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ADDITIONAL SHOW SERVICES

Walter E. Washington Convention Center

Booth Catering Services – **Centerplate**

Electrical Service – **Hi-Tech Electric**

Internet, Phone & Cable TV Services – **SmartCity**

Plumbing – **Hi-Tech Electric**

Truss / Motorized Hoist (over 200 lbs) – **Hi-Tech Electric**

Other Vendors / Services

[Audio Video & Computer Equipment](#) – **PSAV**

Plants/Floral – **Urban Jungle**

Security – **CES**

QUICK FACTS

Booth Equipment:

Each 10' x 10' booth will be set with 8'-high back drape, 3'-high side drape, and one 7" x 44" one-line booth identification sign.

Show Colors:

Back drapes will be blue-white-blue. Side drapes will be blue. Aisle carpet will be blue jay (blue & black speckled).

Exhibit Hall Carpet:

The exhibit area is not carpeted; however, aisles will be carpeted in blue. ***Floor covering of your booth is mandatory.*** Please refer to the Carpet form.

Furnishing Rental Package:

A special booth package is available to exhibitors if ordered by Thursday, December 22, 2016. The package includes one six-foot draped table, two chairs, and one wastebasket for a discounted rate of \$335. To order this package, use the Booth Package Special form on page 13. (Note the package does *not* include carpet).

Discount Price Deadline:

Place your order by Thursday, December 22, 2016, to take advantage of advance discount rates.

Show Schedule:

Exhibitor Move-In:

Friday, January 6	Noon - 4:30 PM (By appointment only for booths of 400+ sq ft)
Saturday, January 7	8:30 AM - 5:00 PM
Sunday, January 8	8:30 AM - 1:00 PM*

Note: Overtime rates are in effect all day Saturday and Sunday.

**Booth structures must be completely set by 1:00 PM on Sunday, however you still may adjust the layout of your display materials until 3:00 PM. Exhibits must be completely ready by 3:00 PM. on Sunday.*

Exhibit Hours

Sunday, January 8	4:00 PM - 7:00 PM (Opening and Reception)
Monday, January 9	9:00 AM - 4:00 PM
Tuesday, January 10	9:00 AM - 4:00 PM

Exhibitor Move-Out

Tuesday, January 10 4:00 PM - 10:00 PM

Wednesday, January 11 8:00 AM - Noon

Note: Overtime rates are in effect after 4:30pm on Tuesday and Wednesday.

Move-Out Information

All exhibitor materials must be removed from the exhibit facility by Wednesday, January 11, 2017 at noon. Carriers must check in at the Marshaling Yard by Tuesday, January 10 at 8:00 PM or by Wednesday, January 11 at 9:00 AM.

Shipping Addresses:

Advance shipments must be received *no later* than 4:00 PM on Monday, January 2, at:

[Company Name]
[Booth Number]
Transportation Research Board 96th Annual Meeting
c/o Hargrove
YRC Washington
7600 Preston Drive
Landover (Hyattsville), MD 20785

Direct shipments must be received *no earlier* than 8:00 AM on Saturday, January 7, at:

[Company Name]
[Booth Number]
Transportation Research Board 96th Annual Meeting
c/o Hargrove
Walter E. Washington Convention Center
Hall D
801 Mt. Vernon Place, NW
Washington, DC 20001

All shipments are subject to materials handling charges. See the Material Handling Estimate form for details.

An exhibitor may carry his/her own materials into the exhibit booth provided the materials can be hand carried by *one person in one trip*, without the use of dollies, hand trucks, or any other equipment.

Service Contractor Contact:

Hargrove, Inc.

Phone: 301-306-4627

exhibitorservices@hargroveinc.com



HARGROVE SERVICES

General Information

General Information – show schedules, booth equipment and shipping information

Payment & Order Recap Forms – Advance Order Deadline: **Thursday, December 22, 2016**

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Union Rules & Regulations

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Security Guidelines

Booth Furnishings & Rentals

Hargrove Catalogs:

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- Rental Exhibits
- Specialty Furnishings

Forms:

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- Cleaning
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- Specialty Furnishings

Shipping Information

[Shipping Quote](#)

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Material Handling

Material Handling Information

Material Handling Hints

Forms:

- Material Handling Estimate
- Privately Owned Vehicle (POV) Unloading Service
- Vehicle/Machinery Spotting Service

Labor

Forms:

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- Labor
- Hanging Signs & Overhead Structures
- Exhibitor-Appointed Contractor (EAC) – Deadline for Submission: **Thursday, December 22**



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General Information

LOCATION & DATES

Walter E. Washington Convention Center
Halls D & E
801 Mt. Vernon Place, NW
Washington, DC 20001

Sunday, January 8 to Tuesday, January 10, 2016

EXHIBITOR MOVE-IN

Friday, January 6	12:00 Noon to 4:30 PM – By Appointment Only (Booths 400 sq ft or larger)
Saturday, January 7	8:30 AM to 5:00 PM
Sunday, January 8	8:30 AM to 1:00 PM

NOTE: All day Saturday and Sunday, overtime rates are in effect for labor and material handling services.

SHOW HOURS

Sunday, January 8	4:00 PM to 7:00 PM
Monday, January 9	9:00 AM to 4:00 PM
Tuesday, January 10	9:00 AM to 4:00 PM

EXHIBITOR MOVE-OUT

Tuesday, January 10	4:00 PM to 10:00:00 PM
Wednesday, January 11	8:00 AM to 12:00 Noon

NOTE: After 4:30 PM, overtime rates are in effect for labor and material handling services.

Outside carriers must be checked in by **Tuesday, January 10 at 8:00 PM**, or by **Wednesday, January 11 at 9:00 AM** for all remaining outbound shipments. 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:	Blue & White
3' High Draped Siderails – Color:	Blue
1 – 7" x 44" Identification Sign with Company Name & Booth Number	

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

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



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General Information (cont.)

HARGROVE ADVANCE ORDER DEADLINE

Hargrove's advance prices apply to orders received with payment by:
Thursday, December 22, 2016



Questions? 301.306.4627 or exhibitorservices@hargroveinc.com

ADVANCE SHIPPING

Advance shipping begins **Thursday, December 1 at 10:00 AM** and ends **Monday, January 2 at 4:00 PM**.

Advance shipping address:
(Your Company Name & Booth Number)
Transportation Research Board 96th Annual Meeting
c/o Hargrove
YRC Washington
7600 Preston Drive
Landover (Hyattsville), MD 20785

Advance Warehouse Receiving Hours: Monday – Friday, 10:00 AM to 4:00 PM

DIRECT SHIPPING

Direct shipping will begin on **Saturday, January 7 at 8:00 AM**.

Direct shipping address:
(Your Company Name & Booth Number)
Transportation Research Board 96th Annual Meeting
c/o Hargrove
Walter E. Washington Convention Center
Halls D & E
801 Mt. Vernon Place, NW
Washington, DC 20001

NOTE: Advance shipments moved to and direct shipments received at show site, as well as outbound shipments (at show's close) handled after 4:30 PM, will be handled on overtime and a 35% surcharge will apply. 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. See the Material Handling Estimate and Labor forms for straight-time, overtime and double-time (Labor) days and hours.



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PAYMENT FORM

Advance Order Deadline: **Thursday, December 22, 2016**

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: 5035548MC) **OR**

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

* Send **wire transfers** to:

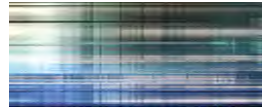
Hargrove, Inc.
c/o Branch Banking and Trust Company (BB&T Bank)
College Park, MD 20740
USA

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.



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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.

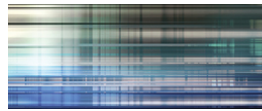
Calculation of Orders (totals from Hargrove's order forms):

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: 5035548MC)
- ☐ 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.



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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

WASHINGTON, DC METROPOLITAN AREA

To assist you in planning for your participation in this Washington, DC metro-area show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. Please review the following to better understand the different jurisdictions of the Washington metro-area unions.

Carpenters

Local 491 claims all work relating to uncrating, re-crating, installation, maintenance and dismantling of exhibits within its jurisdictional boundaries. Exceptions: ① Two (2) full-time employees of the exhibiting company may work without Carpenter labor for one (1) hour on the move-in and one (1) hour on the move-out provided no power tools are used. ② Within a 10' x 10' or smaller booth, full-time employees of the exhibiting company (no limit on number) may work without Carpenter labor (no limit on time) provided no power tools are used. ③ Regardless of booth size, the unpacking and placing of the exhibitor's products on the display may be done by the exhibiting company's full-time employees.

Teamsters Union

Local 639 claims work relating to delivery of freight, loading and unloading of freight, movement to and from storage areas and the operation of all mobile equipment (forklifts, tow motors, electric jacks, cranes, etc.) at the site of the exhibition within its jurisdictional boundaries. Exception: An exhibitor may move material that can be hand carried by one (1) person in one (1) trip, without the use of dollies, hand trucks, or other mechanical equipment. When exhibitors choose to hand carry in accordance with the foregoing, they will not be permitted access to loading dock area(s).

Freight Handling

Hargrove has the responsibility of receiving and handling all exhibit materials and empty crates. It is our responsibility to manage docks and schedule vehicles for smooth and efficient move-in and move-out of the exposition. Hargrove will not be responsible for any material we do not handle.

Work Breaks & 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 wage scale.

Paid breaks of fifteen minutes at the mid-point of each four hour block of work and a one hour meal break at the end of each four hour work period must be given each employee. Please attempt to work your people to conform to these mandatory break periods.

In General

Any questions arising with regard to union jurisdictions or practices should be directed to the Hargrove manager on the floor. Craftsmen at all levels have been instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor.

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.



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MOVE-OUT INFORMATION

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

Tuesday, January 10 at 4:00 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.

Wednesday, January 11 at 8:00 AM – Exhibitor Move-Out resumes.

Driver Check-In & Material Handling Agreements Deadlines

For **Tuesday, January 10** outbound shipments:

Drivers Check-In by 8:00 PM

Material Handling Agreements by 9:00 PM

For **Wednesday, January 11** outbound shipments:

Drivers Check-In by 9:00 AM

Material Handling Agreements by 12:00 Noon

Exhibitors who wish to ship materials by any carrier other than the official carrier should advise their carrier(s) to be checked in with the dock supervisor by **8:00 PM** for shipments departing show site on **Tuesday, January 10**, or by **9:00 AM** on **Wednesday, January 11** for all remaining outbound shipments. 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 with dock supervisor by **Wednesday, January 11 at 9:00 AM**, 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.

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.

Wednesday, January 11 at 12:00 Noon – Final clean up, Exhibitor Move-Out ends.

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



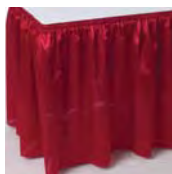
Teal



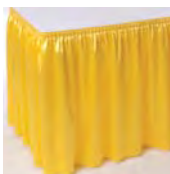
Purple



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**

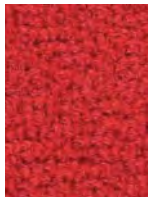
approx 42" tall x 19" wide x 21" deep



Actual item may vary.

Carpet

Standard 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.



Plush



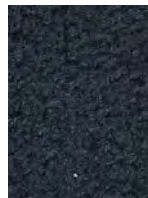
Black



Charcoal



Ivory



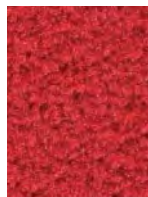
Navy



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**



- **MESH RACK**
15 and 20 pocket
options

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. 41" tall x 80" wide x 22" deep



- **SMALL CABINET**

approx. 41" tall x 41" wide x 22" deep



- **ILLUMINATED DISPLAY CASE**

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

NOTE: electricity required



- **CURVED COUNTER**

approx. 41" tall x 62" 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

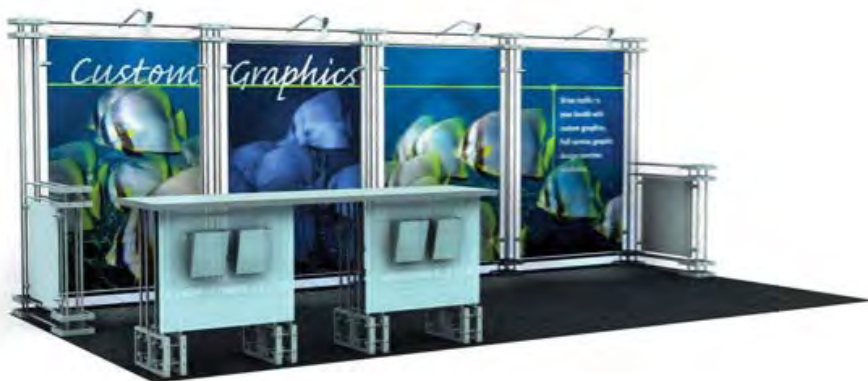
- Consolidate costs and preparation time
- Achieve a custom look at a ready-made price
- Simply add products, literature and booth personnel to complete your exhibit

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."

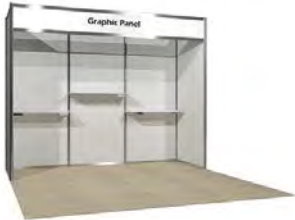
Inphi Corporation

"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

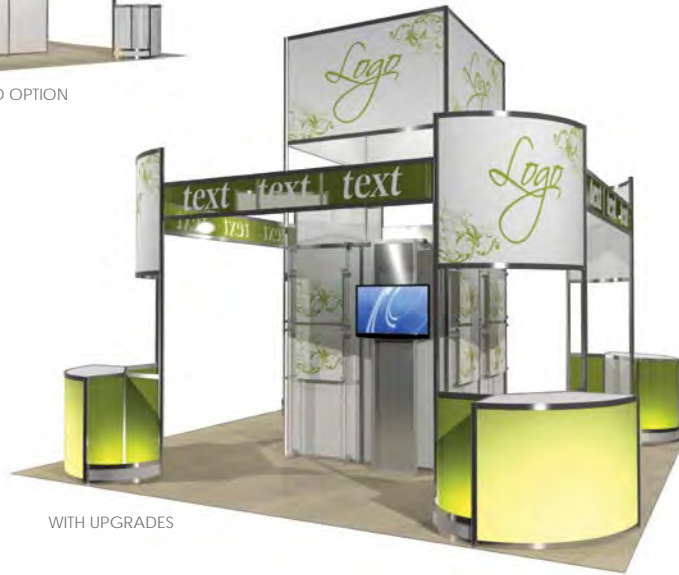
- Printed plexi panels
- Floating graphics
- Privacy wall
- Locking closet

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

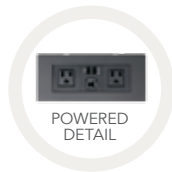


Powered Seating

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.

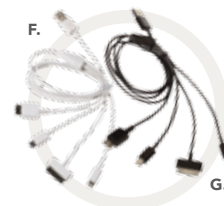
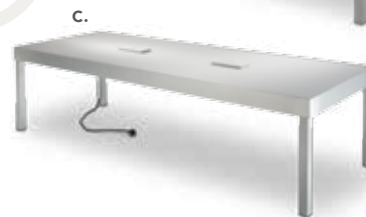
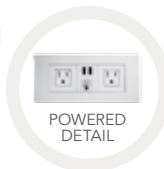


**A) NPLCHP
Naples Chair, Powered**
(black vinyl)
36"L 30"D 28"H

**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

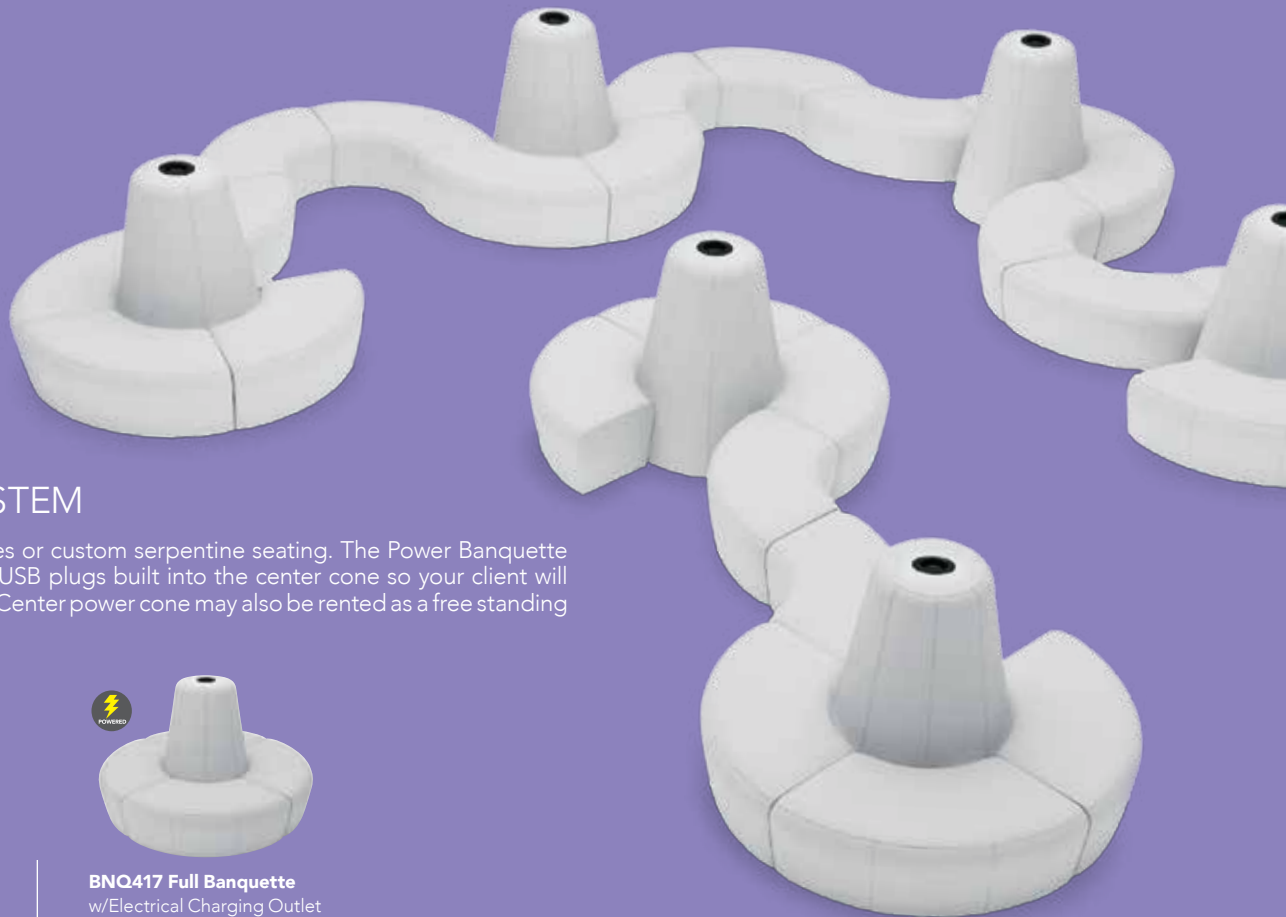
**D) C1WP
Sydney Cocktail Table, Powered**
(white, brushed steel)
48"L 26"D 18"H

**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

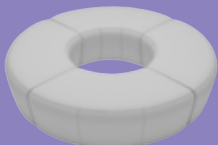
Create round banquettes or custom serpentine seating. The Power Banquette system has 3 AC and 2 USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free standing charging station.



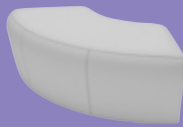
BNQTL7 Center Cone
w/Electrical Charging Outlet
(white vinyl)
38" RND 51"H



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

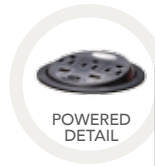
 Denotes AC and USB charging outlets

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.



POWERED
DETAIL

A. | B. 



POWERED
DETAIL

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. 



POWERED
DETAIL



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 Adapter

D) ADAPT B (black)

Charging adapters are available to rent for all powered products.



D.

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) CHR003 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)



C.

D.



ALONDRA

End Table

20"L 20"D 20"H

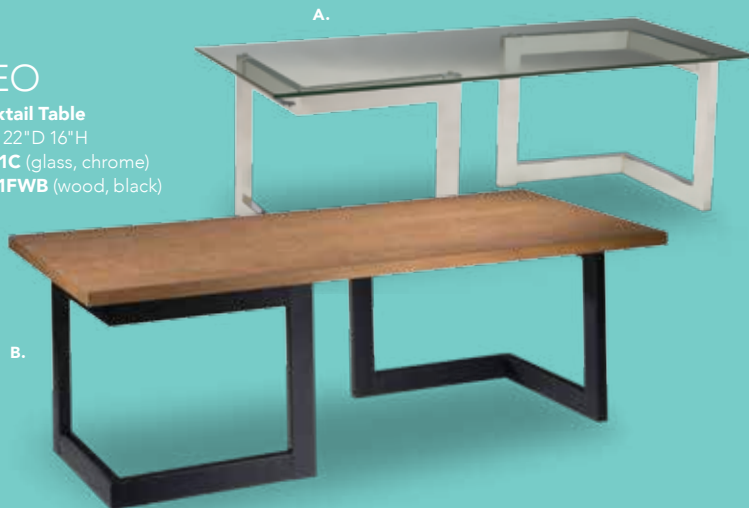
- C) **ALE100** (glass, chrome)
D) **ALE200** (wood, chrome)

GEO

Cocktail Table

50"L 22"D 16"H

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



C.

D.



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

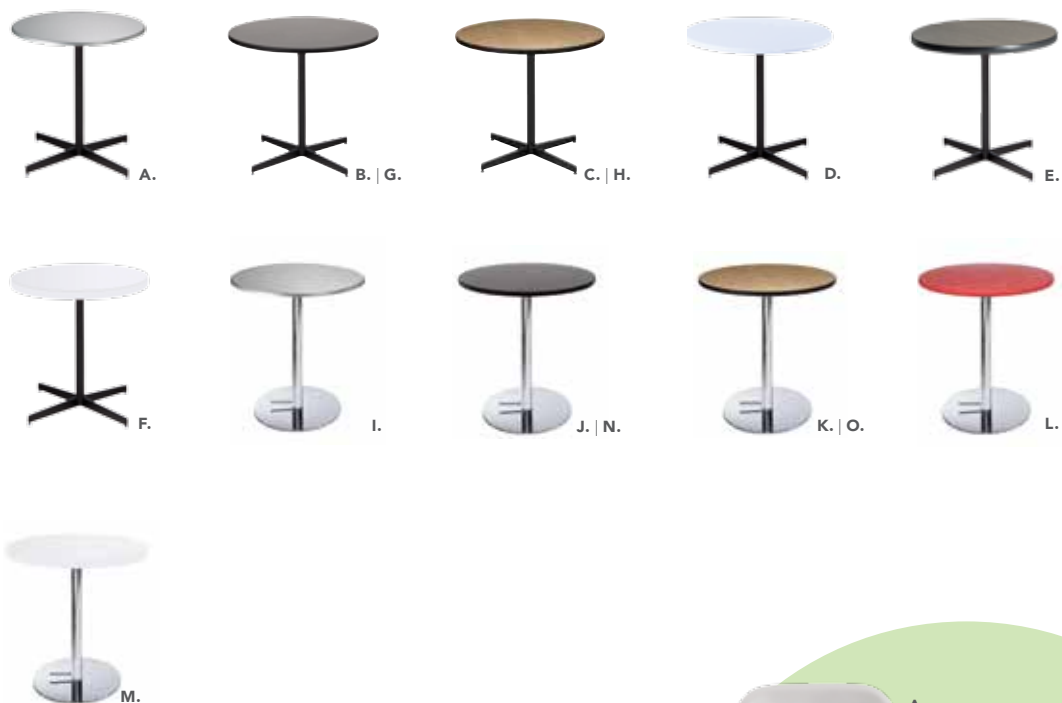
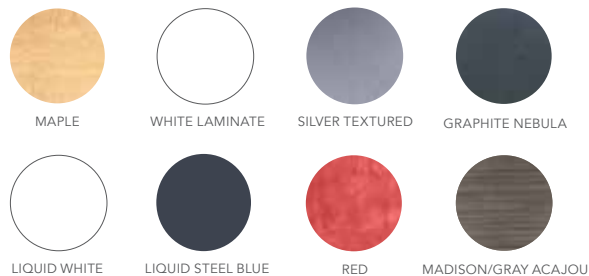
20"L 20"D 32"H

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



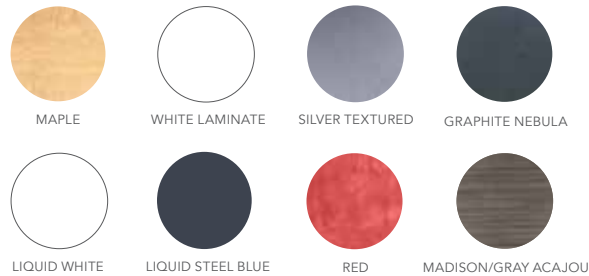
A) LIQ010
30" Round Bar Table
(liquid white, chrome
hydraulic base)
30"RND 45"H
B) APS12
Apex Barstools
(blue ultra suede)
21"L 21"D 33"H



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.

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

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



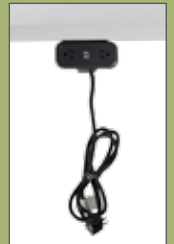
Conference Tables



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

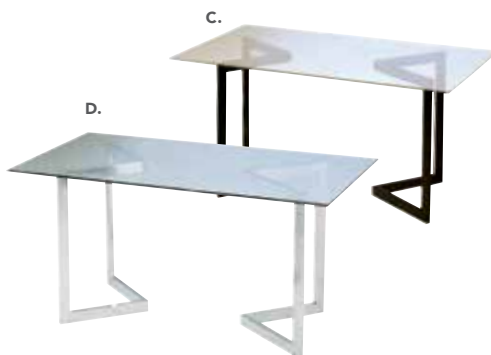
E) MADC08 8' Table

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

 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



A.

D.



B.



C.



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.



C.



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

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.



A. 



B. 

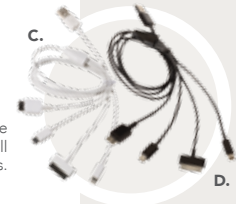
(Power outlets rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface)

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) ADAPTB (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



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

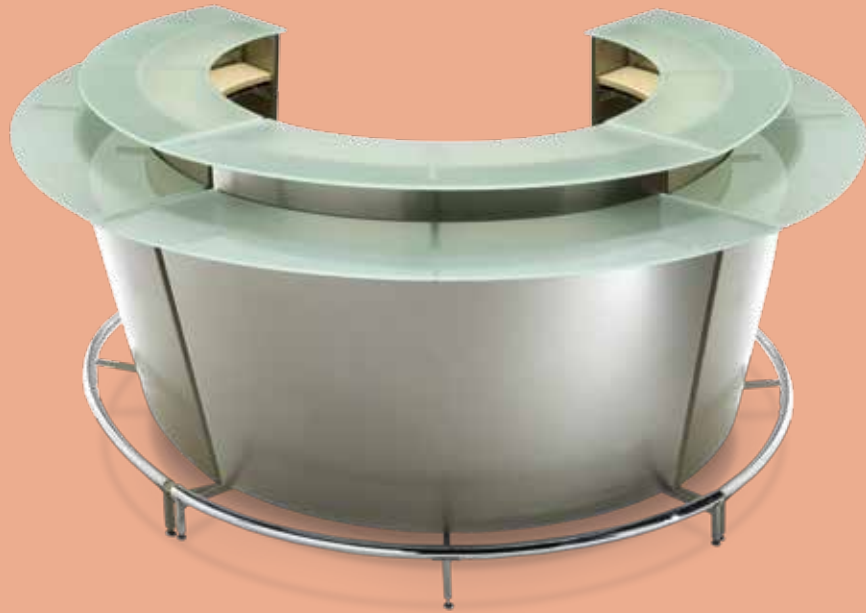
Charging Adapters
D) ADAPTB (black)



Charging adapters are available to rent for all powered products.

Show Essentials

A.



MARTINI BAR

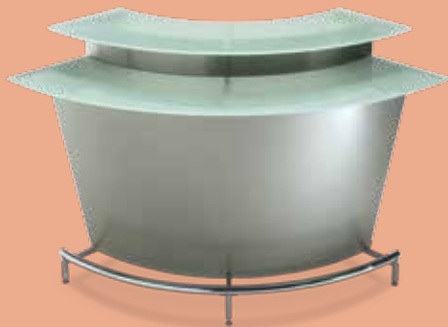
A) BRC Martini Bar Circle

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

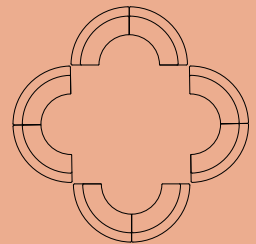
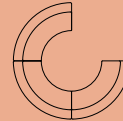
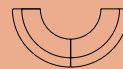
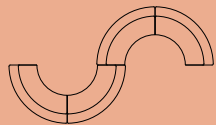
B) BR1 Martini Bar

(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



C.



D.

E.

TABLET STANDS

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

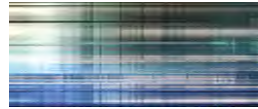
B) TBSTDW (white)
14"L 13"D 44.5"H

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



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BOOTH PACKAGE SPECIAL

Order Deadline: **Thursday, December 22, 2016**

Company Name: _____ Booth: _____

Show Management and Hargrove are pleased to offer a Booth Package designed to offer exhibitors additional savings. This offer is available for orders placed on or before **Thursday, December 22**.

- Special package pricing does not allow for changes in drape color. No substitutions.
- Packages must be ordered in advance (by Thursday, December 22) and accompanied by full payment.
- Packages will not be available at show site.

SPECIAL BOOTH PACKAGE	
\$335.00 (plus tax)	
	Table One (1) standard 6' x 30" draped table – Color: Blue
	Chairs Two (2) upholstered side chairs
	Wastebasket

Description	Price	Drape Color	Quantity	Total
Booth Package	\$335.00	Blue		
Subtotal:				
Tax 5.75%:				
TOTAL:				

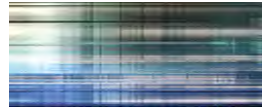
TABLES & DRAPERY

Advance Order Deadline: **Thursday, December 22, 2016**

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 12/22/16	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	\$ 133	\$ 146	\$ 186			
Standard (6' long)	H6	\$ 159	\$ 175	\$ 223			
Long (8' long)	H8	\$ 182	\$ 200	\$ 255			
Draped Counters (42" high x 24" wide)							
Small (4' long)	I4	\$ 159	\$ 175	\$ 223			
Standard (6' long)	I6	\$ 182	\$ 200	\$ 255			
Long (8' long)	I8	\$ 208	\$ 229	\$ 291			
Undraped Tables (30" high x 24" wide)							
Small (4' long)	HU4	\$ 78	\$ 86	\$ 109		N/A	
Standard (6' long)	HU6	\$ 100	\$ 110	\$ 140		N/A	
Long (8' long)	HU8	\$ 125	\$ 138	\$ 175		N/A	
Undraped Counters (42" high x 24" wide)							
Small (4' long)	IU4	\$ 100	\$ 110	\$ 140		N/A	
Standard (6' long)	IU6	\$ 125	\$ 138	\$ 175		N/A	
Long (8' long)	IU8	\$ 147	\$ 162	\$ 206		N/A	
DRAPE							
4th-side Table Drape (30" high)	HALL	\$ 51	\$ 56	\$ 71			
4th-side Counter Drape (42" high)	IALL	\$ 51	\$ 56	\$ 71			
Subtotal:							
Tax 5.75%:							
TOTAL:							



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CHAIRS, ACCESSORIES & DISPLAY CABINETS

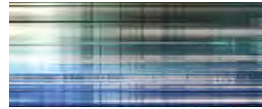
Advance Order Deadline: **Thursday, December 22, 2016**

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 12/22/16	Advance Price	Standard Price	Quantity	Total
STANDARD CHAIRS						
Barstool	Q	\$ 107	\$ 118	\$ 150		
Chair – Side (armless)	O	\$ 85	\$ 94	\$ 119		
ACCESSORIES						
Bag Rack – Slanted	M	\$ 100	\$ 110	\$ 140		
Bag Rack – Straight	L	\$ 100	\$ 110	\$ 140		
Easel	A	\$ 56	\$ 62	\$ 78		
Fish Bowl	T	\$ 16	\$ 18	\$ 22		
Literature Rack	C	\$ 157	\$ 173	\$ 220		
Literature Rack – 15 pockets	C15	\$ 235	\$ 259	\$ 329		
Literature Rack – 20 pockets	C20	\$ 255	\$ 281	\$ 357		
Posterboard – Horizontal (4' high x 8' wide)	R	\$ 208	\$ 229	\$ 291		
Posterboard – Vertical (8' high x 4' wide)	S	\$ 208	\$ 229	\$ 291		
Sign Holder (for 28" high x 22" wide sign)	B	\$ 121	\$ 133	\$ 169		
Stanchion – Chrome (per stanchion)	N	\$ 100	\$ 110	\$ 140		
Stanchion – Velour Rope (8' length)	N1	\$ 56	\$ 62	\$ 78		
Stanchion – Retractable, with Black Belt	N3	\$ 120	\$ 132	\$ 168		
Wastebasket	J	\$ 26	\$ 29	\$ 36		
DISPLAY CABINETS						
Cabinet – Small (41" high x 41" wide)	HMS-A	N/A	\$ 477	\$ 668		
Cabinet – Large (41" high x 80" wide)	HMS-F	N/A	\$ 628	\$ 879		
Cabinet – Curved (41" high x 62" wide)	HMS-D	N/A	\$ 576	\$ 806		
Logo Reproduction on Cabinet or Curved Counter	SB10	N/A	\$ 125	\$ 250		
Showcase (requires electricity for illumination)	HMS-G	N/A	\$ 663	\$ 928		
					Subtotal:	
					Tax 5.75%:	
					TOTAL:	

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CARPET

Advance Order Deadline: **Thursday, December 22, 2016**

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

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

Description	Product #	Online Order Price Pricing only good through 12/22/16	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	\$ 229	\$ 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	\$ 3.56	\$ 3.92	\$ 4.98	sq ft		
PLUSH CARPET							
Plush – per sq ft	C6	\$ 5.06	\$ 5.57	\$ 7.08	sq ft		
CARPET PADDING & POLY							
Padding – per sq ft	C7	\$ 1.59	\$ 1.75	\$ 2.23	sq ft	N/A	
Double Padding – per sq ft	CD7	\$ 3.18	\$ 3.50	\$ 4.46	sq ft	N/A	
Poly (protective plastic) – per sq ft	C8	\$ 0.56	\$ 0.62	\$ 0.78	sq ft	N/A	
						Subtotal:	
						Tax 5.75%:	
						TOTAL:	

30 - effective 01/15

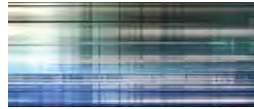
For exhibitors providing their own floor covering:

☐ We are bringing in our own carpeting / floor covering. We understand that we are responsible for both the material handling and the installation and removal of such floor covering.

Authorized Signature _____

Print Name _____

Date _____



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CLEANING

Advance Order Deadline: **Thursday, December 22, 2016**

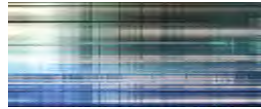
Company Name: _____ Booth: _____

- [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 12/22/16	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	\$ 1.37	\$ 1.51	\$ 1.92	sq ft	
Porter Service – up to 600 sq ft, per day	CL4	\$ 133	\$ 146	\$ 186	day(s)	
Porter Service – 600-1600 sq ft, per day	CL5	\$ 164	\$ 180	\$ 230	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				
30 - effective01/15						TOTAL:

30 - effective01/15



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SIGNS & GRAPHICS

Advance Order Deadline: **Thursday, December 22, 2016**

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 <small>Pricing only good through 12/22/16</small>	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	\$ 100	\$ 200				
28" x 44" sign	SB7	N/A	\$ 147	\$ 294				
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)

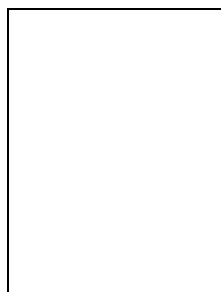
Subtotal:

Tax 5.75%:

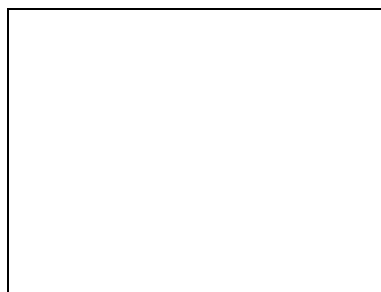
TOTAL:

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

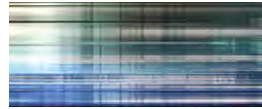
Illustrate Sign / Graphics Layout:



VERTICAL



HORIZONTAL



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RENTAL BOOTHS

Advance Order Deadline: **Thursday, December 22, 2016**

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	\$2,266	\$3,172	Call for quote		
HMS 10B – with shelves and small cabinet	\$2,750	\$3,849	Call for quote		
HMS10C – with curved cabinet and header	\$3,414	\$4,779	Call for quote		
For 20' wide booth spaces:					
HMS 20A – with shelves and small cabinet	\$4,463	\$6,248	Call for quote		
HMS 20B – with shelves and large cabinet	\$4,820	\$6,749	Call for quote		
HMS 20C – with small cabinet and curved side	\$4,657	\$6,519	Call for quote		
HMS 40A – for booth space at least 20' deep	\$7,209	\$10,092	Call for quote		
30-effective01/15					Subtotal:

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)	\$421	\$590	Call for quote	<input type="checkbox"/>	
Velcro-Compatible – Grey Fabric (HMS-VP)	\$421	\$590	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"/>	
30-effective01/15					Subtotal:

CARPET – select color:



HEADER COPY – select color:

☐ Black
 ☐ Blue
 ☐ Red

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



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RENTAL BOOTHS – 2 of 2

Company Name: _____ Booth: _____

ENHANCE YOUR EXHIBIT – Tier 2 Upgrades:

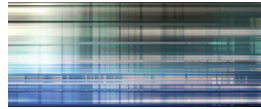
Contact one of our experts at 301.306.4799 or rentalexhibits@hargroveinc.com for a quote.

- | | | |
|---|---|--|
| <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 (41 $\frac{1}{8}$ "w x 21 $\frac{5}{8}$ "d x 41 $\frac{1}{4}$ "h)	\$477	\$668		
HMS-D	Curved Cabinet (62"w x 21 $\frac{5}{8}$ "d x 41 $\frac{1}{4}$ "h)	\$576	\$806		
HMS-F	Cabinet - Large (80 $\frac{1}{2}$ "w x 21 $\frac{5}{8}$ "d x 41 $\frac{1}{4}$ "h)	\$628	\$879		
SB10	Logo Reproduction on Cabinet	\$125	\$250		
HMS-G	Illuminated Showcase (<i>electricity required</i> – 79 $\frac{7}{16}$ "w x 20 $\frac{7}{16}$ "d x 41 $\frac{1}{4}$ "h)	\$663	\$928		
HMS-H	Stem Light (<i>electricity required</i>)	\$94	\$131		
HMS-I	Slanted Shelf (39" wide)	\$100	\$140		
HMS-J	Flat Shelf (39" wide)	\$66	\$93		

HMS Rental Price \$_____ plus Options/Accessories \$_____ = Subtotal \$_____ x 5.75% Tax = TOTAL: \$_____



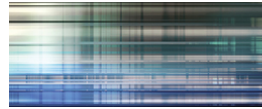
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SPECIALTY FURNISHINGS

Advance Order Deadline: **Thursday, December 22, 2016**

Company Name: _____ Booth: _____

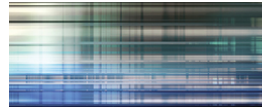
Description	Product #	Online Order Price Pricing only good through 12/22/16	Advance Price	Standard Price	Quantity	Total
POWERED						
Charging Adapter - Black	ADAPT B	\$17	\$19	\$24		
Charging Adapter -White	ADAPT W	\$17	\$19	\$24		
G30 Bar Table, Powered - White Top	G30BWP	\$550	\$605	\$770		
G30 Café 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 Vinly, 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 Vinly, 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 12/22/16	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:						



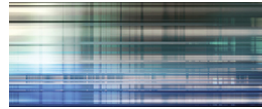
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SPECIALTY FURNISHINGS – 3 of 8

Company Name: _____ Booth: _____

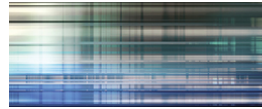
Description	Product #	Online Order Price Pricing only good through 12/22/16	Advance Price	Standard Price	Quantity	Total
OTTOMANS (cont.)						
Marche Swivel - Gray Fabric	MAR002	\$152	\$167	\$212		
Marche Swivel - Rose Quartz Fabric	MAR006	\$152	\$167	\$212		
Marche Swivel - Linen Fabric	MAR003	\$152	\$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 12/22/16	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

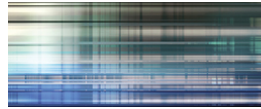
Company Name: _____ Booth: _____

Description	Product #	Online Order Price Pricing only good through 12/22/16	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 12/22/16	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	LIQ10	\$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:						



Transportation Research Board
96th Annual Meeting

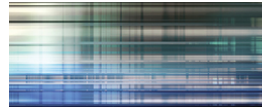
January 8–12, 2017 • Washington, D.C.

SPECIALTY FURNISHINGS – 7 of 8

Company Name: _____ Booth: _____

Description	Product #	Online Order Price Pricing only good through 12/22/16	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		
Pedestal w/Locking Door - Black	PDL	\$408	\$449	\$571		
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 12/22/16	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 5.75%:

TOTAL:

5-effective01/17



TO: HARGROVE
YRC Washington
7600 Preston Drive
Landover (Hyattsville), MD 20785

Transportation Research Board 96th Annual Meeting

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE RECEIVED BY:
Monday, January 2 at 4:00:00 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 Washington
7600 Preston Drive
Landover (Hyattsville), MD 20785

Transportation Research Board 96th Annual Meeting

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE RECEIVED BY:
Monday, January 2 at 4:00:00 PM

ADVANCE SHIPPING LABEL



TO: HARGROVE
Walter E. Washington Conv Ctr
Halls D & E
801 Mt. Vernon Place, NW
Washington, DC 20001

Transportation Research Board 96th Annual Meeting

COMPANY NAME: _____

BOOTH NUMBER: _____

**NO SHIPMENTS ACCEPTED BEFORE:
Saturday, January 7 at 8:00:00 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
Walter E. Washington Conv Ctr
Halls D & E
801 Mt. Vernon Place, NW
Washington, DC 20001

Transportation Research Board 96th Annual Meeting

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YRC Washington
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Landover (Hyattsville), MD 20785

Transportation Research Board 96th Annual Meeting

COMPANY NAME: _____

BOOTH NUMBER: _____

**MUST BE RECEIVED BY:
Monday, January 2 at 4:00:00 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 Washington
7600 Preston Drive
Landover (Hyattsville), MD 20785

Transportation Research Board 96th Annual Meeting

COMPANY NAME: _____

BOOTH NUMBER: _____

**MUST BE RECEIVED BY:
Monday, January 2 at 4:00:00 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:

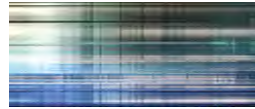
In general, it is best to ship your materials to the “advance shipment” address. The charge for this may be slightly higher than shipping direct to show site but the benefit far outweighs the cost. You can (and should) confirm that we have received your materials well in advance of the show installation; 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: Advance shipments moved to and direct shipments received at show site, as well as outbound shipments (at show's close) handled after 4:30 PM, will be handled on overtime and a 35% surcharge will apply. 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	\$108.00	\$216.00
Small Package - first piece (applies to shipment weighing 30 pounds or less)	MH2	\$45.00	
Small Package - each additional	MH3	\$45.00	
Special Handling/Uncrated Shipment	MH4	\$145.80	\$291.60
Overtime Surcharge - Crated or Skidded Shipment	MH5	\$37.80	\$75.60
Overtime Surcharge - Special Handling/Uncrated Shipment	MH6	\$51.03	\$102.06
Late-to-Warehouse Surcharge* - Crated or Skidded Shipment delivered after the published advance warehouse deadline	MH7	\$54.00	\$108.00

* **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	\$102.00	\$204.00
Crated Shipment via Special Carrier (FedEx, UPS, DHL, USPS, etc.)	MH9	\$127.50	\$255.00
Small Package - first piece (applies to shipment weighing 30 pounds or less)	MH2	\$45.00	
Small Package - each additional	MH3	\$45.00	
Special Handling/Uncrated Shipment	MH10	\$137.70	\$275.40
Overtime Surcharge - Crated or Skidded Shipment	MH11	\$35.70	\$71.40
Overtime Surcharge - Crated Shipment via Special Carrier	MH12	\$44.63	\$89.26
Overtime Surcharge - Special Handling/Uncrated Shipment	MH13	\$48.20	\$96.40
Off-Target Surcharge - shipment received at show site outside of the published exhibitor move-in schedule	MH14	\$35.70	\$71.40
Privately Owned Vehicle (POV) Flat Cart Service (submit enclosed form)	POV	\$215 per cartload, round trip	

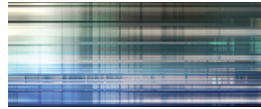
MISCELLANEOUS SERVICE

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	\$350 per 2-axle vehicle, 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:



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PRIVATELY OWNED VEHICLE (POV) FLAT CART UNLOADING SERVICE

Submission Deadline: **Thursday, December 22, 2016**

Company Name: _____ Booth: _____

If you require assistance to move your materials into or out of the Convention Center, Hargrove is offering a special service for delivering exhibit materials in privately owned vehicles (POVs) directly to show site on the days of exhibitor setup.

- This service does not apply to rental vehicles, step vans, box trucks, trailers or any commercial carrier.
- Applicable vehicles: car, pickup truck, minivan or sports utility vehicle
- Advance payment required; please submit this form along with the Payment Form

A flat cart load is defined as:

- Items that will safely fit on the 3' x 5' surface of a flat cart – stacked no higher than the top of the cart's push handle,
- A maximum load of 200 pounds per cart, and
- A shipment that can be unloaded within 15 minutes.

POV Flat Cart Unloading Service Rate:

\$215 per cartload, round trip

POV Flat Cart Unloading Service available:

Saturday, January 7 – 9:30 AM to 4:00 PM

Sunday, January 8 – 9:30 AM to 12:00 Noon

Upon arrival at the Walter E. Washington Convention Center, check in with the Dock Master to receive a POV Dock Permit and directions to the proper loading dock. All POVs will be unloaded on a first-come, first-served basis. Vehicles must be removed from the dock area within 15 minutes after arrival. Unattended vehicles will be towed at the owner's expense.

NOTE: You must fill out a Material Handling Agreement at the close of the show before reloading. All items leaving the exhibit hall must have a completed Material Handling Agreement. Forms are available at the Hargrove Service Center and must be returned to the service desk for validation.

To order **POV Flat Cart Unloading Service**, complete this form and return it with applicable payment to Hargrove by Thursday, December 22.

I will arrive on:

☐ Saturday, January 7 at _____ AM / PM

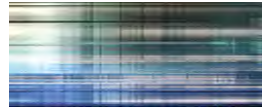
☐ Sunday, January 8 at _____ AM / PM

My vehicle is a: ☐ Car ☐ Van ☐ Pickup ☐ Sport/Utility Vehicle Color: _____

I will also require outbound service: ☐ Yes ☐ No

Contact Name: _____ Phone: _____

Email: _____



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VEHICLE / MACHINERY SPOTTING SERVICE

Submission Deadline: **Thursday, December 22, 2016**

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 Thursday, December 22**. 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 Spotting Rate:

\$350 per 2-axle vehicle, round trip

(additional requirements, such as towing, will be charged on a time and materials basis)

Rules Regarding Vehicle Spotting

Liquid- or gas-fueled vehicles, fueled equipment, boats or other motor craft must be maintained in the following condition when displayed or stored inside of the Walter E Washington Convention Center:

- Batteries must be disconnected.
- Fuel in fuel tanks cannot exceed one-quarter tank or 5 gallons (19 L), whichever is least.
- Fuel tanks and fill openings must be closed and sealed to prevent tampering (tape may be used).
- Vehicles, fueled equipment, boats or other motor craft equipment cannot be fueled or defueled within the building.

Additionally:

- Vehicles must be removed from the premises immediately upon conclusion of the event.
- All spotting service orders are subject to Hargrove's Payment Policy and Limits of Liability.
- Key(s) should be available to Show Management and/or Hargrove at all times.

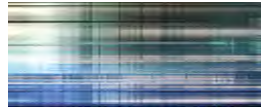
Description of vehicle(s) to be spotted:	Length	Width	Height	Weight	# of axles	Cost* per vehicle	Total
1.							
2.							
3.							
* Additional requirements, such as towing will be charged on a time and materials basis.							TOTAL:

Additional Instructions:

Contact Name: _____ Title: _____

Phone: _____ Email: _____

Please submit with payment by Thursday, December 22.



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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.

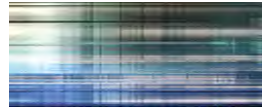
I understand that Hargrove, Inc. shall not be responsible for loss, theft or damage to any display installed or dismantled under Hargrove's supervision of labor as ordered above, nor for any misdirected, delayed or lost shipment of said display. I further understand that it is my/our responsibility to 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



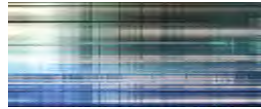
LABOR

Advance Order Deadline: **Thursday, December 22, 2016**

Company Name: _____ Booth: _____

Description – per hour, unless noted otherwise	Product #	Advance Price (by 12/22/16)	Standard Price (12/23/16 – 1/5/17)	Floor Order Price (beginning 1/6/17)			
DISPLAY LABOR							
Straight Time	L1	\$93.00	\$111.60	\$130.20			
Overtime	L2	\$138.00	\$165.60	\$193.20			
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	\$288.00	\$345.60	\$403.20			
Forklift w/ operator - up to 5,000 lbs. - Overtime	L6	\$338.00	\$405.60	\$473.20			
Forklift w/ operator - over 5,000 lbs.	L8	Request a quote					
4-Stage Forklift w/ operator	L9	Request a quote					
Forklift Cage w/ rigger - Straight Time	L12	\$144.00	\$172.80	\$201.60			
Forklift Cage w/ rigger - Overtime	L13	\$191.00	\$229.20	\$267.40			
Boomlift w/ 3-man crew - Straight Time	L15	\$572.00	\$686.40	\$800.80			
Boomlift w/ 3-man crew - Overtime	L16	\$723.00	\$867.60	\$1,012.20			
Scissor Lift w/ 2-man crew - Straight Time	L18	\$391.00	\$469.20	\$547.40			
Scissor Lift w/ 2-man crew - Overtime	L19	\$541.00	\$649.20	\$757.40			
ACCESSIBLE STORAGE							
Accessible Storage - per 1/4-trailer per day storage fee	L24	Request a quote					
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							
If yes, complete the Hargrove-Supervised Labor Instruction Form.							
Supervision Fee (if applicable):							
TOTAL:							

- **Straight Time:** Rates apply Monday-Friday 8:00 AM - 4:30 PM.
- **Overtime:** Rates apply Monday-Friday before 8:00 AM and after 4:30 PM, and all day Saturday-Sunday.
- **Double Time:** Rates apply on select holidays.
- **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. Any sign or banner in excess of 200 lbs. must be hung by the facility's rigger; see the enclosed Hi-Tech Rigging form.
- **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 labor ordered at 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.



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HANGING SIGNS & OVERHEAD STRUCTURES

Submission Deadline: **Thursday, December 22, 2016**

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. NOTE: Any sign or banner in excess of 200 lbs. must be hung by the facility's rigger; see the enclosed Hi-Tech Rigging form.

- 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: _____

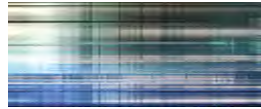
feet from floor
to bottom of sign: _____

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 #: _____



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EXHIBITOR APPOINTED CONTRACTOR (EAC) FORM

Booth: _____

Submission Deadline: **Thursday, December 22, 2016**

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 **Thursday, December 22**.
- 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 **Thursday, December 22**.
- 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: _____ ZIP: _____ PHONE #: _____
EMAIL: _____ FAX #: _____



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ADDITIONAL SHOW SERVICES

Walter E. Washington Convention Center

Booth Catering Services – **Centerplate**

Electrical Service – **Hi-Tech Electric**

Internet, Phone & Cable TV Services – **SmartCity**

Plumbing – **Hi-Tech Electric**

Truss / Motorized Hoist (over 200 lbs) – **Hi-Tech Electric**

Other Vendors / Services

[Audio Video & Computer Equipment](#) – **PSAV**

Plants/Floral – **Urban Jungle**

Security – **CES – Coming Soon**

2016 Exhibitor Catering Menu



*A 22% Service Charge and 10% Food Sales Tax & 5.75% Non-Food Sales Tax will be charged on all orders.
All orders are subject to a \$65 Delivery Fee per delivery service. Prices are subject to change without notice.*

Welcome to Washington DC, a world-renowned destination for business and family fun – where the entertainment options are matched only by the warmth and energy of an exciting community.

Centerplate is a leading global event hospitality company, and we are thrilled to be your exclusive hospitality partner at the Walter E. Washington Convention Center.

Our style is collaborative, and our DC team is delighted to work with you to ensure your experience here in this special location is smooth, successful, and enjoyable.

We are committed to delivering the finest food, amenities, and service to impress your guests and complement your company's goals and reputation.

Much of our success comes from our attention to the important details that create truly welcoming experiences.

From fresh, locally-sourced, and quality ingredients to crisp, sincere, and attentive service, our goal is to provide world-class hospitality for every one of our guests.

Whatever your needs, whether hosting attendee receptions, supplying convenient meals for your booth staff, or creating custom menus for unique occasions, we are dedicated to helping you achieve extraordinary results.

Please give us a call to start the planning process today!

Here's to your successful event in DC,

Katrina Huey,
Sales Coordinator
Centerplate/NBSE
801 Mt Vernon Place NW
Washington DC, 20001
P. 202.249.3524
F: 202-249.3522
Katrina.Huey@centerplate.com



*A 22% Service Charge and 10% Food Sales Tax & 5.75% Non-Food Sales Tax will be charged on all orders.
All orders are subject to a \$65 Delivery Fee per delivery service. Prices are subject to change without notice.*

Exhibitor Catering & Hospitality Services

Centerplate/NBSE is dedicated to providing quality service for all exhibitor shows. With a unique blend of traditional and upscale food and beverage services, we can create an extraordinary catering experience during your event.

The excitement builds as the show draws near your booth or hospitality suite; Why not allow us to help bring the customers to your booth?

The aroma of any of our creative traffic builders is sure to entice everyone to find his or her way to your booth. We also provide luncheon buffets, boxed lunches or snacks for your staff.

If your booth's size allows, we can provide a reception with gourmet Hors D'oeuvres, fresh seasonal Fruits and Berries or a Chef Attended Action Station. Along with a wide selection of spirit and specialty beverages that will quench almost any kind of thirst.

Whatever your culinary needs are, we are here to fulfill them, as Centerplate/NBSE is an exclusive catering company, which provides world-class catering services at the Walter. E. Washington Convention Center here in Washington D.C. our Nation's Capital.

We offer a full line of exhibitor and meeting room catering services in the following menus because we know that booth enticements and hospitality services are proven tools for increasing sales at trade shows and conventions. We guarantee exceptional service, quality and presentation.

All services may be provided, pending approval from Show Management Staff

**ALL FOOD & BEVERAGE MUST BE PURCHASED THROUGH
CENTERPLATE/NBSE**

**Outside Food & Beverage is NOT permitted in the Walter E. Washington
Convention Center**

Orders must be placed at least 3 weeks prior to Show Dates



Phone: (202) 249-3524 ~ Fax: (202) 249-3522

*A 22% Service Charge and 10% Food Sales Tax & 5.75% Non-Food Sales Tax will be charged on all orders.
All orders are subject to a \$65 Delivery Fee per delivery service. Prices are subject to change without notice.*

Refreshments

*All beverage services include appropriate condiments and disposable service-ware.
Customer is responsible for providing Food/Beverage tables in the booth.*

Freshly Brewed Coffee **\$300**
Five gallon units
(approximately 65 cups)

Freshly Brewed **\$180**
Decaf Coffee
Three gallon units
(approximately 40 cups)

Assorted Hot Tea **\$180**
Three gallon units
(approximately 40 cups)

Morning Coffee Package **\$360**
with Our Freshly Brewed Coffee
To include three gallons of regular coffee,
two gallons of decaf coffee, and one gallon
of herbal tea.

Freshly Brewed Iced Tea **\$120**
Sweetened or Unsweetened
Three gallon units
(approximately 45 cups)

Lemonade **\$120**
Three gallon units
(approximately 45 cups)

Fruit Punch **\$120**
Three gallon units
(approximately 45 cups)

Assorted Bottled Juice **\$96**
(Apple, Cranberry, Orange, Grapefruit)
By the Case (24)

Assorted Sodas **\$84**
(Pepsi Products Only)
Includes Regular & Diet
By the Case (24)

Bottled Spring Water **\$84**
By the Case (24)

Bottled Sparkling Water **\$96**
By the Case (24)

Milk by the Gallon **\$18**
Skim, Whole, 2%

5-Gallon Water Jug **\$25**
For use with Water Cooler

Water Cooler Daily Rental **\$60**
Customer responsible for
electrical requirements

40lbs of Ice **\$20**

20lbs of Ice **\$10**



*A 22% Service Charge and 10% Food Sales Tax & 5.75 % Non-Food Sales Tax will be charged on all orders.
All orders are subject to a \$65 Delivery Fee per delivery service. Prices are subject to change without notice.*

Snacks

*All snack services include appropriate disposable service-ware.
Customer is responsible for providing Food/Beverage tables in the booth.*

Assorted Individual Containers of Yogurt **\$48**
By the dozen

Layered Yogurt, Granola and Fresh Fruit Cup **\$78**
By the dozen

Assorted Whole Fresh Fruit **\$36**
By the dozen

Platter of Chilled Seasonal Fresh Fruits & Berries
Served with Honey Yogurt dipping sauce
Serves 15 **\$120**
Serves 25 **\$200**

Platter of Market Vegetables **\$97.50**
Serves 15
Served with Buttermilk Ranch dipping sauce

Grilled Vegetable Platter **\$187.50**
Serves 25
Assorted Grilled Seasonal Market Vegetables
Served with Balsamic Vinaigrette

Antipasto Platter **\$12**
Per Person
Black, Green and Greek Olives, Pepperoncini, Marinated Mushrooms, Artichokes, Assorted Italian Meats & Cheeses
Tomato Bruschetta served with an array of whole and sliced Baguettes

Assorted Candy Bars **\$48**
By the dozen

Chewy Granola Bars **\$36**
By the dozen

Assorted Dessert Squares – Raspberry Cheesecake Swirl, Pecan and Lemon **\$48**
By the dozen

Individual Bags of Potato Chips and Pretzels **\$33**
By the dozen

Trail Mix Bags **\$42**
By the dozen

Trail Mix **\$35**
By the pound

Tri-Colored Tortilla Chips with Salsa & Guacamole **\$50**
Serves 10

Spinach Dip with Pita Chips **\$80**
Serves 15

Premium Mixed Nuts **\$32**
Serves 10



*A 22% Service Charge and 10% Food Sales Tax & 5.75 % Non-Food Sales Tax will be charged on all orders.
All orders are subject to a \$65 Delivery Fee per delivery service. Prices are subject to change without notice.*

Fresh from the Bakery

*All baked goods include appropriate condiments and disposable service-ware.
Customer is responsible for providing Food/Beverage tables in the booth.*

Assorted Muffins By the dozen	\$48	Rice Krispy Treats By the dozen	\$42
Assorted Bagels Served with Plain Cream Cheese By the dozen	\$48	Soft Pretzels Served Warm with Spicy Dijon Mustard By the dozen	\$60
Mini Fruit & Cheese Danishes By the dozen	\$48	Assorted Chocolate Dipped Strawberries By two dozen	\$120
Fresh Baked Croissants By the dozen	\$48	Assorted Cupcakes By the dozen	
Assorted Breakfast Pastries (Muffins, Danishes, & Croissants) By the dozen	\$48	Without Custom Logo	\$72
Assorted Gourmet Biscotti By the dozen	\$48	With Custom Logo	\$84
Freshly Baked Assorted Homestyle Cookies (Chocolate Chip, Oatmeal Raisin, and Macadamia Nut) By the dozen	\$38	Half Sheet Cake with/without Custom Logo (Serves Approx. 40pp)	\$225
Assorted Brownies By the dozen	\$38	Full Sheet Cake with/without Custom Logo (Serves Approx. 80pp)	\$425



*A 22% Service Charge and 10% Food Sales Tax & 5.75 % Non-Food Sales Tax will be charged on all orders.
All orders are subject to a \$65 Delivery Fee per delivery service. Prices are subject to change without notice.*

Lunch Options

*All lunch services are served with disposable plates,
cutlery, napkins and appropriate condiments..
Customer is responsible for providing Food/Beverage tables in the booth.*



Assorted Sandwiches and Wraps

- Tuna on Kaiser
 - Grilled Chicken Wrap
 - Grilled Veggies on Focaccia
- (Serves 12) **\$144**
(Services 25) **\$300**

Assorted Croissant Platter

- Ham with Brie Cheese
 - Shaved Turkey & Cranberry Butter
 - Roast Beef with Swiss Cheese
 - Alfalfa Sprouts with Boursin Cheese
- (Serves 12) **\$168**
(Serves 25) **\$320**

Assorted Sandwich Selection

- Ham on White Bread
 - Smoked Turkey on Whole Wheat
 - Roast Beef on Rye
 - Salami on White Bread
 - Fresh Mozzarella, Basil & Tomato
- Served with Chef's Selection of Cheeses
(Serves 12) **\$144**
(Services 25) **\$300**

Walk Around Wraps

- Smoked Turkey, Boursin Cheese, Arugula, Diced Red Onion, Avocado and Tomatoes
 - Asian Shaved Beef, Cabbage Slaw and Miso Dressing
 - Marinated Grilled Chicken, Garden Vegetables and Creamy Ranch
 - Grilled Vegetables, Fresh Spinach and Balsamic Vinaigrette
- (Serves 12) **\$144**
(Services 25) **\$300**

Lunch Platter Accompaniments

Platters serve approximately 25 guests

Harvest Garden Salad **\$125**

Bowl of Garden Fresh Market Greens with Red Onion, Carrots and Tomatoes, Choice of Dressings to Include Italian, Buttermilk Ranch and Bleu Cheese

Red Skin Potato Salad or **\$125**

Pasta Salad Primavera

Bowl of Red Skin Potato Salad or Rotini Pasta Salad

Classic Caesar Salad **\$125**

Bowl of Traditional Caesar Salad with Romaine Heat Lettuce, Garlic Croutons, and Parmesan Cheese served with Caesar Dressing

Warm Crab and Artichoke Dip **\$195**

Chesapeake Crab and Artichoke Hearts in Cream Cheese/Parmesan Crust & Pita Chips

*A 22% Service Charge and 10% Food Sales Tax & 5.75 % Non-Food Sales Tax will be charged on all orders.
All orders are subject to a \$65 Delivery Fee per delivery service. Prices are subject to change without notice.*

Box Lunches

*All Boxed Lunches include an individual bag of chips, whole fruit, gourmet cookie, condiments and bottled water.
Customer is responsible for providing Food/Beverage tables in booth.*

TRADITIONAL BOX LUNCH

\$24.00 per person

Choose one Sandwich served on a soft potato bun from the list below:

- Roast Beef and Cheddar
- Turkey and Swiss
- Ham and Swiss
- Grilled Vegetables - With Sun Dried Tomato and Hummus spread

GOURMET WRAP BOX LUNCH

\$26.00 per person

Choose one Sandwich from the list below:

- Chicken Santa Fe - Pepper Jack Cheese, Sweet Corn Relish and fresh Cilantro
- BBQ Beef - Cheddar cheese, Tomato Marmalade and Iceberg Lettuce
- Smoked Turkey - Provolone, Cranberry Mayonnaise and Mesclun Greens
- Grilled Vegetables - Herb Cream Cheese, Portobello, Tomatoes and Asparagus

GOURMET SALAD BOX LUNCH

\$26.00 per person

Choose one Salad from the list below:

- Chicken Caesar Salad - Crisp Romaine Lettuce, Grilled Chicken breast, Parmesan Cheese and Garlic Croutons. Traditional Caesar dressing
- Greek Salad - Feta Cheese, Cucumbers and Tomatoes with Romaine Lettuce. Golden Italian dressing
- Black Pepper and Lemon Tuna Salad - Baby Spinach, Cucumbers, Tomatoes and Boiled Eggs. Balsamic dressing
- Southwestern Vegetables - Black Beans, Cheddar Cheese, Peppers and Onions. Ranch dressing

DELICATESSEN BOX LUNCH

\$27.00 per person

Choose one Sandwich served on a Ciabatta roll from the list below:

- Lemon Pesto Chicken - Provolone, red leaf lettuce and Sliced Tomatoes
- Tuscan Turkey - Provolone, Red Pepper Aioli and Sliced Olives
- Italian Deli - Mortadella, Salami and Capicola, Sweet Pepper Relish and Basil
- Roast Beef - Horseradish Sour Cream, Jardinière vegetables
- Tomato and Fresh Mozzarella, Artichoke Tapenade

*A 22% Service Charge and 10% Food Sales Tax & 5.75 % Non-Food Sales Tax will be charged on all orders.
All orders are subject to a \$65 Delivery Fee per delivery service. Prices are subject to change without notice.*

Hors D'Oeuvres

*All chilled Hors D' Oeuvres are served with disposable plates,
cutlery, napkins and appropriate condiments.*

(Priced per 100 pieces ONLY)

Customer is responsible for providing Food/Beverage tables in booth.



COLD

Iced Jumbo Shrimp with Cocktail Sauce and Lemons	\$650.00
Beef Tenderloin with Stone Ground Mustard	\$700.00
Bruschetta with Goat Cheese, Black Olive Tapenade, Roasted Peppers	\$500.00
Smoked Salmon on Crispy Potatoes with Caper Berries	\$600.00
Maryland Crab Salad in Mini Bouchee	\$700.00
Prosciutto-wrapped Melon	\$500.00
Parmesan Crostini with Baby Tomato, Mozzarella & Basil	\$600.00
Grilled Artichoke, Olive & Red Pepper Focacini	\$700.00
Brie Canapé, Raspberry & Honey Glazed Pecans	\$600.00
Belgian Endive with Gorgonzola Cheese Mousse & Pecans	\$500.00
Curried Chicken Tart	\$500.00
Stuffed Grape Leaves	\$500.00

HOT

Chicken Quesadilla with Jalapeno Bacon	\$425.00
Gruyere and Leek Quiche	\$450.00
Pear and Brie in Phyllo	\$500.00
Asian Chicken Satay	\$600.00
Macaroni and Cheese Popper	\$475.00
Chicken Macadamia Skewer	\$600.00
Lobster Cobbler	\$700.00
Chicken & Lemongrass Pot Sticker	\$550.00
Goat Cheese & Mushroom Egg Roll	\$475.00
Spanakopita	\$425.00
Orange Chicken Spring Roll	\$450.00
Rosemary Chicken Brochette	\$600.00
Mini Maryland Crab Cakes	\$700.00
Gorgonzola Cheese Wellington with Pancetta	\$600.00
Peking Duck Chop Sticks	\$650.00
Asian Shrimp Chop Sticks	\$650.00

*A 22% Service Charge and 10% Food Sales Tax & 5.75 % Non-Food Sales Tax will be charged on all orders.
All orders are subject to a \$65 Delivery Fee per delivery service. Prices are subject to change without notice.*

Beverage Hospitality Services

The following beverage services can be ordered for your Exhibit Booth.

To reserve a Meeting Room for your Reception, please check with show management for available space.

Deluxe Spirits

New Amsterdam Vodka, Bombay Original Gin, Bacardi Superior Rum, Jose Cuervo, Cuervo Especial Tequila, Dewar's White Label Scotch, Jack Daniel's Whiskey, Seagram's 7 Whiskey, Crown Royal Whiskey, Hennessy V.S. Cognac, Martini & Rossi Vermouth, DeKuyper Triple Sec, DeKuyper Peachtree

Host Bar

Premium Brand Spirits	\$9.50/drink
Super Premium Spirits	\$10.50/drink
Cordials	\$13.00/drink
Deluxe Champagne	\$9.50/drink
Deluxe Wine	\$7.00/drink
Domestic Beer	\$6.00/drink
Imported Beer	\$7.00/drink
Soft Drinks	\$3.50/each
Fruit Juices	\$4.00/each
Mineral Water	\$4.00/each

One Bartender for every 100 guests is recommended for this service.

A Bartender Fee of \$225.00 will be applied with a 4 hour minimum for all bar services. (\$56.25 per additional hour). To include one hour to set up, two hours of service, and one hour to break down.

Cash Bar

Premium Brand Spirits	\$9.50/drink
Super Premium Spirits	\$11.00/drink
Cordials	\$13.50/drink
Deluxe Champagne	\$10.00/drink
Deluxe Wine	\$7.50/drink
Domestic Beer	\$6.50/drink
Imported Beer	\$7.50/drink
Soft Drinks	\$4.00/each
Fruit Juices	\$4.50/each
Mineral Water	\$4.50/each

One Bartender for every 100 guests is recommended for this service.

A Bartender Fee of \$225.00 will be applied with a 4 hour minimum for all bar services. (\$56.25 per additional hour). To include one hour to set up, two hours of service, and one hour to break down.

INDIVIDUALLY PRICED ITEMS

(Beverages are not charged on consumption)

Pricing Subject to Change

Martinis \$12.00

Mimosas \$10.00

Domestic Case of Beer \$156.00

Imported/Craft Case of Beer \$168.00

House Wines by the Bottle (750ml) \$40.00/bottle

A 22% Service Charge and 10% Food Sales Tax & 5.75 % Non-Food Sales Tax will be charged on all orders.

All orders are subject to a \$65 Delivery Fee per delivery service. Prices are subject to change without notice.

Exhibitor Favorites

*Tables and Electrical power needed for any Equipment
are the responsibility of the customer*

TABLE-TOP POPCORN MACHINE RENTAL

\$675.00 + + (Based on 2 Hours of Service)

- Includes 2 cases of Popcorn
(11 packets per case-Packet serves 6-10 guests)
- Salt, Butter, Napkins, and Bags
- Includes 1 Attendant
- Additional Attendant Hours are \$56.25/hour
- Additional cases are \$105.00/case
- Customer is responsible for Electrical Requirements:
20 amps & 120 Volts
- Dimensions: 3 ft long & 1 ft deep



Cappuccino/Espresso Machine

\$1,750.00 + + (Based on 2 Hours of Service)

- Includes 200 8oz. cups of Beverage
- Includes 1 Attendant
- Additional cups are \$3.75/cup
- Additional Attendant Hours are \$56.25/hour
- Customer Responsible for Electrical Requirements:
Two 20 amp (40 amp total) 3-pin earthed plugs
- Table Top version only



*A 22% Service Charge and 10% Food Sales Tax & 5.75 % Non-Food Sales Tax will be charged on all orders.
All orders are subject to a \$65 Delivery Fee per delivery service. Prices are subject to change without notice.*

Sweet Freeze – Liquid Nitrogen Ice Cream

Homemade Liquid Nitrogen Ice Cream made at your booth!



\$1,750.00 + + (Based on 2 Hours of Service)

- Includes 350 4oz. servings of Ice Cream and/or Sorbet
 - You can choose two of the following options:
 - Pure Vanilla Bean, Chocolate, Strawberry, Cookies & Cream, Coffee, Mocha, Frozen Hot Chocolate. Sorbets also available: Strawberry or Mango
- Includes 1 Attendant
- Cups, spoons & napkins
- Additional 4oz servings are \$4.00 each
- Additional Attendant Hours are \$56.25/hour
- Sweet Freeze can be set up in your booth on your counter space or a portable cart can be provided, catering cart is 58.5 X 26 inches
- Customer Responsible for Electrical Requirements: 1 – 110vt.
- Customer may provide bowls and napkins with their customized logo. Additional charges may apply for servings over 4oz.

Add Ice Cream Sundae Bar toppings– Make your own Sundae with

- Level 1: Served with Homemade Hot Fudge, Caramel Sauce, Toffee, Roasted Almonds and Oreo Cookie Crumbs – (up-charge of \$1.80 per person)
- Level 2: Homemade Brownies, Triple Chocolate Chip Cookies, Hot Fudge, Caramel Sauce, Strawberry Sauce, Toffee, Roasted Almonds and Pecans, Oreo Cookie Crumbs, Whipped Cream, M&M's, Sprinkles, and Reese's™ Peanut Butter Cups Chocolate Chips – (up-charge of \$2.95 per person)

*A 22% Service Charge and 10% Food Sales Tax & 5.75 % Non-Food Sales Tax will be charged on all orders.
All orders are subject to a \$65 Delivery Fee per delivery service. Prices are subject to change without notice.*

Sweet Freeze – Liquid Nitrogen Floats Station

Homemade Liquid Nitrogen Root Beer and Orangesicle Floats made at your booth!

\$1,500.00 + + (Based on 2 Hours of Service)

- Includes 250 7oz. Float servings
 - All Floats come with Pure Vanilla Bean Ice Cream and your choice of either Root Beer or Orange Soda. You can also request Chocolate Ice Cream on special order.
- Includes 1 Attendant
- Cups, spoons & napkins
- Additional 7oz servings are \$4.00 each
- Additional Attendant Hours are \$56.25/hour
- Sweet Freeze can be set up in your booth on your counter space or a portable cart can be provided
- No Electrical Requirements are needed
- Customer may provide cups and napkins with their customized logo.
- Additional charges may apply for servings over 7oz.



SWEET FREEZE SMOOTHIES

\$1,750.00 + + (Based on 2 Hours of Service)

- Includes 250 7oz. Cups of Freshly Made Fruit Smoothies, Cups, and Napkins
- Flavors Include 2 of the Following:
Strawberry-Banana, Mango, Blueberry,
Coffee or Pina Colada
- Additional Hours: \$56.25/Hour (Over 2 Hours)
- Additional Cups (over 250): \$5.25 + + / 7oz. Cup
- Customer is Responsible for Electrical Requirements in Booth (120 V, 2 20-amps)
- Customer May Provide Cups with their Own Logo
- Additional Charges will be applied to cups over 7oz.



SWEET FREEZE MARGARITA/DAIQUIRI CART

\$3,000 + + (Based on 2 Hours of Service)

- Includes 300 5 oz. Made-to-Order Alcoholic and Non-Alcoholic Margaritas/Daiquiris, Cups, and Napkins
- Additional Hours: \$56.25/Hour (Over 2 Hours)
- Additional Cups (over 300): \$7.50 + + / 5oz. Cup
- Customer is Responsible for Electrical Requirements in Booth (120 V, 2 20-amps)
- Customer May Provide Cups with their Own Logo
- Additional Charges will be applied to cups over 5oz.



*A 22% Service Charge and 10% Food Sales Tax & 5.75 % Non-Food Sales Tax will be charge
All orders are subject to a \$65 Delivery Fee per delivery service. Prices are subject to change wit*

EXHIBITOR CATERING ORDER FORM



Meeting Information

Name of Meeting/Event:	
Date of Meeting/Event:	
Time of Event (Start-End):	
Meeting Room/Booth #:	
Estimated Attendance:	
Name of Function:	

Food Order (spell out all details or order)

--

Beverage Order (spell out all details or order)

--

Event Contact

Name:	
Organization:	
Address:	
City, State & Zip:	
Phone:	
Email:	

Signature: _____

*A 22% Service Charge and 10% Food Sales Tax & 5.75 % Non-Food Sales Tax will be charged on all orders.
All orders are subject to a \$65 Delivery Fee per delivery service. Prices are subject to change without notice.*



Important Information

Please take a moment to read our policies

1. Please type or print clearly.
2. Form must be received no later than three weeks prior to show dates to ensure confirmation. **An additional 22% will be added to all prices for orders placed within three weeks of the show.**
3. Applicable Service Charge and Sales Tax will be added to subtotal. SERVICE CHARGE MUST BE TAXED.
4. Food Service Contracts will be sent to you confirming order; signed contracts and full payment must be received in our office prior to start of show. No service will commence without full payment prior to show, and credit card information on file.
5. Any replenishment orders during the show must be guaranteed by a major credit card; the balance of charges will be billed to the credit card unless payment is received at the end of the show.

Additional Information

1. All food and beverages must be ordered through Centerplate/NBSE, the exclusive Caterer at the Walter E. Washington Convention Center.
2. No food or beverages will be permitted into the Convention Center by any exhibitor, installation company, or any other entities hired by exhibiting company without prior approval and written authorization by Centerplate/NBSE. Only exhibitors with booths in the trade show exhibit hall may give away sample portions of the product they manufacture, produce or distribute, and must be show related. Sample sizes must be limited to 4 ounces of non-alcoholic beverages, 2 ounces of alcoholic beverages and 2 ounces of food. No products may be sampled or given away outside of the exhibit hall or inside any meeting rooms of the Walter. E. Washington Convention Center.
3. Orders submitted less than three (3) weeks (21 days) in advance of the first Show Day will be subject to a 22% increase in pricing.
4. All food service ordered must be paid in full prior to any service commencing. We will accept company checks, Visa, Master Card or American Express only. A credit card is required to be on file for any additional services ordered during the show.

*A 22% Service Charge and 10% Food Sales Tax & 5.75 % Non-Food Sales Tax will be charged on all orders.
All orders are subject to a \$65 Delivery Fee per delivery service. Prices are subject to change without notice.*

5. Please allow a minimum of 45 minutes to one hour for all replenishment requests during the show and up to two hours for any on-site orders.
6. The exhibitor is responsible for supplying any electricity required for food and beverage service, equipment, trash removal from booth, as well as all tables needed for food and beverage service.
7. All services will be delivered on disposable ware, except plated meals.
8. Please note that all Food and Beverage prices are subject to applicable Service Charge and Sales Tax.
9. Cancellation on all perishable goods must be made in 72 hours in advance. Any cancellation made within 72 hours is subject to cancellation fee up to the full price of the event.

Katrina Huey,
Sales Coordinator
Centerplate/NBSE
801 Mt Vernon Place NW
Washington DC, 20001
P. 202.249.3524
F: 202-249.3522
Katrina.Huey@centerplate.com

******Please call to confirm your order has been received if faxed in. A faxed order does not confirm service. ******



Welcome to Hi-Tech Electric!

We are pleased to be your electrical, plumbing and rigging services provider for your upcoming event.

Hi-Tech Electric is going green!

In support of saving the environment as much as possible, we now offer a new convenient, paperless, and secure online ordering for all of our services. This new system allows exhibitors to access their account 24/7, update account and payment information, upload floor plans, and download invoices. The online ordering system is PCI (Payment Card Industry) compliant ensuring a secure environment for all credit card transactions and data storage. Upon order completion, an automatic email is sent to confirm the order.

Please visit our website www.hi-techelectric.com to begin the order process.

If you still prefer to print out the service contract, please send it to dcexhibitorservices@hi-techelectric.com or fax them to 202-249-3601.

Thank you for your cooperation and we are looking forward to working with you!

801 Mount Vernon Place, NW
Washington, DC 20001
202-249-3600
202-249-3601 FAX



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dcexhibitorservices@hi-techelectric.com
www.hi-techelectric.com

Deadline Date for Incentive Rates:

December 19th, 2016

Signature on last page (Terms & Conditions) is required. Full payment for services ordered and retainer credit card must be remitted to process this contract. Fed ID # 88-0437088 **2016-2017******

Event Name: Transportation Research Board 96 th Annual Meeting		Event Dates: January 8-12, 2017	
Company Name		Booth No.	
Credit Card Billing Address (exact address for credit card)			
City / State / Zip		Phone	Country
Credit Card No		Exp Date	Check Number
VISA <input type="checkbox"/>	MC <input type="checkbox"/>	AMEX <input type="checkbox"/>	Cardholder Name as it appears on card (Please Print)
Authorized Contact Name (Please Print)		Phone	Authorized Contact Email

***** PAYMENT MUST BE RECEIVED 21 DAYS BEFORE EVENT BEGINS TO RECEIVE INCENTIVE RATES *****

ELECTRICAL OUTLETS / LIGHTING SERVICES

Power strips and extension cords available to rent onsite

Description Of Service	Total Outlets	Incentive	Base	24 Hr or Dedicated 20 amp	Overhead Service	Floor Service	Total Price
120 V Outlet - Maximum of One (1) connection per outlet							
5 Amp / 500 watts		103.00	125.00				
10 Amp / 1000 watts		127.00	153.00				
20 Amp / 2000 watts		192.00	238.00				
208 V 1Ø Motor & Equipment Outlet - Maximum of One (1) connection per outlet							
20 Amp- <i>Minimum for European Power</i>		341.00	418.00				
30 Amp		463.00	570.00				
40 Amp		584.00	721.00				
50 Amp		645.00	802.00				
60 Amp		841.00	1033.00				
100 Amp		1044.00	1275.00				
208 V 3Ø Motor & Equipment Outlet - Maximum of One (1) connection per outlet							
20 Amp		460.00	566.00				
30 Amp		668.00	805.00				
60 Amp		1017.00	1,258.00				
100 Amp		1,844.00	2,222.00				
200 Amp		3,621.00	4,528.00				
400 Amp		5,960.00	7,450.00				

24 Hr Power and dedicated 20amp / 120v outlets are double the listed price

Transformer(s): Indicate which 208V outlet ordered in the 208V section (that requires a boost) by adding "Boost" next to the outlet name. Check European Power column in this section if you have European power

Description Of Service	Qty	Incentive	Base	European Power	Total Price
Boost 208V to 230V Euro Transformer 208V-240V (Min 20 Amp/208/1ph)		172.00	205.00		
European Transformer 480V -380V (Min 60 amp 480V 3ph)		409.00	679.00		
480V 3Ø Motor & Equipment Outlets					
30 Amp		687.00	823.00		
60 Amp		1,222.00	1,465.00		
Over 60 Amp 3Ø Outlet – Call for Estimate					
Description Of Service	Qty	Incentive	Base		
Overhead Quartz Lights: Please Use Exhibitor Rigging Order Form					
Additional Booth Lighting Services					
90 Watt On Stanchion Inline Booths Only		103.00	125.00		
250 Watt Krypton On Stanchion - Inline Booths Only		161.00	194.00		
Stem Lights Hard Wall Use Only		103.00	125.00		
Track Lighting – (3) 75watt fixtures		224.00	235.00		
10 ft. spreader bar required					
See Terms and Conditions Section for Labor Rates					
Subtotal of Charges					\$
THIRD PARTY PAYMENT					
Exhibiting firm acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled onsite prior to the event closing.					

Labor Request Section:

Send PDF or DWG for all Island booths 30x30 or larger to: dcexhibitorservices@hi-techelectric.com	
<input type="checkbox"/> Floor Plan included with outlet locations/orientation <input type="checkbox"/> Floor Plan to follow <input type="checkbox"/> OK to proceed without exhibitor present <input type="checkbox"/> Do Not proceed until exhibitor is onsite Scaled floor plan showing all outlet locations and booth orientation required	Installation Labor date: Installation Time: Size of Booth: Type of Booth: Inline <input type="checkbox"/> Island <input type="checkbox"/> Peninsula <input type="checkbox"/> Other <input type="checkbox"/> *****Indicate all 24 hr and dedicated outlets on floor plan

TERMS AND CONDITIONS

Page 5 must be signed in order for electrical installation to be scheduled

ELECTRICAL LABOR RATES FOR OUTLET DISTRIBUTION AND CONNECTION

- \$99.00 per hour during Straight Time: 8am-4:30pm M-F
- \$188.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
- Lift Rates: \$180.00 per hour (one hour minimum) plus operator's time.
- The minimum charge per booth is one hour installation and ½ the total time for dismantle.

RIGGING LABOR (For overhead booth lighting, Hanging Structures 200lbs & over, Chain Motors, Truss, Points)

Please Use Exhibitor Rigging Order Form

- \$99.00 per hour during Straight Time: 8am-4:30pm M-F
- \$188.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
- Lift Rates: \$180.00 per hour (one hour minimum) plus operator's time.
- A four (4) hour minimum per man labor call applies.

DESCRIPTION OF OUTLET LOCATION & DISTRIBUTION CHARGES

- All electrical outlets will be installed on the floor at the baseline back wall of in-line pipe and draped booths unless otherwise ordered by the exhibitor.
- All electrical outlets for Island booths will be dropped from one main drop location per the exhibitor's floor plan. Delays in installation can occur if no main drop location is provided.
- All Island booths will be charged labor and materials which are determined by the diagram submitted.
- All booths or displays requiring multiple outlet distribution and connection are chargeable on a time and material basis.
- Re-distribution of such installation, additional power drops, and/or additional locations will be charged on a time and material basis.
- All 208 volt outlets will require labor and materials.
- All overhead services will require lift, labor, and materials.
- **24-hour power** and dedicated 20amp/120v circuits are **double** the listed price. Indicate total outlets on order form.
- Electricity will be turned on within 30 minutes of show daily.
- **Payment:** Payments must be received in full 21 days before show move-in to secure the incentive rate. No credit or refund will be issued for connections installed and not used. Full payment is required to process order. A retainer credit card is required. All balances must be settled prior to event closing. An outstanding balance may preclude the Exhibitor from retaining HTE services at any future event domestically or internationally. Any amount not paid at event closing is subject to interest up to the maximum amount allowed by law. Any outstanding balance is subject to in-house collections or to a credit reporting debt collection agency.
- **Unauthorized Power Usage:** Exhibitors using outlets without an order will be charged the base rate. A memo will be delivered onsite to all booths accessing outlets without an order.
- **Labor Rates:** All Labor Rates are subject to the current labor contract effective at time of performed labor.

HI-TECH ELECTRIC JURISDICTION

- Only HTE equipment is allowed for electrical distribution.
- Exhibitors are not permitted to bring their own distribution system.
- HTE installs all motor and equipment hook-ups requiring hard wiring connections.
- HTE performs all installations and/or repair of electrical fixtures.
- HTE performs installations of all electrical motors and electrical apparatus to be energized.
- HTE electrical labor is required to inspect pre-wired equipment that connects to HTE distribution systems. Exhibitor must give HTE notice of intended use of pre-wired equipment and schedule an inspection by HTE. HTE is not responsible for any loss or damage resulting from the use or installation of pre-wired equipment. The Exhibitor is responsible for any loss or damage caused by the use or installation of pre-wired equipment to HTE distribution systems.
- HTE provides labor for all overhead truss rigging and overhead booth lighting.
- HTE performs all installations of electrical cords under any booth space flooring.
- The exhibitor, Display House, and Show General Contractor will indemnify Hi-Tech Electric for any and all work related accidents.

RIGGING JURISDICTION

- Rigging includes all motorized rigging-to-building structures.
- All exhibit hall rigging must provide a floor plan for approval by HTE.
- All motors for rigging must be ordered through HTE.
- All labor for rigging-to-building structures will be provided through HTE.
- No other Contractor or Persons may attach motorized equipment for rigging to building. HTE is not responsible for any loss or damage resulting from any other Contractor or Person attaching motorized equipment to the building.
- Failure to start labor as scheduled due to any delays with client-owned equipment will result in the hourly charges per man per hour of delay.
- A four (4) hour minimum applies per rigging labor call.

SPECIAL EQUIPMENT

Special Equipment orders require 30 days notice prior to move-in.

HI-TECH ELECTRIC MATERIALS

All materials and equipment furnished by HTE shall remain the property of HTE and shall be removed only by HTE at the close of the show.

FLOOR COVERINGS

Unless otherwise directed, HTE personnel are authorized to cut floor coverings to permit installation of service. HTE is not liable for any costs incurred by the Exhibitor for such cuts.

RAMPING UTILITY LINES

All ramping of utility lines in booth are done on Straight Time plus materials. Laying of lines under carpet or floor or spotting from ceiling will incur additional labor charges. Minimum per removal of lines is 1 hour each. Floor plan is required with order to show location of lines.

ESTIMATES / REVISIONS

- Estimate requests are encouraged for budgeting purposes. Requests must be received 30 days in advance before move in begins in order to prevent delays in processing. Estimate requests are subject to a minimum of \$95.00 per revision.
- Reductions made to an existing order are subject to a 10% surcharge.

SUPERVISION FEES/INVOICES

- All booths and displays with labor incur a 20% supervision fee of the total labor charge.
- Invoices are available upon request onsite at the service desk or via email. Please email dcexhibitorservices@hi-techelectric.com

CANCELLATIONS

- Cancellation up to 21 days prior to event start date is subject to 20% charge of services ordered.
- Cancellation within 21 days of event start date is subject to 50% charge of services ordered.
- Once services are installed, there is no refund.

DISCONNECTION / INTERRUPTION OF SERVICES

- All services will be disconnected and/or shut-off at the conclusion of the show unless advance notice given by the Exhibitor *and* acknowledged by HTE.
- Exhibitor may have services disconnected if payment has not been rendered in full at the beginning of the event.

DELAYS

In the event the completion of work is prevented or delayed due to damage or destruction of the building, fire, accident, vandalism, earth movement, hurricane, tornado, windstorm, theft, labor strikes, warfare, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, HTE is due payment for all executed work, labor, and materials.

ON-SITE PAYMENTS / TIPPING

- All payments must be submitted only to a Customer Service Representative or HTE Management.
- Tipping or any gratuity or gift, is not permitted to be accepted by any HTE personnel.

INDEMNITY

The Exhibitor, Display House, and Show General Contractor will indemnify Hi-Tech Electric, LLC for any and all work related claims, accidents, losses, and damage.

Authorized Signature:

I agree that I am an Authorized Representative on behalf of the Exhibitor and I accept HTE's payment policies and terms of contract.

Print Name:

Signature:

Booth No:



Exhibitor Company Name:	Show Name:
Billing Company Name:	Show Dates: / / To / /
Billing Company Address:	Incentive Order Deadline: 21 Days Prior to 1st Day of Show Move-in
City, State / Country, Zip:	Booth / Room #:
Contact:	Phone Number: () -
Contact Email:	Cell Number: () -
On-Site Contact:	On-Site Number: () -

When your order is processed, you will receive an email with a link to Smart City Networks payment portal. Payment in full is required prior to the event.

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

View complete Terms & Conditions at: orders.smartcitynetworks.com/tc.aspx?center=015

Print Authorized Name Accepting Terms and Conditions:	Authorized Signature Accepting Terms and Conditions:
--	---

Dedicated Wired Internet Routers Allowed Connection speeds of 3Mbps and up Required for: <ul style="list-style-type: none"> Web Casting HD Streaming Routers(wired or wireless) Includes 5 Static Public IP Addresses	Premium High Speed Wired Internet No wired or wireless routers Shared Connection speeds up to 10Mbps Recommended for: <ul style="list-style-type: none"> Wired Cyber Cafe Social Media Feeds Multi Media Downloads Includes 1 Static Private IP Address	Basic Wired Internet No wired or wireless routers Shared Connection speeds up to 1.54Mbps Recommended for: <ul style="list-style-type: none"> Email Surfing the Internet Supports 1 device only
---	---	--

Wireless services are NOT included on this form – contact the event venue for specific rates.

ORDER ONLINE: orders.smartcitynetworks.com/ordering.aspx

Incentive rate applies to orders received with payment 21 days prior to 1st day of show move-in

1. Shared Internet Services – Routers Prohibited	QTY	Incentive	Base	On-Site	Total
a. Premium Internet Service w/ 1 Private IP address		\$1,095	\$1,395	\$1,674	
b. Additional Private IP address for Premium Service		\$150	\$185	\$222	
c. Upgrade to Premium Internet Service w/ Public IP Address		\$199	\$299	\$358	
d. Basic Internet Service		\$695	\$895	\$1,074	
2. Dedicated Internet Services – Routers Supported					
a. Dedicated 3Mbps w/ 5 Public IP address		\$3,495	\$4,370	\$5,244	
b. Dedicated 6Mbps w/ 5 Public IP address		\$5,900	\$7,375	\$8,850	
c. Dedicated 10Mbps w/ 5 Public IP address		\$7,850	\$9,810	\$11,772	
Contact the event venue directly for additional IPs, higher bandwidth, or specific programming requirements.					
3. Internet Equipment & Labor					
a. Switch Rental – <input type="checkbox"/> 8-port <input type="checkbox"/> 24-port		\$185	\$225	\$270	
b. Patch Cable (up to 50') – Cat5e		\$50	\$62	\$74	
c. Labor / Floor Work – Fee Per Hour		\$125	\$125	\$125	
4. Voice Services: PBX Service – Domestic LD Included					
a. Single Line – <input type="checkbox"/> Instrument, <input type="checkbox"/> Non Dial 9, <input type="checkbox"/> Int'l LD		\$275	\$345	\$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line		\$415	\$520	\$624	
c. Conference Phone Line w/ Instrument (Conference service not included)		\$465	\$575	\$690	
5. Cable TV Service					
a. Digital Cable TV Service w/ set top box converter		\$625	\$780	\$936	
6. Special Quote – Attachment A or Statement of Work (if applicable)					
7. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (number of lines)					
For extension of 3rd party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.					
				SUBTOTAL	
Send Completed Orders with Payment and Floor Plan To: SMART CITY NETWORKS 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 csr@smartcity.com				ESTIMATED 10% TAX / FEES	
				GRAND TOTAL	
Effective January 1, 2016 – December 31, 2016		Customer No: 2016 - 015 -			

Network Security Declaration

Center: Washington CC (015) - DC

Show: _____

Company Name: _____

Booth / Room #: _____

Customer / Ref #: 2016 - 015 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole 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.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

***** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues *****

***** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements *****

Device(s) Operating System: _____ Total # of Devices
Connecting to Smart
City's Network: _____

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: _____

Virus Scan Last Updated - Date: ____ / ____ / ____ Security Updates Last Performed - Date: ____ / ____ / ____

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature _____

Date _____

Printed Name _____

Title _____



5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6087 • Fax (702) 943-6001



Floor Plan – Communications Cable

Center: Washington CC (015) - DC

Show: _____

Company Name: _____

Booth / Room #: _____

Customer / Ref #: 2016 - 015 -

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

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

		Adjacent Booth or Aisle# _____											
Adjacent Booth or Aisle#													
		Adjacent Booth or Aisle# _____											

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

T = Location of Telephones, Fax lines or other telecommunications equipment "T".

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

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____. **Scale** = 1 Box is equal to _____ ft.

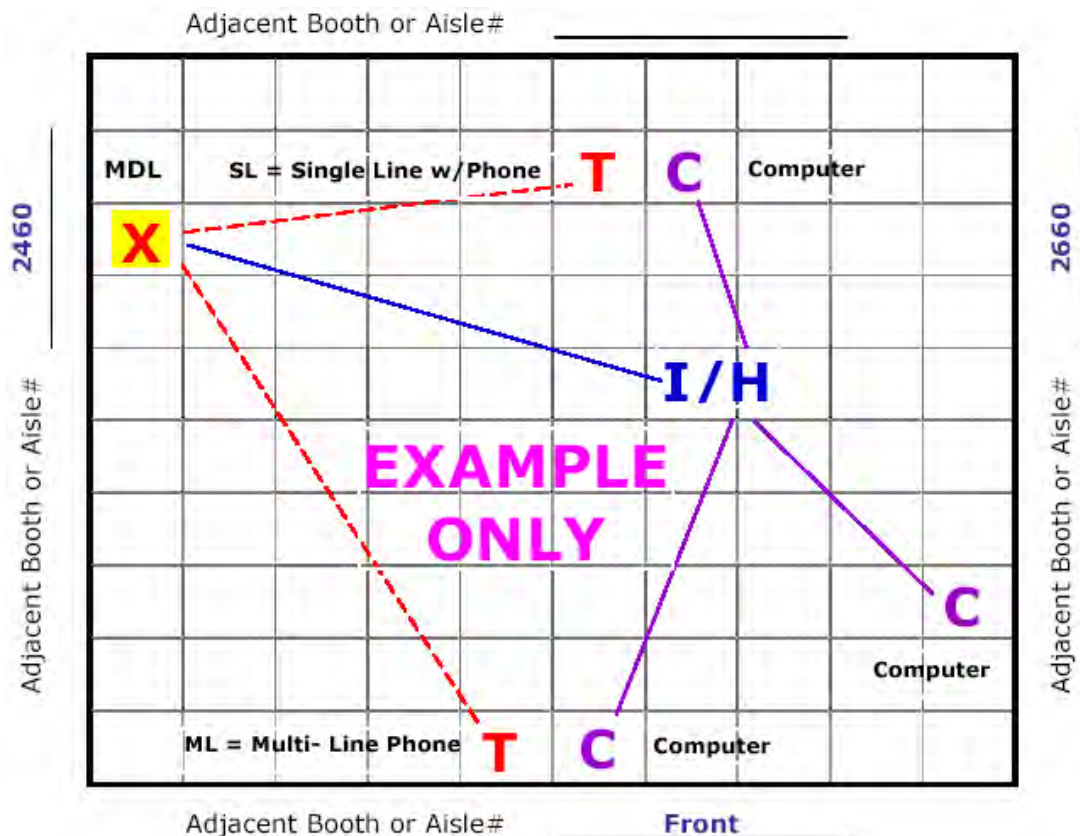
Floor Plan – Communications Cable

Center: Washington CC (015) - DC
Show: ABC Example Show

Company Name: ABC Example Company
Booth / Room #: 1 2 3 4
Customer / Ref #: 2016 - 015 - XXX - XXXX

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

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



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

I = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

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

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) 20 x 20 . **Scale** = 1 Box is equal to 2 ft.



Welcome to Hi-Tech Electric!

We are pleased to be your electrical, plumbing and rigging services provider for your upcoming event.

Hi-Tech Electric is going green!

In support of saving the environment as much as possible, we now offer a new convenient, paperless, and secure online ordering for all of our services. This new system allows exhibitors to access their account 24/7, update account and payment information, upload floor plans, and download invoices. The online ordering system is PCI (Payment Card Industry) compliant ensuring a secure environment for all credit card transactions and data storage. Upon order completion, an automatic email is sent to confirm the order.

Please visit our website www.hi-techelectric.com to begin the order process.

If you still prefer to print out the service contract, please send it to dcexhibitorservices@hi-techelectric.com or fax them to 202-249-3601.

Thank you for your cooperation and we are looking forward to working with you!

801 Mount Vernon Place, NW
Washington, DC 20001
202-249-3600



801 Mount Vernon Place, NW
Washington, DC 20001
202-249-3600
202-249-3601 FAX
dcexhibitorservices@hi-techelectric.com
www.hi-techelectric.com

PLUMBING SERVICE CONTRACT

Signature on last page (Terms & Conditions) is required. Full payment for services ordered and retainer credit card must be remitted to process this contract. Fed ID # 88-0437088 2016 – 2017 **

Deadline Date for Incentive Rates:
December 19th, 2016

Event Name: Transportation Research Board 96th Annual Meeting		Event Dates: January 8-12, 2017	
Company Name		Booth No.	
Credit Card Billing Address (exact address for credit card)			
City / State / Zip		Phone	Country
Credit Card No		Exp Date	Check Number
VISA <input type="checkbox"/>	MC <input type="checkbox"/>	AMEX <input type="checkbox"/>	Cardholder Name as it appears on card (Please Print)
Authorized Contact Name (Please Print)		Phone	Authorized Contact Email

***** PAYMENT MUST BE RECEIVED 21 DAYS BEFORE EVENT BEGINS TO RECEIVE INCENTIVE RATES *****
AIR / WATER / DRAIN

Description Of Service	Total Outlets or Connections	Incentive	Base	24 Hour Service Add 50%	Total Price
Compressed Air: 90-100 lbs. PSI					
1. First outlet at rear of booth (24 hr Service: Add 50%)		243.00	292.00		
2. Additional outlets (24 hr Service: Add 50%)		192.00	234.00		
3. Number of connections		70.00	85.00		
*Size of connections					
*PSI (Required)					
*CFM (Required)					
Water 1/2" and 3/4"					
1. First outlet at rear of booth		243.00	292.00		
2. Additional outlets		137.00	166.00		
3. Number of connections		83.00	100.00		
*Size of connections					
*GPM					
Continuous Water & Drain		341.00	408.00		
Drain Outlets 1/2" & 3/4"					
1. First outlet at rear of booth		184.00	226.00		
2. Additional outlets		137.00	166.00		
3. Number of connections		83.00	100.00		
* Size of connections					

Description Of Service	Quantity	Incentive	Base	Total Price
Sinks & Water Heaters Booth Package				
1. Single Sink : Includes cold water,drain,labor/materials		865.00	1,082.00	
2. Double Sink : Includes cold water,drain,labor/materials		1,081.00	1,298.00	
3. Hot Water Heater/ 40 gallons (includes electric)		335.00	391.00	
* Based on straight time labor.25% of total will be added if installed between 4:30pm-8:00am M-F Plus Weekends & Holidays				
Fill and Drain				
1. Fill and Drain 0 -199 Gallons		137.00	166.00	
2. Fill and Drain 200 - 399 Gallons		203.00	249.00	
3. Fill and Drain 400 – Gallons and over		303.00	361.00	
Natural Gas				
1. First outlet at rear of booth Call for estimate of total invoice		375.00	554.00	
Subtotal of Charges				\$

See Terms and Conditions Section for Labor Rates

THIRD PARTY PAYMENT

Exhibiting firm acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled onsite prior to the event closing.

Labor Request Section:

Send PDF or DWG for all Island booths 30x30 or larger to: dcexhibitorservices@hi-techelectric.com	
<p>[] Floor Plan included indicating all plumbing services</p> <p>[] Floor Plan to follow</p> <p>[] OK to proceed without exhibitor present</p> <p>[] Do Not proceed until exhibitor is onsite</p> <p>Scaled floor plan showing all outlet locations and booth orientation required. Labor will not begin without floor plan, service locations, and booth orientation.</p>	<p>Installation Labor date:</p> <p>Installation Time:</p> <p>Size of Booth:</p> <p>Type of Booth: Inline [] Island [] Peninsula [] Other []</p> <p>Indicate all 24 hr services on floor plan</p>

TERMS AND CONDITIONS

Page 4 must be signed in order for Air / Water / Drain installation to be scheduled

PLUMBING LABOR RATES FOR SERVICES ORDERED

1. \$99.00 per hour during Straight Time: 8am-4:30pm M-F
2. \$188.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
3. The minimum charge for plumbing service is one hour installation and ½ the total time for dismantle.
4. All drain dismantle labor hours will be equal to the Fill installation labor hours

DESCRIPTION OF OUTLET LOCATION & DISTRIBUTION CHARGES

Outlet Locations: All first outlets will be installed on the floor at the back wall of booth. Added outlets must be indicated on floor plan and will be charged on a time and material basis.

Special Equipment: Hi-Tech Electric (HTE) requires 30 days-notice prior to move-in to supply special regulators, strainers, traps, etc.

Hi-Tech Electric Materials: All materials and equipment furnished by HTE shall remain the property of HTE and shall be removed only by HTE at the close of the show.

Service/ Repairs: HTE has exclusive jurisdiction to make Plumbing service connections or repairs.

Floor Coverings: Unless otherwise directed, HTE personnel are authorized to cut floor coverings to permit installations of service.

Equipment Requiring Water: All equipment using water must have an inlet and outlet properly tagged by exhibitor representative for installation by HTE.

Moisture/ Sediment/ Loss of Pressure: HTE is not responsible for the accumulation of moisture, oil, or water in air lines. Exhibitors should supply their own filter or equipment to handle moisture or water. HTE is not responsible for sediment, color, or taste of water in line. HTE is not responsible for loss of pressure. Pressure may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve or pump installed. HTE is not responsible for any costs associated with such accumulation in air lines or loss of pressure. Water filters are recommended and are available on request.

Cylinders: All cylinders must be firmly attached to exhibit. If cylinder must be made secure by HTE it is subject to a labor charge. A connection of a regulator to cylinder or equipment will be subject to a 1 hour minimum labor charge plus material at the prevailing labor rate.

Ramping of Utility Lines: All ramping of utility lines in booth are done on a time and material basis. Laying of lines under carpet or floor or spotting from ceiling will incur an additional labor charge.

ESTIMATES / REVISIONS

- Estimate requests are encouraged for budgeting purposes. Requests must be received 30 days in advance before move in begins in order to prevent delays in processing. Estimate requests are subject to a minimum of one hour labor per revision.
- Reductions made to an existing order are subject to a 10% surcharge.

SUPERVISION FEES

All booths and displays with labor will incur a 20% supervision fee of the total labor hours.

CANCELLATIONS

- Cancellation up to 21 days prior to event start date is subject to 20% charge of services ordered.
- Cancellation within 21 days of event start date is subject to 50% charge of services ordered.
- Once services are installed, there is no refund for cancellation.

DISCONNECTION

All services will be disconnected and/or shut-off at the conclusion of the show unless advance notice given by the Exhibitor to (*and* acknowledged by) HTE.

CLAIMS AND/OR INVOICE DISPUTES

Any claims or disputes to charges with regards to the services provided by HTE will not be placed under review by HTE management unless filed by the Exhibitor prior to the close of the exposition. Such dispute must be in writing by the Exhibitor and provided to HTE management. HTE management will conduct a billing audit and handle such disputes on a case by case basis.

DELAYS

In the event the completion of work is prevented or delayed due to damage or destruction of the building, fire, accident, vandalism, earth movement, hurricane, tornado, windstorm, theft, labor strikes, warfare, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, HTE is due payment for all executed work, labor, and materials.

PAYMENT

Payments must be received in full 21 days before show move-in to secure the incentive rate. No credit or refund will be issued for connections installed and not used. Full payment is required to process order. A retainer credit card is required. All balances must be settled prior to event closing.

ON-SITE PAYMENTS / TIPPING

All on-site payments must be submitted only to a Customer Service Representative or HTE Management. Tipping or gratuity of any kind is not permitted.

LABOR RATES

All Labor Rates are subject to the current labor contract effective at time of performed labor.

INDEMNITY

The Exhibitor, Display House, and Show General Contractor will indemnify Hi-Tech Electric, LLC for any and all work related claims, accidents, losses, and damage.

Authorized Signature:

I agree that I am an Authorized Representative on behalf of the Exhibitor and I accept Hi-Tech Electric's payment policies and terms of contract.

Print Name:

Signature:

Booth Number



Welcome to Hi-Tech Electric!

We are pleased to be your electrical, plumbing and rigging services provider for your upcoming event.

Hi-Tech Electric is going green!

In support of saving the environment as much as possible, we now offer a new convenient, paperless, and secure online ordering for all of our services. This new system allows exhibitors to access their account 24/7, update account and payment information, upload floor plans, and download invoices. The online ordering system is PCI (Payment Card Industry) compliant ensuring a secure environment for all credit card transactions and data storage. Upon order completion, an automatic email is sent to confirm the order.

Please visit our website www.hi-techelectric.com to begin the order process.

If you still prefer to print out the service contract, please send it to dcexhibitorservices@hi-techelectric.com or fax them to 202-249-3601.

Thank you for your cooperation and we are looking forward to working with you!

801 Mount Vernon PI NW
Washington, DC 20001
Phone: 202-249-3600
Fax: 202-249-3601



RIGGING SERVICE CONTRACT Exhibitor Order

Transportation Research Board
96th Annual Meeting
January 8-12, 2017 • Washington, D.C.

801 Mount Vernon Place, NW
Washington, DC 20001
202-249-3600
202-249-3601 FAX
dcexhibitorservices@hi-techelectric.com
www.hi-techelectric.com

Signature on last page (Terms & Conditions) is required. Full payment for services ordered and retainer credit card must be remitted to process this contract. Fed ID # 88-0437088 2016-2017**

Deadline Date for Incentive Rates:
December 19th 2016

Event Name: Transportation Research Board 96 th Annual Meeting		Event Dates: January 8-12, 2017	
Company Name		Booth No.	
Credit Card Billing Address (exact address for credit card)			
City / State / Zip		Phone	Country
Credit Card No		Exp Date	Check Number
VISA <input type="checkbox"/>	MC <input type="checkbox"/>	AMEX <input type="checkbox"/>	Cardholder Name as it appears on card (Please Print)
Authorized Contact Name (Please Print)		Authorized Contact Email	

***** PAYMENT MUST BE RECEIVED 21 DAYS BEFORE EVENT BEGINS TO RECEIVE INCENTIVE RATES *****

TRUSS / MOTORIZED HOIST / RIGGING LABOR

Description Of Service	Qty	Incentive	Base		Total Price
Overhead Quartz Lights: Booth Package for All Booths in Halls ABC Only Includes Power, Rigging, Labor & One Time Focus (One Time Focus labor must be scheduled on straight time) 25% of total price added if installed between 4:30 pm – 8:00 am Monday – Friday, Holidays & Weekends					
Package Price Per Each Overhead Quartz Light: For Hall ABC		765.00	983.00		
Overhead Quartz Lights: For Hall DE		373.00	456.00		
Overhead Quartz Lights: For booths that are supplying their own truss: Power, Rigging, Labor, Focus not included. Call for Quote					

TRUSS					
10X12X12 Truss		200.00	230.00		
Corner Blocks		130.00	148.00		
CHAIN MOTOR up to 1 Ton		555.00	588.00		
GLP provides all motors for all overhead rigging Price includes power and points					
ROTATING MOTOR		555.00	588.00		
RIGGING POINTS Per Point		119.00	134.00		

Dimmer Boards / Custom Truss / Satellite Cable Run (Please call for Quote)	
Subtotal of Charges	\$

Labor Request Section: 4 Hour Minimum per Man

See Terms and Conditions Section for Labor/Lift Rates

Installation Day/Date	No. Stagehands	No. Riggers		Dismantle Day/Date	No. Stagehands	No. Riggers
M				M		
T				T		
W				W		
Th				Th		
F				F		
Sa				Sa		
Su				Su		

TERMS AND CONDITIONS

Page 3 must be signed in order for Rigging Services to be scheduled

RIGGING LABOR

- \$ 99.00 per hour during Straight Time: 8am-4:30pm M-F
- \$188.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
- A four (4) hour minimum per man labor call applies.
- Lift Rates: \$180.00 per hour (one hour minimum) plus operator's time.

RIGGING JURISDICTION

- Rigging includes all motorized rigging-to-building structures.
- All exhibit hall rigging must provide a floor plan for approval by HTE/GLP
- **All chain motors** for rigging must be ordered through HTE/GLP. HTE/GLP only hangs structures over 200lbs unless the hanging item is a speaker, light or a piece of special equipment. Please email to dcexhibitorservices@hi-techelectric.com for a quote.
- **Rotating motors** are available by request; however, exhibitor may also bring own rotation motor. Rotating motors not supplied by HTE/GLP will require a separate order for overhead power.
- All labor for rigging-to-building structures will be provided by HTE/GLP.
- No other Contractor or Persons may attach motorized equipment for rigging to building. HTE/GLP is not responsible for any loss or damage resulting from any other Contractor or Person attaching motorized equipment to the building.
- Failure to start labor as scheduled due to any delays with client-owned equipment will result in the hourly charges per man per hour of delay.
- A four (4) hour minimum applies per rigging labor call.

SPECIAL EQUIPMENT / ONSITE ORDERS

- Special Equipment orders require 30 days notice prior to move-in.
- Onsite orders increase by 50%.

HI-TECH ELECTRIC MATERIALS

All materials and equipment furnished by HTE/GLP shall remain the property of HTE/GLP and shall be removed only by HTE/GLP at the close of the show.

ESTIMATES / REVISIONS

- Estimate requests are encouraged for budgeting purposes. Requests must be received 30 days in advance before move in begins in order to prevent delays in processing. Estimate requests are subject to a minimum of one hour labor per revision.
- Reductions made to an existing order are subject to a 10% surcharge.

SUPERVISION FEES

All booths and displays with labor incur a 20% supervision fee of the total labor charge.

CANCELLATIONS

- *Cancellation up to 21 days prior to event start date is subject to 20% of services ordered.*
- *Cancellation within 21 days of event start date up until decorator move-in date is subject to 50% of services ordered.*
- *Once services are installed, there is no refund for cancellation.*

THIRD PARTY PAYMENT

Exhibiting firm acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled prior to the event closing.

DISCONNECTION / INTERRUPTION OF SERVICES

- All services will be disconnected and/or shut-off at the conclusion of the show unless advance notice given by the Exhibitor *and* acknowledged by HTE.
- Exhibitor may have services disconnected if payment has not been rendered in full at the beginning of the event.

DELAYS

In the event the completion of work is prevented or delayed due to damage or destruction of the building, fire, accident, vandalism, earth movement, hurricane, tornado, windstorm, theft, labor strikes, warfare, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, HTE is due payment for all executed work, labor, and materials.

TIPPING

Tipping is not permitted to HTE/GLP employees. All payments must be made to a Customer Service Representative or HTE Management.

INDEMNITY

The Exhibitor, Display House, and Show General Contractor will indemnify Hi-Tech Electric, LLC for any and all work related claims, accidents, losses, and damage.

Authorized Signature:

I agree that I am an Authorized Representative on behalf of the Exhibitor and I accept HTE's payment policies and terms of contract.

Print Name:

Signature:

Booth No.

Introducing PSAV®

Transportation Research Board's Official Audiovisual Provider

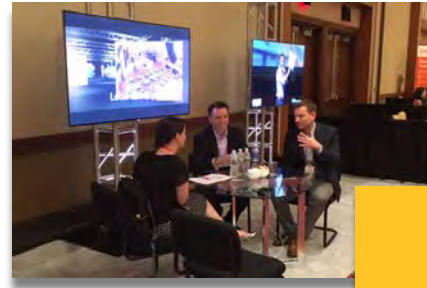


As the official audiovisual provider of TRB 2017, PSAV is proud to partner with you for all your event technology needs.

[Save 20% by placing your order before 12/29/2016!](#)

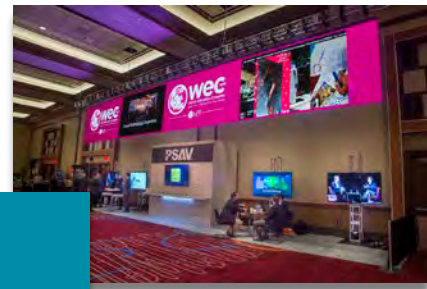
Why PSAV?

Transportation Research Board chose PSAV as its official audiovisual provider because they trust us and know we'll provide you with the best experience possible. When you work with PSAV, you're showing your support for Transportation Research Board. As your partner, PSAV will learn your marketing goals and target audience to ensure you achieve your exhibition objectives and provide an unforgettable experience for your clients.



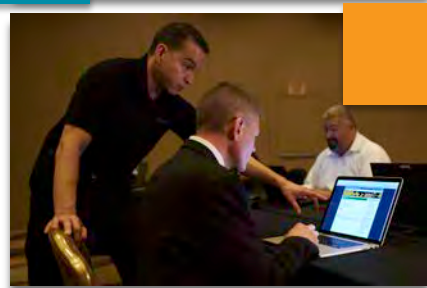
You Can Depend on Us

Our highly trained experienced professionals will be on the show floor throughout the event to provide technical assistance and to fulfill any last-minute requests using our diverse on-site inventory.



Cutting-Edge Technology

From 40" monitors to laptops to mapping full-motion graphics on uneven surfaces and everything in between, PSAV offers the latest professional-grade technology.



Safe and Secure Ordering

Our online ordering system shows you your options in a clear, easy-to-understand way. Place your event technology orders with peace of mind, knowing your financial and personal information is safe and secure.

Legendary Customer Service

What truly sets PSAV apart from the competition is our unparalleled customer service. We'll help you every step of the way to ensure your display looks flawless. Our service commitment is that every request, no matter how big or small, is our mission to fulfill.

[Click Here to Order](#)

Jake Evans

Exhibit Services — PSAV®

■ email: jevans@PSAV.com

■ office: 800.966.4498

Matthew Thomas

Custom Exhibits — PSAV®

■ email: mwthomas@PSAV.com

■ office: 800.966.4498

Stuart Wood

Allied Sales — PSAV®

■ email: swood@psav.com

■ office: 214.210.8110

PSAV®



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 WDC - 5.75% MD - 6% VA - 6% Philadelphia - 8%			Sales Tax See list at left	\$
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: **TRB 96th Annual Meeting**
 Show Dates: **January 8-10, 2017**

Location: **Walter E. Washington 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!**