credenza

(gray acajou) 60"L 20"D 29"H

C) BC8 Madison Bookcase

(gray acajou) 36"L 12"D 72"H

D) SWAN Swanson Swivel Chair

(white vinyl) 28"L 25"D 30"H

C.



B.




DESK BACK



CREDENZA BACK

POWERED PEDESTALS

 Denotes AC and USB charging outlets

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



POWERED
DETAIL

A. 



POWERED
DETAIL

B. 



(Power outlets rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface)

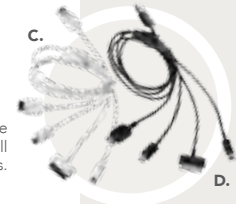
A) Powered Locking Pedestal
(white)
PDL36W 24"L 24"D 36"H
PDL42W 24"L 24"D 42"H

B) Powered Locking Pedestal
(black)
PDL36B 24"L 24"D 36"H
PDL42B 24"L 24"D 42"H

Charging Adapters

C) ADAPTW (white)

D) ADAPT B (black)



Charging adapters are available to rent for all powered products.

ACCENT LAMPS



A.




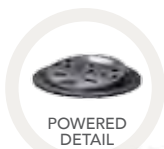
B.

A) LA15 Mason Floor Lamp
(brushed silver)
18" Round 55"H

B) LA14 Mason Table Lamp
(brushed silver)
16" Round 26"H

TECH COLLECTION

 Denotes AC and USB charging outlets



POWERED
DETAIL

A. 



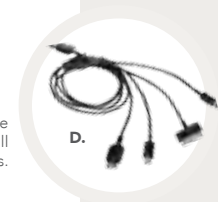
B. 

C.



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

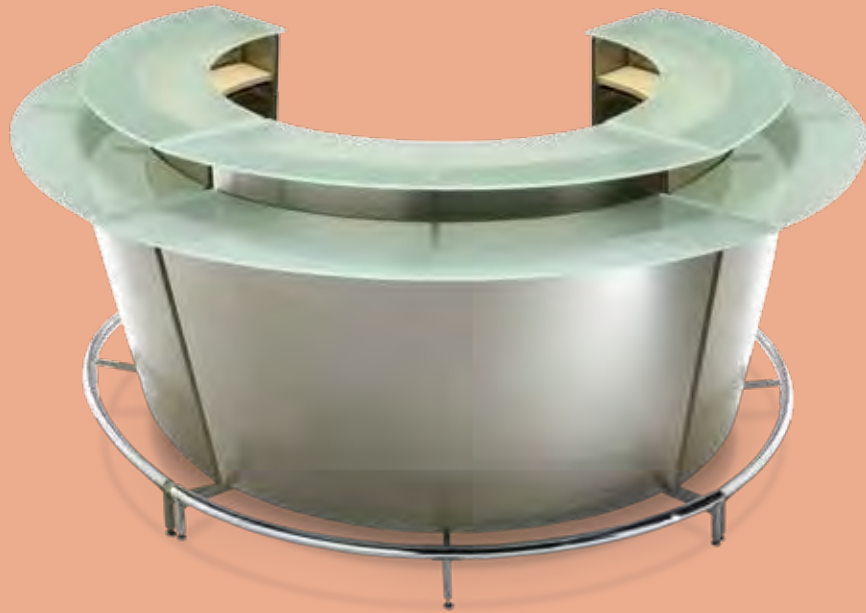
Charging Adapters
D) ADAPT B (black)



Charging adapters are available to rent for all powered products.

Show Essentials

A.



MARTINI BAR

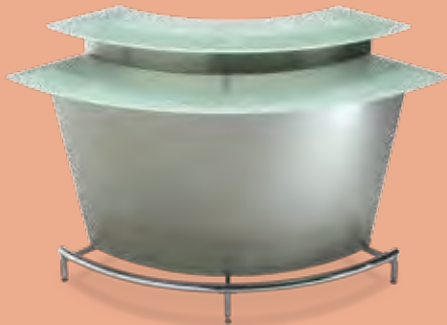
A) BRC Martini Bar Circle

Comprised of three BR1 Martini Bars
100"L 100"D 45"H

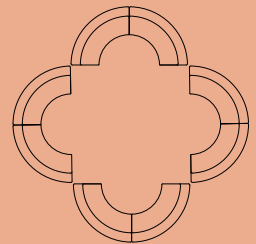
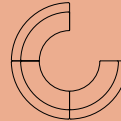
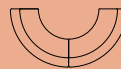
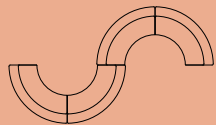
B) BR1 Martini Bar

(gray metal, frosted glass top)
67"L 22"D 45"H

B.



Suggested Uses of Martini Bar



LIGHTED PRODUCTS

LED light available in white, red, green, blue and rolling color.



A.



B.


A) CUBL20 Edge LED Cube Ottoman

(white plastic)
20"L 20"D 20"H
A/C power only

B) CUBTBL Edge LED Cube Table

(plexi top, white plastic)
20"L 20"D 20"H
A/C power only

MOBILE TABLET STANDS & ACCESSORIES

 Denotes AC and USB charging outlets



Mobile Tablet Stands
Include 3 AC and 2 USB
Charging Outlets



TABLET STANDS

A) TBSTND (black)
14"L 13"D 44.5"H

B) TBSTDW (white)
14"L 13"D 44.5"H

ACCESSORIES

C) TBBCHR
Brochure Holder
(black)
8.625"L 1.1"D 11.325"H

D) TBSHLF
Charging Shelf
(black)
14.85"L 7.17"D 1"H

E) TBPNTR
Wireless Printer Holder
(black)
3.3"L 1.9"D 5.28"H



TABLES & DRAPERY

Advance Order Deadline: **Monday, August 7, 2017**

Company Name: _____ Booth: _____

- [Order online](#) by the deadline date to receive the lowest price.
- Advance order prices apply to orders received with payment by the deadline date.
- Items canceled after delivery will be refunded 50% of the original price.
- Drape color choices are **Black, Blue, Burgundy, Gold, Grey, Purple, Red, Teal** and **White**.
- If a drape color is not indicated, Hargrove will provide show colors.

Description	Product #	Online Order Price Pricing only good through 8/7/17	Advance Price	Standard Price	Quantity	Color	Total
STANDARD TABLES							
Round Tables (30" diameter top)							
Low – 18" high	E	\$ 174	\$ 191	\$ 244		N/A	
Standard – 30" high	F	\$ 174	\$ 191	\$ 244		N/A	
Tall – 42" high	G	\$ 174	\$ 191	\$ 244		N/A	
Draped Tables (30" high x 24" wide)							
Small (4' long)	H4	\$ 132	\$ 145	\$ 185			
Standard (6' long)	H6	\$ 157	\$ 173	\$ 220			
Long (8' long)	H8	\$ 181	\$ 199	\$ 254			
Draped Counters (42" high x 24" wide)							
Small (4' long)	I4	\$ 157	\$ 173	\$ 220			
Standard (6' long)	I6	\$ 181	\$ 199	\$ 254			
Long (8' long)	I8	\$ 208	\$ 228	\$ 291			
Undraped Tables (30" high x 24" wide)							
Small (4' long)	HU4	\$ 78	\$ 86	\$ 109		N/A	
Standard (6' long)	HU6	\$ 101	\$ 111	\$ 141		N/A	
Long (8' long)	HU8	\$ 125	\$ 137	\$ 175		N/A	
Undraped Counters (42" high x 24" wide)							
Small (4' long)	IU4	\$ 101	\$ 111	\$ 141		N/A	
Standard (6' long)	IU6	\$ 125	\$ 137	\$ 175		N/A	
Long (8' long)	IU8	\$ 148	\$ 162	\$ 207		N/A	
DRAPE							
4th-side Table Drape (30" high)	HALL	\$ 50	\$ 55	\$ 71			
4th-side Counter Drape (42" high)	IALL	\$ 50	\$ 55	\$ 71			
						Subtotal:	
						Tax 6.85%:	
						TOTAL:	

20-effective01/17



CHAIRS, ACCESSORIES & DISPLAY CABINETS

Advance Order Deadline: **Monday, August 7, 2017**

Company Name: _____ Booth: _____

- [Order online](#) by the deadline date to receive the lowest price.
- Advance order prices apply to orders received with payment by the deadline date.
- Items canceled after delivery will be refunded 50% of the original price.
- Graphics/your logo may be added to counters and cabinets. Please email your graphics file to exhibitorservices@hargroveinc.com.
- Need an item not listed? See our Specialty Furnishings Catalog and Order Form in this service manual for additional items.

Description	Product #	Online Order Price Pricing only good through 8/7/17	Advance Price	Standard Price	Quantity	Total
STANDARD CHAIRS						
Barstool	Q	\$ 107	\$ 117	\$ 150		
Chair – Side (armless)	O	\$ 84	\$ 92	\$ 118		
ACCESSORIES						
Bag Rack – Slanted	M	\$ 101	\$ 111	\$ 141		
Bag Rack – Straight	L	\$ 101	\$ 111	\$ 141		
Easel	A	\$ 56	\$ 62	\$ 79		
Fish Bowl	T	\$ 16	\$ 17	\$ 22		
Literature Rack	C	\$ 156	\$ 172	\$ 218		
Posterboard – Horizontal (4' high x 8' wide)	R	\$ 208	\$ 228	\$ 291		
Posterboard – Vertical (8' high x 4' wide)	S	\$ 208	\$ 228	\$ 291		
Sign Holder (for 28" high x 22" wide sign)	B	\$ 120	\$ 132	\$ 168		
Stanchion – Chrome (per stanchion)	N	\$ 101	\$ 111	\$ 141		
Stanchion – Velour Rope (8' length)	N1	\$ 56	\$ 62	\$ 79		
Stanchion – Retractable, with Black Belt	N3	\$ 119	\$ 131	\$ 166		
Wastebasket	J	\$ 25	\$ 28	\$ 35		
DISPLAY CABINETS						
Cabinet – Small (approx. 42" high x 43" wide)	HMS-A	N/A	\$ 476	\$ 667		
Cabinet – Large (approx. 42" high x 82" wide)	HMS-F	N/A	\$ 626	\$ 877		
Cabinet – Curved (approx. 42" high x 60" wide)	HMS-D	N/A	\$ 575	\$ 805		
Logo Reproduction on Cabinet or Curved Counter	SB10	N/A	\$ 125	\$ 250		
Showcase (requires electricity for illumination)	HMS-G	N/A	\$ 661	\$ 926		
					Subtotal:	
					Tax 6.85%:	
					TOTAL:	

20-effective01/17



CARPET

Advance Order Deadline: **Monday, August 7, 2017**

Company Name: _____ Booth: _____

- [Order online](#) by the deadline date to receive the lowest price.
- Advance order prices apply to orders received with payment by the deadline date.
- **Standard Carpet** color choices: **Black, Blue, Burgundy, Grey, Red, Teal, and Blue Jay** (Blue & Black speckled).
- For island or peninsula booths, or in-line booths larger than 10' x 40', Special-Cut or Plush Carpet is recommended for color match. Color match is not guaranteed when Standard Carpet is ordered in multiple pieces.
- **Plush Carpet** color choices: **Black, Charcoal, White, Navy, Nu-Blue, Platinum, and Red**. Carpet poly is included with each Plush Carpet order.
- Standard Carpet canceled after delivery will be refunded 50% of the original price.
- Special-Cut and Plush Carpet orders are placed immediately upon receipt; we cannot issue a refund once your order has been processed.
- If a carpet color is not indicated, Hargrove will provide show colors.

Need a custom color? Call 301.306.4627

Description	Product #	Online Order Price Pricing only good through 8/7/17	Advance Price	Standard Price	Quantity	Color	Total
STANDARD CARPET							
For booths 10' in depth and up to 40' in length:							
10' x 10'	C1	\$ 208	\$ 228	\$ 291			
10' x 20'	C2	\$ 416	\$ 458	\$ 582			
10' x 30'	C3	\$ 624	\$ 686	\$ 874			
10' x 40'	C4	\$ 832	\$ 915	\$ 1,165			
For booths greater than 10' in depth and/or 40' in length:							
Special Cut – per sq ft	C5	\$ 3.55	\$ 3.91	\$ 4.97	sq ft		
PLUSH CARPET							
Plush – per sq ft	C6	\$ 5.05	\$ 5.56	\$ 7.07	sq ft		
CARPET PADDING & POLY							
Padding – per sq ft	C7	\$ 1.57	\$ 1.73	\$ 2.20	sq ft	N/A	
Double Padding – per sq ft	CD7	\$ 3.14	\$ 3.46	\$ 4.40	sq ft	N/A	
Poly (protective plastic) – per sq ft	C8	\$ 0.56	\$ 0.62	\$ 0.79	sq ft	N/A	
						Subtotal:	
						Tax 6.85%:	
						TOTAL:	

20- effective01/17



CLEANING

Advance Order Deadline: **Monday, August 7, 2017**

Company Name: _____ Booth: _____

- [Order online](#) by the deadline date to receive the lowest price.
- Advance order prices apply to orders received with payment by the deadline date.
- Cleaning orders are based on the square footage of your booth (length x width).
- Daily vacuuming service includes nightly emptying of wastebaskets rented from Hargrove.
- Porter service is trash removal periodically throughout the show days. This service is recommended for exhibitors with lots of giveaways or food service.
- Hargrove is the exclusive cleaning contractor for this show.

HELPFUL HINTS: To calculate your vacuuming/cleaning rate, multiply the length of your booth by the width to get the total square footage (i.e., quantity). Then, multiply the square footage (quantity) by the vacuuming/cleaning price. Please note that porter service is a daily rate.

Description	Product #	Online Order Price Pricing only good through 8/7/17	Advance Price	Standard Price	Quantity	Total
Vacuuming/Cleaning – Pre-Show (one time) only, per sq ft	CL1	\$ 0.48	\$ 0.53	\$ 0.67	sq ft	
Vacuuming/Cleaning – Daily (each show day), per sq ft	CL2	\$ 0.91	\$ 1.00	\$ 1.28	sq ft	
Porter Service – up to 600 sq ft, per day	CL4	\$ 132	\$ 145	\$ 185	day(s)	
Porter Service – 600-1600 sq ft, per day	CL5	\$ 163	\$ 180	\$ 228	day(s)	
Porter Service – over 1600 sq ft, per day	CL6	Request a quote			day(s)	
Shampooing or Wet Mop Service	CL7	Request a quote				
20- effective 01/17						TOTAL:



SIGNS & GRAPHICS

Advance Order Deadline: **Monday, August 7, 2017**

Company Name: _____ Booth: _____

- [Online](#) and Advance order prices apply to orders received with payment by the deadline date. Show site orders and orders received after the advance order deadline are subject to availability.
- Standard **copy color** choices: **Black, Blue** and **Red**.
- Graphics/your logo may be added to signs/banners. Please email your graphics file to exhibitorservices@hargroveinc.com.
- Sign/graphics orders are filled immediately upon receipt; we cannot issue a refund once your order has been processed.

Need a custom sign or banner? Call 301.306.4627

Description	Product #	Online Order Price Pricing only good through 8/7/17	Advance Price	Standard Price	Vertical or Horizontal	Quantity	Copy Color	Total
7" x 11" sign	SB1	N/A	\$ 47	\$ 94				
11" x 14" sign	SB2	N/A	\$ 61	\$ 122				
7" x 44" sign	SB3	N/A	\$ 61	\$ 122	Horizontal			
14" x 22" sign	SB4	N/A	\$ 78	\$ 156				
14" x 44" sign	SB5	N/A	\$ 94	\$ 188				
22" x 28" sign	SB6	N/A	\$ 101	\$ 202				
28" x 44" sign	SB7	N/A	\$ 148	\$ 296				
Vinyl Banner (per sq ft)	SB8	Request a quote						
Insite® BioBoard™ Panel (up to 4' x 8')	SB9	Request a quote						
Logo Reproduction	SB10	N/A	\$ 125	\$ 250			N/A	
Easel Back	SB20	N/A	\$ 8	\$ 16	N/A		N/A	

Hargrove's preferred graphics file formats (in order of preference):

Adobe Illustrator (.ai) QuarkXpress (.qxd)
 Illustrator EPS (.eps) Image Files (.tif)
 Photoshop (.psd) JPEG Images (.jpg)
 Adobe InDesign (.indd)

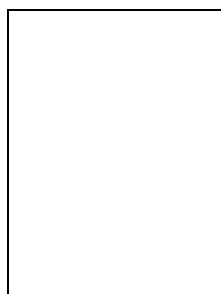
Subtotal:

Tax 6.85%:

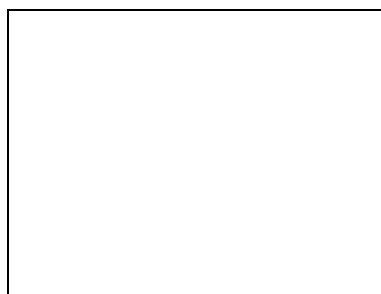
TOTAL:

Sign Copy (exactly as you wish it to appear):

Illustrate Sign / Graphics Layout:



VERTICAL



HORIZONTAL



RENTAL BOOTHS

Advance Order Deadline: **Monday, August 7, 2017**

Company Name: _____ Booth: _____

Fulfill your exhibit needs with an economical, turnkey Hargrove Modular System (HMS) rental booth. All rental booths include the material handling, installation and dismantling of the HMS, as well as standard carpeting with daily vacuuming.

- Advance order prices apply to orders received with payment by the deadline date.
- Enhance your exhibit by upgrading to a Tier 2 rental booth. Contact us at 301.306.4799 or rentalexhibits@hargroveinc.com for a quote.
- See Page 2 of this Order Form for HMS Accessories and payment information.
- Due to material and labor costs, orders canceled before move-in begins will be charged 50% of the original price; orders canceled after move-in begins are non-refundable.

Description / Product #	Tier 1 Advance Price	Tier 1 Standard Price	Tier 2 Price	Quantity	Total
RENTAL BOOTH					
For 10' wide booth spaces:					
HMS 10A – with shelves	\$2,263	\$3,168	Call for quote		
HMS 10B – with shelves and small cabinet	\$2,744	\$3,842	Call for quote		
HMS10C – with curved cabinet and header	\$3,408	\$4,771	Call for quote		
For 20' wide booth spaces:					
HMS 20A – with shelves and small cabinet	\$4,456	\$6,238	Call for quote		
HMS 20B – with shelves and large cabinet	\$4,813	\$6,738	Call for quote		
HMS 20C – with small cabinet and curved side	\$4,648	\$6,507	Call for quote		
HMS 40A – for booth space at least 20' deep	\$7,198	\$10,077	Call for quote		
Subtotal:					

20-effective01/17

Description / Product #	Tier 1 Advance Price	Tier 1 Standard Price	Tier 2 Price	Selection	Total
PANEL MATERIAL					
For HMS 10A / 10B / 10C:					
Velcro-Compatible – Black Fabric (HMS-VP)	\$420	\$588	Call for quote	<input type="checkbox"/>	
Velcro-Compatible – Grey Fabric (HMS-VP)	\$420	\$588	Call for quote	<input type="checkbox"/>	
For HMS 20A / 20B / 20C / 40A:					
Velcro-Compatible – Black Fabric (HMS-VP)	\$712	\$997	Call for quote	<input type="checkbox"/>	
Velcro-Compatible – Grey Fabric (HMS-VP)	\$712	\$997	Call for quote	<input type="checkbox"/>	
Subtotal:					

20-effective01/17

CARPET – select color:



HEADER COPY – select color:

☐ Black
 ☐ Blue
 ☐ Red

HEADER COPY – print exactly how you want it to appear:



RENTAL BOOTHS – 2 of 2

Company Name: _____ Booth: _____

ENHANCE YOUR EXHIBIT – Tier 2 Upgrades:

Contact one of our experts at 301.306.4799 or rentalexhibits@hargroveinc.com for a quote.

- | | | |
|---|---|--|
| <input type="checkbox"/> Upgraded Carpeting | <input type="checkbox"/> Custom Cabinet / Counter | <input type="checkbox"/> Custom Panel Material |
| <input type="checkbox"/> Graphics / Custom Logo | <input type="checkbox"/> Slatwall with Shelves | <input type="checkbox"/> Completely Customized Exhibit |

OPTIONAL HMS ACCESSORIES

ITEM	DESCRIPTION	PRICE		QTY	TOTAL
		Advance / Standard			
HMS-A	Cabinet - Small (approx. 43"w x 23"d x 42"h)	\$476	\$667		
HMS-D	Curved Cabinet (approx. 60"w x 22"d x 42"h)	\$575	\$805		
HMS-F	Cabinet - Large (approx. 82"w x 23"d x 42"h)	\$626	\$877		
SB10	Logo Reproduction on Cabinet	\$125	250		
HMS-G	Illuminated Showcase (<i>electricity required</i> – approx. 79½"w x 20½"d x 41"h)	\$661	\$926		
HMS-H	Stem Light (<i>electricity required</i>)	\$94	\$132		
HMS-I	Slanted Shelf (39" wide)	\$101	\$141		
HMS-J	Flat Shelf (39" wide)	\$66	\$92		

HMS Rental Price \$_____ plus Options/Accessories \$_____ = Subtotal \$_____ x 6.85% Tax = TOTAL: \$_____

20-effective01/17



SPECIALTY FURNISHINGS

Advance Order Deadline: **Monday, August 7, 2017**

Company Name: _____ Booth: _____

Description	Product #	Online Order Price Pricing only good through 8/7/17	Advance Price	Standard Price	Quantity	Total
POWERED						
Charging Adapter - Black	ADAPT B	\$17	\$19	\$24		
Charging Adapter -White	ADAPT W	\$17	\$19	\$24		
G30 Bar Table, Powered - White Top	G30BWP	\$550	\$605	\$770		
G30 Café Table, Powered - White Top	G30DWP	\$637	\$701	\$892		
G30 Cocktail Table, Powered - White Top	G30CWP	\$307	\$338	\$430		
Naples Chair, Powered - Black Vinyl	NPLCHP	\$444	\$488	\$621		
Naples Loveseat, Powered - Black Vinyl	NPLLOP	\$614	\$676	\$860		
Naples Sofa, Powered - Black Vinyl	NPLSOP	\$713	\$784	\$998		
Powered Conference Table Module - Black	PWRUSB	\$53	\$58	\$74		
Roma Chair, Powered - White Vinyl	CHRPWR	\$241	\$265	\$337		
Roma Sofa, Powered - White Vinyl	SFAPWR	\$713	\$784	\$998		
Sydney Cocktail Table, Powered - Black, Brushed Steel	C1YP	\$250	\$275	\$350		
Sydney Cocktail Table, Powered - White Brushed Steel	C1WO	\$250	\$275	\$350		
Full Banquette w/Electrical Charging Outlet	BNQ417	\$1,867	\$2,054	\$2,614		
Center Cone w/Electrical Charging Outlet	BNQTL7	\$589	\$648	\$824		
SOFAS & SECTIONALS						
Allegro - Blue Fabric	SFA002	\$580	\$638	\$812		
Fairfax - White Vinyl, Metal	FAIRSW	\$222	\$244	\$311		
Heathrow - Black Vinyl	HEA08	\$567	\$623	\$793		
Key Largo - Black Fabric	KEYSOF	\$332	\$365	\$465		
Naples - Black Vinyl	NPLSOF	\$714	\$786	\$1,000		
Roma - White Vinyl	SFA003	\$709	\$780	\$992		
South Beach - Platinum Suede	SO1	\$572	\$629	\$801		
Tangiers - Beige Textured	TANSOF	\$567	\$623	\$793		
Heathrow - Black Vinyl	HS008	\$1,488	\$1,637	\$2,084		
South Beach - Platinum Suede	SO2	\$1,186	\$1,305	\$1,661		
LOVESEATS						
Key Largo - Black Fabric	KEYLOV	\$256	\$282	\$358		
Naples - Black Vinyl	NPLLOV	\$601	\$661	\$841		
Hopi - Grey Linen	HOPLV	\$303	\$334	\$425		
CLUB CHAIRS						
Allegro - Blue Fabric	CHR002	\$413	\$455	\$579		
Fairfax - White Vinyl, Metal	FAIRCW	\$241	\$265	\$337		
Heathrow - Black Vinyl	HCH08	\$442	\$486	\$619		
Subtotal:						



SPECIALTY FURNISHINGS – 2 of 8

Company Name: _____ Booth: _____

Description	Product #	Online Order Price Pricing only good through 8/7/17	Advance Price	Standard Price	Quantity	Total
CLUB CHAIRS (cont.)						
Heathrow - Black Vinyl	HC008	\$476	\$524	\$667		
Key Largo - Black Fabric	KEYCHR	\$220	\$242	\$308		
Key West - Black	OCB	\$325	\$358	\$455		
Naples - Black Vinyl	NPLCHR	\$498	\$548	\$698		
Roma - White Vinyl	CHR003	\$463	\$509	\$648		
Tangiers - Beige Textured	TANCHR	\$368	\$405	\$516		
Hopi - Grey Linen	HOPCH	\$195	\$215	\$273		
ACCENT CHAIRS						
Ice - Transparent w/Chrome Frame	CCE	\$192	\$211	\$269		
La Brea Swivel Chair - Charcoal Gray, Fabric	LABREA	\$351	\$386	\$491		
Madden Arm Chair - Light Gray Vinyl	MADGRY	\$363	\$399	\$508		
Madrid - Black Leather	OCH	\$690	\$759	\$966		
Madrid - White Leather	BCW	\$610	\$671	\$854		
Swanson"Swivel Chair - White Vinyl	SWAN	\$305	\$336	\$428		
MEETING CHAIRS						
White Vinyl	OCMWHT	\$176	\$194	\$247		
Espresso	OCMESP	\$192	\$211	\$269		
Taupe	OCMTAU	\$214	\$235	\$299		
OTTOMANS						
Bench - Black Vinyl	BNO08	\$351	\$386	\$491		
Bench - White Vinyl	BN075	\$351	\$386	\$491		
Ottoman Ring	BNQR17	\$1,436	\$1,579	\$2,010		
Quarter Curve - White Vinyl	BNQ7	\$401	\$441	\$561		
Half Bench Ottoman	WHT12	\$307	\$338	\$430		
Edge Lighted Cube - White Plastic	CUBL20	\$178	\$195	\$249		
Endless Curved - Black	END01B	\$292	\$321	\$409		
Endless Curved - White	END01W	\$292	\$321	\$409		
Endless Square - Black	END02B	\$305	\$336	\$428		
Endless Square - White	END02W	\$305	\$336	\$428		
Sally Stool - White	SAL	\$96	\$106	\$134		
South Beach - Platinum Suede, Wedge	OTS	\$250	\$275	\$350		
Marche Swivel - White Vinyl	MAR001	\$152	\$167	\$212		
Marche Swivel - Red Fabric	MAR005	\$152	\$167	\$212		
Marche Swivel - Pear Yellow Fabric	MAR009	\$152	\$167	\$212		
Marche Swivel - Plum Fabric	MAR007	\$152	\$167	\$212		
Marche Swivel - Blue Fabric	MAR010	\$152	\$167	\$212		
Subtotal:						

SPECIALTY FURNISHINGS – 3 of 8

Company Name: _____ Booth: _____

Description	Product #	Online Order Price Pricing only good through 8/7/17	Advance Price	Standard Price	Quantity	Total
OTTOMANS (cont.)						
Marche Swivel - Gray Fabric	MAR002	\$152	\$167	\$212		
Marche Swivel - Rose Quartz Fabric	MAR006	\$152	\$167	\$212		
Marche Swivel - Linen Fabric	MAR003	\$152	\$167	\$212		
Marche Swivel - Raspberry Fabric	MAR004	\$152	\$167	\$212		
Marche Swivel - Meadow Green	MAR008	\$152	\$167	\$212		
Vibe Cube - White Vinyl	VIB09	\$114	\$125	\$159		
Vibe Cube - Black Vinyl Waterproof	VIB10	\$114	\$125	\$159		
Vibe Cube - Champagne Vinyl	VIB07	\$118	\$130	\$165		
Vibe Cube - Blue Vinyl	VIB02	\$118	\$130	\$165		
Vibe Cube - Gold/Bronze Vinyl	VIB06	\$118	\$130	\$165		
Vibe Cube - Green Vinyl	VIB01	\$118	\$130	\$165		
Vibe Cube - Orange Vinyl	VIB08	\$118	\$130	\$165		
Vibe Cube - Pink Vinyl	VIB03	\$118	\$130	\$165		
Vibe Cube - Red Vinyl	VIB04	\$118	\$130	\$165		
Vibe Cube - Yellow Vinyl	VIB05	\$118	\$130	\$165		
GROUP SEATING						
Zenith - White, Chrome	ZENCHR	\$135	\$149	\$190		
Laguna - Maple, Chrome	LMCHR	\$121	\$133	\$169		
Malba - Grey	MALGRY	\$92	\$101	\$129		
Malba - Green	MALGRN	\$92	\$101	\$129		
Altura - Black Crepe	XC6	\$289	\$318	\$404		
Berlin - Black & White w/Chrome Frame	CS8	\$109	\$120	\$153		
Berlin - Red & White w/Chrome Frame	CS9	\$109	\$120	\$153		
Syntax - Black, Chrome	CS4	\$168	\$185	\$235		
Brewer - Onyx w/Black Legs	SC3	\$181	\$199	\$253		
Christopher Chair - White Vinyl w/Chrome Legs	XCHR	\$89	\$98	\$125		
Duet Chair - Black w/Chrome	DUET	\$99	\$109	\$139		
Luxor - Black Leather	XC3	\$314	\$346	\$440		
Razor - White	SC10	\$123	\$136	\$173		
Rustique Chair w/Arms - Gunmetal	RSTDIN	\$123	\$136	\$173		
Wendy - Clear Acrylic	CH002	\$100	\$110	\$140		
COCKTAIL TABLES						
Alondra - Glass, Chrome	ALC100	\$273	\$300	\$382		
Alondra - Wood, Chrome	ALC200	\$273	\$300	\$382		
Geo - Wood, Black	C1FWB	\$238	\$262	\$334		
Geo - Glass w/Chrome Base	C1C	\$250	\$275	\$350		
Oliver	COLI	\$213	\$234	\$298		
Subtotal:						

SPECIALTY FURNISHINGS – 4 of 8

Company Name: _____ Booth: _____

Description	Product #	Online Order Price Pricing only good through 8/7/17	Advance Price	Standard Price	Quantity	Total
COCKTAIL TABLES (cont.)						
Silverado - Glass w/Chrome Base	C1E	\$276	\$303	\$386		
Sydney - Black	C1Y	\$268	\$295	\$375		
Sydney - White	C1W	\$268	\$295	\$375		
Regis - Brushed Metal	REGBEN	\$201	\$221	\$281		
SIDE AND END TABLES						
Alondra - Glass, Chrome	ALE100	\$197	\$217	\$276		
Alondra - Wood, Chrome	ALE200	\$197	\$217	\$276		
Geo - Wood, Black	E1FWB	\$208	\$228	\$291		
Aura Round Table - White Metal	AURA	\$123	\$136	\$173		
E Table - Wood	ETBL	\$152	\$167	\$213		
Edge LED Cube w/Plexi Top, White Plastic	CUBTBL	\$178	\$195	\$249		
Geo - Glass w/Chrome Base	E1C	\$238	\$262	\$333		
Mosaic Tables - Set of 3	NEMSAC	\$248	\$273	\$347		
Oliver	EOLI	\$194	\$213	\$272		
Regis - Brushed Metal	REGOTT	\$148	\$163	\$207		
Silverado - Glass w/Chrome Base	E1E	\$250	\$275	\$350		
Sydney - Black	E1Y	\$237	\$261	\$332		
Sydney - White	E1W	\$237	\$261	\$332		
Timber Table - Wood	TMBTBL	\$146	\$160	\$204		
TRAINING & CONFERENCE TABLES						
Merlin Multi Use Table, Gray Laminate, Black	MERLIN	\$305	\$336	\$428		
Work Table - White Laminate, White	WD3	\$282	\$310	\$395		
10' - Granite	CT10GR	\$513	\$564	\$718		
Round - Graphite Nebula	CB1	\$235	\$258	\$329		
Table - White Laminate	CONF42	\$329	\$361	\$460		
Madison 42" Round - Grey Acajou	CB8	\$392	\$431	\$549		
Madison 5' - Gray Acajou	MADC05	\$782	\$860	\$1,095		
Madison 8' - Gray Acajou	MADC08	\$782	\$860	\$1,095		
Madison 10' - Gray Acajou	MADC10	\$439	\$483	\$614		
6' - Graphite Nebula	CB2	\$439	\$483	\$614		
6' - Granite	CT06GR	\$345	\$380	\$483		
8' - Graphite Nebula	CB3	\$514	\$565	\$719		
8' - Granite	C508GR	\$424	\$467	\$594		
Geo - Glass w/Black Base	CF2	\$376	\$414	\$526		
Geo - Glass w/Chrome Base	CE2	\$376	\$414	\$526		
Geo - Glass w/Black Base	CF1	\$276	\$303	\$386		
Geo - Glass w/Chrome Base	CE1	\$276	\$303	\$386		
Subtotal:						

SPECIALTY FURNISHINGS – 5 of 8

Company Name: _____ Booth: _____

Description	Product #	Online Order Price Pricing only good through 8/7/17	Advance Price	Standard Price	Quantity	Total
EXECUTIVE CHAIRS						
Pro - Mid Back, Black Vinyl	PROMDB	\$178	\$195	\$249		
Luxor - High Back, Black Leather	XC1	\$178	\$195	\$249		
Luxor - Mid Back, Black Leather	XC2	\$159	\$175	\$222		
Pro - Black Vinyl	PROGB	\$182	\$200	\$255		
Pro - High Back, Black Vinyl	PROEXB	\$260	\$286	\$364		
Pro - High Back, White Classic Vinyl	PROEXE	\$316	\$348	\$443		
Pro - Mid Back, White Classic Vinyl	PROMID	\$165	\$181	\$231		
G30 COMMUNAL BAR, CAFÉ & COCKTAIL TABLES						
Bar - Maple Top	G30BMS	\$603	\$663	\$844		
Bar - Maple Top, w/ Grommet Holes	G30BMW	\$603	\$663	\$844		
Bar - White Top	G30BWS	\$603	\$663	\$844		
Bar - White Top, w/ Grommet Holes	G30BWW	\$603	\$663	\$844		
Café - Maple Top	G30DMS	\$443	\$488	\$620		
Café - Maple Top, w/ Grommet Holes	G30DMW	\$443	\$488	\$620		
Café - White Top	G30DWS	\$443	\$488	\$620		
Café - White Top, w/ Grommet Holes	G30DWW	\$443	\$488	\$620		
Cocktail - Maple Top	G30CMS	\$329	\$361	\$460		
Cocktail - Maple Top, w/ Grommet Holes	G30CMW	\$329	\$361	\$460		
Cocktail - White Top	G30CWS	\$329	\$361	\$460		
Cocktail - White Top, w/ Grommet Holes	G30CWW	\$329	\$361	\$460		
BARSTOOLS						
Lift Barstool - White Vinyl - 15" Round	ROLLWH	\$180	\$198	\$252		
Lift Barstool - Red Vinyl - 15" Round	ROLLRD	\$180	\$198	\$252		
Lift Barstool - Blue Vinyl - 15" Round	ROLLBL	\$180	\$198	\$252		
Lift Barstool - Gray Vinyl - 15" Round	ROLLGY	\$180	\$198	\$252		
"Apex" - White Vinyl	APS75	\$157	\$173	\$220		
"Apex" - Black Vinyl	APS08	\$157	\$173	\$220		
"Apex" - Red Vinyl	APS59	\$157	\$173	\$220		
"Apex" - Blue Ultra Suede	APS12	\$157	\$173	\$220		
"Zoey" Swivel - White Vinyl, Chrome Base	BS002	\$225	\$247	\$315		
"Zoey" Swivel - Black Vinyl, Chrome Base	BS003	\$225	\$247	\$315		
"Banana" - Black Seat w/Chrome Base	BSS	\$219	\$241	\$307		
"Banana" - White Seat w/Chrome Base	BST	\$219	\$241	\$307		
"Oslo" - Blue Seat w/Chrome Frame	BSD	\$232	\$255	\$324		
"Oslo" - White Seat w/Chrome Frame	BSC	\$232	\$255	\$324		
"Gin" - Maple Seat w/Chrome Base	BSL	\$201	\$221	\$281		
"Ice" - Transparent w/Chrome Frame	BCE	\$204	\$224	\$286		
Subtotal:						

SPECIALTY FURNISHINGS – 6 of 8

Company Name: _____ Booth: _____

Description	Product #	Online Order Price Pricing only good through 8/7/17	Advance Price	Standard Price	Quantity	Total
BARSTOOLS (cont.)						
"Christopher" - White Vinyl w/ Chrome Base	XBAR	\$125	\$138	\$175		
"Shark" Swivel - White Plastic w/Arms, Chrome Base	BS001	\$238	\$262	\$333		
Syntax - Black, Chrome	BSR	\$184	\$203	\$258		
Zenith - White, Chrome	ZENBAR	\$135	\$149	\$190		
"Rustique" - Gunmetal	RSTSTL	\$111	\$122	\$156		
Laguna - Maple, Chrome	LMBAR	\$152	\$167	\$212		
BAR TABLES W/ STANDARD BLACK BASE						
Brushed Red Top w/Standard Black Base	VTB	\$251	\$277	\$352		
Liquid White Top w/Standard Black Base	LIQ003	\$282	\$310	\$394		
Liquid Steel Blue Top w/Standard Base	VTH	\$208	\$228	\$291		
Graphite Nebula Top w/Standard Black Base	VTJ	\$251	\$277	\$352		
Maple Top w/Standard Black Base	VTK	\$251	\$277	\$352		
Silver Textured Top w/Standard Black Base	VTG	\$211	\$232	\$295		
Graphite Nebula Top w/Standard Black Base	VTN	\$261	\$287	\$366		
Maple Top w/Standard Black Base	VTP	\$268	\$295	\$375		
White Laminate Top w/Standard Black Base	VTW	\$226	\$249	\$316		
Gray Acajou Top w/Standard Base	VTA	\$200	\$221	\$281		
BAR TABLES W/ HYDRAULIC BASE						
Liquid White Top w/ Hydraulic Base	LIQ010	\$379	\$417	\$531		
Brushed Red Top w/Hydraulic Base	30BRHB	\$210	\$232	\$295		
Graphite Nebula Top w/Hydraulic Base	30GRHB	\$210	\$232	\$295		
Liquid Steel Blue Top w/Hydraulic Base	30SBHB	\$210	\$232	\$295		
Silver Textured Top w/Hydraulic Base	30STHB	\$210	\$232	\$295		
Maple Top w/Hydraulic Base	30MTHB	\$210	\$232	\$295		
Graphite Nebula Top w/Hydraulic Base	36GRHB	\$229	\$252	\$321		
Maple Top w/Hydraulic Base	36MTHB	\$229	\$252	\$321		
White Laminate Top w/Hydraulic Base	36WTHB	\$229	\$252	\$321		
Gray Acajou Top w/Hydraulic Base	30MAHB	\$244	\$268	\$341		
CAFÉ TABLES W/ STANDARD BLACK BASE						
Maple Top w/Standard Black Base	ZTK	\$219	\$241	\$307		
Liquid White Top w/Standard Black Base	LIQ004	\$302	\$332	\$422		
Gray Acajou Top w/Standard Base	ZTA	\$190	\$209	\$265		
Graphite Nebula Top w/Standard Black Base	ZTJ	\$219	\$241	\$307		
Silver Textured Top w/Standard Black Base	ZTG	\$192	\$211	\$269		
Brushed Red Top w/Standard Black Base	ZTB	\$219	\$241	\$307		
Liquid Steel Blue Top w/Standard Base	ZTH	\$190	\$209	\$265		
Subtotal:						

SPECIALTY FURNISHINGS – 7 of 8

Company Name: _____ Booth: _____

Description	Product #	Online Order Price Pricing only good through 8/7/17	Advance Price	Standard Price	Quantity	Total
CAFÉ TABLES W/ STANDARD BLACK BASE (cont.)						
Maple Top w/Standard Black Base	ZTP	\$251	\$277	\$352		
Graphite Nebula Top w/Standard Black Base	ZTN	\$244	\$268	\$341		
White Laminate Top w/Standard Black Base	ZTQ	\$243	\$267	\$340		
CAFÉ TABLES W/ HYDRAULIC BASE						
Liquid White Top w/Hydraulic Black Base	LIQ009	\$379	\$417	\$531		
Gray Acajou Top w/Hydraulic Base	30MAHC	\$244	\$268	\$341		
Liquid Steel Blue Top w/Hydraulic Base	30SBHC	\$210	\$232	\$295		
Silver Textured Top w/Hydraulic Base	30STHC	\$210	\$232	\$295		
Brushed Red Top w/Hydraulic Base	30BRHC	\$210	\$232	\$295		
Graphite Nebula Top w/Hydraulic Base	30GRHC	\$210	\$232	\$295		
Maple Top w/Hydraulic Base	30MTHC	\$210	\$232	\$295		
Graphite Nebula Top w/Hydraulic Base	36GRHC	\$229	\$252	\$321		
Maple Top w/Hydraulic Base	36MTHC	\$229	\$252	\$321		
White Laminate Top w/Hydraulic Base	36WTHC	\$229	\$252	\$321		
TRAINING ROOM						
Merlin Multi Use Table - Gray Laminate, Black	MERLIN	\$305	\$336	\$428		
Work Table - White Laminate, White	WD3	\$282	\$310	\$395		
PRODUCT DISPLAYS						
Madison - Gray Acajou	BC8	\$358	\$393	\$501		
Powered Locking Pedestal - Black	PDL36B	\$445	\$490	\$624		
Powered Locking Pedestal - White	PDL36W	\$445	\$490	\$624		
Powered Locking Pedestal - Black	PDL42B	\$540	\$594	\$756		
Powered Locking Pedestal - White	PDL42W	\$540	\$594	\$756		
UTILITY CHAIRS						
Altura - Black Crepe	SY1	\$159	\$175	\$222		
DESKS & CREDENZAS						
Madison - Executive - Gray Acajou	JD8	\$493	\$542	\$690		
Madison - Gray Acajou	CR8	\$417	\$459	\$584		
Tech Desk, Powered - Black Metal, Laminate	TECH	\$317	\$348	\$443		
Tech Desk, Powered w/ 3 Drawer File Cabinet - Black Metal, Laminate	TECH3B	\$391	\$430	\$547		
3 Drawer File Cabinet on Castors - Black Metal, Laminate	TECH3	\$104	\$115	\$146		
REFRIGERATORS						
14.0 Cubic Feet - White	R1R	\$690	\$759	\$966		
4.0 Cubic Feet - White	R1Q	\$282	\$310	\$395		
Subtotal:						

SPECIALTY FURNISHINGS – 8 of 8

Company Name: _____ Booth: _____

Description	Product #	Online Order Price Pricing only good through 8/7/17	Advance Price	Standard Price	Quantity	Total
MOBILE TABLET STANDS						
Black	TBSTND	\$228	\$251	\$320		
White	TBSTDW	\$228	\$251	\$320		
Mobile Tablet Stand - Brochure Holder	TBBCHR	\$34	\$38	\$48		
Mobile Tablet Stand - Charging Shelf	TBSHLF	\$34	\$38	\$48		
Mobile Tablet Stand - Wireless Printer Holder	TBPNTR	\$34	\$38	\$48		
LAMPS						
Mason - Floor Lamp, Brushed Silver	LA15	\$194	\$213	\$272		
Mason - Table Lamp, Brushed Silver	LA14	\$132	\$146	\$185		
LIGHTED PRODUCTS						
Edge Lighted Cube Ottoman, White Plastic	CUBL20	\$178	\$195	\$249		
Edge LED Cube Table w/ Plexi Top, White Plastic	CUBTBL	\$178	\$195	\$249		
BARS						
Martini Bar w/Frosted Glass Tops	BR1	\$1,126	\$1,238	\$1,576		
Martini Bar Circle (3 x BR1)	BRC	\$3,253	\$3,579	\$4,555		

- Specialty Furnishings canceled after the order has been processed will be refunded 50% of the original price; once move-in has begun, we cannot issue a refund for a canceled order.

Subtotal – Page 8:

Subtotal – Pages 1-8:

Tax 6.85%:

TOTAL:

5-effective01/17



TO: HARGROVE
YRC Salt Lake City
2410 S. 2700 W.
Salt Lake City, UT 84119

NIGP Forum 2017

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE RECEIVED BY:
Tuesday, August 22 at 3:00 PM

ADVANCE SHIPPING LABEL

✂ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✂
PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED



TO: HARGROVE
YRC Salt Lake City
2410 S. 2700 W.
Salt Lake City, UT 84119

NIGP Forum 2017

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE RECEIVED BY:
Tuesday, August 22 at 3:00 PM

ADVANCE SHIPPING LABEL



TO: HARGROVE
Salt Palace Convention Center
Halls D & E
100 South West Temple
Salt Lake City, UT 84101

NIGP Forum 2017

COMPANY NAME: _____

BOOTH NUMBER: _____

NO SHIPMENTS ACCEPTED BEFORE:
Saturday, August 26 at 10:00 AM

DIRECT SHIPPING LABEL

✂ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✂
PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED



TO: HARGROVE
Salt Palace Convention Center
Halls D & E
100 South West Temple
Salt Lake City, UT 84101

NIGP Forum 2017

COMPANY NAME: _____

BOOTH NUMBER: _____

NO SHIPMENTS ACCEPTED BEFORE:
Saturday, August 26 at 10:00 AM

DIRECT SHIPPING LABEL



TO: HARGROVE
YRC Salt Lake City
2410 S. 2700 W.
Salt Lake City, UT 84119

NIGP Forum 2017

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE RECEIVED BY:
Tuesday, August 22 at 3:00 PM

HANGING SIGNS LABEL

✂ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✂
PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED



TO: HARGROVE
YRC Salt Lake City
2410 S. 2700 W.
Salt Lake City, UT 84119

NIGP Forum 2017

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE RECEIVED BY:
Tuesday, August 22 at 3:00 PM

HANGING SIGNS LABEL

MATERIAL HANDLING INFORMATION

As the General Service Contractor / Official Drayage Contractor for this show, Hargrove, Inc. ("Hargrove") will schedule the moving in and out of all Exhibitor Material. All shipments, if it is possible, should be received at Hargrove's warehouse prior to the published deadline date. Shipments received at Hargrove's warehouse after the delivery deadline will incur an additional 50% (late-to-warehouse) charge. Refer to Hargrove's "General Information" pages for the address and specific dates and times for warehouse freight receiving for this Event / Show.

You may ship directly to the exhibit hall provided delivery is scheduled for published move-in or show dates. Refer to Hargrove's "General Information" for the address and specific dates and times for show-site freight receiving for this Event / Show.

When shipping your materials, please include the name of the Event / Show, your company name and your booth number on each piece. For your convenience, sample labels are provided in the Service Kit. You may copy these labels or use your own if you need more labels than provided.

To ship your materials with Hargrove, [request a quote](#) or contact Hargrove Shipping at 301.306.4620 or Shipping@hargroveinc.com.

Material Handling includes:

- Receiving and unloading your shipments at Hargrove's warehouse (30 days free storage prior to Event / Show date).
- Reloading onto a Hargrove trailer.
- Delivery of shipment to exhibit hall.
- Placement of shipment in your booth space.
- Removal and storage of empty containers.
- Return of empties to booth at close of Event / Show. [Note: All containers must be empty when stored, Hargrove assumes no liability for material or equipment left inside a container marked as empty.]
- Removal of all packed and labeled materials from exhibit booth.
- Reloading onto outbound carrier for return shipment (based on shipping information provided in your Hargrove Material Handling Agreement).

Charges for the above services will be based on the inbound weight only, whether the above services are used completely or in part. Refer to the Material Handling Estimate form for detailed pricing information. Weight is rounded up to the next hundred pounds. Shipments received without weight tickets that are weighed by Hargrove may be charged special handling.

Overtime / Off-Target

An overtime and/or off-target surcharge, per cwt, for each occurrence will apply if:

- Your advance shipment is received at the warehouse on straight-time, but delivered to the Event / Show site on overtime due to scheduling.
- Your shipment is moved to or out of Event / Show site on overtime due to scheduling.
- Your shipment is received on overtime (Monday-Friday before 8:00 AM and after 4:30 PM, and ALL DAY Saturday, Sunday and holidays).
- Your direct shipment is received at Event / Show site outside of the exhibitor move-in schedule.

Outbound Instructions

At the close of the Event / Show, each Exhibitor must complete a Hargrove Material Handling Agreement and shipping labels for its Exhibitor Materials. Blank Material Handling Agreements and labels are available at the Hargrove Service Center. If any shipment is left in a booth for which no disposition is provided, or if a requested carrier fails to pick up or refuses to take shipment, Hargrove will re-route such shipment or return material to Hargrove's warehouse at the Exhibitor's expense.

MATERIAL HANDLING HINTS

The information below summarizes the most commonly asked questions regarding freight/material handling, often referred to as drayage. This can be the most costly budget item for exhibitors.

Tips that can save you money:

Read the shipping and material handling section of your service kit carefully. Be aware of any surcharges that may be assessed for special handling or late shipments. Pay special attention to deadline dates. If you ship in advance to our warehouse and your shipment arrives after the published deadline date, you may be assessed a surcharge. Crated materials are the easiest to unload, therefore, have the least expensive drayage charge. Loose, pad wrapped and uncrated materials require more labor time and therefore may be assessed a special handling fee. It may be cost effective for you to build crates for any portion of your exhibit that is not crated.

What is "Material Handling/Drayage?"

The term "drayage" is the moving of exhibit materials from one location to another. Whether you ship to Hargrove's advance warehouse or directly to show site, your materials still need to get to your booth location. Drayage services include the accepting of your material either at the warehouse or at show site, delivery to your booth, storage of empty containers during the show, returning empty containers at the close of the show, picking up your packaged materials, returning them to the dock, and loading on the carrier of your choice.

Can I carry my own materials to my booth?

Usually, an exhibitor may bring in his own materials providing such materials can be hand carried by one person in one trip, without the use of dollies, hand trucks or any other equipment. Read the Union Rules & Regulations for the specific rules regarding the show/facility.

How are rates determined?

Drayage charges are based on a number of factors including labor rates, facility dock access, and the show schedule, to name just a few. These rates vary from city to city.

How is the weight of my shipment determined?

Certified weight tickets, which should be attained by all drivers for materials prior to arrival at the warehouse or show site dock, are used to determine billable weight. Hargrove reserves the right to determine weights for all shipments for which weight tickets are not provided with delivery. When Hargrove weighs the shipment, the exhibitor will be charged for double handling.

Small shipments vs. large shipments:

Most all Service Contractors have a minimum of 200 lbs. per shipment. It is best to send your freight as one large shipment versus several small shipments. For instance, if you send one 45 lb. and one 55 lb. package separately, you are charged the minimum on each shipment. If you plan to ship items from various locations, you may want to consolidate them at a central location then forward them to the Service Contractor's warehouse or show site. However, if you ship your materials in one shipment and the carrier makes multiple deliveries, you will be charged for each delivery to the dock, regardless of whether or not the materials were shipped together as one shipment.

Advance shipments vs. direct (to show site) shipments:

In general, it is best to ship your materials to the "advance shipment" address. The charge for this may be slightly higher than shipping direct to show site but the benefit far outweighs the cost. You can (and should) confirm that we have received your materials well in advance of the show installation; if there is a problem it can then be solved prior to the show. When shipping direct, if there is a problem there is seldom time to resolve the problem prior to show opening. Another advantage to advance shipments is that your materials will be in your booth when you arrive and you can begin installation immediately, thus saving you time and frustration at show site.

Should I insure my exhibit?

The answer is YES! It is your responsibility to make sure your freight is insured from the time that it leaves your office until it returns. A rider to your existing policy can usually do this. Check with your insurance carrier for details.

Finally:

- Always be aware of freight receiving deadlines. You will be assessed a late charge if your shipment arrives after the deadline date. Inform your shipper that all items must arrive prior to a specific date.
- Make sure all materials are labeled properly to avoid any delivery delays. All pieces should have the recipient's name and address, the show name, your company name, and your booth number. Remove old labels after every show to avoid any future confusion. If you are shipping multiple pieces, label them as such: 1 of 4; 2 of 4; 3 of 4; etc.

MATERIAL HANDLING ESTIMATE

Company Name: _____ Booth: _____

- Material Handling is billed by the hundredweight (CWT) per shipment, with a **2 CWT minimum**. Small packages (30 pounds or less per shipment) are billed per piece.
- When computing material handling costs, remember to round up to the next hundred pounds. For example, a delivery that weighs 347 pounds will be billed at 4 CWT.
- Shipments received without weight tickets will be weighed and charged special handling rates.
- Special handling rates also apply to shipments requiring additional or double handling, including pad-wrapped, unskidded and double-stacked shipments; side-door, constricted-space and/or ground-level unloading, and oversized crates.
- Material Handling charges will appear on your statement after actual inbound and outbound shipments have been processed.

NOTE: Direct shipments received at show site and outbound shipments (at show's close) handled on overtime will be subject to additional surcharges. Shipments handled before 8:00 AM or after 4:30 PM Monday-Friday, or anytime Saturday, Sunday or holiday, will be assessed a 35% overtime surcharge.

Description	Product #	Price – per CWT unless noted otherwise	Minimum
WAREHOUSE (ADVANCE) SHIPMENT			
Crated or Skidded Shipment	MH1	\$109.00	\$218.00
Small Package - first piece (applies to shipment weighing 30 pounds or less)	MH2	\$45.00	
Small Package - each additional	MH3	\$40.00	
Special Handling/Uncrated Shipment	MH4	\$147.15	\$294.30
Overtime Surcharge - Crated or Skidded Shipment	MH5	\$38.15	\$76.30
Overtime Surcharge - Special Handling/Uncrated Shipment	MH6	\$51.50	\$103.00
Late-to-Warehouse Surcharge* - Crated or Skidded Shipment delivered after the published advance warehouse deadline	MH7	\$54.50	\$109.00

* **NOTE:** Truck and driver fees (to move materials to show site) may apply. Any "Small Package" arriving late to the warehouse will be charged the CWT minimum.

SHOW SITE (DIRECT) SHIPMENT			
Crated or Skidded Shipment	MH8	\$114.00	\$228.00
Crated Shipment via Special Carrier (FedEx, UPS, DHL, USPS, etc.)	MH9	\$142.50	\$285.00
Small Package - first piece (applies to shipment weighing 30 pounds or less)	MH2	\$45.00	
Small Package - each additional	MH3	\$40.00	
Special Handling/Uncrated Shipment	MH10	\$153.90	\$307.80
Overtime Surcharge - Crated or Skidded Shipment	MH11	\$39.90	\$79.80
Overtime Surcharge - Crated Shipment via Special Carrier	MH12	\$49.88	\$99.76
Overtime Surcharge - Special Handling/Uncrated Shipment	MH13	\$53.87	\$107.74
Off-Target Surcharge - shipment received at show site outside of the published exhibitor move-in schedule	MH14	\$39.90	\$79.80

MISCELLANEOUS SERVICE			
Return to Warehouse (includes hold period** / first 5 days of storage)	MH15	\$40.00	\$200.00
Warehouse Storage Fee - per day (outside advance warehouse acceptance period)	MH16	\$5.00	\$25.00
Motorized Vehicle Spotting Fees (submit enclosed form)	MH17	\$150 per axle, round-trip	
Marshaling Yard Fee	MH18	\$30 per shipment	

** **Hold Period:** Materials returned to the warehouse will be held for 5-business days; materials may not be picked up until after the hold period.

Product #	Description	Carrier	# of Pieces	# of CWTs	Price per CWT/Piece	Total

TOTAL:



VEHICLE / MACHINERY SPOTTING SERVICE

Submission Deadline: **Monday, August 7, 2017**

Company Name: _____ Booth: _____

Spotting is the placement or “dropping” of a vehicle, trailer or machine on the show floor and its subsequent removal from the show floor. Exhibitors with vehicle(s) or machinery, self-propelled or pushed, scheduled for display must notify Hargrove in writing of such intent.

Exhibitors with vehicular or machinery displays must complete and return the following form to Hargrove **by Monday, August 7, 2017**. A target move-in time for the vehicle(s) and/or machine(s) will be assigned based upon this information. Any off-target or unscheduled vehicle/machinery deliveries may be assessed additional charges.

Vehicle / Machinery Spotting Fee

\$150 per axle, round-trip

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

Rules Regarding Display Vehicles and Spotting Service

- Batteries must be disconnected and taped.
- No more than ¼ tank or 5 gallons of fuel in the vehicle's tank, whichever is less.
- Vehicle must be furnished with a locking gas cap 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 show hours.
- A floor covering (visqueen and mason-nite) must be provided to protect hotel carpeting or floor.
- All spotting service orders are subject to Hargrove's Payment Policy and Exhibitor Terms & Conditions.
- Key(s) should be kept by a responsible person at the display location and be made available to Show Management and/or Hargrove at all times.

Item #	Circle: Vehicle (V) or Machine (M)	Weight (in lbs)	Dimensions (in inches)			Machine(s) Will Arrive:		Will assembly be required?		# of Axles	Estimated Total Fees*
			L	W	H	Crated/ Skidded	Uncrated/ Unskidded	Yes	No		
1	V or M										
2	V or M										
3	V or M										
4	V or M										
5	V or M										
6	V or M										
7	V or M										
TOTAL:											

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

Additional Instructions:

Contact Name: _____ Title: _____

Phone: _____ Email: _____

Please submit with payment by Monday, August 7, 2017.



HARGROVE-SUPERVISED LABOR INSTRUCTION FORM

NOTE: Complete and return this form **only** if your display is to be set up and/or dismantled by Hargrove and there will not be a supervisor (i.e., no exhibitor representative) present.

Exhibitor:	Booth # :
SET-UP / DISMANTLING / PACKING INFORMATION	
A rendering of and/or instructions for my exhibit is enclosed with this order.	<input type="checkbox"/> Yes <input type="checkbox"/> No
A rendering of and/or instructions for my exhibit is packed in the display case(s).	<input type="checkbox"/> Yes <input type="checkbox"/> No Case #
My exhibit has a key: <input type="checkbox"/> No <input type="checkbox"/> Yes, that is located in:	
Carpet: <input type="checkbox"/> with exhibit <input type="checkbox"/> rented from Hargrove <input type="checkbox"/> Other:	Size: Color:
Electrical Placement *: <input type="checkbox"/> drawing attached <input type="checkbox"/> drawing with exhibit	To be installed under carpet?: <input type="checkbox"/> Yes <input type="checkbox"/> No
* Please place your order for electrical service with the appropriate vendor and include a copy of your order with this form.	
In case of emergency, please call (name):	at (cell phone #):
Instructions:	
INBOUND SHIPPING INFORMATION	
Carrier:	Carrier Phone:
Shipped to: <input type="checkbox"/> Warehouse <input type="checkbox"/> Show Site <input type="checkbox"/> Other:	Date Shipped:
Shipped from (company, city & state):	
Total Number of: <input type="checkbox"/> Crates: <input type="checkbox"/> Cartons: <input type="checkbox"/> Cases: <input type="checkbox"/> Other (qty & describe):	
OUTBOUND SHIPPING INFORMATION	
Ship to (company):	Attn:
Street:	
City:	State: Zip: Phone:
Carrier Name:	Carrier Phone:
Is this shipment going to another show? <input type="checkbox"/> No <input type="checkbox"/> Yes, Show Name:	Booth #:
This shipment must arrive no later than: Day:	Date: Time: <input type="checkbox"/> AM <input type="checkbox"/> PM
Date & Time of Scheduled Pick-Up **:	
NOTE: If outbound shipping is to be a split shipment, check here <input type="checkbox"/> and attach specific instructions and addresses.	
If designated carrier fails to show up, Hargrove should: <input type="checkbox"/> Re-route via: <input type="checkbox"/> Ground <input type="checkbox"/> Next Business Day <input type="checkbox"/> 2 nd Business Day <input type="checkbox"/> Deferred (3-5 Business Days) <input type="checkbox"/> Return shipment to warehouse at exhibitor's expense.	** NOTE: Exhibitor is responsible for contacting the carrier and scheduling the pick-up.

I understand that Hargrove, Inc. shall not be responsible for loss, theft or damage to any display installed or dismantled under Hargrove's supervision of labor as ordered above, nor for any misdirected, delayed or lost shipment of said display. I further understand that it is my/our responsibility to provide Hargrove with complete and accurate written instructions for the installation, dismantling, packing and/or shipping of said display by Hargrove supervised labor. Payment of all labor services supervised by Hargrove will be my/our responsibility as the exhibitor.

Cancellation Policy: A 24-hour notice is required to cancel supervision labor. Supervisor labor ordered and not used will be charged as a one-hour "no show" charge.

Authorized Signature

Print Name

Date



LABOR

Advance Order Deadline: **Monday, August 7, 2017**

Company Name: _____ Booth: _____

Description – per hour, unless noted otherwise	Product #	Advance Price (by 8/7/17)	Standard Price (8/8 – 8/25/17)	Floor Order Price (beginning 8/26/17)			
DISPLAY LABOR							
Straight Time	L1	\$88.00	\$105.60	\$123.20			
Overtime	L2	\$132.00	\$158.40	\$184.80			
Double Time / Holiday	L3	\$176.00	\$211.20	\$246.40			
Supervision Fee	L4	30%, with \$50 minimum					
Shrink Wrap Skid (per skid)	LS	\$40.00	\$48.00	\$56.00			
Band Skid or Crate (per piece)	LB	\$50.00	\$60.00	\$70.00			
FORKLIFT & RIGGING LABOR							
Forklift w/ operator - up to 5,000 lbs. - Straight Time	L5	\$263.00	\$315.60	\$368.20			
Forklift w/ operator - up to 5,000 lbs. - Overtime	L6	\$307.00	\$368.40	\$429.80			
Forklift w/ operator - up to 5,000 lbs. - Double Time	L7	\$351.00	\$421.20	\$491.40			
Forklift w/ operator - over 5,000 lbs.	L8	Request a quote					
4-Stage Forklift w/ operator	L9	Request a quote					
Forklift Cage w/ rigger	L12	Request a quote					
Boomlift w/ 3-man crew - Straight Time	L15	\$539.00	\$646.80	\$754.60			
Boomlift w/ 3-man crew - Overtime	L16	\$671.00	\$805.20	\$939.40			
Boomlift w/ 3-man crew - Double Time	L17	\$803.00	\$963.60	\$1,124.20			
Scissor Lift w/ 2-man crew - Straight Time	L18	\$401.00	\$481.20	\$561.40			
Scissor Lift w/ 2-man crew - Straight Time	L19	\$489.00	\$586.80	\$684.60			
Scissor Lift w/ 2-man crew - Overtime	L20	\$577.00	\$692.40	\$807.80			
ACCESSIBLE STORAGE							
Accessible Storage - per 1/4-trailer per day storage fee	L24	\$195.00	\$234.00	\$273.00			
Product #	Date	Estimated Start Time	# of Workers or Lifts	Est. # Hours per Workers or Lifts	Est. Total Hours	Hourly Rate	Estimated Total Cost
Subtotal:							
Will Labor be Hargrove-supervised? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Supervision Fee (if applicable):							
If yes, complete the Hargrove-Supervised Labor Instruction Form.							TOTAL:

- **Straight Time:** Rates apply Monday-Friday 8:00 AM - 4:30 PM.
- **Overtime:** Rates apply: ① Monday-Friday 6:00 to 8:00 AM and 4:30 PM to Midnight; ② Saturday 6:00 AM to Midnight; ③ Sunday/holiday 6:00 AM to 4:30 PM; and ④ after 8-hours of work in any one day.
- **Double Time:** Rates apply: ① every day Midnight - 6:00 AM; ② Sunday/holiday after 4:30 PM; ③ after 8-hours on Sunday/holiday; and ④ after 12-hours of work Monday-Saturday.
- **Billing:** There is a minimum of one-hour charged. Time is billed in increments of ½-hour thereafter.
- **Cancellation Policy:** 24-hour notice required to cancel labor. Labor ordered and not used will be charged a one-hour "No Show" charge. This policy applies to installation and dismantling labor orders.
- **Hanging Sign Labor:** When ordering Hanging Sign labor, be sure to complete the Hanging Signs form in this manual.
- **Accessible Storage Fee:** Consists of storage space plus access labor. Accessible storage labor charges are billed in ½-hour increments. When a forklift is necessary, time for use of equipment will also be charged.
- **Crew Sizes:** A crew consists of the equipment operator and the designated laborer(s). Additional crew, equipment or larger equipment may be added if the supervisor deems it necessary to safely complete a job. The exhibitor is responsible for any additional charges incurred.
- **Policies:** Only pre-ordered labor for the START of the work day is guaranteed. Exhibitor representative must check in at the labor desk to pick-up labor. It's the exhibitor's responsibility to return to the labor desk to sign labor out and verify billable time. No adjustments will be made once the labor ticket is signed.

HANGING SIGNS & OVERHEAD STRUCTURES

Submission Deadline: **Monday, August 7, 2017**

All hanging signs, banners and overhead structures must be assembled and installed by Hargrove, Inc. and must conform to Show Management and facility regulations. Hargrove reserves the right to install and dismantle all hanging signs/overhead structures with approved devices/cable to ensure safety.

- All hanging signs/overhead structures are subject to approval by Show Management. Hargrove reserves the right to refuse to hang any sign/install any structure which we deem to be unsafe.
- It is recommended that hanging signs/overhead structures be shipped in separate containers directly to the advance receiving warehouse using the enclosed "Hanging Signs" label.
- Set-up instructions must be provided for signs/structures requiring assembly. Hanging anchor points must be pre-fabricated and ready for use. You must provide Hargrove with detailed hanging/installation instructions indicating stress points.
- If your sign/structure requires electricity, it must be in accordance with the National Electrical Code. Be sure to order electrical service!
- Equipment and labor rates may be found on the Labor Price List enclosed in this manual. The minimum order for hanging signs/banners is one (1)-hour Boomlift w/crew for the installation and an additional one (1)-hour Boomlift w/crew for removal. Orders canceled without 24-hour notice will be charged a one-hour cancellation fee per crew and equipment.
- Additional materials required to safely/securely complete the work will be charged at cost.
- The sign/structure will be placed within the confines of the booth upon dismantle.

To order this service, please complete the following and return to Hargrove along with the Labor Order Form and advance payment.

Description of Sign/Banner/Overhead Structure:

<input type="checkbox"/> Cloth/Vinyl	<input type="checkbox"/> Wood	<input type="checkbox"/> Systems	<input type="checkbox"/> Metal	<input type="checkbox"/> Other: _____
<input type="checkbox"/> 1-sided	<input type="checkbox"/> 2-sided	With: <input type="checkbox"/> Pockets	<input type="checkbox"/> Grommets	
<input type="checkbox"/> Rectangle	<input type="checkbox"/> Square	<input type="checkbox"/> Triangle	<input type="checkbox"/> Circular	<input type="checkbox"/> Other: _____

Specifications:

Height: _____ Length: _____ Width: _____ Approx Weight: _____

Assembly required? ☐ Yes ☐ No

Electricity required? ☐ Yes * ☐ No * Order electrical service!

Truss structure? ☐ Yes ** ☐ No ** Detailed assembly instructions must accompany order.

Placement:

Feet from rear of booth: _____

feet from left side of booth: _____

- REAR -
Booth # _____
- FRONT -

feet from right side of booth: _____

feet from front of booth: _____

feet from floor
to bottom of sign:

The contracted Exhibitor, or the display house or builder for the aforementioned Exhibitor, must by signature below certify and guarantee that ① the stress points for the hanging sign/structure are properly engineered and tested and ② the sign/structure is constructed to meet all applicable regulations and safety measures and can thus be hung safely.

By signing below, the Exhibitor releases Hargrove, Inc. and their contractors and agents from any liability in connection with this sign/structure, and agree to indemnify and hold harmless from any loss, damage or injury arising from this equipment.

I certify that I have read and understand the information above and agree to be bound thereby:

Signature: _____ Exhibiting Company: _____ Booth #: _____



EXHIBITOR APPOINTED CONTRACTOR (EAC) FORM

Booth: _____

Submission Deadline: **Monday, August 7, 2017**

Exhibitors who plan to have an exhibit service firm other than the Official Labor Contractor (i.e., other than Hargrove) supervise their labor, unpack, erect, assemble, dismantle and/or pack display/equipment **MUST** abide by the following:

- A.** Exhibitor must notify Show Management and Hargrove in writing no later than **Monday, August 7**.
- B.** Exhibitor must ensure their contractor provide Hargrove with a Certificate of Insurance indicating a minimum of \$1,000,000 liability coverage, including property damage by **Monday, August 7**.
- C.** Exhibitor is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals, labor, etc.
- D.** The EAC must have all business licenses, permits and Workers' Compensation insurance required by the State and/or City governments, and the facility management prior to beginning work. Contractor shall provide evidence of compliance upon request.
- E.** The EAC shall share with Hargrove all reasonable costs incurred as a result of/relating to the EAC's operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.
- F.** The EAC must provide Hargrove and Show Management with the names of all personnel who will be working on the show floor. All personnel are required to wear identification badges at all times.
- G.** The EAC may not, under any circumstances solicit business on the show floor.
- H.** The EAC must confine its operations to the exhibit area of its clients. No Service Desk, storage areas or other work facilities shall be located within the building. Show aisles and public space are not part of the booth area.
- I.** The Official Contractor has total control of all areas of the exhibit hall (i.e., aisles, loading docks, storage areas, etc.). The EAC must coordinate all of its activities with Hargrove.
- J.** The Official Contractor has total control over such services as electrical, plumbing, telephone, cleaning, drayage, etc. Exhibitors shall provide only the material they own and is to be used in their exhibit space.
- K.** All EAC personnel must have proper identification during the installation and dismantling of the show. Anyone without proper ID will be asked to leave the show floor.

Name of EAC/Service Firm: _____
EAC Address: _____
EAC Phone: _____ EAC Fax: _____
EAC Contact Name: _____ Email: _____

- The EAC/Service Firm must notify Hargrove of the names of all exhibiting companies for whom they have orders, and the names of all employees working for them on the show.
- All EACs/Service Firms must provide insurance certificates to Hargrove and the sponsor of the exhibition. Please list show name, location, and Exhibitor name on each Certificate of Insurance.
- EACs/Service Firms will not be allowed access to the show floor without a Certificate of Insurance on file with Hargrove.

COMPANY:	_____	BOOTH #:	_____
ADDRESS:	_____	CONTACT NAME:	_____
CITY:	_____	SIGNATURE:	_____
STATE:	_____	PHONE #:	_____
EMAIL:	_____	FAX #:	_____

ADDITIONAL SHOW SERVICES

Salt Palace Convention Center

Click [here](#) to order the below services:

Cable Television

Internet Service

Telephone Service

Additional Vendors

[Audio Video & Computer Equipment](#) – Crescent AV

Catering – Utah Food Services

Electrical Order Form – Edlen

Plants/Floral – Urban Jungle

CABLE TELEVISION SERVICES



Company Name _____ Booth / Room _____

Address _____

City, State, ZIP _____

Onsite Contact _____ Phone _____

Ordered By _____ Phone _____

Email Address _____
receipts and order information will be emailed to this address

	QUANTITY	PRICE <small>*Discount / Standard</small>	TOTAL
COMCAST CABLE TELEVISION SERVICE			
Basic Cable Connection:		\$300 / \$400	
Comcast cable television service. A single drop delivered to a booth or meeting room. Includes Comcast digital receiver.			
<i>Receiver will be delivered to your booth / room before the event begins. It will be picked up within an hour after event closing. The receiver can also be returned to the Business Center or the Security Office at any time. A \$500 fee will be assessed for any unreturned receivers.</i>			
		TOTAL	_____

OVERVIEW OF SOME AVAILABLE CABLE CHANNELS

CBS (KUTV) Ch. 2 / 654 HD	ESPN2 Ch. 36
ABC (KTVX) Ch. 4 / 652 HD	CNN Ch. 41 / 685 HD
NBC (KSL) Ch. 5 / 653 HD	MSNBC Ch. 48
FOX (KSTU) Ch. 13 / 655 HD	USA Ch. 676 HD
CW (KUCW) Ch. 15 / 656 HD	E! Ch. 59
KJZZ Ch. 3 / 657 HD	STYLE Ch. 60
PBS (KUED) Ch. 7 / 658 HD	CSPAN Ch. 78
ION Ch. 16 / 648 HD	BBC Ch. 162
HISTORY Ch. 677 HD	BRAVO Ch. 181 / 707 HD
CSPAN2 Ch. 19 /	NHL Ch. 261
CNBC Ch. 23 / 708	NBA TV Ch. 266 / 694 HD
NBC Sports Ch. 34	ESPNU Ch. 400
ESPN Ch. 35	

SCHEDULING & PLACEMENT

Install Date & Time: _____

Uninstall Date & Time: _____



mark where service is to be placed in your exhibit booth

**To qualify for the discount rate, order and payment must be received a minimum of 10 days prior to event move in (before 2/20/17).
 Visa, MasterCard, American Express, Discover Card and company check accepted.
 A 3.5% convenience fee will be applied to credit card purchases.*

Credit Card Number: _____

Expiration Date: _____ CCV: _____

Name: _____

Signature: _____

I have read and agree to the terms and conditions as outlined on the reverse side of this form.

Submit this form to:
385-468-2171 (fax)

or mail to:
Salt Palace Convention Center, Attn: Facility Services
100 S. West Temple, Salt Lake City, UT 84101

or order online at:
saltpalace.com > OrderServices

For more information, give us a call ►►► Facility Services Department (385) 468-2229

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2. Purchase and use of the SPCC services is limited to exclusive use by ordering client, their employees and guests. Resale or other unauthorized distribution of these services is prohibited.
3. Rates are subject to change.
4. Quantities of some services are limited. Please order early to ensure availability. Orders will be filled on a first come, first served basis.
5. All services will be installed during designated move-in times. Installation will be finalized once the event floor is clear of freight and other obstacles. Services will be disconnected on the last day of the event, 30 minutes after the official closing time.
6. All prices are for rental of materials and equipment. Materials and equipment used in installation remain the property of the SPCC.
7. A replacement fee will be assessed on rental equipment that is damaged or not returned. Equipment can be returned to the Security Office or the Business Center at any time.
8. The SPCC is not responsible for the installation, programming or performance of personal (non-Salt Palace) equipment. Additional labor cost may be applied if assistance is required for installing or troubleshooting of personal equipment if the problem is found not to be the fault of the SPCC.
9. Under no circumstances shall anyone other than SPCC technicians do any special wiring in the convention center without prior written approval. Telecommunication services ordered by outside providers will be placed in the Facility Services Switch Room (MDF). These services will be extended to desired location by Salt Palace technicians. These services will be assessed co-location fees for service plus wiring and labor.
10. A drawing indicating service placement(s) is required to be submitted with all wired Internet, engineering and telephone orders. If a drawing is not received, SPCC technicians will drop service in an area of the booth or room that they deem to be most convenient. There is a \$75 fee to relocate a line once it has been placed.
11. Rates quoted for all services include bringing the requested communication services to the booth in the most convenient manner and do not include special wiring, over-head drops and/or special set-up or installation of client equipment. Additional labor charges will be assessed when special services are required.

RATES & PAYMENTS

1. Payment for services must accompany all orders and be paid in full before service is installed. All payments are in US Dollars.
2. The discount rate is available until 10 days prior to the first move-in day of the event. Orders must be complete and paid in full by that date in order to qualify.
3. A 3.5% convenience fee will be applied to orders paid by credit card.
4. Company checks are to be made payable to "Salt Palace Convention Center." No personal checks accepted.
5. A notice to confirm your order will be emailed within (5) business days of receipt of the order. Copies of all charges will be emailed upon completion.
6. Disputes concerning service must be filed with the Facility Services Department prior to the close of the show. Disputes will be resolved by the SPCC in a timely manner.
7. Notification of cancellation must be received, in writing, a minimum of 10 days prior to move-in. Cancellation received fewer than 10 days prior, but before installation begins, will be assessed a 20% cancellation fee.
8. Credit will not be given once service has been installed. Any changes to your order after it has been installed will be assessed a minimum charge of \$75.00 per line.

INTERNET SERVICE TERMS

1. 3. Internet service is delivered to a single location within your booth or room. If you have purchased wired access for more than one computer, you will need a switch and patch cables for each device. The SPCC has this equipment available for rent.
2. User names/passwords and IP's are assigned approximately one week prior to each event. This information will be made available to you at your booth/room, the Facility Services service desk or through the Salt Palace Business Center. It can also be emailed to you upon request.
3. Services that use public IP's require "Administrator Privileges" in order to enter the IP address in the computer's settings.
4. Wired Internet service can extend up to 30' from the original drop location as long as cabling is sufficiently secured and stays within your contracted space. Otherwise, an additional Internet drop will be required. Fees for a second Internet service will apply.
5. The SPCC cannot guarantee the performance or accessibility of services beyond the SPCC's gateway.
6. Most VPN (virtual private network) connections are supported through the wired system with direct access via a public IP address. However, corporate policies may restrict access or require additional support from your corporate IT professionals. The SPCC recommends testing VPN services prior to the event to ensure compatibility.

WIRELESS (WI-FI) SERVICE TERMS

1. All services are tested once installation is completed. Performance reports and other stats for wireless Internet services are kept on file for up to three months and can be issued upon request.
2. The SPCC wireless services offer basic access to the Internet over a 300 Mbps shared Ethernet connection. Bandwidth may be shared with other events in the facility. Increased shared or dedicated bandwidth for a custom network is available upon request.
3. Network bandwidth and connections speeds will vary. The actual bandwidth received depends on a variety of factors such as: the number of users on the network at any given time; the equipment being used; and the size of the upload or download.
4. Wireless service is inherently vulnerable to interference from equipment and devices that transmit similar radio frequencies, operate within the same frequency spectrum or have the ability to corrupt wireless frequencies. The SPCC cannot guarantee that interference will not occur.
5. Due to the temporary nature of events, wireless interference may arise due to physical obstructions, network congestion, etc. The SPCC will make every attempt to help clients anticipate and resolve these issues, but there is no guarantee that interferences will not occur.
6. Credit will not be given for decrease of wireless performance due to event-generated interference.

The SPCC does NOT recommend wireless service for critical event services such as product presentations, on-line sales or demonstrations. For these and other critical activities, the SPCC recommends purchasing wired service.

INTERNET SECURITY

1. The SPCC does not provide security, such as firewalls, anti-virus etc., on its Internet services. It is the sole responsibility of the customer to provide their own necessary security precautions. The SPCC is not responsible for any damages arising from the use of non-secured devices on the network.
2. The SPCC recommends that all devices directly or indirectly accessing the network have the latest virus scan software, security updates, system patches and any other technological precautions necessary to protect yourself and others from viruses, malicious programs and other disruptive applications. Any device which adversely affects the SPCC network may cause service interruptions to yourself and others which can lead to disconnection of your equipment from the network, with or without prior notice, at the SPCC's discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and/or problem resolution.
3. The SPCC is not responsible for wireless networks that it does not own or manage.

LEGAL USE OF INTERNET SERVICES & LIMITATION OF LIABILITY

1. Any illegal usage of SPCC services including transmission, distribution or storage of material or conduct in violation of any applicable local, state, federal or foreign laws or regulations is prohibited. Illegal usage of the SPCC services may result in termination of service.
2. Under the Digital Millennium Copyright Act (DMCA) it is illegal for any party to transmit or download copyrighted materials. Any violation of DMCA copyright laws may result in termination of Internet service and may result in legal action taken against the customer by either the copyright holder or the service provider.
3. The SPCC does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the agreement with the SPCC is a limitation of liability so that Client's sole remedy or recourse against the SPCC shall be the return of the price that the client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. The SPCC shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.
4. Client shall indemnify the SPCC from third party claims arising from Client's use of the SPCC's services and equipment.

WIRED INTERNET ORDER FORM



Company Name _____ Booth / Room _____

Address _____

City, State, ZIP _____

Onsite Contact _____ Phone _____

Ordered By _____ Phone _____

Email Address _____
receipts and order information will be emailed to this address

WIRED INTERNET SERVICES

	QUANTITY	PRICE * Discount / Standard	TOTAL
Internet Basic: up to 3 Mbps, User name/password for one computer included <i>For standard web-browsing and email access. An Internet browser (ex. Chrome, Firefox, Explorer) is required to use this service. Internet Basic provides access for one computer. Additional IP's can be purchased (network equipment will be required).</i> User Name: _____ Password: _____	_____	\$600 / \$720	_____
Internet Plus: up to 5 Mbps, User name/password for one computer included <i>Increased bandwidth for web demonstrations, on-lines sales, etc. An Internet browser (ex. Chrome, Firefox, Explorer) is required to use this service. Internet Plus provides access for one computer. Additional IP's can be purchased (network equipment will be required).</i> User Name: _____ Password: _____	_____	\$1,000 / \$1,200	_____
Internet Premium: up to 10 Mbps, one Public IP address included <i>Premium access includes a routable, public IP address. Used for interactive demonstrations and streaming applications as well as VPN's, network printers, etc. Additional IP's can be purchased.</i>	_____	\$1,400 / \$1,680	_____
Complete Network: up to 5 Mbps Internet package, User name/password for up to 5 computers <i>All network equipment and labor is included. An Internet browser (ex. Chrome, Firefox, Explorer) is required to use this service. A DRAWING OF YOUR NETWORK LAYOUT IS REQUIRED.</i> User Name: _____ Password: _____	_____	\$1,300 / \$1,560	_____
Complete Network: up to 10 Mbps Internet package, Public IP's for up to 5 computers <i>All network equipment and labor is included. A DRAWING OF YOUR NETWORK LAYOUT IS REQUIRED.</i>	_____	\$1,700 / \$2,040	_____
Internet Dedicated: Custom bandwidth, 20 Mbps and up	_____	starts at \$5,350, call for quote	_____
Additional IP Address: access for additional computers <i>To add additional users to any of the wired Internet services or packages</i>	_____	\$75 / \$90	_____
8 Port Switch Rental (10/100/1000):	_____	\$75 / \$90	_____
16 Port Switch Rental (10/100/1000):	_____	\$75 / \$90	_____
Patch Cable Rental (up to 25'):	_____	\$25 / \$30	_____
Networking Labor: labor for cabling beyond the initial Internet drop.	_____	\$75 per hour	_____

TOTAL _____
Tax of 6.85% will be added for equipment rental only

SCHEDULING & PLACEMENT

Install Date & Time: _____

Uninstall Date & Time: _____

A floor plan is required to be submitted with each order. If we do not receive a drawing, our technicians will drop service in an area of the booth or room that they deem to be most convenient. There is a \$75 fee to relocate a line once it has been placed.

*To qualify for the discount rate, order and payment must be received a minimum of 10 days prior to event move in (before 2/20/17).
 Visa, MasterCard, American Express, Discover Card and company check accepted.
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3. The SPCC is not responsible for wireless networks that it does not own or manage.

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2. Under the Digital Millennium Copyright Act (DMCA) it is illegal for any party to transmit or download copyrighted materials. Any violation of DMCA copyright laws may result in termination of Internet service and may result in legal action taken against the customer by either the copyright holder or the service provider.
3. The SPCC does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the agreement with the SPCC is a limitation of liability so that Client's sole remedy or recourse against the SPCC shall be the return of the price that the client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. The SPCC shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.
4. Client shall indemnify the SPCC from third party claims arising from Client's use of the SPCC's services and equipment.

TELEPHONE SERVICES



Company Name _____ Booth / Room _____
 Address _____
 City, State, ZIP _____
 Onsite Contact _____ Phone _____
 Ordered By _____ Phone _____
 Email Address _____
receipts and order information will be emailed to this address

TELEPHONE LINE

Analog Telephone Line: Dedicated telephone number. _____

You must dial a "9" to place a call. A standard single-line handset is provided upon request. Two-line handsets and conference sets can be rented for an additional fee.

Primary use for this line is (circle one): Telephone Fax Line Credit Card Line

Lines are VoIP converted to analog. They may not work on older credit card or fax machines. Limited number of POTs lines available.

Do you require a telephone handset (circle one)? Yes / No If yes, number of telephone handsets required? _____

Handsets will be delivered at the time of installation and picked up during move-out. If you need to return your handset early, it can be dropped off at the Salt Palace Business Center or the Salt Palace Security office at any time.

Digital telephone lines are also available. Call (385) 468-2229 or email facilityservices@saltpalace.com for a quote.

PROGRAMMING OPTIONS

Toll Restriction: (Calls are restricted to local, "800" and credit card calling only) _____

\$15.00 / \$30.00 _____

Hunt: (An incoming call will "hunt" or rollover to another line when busy or unanswered) _____

\$15.00 / \$30.00 _____

Must order at least two analog lines to use this service.

Call Waiting: (An alert will sound if there is a second incoming call on the line) _____

\$15.00 / \$30.00 _____

Call Transfer: (Ability to transfer a current call to another phone number) _____

\$15.00 / \$30.00 _____

Voicemail Box: (voicemail service with personal greeting and security password) _____

\$50.00 / \$75.00 _____

Need an option not listed? Call the Facility Services office for information on additional programming options.

TELEPHONE EQUIPMENT

Two-Line Telephone Handset: (Single handset that can accommodate up to two analog lines) _____

\$50.00 _____

Polycom Conference Telephone Set: (Conferencing telephone set for group calls) _____

\$125.00 _____

SCHEDULING & PLACEMENT

Install Date & Time: _____

Uninstall Date & Time: _____

A floor plan is required to be submitted with each order. If we do not receive a drawing, our technicians will drop service in an area of the booth or room that they deem to be most convenient. There is a \$75 fee to relocate a line once it has been placed.

TOTAL _____

Tax of 6.85% will be added for telephone lines and telephone equipment.

**To qualify for the discount rate, order and payment must be received a minimum of 10 days prior to event move in (before 2/20/17).
 Visa, MasterCard, American Express, Discover Card and company check accepted.
 A 3.5% convenience fee will be applied to credit card purchases.*

Credit Card Number: _____

Expiration Date: _____ CCV: _____

Name: _____

Signature: _____

I have read and agree to the terms and conditions as outlined on the reverse side of this form.

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2. Purchase and use of the SPCC services is limited to exclusive use by ordering client, their employees and guests. Resale or other unauthorized distribution of these services is prohibited.
3. Rates are subject to change.
4. Quantities of some services are limited. Please order early to ensure availability. Orders will be filled on a first come, first served basis.
5. All services will be installed during designated move-in times. Installation will be finalized once the event floor is clear of freight and other obstacles. Services will be disconnected on the last day of the event, 30 minutes after the official closing time.
6. All prices are for rental of materials and equipment. Materials and equipment used in installation remain the property of the SPCC.
7. A replacement fee will be assessed on rental equipment that is damaged or not returned. Equipment can be returned to the Security Office or the Business Center at any time.
8. The SPCC is not responsible for the installation, programming or performance of personal (non-Salt Palace) equipment. Additional labor cost may be applied if assistance is required for installing or troubleshooting of personal equipment if the problem is found not to be the fault of the SPCC.
9. Under no circumstances shall anyone other than SPCC technicians do any special wiring in the convention center without prior written approval. Telecommunication services ordered by outside providers will be placed in the Facility Services Switch Room (MDF). These services will be extended to desired location by Salt Palace technicians. These services will be assessed co-location fees for service plus wiring and labor.
10. A drawing indicating service placement(s) is required to be submitted with all wired Internet, engineering and telephone orders. If a drawing is not received, SPCC technicians will drop service in an area of the booth or room that they deem to be most convenient. There is a \$75 fee to relocate a line once it has been placed.
11. Rates quoted for all services include bringing the requested communication services to the booth in the most convenient manner and do not include special wiring, over-head drops and/or special set-up or installation of client equipment. Additional labor charges will be assessed when special services are required.

RATES & PAYMENTS

1. Payment for services must accompany all orders and be paid in full before service is installed. All payments are in US Dollars.
2. The discount rate is available until 10 days prior to the first move-in day of the event. Orders must be complete and paid in full by that date in order to qualify.
3. A 3.5% convenience fee will be applied to orders paid by credit card.
4. Company checks are to be made payable to "Salt Palace Convention Center." No personal checks accepted.
5. A notice to confirm your order will be emailed within (5) business days of receipt of the order. Copies of all charges will be emailed upon completion.
6. Disputes concerning service must be filed with the Facility Services Department prior to the close of the show. Disputes will be resolved by the SPCC in a timely manner.
7. Notification of cancellation must be received, in writing, a minimum of 10 days prior to move-in. Cancellation received fewer than 10 days prior, but before installation begins, will be assessed a 20% cancellation fee.
8. Credit will not be given once service has been installed. Any changes to your order after it has been installed will be assessed a minimum charge of \$75.00 per line.

INTERNET SERVICE TERMS

1. 3. Internet service is delivered to a single location within your booth or room. If you have purchased wired access for more than one computer, you will need a switch and patch cables for each device. The SPCC has this equipment available for rent.
2. User names/passwords and IP's are assigned approximately one week prior to each event. This information will be made available to you at your booth/room, the Facility Services service desk or through the Salt Palace Business Center. It can also be emailed to you upon request.
3. Services that use public IP's require "Administrator Privileges" in order to enter the IP address in the computer's settings.
4. Wired Internet service can extend up to 30' from the original drop location as long as cabling is sufficiently secured and stays within your contracted space. Otherwise, an additional Internet drop will be required. Fees for a second Internet service will apply.
5. The SPCC cannot guarantee the performance or accessibility of services beyond the SPCC's gateway.
6. Most VPN (virtual private network) connections are supported through the wired system with direct access via a public IP address. However, corporate policies may restrict access or require additional support from your corporate IT professionals. The SPCC recommends testing VPN services prior to the event to ensure compatibility.

WIRELESS (WI-FI) SERVICE TERMS

1. All services are tested once installation is completed. Performance reports and other stats for wireless Internet services are kept on file for up to three months and can be issued upon request.
2. The SPCC wireless services offer basic access to the Internet over a 300 Mbps shared Ethernet connection. Bandwidth may be shared with other events in the facility. Increased shared or dedicated bandwidth for a custom network is available upon request.
3. Network bandwidth and connections speeds will vary. The actual bandwidth received depends on a variety of factors such as: the number of users on the network at any given time; the equipment being used; and the size of the upload or download.
4. Wireless service is inherently vulnerable to interference from equipment and devices that transmit similar radio frequencies, operate within the same frequency spectrum or have the ability to corrupt wireless frequencies. The SPCC cannot guarantee that interference will not occur.
5. Due to the temporary nature of events, wireless interference may arise due to physical obstructions, network congestion, etc. The SPCC will make every attempt to help clients anticipate and resolve these issues, but there is no guarantee that interferences will not occur.
6. Credit will not be given for decrease of wireless performance due to event-generated interference.

The SPCC does NOT recommend wireless service for critical event services such as product presentations, on-line sales or demonstrations. For these and other critical activities, the SPCC recommends purchasing wired service.

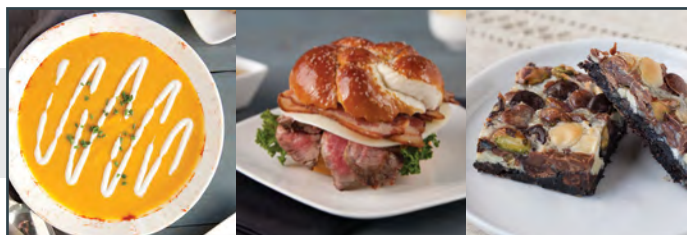
INTERNET SECURITY

1. The SPCC does not provide security, such as firewalls, anti-virus etc., on its Internet services. It is the sole responsibility of the customer to provide their own necessary security precautions. The SPCC is not responsible for any damages arising from the use of non-secured devices on the network.
2. The SPCC recommends that all devices directly or indirectly accessing the network have the latest virus scan software, security updates, system patches and any other technological precautions necessary to protect yourself and others from viruses, malicious programs and other disruptive applications. Any device which adversely affects the SPCC network may cause service interruptions to yourself and others which can lead to disconnection of your equipment from the network, with or without prior notice, at the SPCC's discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and/or problem resolution.
3. The SPCC is not responsible for wireless networks that it does not own or manage.

LEGAL USE OF INTERNET SERVICES & LIMITATION OF LIABILITY

1. Any illegal usage of SPCC services including transmission, distribution or storage of material or conduct in violation of any applicable local, state, federal or foreign laws or regulations is prohibited. Illegal usage of the SPCC services may result in termination of service.
2. Under the Digital Millennium Copyright Act (DMCA) it is illegal for any party to transmit or download copyrighted materials. Any violation of DMCA copyright laws may result in termination of Internet service and may result in legal action taken against the customer by either the copyright holder or the service provider.
3. The SPCC does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the agreement with the SPCC is a limitation of liability so that Client's sole remedy or recourse against the SPCC shall be the return of the price that the client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. The SPCC shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.
4. Client shall indemnify the SPCC from third party claims arising from Client's use of the SPCC's services and equipment.

Exhibit Booth



All services are subject to 22% gratuity or \$10 minimum delivery fee (whichever is greater) and applicable sales tax
Restocking fees apply; other menu options are available
NO FOOD OR BEVERAGE MAY BE BROUGHT INTO THE FACILITY WITHOUT PRIOR UFS PERMISSION

Breakfast Menu

FRESH APPLES, ORANGES, or BANANAS _____ **\$1.95 ea**

FRESH FRUIT PRESENTATION for 25 _____ **\$112.50 ea**
Served with a Fruit Yogurt Dip

ASSORTED MUFFINS _____ **\$19.95 dz**
Blueberry, Brown Sugar and Mascarpone, Midnight Chocolate, Caramelized Apple and Lemon Poppyseed

ASSORTED DANISH _____ **\$21.95 dz**

ASSORTED DONUTS _____ **\$23.95 dz**

BAGELS and CREAM CHEESE _____ **\$27.50 dz**
Assorted Bagels served with Cream Cheese

CONTINENTAL EXPRESS _____ **\$10.95 p/p**
Chilled Breakfast Juices, Coffee and Tea Service, Assorted Breakfast Pastries and Muffins

FRESH FRUIT CONTINENTAL _____ **\$13.50 p/p**
Chilled Breakfast Juices, Coffee and Tea Service, Assorted Breakfast Pastries and Muffins, Seasonal Fruit Presentation with Fruited Yogurt Dip

Deli Buffet

THE DELI BUFFET _____ **\$16.95 p/p**
(If guest count exceeds 150 the sandwiches will be pre-made to expedite)

Smoked Turkey, Roast Beef, Black Forest Ham, Swiss and Cheddar Cheese; Deli Breads and Rolls
Lettuce and Tomatoes, Pickles, Olives, Pepper Rings, and Bermuda Onion, Appropriate Condiments
Red Jacket Potato Salad
Mixed Green Salad with House Made Dressings
Gourmet Cookies and Brownies

Box Lunches

All Box Lunches include a Bag of Chips, Choice of Pasta or Potato Salad, Whole Fresh Fruit or Gourmet Cookie
(3 Choice Maximum—15 person Minimum)

CLASSIC _____ **\$14.25 p/p**
Ham, Roast Beef, Veggie or Turkey Sandwiches
Served on a Kaiser Roll with Lettuce, Tomato, Deli Cheese, Mayo and Mustard

FRENCH COUNTRYSIDE _____ **\$15.50 p/p**
Grilled Chicken with Apple Slices, Gruyere and Arugula with Citrus Aioli served on a French Baguette

TURKEY CLUB _____ **\$15.75 p/p**
Roasted Turkey Breast, Crisp Bacon, Roma Tomato, Torn Romaine, Boursin Crumbles, Avocado Aioli and served on a Ciabatta Roll

ANASAZI WRAP _____ **\$15.95 p/p**
Mesquite Chicken, Fresh Spinach, Jalapeno Cheese, Diced Tomatoes, Onions, Roasted Chilies & Cilantro Aioli

CAESAR WRAP _____ **\$14.95 p/p**

Grilled Chicken, Fresh Romaine Lettuce, Tomatoes, Shaved Parmesan and Caesar Dressing

BEVERLY HILLS WRAP _____ **\$14.95 p/p**

Turkey Breast, Sun-Dried Tomatoes, Bleu Cheese Crumbles, Micro Greens and Lemon Lime Aioli

TEXAN WRAP _____ **\$15.95 p/p**

Roast Beef, Crisp Lettuce, Diced Tomato, Provolone and Horseradish Cream

GRILLED VEGGIE WRAP _____ **\$15.50 p/p**

Grilled Portabella Mushroom, Grilled Eggplant, Sun-Dried Tomatoes, Boursin Cheese, Spring Mix and White Bean Hummus in a Tomato Basil Tortilla

Snacks

TORTILLA CHIPS AND SALSA (serves 25) _____ **\$81.25**

(Add Guacamole for an additional \$25)

GOURMET COOKIES OR BROWNIES _____ **\$18.50 doz**

MINI PRETZEL TWISTS _____ **\$6.95 lb**

UTAH TRAIL MIX PACKET _____ **\$2.75 ea**

LARGE SOFT PRETZELS & DIJON _____ **\$2.95 ea**

Chilled Hors d'oeuvres

SILVER DOLLAR SANDWICHES (50 pcs) _____ **\$87.50**

GRILLED PITA WITH RED PEPPER HUMMUS
(serves 25) _____ **\$65.00**

SHRIMP COCKTAIL WITH 4 ALARM SAUCE _____ **\$195.00**
(100 PIECES)

DOMESTIC CHEESE PRESENTATION with CRACKERS
(serves 25) _____ **\$131.25**

VEGETABLE CRUDITE WITH FRENCH ONION DIP
(serves 25) _____ **\$87.50**

GRILLED VEGETABLE PLATTER WITH SPINACH DIP
(serves 25) _____ **\$125.50**

TRADITIONAL SUSHI PRESENTATION _____ **\$225.50**
(100 pcs, Choice of: Spicy Tuna, California, Roasted Veggie, Blackened Shrimp or Smoked Trout)

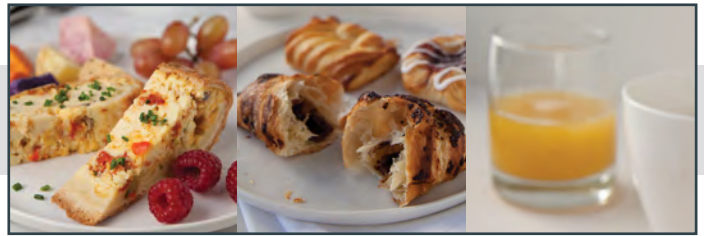
Warm Hors d'oeuvres

MEATBALLS MARINARA MOZZARELLA _____ **\$115.00**
(125 pieces, served with Sliced Baguettes)

VEGETABLE EGG ROLLS (serves 25, 1 P/P) _____ **\$75.00**
(served with Jalapeno Jelly and Spicy Asian Mustard)

CHICKEN WINGS OF FIRE (serves 25, 3 P/P) _____ **\$125.00**
(Choice of Honey BBQ, 4 Alarm, or Tuscan Herb, served with Smokey Bleu Cheese Sauce, Carrots and Celery)

Exhibit Booth



All services are subject to 22% gratuity or \$10 minimum delivery fee (whichever is greater) and applicable sales tax. Restocking fees apply; other menu options are available. NO FOOD OR BEVERAGE MAY BE BROUGHT INTO THE FACILITY WITHOUT PRIOR UFS PERMISSION.

Beverages

FRESHLY BREWED COFFEE

Regular or Decaffeinated
Per Gallon (serves 16, 8 oz cups) _____ **\$47.50**

TEA SELECTION

(International Blends, Herbal, Green and Black)
Per Gallon (serves 16, 8 oz cups) _____ **\$29.50**

KEURIG SINGLE CUP COFFEE SERVICE _____ \$146.00

(48 single cup pods per kit)
Brew Fresh Coffee by the Cup. Includes a "Single Shot" Coffee Brewer, Assorted Gourmet Flavors, Hot Brewed Tea and Hot Chocolate.

SINGLE CUP REFILL _____ \$2.50 ea

FRESH SQUEEZED ORANGE JUICE

Per Gallon _____ **\$46.50**

FRUIT JUICES

Apple, Cranberry, Orange
Per Gallon _____ **\$38.00**

REFRESHMENTS

(Raspberry Lemonade, Country-Style Lemonade, Flavored Iced Teas, and Mango Peach Punch)
Per Gallon _____ **\$30.00**

BOTTLED WATERS

Dasani (12 oz) _____ **\$2.75**
Mineral Waters (11-12 oz) _____ **\$3.50**

SOFT DRINKS

Coca-Cola Products (12oz) _____ **\$2.75**

MINUTE MAID LIGHT DRINKS (12 oz) _____ \$2.75

(Lite and Regular)

POWERADE SPORT DRINKS (12 oz) _____ \$3.75

(Mountain Blast)

RED BULL ENERGY DRINK (8.3 oz) _____ \$4.75

Water Service

WATER COOLERS

Refrigerated Water Cooler Rental and Set-up **\$115.00**
One 5 Gallon Purified Water Tank and 250 Cups

Replacement 5 Gallon Purified Water Tank _____ **\$20.50**
and additional Cups

(110 volt electrical power source is necessary for the cooling capabilities)

Alcohol Policy

For hosted or cash bars, state law requires that wine and spirits be purchased through the state control system, the Utah Department of Alcoholic Beverage Control. Utah Food Services maintains a Catering Liquor License therefore, no additional permits are necessary for events held within the Salt Palace Convention Center.

Bartenders are billed at \$30 per hour and Cashiers are billed at \$20 per hour with a three-hour minimum.

Alcoholic Beverages

DOMESTIC BEER (12 oz bottle) _____ \$4.50

Budweiser, Bud Light, Coors, Coors Light, MGD, Miller Lite

CRAFT BEER (12 oz bottle) _____ \$5.25

Local brews available from Uinta, Wasatch and Squatters Breweries (Ask your sales person for the seasonal list)

IMPORTED BEER (12 oz bottle) _____ \$5.25

Heineken, Amstel Lite, Corona and more

Liquor Store Beer is available at the market rate

Draught Beer, Domestic (16 oz) _____ \$3.25

(Minimum Order 125 portions, requires a bartender)

Draught Beer, Microbrew (16 oz) _____ \$4.00

(Minimum Order 125 portions, requires a bartender)

Draught Beer, Imported (16 oz) _____ \$4.00

(Minimum Order 125 portions, requires a bartender)

House Wine(750mil) _____ \$30.00

Special order wine and beer are available with a minimum of 2 weeks notice. Ask your sales representative for pricing.



UTAH FOOD
SERVICES

**Exhibit Booth
Food and Beverage Order Form**

Your Name: _____
Company: _____
Conference Name: _____
On Site Contact: _____ On Site Cell: _____
Company Address: _____
City, State, Zip: _____
Phone Number: _____ Fax Number: _____
E-mail Address: _____
Room or Booth Number: _____
Day/Date: _____ Time of Service: _____ End of Service: _____

Item Description	Quantity	Item Price	Total

Total _____
22% Gratuity * _____
7.85% Tax** _____
Total Amt Due _____

1. We require full pre-payment of all items ordered prior to your event.
2. * 22% gratuity or minimum \$ 10.00 delivery fee per delivery time whichever is greater.
Restocking fees apply on menu items based upon consumption.
3. **Tax is charged on both food, beverage and service amount.
4. All service ware is biodegradable corn and sugar cane products.
5. Additional menu information on line at www.utahfoodservices.com
6. Utah Food Services retains the exclusive right to provide, control, and retail all Food and Beverage services throughout the facility.
7. Client must provide table or counter space for all food and beverage needs within their booth.

I would like this order to be billed to my credit card: Card type: _____
Card# _____ Expiration Date: _____
Please print name as it appears on card: _____
Approval Signature: _____ CRV #: _____

Please Fax Your Completed Order to 801-328-9772, mail to: Utah Food Services, 100 South West Temple, Salt Lake City, Utah 84101, call us at 801-531-0226 or place your order on line at www.utahfoodservices.com.

PAYMENT CALCULATION & CREDIT CARD CHARGE AUTHORIZATION



424 South 700 East
Salt Lake City, Utah 84102
P: 801-983-8160 F: 801-521-3040
expo@modernexpo.com



NIGP 2017
Salt Palace Convention Center
August 27-28, 2017
Pre-Order Discount Deadline August 7, 2017

COMPANY NAME		DATE	BOOTH #
STREET ADDRESS		CITY	STATE ZIP
PHONE	FAX	E-MAIL	
ORDERED BY (print name)	SIGNATURE		

THIS FORM MUST BE INCLUDED WITH YOUR ORDER.

CREDIT CARD AUTHORIZATION

All information must be provided. Your order will not be processed if any information is missing. **We require that your credit card charge authorization be on file with Modern Expo & Events even if you are paying by company check, bank draft or bank wire transfer.**

Account #	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Expiration Date	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	Security Code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Cardholder's Name - Please Print	Cardholder's Signature		
Cardholder Billing Address	City, State, ZIP	Telephone	

CALCULATION OF ORDERS

Electrical Service (total from page 2)	\$
Subtotal of all Orders	\$
Please add 6.85% Utah State Sales Tax	\$
FULL PAYMENT - In US funds drawn on a US Bank.	\$
MEE Federal ID # 87-0265937. MEE is exempt from backup withholding tax.	\$

Discount prices are available for orders placed and paid for in full by the advance order deadline.
Please see "Payment Policy" for more information.

Payment Policy

Modern Expo & Events (MEE) requires payment in full at the time services are ordered. Further, MEE requires that you provide a credit card authorization to charge your account for services, which may include labor, material handling, electrical services, booth furnishings, etc. plus any applicable fuel or energy surcharge.

Modern Expo & Events accepts Master Card, Visa, American Express, Discover, company check (NO personal checks) or bank wire transfers (please call for wire transfer instructions) as acceptable forms of payment. Any bank fees for wire transfers are the responsibility of the exhibitor. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. bank. Exhibitors will be charged a \$50.00 fee for each returned NSF check.

If you are tax exempt in the state in which you will be exhibiting, you must provide MEE with a Sales Tax Exemption Certificate for the state. Please contact MEE for forms and instructions. Taxes vary by location and will be added to your invoices if you do not submit your Tax Exempt Certificate prior to the start of show.

No adjustments to invoices will be made after the close of show. Cancellation of service(s) made prior to actual delivery or installation will be charged a 50% cancellation fee. Cancellation of service(s) made after actual delivery or installation will be charged a \$100 cancellation fee.

All balances must be paid in full prior to the close of the event. A fee equal to 2% per month (24% per annum) will be assessed on any unpaid balance. Client is responsible for any fees, including, but not limited to, collection fees, attorney's fees, and court costs, that may be incurred in effort to collect any unpaid balance.

ELECTRICAL SERVICES



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expo@modernexpo.com



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COMPANY NAME	DATE	BOOTH #
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Determine the amount of power you need by checking the UL rating plates of each electrical item to be used in booth. Plate will give you information regarding VOLTS (ex. V120), WATTS (ex. W1000) and/or AMPS (ex. A30). Add power requirements of all items to be powered in the booth to determine your total electrical need and select the appropriate service from the list below. If you need help determining the amount of power you need, please contact our exhibitor service staff. 801-983-8160 or expo@modernexpo.com

Electrical service must be ordered by each individual exhibitor and may not be shared with or borrowed from a neighboring exhibitor. MEE and the exhibit facility conduct electrical audits during each show and any exhibitor found to be accessing electricity without having ordered and paid for it, will have its power disconnected until an electrical order, plus a minimum one hour electrician fee, is paid in full. Electrical audits include metering. Any exhibitor found to be using more power than they ordered will be required to upgrade their order and pay for the extra power.

120 Volt Motor & Equipment Outlets

Orders of 4 or more outlets will require at least 1 hour minimum Electrician labor

120 Volt Outlets by Amperage and Wattage

Qty	Description	Pre-Order	Regular
	Outlet up to 5 amp or 500 watt	93.00	123.00
	Outlet up to 10 amp or 1000 watt	133.00	173.00
	Outlet up to 15 amp or 1500 watt	175.00	227.00
	Outlet up to 20 amp or 2000 watt	193.00	251.00

208 Volt Motor & Equipment Outlets

For ALL 208 volt outlets you must also order at least 1 hour minimum Electrician labor

SINGLE PHASE 208 Volt					3 PHASE 208 Volt				
Qty	Description	Pre-Order Price	Regular Price	Total	Qty	Description	Pre-Order Price	Regular Price	Total
	20 amps or less	275.00	358.00			20 amps or less	367.00	471.00	
	30 amps	332.00	432.00			30 amps	439.00	571.00	
	60 amps	550.00	715.00			60 amps	725.00	942.00	
	For power greater than 60 amps, please call					For power greater than 60 amps, please call			

Miscellaneous

Electrician

Items must be picked up by the exhibitor at the Modern Expo service desk on site. Electricity must be ordered for extension cord and power strip usage.

Qty	Description	Pre-Order	Regular	Total
	Extension Cord	20.00	25.00	
	Power strip	20.00	25.00	

If you need assistance with special electrical requirements, you must order a minimum of 1 hour Electrician labor.

If you have an island or bulk booth, or are ordering a single phase or 3 phase outlet, you must order a minimum of 1 hour Electrician labor.

Qty	Description	Regular	Overtime	Total
	Electrician Per man Hour	81.00	122.00	

- The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a MINIMUM charge of 1 hour for installation & half hour for removal.
- Outlets requiring 24 hour service are priced at DOUBLE THE RATE of the outlet ordered.
- Dedicated Circuits are priced at DOUBLE THE RATE of the outlet ordered.
- HOT TUBS AND HEAVY EQUIPMENT- As per facility regulations, ALL hot tubs and heavy equipment are required to order the maximum amperage rated for that individual item. NO EXCEPTION. (Most hot tubs are rated at Single Phase 208V 60amp. Maximum Amperage = total electrical needed for heating element, pump, lights, etc.)
- No credits will be issued for outlets installed as ordered and not used**
(See page 4 for additional rules and regulations)

TOTAL THIS PAGE \$

ELECTRICAL SERVICES



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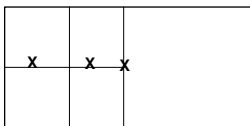
NIGP 2017
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COMPANY NAME	DATE	BOOTH #
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PLEASE ATTACH THIS PAGE TO THE ELECTRICAL ORDER FORM TO ENSURE PROPER PLACEMENT OF THE OUTLETS IN YOUR BOOTH.

Rates quoted for all connections cover delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation and a half hour for removal. All outlets will be placed at the center back of the booth unless otherwise indicated in the grid below.

EXAMPLES OF PLACEMENT



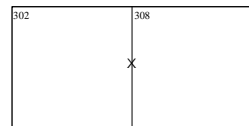
In-line booths Peninsula Booth

Aisle # _____

Aisle # _____

A scaled floor plan must accompany your order with main power location, add'l outlet locations & booth orientation.

Aisle # _____



Back to back Peninsula Booths

Aisle # _____

Island Booths

FRONT OF BOOTH

Indicate Adjacent Booth or Aisle Number

Indicate Adjacent Booth or Aisle Number

Indicate Adjacent Booth or Aisle Number

BACK OF BOOTH

Indicate Adjacent Booth or Aisle Number



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Electrical service is **NOT** included as part of your booth space rental. The exhibit facility requires that all exhibitors contract with Modern Expo & Events for installation of electrical service and must pay MEE a fee for electrical service used on a rate schedule determined by the exhibit facility. Please help us provide you with the best service and avoid possible service issues by **ORDERING YOUR ELECTRICAL SERVICE IN ADVANCE. ADVANCE ORDERS RECEIVE PRIORITY SERVICE.**

Extension cords are NOT included in your order. They may be rented from Modern Expo & Event. Please see page 12 to order extension cords and other accessories.

Any extension cords brought in by Exhibitors or their Designated Contractors must be **FLAT** cords per facility policy.

Triple Outlet Adapters are **NOT** allowed per facility policy.

All cores **MUST** be taped down with black and yellow caution tape per facility policy.

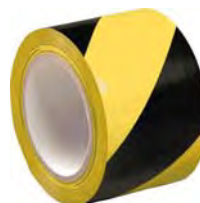
All cords **MUST** be grounded.



Flat extension cords only allowed in the facility.



Triple Outlet Adapters **NOT** allowed in the facility.



All cords in traffic areas **MUST** be taped down with black and yellow caution tape.

Exhibitors and/or their contractors may **NOT** make any connection to a permanent facility electrical connection. Any exhibitor making an unauthorized electrical connection will have their electrical service disconnected until such service has been properly ordered and paid for through MEE representatives. MEE shall not be responsible for any damage, inconvenience or loss of business to exhibitors that have electrical service disconnected due to unauthorized connection or for failure to pay for electrical service.

Exhibitors may not share electrical connections with neighboring exhibitors

Exhibitors may not make connection to extension cords or other power supplies provided for the use of neighboring exhibitors.

Materials provided for electrical service (cords, cables, plug strips, distribution equipment, etc.) are the property of Modern Expo & Events and are not to be moved, altered or removed from the booth space by exhibitors or their contractors. Any material or equipment that is missing from the booth space at the close of the show will be billed to the exhibitor of record at full replacement cost as determined by MEE.

Modern Expo & Events is not responsible for fluctuations in delivered power or interruptions in electrical service due to circumstances beyond its control such as facility power supply issues, power outages, brown-outs, etc.

Modern Expo & Events is not responsible for damage to equipment or display materials resulting from failure to order adequate power to properly operate such equipment or display material. Please check to make sure that you understand your power needs and order enough electricity to adequately power those needs.

Electrical rates include providing power to a single location within the booth space. For in-line and peninsula booths, service is provided to the back center of the booth. For island booths, service is provided to a single location within the booth. Custom service drops are available for an additional fee. Electrical charges are based upon wattage/ampereage, regardless of the amount of time used. If the exhibitor is found using electricity that has not been ordered, or found using more than was ordered, the exhibitor will be charged accordingly.

Electrical rates do not include connection of exhibitor equipment or display material to electrical service drop. Custom connection is available on a time and material basis.

Claims will not be considered unless filed prior to close of show.



Mail or fax this form to:
Urban Jungle, Inc.
 P.O. Box 6165
 McLean, VA 22106
 703-241-8545 phone
 866-516-3716 fax
 [Tax ID #: 54-1796144]

PLANT & FLORAL ORDER FORM

info@urbanjungleinc.com

QTY	ITEM	Advance*	SHOW PRICE	TOTAL
	Floral Arrangement (approx. 12" H)	\$ 60.00	\$ 70.00	
	Floral Arrangement (approx. 18" H)	\$ 75.00	\$ 85.00	
	Custom Floral Arrangement (call for assistance)	\$ 95.00	\$ 110.00	
	Bud Vases (list color preference)	\$ 25.00	\$ 30.00	
	Tropical Arrangements	\$ 80.00	\$ 95.00	
	Roses, arranged, one dozen (color_____)	\$ 75.00	\$ 85.00	
	Orchid Plants (Small_____ Large_____)	\$50 / \$75.00	\$60 / \$85.00	
	Mum Plants (white_____ yellow_____ lavender_____)	\$ 25.00	\$ 30.00	
	Azaleas (red_____ pink_____ white_____)	\$ 30.00	\$ 35.00	
	Bromeliads (Red, pink, yellow, other)	\$ 30.00	\$ 35.00	
	Seasonal Plants (kalanchoe, gloxinia, cyclamen, etc.)	\$ 30.00	\$ 35.00	
	Small (6"pot) Ivy_____ Pothos_____	\$ 25.00	\$ 30.00	
	Large Fern_____ Ivy_____ Pothos_____	\$ 30.00	\$ 35.00	
	Glass Bowl for Cards (yours to keep)	\$ 25.00	\$ 30.00	
	Pkg A: (1) 6' Ficus topped w/ fern & blooming plant	\$ 125.00	\$ 135.00	
	Pkg B: (2) 3' plants and (1) Blooming plant	\$ 100.00	\$ 110.00	
	Pkg C: large container w/ivy and blooming plants	\$ 100.00	\$ 115.00	
	2' Green Plants	\$ 30.00	\$ 40.00	
	3' Green Plants	\$ 40.00	\$ 50.00	
	4' Green Plants	\$ 50.00	\$ 60.00	
	5' Green Plants	\$ 60.00	\$ 70.00	
	6' Green Plants	\$ 70.00	\$ 80.00	
	7' Green Plants	\$ 95.00	\$ 110.00	
	8' - 10' Green Plants	\$ 115.00	\$ 130.00	
Decorative Containers: White Black Wicker ♦ Call for prices on brass, chrome, terra cotta pots			SUB TOTAL	\$
♦ Tax is based on show location			Sales Tax: 6.85%	\$
Call for items and flowers you may want but do not see on this list.			TOTAL AMOUNT DUE	\$

Please remit payment to **URBAN JUNGLE, Inc.**

Rental Price includes: Container, top-dressing, delivery and pick-up. **All orders must be paid in full.** No adjustments will be made after the show closes. All green plants are rental items and are the property of Urban Jungle, Inc. Show site cancellations will incur a 100% cancellation fee. **If tax-exempt in state of delivery, your certificate must be included with this order form.**

☐ **HAVE AN URBAN JUNGLE REP SEE US AT OUR BOOTH:** Date _____ Time _____

Exhibitor: _____
 Third Party: _____
 Address: _____
 City, State, ZIP: _____

Telephone #: _____
 Mobile #: _____
 PO #: _____
email** _____

Show Name: **NIGP Forum 2017**
 Show Dates: **August 27 - 28, 2017**

Location: **Salt Palace Convention Center**
 Booth #: _____

Payment Info: (circle one) AX VISA MC CHECK

Credit Card #: _____
 Name on Card: _____

Exp. Date: _____ Security # _____
 Billing Zip: _____

{ Overnight order form to: Urban Jungle, Inc. 1631 Dempsey St. McLean, VA 22101 }

**** Email is required for confirmation and final invoices.**

*** Orders must be received two weeks prior to show date for advance price!**