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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 – **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 on page 17 for carpet rental.

Furnishing Rental Package:

A special booth package is available to exhibitors if ordered by Monday, December 21, 2015. 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 14. (Note the package does *not* include carpet).

Discount Price Deadline:

Place your order by Monday, December 21, 2015, to take advantage of advance discount rates.

Show Schedule:

Exhibitor Move-In:

Friday, January 8, Noon to 4:30 p.m. (By appointment only for booths of 400+ square feet)

Saturday, January 9, 8:30 a.m. to 5:00 p.m.

Sunday, January 10, 8:30 a.m. to 1:00 p.m.*

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

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

Exhibit Hours:

Sunday, January 10, 4:00 p.m. to 7:00 p.m. (Opening and Reception)

Monday, January 11, 9:00 a.m. to 4:00 p.m.

Tuesday, January 12, 9:00 a.m. to 4:00 p.m.

Exhibitor Move-Out

Tuesday, January 12, 4:00 p.m. to 10:00 p.m.

Wednesday, January 13, 8:00 a.m. to 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 13, 2016 at Noon. Carriers must check in at the Marshaling Yard by Tuesday, January 12, at 8:00 p.m., or by Wednesday, January 13, at 9:00 a.m.

Shipping Addresses:

Advance shipments must be received *no later* than 4:00 p.m. on Monday, January 4, at:

[Company Name]

[Booth Number]

Transportation Research Board 95th Annual Meeting

c/o Hargrove

YRC Washington

7600 Preston Drive

Landover (Hyattsville), MD 20785

Direct shipments must be received *no earlier* than 8:30 a.m. on Saturday, January 9, at:

[Company Name]

[Booth Number]

Transportation Research Board 95th 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 on page 34 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: **Monday, December 21, 2015**

Third-Party Billing Agreement

Union Rules & Regulations

Move-Out Information

Limits of Liability

Security Guidelines

Booth Furnishings & Rentals

Hargrove Catalogs:

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Forms:

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- Tables & Drapery
- Chairs, Accessories & Display Cabinets
- Carpet
- Cleaning
- Signs & Graphics
- Rental Booths
- Specialty Furnishings

Shipping Information

[Shipping Quote](#)

Marshaling Yard Information – Coming Soon

Shipping Labels:

- Advance Shipping
- Direct Shipping
- Hanging Signs

Material Handling

Material Handling Information

Material Handling Hints

Forms:

- Material Handling Estimate
- Vehicle/Machinery Spotting Service

Labor

Forms:

- Hargrove-Supervised Labor
- Labor
- Hanging Signs & Overhead Structures
- Exhibitor-Appointed Contractor (EAC) – Deadline for Submission: **Monday, December 21**



General Information

LOCATION & DATES

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

Sunday, January 10 to Tuesday, January 12, 2016

EXHIBITOR MOVE-IN

Friday, January 8	12:00 Noon to 4:30 PM - By Appointment Only (Booths 400 sq ft or larger)
Saturday, January 9	8:30 AM to 5:00 PM
Sunday, January 10	8:30 AM to 1:00 PM

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

SHOW HOURS

Sunday, January 10	4:00 PM to 7:00 PM
Monday, January 11	9:00 AM to 4:00 PM
Tuesday, January 12	9:00 AM to 4:00 PM

EXHIBITOR MOVE-OUT

Tuesday, January 12	4:00 PM to 10:00 PM
Wednesday, January 13	8:00 AM to 12:00 Noon

NOTE: After 4:30 PM, overtime rates are in effect.

Outside carriers must be checked in at the **Marshaling Yard** by **Tuesday, January 12 at 8:00 PM**, or by **Wednesday, January 13 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 and poster board areas will be carpeted. 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 such on the enclosed carpet order form.

General Information (cont.)

HARGROVE ADVANCE ORDER DEADLINE

Hargrove's advance prices apply to orders received with payment by:
Monday, December 21, 2015



Questions? 301.306.4627 or exhibitorservices@hargroveinc.com

ADVANCE SHIPPING

Advance shipping begins **Thursday, December 3 at 10:00 AM** and ends **Monday, January 4 at 4:00 PM**.

Advance shipping address:
(Your Company Name & Booth Number)
Transportation Research Board 95th Annual Meeting
c/o Hargrove
YRC Washington
7600 Preston Drive
Landover (Hyattsville), MD 20785

Advance Warehouse Receiving Hours: Monday – Friday, 8:00 AM to 4:00 PM

NOTE: Thursday, December 24, Friday, December 25, Thursday, December 31, and Friday January 1, are holidays and the advanced warehouse will be closed.

DIRECT SHIPPING

Direct shipping will begin on **Saturday, January 9 at 8:30 AM**.

Direct shipping address:
(Your Company Name & Booth Number)
Transportation Research Board 95th Annual Meeting
c/o Hargrove
Walter E. Washington Convention Center
Hall D
801 Mt. Vernon Place, NW
Washington, DC 20001

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



PAYMENT FORM

Advance Order Deadline: **Monday, December 21, 2015**

Company Name: _____ Booth: _____

Address: _____

City: _____ State/Zip: _____

Contact Name: _____ Email: _____

Phone: _____ Cell / Mobile Phone: _____

Fax: _____

Payment Policy:

Payment in full must accompany your order. 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: _____

** Hargrove will apply all charges incurred at show site to this card.
To make other arrangements, contact us at 301.306.4627 exhibitorservices@hargroveinc.com.

Order Payment Method:

Charge the above listed credit card. **OR** Check Enclosed # _____ Dated ____/____/____ (Ref: 5035123MC) **OR**

Wire Transfer* on _____ from _____ in _____

(Date) (Bank) (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 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 fail to meet the required payment terms explained above.



ORDER RECAP FORM

Company Name: _____ Booth: _____

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

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

Booth Package Special	\$
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: 5035123MC)
- 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.



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.



MOVE-OUT INFORMATION

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

Tuesday, January 12 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 13 at 8:00 AM – Exhibitor Move-Out resumes.

Driver Check-In & Material Handling Agreements Deadlines

For **Tuesday, January 12** outbound shipments:

Drivers Check-In by 8:00 PM

Material Handling Agreements by 9:00 PM

For **Wednesday, January 13** outbound shipments:

Drivers Check-In by 9:00 AM

Material Handling Agreements by 9:00 AM

Exhibitors who wish to ship materials by any carrier other than the official carrier should advise their carrier(s) to be checked in at the **Marshaling Yard** by **8:00 PM** for shipments departing show site on **Tuesday, January 12**, or by **9:00 AM** on **Wednesday, January 13** 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 at the **Marshaling Yard** by **Wednesday, January 13** 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 13 at 12:00 Noon – Final clean up, Exhibitor Move-Out ends.



LIMITS OF LIABILITY

Please read carefully, as the consignment of a shipment to Hargrove or the placement of an order with Hargrove by an Exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such Exhibitor (and/or other shipper) of the terms and conditions set forth below.

Invoice Adjustment Policy: Once the show opens, you may obtain a statement of your account at the Hargrove Service Center. Please review all charges and bring any discrepancies to Hargrove's attention prior to the close of the show. No adjustments will be made to items appearing on your statement after show closing. Hargrove will issue a final invoice for your account after the close of the show. You must bring any invoice discrepancies to Hargrove's attention within 30 calendar days of the last show day if any adjustments are to be made. No exceptions will be made to this policy.

NOTE: Protection of all materials belonging to the Exhibitor is the sole responsibility of the Exhibitor. Remember to insure your exhibit and all collateral materials from the time they leave your firm until they are returned after the show. A "rider" to an existing insurance policy can usually do this.

Damage & Loss

Hargrove, Inc. and its subcontractors do not insure the Exhibitor's property against loss or damage. Further, Hargrove and its subcontractors do not provide for full replacement value should loss or damage occur. *The Exhibitor shall obtain insurance for Exhibitor's property.*

If Exhibitor's property is lost or damaged due to the performance or nonperformance of services provided by Hargrove or its subcontractors, or due to negligence by Hargrove, its subcontractors or their employees, the liability of Hargrove and its subcontractors shall be limited to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1000.00 per shipment, whichever is less. This amount shall be the Exhibitor's agreed upon damages.

Specifically, Hargrove and its subcontractors shall not be liable for:

- Damage to uncrated materials, improperly packed freight, and concealed damage or glass breakage.
- Loss, theft or disappearance of shipments while the booth is left unattended, i.e., once materials have been delivered to the Exhibitor's booth area during move-in, or, once shipments are packed and ready for loading on the move-out. Security of all exhibit materials contained in the rented booth space is the sole responsibility of the Exhibitor.
- Loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond Hargrove and its subcontractors' control.
- Loss, shortages, or damage related to shipments received without proper documentation, i.e., freight bills without specified piece count (UPS, Federal Express, privately owned vehicles, local couriers, company vehicles, or miscellaneous air freight carriers).
- Actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an Exhibitor's materials which may make it impossible or impractical for the Exhibitor to exhibit its materials.

Agreement between Hargrove, Inc. and Exhibitor

Hargrove and its subcontractors shall not be bound by any claim presented more than 30 calendar days after the date of the incident.

In the event of a dispute with Hargrove and its subcontractors regarding loss or damage to any of the Exhibitor's property, the Exhibitor agrees that payment for services provided by Hargrove or its subcontractors will not be withheld in any amount as an offset against the amount of any alleged loss or damage. The Exhibitor agrees to pay the full amount for the services provided by Hargrove and its subcontractors prior to the close of the show. The Exhibitor further agrees that any claim against Hargrove or its subcontractors will be handled as a separate transaction to be resolved on its own merits.

The Exhibitor agrees, in relation to the receiving, material handling, storage and reloading of its freight, that Hargrove and its subcontractors will act as the Exhibitor's agent when signing any documentation related to its shipment. If any employee of Hargrove and its subcontractors sign a delivery receipt, Material Handling Agreement or any documentation, 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.

Empty container labels are available on site at the Hargrove Exhibitor Service Center. Affixing the labels is the sole responsibility of the Exhibitor and/or his representatives. All previous labels should be removed. Hargrove assumes no responsibility for containers with incorrect labels. Further, Hargrove assumes all containers labeled "empty" to be empty, and therefore assumes no liability for material or equipment left inside a container marked as empty.

In all cases where Exhibitors store materials with Hargrove (empty, accessible, dry, refrigerated, or otherwise), they do so at their own risk. Hargrove assumes no liability for items placed in such storage.

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. The Exhibitor will be responsible for payment to the carrier that Hargrove and its subcontractors choose to reroute the Exhibitor's freight. Hargrove and its subcontractors assume no responsibility as a result of rerouting or handling of freight.



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.

BOOTH PACKAGE SPECIAL

Order Deadline: **Monday, December 21, 2015**

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 **Monday, December 21**.

- Special package pricing does not allow for changes in drape color. No substitutions.
- Packages must be ordered in advance (by Monday, December 21) 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: **Monday, December 21, 2015**

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 12/21/15	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:

30-effective01/15



CHAIRS, ACCESSORIES & DISPLAY CABINETS

Advance Order Deadline: **Monday, December 21, 2015**

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 12/21/15	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		
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 – Chrome 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:	

30-effective01/15



CARPET

Advance Order Deadline: **Monday, December 21, 2015**

Company Name: _____ Booth: _____

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

Need a custom color? Call 301.306.4627

Description	Product #	Online Order Price <small>Pricing only good through 12/21/15</small>	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- effective01/15



CLEANING

Advance Order Deadline: **Monday, December 21, 2015**

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 12/21/15	Advance Price	Standard Price	Quantity	Total
Vacuuming/Cleaning – Pre-Show (one time) only, per sq ft	CC1	\$ 0.48	\$ 0.53	\$ 0.67	sq ft	
Vacuuming/Cleaning – Daily (each show day), per sq ft	CC2	\$ 1.37	\$ 1.51	\$ 1.92	sq ft	
Porter Service – up to 600 sq ft, per day	CC4	\$ 133	\$ 146	\$ 186	day(s)	
Porter Service – 600-1600 sq ft, per day	CC5	\$ 164	\$ 180	\$ 230	day(s)	
Porter Service – over 1600 sq ft, per day	CC6		Call for quote		day(s)	
Shampooing or Wet Mop Service	CC3		Call for quote			
TOTAL:						

30- effective01/15

SIGNS & GRAPHICS

Advance Order Deadline: **Monday, December 21, 2015**

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 12/21/15</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	Call for quote						
Insite® BioBoard™ Panel (up to 4' x 8')	SB9	Call for quote						
Logo Reproduction	SB10	N/A	\$ 125	\$ 250			N/A	
Easel Back	SB13	N/A	\$ 8	\$ 16	N/A		N/A	

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

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

Subtotal:	
Tax 5.75%:	
TOTAL:	

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

Illustrate Sign / Graphics Layout:



VERTICAL



HORIZONTAL



RENTAL BOOTHS

Advance Order Deadline: **Monday, December 21, 2015**

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:

-  BLACK
  BLUE
  GREY
  RED
  TEAL
  BLUE JAY

HEADER COPY – select color:

- Black
 Blue
 Red

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



SPECIALTY FURNISHINGS

Advance Order Deadline: **Monday, December 21, 2015**

Company Name: _____ Booth: _____

Description	Product #	Online Order Price <small>Pricing only good through 12/21/15</small>	Advance Price	Standard Price	Quantity	Total
SOFAS & SECTIONALS						
"Heathrow" - Black Vinyl	HEA08	\$540	\$594	\$756		
"South Beach" - Platinum Suede	SO1	\$545	\$599	\$763		
"Mirabel" - Brown Leather	SFA001	\$675	\$743	\$945		
"Allegro" - Blue Fabric	SFA002	\$552	\$608	\$773		
"Naples" - Black Vinyl	NPLSOF	\$680	\$748	\$953		
"Tangiers" - Beige Textured	TANSOF	\$540	\$594	\$756		
"Key West" - Black	SOM	\$482	\$530	\$675		
"Roma" - White Vinyl	SFA003	\$675	\$743	\$945		
"Heathrow" - Black Vinyl	HS008	\$1,418	\$1,559	\$1,985		
"South Beach" - Platinum Suede - 3-pc sectional	SO2	\$1,130	\$1,243	\$1,582		
LOVESEATS						
"Key West" - Black	LSM	\$424	\$467	\$594		
"Naples" - Black Vinyl	NPLLOV	\$572	\$629	\$801		
CLUB CHAIRS						
"Roma" - White Vinyl	CHR003	\$441	\$485	\$617		
"Mirabel" - Brown Leather	CHR001	\$441	\$485	\$617		
"Allegro" - Blue Fabric	CHR002	\$394	\$433	\$551		
"Naples" - Black Vinyl	NPLCHR	\$475	\$522	\$664		
"Tangiers" - Beige Textured	TANCHR	\$351	\$386	\$491		
"Key West" - Tub, Black	OCB	\$310	\$341	\$434		
"Heathrow" - Black Vinyl	HCH08	\$421	\$463	\$589		
"Heathrow" - Corner Chair Black Vinyl	HC008	\$454	\$499	\$635		
OCCASIONAL CHAIRS						
"Swanson" Swivel Chair - White Vinyl	SWAN	\$291	\$320	\$407		
"T-Vac" - Translucent w/Chrome Legs	OCA	\$299	\$329	\$419		
"Madrid" - Black Leather, Armless	OCH	\$657	\$723	\$920		
"Madrid" - White Leather, Armless	BCW	\$581	\$639	\$813		
"Ice" - Transparent w/Chrome Frame	CCE	\$183	\$201	\$256		
"La Brea" Swivel Chair - Charcoal Gray, Fabric	LABREA	\$334	\$367	\$467		
"Madden" Arm Chair - Light Gray Vinyl	MADGRY	\$345	\$380	\$484		
MEETING CHAIRS						
"Espresso"	OCMESP	\$183	\$201	\$256		
"Taupe"	OCMTAU	\$204	\$224	\$285		
Subtotal:						

SPECIALTY FURNISHINGS – 2 of 7

Company Name: _____ Booth: _____

Description	Product #	Online Order Price Pricing only good through 12/21/15	Advance Price	Standard Price	Quantity	Total
OTTOMANS						
Bench - Black Vinyl	BNO08	\$334	\$367	\$467		
Bench - White Vinyl	BN075	\$334	\$367	\$467		
Endless Square - Black	END02B	\$291	\$320	\$407		
Endless Square - White	END02W	\$291	\$320	\$407		
Sally Stool - White	SAL	\$91	\$100	\$128		
"Milano" Cube - White Leather	OSC	\$120	\$132	\$168		
"Milano" Cube - Black Leather	OTH	\$120	\$132	\$168		
Puzzle Bench - White	PUZ2SW	\$253	\$278	\$354		
"Edge" Lighted Cube - White Plastic	CUBL20	\$169	\$186	\$237		
Cube - Yellow Vinyl, Waterproof	VIB05	\$112	\$124	\$157		
Cube - Gold/Bronze Vinyl, Waterproof	VIB06	\$112	\$124	\$157		
Cube - Champagne Vinyl, Waterproof	VIB07	\$112	\$124	\$157		
Cube - Orange Vinyl, Waterproof	VIB08	\$112	\$124	\$157		
Cube - Green Vinyl, Waterproof	VIB01	\$112	\$124	\$157		
Cube - Blue Vinyl, Waterproof	VIB02	\$112	\$124	\$157		
Cube - Pink Vinyl, Waterproof	VIB03	\$112	\$124	\$157		
Cube - Red Vinyl, Waterproof	VIB04	\$112	\$124	\$157		
"South Beach" - Platinum Suede, Wedge	OTS	\$238	\$262	\$334		
Half Round - Black Leather	OTK	\$358	\$394	\$501		
Half Round - White Leather	OTL	\$358	\$394	\$501		
Circle - Black Leather	CCB	\$538	\$591	\$753		
Circle - White Leather	CCW	\$538	\$591	\$753		
Circle - ½ Black, ½ White Leather	CCZ	\$538	\$591	\$753		
GROUP SEATING						
Rustique Chair w/Arms - Gunmetal	RSTDIN	\$118	\$129	\$165		
Duel Chair - Black w/Chrome	DUET	\$53	\$58	\$74		
"Berlin" - Black	CS8	\$104	\$114	\$146		
"Berlin" - Red	CS9	\$104	\$114	\$146		
"Jetson" - Black	SC4	\$191	\$210	\$268		
"New York" - Onyx Seat, Maple Back, Chrome Legs	SC1	\$191	\$210	\$268		
"Christopher" Chair - White Vinyl w/Chrome Legs	XCHR	\$85	\$94	\$119		
"Panton" - White	SC9	\$209	\$230	\$293		
"Razor" - White	SC10	\$118	\$129	\$165		
"Wendy" - Clear Acrylic	CH002	\$96	\$105	\$134		
Subtotal:						

SPECIALTY FURNISHINGS – 3 of 7

Company Name: _____ Booth: _____

Description	Product #	Online Order Price Pricing only good through 12/21/15	Advance Price	Standard Price	Quantity	Total
GROUP SEATING (cont.)						
"Fusion" - Black & White	SCF	\$118	\$129	\$165		
"Fusion" - Clear & White	SCC	\$118	\$129	\$165		
"Fusion" - Red & White	SCE	\$118	\$129	\$165		
"Fusion" - Green & White	SCD	\$118	\$129	\$165		
"Flex" - with wheels	SC8	\$120	\$132	\$168		
"Brewer" - Onyx & Black	SC3	\$172	\$189	\$241		
"Luxor" - Guest, Black Leather	XC3	\$299	\$329	\$419		
"Altura" - Guest, Black Crepe	XC6	\$275	\$303	\$385		
"Iso" Mesh - Black	CO4	\$299	\$329	\$419		
COCKTAIL TABLES						
"Oliver"	COLI	\$203	\$223	\$284		
"Silverado" - Glass w/Chrome Base	C1E	\$263	\$289	\$368		
"Soho" - Chocolate w/Steel Base	C1D	\$327	\$359	\$457		
"Inspiration"	C1K	\$269	\$296	\$376		
"Geo" - Glass w/Black Base	C1F	\$238	\$262	\$334		
"Geo" - Glass w/Chrome Base	C1C	\$238	\$262	\$334		
"Sydney" - White	C1W	\$255	\$281	\$357		
"Sydney" - Black	C1Y	\$255	\$281	\$357		
SIDE AND END TABLES						
Timber Table - Wood	TMBTBL	\$139	\$152	\$194		
"Mosaic" Tables - Set of 3	NEMSAC	\$236	\$260	\$331		
"E" Table - Wood	ETBL	\$145	\$159	\$203		
"Aura" Round Table - White Metal	AURA	\$118	\$129	\$165		
"Oliver"	EOLI	\$185	\$203	\$259		
"Silverado" - Glass w/Chrome Base	E1E	\$238	\$262	\$334		
"Soho" - Chocolate w/Steel Base	E1D	\$295	\$325	\$413		
"Inspiration"	E1K	\$274	\$301	\$384		
"Geo" - Glass w/Black Base	E1F	\$227	\$249	\$318		
"Geo" - Glass w/Chrome Base	E1C	\$227	\$249	\$318		
"Candy" - White/Black Top	CDYTB	\$183	\$201	\$256		
"Sydney" - White	E1W	\$226	\$248	\$316		
"Sydney" - Black	E1Y	\$226	\$248	\$316		
"Edge" - LED w/ Plexi Top, White Plastic	CUBTBL	\$169	\$186	\$237		
CONFERENCE TABLES						
"Manhattan" - Glass w/Black Base	CG1	\$299	\$329	\$419		
"Geo" - Rectangle Glass w/Black Base	CF2	\$358	\$394	\$501		
"Geo" - Rectangle Glass w/Chrome Base	CE2	\$358	\$394	\$501		
Subtotal:						



SPECIALTY FURNISHINGS – 4 of 7

Company Name: _____ Booth: _____

Description	Product #	Online Order Price Pricing only good through 12/21/15	Advance Price	Standard Price	Quantity	Total
CONFERENCE TABLES (cont.)						
"Nova" Oval - 6' White, Silver Powder Coated Legs	OCT6W	\$454	\$499	\$635		
"Geo" - Square Glass w/Chrome Base	CE1	\$263	\$289	\$368		
"Geo" - Square Glass w/Black Base	CF1	\$263	\$289	\$368		
6' - Graphite Nebula	CB2	\$418	\$460	\$585		
"Merlin" Multi Use Table, Gray Laminate, Black	MERLIN	\$291	\$320	\$407		
Work Table - White Laminate, White	WD3	\$269	\$296	\$376		
8' - Graphite Nebula	CB3	\$489	\$538	\$685		
6' - Grey Nebula	CD2	\$418	\$460	\$585		
8' - Grey Nebula	CD3	\$489	\$538	\$685		
6' - Mahogany	CC6	\$389	\$427	\$544		
8' - Mahogany	CC7	\$478	\$526	\$669		
10' - Mahogany	CC8	\$680	\$748	\$953		
6' - Granite	CT06GR	\$329	\$362	\$460		
8' - Granite	C508GR	\$404	\$445	\$566		
10' - Granite	CT10GR	\$488	\$537	\$684		
Round - Mahogany	CC5	\$311	\$342	\$435		
Round - Graphite Nebula	CB1	\$224	\$246	\$313		
Table - White Laminate	CONF42	\$313	\$344	\$438		
EXECUTIVE CHAIRS						
"Pro" - White Classic Vinyl	PROEXE	\$301	\$331	\$422		
"Luxor" - Mid Back, Black Leather	XC2	\$151	\$166	\$212		
"Luxor" - High Back, Black Leather	XC1	\$169	\$186	\$237		
"Altura" - Mid Back, Black Crepe	XC5	\$148	\$163	\$207		
"Altura" - High Back, Black Crepe	XC4	\$167	\$184	\$234		
"Perth" - High Back, Black	OTO	\$329	\$362	\$460		
G30 COMMUNAL BAR, CAFÉ & COCKTAIL TABLES						
Bar - Maple Top	G30BMS	\$574	\$632	\$804		
Bar - Maple Top, w/ Grommet Holes	G30BMW	\$574	\$632	\$804		
Bar - White Top	G30BWS	\$574	\$632	\$804		
Bar - White Top, w/ Grommet Holes	G30BWW	\$574	\$632	\$804		
Café - Maple Top	G30DMS	\$422	\$464	\$591		
Café - Maple Top, w/ Grommet Holes	G30DMW	\$422	\$464	\$591		
Café - White Top	G30DWS	\$422	\$464	\$591		
Café - White Top, w/ Grommet Holes	G30DWW	\$422	\$464	\$591		
Cocktail - Maple Top	G30CMS	\$313	\$344	\$438		
Cocktail - Maple Top, w/ Grommet Holes	G30CMW	\$313	\$344	\$438		
Cocktail - White Top	G30CWS	\$313	\$344	\$438		
Cocktail - White Top, w/ Grommet Holes	G30CWW	\$313	\$344	\$438		
Subtotal:						



SPECIALTY FURNISHINGS – 5 of 7

Company Name: _____ Booth: _____

Description	Product #	Online Order Price Pricing only good through 12/21/15	Advance Price	Standard Price	Quantity	Total
BARSTOOLS						
"Rustique" - Gunmetal	RSTSTL	\$106	\$117	\$148		
"Shark" Swivel - White Plastic w/ Arms, Chrome Base	BS001	\$227	\$249	\$318		
"Zoey" Swivel - White Vinyl, Chrome Base	BS002	\$214	\$236	\$300		
"Zoey" Swivel - Black Vinyl, Chrome Base	BS003	\$214	\$236	\$300		
Lift Barstool - Red Vinyl - 15" Round	ROLLRD	\$171	\$188	\$240		
Lift Barstool - Gray Vinyl - 15" Round	ROLLGY	\$171	\$188	\$240		
Lift Barstool - White Vinyl - 15" Round	ROLLWH	\$171	\$188	\$240		
Lift Barstool - Blue Vinyl - 15" Round	ROLLBL	\$171	\$188	\$240		
"Jetson" - Black	BSN	\$232	\$255	\$325		
"Ice" - Transparent w/Chrome Frame	BCE	\$194	\$214	\$272		
"Banana" - Black Seat w/Chrome Base	BSS	\$209	\$230	\$293		
"Banana" - White Seat w/Chrome Base	BST	\$209	\$230	\$293		
"Gin" - Maple Seat w/Chrome Base	BSL	\$191	\$210	\$268		
"Oslo" - White Seat w/Chrome Frame	BSC	\$221	\$243	\$309		
"Oslo" - Blue Seat w/Chrome Frame	BSD	\$221	\$243	\$309		
BAR TABLES						
Maple Top w/Standard Black Base	VTK	\$239	\$263	\$335		
Graphite Nebula Top w/Standard Black Base	VTJ	\$239	\$263	\$335		
Mahogany Top w/ Standard Black Base	30MHBS	\$169	\$186	\$237		
Silver Textured Top w/Standard Black Base	VTG	\$201	\$221	\$281		
Brushed Red Top w/Standard Black Base	VTB	\$239	\$263	\$335		
Brushed Blue Top w/Standard Black Base	VTC	\$239	\$263	\$335		
Maple Top w/Standard Black Base	VTP	\$255	\$281	\$357		
Graphite Nebula Top w/Standard Black Base	VTN	\$249	\$274	\$348		
White Laminate Top w/Standard Black Base	VTW	\$215	\$237	\$301		
Maple Top w/Tulip Chrome Base	WTK	\$255	\$281	\$357		
Graphite Nebula Top w/Tulip Chrome Base	WTJ	\$256	\$282	\$359		
Mahogany Top w/ Tulip Chrome Base	30MHTB	\$227	\$249	\$318		
Silver Textured Top w/Tulip Chrome Base	WTS	\$309	\$340	\$432		
Brushed Red Top w/Tulip Chrome Base	WTB	\$256	\$282	\$359		
Brushed Blue Top w/Tulip Chrome Base	WTC	\$256	\$282	\$359		
Maple Top w/Tulip Chrome Base	WTP	\$310	\$341	\$434		
Graphite Nebula Top w/Tulip Chrome Base	WTN	\$299	\$329	\$419		
White Laminate Top w/Tulip Chrome Base	WTW	\$354	\$389	\$495		
Subtotal:						



SPECIALTY FURNISHINGS – 6 of 7

Company Name: _____ Booth: _____

Description	Product #	Online Order Price Pricing only good through 12/21/15	Advance Price	Standard Price	Quantity	Total
CAFÉ TABLES						
Maple Top w/Standard Black Base	ZTK	\$209	\$230	\$293		
Graphite Nebula Top w/Standard Black Base	ZTJ	\$209	\$230	\$293		
Mahogany Top w/ Standard Black Base	30MHSC	\$214	\$236	\$300		
Silver Textured Top w/Standard Black Base	ZTG	\$183	\$201	\$256		
Brushed Red Top w/Standard Black Base	ZTB	\$209	\$230	\$293		
Brushed Blue Top w/Standard Black Base	ZTC	\$209	\$230	\$293		
Maple Top w/Standard Black Base	ZTP	\$239	\$263	\$335		
Graphite Nebula Top w/Standard Black Base	ZTN	\$232	\$255	\$325		
White Laminate Top w/Standard Black Base	ZTQ	\$231	\$254	\$323		
Maple Top w/Tulip Chrome Base	XTK	\$246	\$270	\$344		
Graphite Nebula Top w/Tulip Chrome Base	XTJ	\$246	\$270	\$344		
Mahogany Top w/ Tulip Chrome Base	30MHTC	\$214	\$236	\$300		
Silver Textured Top w/Tulip Chrome Base	XTS	\$291	\$320	\$407		
Brushed Red Top w/Tulip Chrome Base	XTB	\$246	\$270	\$344		
Brushed Blue Top w/Tulip Chrome Base	XTC	\$246	\$270	\$344		
Maple Top w/Tulip Chrome Base	XTP	\$274	\$301	\$384		
Graphite Nebula Top w/Tulip Chrome Base	XTN	\$269	\$296	\$376		
White Laminate Top w/Tulip Chrome Base	XTR	\$291	\$320	\$407		
TRAINING ROOM						
"Merlin" Multi Use Table - Gray Laminate, Black	MERLIN	\$291	\$320	\$407		
Work Table - White Laminate, White	WD3	\$269	\$296	\$376		
BOOKCASES & PRODUCT DISPLAYS						
Pedestal, Plastic - Black, 36" High	PMB36	\$327	\$359	\$457		
Pedestal, Plastic - Black, 42" High	PMB42	\$386	\$425	\$541		
Locking Door Pedestal - Black	PDL	\$389	\$427	\$544		
Powered Locking Pedestal – White, 36" High	PDL36W	\$424	\$467	\$594		
Powered Locking Pedestal – White, 42" High	PDL42W	\$515	\$566	\$720		
Bookcase - Mahogany	BC6	\$299	\$329	\$419		
Bookcase - Graphite	BC7	\$299	\$329	\$419		
Powered Locking Pedestal – Black, 36" High	PDL36B	\$424	\$467	\$594		
Powered Locking Pedestal – Black, 42" High	PDL42B	\$515	\$566	\$720		
"Etagere" - Black	ET2	\$299	\$329	\$419		
"Etagere" - Pewter	ET1	\$299	\$329	\$419		
UTILITY CHAIRS						
"Altura" Steno Chair, Black Crepe	SY1	\$151	\$166	\$212		
"Altura" Drafting Stool, Black Crepe	DF1	\$209	\$230	\$293		
Subtotal:						



SPECIALTY FURNISHINGS – 7 of 7

Company Name: _____ Booth: _____

Description	Product #	Online Order Price Pricing only good through 12/21/15	Advance Price	Standard Price	Quantity	Total
DESKS & CREDENZAS						
Executive Desk - Mahogany	JD6	\$475	\$522	\$664		
Executive Desk - Graphite	JD7	\$452	\$497	\$632		
Credenza - Mahogany	CR6	\$475	\$522	\$664		
Credenza - Graphite	CR7	\$447	\$492	\$626		
FILES						
4 Drawer, Vertical	VF4	\$238	\$262	\$334		
2 Drawer, Vertical	VF2	\$209	\$230	\$293		
Lateral File - Mahogany	L26	\$358	\$394	\$501		
Lateral File - Graphite	L27	\$340	\$374	\$476		
REFRIGERATORS						
14.0 Cubic Feet - White	R1R	\$657	\$723	\$920		
4.0 Cubic Feet - White	R1Q	\$269	\$296	\$376		
MOBILE TABLET STANDS						
Brochure Holder	TBBCHR	\$33	\$36	\$46		
Charging Shelf	TBSHLF	\$33	\$36	\$46		
Wireless Printer Holder	TBPNTR	\$33	\$36	\$46		
Mobile Tablet Stand - White	TBSTDW	\$217	\$239	\$304		
Mobile Tablet Stand - Black	TBSTND	\$217	\$239	\$304		
LAMPS						
"Mason" - Floor Lamp, Brushed Silver	LA15	\$185	\$203	\$259		
"Mason" - Table Lamp, Brushed Silver	LA14	\$126	\$139	\$176		
LIGHTED PRODUCTS						
"Edge" Lighted Cube Ottoman, White Plastic	CUBL20	\$169	\$186	\$237		
"Edge" LED Cube Table w/ Plexi Top, White Plastic	CUBTBL	\$169	\$186	\$237		
BARS						
Martini Bar w/Frosted Glass Tops	BR1	\$3,099	\$3,408	\$4,338		
Martini Bar Circle (3 x BR1)	BRC	\$1,072	\$1,179	\$1,501		

- 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.

5-effective07/15

Subtotal – Page 7: _____
Subtotal – Pages 1-7: _____
Tax 5.75%: _____
TOTAL: _____



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

Transportation Research Board 95th Annual Meeting

COMPANY NAME: _____

BOOTH NUMBER: _____

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

ADVANCE SHIPPING LABEL

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



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YRC Washington
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Landover (Hyattsville), MD 20785

Transportation Research Board 95th Annual Meeting

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ADVANCE SHIPPING LABEL



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

Transportation Research Board 95th Annual Meeting

COMPANY NAME: _____

BOOTH NUMBER: _____

**NO SHIPMENTS ACCEPTED BEFORE:
Saturday, January 9 at 8:30 AM**

DIRECT SHIPPING LABEL

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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 95th Annual Meeting

COMPANY NAME: _____

BOOTH NUMBER: _____

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

HANGING SIGNS LABEL

MATERIAL HANDLING INFORMATION

As the Official Drayage Contractor for this show, Hargrove will schedule the moving in and out of all exhibit material. All shipments, if it is possible, should be received at our warehouse prior to the published deadline date. Shipments received at our 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.

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.

When shipping your materials, please include the name of the show, your company name and your booth number on each piece. For your convenience, sample labels are provided in this Manual. 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 our warehouse (30 days free storage prior to 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 show (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 on 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 show site on overtime due to scheduling.
- Your shipment is moved to or out of 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 show site outside of the exhibitor move-in schedule.

Outbound Instructions

At the close of the show, each exhibitor must complete a Hargrove Material Handling Agreement and shipping labels for his exhibit materials. Blank Material Handling Agreements and labels are available at the Hargrove Service Center. Any shipment left in a booth for which no disposition is provided, or if requested carrier fails to pick up or refuses to take shipment, Hargrove will re-route such shipment or return material to our 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 will be handled on overtime and a 35% surcharge will apply. Shipments handled before 8:00 AM or after 4:30 PM Monday thru Friday, or anytime Saturday, Sunday or holiday, will be accessed a 35% overtime surcharge.

Description	Product #	Price – per CWT unless noted otherwise	Minimum
WAREHOUSE (ADVANCE) SHIPMENT			
Crated or Skidded Shipment	MH1	\$105.00	\$210.00
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	\$141.75	\$283.50
Overtime Surcharge - Crated or Skidded Shipment	MH5	\$36.75	\$73.50
Overtime Surcharge - Special Handling/Uncrated Shipment	MH6	\$49.61	\$99.22
Late-to-Warehouse Surcharge* - Crated or Skidded Shipment delivered after the published advance warehouse deadline	MH7	\$52.50	\$105.00

* **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	\$99.00	\$198.00
Crated Shipment via Special Carrier (FedEx, UPS, DHL, USPS, etc.)	MH9	\$123.75	\$247.50
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	\$133.65	\$267.30
Overtime Surcharge - Crated or Skidded Shipment	MH11	\$34.65	\$69.30
Overtime Surcharge - Crated Shipment via Special Carrier	MH12	\$43.31	\$86.62
Overtime Surcharge - Special Handling/Uncrated Shipment	MH13	\$46.78	\$93.56
Off-Target Surcharge - shipment received at show site outside of the published exhibitor move-in schedule	MH14	\$34.65	\$69.30

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
Marshaling Yard Fee	MH18	\$30 per shipment	

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

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

TOTAL: _____



VEHICLE / MACHINERY SPOTTING SERVICE

Submission Deadline: **Monday, December 21, 2015**

Company Name: _____ Booth: _____

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

Exhibitors with vehicular or machinery displays must complete and return the following form to Hargrove **by Monday, December 21**. 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.							
							TOTAL:

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

Additional Instructions:

Contact Name: _____ Title: _____

Phone: _____ Email: _____

Please submit with payment by Monday, December 21.



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
My exhibit has a key: <input type="checkbox"/> No <input type="checkbox"/> Yes, that is located in:		Case #	
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:		** NOTE: Exhibitor is responsible for contacting the carrier and scheduling the pick-up.	
<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.			

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

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

Authorized Signature

Print Name

Date



LABOR

Advance Order Deadline: **Monday, December 21, 2015**

Company Name: _____ Booth: _____

Description – per hour, unless noted otherwise	Product #	Advance Price (by 12/21/15)	Standard Price (12/22 – 1/7/16)	Floor Order Price (beginning 1/8/16)			
DISPLAY LABOR							
Straight Time	L1	\$90.00	\$108.00	\$126.00			
Overtime	L2	\$135.00	\$162.00	\$189.00			
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	\$280.00	\$336.00	\$392.00			
Forklift w/ operator - up to 5,000 lbs. - Overtime	L6	\$328.00	\$393.60	\$459.20			
Forklift w/ operator - over 5,000 lbs.	L8	Call for quote					
4-Stage Forklift w/ operator	L9	Call for quote					
Forklift Cage w/ rigger - Straight Time	L12	\$140.00	\$168.00	\$196.00			
Forklift Cage w/ rigger - Overtime	L13	\$185.00	\$222.00	\$259.00			
Boomlift w/ 3-man crew - Straight Time	L15	\$555.00	\$666.00	\$777.00			
Boomlift w/ 3-man crew - Overtime	L16	\$702.00	\$842.40	\$982.80			
Scissor Lift w/ 2-man crew - Straight Time	L18	\$380.00	\$456.00	\$532.00			
Scissor Lift w/ 2-man crew - Overtime	L19	\$525.00	\$630.00	\$735.00			
ACCESSIBLE STORAGE							
Accessible Storage - per 1/4-trailer per day storage fee	L24	\$240.00	\$288.00	\$336.00			
Product #	Date	Estimated Start Time	# of Workers or Lifts	Est. # Hours per Workers or Lifts	Est. Total Hours	Hourly Rate	Estimated Total Cost
Subtotal:							
Will Labor be Hargrove-supervised? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Supervision Fee (if applicable):							
If yes, complete the Hargrove-Supervised Labor Instruction Form.							
TOTAL:							

- **Straight Time:** Rates apply Monday-Friday 8:00 AM - 4:30 PM.
- **Overtime:** Rates apply 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.

HANGING SIGNS & OVERHEAD STRUCTURES

Submission Deadline: **Monday, December 21, 2015**

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:

Cloth/Vinyl Wood Systems Metal Other: _____
 1-sided 2-sided With: Pockets Grommets
 Rectangle Square Triangle Circular Other: _____

Specifications:

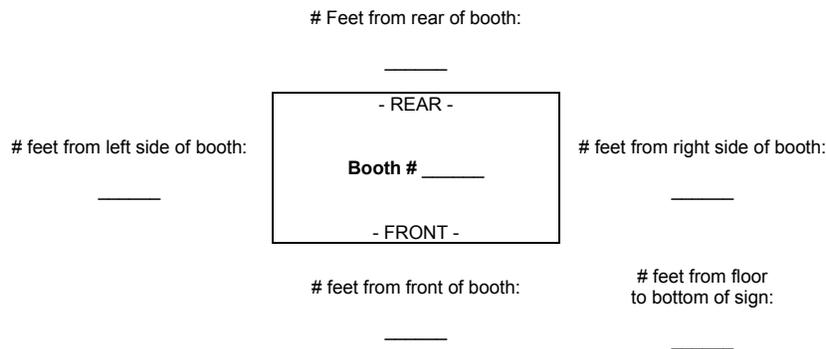
Height: _____ Length: _____ Width: _____ Approx Weight: _____

Assembly required? Yes No

Electricity required? Yes * No * Order electrical service!

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

Placement:



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

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

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

Signature: _____ Exhibiting Company: _____ Booth #: _____

EXHIBITOR APPOINTED CONTRACTOR (EAC) FORM

Booth: _____

Submission Deadline: **Monday, December 21, 2015**

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

- A. Exhibitor must notify Show Management and Hargrove in writing no later than **Monday, December 21**.
- B. Exhibitor must ensure their contractor provide Hargrove with a Certificate of Insurance indicating a minimum of \$1,000,000 liability coverage, including property damage by **Monday, December 21**.
- 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 #: _____



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 – **Hi-Tech Electric**

Other Vendors / Services

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

Plants/Floral – **Urban Jungle**

Security – **CES**

2015 BOOTH CATERING MENU



Welcome to Washington DC!

*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 both 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,

Jaime Hughes

Jaime Hughes, Booth Catering Manager
Centerplate/NBSE
801 Mt Vernon Place NW Washington DC, 20001
Jaime.hughes@centerplate.com
202.249.3524
F: 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.*

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 show.

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 can 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 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



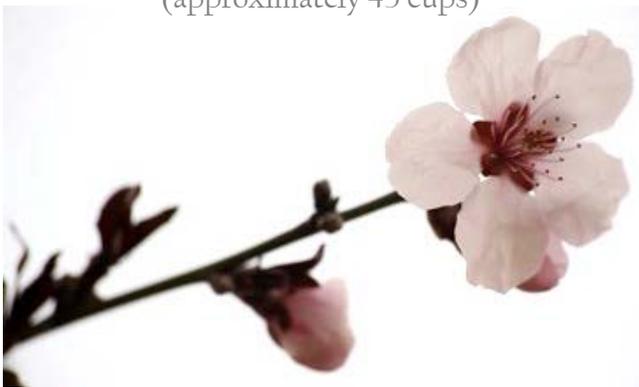
Phone: (202) 249-3524 - Fax: (202) 249-3522

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Refreshments

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

Freshly Brewed Coffee Five gallon units (approximately 75 cups)	\$275	Assorted Bottled Juice (Apple, Cranberry, Orange, Grapefruit) By the Case (24)	\$96
Freshly Brewed Decaf Coffee Three gallon units (approximately 75 cups)	\$165	Assorted Sodas (Pepsi Products Only) Includes Regular & Diet By the Case (24)	\$72
Assorted Hot Tea Three gallon units (approximately 45 cups)	\$165	Bottled Spring Water By the Case (24)	\$72
Morning Coffee Package with Our Freshly Brewed Coffee To include three gallons of regular coffee, two gallons of decaf coffee, and one gallon of herbal tea.	\$330	Bottled Sparking Water By the Case (24)	\$96
Freshly Brewed Iced Tea Sweetened or Unsweetened Three gallon units (approximately 45 cups)	\$120	Milk by the Gallon Skim, Whole, 2%	\$18
Lemonade Three gallon units (approximately 45 cups)	\$120	5-Gallon Water Jug For use with Water Cooler	\$25
Fruit Punch Three gallon units (approximately 45 cups)	\$120	Water Cooler Daily Rental Customer responsible for electrical requirements	\$60
		40lbs of Ice Available in lined bin or by the bag	\$20
		20lbs of Ice Available in lined bin or by the bag	\$10



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Snacks

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

Assorted Individual Containers of Yogurt \$48
By the dozen

Layered Yogurt, Granola and Fresh Fruit Cup \$66
By the dozen

Assorted Whole Fresh Fruit \$24
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 \$90
Serves 15
Served with buttermilk ranch dipping sauce

Grilled Vegetable Platter \$130
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 \$42
By the dozen

All Natural Granola Bars \$42
By the dozen

Assorted Dessert Bars – Raspberry, Lemon, Pecan, and Coconut \$36
By the dozen

Individual Bags of Potato Chips and Pretzels \$30
By the dozen

Trail Mix Bags \$66
By the dozen

Trail Mix \$24
By the pound

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

Spinach Dip with Pita Chips \$40
Serves 15

Premium Mixed Nuts \$32
Serves 10



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Fresh from the Bakery

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

Assorted Muffins **\$48**
By the dozen

Assorted Bagels **\$36**
Served with Plain Cream Cheese
By the dozen

Mini Fruit & Cheese Danishes **\$48**
By the dozen

Fresh Baked Croissants **\$48**
By the dozen

Assorted Breakfast Bakeries **\$48**
(Muffins, Danish, & Croissants)
By the dozen

Assorted Gourmet Biscotti **\$48**
By the dozen

Freshly Baked Assorted **\$36**
Gourmet Cookies
(Chocolate Chip, Oatmeal Raisin, and
Macadamia)
By the dozen

Assorted Brownies **\$36**
By the dozen

Rice Krispy Treats **\$40**
By the dozen

Soft Pretzels Served Warm **\$36**
with Spicy Dijon Mustard
By the dozen

Assorted Chocolate Dipped **\$120**
Strawberries
By two dozen

Assorted Cupcakes
By the dozen
Without Custom Logo **\$72**
With Custom Logo **\$60**

Half Sheet Cake **\$200**
with/without Custom Logo
(Serves Approx. 40pp)

Full Sheet Cake **\$400**
with/without Custom Logo
(Serves Approx. 80pp)



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Lunch Options

All lunch services are served with disposable plates, cutlery, napkins and appropriate condiments.



ASSORTED SANDWICHES AND WRAPS

Tuna on Kaiser
Grilled Chicken Wrap
Grilled Veggies on Focaccia
(Serves 12) **\$135**
(Services 25) **\$255**

ASSORTED CROISSANT PLATTER

Ham with Brie Cheese
Shaved Turkey & Cranberry Butter
Roast Beef with Swiss Cheese
Alfalfa Sprouts with Boursin Cheese
(Serves 12) **\$149**
(Serves 25) **\$298**

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) **\$135**
(Services 25) **\$255**

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) **\$145**
(Services 25) **\$255**

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

Classic Caesar Salad **\$125**
Bowl of Traditional Caesar Salad with
Romaine Heat Lettuce, Garlic Croutons,
and Parmesan Cheese Served with
Caesar Dressing

Red Skin Potato Salad or **\$125**
Pasta Salad Primavera
Bowl of Red Skin Potato Salad or Rotini
Pasta Salad

Warm Crab and Artichoke Dip **\$195**
Chesapeake Crab and Artichoke Heart in
Cream Cheese/Parmesan Crust & Pita
Chips

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Box Lunches

*All Boxed lunches are served with disposable plates, cutlery, napkins and appropriate condiments
All Boxed Lunches come with a soda.*

TRADITIONAL BOX LUNCH

\$22 per person

Selection of Sandwich on a Kaiser Roll:

- Turkey & Swiss Cheese
- Roast Beef & Cheddar Cheese
- Ham & Swiss Cheese
- Roasted Vegetable, Fresh Mozzarella and Pesto Aioli

Served with Individual Bag of Potato Chips, Gourmet Chocolate Chip Cookie

GOURMET WRAP BOX LUNCH

\$26 per person

Selection of Gourmet Wrap Sandwich:

- Southwest Roast Beef Wrap with Grilled Peppers
- Grilled Turkey with Pesto Wrap
- Grilled Vegetable Wrap

Served with Gourmet Potato Chips, Pasta Salad, Gourmet Brownie



GOURMET SALAD BOX LUNCH

\$27 per person

Selection of Gourmet Salad:

- Chinese Chicken Salad with Asian Noodles & Fresh Vegetables
- Grilled Chicken Caesar Salad with Grated Parmesan Cheese
- Deli Style Tuna Salad, Fresh Greens, Tomato, Cucumbers
- Traditional Chefs Salad with Turkey, Ham, Swiss Cheese, Cheddar Cheese, Hard Boiled Egg, Tomatoes & Olives

Served with Gourmet Potato Chips, Gourmet Brownie

DELICATESSEN BOX LUNCH

\$26 per person

Selection of Delicatessen Sandwich:

- Smoked Turkey and Swiss Cheese on Ciabatta Bread
- Roast Beef and Cheddar Cheese on Herb Focaccia
- Italian Deli with Ham, Cappelletti, Salami, and Provolone Cheese on Ciabatta Roll
- Grilled Vegetables and Fresh Mozzarella on a Ciabatta Roll

Served with Gourmet Potato Chips, Pasta Salad, Chocolate Brownie Bites

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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)



COLD

Iced Jumbo Shrimp with Cocktail Sauce and Lemons	\$550.00
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 in Mini Bouchee	\$700.00
Asiago Cheese Straws	\$400.00
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, Cheese & Ham Popper	\$475.00
Chicken Macadamia Skewer	\$600.00
Lobster Cobbler	\$700.00
Spiced Lamb with Dates, Walnuts in Fried Rice Paper	\$700.00
Chicken & Lemongrass Potsticker	\$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	\$600.00
Peking Duck Chop Sticks	\$650.00
Asian Shrimp Chop Sticks	\$650.00

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Beverage Hospitality Services

The following special 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.

Premium Brand Spirits

Dewar's Scotch · Jack Daniels Black · Tanqueray Gin · Jose · Absolut Vodka · Bacardi Dark Rum · Crown Royal

Cordials

Courvoisier · Grand Mariner · Remy XO · Bailey's Irish Cream · Kahlua

Host Bar

Premium Brand Spirits	\$8.50/drink
Super Premium Spirits	\$10.00/drink
Cordials	\$12.00/drink
Deluxe Champagne	\$9.00/drink
Deluxe Wine	\$7.00/drink
Domestic Beer	\$6.00/drink
Imported Beer	\$6.50/drink
Soft Drinks	\$3.00/each
Fruit Juices	\$4.00/each
Mineral Water	\$3.00/each

Beverages charged on Consumption

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

A Bartender Fee of \$168.00 will be applied
with a 4 hour minimum for all bar services.
(\$42/00 per additional hour)

Cash Bar

Premium Brand Spirits	\$8.50/drink
Super Premium Spirits	\$11.00/drink
Cordials	\$12.00/drink
Deluxe Wine	\$7.50/drink
Domestic Beer	\$6.50/drink
Imported Beer	\$7.00/drink
Soft Drinks	\$3.00/each
Fruit Juices	\$4.00/each
Mineral Water	\$3.00/each

Beverages charged on Consumption

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

A Bartender Fee of \$168.00 will be applied
with a 4 hour minimum for all bar services.
(\$42/00 per additional hour)

INDIVIDUALLY PRICED ITEMS

(Beverages are not charged on consumption)

Pricing Subject to Change

Domestic Case of Beer \$156.00

Imported Case of Beer \$168.00

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

Cocktail Punches \$300.00/gallon

House Champagnes by the Bottle (750ml) \$40.00/bottle (Korbel or J.Roberts)

\$100.00/bottle (Moet White Star)

\$150.00/bottle (Moet Rose)

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Exhibitor Favorites

*Tables and Electrical Power needed for any Equipment
Is be the Responsibility of the Customer*

TABLE-TOP POPCORN MACHINE RENTAL

\$550.00 + + (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 cases are \$105.00/case
- Customer is responsible for Electrical Requirements:
20amp & 120 Volts
- Dimensions: 3 ft long & 1 ft deep



Cappuccino/Esspresso 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 \$42/hour
- Customer Responsible for Electrical Requirements:
Two 20 amp (40 amp total) 3-pin earthed plugs
- Table Top version only



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CHLOE'S FRUIT BAR SERVICE

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

- Includes 200 individual Chloe's Fruit Bars
- Includes Cups, Spoons & Napkins
- Flavors Include 2 of the following:
Mango, Banana, Strawberry, Dark Chocolate, Raspberry, Tangerine
- Includes One Attendant
- Additional Hours: \$42.00/Hour (Over 2 Hours)
- Additional Fruit Bars (over 200): \$6.00 ++ each
- Customer is responsible for Electrical Requirements: 110 Volts
- Customer May Provide Napkins with Their Own Logo



RITA'S ITALIAN ICE

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

- Includes 200 8oz Cups of Freshly Made Italian Ice,
- Includes Cups, Spoons & Napkins
- Flavors Include 2 of the following:
Mango, Strawberry, Raspberry Lemonade, Passion Fruit or Cherry ***Sugar Free Options are: Pineapple, Mango Peach, Tangerine or Pink Lemonade***
- 1 Attendant and 1 Porter
(To set-up, Re-stock/Break-Down)
- Additional Hours: \$55.00/Hour (Over 2 Hours)
- Additional Cups (over 200): \$4.00 + + / 8oz. Cup
- Customer May Provide Cups with their own Logo:
Additional Charges will be applied to cups over 8oz



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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 \$42/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)

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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 \$42/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: \$40.00/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: \$42.00/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.



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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: _____

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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 21% 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 21% 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.
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.

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

6. The exhibitor is responsible for supplying any electricity required for food service, equipment, trash removal from booth, as well as all tables needed for food service.
7. All service 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.

CONTACT:

Jaime Hughes

Catering Sales Manager

Centerplate/NBSE

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

jaime.hughes@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 510-293-6151 or 202-249-3601.

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

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



WALTER E. WASHINGTON
CONVENTION CENTER

ELECTRICAL SERVICE CONTRACT



24209 Clawiter Rd, Hayward, CA 94545
510-293-6151
510-293-6155 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 13, 2016

Event Name: Transportation Research Board 95th Annual Meeting		Event Dates: January 10-12, 2016	
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	European Power	Total Price
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: \$171.00 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: \$171.00 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:

Network Security Declaration

Center: Washington CC (015) - DC

Company Name: _____

Show: Transportation Research Board 95th Annual Mtg.

Booth / Room #: _____

Customer / Ref #: 2016 - 015 - 782 -

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 _____



Floor Plan – Communications Cable

Center: Washington CC (015) - DC

Company Name: _____

Show: Transportation Research Board 95th Annual Mtg.

Booth / Room #: _____

Customer / Ref #: 2016 - 015 - 782 -

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# _____

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

Company Name: ABC Example Company

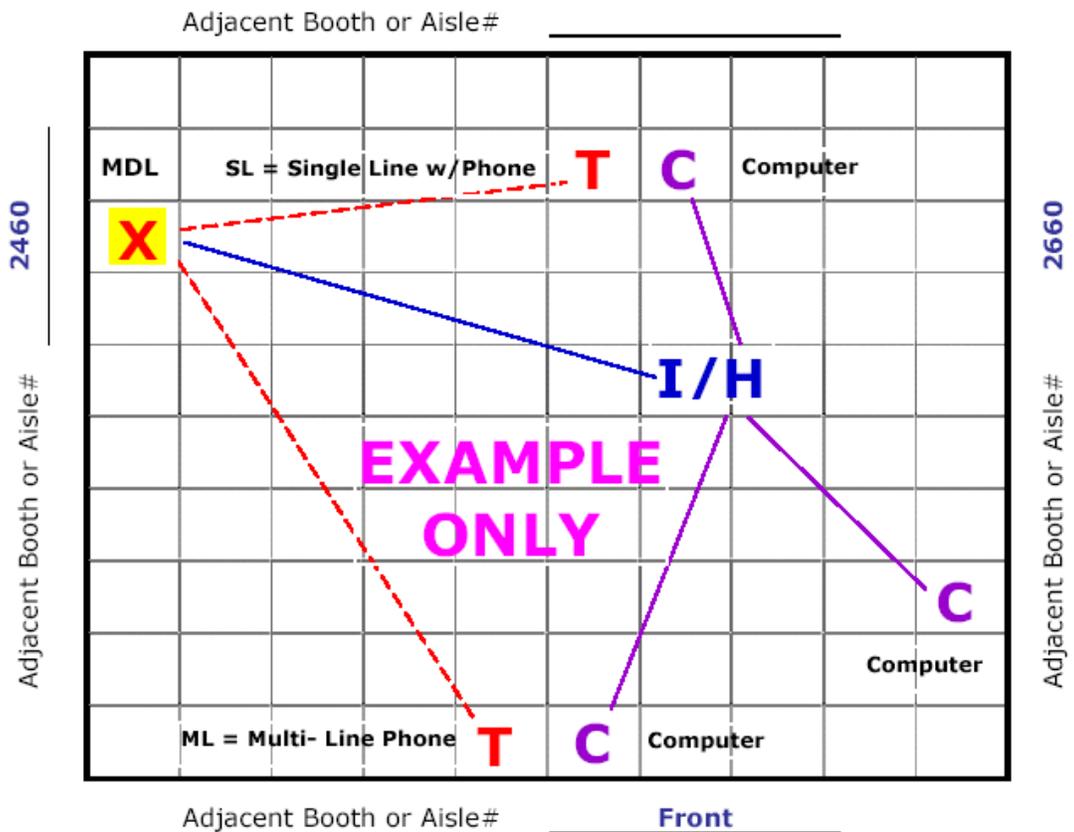
Show: ABC Example Show

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.

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) 20 x 20 . **Scale** = 1 Box is equal to 2 ft.

Smart City Networks

Washington DC Guest Wireless Options & FAQ

COMPLEMENTARY WIRELESS
FREE DC CONVENTION WIFI

FREE

256K UP/DOWN
802.11G/N
2.4GHz

10 MINUTE IDLE
TIMEOUT

AVAILABLE IN PUBLIC
SPACE ONLY

STANDARD WIRELESS

INSTANT INTERNET

\$12.95 PER DAY

768K UP/DOWN
802.11G/N
2.4GHz

10 MINUTE IDLE
TIMEOUT

AVAILABLE IN PUBLIC
SPACE & MEETING
ROOMS

PREMIUM WIRELESS

EXHIBITOR INTERNET

\$79.99 PER DAY
\$159.99 3 DAYS
\$239.99 5 DAYS

1 MB UP/DOWN
802.11A
5GHz

30 MINUTE IDLE
TIMEOUT

AVAILABLE IN ALL
FACILITY AREAS

What do I need to get connected?

You will need a device equipped with 802.11g/a/n wireless and a web browser. These links can help you identify what your computer's capabilities are; Click for: [Windows PC](#); Click for: [Mac](#). If you are in need of an adapter for a laptop to enable use of our Exhibitor Internet Premium network, they are available for the sale price of \$50 at our Exhibitor Service Desk or by calling (202) 249-3800.

How do I configure my Wireless Connection once onsite?

1. View Network Connections - we recommend you disable your Ethernet, Local, or Wired Network Connection
2. View Available Wireless Networks
 - o Select your desired "**Wireless Network**" from the list of *Available Wireless Networks*
 - o We do not recommend using automatic settings or using the network name "ANY" or "Free WiFi".
 - o For your security, please select one of our building sponsored networks.
3. If necessary, be sure to set your TCP/IP properties to "Obtain an IP address automatically" (DHCP).
4. If requested, choose infrastructure mode rather than ad-hoc mode.
5. Turn off any encryption (WEP).
6. At the time of purchase you will create a username and password, we suggest you use your email address as your username and a simple password that you can remember to make it easier to log back into your account. Daily accounts are per a 24 hour period, example 8am to 8am

Can I use this service on multiple devices?

Wireless accounts are device specific and can only be connected to one device at a time. If you wish to share an account between multiple devices, the active device can be logged off by going to <http://hotspot.smartcity.com/logout>.

Should I be concerned about interference or reliability issues?

Yes. Wireless service is inherently vulnerable to interference from other wireless devices that transmit similar frequency. Smart City cannot guarantee that interference will not occur and is limited on the amount of support that can be provided in that instance. **Smart City does NOT recommend wireless service for event critical services such as registration, presentations or product demonstrations.**

What if I have service issues?

Please contact our customer support team at (202) 249-3800.



This document does not cover your [Cellular Wireless Service](#) questions.
For cellular voice or data service issues, [please contact your carrier directly](#).
Cellular Services are NOT blocked in any way within the facility.





WALTER E. WASHINGTON
CONVENTION CENTER

PLUMBING SERVICE CONTRACT



24209 Clawiter Rd Hayward CA 94545
510-293-6151
510-293-6155 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 13, 2016

Event Name: Transportation Research Board 95th Annual Meeting		Event Dates: January 10-12, 2016	
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	
<input type="checkbox"/> Floor Plan included indicating all plumbing services <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. Labor will not begin without floor plan, service locations, and booth orientation.	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 services on floor plan

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 _____



RIGGING SERVICE CONTRACT
Exhibitor Order

24209 Clawiter Rd, Hayward, CA 94545
510-293-6151
510-293-6155 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 13, 2016

Event Name: Transportation Research Board 95th Annual Meeting		Event Dates: January 10-12, 2016	
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: <i>Booth Package for All Booths in Halls ABC Only</i> <i>Includes Power, Rigging, Labor & One Time Focus (One Time Focus labor must be scheduled on straight time)</i> <i>25% of total price added if installed between 4:30 pm – 8:00 am Monday – Friday, Holidays & Weekends</i>				
Package Price Per Each Overhead Quartz Light: <i>For Hall ABC</i>		765.00	983.00	
Overhead Quartz Lights: <i>For Hall DE</i>		373.00	456.00	
Overhead Quartz Lights: <i>For booths that are supplying their own truss: Power, Rigging, Labor, Focus not included. Call for Quote</i>				

TRUSS	Qty	Incentive	Base	Total Price
10X12X12 Truss		200.00	230.00	
Corner Blocks		130.00	148.00	
CHAIN MOTOR up to 1 Ton		555.00	588.00	
<i>GLP provides all motors for all overhead rigging</i> <i>Price includes power and points</i>				
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: \$171.00 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. _____



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	\$

HRGV

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: _____ Telephone #: _____
 Third Party: _____ Mobile #: _____
 Address: _____ PO #: _____
 City, State, ZIP: _____ **email**** _____

Show Name: **Transportation Research Board** Location: **Walter E. Washington Convention Center**
95th Annual Meeting
 Show Dates: **January 10-12, 2016** Booth #: _____

Payment Info: (circle one) AX VISA MC CHECK
 Credit Card #: _____ Exp. Date: _____ Security # _____
 Name on Card: _____ 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!**

**TRANSPORTATION RESEARCH BOARD ANNUAL MEETING
WALTER E. WASHINGTON CONVENTION CENTER
JANUARY 10-14, 2016**



**EXHIBITOR ORDER
FORM**

RETURN BY 12/24/15
*For Advance Order Rate,
Order and Payment must be received by
the date listed above.

Return to:
CES Security, Inc.
115 McHenry Avenue
Baltimore, MD 21208

Phone: 443-471-7000 **Fax:** 443-471-7007
Email: eventcoordinator@cessecurity.com

FULL PAYMENT IS REQUIRED WITH RECEIPT OF ORDER

PLEASE NOTE:

- Any additions after the Advance Order Date will be charged at a higher rate
- 6% Maryland State sales tax for any services performed in the State of Maryland
- 5.75% DC Sales & Use Tax for any services performed in the District of Columbia

BOOTH/DISPLAY PERSONNEL RATES:

- *Advance Order Rate (4-hour minimum)**
\$27.00 per hour – Payment by Check
\$29.00 per hour – Payment by Credit Card**
- Regular Rate (4-hour minimum)**
\$29.00 per hour – Payment by Check
\$31.00 per hour – Payment by Credit Card**
- Onsite Rate (4-hour minimum)**
\$31.00 per hour – Payment by Check
\$33.00 per hour – Payment by Credit Card**
(Order & Payment received less than 5 days
before the start of service)

**The only credit cards accepted are Visa & Master Card

PLEASE ARRANGE FOR # _____ PERSONNEL FOR OUR BOOTH ON THE FOLLOWING DATES:

DATE	HOURS	DATE	HOURS
_____	To _____	_____	To _____
_____	To _____	_____	To _____
_____	To _____	_____	To _____
_____	To _____	_____	To _____
_____	To _____	_____	To _____

CES Security, Inc (CES) is not an Insurer. Charges are based solely upon the value of services provided, and are unrelated to the value of the client's property or the property of others. The amounts payable by the client are not sufficient to warrant assuming any risk of damage or loss of property due to any cause. CES, its agents and representatives shall assume no liability for life, accident, theft of property, damage to property or any other loss due to factors beyond our control. The client, by signing this agreement, holds CES harmless from any and all losses. CES recommends that the client have, in effect at the time of signing this agreement, insurance to cover all property, and personal or bodily damages and claims arising from engaging in business as an exhibitor.

TOTAL NUMBER OF HOURS REQUESTED: _____

HOURS _____ X RATE _____ = SUBTOTAL _____

SUBTOTAL _____ + **5.75% SALES TAX** _____ = TOTAL AMOUNT DUE _____

ON-SITE CONTACT PERSON: _____ ON-SITE CONTACT # _____

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____ EMAIL: _____

BOOTH NUMBER: _____ EXHIBIT HALL: _____ DATE: _____

AUTHORIZED BY: _____ ****SIGNATURE:**** _____

- Security Personnel to remain in Booth until Exhibitor arrives.
 - Security Personnel to work scheduled times only.

NAME ON CARD: _____ BILLING ADDRESS OF CARD: _____

CITY: _____ STATE: _____ ZIP: _____

CARD TYPE (CIRCLE ONE): **VISA** **MASTERCARD** AMOUNT: _____

CARD NUMBER: _____ EXPIRATION _____ CVV CODE _____