



HYATT REGENCY/JLK CENTER
APRIL 9, 2019

EXHIBITOR SERVICE KIT



INDEX



HYATT REGENCY/JLK CENTER
APRIL 9, 2019

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CONTACT AND
BOOTH
INFORMATION



HYATT REGENCY/JLK CENTER
APRIL 9, 2019

Dear Exhibitor and/or Sponsors,

KUB Tradeshow Support, LLC is excited in welcoming you to the Naples Condo & HOA Expo. This kit is designed to help navigate you through the exhibit process. It contains important information that can be very helpful in making your experience as an exhibitor a more memorable and successful one .

With KUB Tradeshow Support, LLC, you will experience a more intimate, one on one service which in today’s cyber society has been forgotten. We are here to send our support, our knowledge and our help to ensure that you as the exhibitor are well taken care of and that you have a very successful event.

Below you will find our contact information. Please feel free to contact us with any questions and/or concerns you may have.

All questions regarding the convention space assignments should be directed to:

Naples Condo & HOA Expo
Layne Knutson
7809 Southtown Center #200
Bloomington, MN 55431
Phone: (800) 374-6463
Email: layneknutson@homeshowcenter.com

All questions regarding shipping, storage, furniture, and labor should be directed to:

Customer Service
KUB Tradeshow Support, LLC
19 North Texas Avenue
Orlando, FL 32805
Phone: (407) 985-3471
Fax: (407) 440-8458
Email: carmenperez@kubtss.com

Also included in this service kit are order forms for various items you may require for your exhibit. **KUB forms are to be returned to our office and the others to the specific contractor who is providing the service.** Please review and submit your order forms as early as possible.

Your 8’ deep by 10’ wide booth is equipped with the following inventory. Additional equipment is available on the forms enclosed:

- 8’ High Black Back Wall
- 1 - 6’ x 30” Black Draped Table -
- 3’ High Side Rails - BLACK
- 1 - Wastebasket
- 1 - ID Sign
- 2 - Chairs





EXHIBIT
AREA
INSTALLATION
&
DISMANTLE



HYATT REGENCY/JLK CENTER
APRIL 9, 2019

Set-up Dates & Times

MONDAY APRIL 8, 2019 12:00pm - 4:00pm
TUESDAY APRIL 9, 2019 7:00am - 10:30am

All prefabricated displays must be set and empty crates/boxes tagged for storage by 9:30am , April 9 , 2019.

Exhibit Dates & Times

Tuesday April 9 , 2019 10:30am - 3pm

Dismantle Dates & Times

Tuesday April 9, 2019 3:00pm - 6:00pm

**Forced Freight via YRC
Date & Time**

Tuesday April 9, 2019 6pm

Please note: Freight not picked up by the date and time indicated above will be re-routed through the house carrier. Please contact KUB for BOL details.



ORDER RECAP
PAYMENT
&
CREDIT CARD



HYATT REGENCY/JLK CENTER
APRIL 9, 2019

Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer. However, we require your authorization to be on file. For your convenience, we will use this authorization to charge your credit card for any additional charges incurred as a result of showsite orders placed by your representative.

Standard Booth Furnishings & Carpet*	\$ _____
Booth Cleaning & Porter Service	\$ _____
Special Signs*	\$ _____
Labor	\$ _____
POV	\$ _____
Material Handling Services	\$ _____
Subtotal: \$ _____	
Add 7% Sales Tax: \$ _____	
Total due: \$ _____	

*Note: Services taxable in the state of FL.

Indicate Payment Method

Check # _____ Dated _____ Amount \$ _____

Charge to: MasterCard VISA American Express
Indicate: Personal Credit Card Company Credit Card

Account #

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date

--	--	--	--	--	--

PURCHASING CARD: VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER: _____

Cardholder's Name _____

(Print or Type)

Cardholder's Address _____ City _____ State _____ Zip _____

Signature _____

Company Name _____ Booth# _____

Street Address _____ Phone# _____

City _____ State _____ Zip _____ Fax# _____

Ordered by (Print or Type) _____ E-Mail _____

Signature _____ Title _____

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AS SET FORTH ON FOLLOWING PAGE



LIMITS
OF
LIABILITY
&
RESPONSIBILITY



HYATT REGENCY/JLK CENTER
APRIL 9, 2019

1. KUB Tradeshow Support, LLC shall not be responsible for damage to be uncrated materials, material improperly packed, or concealed.
2. KUB Tradeshow Support, LLC shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
3. KUB Tradeshow Support, LLC shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitors' booth for reloading after the show. A Bill of Lading covering outgoing shipments, which is furnished by KUB Tradeshow Support, LLC to the exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
4. KUB Tradeshow Support, LLC shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
5. KUB Tradeshow Support, LLC liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event KUB Tradeshow Support, LLC maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
6. KUB Tradeshow Support, LLC shall not be liable to any extent whatsoever for any 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 to exhibit same.
7. The consignment or delivery of a shipment to KUB Tradeshow Support, LLC 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.



PAYMENT POLICIES



HYATT REGENCY/JLK CENTER
APRIL 9, 2019

Payment Options

We offer three convenient ways for you to pay for furniture and carpet rentals, material handling, signs and other services provided by KUB Tradeshow Support, LLC in our role as the Official Contractors for this show.

1. All checks must be in U.S. funds drawn on a U.S. bank.

2. Advance Payment by Company Check

Please make all checks payable to KUB Tradeshow Support, LLC .Attach check to order forms. Additionally, although you may choose to pay by company check or cash for charges incurred at show site, **we require your signed Payment and Credit Card Charge Authorization form to be on file with KUB Tradeshow Support, LLC.**

3. Wire Transfer in U.S. Funds

Bank information call KUB Tradeshow Support, LLC (407) 985-3471 or e-mail: carmenperez@kubtss.com

Wire transfers must be initiated and confirmed at least two weeks before move-in.

Wire transfers must include the show name, company name and booth number.

Due to various processing fees we incur from banks clearing wire transfers into our accounts,

KUB will charge the following fees:

Domestic incoming wire transfer fee: \$25.00

International incoming wire transfer fee: \$35.00

4. Credit Card

Use MasterCard, VISA or American Express. To accept charges, you must complete the PAYMENT AND CREDIT CARD AUTHORIZATION form on the page 5. For discount rates to apply, KUB Tradeshow Support, LLC, must receive this form by the deadline dates located on the top of the pages that pertain to services in need of deadline date.

Showsite Orders

To save money, take advantage of the pre-show discounts by ordering as many of your requirements as possible before the Discount Deadline Date. ***For the discount prices to be in effect, your order must be received by the Discount Deadline Date, and payment must accompany your order.*** Orders received after the Discount Deadline Date or made at the Exhibitor Service Desk during the show will be billed at the "standard" prices listed on the various forms.

Payment Terms

To process your order for services and materials listed in the Exhibitor Service Manual, **we require your signed Payment and Credit Card Charge Authorization form to be on file** with KUB Tradeshow Support, LLC in advance to guarantee payment. Invoices for outstanding balances will be available at the Exhibitor Service Desk for your review and payment. Prepayments will be indicated, and any balance due must be paid in full by cash, check or credit card upon presentation. All payment inquiries should be resolved before you leave the show.

Invoices will be distributed the last day of the show. If you have any concerns about your charges for inbound freight, installation labor, furniture or accessories, please stop by the Exhibitor Service Desk. Charges for these items may not be disputed after the show.

Additionally, KUB Tradeshow Support, LLC is authorized to charge the exhibitor's credit card for any charges incurred following the show, i.e. dismantle labor, outbound overtime drayage charges, etc. In these circumstances, KUB will charge the exhibitor's credit card on file, and mail an invoice to the exhibitor, outlining charges which were billed.

All charges payable in U.S. Funds only. Checks, cash, Traveler's checks, MasterCard, VISA and American Express are accepted. ***Telephone orders are not accepted.***

Cancellation Policy:

Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**



STANDARD BOOTH
FURNISHINGS
&
CARPET



DEADLINE DATE: Fri., 3/22/19

HYATT REGENCY/JLK CENTER
APRIL 9, 2019

Rental price includes delivery to and removal from your booth.

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
SEATING				
_____	Side Chair.....	\$ 52.50	\$ 68.25	_____
_____	Padded Stool.....	\$100.35	\$130.75	_____
ACCESSORIES				
_____	Round Pedestal Table (30"h x 30"d)...	\$ 87.40	\$111.02	_____
_____	Round Pedestal Table (42"h x 30"d)....	\$111.05	\$143.85	_____
_____	Wastebasket.....	\$ 25.80	\$ 33.35	_____
_____	Easel.....	\$ 29.15	\$ 37.80	_____
_____	Chrome Sign Frame (22" x 28").....	\$ 76.65	\$ 87.15	_____
_____	Bag Holder.....	\$103.95	\$136.50	_____
_____	8' Stanchion.....	\$ 29.15	\$ 37.80	_____
_____	Crossbar.....	\$ 29.15	\$ 37.80	_____
_____	Garment Rack.....	\$103.95	\$136.50	_____
_____	Literature Rack.....	\$103.95	\$136.50	_____

STANDARD CARPET

Price includes installation & taping front edge.

No guarantee of color match when ordering multiple carpets.

_____	10' x 10'.....	\$128.90	\$167.75	_____
_____	10' x 20'.....	\$258.85	\$335.25	_____
_____	10' x 30'.....	\$385.90	\$502.45	_____
_____	10' x 40'.....	\$490.25	\$669.90	_____
_____	10' x 50'.....	\$643.15	\$837.40	_____

Circle color: Blue | Burgundy | Gray | Teal | Red | Black | Hunter Green

CUSTOM SIZE CARPET

Price includes installation to fit booth space, protective covering, and edges taped.

INDICATE OVERALL DIMENSIONS:

_____ ft. x _____ ft. (100 sq. ft. minimum) \$3.15 sq. ft. \$3.95 sq. ft. _____

Circle color: Blue | Burgundy | Gray | Teal | Red | Black | Hunter Green

CARPET PADDING

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
DRAPED DISPLAY TABLES - 30" HIGH				
Price includes white vinyl top & 3 sides				
Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green				

_____	2' x 4' x 30".....	\$107.65	\$136.50	_____
_____	2' x 6' x 30".....	\$121.55	\$155.40	_____
_____	2' x 8' x 30".....	\$145.95	\$189.80	_____
_____	4th Side Drape 6' & 8' Only.....	\$ 38.35	\$ 81.90	_____

DRAPED DISPLAY TABLES - 42" COUNTER HIGH

Price includes white vinyl top & 3 sides

Circle color: Blue | Black | Burgundy | Purple | Gray | Red | Teal
White | Hunter Green

_____	2' x 4' x 42".....	\$154.10	\$200.30	_____
_____	2' x 6' x 42".....	\$168.55	\$219.20	_____
_____	2' x 8' x 42".....	\$195.25	\$252.30	_____
_____	4th Side Drape 6' & 8' Only.....	\$38.35	\$ 81.90	_____

UNDRAPED DISPLAY TABLES - 30" HIGH

_____	2' x 4' x 30".....	\$ 54.10	\$ 85.35	_____
_____	2' x 6' x 30".....	\$ 66.45	\$100.55	_____
_____	2' x 8' x 30".....	\$ 79.55	\$103.70	_____

UNDRAPED DISPLAY TABLES - 42" HIGH

_____	2' x 4' x 42".....	\$ 66.70	\$ 85.35	_____
_____	2' x 6' x 42".....	\$ 77.45	\$100.55	_____
_____	2' x 8' x 42".....	\$ 90.60	\$117.35	_____

DRAPED RISERS

White Vinyl				
_____	4' One Step.....	\$ 52.25	\$ 67.50	_____
_____	6' One Step.....	\$ 67.75	\$ 87.70	_____
Raise & Drape Package				
_____	Table to 42" high.....	\$ 69.05	\$ 81.90	_____

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. **CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

ALL CHARGES SUBJECT TO (7%) SALES TAX
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTAL

Company Name _____ Booth # _____
 Street Address _____ Phone # _____
 City _____ State _____ Zip _____ Fax # _____
 Ordered by (Print or Type) _____ E-Mail _____
 Signature _____ Title _____



**BOOTH
CLEANING
&
PORTER
SERVICES**
DEADLINE DATE: Fri., 3/22/19



**HYATT REGENCY/JLK CENTER
APRIL 9, 2019**

Please indicate your requirements and totals below:

BOOTH CLEANING

- Daily - Vacuuming.....\$.37 per sq. ft.
- Once - Vacuuming before initial opening.....\$.42 per sq. ft.

**Calculate total:
(Minimum charge: 100 Sq. Ft. Per Day)**

Size of booth: _____ x _____ = _____ sq. ft. x rate: _____ x No. Of Days: _____ = \$ _____

NOTE: All rental carpets are delivered clean to your booth space. However, during set-up, the carpet can become spoiled. We suggest you order cleaning service at least once prior to show opening.

PORTER SERVICE

KUB Tradeshow Support, LLC will assign (1) man every hour (maximum of 8 hours per day) during show hours to your booth for removal of excess trash. This service is being provided to all exhibitors at a **\$1.05 per square foot per day after a minimum charge of 100 square feet.**

**Calculate total:
(Minimum charge: 100 Sq. Ft. Per Day)**

Size of booth: _____ x _____ = _____ sq. ft. x rate: **\$1.05** x Number Of Days: _____ = \$ _____

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. **CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTAL

Company Name _____ Booth # _____
 Street Address _____ Phone # _____
 City _____ State _____ Zip _____ Fax# _____
 Ordered by (Print or Type) _____ E-Mail _____
 Signature _____ Title _____

MAIL OR FAX TO KUB TRADESHOW SUPPORT, LLC BEFORE DEADLINE DATE



SPECIAL SIGNS



DEADLINE DATE: Fri., 3/29/19

HYATT REGENCY/JLK CENTER
APRIL 9, 2019

Qty	Size	Advance Prices	Deadline Price	Amount
_____	7" x 44"	\$38.35	\$47.80	\$_____
_____	14" x 22"	\$54.60	\$68.25	\$_____
_____	22" x 28"	\$81.90	\$102.40	\$_____
_____	28" x 44"	\$114.75	\$143.35	\$_____
_____	1 Meter x 8'	\$191.10	\$238.90	\$_____
_____	30" round graphic for pedestal tables**	\$78.75	\$98.45	\$_____

** (please call or email for details, measurements, or questions)

- Easel back applied to sign quoted upon request.
 - All prices are for single sided-double sided quoted upon request.
 - Special sizes and materials quoted upon request.
- Delivery time is not guaranteed on orders placed at showsite.
 - All orders must be received ten days before show opens. Orders after Deadline Date will be subject to an additional 25% fee.**
 - Please utilize one of the following programs: Adobe Acrobat Professional 8.0, Adobe Illustrator CS5, Photoshop CS5, or Adobe InDesign CS5. For further details, refer to the Graphic Guidelines page.

Vertical

Horizontal

Color of Background

Color of Lettering

Please type desired copy below or attach a separate sheet

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. **CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

ALL CHARGES SUBJECT TO (7%) SALES TAX
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTAL

Company Name _____ Booth # _____
 Street Address _____ Phone # _____
 City _____ State _____ Zip _____ Fax# _____
 Ordered by (Print or Type) _____ E-Mail _____
 Signature _____ Title _____

MAIL OR FAX TO KUB TRADESHOW SUPPORT, LLC BEFORE DEADLINE DATE



GUIDELINES FOR SUBMITTING GRAPHICS



HYATT REGENCY/JLK CENTER
APRIL 9, 2019

E-mail: Vivian@KUBTSS.com

We can accept graphic files created with the following programs:

Adobe Acrobat Professional 8.0
Adobe Illustrator CS5
Photoshop CS5
Adobe InDesign CS5

We prefer to work with Adobe Acrobat high resolution PDF files. However we will also accept:

Artwork saved as vector files, which can be resized without losing resolution.

ALL vector files MUST have fonts converted to outlines or curves, and/or include all the fonts which you have used to create your files (True or Open Type Font only).

Any bitmapped or raster files, such as .tif, .bmp, .jpeg, must be of sufficient resolution to print properly at the intended dimensions, resolution should be 300 dpi on a half size graphic or actual size graphic at 90-120 dpi. If uncertain as to requirements, please consult us before sending files

(Note: No bleeds needed on printable files)

Files which have been created for web publication, or logos which are scanned from letterheads are NOT accepted for large format digital printing.

We are not responsible for spelling mistakes on text or low resolution images sent by clients. A fee applies for replacing the sign.

Color Matching

Please provide a method for us to accurately reproduce the colors you require for your graphics. Colors specified using the Pantone ® color matching system is the preferred method.

Sending Files

Files which are not overly large can be sent by e-mail to email shown above. You may send larger files via Dropbox or wetransfer. You may also send us a CD to:

KUB Tradeshow Support, LLC
Attention: Vivian Garcia
19 North Texas Avenue
Orlando, FL 32805

If you have any questions, please contact us before sending your files.



INTENT TO USE
NON-OFFICIAL
CONTRACTORS



DEADLINE DATE: Fri., 3/22/19

HYATT REGENCY/JLK CENTER
APRIL 9, 2019

A Non-Official Contractor is: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site at the convention facility and does not represent one or more of the official contractors.

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received at KUB Tradeshow Support, LLC no later than the **Deadline Date** shown above. No extensions or exceptions will be granted after the published deadline.
2. The Non-Official Contractor must provide KUB Tradeshow Support, LLC with a valid and current Certificate of Insurance naming KUB Tradeshow Support, LLC as the Certificate Holder. This certificate must be received no later than the **Deadline Date** shown above. No extensions or exceptions will be granted after the published deadline.
3. Failure to provide KUB Tradeshow Support, LLC with the above items 1 and 2 will result in said firms being required to hire installation and dismantling labor from KUB. Non-official contractors will be able to provide supervision only.
4. All representatives of the Non-Official Contractors must obtain an Exhibit Crew badge at the KUB Labor Desk.

Exhibiting Firm: _____ Booth #: _____

Authorized Name & Title: _____

Authorized Signature: _____

Full Name of Non-Official Contractor: _____

Complete Address: _____

City, State: _____ Zip Code: _____

Phone Number: _____ Fax Number: _____

Non-Official Contractor Showsite Representative: _____

Type of Service to Be Performed:

Retain one copy for your files.



LABOR
LIMITS OF LIABILITY
&
RESPONSIBILITY



HYATT REGENCY/JLK CENTER
APRIL 9, 2019

1. KUB Tradeshow Support, LLC shall not be responsible for damage to uncrated materials, materials that are improperly packed and/or concealed.
2. KUB Tradeshow Support, LLC shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same has been delivered to exhibitor's booth.
3. KUB Tradeshow Support, LLC shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. A Bill-of-Lading covering outgoing shipments, which is furnished by KUB Tradeshow Support, LLC to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
4. KUB Tradeshow Support, LLC shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
5. KUB Tradeshow Support, LLC liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event KUB Tradeshow Support, LLC maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
6. KUB Tradeshow Support, LLC shall not be liable to any extent whatsoever for any 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 to exhibit same.
7. The consignment or delivery of a shipment to KUB Tradeshow Support, LLC by an exhibitor or by any shipper, to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor of all terms and conditions set forth in this exhibitor kit..



LABOR



DEADLINE DATE: Fri., 3/22/19

HYATT REGENCY/JLK CENTER
APRIL 9, 2019

Display Labor for Installation and Dismantling of Exhibits

Display Labor Rates:

Straight Time
\$69.85 per hour
One hour minimum per worker
Thereafter 1/2 hr. increments

ST: 8:00AM to 4PM
Monday through Friday

Overtime
\$104.75 per hour
One hour minimum per worker
Thereafter 1/2 hr. increments

OT: Before 8:00AM and after 4PM
Monday through Friday and all hours
on Saturday and Sunday

ALL LABOR ORDERS RECEIVED AFTER THE ABOVE SPECIFIED DEADLINE DATE WILL BE CHARGED AN ADDITIONAL 25%

PLEASE NOTE: 8:00 AM is the only guaranteed starting time. All the other orders will be filled as labor is available. **All labor must be signed in/out at the Service Desk.** Exhibitors not checked in by their requested starting times are subject to a 1 hour minimum charge per man ordered, unless we received written cancellation 24 hours prior to starting time.

Please indicate the type of labor requested:

____ **PLAN A - EXHIBITOR'S SUPERVISION** - All work performed must be under the supervision of the Exhibitor.

	No. Men	Date	Time	Approx. Hours
Set-up				
Dismantle				

____ **PLAN B - KUB SUPERVISION** - Hourly rate plus 35% Supervision Charge with a Minimum charge of \$42.00.

Name of Carrier _____ # Crates _____ Cartons _____ Skids _____

Shipped to: _____ Warehouse _____ Showsite _____ Display Includes Carpet _____ KUB's Rental Carpet _____

SET-UP DIAGRAMS MUST BE INCLUDED WITH LABOR ORDER PLAN B: KUB SUPERVISION

After Dismantle Return Display To (Shipping Address): _____

_____ VIA: _____

KUB shall not be responsible for damage, loss, or theft of display installed and/or dismantled under our Supervision. KUB shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booths for reloading after the show.

PAYMENT POLICY: CREDIT CARD INFORMATION MUST BE ON FILE FOR SET-UP & DISMANTLE LABOR ORDERS

Company Name _____		Booth _____	
Street Address _____		Phone # _____	
City _____	State _____	Zip _____	Fax# _____
Ordered by (Print or Type) _____		E-Mail _____	
Signature _____		Title _____	
CREDIT CARD: <input type="checkbox"/> M/C <input type="checkbox"/> VISA <input type="checkbox"/> AMEX		ACCOUNT NUMBER: 	EXPIRATION DATE:
CARDHOLDERS SIGNATURE: _____		CARDHOLDERS NAME: _____	



POV



DEADLINE DATE: Fri., 3/22/19

HYATT REGENCY/JLK CENTER
APRIL 9, 2019

KUB Tradeshow Support, LLC will provide labor to unload a POV (Personally Owned vehicles defined as station wagons, mini vans, SUV's, etc.) at showsite only during Exhibitor move in schedule as outlined on page 4 of this exhibitor kit.

Unloading of POV

The advance rate for this service is **\$75.00 per vehicle, one way, 500 lbs. maximum** (this form must be received by the deadline date indicated above). Showsite service will be provided at a rate of \$85.00 per vehicle. Exhibitors may carry in their own freight (NO USE OF KUB FORKLIFT, PALLET JACKS, DOLLIES etc. - **HAND CARRY ONLY**) and will not be subject to Material Handling charges unless exhibitor requires use of forklift dollies, flat carts, or pallet jacks. Exhibitors are responsible for the storage of their own empties. KUB can store empties for an additional fee. This service can be provided by KUB as outlined on page 18.

Unloading of Pallets

Pallet rate for trucks such as pick ups or vans on-site from the dock to the booth is advance rate \$93.75 up to 1000 lbs. one way dock height. (must be able to unload at the dock). Showsite rate is \$103.75 per pallet.

_____ **POV- 500 LBS MAX AT \$75.00 EACH WAY**

_____ **NUMBER OF PALLETS TO BE UNLOADED AT \$93.75 EACH , 1000 LBS MAX**

THIS AUTHORIZATION MUST BE COMPLETED BELOW AND PROCESSED TO KUB TRADESHOW SUPPORT, LLC BEFORE POV SHIPMENTS CAN BE HANDLED.

Company Name _____										Booth _____																			
Street Address _____															Phone # _____														
City _____										State _____					Zip _____					Fax # _____									
Ordered by (Print) _____															E-Mail _____														
Signature _____															Title _____														
CREDIT CARD: <input type="checkbox"/> M/C <input type="checkbox"/> VISA <input type="checkbox"/> AMEX										ACCOUNT NUMBER:										EXPIRATION DATE:									
CARDHOLDERS SIGNATURE:															CARDHOLDERS NAME:														



MATERIAL HANDLING SERVICES & RATES DEADLINE DATE: Mon., 4/1/19



HYATT REGENCY/JLK CENTER APRIL 9, 2019

Advance Shipments to KUB Warehouse

Advance Shipments will be received at the Advance Warehouse beginning Immediately. Please round off to the nearest 100 lbs. Please note: 200 lb. Minimum for this service)

Crated and/or skidded

Shipment Weight _____ x \$0.58/lb.= \$ _____

Uncrated or Unskidded Shipments requiring special handling

Shipment Weight _____ x \$.87/lb.= \$ _____

Small Package Shipment - Total Shipment Weight 35 lbs or less

Small Package Shipment _____ x \$35.00 ea. =\$ _____

Direct Shipments to Show Site

Direct shipments will be received starting on Friday, March 29, 2019 at 8:00am. Shipments that arrive prior to this date may be refused by the facility as KUB will not have staff present prior to this date and time. Please round off to the nearest 100 lbs.

Crated or Uncrated

Shipment Weight _____ x \$64./lb.= \$ _____

Uncrated or Unskidded Shipments requiring special handling

Shipment Weight _____ x \$92lb.= \$ _____

Small Package Shipment (Total Shipment Weight of 50 lbs or less)

Small Package Shipment _____ x \$40.00 ea. = \$ _____

All shipments accepted and moved in or out on overtime will be charged 25% in addition to the above rates.

*Total estimated Material Handling \$ _____

*Pease fill out Payment & Credit Card and Authorization form on page 5 of this exhibitor kit. We understand that your calculation is only an estimate. Invoicing will be completed from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. Adjustments must be paid at showsite. If you have any questions about material handling, please contact KUB Tradeshow Support, LLC Exhibitor Service Department.



FREIGHT DEFINITIONS & INFORMATION



HYATT REGENCY/JLK CENTER

APRIL 9, 2019

Crated and/or skidded Floor Load Shipments: Crated and/or floor load shipments that can be unloaded at the dock without additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments) required.

Uncrated, Unskidded, Wrapped Shipments and Crated Shipments Requiring Special Handling:

Uncrated, unskidded or wrapped shipments. These rates also apply to shipments that are loaded and charged by cubic space and/or packed in such a manner to require additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments). FedEx and UPS are included in this category due to their delivery procedures and documentation.

Small Package Shipments: Packages or envelopes received at warehouse or show site with Maximum weight per shipment of 35 lbs. requiring no round trip. Packages or envelopes without documentation will be delivered without guarantee of piece count or conditions

Freight/Overtime Rates: All freight received at the warehouse and/or showsite that must be moved in or out of the booth before 8:00 AM or after 4:00 PM on weekdays or all day Saturdays, Sundays and holidays. KUB is not responsible for the scheduling of move in, show days and move out dates and time.

Special Handling: Shipments that are loaded in such a manner as to require additional labor to unload, sort and deliver. Requires a surcharge for material handling and is defined as follows:

Ground Load/Unload: Vehicles that are not dock height preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drops, etc. Situations where dock utilization is not possible will result in a Special Handling assessment.

Side Door Load/Unload: Shipments that cannot be accessed from the rear of the trailer.

Constricted Space Load/Unload: Trailers loaded 'high and tight', shipments that are loaded in such a manner as to not be readily available (freight down one side of a trailer that must be by-passed to reach targeted freight).

Designated Piece Load: Driver with tape measure who requires loading crew to bring multiple pieces of freight to rear of trailer to select next piece; having to unload and reload to fit, etc.

Stacked Shipments: Shipments loaded in such a manner as to require items to be removed to ground level for delivery to booth. Loose items stacked on top of crates and/or pallets constitute special handling.

Mixed Shipments: Multiple shipments delivered together without shipment integrity; pieces for separate shipments that are loaded mixed throughout the delivery vehicle, such as UPS, FedEx, DHL, USPS.



MATERIAL HANDLING SPECIAL SERVICES



HYATT REGENCY/JLK CENTER

APRIL 9, 2019

Empty Storage

Those exhibitors who elect to **hand-carry in one trip** items into the exhibit hall without the assistance of KUB Tradeshow Support, LLC or use the POV Service may acquire on-site storage for empty containers based on the following rates: \$ 20.00 per pallet, \$15.00 per carton and \$25.00 per fiber case. This service includes removing empties from your booth, storing them during the show and returning them to your booth after show closing.

Mobile and Immobile Unit Spotting

Exhibitors authorized by show management to bring a motorized unit or an immobile unit that requires KUB to tow into the exhibit hall , you will be required to hire KUB Tradeshow Support, LLC supervision services. Please see page 24 of this manual for rates. A representative from KUB Tradeshow Support, LLC will escort each vehicle into and out of the exhibit facility to provide safe access and minimize liabilities.

Shipments Returned to Warehouse

At the close of show, for re-forwarding or storage, there will be an additional charge for shipments returned to our warehouse. The initial and minimum fee is \$52.50 up to the first 100 lbs. which includes UPS & FEDEX shipments. For shipments over 100 lbs., a fee of \$31.50 per cwt. on straight time and \$36.75 per cwt. on overtime will apply. Warehouse storage space is limited. Please call our Customer Service Department at (407) 985-3471 to confirm availability prior to show.

Special Rates and Services

Steel banding is available at \$1.10 per linear foot, plus one-half hour minimum labor.



SHIPPING INFORMATION



HYATT REGENCY/JLK CENTER

APRIL 9, 2019

What you should know:

- * As an exhibitor, you are responsible for providing your carrier with proper delivery and pickup information for your materials, both in advance and at showsite.
- * Please prepay all shipping charges. KUB Tradeshow Support, LLC cannot accept or be responsible for collect shipments. All shipments must be accompanied by a Bill-of-Lading. Shipments received without receipts, freight bills or specified unit counts (UPS, Federal Express, personal vehicles, etc.) will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by KUB Tradeshow Support, LLC for such shipments. Shipments without certified weight documents will be estimated by KUB Tradeshow Support, LLC. This estimate will be binding on both parties and no adjustments will be made after the show closes.
- * **Do not ship uncrated materials to the warehouse. Loose, uncrated or unskidded materials will be accepted at showsite only. Uncrated shipments received at showsite are charged at higher handling rates than crated, skidded or otherwise self-contained shipments.**
- * Separate mixed van shipments between crated and uncrated. Clearly identify the weights of each on the Bill-of-Lading. Otherwise, KUB Tradeshow Support, LLC will invoice the entire load at the uncrated rate and will be unable to adjust the charges later.
- * Select your carrier carefully. Shipments received on vehicles that cannot be unloaded at the dock are considered 'special handling' and are charged at higher rates.
- * All shipments for the show received either in advance or at showsite will be charged material handling by KUB Tradeshow Support, LLC. Refer to the *Material Handling Service and Rates Form on page 16*.
- * All material handling rates are roundtrip and are based on incoming weights only. Overtime charges may apply under some circumstances. Please refer to the *Material Handling Service and Rates Form on page 16*.
- * If granted permission for early move-in (off-target move-in) by show management and KUB Tradeshow Support, LLC, the exhibitor is required to use KUB Tradeshow Support, LLC labor for booth installation.

Material Handling includes:

- * Storing your booth in our warehouse for up to 30 days in advance of the show. (Advance shipments only)
- * Delivering materials to your booth at showsite.
- * Removing empty containers from your booth, storing them for the duration of the show, then returning them to your booth at close of the show.
- * Moving packed and labeled materials from your booth to the dock area at close of show and reloading them on designated vehicles based on information provided on your showsite Bill-of-Lading.

Material Handling DOES NOT include:

- * Labor and/or equipment for uncrating, unskidding, assembling, positioning, leveling, dismantling, rekrating and reskidding of machinery and/or equipment for exhibitors.
- * Scheduling any carrier for pick up or delivery of your materials, if other than the official show carrier(s).



SHIPPING
INSTRUCTIONS
(INBOUND)



DEADLINE DATE: Mon., 4/1/19

HYATT REGENCY/JLK CENTER
APRIL 9, 2019

KUB Tradeshow Support, LLC is prepared to receive your shipment either in advance at our local warehouse or directly at the exhibit site. You may ship via the carrier of your choice.

Rates are based on the incoming weight of shipments. **For rate information, see the MATERIAL HANDLING SERVICE AND RATES order form on page 16. KUB Tradeshow Support, LLC must have payment before forwarding freight.**

SHIPPING IN ADVANCE TO THE WAREHOUSE:

All advance shipments to the warehouse should be addressed/labeled as follows:

**TO: South Florida Condo & HOA EXPO
Exhibiting Company's Name & Booth Number
C/O KUB Tradeshow Support, LLC
19 North Texas Avenue
Orlando, FL 32805**

- **To trace your shipment, please contact the Customer Service Department at (407) 985-3471 or email- carmenperez@kubtss.com.**
- Shipments will be received beginning **IMMEDIATELY**.
- Shipments received after the deadline of **Monday, April 1, 2019** will be charged an additional 25% surcharge.
- Shipments received after **4:00PM** will be charged an **overtime rate**.
- Advance warehouse receiving hours are **Monday through Friday, 8:00AM to 4:00PM**
- Carriers checking in **after 4:00PM Monday through Friday** will not be guaranteed unloading.

SHIPPING DIRECTLY TO SHOWSITE:

All direct shipments to showsite should be addressed/labeled as follows:

**TO: South Florida Condo & HOA EXPO
Exhibiting Company's Name & Booth Number
C/O KUB Tradeshow Support, LLC
Hyatt Regency/JLK Center
400 SE 2nd Avenue
Miami, FL 33131**

Showsite shipments will be received beginning Tuesday April 9, 2019 from 8am - 10:30am



SHIPPING
INSTRUCTIONS
(OUTBOUND)



HYATT REGENCY/JLK CENTER
APRIL 9, 2019

Shipping Outbound from Showsite

- All outbound shipments must be accompanied by an official show Bill-of-Lading.
- You may obtain show Bills of Lading after reviewing your invoice at showsite.
- When shipping to separate destinations, a separate Bill-of-Lading is required for each destination.
- All outbound shipments should be addressed/labeled as follows:

FROM: Exhibitor Name
BOOTH #:
SHOW NAME: South Florida Condo & HOA EXPO
LOCATION: Hyatt Regency/JLK
TO: Shipping Address

- Once your shipment is packed and labeled, return your show Bill-of-Lading to the KUB Tradeshow Support, LLC Service Desk.
- All Bill-of-Ladings must be turned in no later than **5:30pm on Tues., April 9, 2019.**

DO NOT LEAVE BILLS OF LADING IN YOUR BOOTH!

- Failure to turn in your show bill of lading by the designated deadline may result in additional overtimes charges and/or the rerouting of your materials.
- Be sure to confirm pickup day(s) and time(s) with your selected carrier. All outside carriers (carriers other than YRC must be checked in no later than **4pm on Tues., April 9, 2019.**



LIMITS
OF LIABILITY
FOR
MATERIAL



HYATT REGENCY/JLK CENTER

APRIL 9, 2019

Limits of Liability for Material Handling

- * KUB Tradeshow Support, LLC shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.
- * KUB Tradeshow Support, LLC shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
- * KUB Tradeshow Support, LLC shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bill of lading covering outgoing shipments, which are furnished by KUB Tradeshow Support, LLC to exhibitor, will be checked at time of actual pick up from booth and corrections made where discrepancies occur.
- * KUB Tradeshow Support, LLC shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
- * KUB Tradeshow Support, LLC liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event, KUB Tradeshow Support, LLC maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment; whichever is less.
- * KUB Tradeshow Support, LLC shall not be liable to any extent whatsoever for any 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 to exhibit same.
- * The consignment or delivery of a shipment to KUB Tradeshow Support, LLC 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.
- * Rates are based on incoming weight only. All weights are rounded off to the next 100 lb. weight. Each shipment received is considered separately. Freight handling charges are the responsibility of the exhibitor.
- * Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.
- * Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. KUB Tradeshow Support, LLC assumes no responsibility for removal of containers with old empty labels, mislabeled, or valuables stored inside containers while containers are in storage.
- * Outbound shipping labels and bills of lading will be available at the Service Desk. Exhibitor or his/her representative must pack and label their exhibit material and turn in bill of lading for each shipment at the Service Desk before leaving the show. KUB Tradeshow Support, LLC will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick up by the removal date of the show, KUB Tradeshow Support, LLC reserves the right to route exhibit material by an alternate carrier. As a result of re-routing or handling no liability will be assumed by KUB Tradeshow Support, LLC.

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

South Florida Condo & HOA Expo
C/O KUB TRADESHOW SUPPORT, LLC
19 North Texas Avenue
Orlando, FL 32805

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

South Florida Condo & HOA Expo
C/O KUB TRADESHOW SUPPORT, LLC
19 North Texas Avenue
Orlando, FL 32805

FOR ADVANCE SHIPMENTS ONLY

**DELIVER NO LATER THAN Thursday, January 17, 2019
RECEIVING 8:00AM - 4PM MONDAY - FRIDAY, CHECK IN BY 3:30PM**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

South Florida Condo & HOA Expo
C/O KUB TRADESHOW SUPPORT, LLC
19 North Texas Avenue
Orlando, FL 32805

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

South Florida Condo & HOA Expo
C/O KUB TRADESHOW SUPPORT, LLC
19 North Texas Avenue
Orlando, FL 32805

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____ (BOOTH #)

South Florida Condo & HOA Expo
C/O KUB TRADESHOW SUPPORT, LLC
Hyatt Regency/JLK
400 S.E. 2nd Avenue
Miami, FL 33131

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____ (BOOTH #)

South Florida Condo & HOA Expo
C/O KUB TRADESHOW SUPPORT, LLC
Hyatt Regency/JLK
400 S.E. 2nd Avenue
Miami, FL 34104

FOR ON-SITE DIRECT SHIPMENTS ONLY

Show site shipments will be received beginning Wednesday, January 22, 2019 form 8AM—10am.

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____ (BOOTH #)

South Florida Condo & HOA Expo
C/O KUB TRADESHOW SUPPORT, LLC
Hyatt Regency/JLK
400 S.E. 2nd Avenue
Miami, FL 33131

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____ (BOOTH #)

South Florida Condo & HOA Expo
C/O KUB TRADESHOW SUPPORT, LLC
Hyatt Regency/JLK
400 S.E. 2nd Avenue
Miami, FL 34104

ORDER INSTRUCTIONS

Advance Payment Deadline Date: 03/19/19



The Power People

ELECTRICAL EXHIBITION SERVICES
16110 NW 13th Avenue, Miami, FL 33169
Phone: (305) 623-5335 Fax: (305) 623-5337
miami@edlen.com

EXHIBITOR:		BTH #	
EVENT:	South Florida Condo & HOA April		
FACILITY:	James L. Knight International Center		
DATES:	April 9th, 2019	EVENT #	049030MI

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

COMPLETE THE STEPS BELOW TO PLACE UTILITY ORDERS

Step 1 Complete the Method of Payment

This form must be completed and returned with the order forms below.

Step 2 Complete Utility Order Forms as Required

- A. Electrical Order

Step 3 Review Electrical Labor Instructions

This form will help you determine if you require electrical labor in your booth.

- A. What electrical work in your booth space needs to be performed by Edlen Electricians.
- B. How power is delivered to your booth in the facility (from the floor or ceiling).
- C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

Step 4 Complete Additional Labor Forms as Required

Forms include the following:

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.

Step 5 Complete the Electrical & Plumbing Layout Forms (if applicable)

All island booths must return an electrical layout and plumbing layout (if applicable) indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth.

METHOD OF PAYMENT

Advance Payment Deadline Date: 03/19/19



The Power People

ELECTRICAL EXHIBITION SERVICES

16110 NW 13th Avenue, Miami, FL 33169
Phone: (305) 623-5335 Fax: (305) 623-5337
miami@edlen.com

EXHIBITOR:		BTH #	
EVENT:	South Florida Condo & HOA April		
FACILITY:	James L. Knight International Center		
DATES:	April 9th, 2019	EVENT #	049030MI

FINANCIALLY RESPONSIBLE COMPANY

COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:	CELL #:		
EMAIL:			

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

ACH ELECTRONIC PAYMENT TRANSFER

Wells Fargo ABA# 121000248 Acct: 4122636046
3800 Howard Hughes Parkway, Las Vegas, NV 89169
Phone: 800.289.3557

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

BANK WIRE TRANSFER INFORMATION *

Bank transfer to Wells Fargo
Wire Transfer:
ABA#: 121000248 Acct: 4122636046
International Wire Transfer:
Swift Code: WFBIUS6S Acct: 4122636046

* Please reference the Event # listed above and your Booth # on all electronic payments.

* \$50 processing fee MUST be included with transfer.

CREDIT CARD

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

VISA MASTERCARD AMEX DISCOVER

COMPANY CHECK

Make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Please reference the Event # listed above on your remittance.

CHECK AND CREDIT CARD INFORMATION

COMPANY NAME:	
CHECK #	
CREDIT CARD NUMBER:	EXP DATE:
CARD HOLDER SIGN:	PRINT NAME:
EMAIL:	THIRD PARTY PAYMENT? YES or NO

CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:	CITY:	ST:	ZIP:
----------	-------	-----	------

SERVICE TOTALS

1. BANK WIRE TRANSFER PROCESSING FEE	
2. ELECTRICAL ORDER	
3. ESTIMATED LABOR	
4. LIGHTING ORDER	
5. PLUMBING ORDER	
SUBTOTAL	
SALES TAX due unless 3rd party providing FL DR-13 or charitable org. providing FL DR-14 must accompany order	7% SALES TAX
TOTAL DUE	

AUTHORIZATION

AUTHORIZED SIGNATURE ABOVE	
PRINT NAME ABOVE	TODAY'S DATE ABOVE

By signing and placing this order, I accept all payment policies, the terms and conditions outlined on all completed service order forms, and the Edlen General Data Protection Regulation Privacy Policy

ELECTRICAL ORDER



The Power People

ELECTRICAL EXHIBITION SERVICES

16110 NW 13th Avenue, Miami, FL 33169
 Phone: (305) 623-5335 Fax: (305) 623-5337
 miami@edlen.com

E M

Advance Payment Deadline Date: 03/19/19

EXHIBITOR:		BTH #	
EVENT:	South Florida Condo & HOA April		
FACILITY:	James L. Knight International Center		
DATES:	April 9th, 2019	EVENT #	049030MI

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

INLINE AND PENINSULA DELIVERY

The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).

ISLAND BOOTH DELIVERY ONE LOCATION

Island booths that only need power delivered to one location incur (1) hour labor charge for installation & removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.

ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS

Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.

208/480V POWER DELIVERY AND CONNECTIONS

Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order.

24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

CANCELLATIONS

Credits will not be issued for services delivered and not used. See #13, 19 & 20 on back of form for additional details.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
1000 WATTS (10 AMPS)	_____	_____	100.00	150.00	_____
2000 WATTS (20 AMPS)	_____	_____	135.00	203.00	_____

Please call for information on any services you require that are not listed here.

120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)

15' EXTENSION CORD	_____	26.00	_____
POWER STRIP	_____	26.00	_____

TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM	TOTAL	
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PRINT NAME: _____

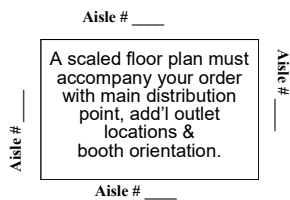
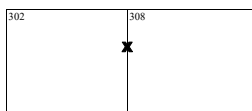
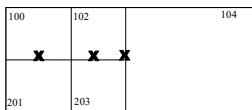
EMAIL: _____ PHONE: _____

TERMS & CONDITIONS

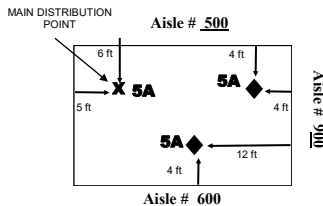
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island Booths - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
7. There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.
8. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1/2) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
9. For a dedicated outlet, order a 20 amp outlet.
10. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
11. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
12. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
13. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be issued for unused items.
14. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
15. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
16. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
17. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
18. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
19. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
20. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
21. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
22. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
23. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
24. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy, which can be reviewed by visiting <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

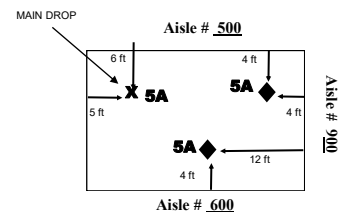
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM**

ELECTRICAL LABOR INSTRUCTIONS

Advance Payment Deadline Date: 03/19/19



The Power People

ELECTRICAL EXHIBITION SERVICES

16110 NW 13th Avenue, Miami, FL 33169
Phone: (305) 623-5335 Fax: (305) 623-5337
miami@edlen.com

EXHIBITOR:		BTH #	
EVENT:	South Florida Condo & HOA April		
FACILITY:	James L. Knight International Center		
DATES:	April 9th, 2019	EVENT #	049030MI

LABOR ORDERING INSTRUCTIONS

Step 1 Review Jurisdiction Information Below

The work outlined under Electrical Jurisdiction below must be performed by Edlen Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

Step 2 Complete the Appropriate Form

There are 2 different forms utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. This form should be completed for all island booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

Step 3 Return the following forms to Edlen

Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

ELECTRICAL JURISDICTION

WORK REQUIRING EDLEN ELECTRICIANS

1. Delivery of main power line to Island Booths only
2. Electrical distribution under carpet or overhead
3. Connection of all high voltage services
4. Hardwiring of any electrical apparatus
5. Installation of lighting hung from ceiling
6. Assembly & installation of lighting hung from truss
7. Motor, truss, rigging installation and cabling

POWER DELIVERY

Power is typically delivered from the floor in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1'6" floor space. Please call if you have any concerns.

ELECTRICAL DISTRIBUTION

Advance Payment Deadline Date: 03/19/19



The Power People

ELECTRICAL EXHIBITION SERVICES

16110 NW 13th Avenue, Miami, FL 33169
Phone: (305) 623-5335 Fax: (305) 623-5337
miami@edlen.com

EXHIBITOR:		BTH #	
EVENT:	South Florida Condo & HOA April		
FACILITY:	James L. Knight International Center		
DATES:	April 9th, 2019	EVENT #	049030MI

ELECTRICAL DISTRIBUTION UNDER CARPET

ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space. This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the "Labor Estimate" Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

- Provide an Electrical Layout Form:
 - The electrical layout must indicate each power outlet and its location with exact measurements.
 - The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
 - Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
 - If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.
- What date will you begin building your booth?
 - Date: _____ Time: _____
- Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?
 - Describe flooring: _____
 - Estimated date and time flooring installation will begin. Date: _____ Time: _____
- Show site supervisor:

Name _____ Cell # _____

Email _____ Company _____
- The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.
- In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS		DISTRIBUTION LABOR ESTIMATE		
Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	MAN HRS	RATE	TOTAL
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	ST	\$85.00	_____
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.	OT	\$170.00	_____
		LIFT RENTAL		
		HOURS	RATE	TOTAL
		_____	\$250.00	_____
TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM		ESTIMATED TOTAL		_____

AUTHORIZATION

PRINT NAME: _____ DATE: _____

Exhibitor Order Form

Presentation Partners LLC
 Email: alfredo@ppaudiovisual.com
 Office: (305) 775-7584

Service Provided By Presentation Partners

Email: alfredo@ppaudiovisual.com
 Office: (305) 775-7584

Required Customer & Delivery Information

<p>Complete payment must accompany order.</p> <p>Please check one:</p> <p><input type="checkbox"/> Check Enclosed <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard</p> <p><input type="checkbox"/> American Express <input type="checkbox"/> Discover</p> <p>Name on credit card _____</p> <p>Credit card number _____</p> <p>Exp. Date _____</p> <p>Last 3 digit back of card _____</p> <p>Authorized Signature _____</p> <p>Date _____</p>	<p>Company Name _____</p> <p>Onsite Contact Name _____</p> <p>Billing Address _____</p> <p>City _____ St. _____ Zip _____</p> <p>Phone _____ Fax _____</p> <p>Booth No. _____ Room No. _____</p> <p>Onsite Contact Cell _____</p> <p>Onsite Contact Email _____</p> <p>Delivery Date _____ Time _____</p> <p>Pickup Date _____ Time _____</p> <p>Delivery Signature _____</p>
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Video Equipment	14 day notice	Standard Rate	Qty	Show Total
32" Flat Panel Monitor 16:9 ratio XGA	\$225	\$300	x	
32" Flat Panel Monitor with <input type="checkbox"/> DVD or <input type="checkbox"/> Blu-ray & AV Cart	\$300	\$375	x	
42" Flat Panel Monitor 16:9 ratio XGA	\$450	\$525	x	
50" Flat Panel Monitor 16:9 ratio XGA	\$600	\$675	x	
60" Flat Panel Monitor 16:9 ratio XGA	\$825	\$900	x	
70" Flat Panel Monitor 16:9 ratio XGA	\$1050	\$1200	x	
DVD Player	\$75	\$125	x	
Blu-ray Player	\$110	\$150	x	
Monitor Pole Stand <input type="checkbox"/> with Shelf or <input type="checkbox"/> without Shelf	\$100	\$125	x	
Audio Equipment				
Wireless Microphone <input type="checkbox"/> Lavalier <input type="checkbox"/> Handheld	\$200	\$250	x	
Two Speaker Sound System with Wired Microphone	\$375	\$450	x	
Computer Equipment				
24" LCD Flat panel Multi-sync monitor	\$175	\$225	x	
Desktop: Pentium CTD, 2gb ram, 80gb HD, DVD, CDRW-ROM, Ethernet	\$225	\$275	x	
Notebook: Pentium CTD, 3gb ram, 200gb HD, DVD-RW, Ethernet, Wireless N	\$250	\$300	x	
Laser Printer (Black and White)	\$220	\$270	x	
Presentation Equipment				
XGA LCD Projector (3500 Lumens)	\$450	\$600	x	
Tripod Screen with Skirt <input type="checkbox"/> 6' <input type="checkbox"/> 7' <input type="checkbox"/> 8'	\$90	\$110	x	
AV Cart Skirted w/ Power <input type="checkbox"/> 54" <input type="checkbox"/> 48" <input type="checkbox"/> 34"	\$60	\$90	x	
Wireless Presenter Mouse with built-in Laser Pointer	\$55	\$75	x	
Flipchart with Pad and Markers	\$75	\$95	x	
White Board 3'x5'	\$150	\$175	x	

Order Instructions:

- *Tax will be charged on all orders without Tax Exempt Form
- **A 20% Service Charge (nontaxable) will apply to all orders.
- Must be present when equipment is delivered.
- Special requests accepted please contact us directly

Subtotal		
Labor		
**Service Charge	20%	
*Sales Tax	7%	
TOTAL		



Exhibitor Ethernet Service Order Form

James L. Knight Center



Email completed form to tyanez@singledigits.com

Customer Information				Show Information	
Company Name		Ordering Contact E-mail		Booth Number	
Ordering Contact		Ordering Contact Phone		Set Up Date	
On-Site Contact		On-Site Cell Phone		Set Up Time	
Company Address				Strike Date	
City	ST:		Zip:	Strike Time	
Show Name				Show Dates	

High Speed Ethernet Access (Per Booth) Exhibitor HSIA Services are Billed per Event	QTY		Discount Rate (1) (Must be ordered at least 30 days before the event)	Standard Rate	Total
1 Wired Connection		X	\$500.00	\$900.00	
Up to 2 Wireless Internet Connections(s)		x	\$250.00	\$350.00	
Additional Services (Billed as One Time Fee)	QTY		Discount Rate(1)	Standard Rate	
Additional Wired Connection(s) – Each		x	\$100.00	\$150.00	
Additional Wireless Connection(s) – Each		x	\$50.00	\$75.00	
QTY					
Installation & Set Up Fee (per booth) – Service Charge (Must include towards grand total)		x	24%	24%	
				Grand Total	

- Orders received with payment 30 days prior to first show date qualify for discount
- Client must pay for each device connected to the network regardless of addressing scheme used.
- Cables and 10/100 auto sensing switches are included in Multiple device orders. *Subject to a \$150 replacement charge if switch is not returned or damaged after use.

Booth Layout Diagram
Provide orientation and mark service with an (x) for desired location



Authorized Signature: _____ Date: _____

Tony Yanez p: 305.490.4524e-mail: tyanez@singledigits.com



Exhibitor Ethernet Service Order Form

James L. Knight Center



1. **Exhibitor & Payment Forms:** Please ensure all information is accurate and complete. Incomplete or missing information may delay service delivery. If you need assistance or have questions, please contact Tony Yanez by e-mail at tyanez@singledigits.com or by phone at 305.490.4524.
2. **Service Location:** Please ensure that you have indicated the desired drop location at the bottom of the order form. If your booth is larger than the standard 10x10 booth, please contact Tony Yanez by e-mail at tyanez@singledigits.com or by phone at 305.490.4524.
3. **Additional Devices:** Exhibitors are not permitted to place the following network devices on the network without prior approval. (Hubs, switches, routers, servers, routers or access points) These devices may cause issues across the entire network if not properly configured. If you are planning on using one of these devices in your booth please contact Tony Yanez by e-mail at tyanez@singledigits.com or by phone at 305.490.4524.
4. **Additional Services Available upon Request:** *Advanced networking solutions such as wireless access, VLAN's, and dedicated bandwidth are available upon request.* Please contact Tony Yanez by e-mail at tyanez@singledigits.com or by phone at 305.490.4524.
5. **Placing an order:** Please place your order by e-mailing all completed documents to:

Tony Yanez

Phone: 305.490.4524

tyanez@singledigits.com

6. **Required document to complete order:**
 - a. A completely filled out order form.
 - b. A completely filled out payment form.
 - c. Please make sure everything is signed.
7. **We will contact you within 48 hours to confirm your order.**

Payment Information



Exhibitor Ethernet Service Order Form

James L. Knight Center



Company Check or Money Order: Make payable to: James L. Knight Center @ MCCC Mail To: 400 S.E. Second Avenue, Miami, FL 33131 Attn: Accounting	Grand Total (from order form) <hr/>
Will this be paid with a credit card? Yes No	
<p align="center">**If paying by credit card you will be sent a secure invoice email link to pay via James L. Knight Center's SquareUp POS account**</p>	

Once Completed please e-mail to: tyanez@singledigits.com

1. A completely filled out exhibitor form.
2. A completely filled out payment form
 - a. If paying by check, please include a copy of the check when submitting your order.

Make Checks payable to "James L. Knight Center". First, email or fax a copy of the check and the filled out order form (Email to tyanez@singledigits.com). Then mail original documents to **James L. Knight Center, ATTN: Accounting Department, 400 SE Second Avenue, Miami, Florida 33131. ***DO NOT MAKE CHECKS OUT TO SINGLE DIGITS INC DIRECTLY*****

3. Make sure both the payment form and exhibitor form are signed.

By placing this order, the undersigned agrees to the terms and conditions, limited liability and acceptable use policy as stated on the back of this form.

Authorized Signature: _____ **Date:** _____



Exhibitor Ethernet Service Order Form

James L. Knight Center



1. **Services.** Single Digits network management services (the "Services") may include connection to the Internet. In order to provide Internet connectivity, Single Digits shall: (a) manage all data circuits; (b) provide on-site technical assistance, as needed and in the reasonable discretion of the parties; and (c) provide a twenty-four (24)-hour telephone support and monitoring of all network and access points from its network operations center.

2. **Configuration by Single Digits.** In the event that Single Digits configures any of Customer's hardware and/or software so that the Customer may use the Services, such configuration shall be undertaken with reasonable care and in keeping with standard industry practices. Under no circumstances shall Single Digits be liable to Customer for any damage caused by such configuration, and Single Digits makes no representation or warranty that any such configured hardware or software shall be in fact be compatible with the Services or returned to its original condition or configuration at any time. Any re-configuration of Customer's hardware and/or software shall be undertaken by Customer at its sole risk and expense.

3. **Limitation of Security.** Customer acknowledges that messages sent over the Internet are not guaranteed to be completely secure, and Customer shall not hold Single Digits responsible for any damages caused by any delay, loss, diversion, alteration or corruption of any messages or data which are sent or received through or by means of the Services. Communications over the Internet may be subject to interruption, transmission blackout, delayed transmission due to Internet traffic or incorrect data transmission due to the public nature of the Internet or otherwise, and Single Digits shall not be liable for any loss or damage resulting therefrom. All activities conducted in connection with Customer's use of the Services are at Customer's own risk. Single Digits does not warrant the security of any information Customer may forward or be requested to provide to any third parties.

4. **Virus Protection.** Virus Protection is the Customer's responsibility. In the event that the Customer introduces a device infected with a virus, or whose device contracts a virus while connected to the network, it is the Customer's responsibility to remove the infected device from the network until the virus is eliminated. Single Digits will assist the Customer in the event of a virus by using standard troubleshooting methods and consultation. Single Digits will not provide any virus-protection software. Pre-arranged fees and charges agreed upon by the Customer will still apply in the event of network complications due to Customer's virus-infected device.

5. **No Warranties.** Customer acknowledges that it is technically impracticable to provide Services free of faults, and Single Digits does not undertake to do so. Single Digits hereby warrants that it shall perform the Services in accordance with the terms hereof. **SERVICES ARE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS AND ALL OTHER WARRANTIES ARE HEREBY EXPLICITLY DISCLAIMED, INCLUDING WITHOUT LIMITATION, ANY AND ALL WARRANTIES OF MERCHANTABILITY AND/OR WARRANTIES OF FITNESS FOR ANY PARTICULAR PURPOSE.** Without limiting the foregoing, it is agreed and understood that while Single Digits is obligated to facilitate connectivity to the Internet as a part of the provision of the Services, Single Digits makes no representation whatsoever as to the functionality of the Internet itself. Customer acknowledges that ultimate connectivity to the Internet depends in substantial part on the capacity of hardware, software and other means and devices which are beyond the ability of Single Digits to control or manage.

6. **Limitation of Liability.** Neither Party nor its affiliates shall be liable to each other or any third party on account of any claim; loss; lost revenues or profits; consequential, indirect, incidental or punitive damages; costs; court costs and attorneys' fees; expense or liability suffered, incurred or sustained from any cause arising from or relating to this Agreement, including, without limitation, damages claimed as a result of any temporary or permanent failure of availability or performance of the Services, unless such claim, loss, damage, cost, expense or liability stems from the willful breach or gross negligence of either party relating to its obligations under this Agreement. Each Party's entire liability for any claim, loss, damage or expense from any cause arising out of or related to this Agreement, whether based on contract, tort, warranty or on any other legal or equitable ground shall be limited solely to money damages and shall in no event exceed sums actually paid for the Services provided pursuant to this Agreement.

7. **Indemnification.** Each Party shall indemnify and hold harmless the other, the owner and manager of the property where the Services are provided, as well as each such party's officers, directors, employees, agents and assigns, from and against any claims which may result from damages caused to either Party and/or any third parties by virtue of the Parties' use of the Services and any failure thereof and all loss, cost, damage, expense or liability, including, without limitation, reasonable court costs and attorneys' fees, arising out of, in whole or in part, directly or indirectly, intentional violations of any applicable law or governmental regulation by either Party. Further, Customer acknowledges that Single Digits has no control over the content of information transmitted by Customer or its users and that Single Digits does not examine the use to which Customer or its users put the Services or the nature of the information Customer or its users send or receive. Customer shall indemnify and hold Single Digits, its stockholders, officers, directors, employees and agents harmless from any and all loss, cost, damage, expense or liability relating to or arising out of the transmission, reception, and/or content of information of whatever nature transmitted or received by Customer or its users.

8. **Service Interruptions, Modifications, and Instructions.** Customer agrees that Single Digits may, as required in its sole discretion: (a) temporarily suspend the Services for the purpose of repair, replacement, maintenance or improvement of any of Swisscom's equipment, software or telecommunication services; (b) vary the technical specification of the Services for any reason; or (c) give instructions about the use of the Services resulting from any applicable law, rule, or regulation. Such instructions shall be deemed to form part of this Agreement.

9. **Dispute Resolution.** In the event that this Agreement and/or the Services become the subject of a dispute between the parties, such dispute shall be resolved between the parties exclusively through arbitration, in accordance with this Section 9 and the commercial dispute resolution procedures of the American Arbitration Association. Each party shall select one person to act as an arbitrator, and a third arbitrator shall be chosen by the first two arbitrators (such three arbitrators, the "Panel"). The judgment on the award rendered by the Panel may be entered in any court having competent jurisdiction and shall be final, non-appealable and conclusive and binding upon the parties. The arbitration shall be held in the venue in which the event takes place. Each party shall bear its own expenses incurred in any such arbitration. The arbitrator shall not be empowered to award costs, fees or damages in excess of the limitations imposed herein to either party.

10. Miscellaneous.

A. **Force Majeure.** Single Digits shall not be liable for its failure to perform of its obligations against Customer and anyone using or accessing the Services by or through the Services if such failure results from delays, failure to perform, damages, losses or destruction, or malfunction of any equipment or any consequence thereof caused or occasioned by, or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failures, explosions, civil disturbances, governmental actions, shortages of equipment for supplies, general disruption of the Internet, unavailability of transportation, acts or omissions of third parties, acts of God, or any other cause beyond Single Digits reasonable control.

B. **No Waiver.** The failure of either party to enforce or insist upon compliance with any of the provisions herein or the waiver thereof, in any instance, shall not be construed as a general waiver or relinquishment of any other provision hereof.

C. **Binding Effect; Amendment.** This Agreement shall be binding upon and enforceable against Customer and anyone using or accessing the Services by or through Customer, as an employee, agent, invitee or otherwise, and Customer shall be responsible for the conduct of such persons. This Agreement may not be amended except by an instrument in writing, executed by the parties.

D. **Notices.** All notices, requests, consents, and other communications hereunder shall be in writing and shall be deemed effectively given and received upon delivery in person, or one business day after delivery by national overnight courier service or by telecopier transmission with acknowledgment of transmission receipt, in each case addressed to the parties to this Agreement.

E. **Merger.** This Agreement supersedes and merges all prior agreements, promises, understandings, statements, representations, warranties, indemnities and covenants and all inducements to the placing and accepting of this Agreement relied upon by either party herein, whether written or oral, and embodies the parties' complete and entire agreement with respect to the subject matter hereof. No statement or agreement, oral or written, made before the execution of this Agreement shall vary or modify the written terms hereof in any way whatsoever.

F. **Third Party Beneficiaries/Parties in Interest.** This Agreement has been made and is made solely for the benefits of parties, and their respective successors and permitted assigns. Nothing herein or in this Agreement is intended to confer any rights/remedies on any third party.

G. **Relationship of the Parties.** Each party hereto shall conduct itself under this Agreement as an independent contractor and not as an agent, partner, joint venturer or employee of the other party, and shall not bind or attempt to bind the other party to any contract. Nothing contained herein or in this Agreement shall be deemed to form a partnership or joint venture between the parties.

H. **Severability.** If any term or provision of this Agreement is determined to be illegal, unenforceable, or invalid in whole or in part for any reason, such illegal, unenforceable, or invalid provisions or part(s) thereof shall be stricken therefrom and such provision shall not affect the legality, enforceability, or validity of the remainder of this Agreement. If any provision, or part thereof, of this Agreement is stricken in accordance with the provisions of this section, then the stricken provision shall be replaced, to the extent possible, with a legal, enforceable, and valid provision that is as similar in tenor to the stricken provision as is legally possible.

I. **Governing Law.** This Agreement shall be governed by the laws of the Commonwealth of Virginia, regardless of its laws regarding conflicts of laws.



Exhibit Services

Reliable trade show shipping services





The show must go on!

YRC Freight is ready to customize transportation solutions for any exhibit shipment, any size load, delivering great service, savings and simplicity.

After the show, specify YRC Freight for the move out on the materials handling agreement (MHA), then give us a call. We'll take it from there.

And if others handle your trade show shipping, remember to tell them about YRC Freight savings and service.

Delivering confidence at the show

- 100% inbound service guarantee* at no additional cost
- On-site Exhibit managers monitor your inbound shipments for on-time, smooth move ins
- Time-Critical expedited
- Comprehensive North American coverage and online visibility

Giving you more for your money

- Lowest trade show shipping fees in the industry
- 30 days free storage prior to the show; a great way to save when moving from show to show
- No detention fees at trade shows
- No extra fees for weekend/after-hour pickups

Keeping it simple for you

- Exhibit customer service representatives available 24/7; call 1-800-531-EXPO (3976)
- Around-the-clock assistance with quotes, bookings, tracking or expediting
- Single-shipment transportation for your entire display
- Online shipment visibility throughout the move on my.yrcfreight.com
- Specialized Brokerage services designed specifically for cross-border trade show shipping needs

* Subject to applicable Tariffs and Rules and Conditions publications.

yrcfreight.com | 800.531.EXPO (3976) |  Live Chat



Accent

TRADESHOW & EVENT FURNISHINGS

CUSTOM FURNITURE



Accent on Service...
Accent on Excellence

www.GetAccent.com

CORDOBA... BLACK LEATHER



CM-1 Cordoba Sofa - Black Leather



CM-2 Cordoba Loveseat - Black Leather



CM-3 Cordoba Chair - Black Leather

CM-1 Sofa - Black Leather
80"L x 31"D x 33"H

CM-2 Loveseat - Black Leather
56"L x 31"D x 33"H

CM-3 Chair - Black Leather
33"L x 31"D x 33"H



CHARGED!



CONCORD... WHITE LEATHER



C-4 Concord Sofa - White Leather



 C-4C Concord Sofa w/ Charging Console - White Leather



C-5 Concord Loveseat
White Leather



 C-5C Concord Loveseat w/ Charging Console
White Leather



C-6 Concord Chair
White Leather

C-4 Sofa - White Leather 79.5"L x 32"D x 34.5"H	C-5 Loveseat - White Leather 56"L x 32"D x 34.5"H	C-6 Chair - White Leather 33"L x 32"D x 34.5"H
C-4C Sofa - White Leather w/ Charging Console 87"L x 32"D x 34.5"H	C-5C Loveseat - White Leather w/ Charging Console 63.5"L x 32"D x 34.5"H	



CONCORD



CONTEMPO...WHITE OR BLACK LEATHER



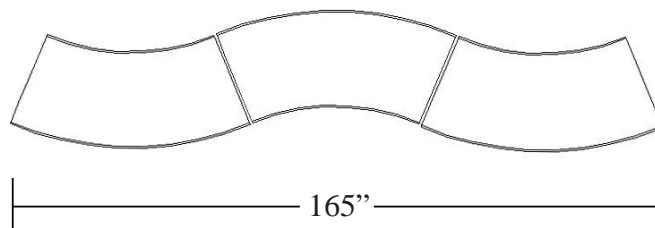
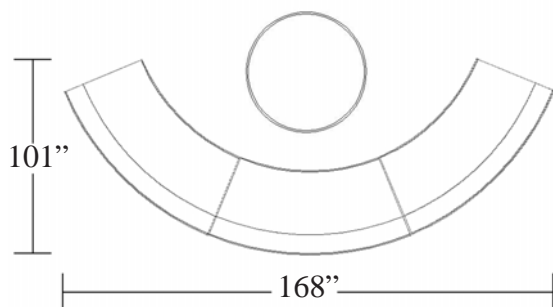
- I-1 Contempo Curve Sofa
White Leather
- I-4 Contempo Curve Sofa
Black Leather



- I-2 Contempo Curve Bench
White Leather
- I-5 Contempo Curve Bench
Black Leather



- I-3 Contempo Round Ottoman
White Leather
- I-6 Contempo Round Ottoman
Black Leather



I-1 Curve Sofa - White Leather
71"L x 34"D x 30"H

I-4 Curve Sofa - Black Leather
71"L x 34"D x 30"H

I-2 Curve Bench - White Leather
71"L x 34"D x 17"H

I-5 Curve Bench - Black Leather
71"L x 34"D x 17"H

I-3 Round Ottoman - White Leather
40"L x 40"D x 17"H

I-6 Round Ottoman - Black Leather
40"L x 40"D x 17"H

LAREDO... BLACK LEATHER



C-1 Laredo Sofa - Black Leather



C-2 Laredo Loveseat - Black Leather



C-3 Laredo Chair - Black Leather

SOUTH BEACH... WHITE OR RED LEATHER



E-1 South Beach Sofa - White Leather
 E-4 South Beach Sofa - Red Leather



E-2 South Beach Chair - White Leather
 E-5 South Beach Chair - Red Leather



E-3 South Beach Bench - White Leather
 E-6 South Beach Bench - Red Leather

C-1 Sofa - Black Leather
 77"L x 34"D x 32"H

C-2 Loveseat - Black Leather
 54"L x 34"D x 32"H

C-3 Chair - Black Leather
 32"L x 34"D x 32"H

E-1 Sofa - White Leather
 85"L x 34"D x 32"H

E-2 Chair - White Leather
 53"L x 34"D x 32"H

E-3 Bench - White Leather
 53"L x 27"D x 16"H

E-4 Sofa - Red Leather
 77"L x 34"D x 32"H

E-5 Chair - Red Leather
 53"L x 34"D x 32"H

E-6 Bench - Red Leather
 53"L x 27"D x 16"H



MELROSE... RED SUEDE



G-1 Melrose Sofa - Red Suede



G-2 Melrose Chair - Red Suede



G-3 Melrose Bench - Red Suede

G-1 Sofa - Red Suede
78"L x 41"D x 30"H

G-2 Chair - Red Suede
40"L x 36"D x 30"H

G-3 Bench - Red Suede
61"L x 21"D x 17"H



MODERN... WHITE LEATHER & CHROME

H-5 Modern Sofa
White Leather
72"L x 31"D x 26"H

H-6 Modern Chair
White Leather
35"L x 32"D x 27"H



H-5 Modern Sofa - White Leather



H-6 Modern Chair - White Leather

I-10 Da Vinci Sofa
White Leather
74"L x 35"D x 36"H
Flat (74"L x 48"D x 18"H)



I-10 Da Vinci Sofa - White Leather



Sofa Folds into Flat Bench

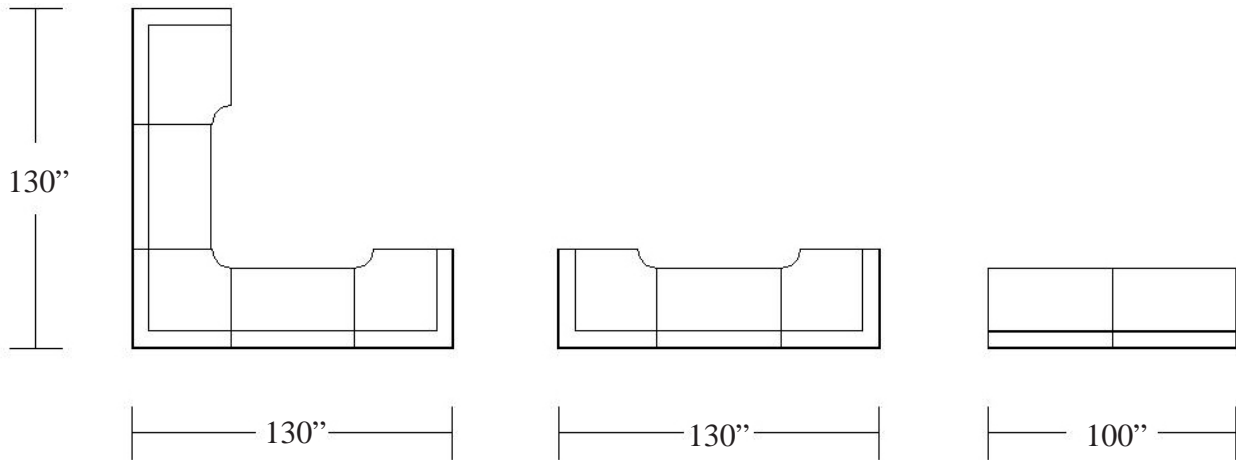


MONTE CARLO...WHITE OR BLACK LEATHER



- H-1 Monte Carlo Loveseat
Black Leather
- H-3 Monte Carlo Loveseat
White Leather

- H-2 Monte Carlo Corner
Black Leather
- H-4 Monte Carlo Corner
White Leather



H-1 Loveseat - Black Leather
50"L x 38"D x 29"H

H-2 Corner - Black Leather
40"L x 40"D x 29"H

H-3 Loveseat - White Leather
50"L x 38"D x 29"H

H-4 Corner - White Leather
40"L x 40"D x 29"H



UPTOWN... BLACK SUEDE



A-1 Uptown Sofa - Black Suede



A-2 Uptown Loveseat - Black Suede



A-3 Uptown Chair - Black Suede



A-4 Uptown Bench - Black Suede

A-1 Sofa - Black Suede
83"L x 32"D x 32"H

A-2 Loveseat - Black Suede
59"L x 32"D x 32"H

A-3 Chair - Black Suede
39"L x 32"D x 32"H

A-4 Bench - Black Suede
61"L x 20"D x 17"H



NEWPORT... TAN SUEDE



B-1 Newport Sofa - Tan Suede



B-2 Newport Loveseat - Tan Suede



B-3 Newport Chair - Tan Suede

B-1 Sofa - Tan Suede
79"L x 34"D x 32"H

B-2 Loveseat - Tan Suede
54"L x 34"D x 32"H

B-3 Chair - Tan Suede
32"L x 34"D x 32"H



ACCENT CHAIRS...

F-7 Stage Chair
Black Leather
27"L x 23"D x 35"H

F-8 Stage Chair
Burgundy Leather
27"L x 23"D x 35"H

F-9 Stage Chair
White Leather
27"L x 23"D x 35"H



F-7



F-8



F-9

I-9 Glove Chair - White Leather
30"L x 30"D x 32"H

E-18 Aspen Chair
White Leather
30.5"L x 28"D x 30"H



I-9



E-18



F-1



F-2



F-3



F-4



F-5



F-6

F-1 Barcelona Chair - Red Leather
31"L x 35"D x 33"H

F-2 Barcelona Ottoman - Red Leather
24"L x 24"D x 17"H

F-3 Barcelona Chair - White Leather
31"L x 35"D x 33"H

F-4 Barcelona Ottoman - White Leather
24"L x 24"D x 17"H

F-5 Barcelona Chair - Black Leather
31"L x 35"D x 33"H

F-6 Barcelona Ottoman - Black Leather
24"L x 24"D x 17"H

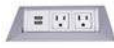


CHARGED!

**Electric Required for following CHARGED products*



E-14C



E-15C



M-5J



I-1C



P-13C

E-14C Tall Pub Table - White Charged
60"L x 25"D x 42"H

E-15C Short Pub Table - White Charged
60"L x 25"D x 30"H

ADD LIGHTING
*E-UL Under Lighting Add-on
*Available on E-8C, E-14C, and E-15C

M-5J Bar Table - White/Chrome Charged
30"Dia x 42"H

I-1C Contempo Curve Sofa
White Leather - Charged
71"L x 34"D x 30"H

P-13C White Laminant
Conference Table - Charged
53"L x 33"D x 29"H



CHARGED!

**Electric Required for following CHARGED products*



E-11 Charged Sofa
White Leather



E-12 Charged Loveseat
White Leather



E-13 Charged Chair
White Leather



E-11 Sofa - White Leather - Charged
72"L x 31"D x 32"H

E-12 Loveseat - White Leather - Charged
55"L x 31"D x 32"H

E-13 Chair - White Leather - Charged
33"L x 31"D x 32"H



E-10C

White Cube End Table - Charged
(Multi Device Charging Cable)



D-6C

Black Cube End Table - Charged
(Multi Device Charging Cable)



E-8C

E-10C End Table - White Cube - Charged
20"L x 20"D x 20"H

D-6C End Table - Black Cube - Charged
24"L x 24"D x 20"H

E-8C Cocktail - White Rectangle - Charged
47"L x 23"D x 16"H

OCCASIONAL TABLES...



I-7



I-8



A-10



A-11



B-4



B-5



D-4



D-5



D-6

** Also Available Charged (D-6C)*

I-7 Cocktail - Chrome / Glass
45" L x 32" D x 18" H

A-10 Cocktail - Black / Glass
48" L x 24" D x 17" H

B-4 Cocktail - Natural
48" L x 24" D x 17" H

D-4 Cocktail - Black Square
30" L x 30" D x 16" H

I-8 End Table - Chrome / Glass
21" Dia x 21" H

A-11 End Table - Black / Glass
21" L x 21" D x 21" H

B-5 End Table - Natural
24" Dia x 21" H

D-5 Cocktail - Black Cylinder
30" Dia x 15" H

D-6 End Table - Black Cube
24" L x 24" D x 20" H



OCCASIONAL TABLES...



E-7



E-8



E-9

** Also Available Charged (E-8C)*



E-10

** Also Available Charged (E-10C)*



E-19



CM-4



CM-5



CM-6



CM-7

E-7 Cocktail - White Square
31"L x 31"D x 15"H

E-8 Cocktail - White Rectangle
47"L x 23"D x 16"H

E-9 End Table - White Square
20"L x 20"D x 19"H

E-10 End Table - White Cube
20"L x 20"D x 20"H

E-19 Side Table - White
10"L x 18"D x 25"H

CM-4 Cocktail Table - Wood Grain
44"L x 22"D x 17"H

CM-5 End Table - Wood Grain
19.5"L x 19.5"D x 21"H

CM-6 Cocktail Table - White
44"L x 22"D x 17"H

CM-7 End Table - White
19.5"L x 19.5"D x 21"H



OTTOMANS & BENCHES...

- J-12 Black Cube Ottoman
17"L x 17"D x 17"H
- J-13 Orange Cube Ottoman
17"L x 17"D x 17"H
- J-14 White Cube Ottoman
17"L x 17"D x 17"H
- J-15 Red Cube Ottoman
17"L x 17"D x 17"H
- J-16 White Swivel Ottoman
18"Dia x 17.25"H
- J-17 Orange Swivel Ottoman
18"Dia x 17.25"H
- J-18 Black Swivel Ottoman
18"Dia x 17.25"H
- G-4 LED Cube - Glow
20"L x 20"D x 20"H
- J-10 White Storage Cube
18"L x 18"D x 17"H
- J-11 Black Leather Ottoman
18"L x 18"D x 18"H



J-12



J-13



J-14



J-15



J-16



J-17



J-18



GLOW G-4
ADJUSTABLE COLORS



J-10



J-11



E-6



E-3



J-19



A-4

- E-6 South Beach Bench
Red Leather
53"L x 27"D x 16"H
- E-3 South Beach Bench
White Leather
53"L x 27"D x 16"H
- J-19 Rustic Wood Bench
59"L x 16"D x 17.5"H
- A-4 Uptown Bench
Black Suede
61"L x 20"D x 17"H

WORK STATIONS...



E-14

**Also Available Charged (E-14C)*



E-15

**Also Available Charged (E-15C)*

E-14 Tall Pub Table - White
60"L x 25"D x 42"H

E-15 Short Pub Table - White
60"L x 25"D x 30"H

O-10 Parson Desk - Black
48"L x 24"D x 29"H

J-20 Work Station - Black
57"L x 24"D x 40"H

J-21 Work Station - White
57"L x 24"D x 40"H



O-10



J-21



J-20

L-24 Anaheim Chair - White
18"L x 20"D x 36"H

J-1 Dynamic Chair - Black
23"L x 24"D x 32"H

J-2 Dynamic Chair - Green
23"L x 24"D x 32"H

J-3 Dynamic Chair - Orange
23"L x 24"D x 32"H

J-4 Dynamic Chair - White
23"L x 24"D x 32"H

L-3 Maple / Chrome Chair
16"L x 18"D x 31"H

L-9B Chair - Black / Chrome
16"L x 18"D x 31"H

L-9R Chair - Red / Chrome
16"L x 18"D x 31"H

L-9W Chair - White / Chrome
16"L x 18"D x 31"H

K-5 Euro Chair - Black
22"L x 23"D x 28"H

K-6 Jet Black Chair
16"L x 18"D x 31"H

M-16 Gunmetal Chair
18"L x 21"D x 34"H

L-21 Chrome Chair
24"L x 18"D x 29"H

M-1 Chair - Blue / Black
20"L x 20"D x 32"H

M-3 Chair - Red / Black
20"L x 20"D x 32"H

M-3B Chair - Black / Black
20"L x 20"D x 32"H



L-24

SEATING... CHAIRS



J-1



J-2



J-3



J-4



L-3



L-9B



L-9R



L-9W



K-5



K-6



M-16



L-21



■ M-1 Blue / Black

■ M-3 Red / Black

■ M-3B Black / Black



L-7W

L-1 Table - Maple / Chrome
30" Dia x 29"H

L-2 Table - Maple / Chrome
36" Dia x 29"H

L-7W Table - White / Chrome
30" Dia x 29"H

L-7S Table - White Square
30" L x 30" D x 29"H

L-7 Table - Black / Chrome
30" Dia x 29"H

L-8 Table - Black / Chrome
36" Dia x 29"H

K-1 Table - Black
24" Dia x 29"H

K-2 Table - Black
30" Dia x 29"H

K-3 Table - Black
36" Dia x 29"H

K-4 Table - Black
42" Dia x 29"H

L-7R Table - Rustic
30" L x 30" D x 30" H

L-20 Table - Chrome
30" Dia x 29" H

L-14 Glass Table - Black
(Rounded Corners)
42" Dia x 29" H

L-15 Glass Table - Chrome
36" Dia x 29" H

SHORT TABLES...



L-1 (30"Diam)
L-2 (36"Diam)



L-7W



L-7S



L-7 (30"Diam)
L-8 (36"Diam)



K-1 (24"Diam)
K-2 (30"Diam)
K-3 (36"Diam)
K-4 (42"Diam)



L-7R



L-20



L-14



L-15

L-6 Barstool - Maple / Chrome
16"L x 18"D x 42"H

L-12W Barstool - White / Chrome
16"L x 18"D x 42"H

L-12B Barstool - Black / Chrome
16"L x 18"D x 42"H

L-12R Barstool - Red / Chrome
16"L x 18"D x 42"H

L-18 Swivel Stool
White / Chrome - Adj
15"L x 15"D x 25" - 33"H

L-18B Swivel with Back
White / Chrome - Adj
23"L x 17"D x 42"H

L-19 Swivel Stool
Black / Chrome - Adj
15"L x 15"D x 25" - 33"H

K-10 Euro Stool - Black
21"L x 20"D x 41"H

K-11 Jet Black Stool
16"L x 18"D x 42"H

L-23 Stool - Chrome
20"L x 16"D x 39"H

M-6 Curve Barstool
White / Chrome - Adj
17"L x 18"D x 35"H

M-14 Crescent Stool
White / Chrome - Adj
22"L x 19"D x 40"H

M-15 Gunmetal Barstool
18"L x 18"D x 29"H

M-13 Scoop - White
17"L x 22" - 33"H - Adj

M-10 Scoop - Red
17"L x 22" - 33"H - Adj

M-11 Scoop - Grey
17"L x 22" - 33"H - Adj

M-12 Scoop - Black
17"L x 22" - 33"H - Adj

M-4 Barstool - Red / Black
20"L x 22"D x 45"H - Swivel

M-4B Barstool - Black / Black
20"L x 22"D x 45"H - Swivel

M-2 Barstool - Blue / Black
20"L x 22"D x 45"H - Swivel



L-6



L-12W



L-12B



L-12R

SEATING... BARSTOOLS



L-18



L-18B



L-19



K-10



K-11



L-23



M-6



M-14



M-15



□ M-13 White Scoop

■ M-10 Red Scoop

■ M-11 Grey Scoop

■ M-12 Black Scoop



■ M-4 Red / Black

■ M-4B Black / Black

■ M-2 Blue / Black



L-10 (30"Diam)
L-11 (36"Diam)

L-4 Bar Table - Maple / Chrome
30"Dia x 42"H

L-5 Bar Table - Maple / Chrome
36"Dia x 42"H

M-5 Bar Table - White / Chrome
30"Dia x 42"H

M-5S Bar Table - Square
White / Chrome
30"L x 30"D x 42"H

L-10 Bar Table - Black / Chrome
30"Dia x 42"H

L-11 Bar Table - Black / Chrome
36"Dia x 42"H

K-7 Bar Table - Black
24"Dia x 42"H

K-8 Bar Table - Black
30"Dia x 42"H

K-9 Bar Table - Black
36"Dia x 42"H

M-5R Bar Table - Square
Rustic
30"L x 30"D x 42"H

L-17 Bar Table - Glass / Chrome
31.5"Dia x 42"H

L-22 Bar Table - Chrome
30"Dia x 42"H

M-7 Gelato Table - White
24"Dia x 31" - 40"H - Adj

M-8 Gelato Table - Grey
24"Dia x 31" - 40"H - Adj

M-9 Gelato Table - Black
24"Dia x 31" - 40"H - Adj

TALL BAR TABLES...



L-4 (30"Diam)
L-5 (36"Diam)



M-5

** Also Available Charged (M-5J)*



M-5S



L-10 (30"Diam)
L-11 (36"Diam)



K-7 (24"Diam)
K-8 (30"Diam)
K-9 (36"Diam)



M-5R



L-17



L-22



M-7



M-8



M-9

N-1 Pedestal - Black
12"L x 12"D x 30"H

N-2 Pedestal - Black
12"L x 12"D x 36"H

N-3 Pedestal - Black
12"L x 12"D x 42"H

N-4 Pedestal - Grey
12"L x 12"D x 30"H

N-5 Pedestal - Grey
12"L x 12"D x 36"H

N-6 Pedestal - Grey
12"L x 12"D x 42"H

N-7 Pedestal - Black
18"L x 18"D x 36"H

N-8 Pedestal - Black
18"L x 18"D x 42"H

N-9 Pedestal - Grey
18"L x 18"D x 36"H

N-10 Pedestal - Grey
18"L x 18"D x 42"H

N-15 Pedestal - White
18"L x 18"D x 36"H

N-16 Pedestal - White
18"L x 18"D x 42"H

N-11 Pedestal - Black
24"L x 24"D x 42"H

N-12 Pedestal - Grey
24"L x 24"D x 42"H

N-13 Locking Pedestal - Black
24"L x 24"D x 42"H

N-13C Locking Pedestal - Black
(Charged) 24"L x 24"D x 42"H

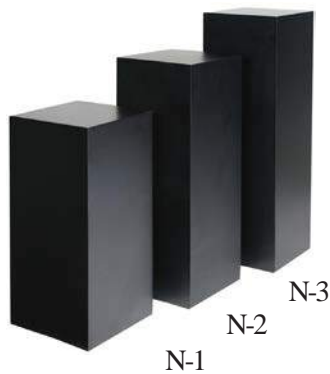
N-14 Locking Pedestal - White
24"L x 24"D x 42"H

N-14 C Locking Pedestal - White
(Charged) 24"L x 24"D x 42"H



N-13

DISPLAY PEDESTALS & KIOSKS...



N-1

N-2

N-3



N-4

N-5

N-6



N-7

N-8



N-9

N-10



N-15



N-16



N-11



N-12



■ N-13 Black
□ N-14 White



■ N-13C Black - Charged
□ N-14C White - Charged



*Electric Required for Bar Lighting Options

O-4

O-1 Martini Bar
50" L x 50" D x 47" H

O-2 Martini Bar with
Colored Lighting.
50" L x 50" D x 47" H

O-3 Cosmopolitan Bar
72" L x 27" D x 42" H

O-4 Cosmopolitan Bar with
Lighting Option
72" L x 27" D x 42" H

O-5 Reception
Counter - Black
48" L x 16" D x 42" H

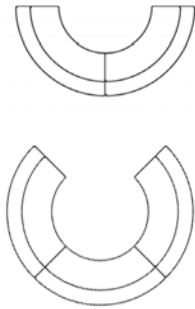
O-6 Contour
Counter with Literature
Holder - Black
45" L x 21" D x 41" H

O-7 Contour
Counter with Literature
Holder - Grey
45" L x 21" D x 41" H

BARS & RECEPTION COUNTERS...



O-1



O-2



O-3



O-5



O-6



O-7

P-16 Table - White
79"L x 36"D x 30"H

P-1 Table - Maple 6ft
72"L x 36"D x 29"H

P-2 Table - Maple 8ft
96"L x 48"D x 29"H

P-3 Table - Mahogany 6ft
72"L x 36"D x 29"H

P-4 Table - Mahogany 8ft
96"L x 48"D x 29"H

P-5 Table - Mahogany 10ft
120"L x 48"D x 29"H

P-6 Table - Honey Oak 6ft
72"L x 36"D x 29"H

P-6B Table - Honey Oak 6ft
72"L x 36"D x 29"H
(Charged)

P-6C Table - Honey Oak 8ft
96"L x 36"D x 29"H
(Charged)

P-7 Table - Black Oval 6ft
72"L x 36"D x 29"H

P-8 Table - Black Oval 8ft
96"L x 48"D x 29"H

P-9 Table - Black Oval 10ft
120"L x 48"D x 29"H

P-10 Table - Grey Oval 6ft
72"L x 36"D x 29"H

P-11 Table - Grey Oval 8ft
96"L x 48"D x 29"H

P-13 Chrome Table - White
Frosted Glass Top
53"L x 33"D x 29"H

P-14 Table - Honey Oak
42"Dia x 29"H
P-14C (Charged)

P-15 Table - Mahogany
42"Dia x 29"H

P-13C Chrome Table - White
Laminant Top - Charged
53"L x 33"D x 29"H



P-16

CONFERENCE TABLES...



P-1 6ft
P-2 8ft



P-3 6ft
P-4 8ft
P-5 10ft



P-6 6ft
P-6B 6ft - Charged
P-6C 8ft - Charged



P-7 6ft
P-8 8ft
P-9 10ft



P-10 6ft
P-11 8ft



P-13



P-14
P-14C - Charged



P-15



P-13C - Charged

CONFERENCE CHAIRS...



Q-1



Q-3



Q-4

Q-1 Leather Executive - Black
25"L x 28"D x 43"H

Q-3 Leather Izzo - White
25"L x 28"D x 42"H

Q-4 Leather Izzo - Black
25"L x 28"D x 42"H

Q-5 Jr. Executive - Black
24"L x 25"D x 38"H

Q-6 Jr. Executive - Grey
24"L x 25"D x 38"H

Q-7 Sled Chair - Black
24"L x 24"D x 32"H

Q-8 Sled Chair - Grey
24"L x 24"D x 32"H

Q-9 Breuer Chair - Black/
Chrome
19"L x 23"D x 31"H

Q-10 Breuer Chair - Grey/
Chrome
19"L x 23"D x 31"H



Q-5



Q-6



Q-7



Q-8

Q-11 Drafting Stool - Black
20"L x 23"D x 51"H
Seat Height 23"-33"H Adj

Q-12 Drafting Stool - Grey
20"L x 23"D x 51"H
Seat Height 23"-33"H Adj

Q-13 Secretarial Chair - Black
20"L x 23"D x 36"H
Seat Height 16'-21"H Adj

Q-14 Secretarial Chair - Grey
20"L x 23"D x 36"H
Seat Height 16'-21"H Adj



Q-9



Q-10



Q-11



Q-12



Q-13



Q-14

O-18 iPad Stand - White
41"H x 14"Dia Base

O-19 iPad Stand - Black
41"H x 14"Dia Base

O-22 Stanchion Pole - Chrome
39" H

O-23 Stanchion Rope
6.5' Burgundy

O-24 Stanchion Rope
6.5' Black

O-25 Park Bench - Black
50"L x 21"D x 35"H

O-11 Refrigerator
20"L x 20"D x 34"H
115 Volts / 155.25 Watts

O-12 Coat Rack
21"x 21" Base x 68"H

A-12 Floor Lamp - Silver
72"H

O-13 Free Standing Mirror
20"W x 58"H

O-14 Literature Stand
6 pocket
10"L x 9"H x 64"H

O-15 Folding Literature Stand
Silver
11"L x 15"D x 60"H

O-16 Folding Literature Stand
Black
11"L x 15"D x 60"H

O-20 Universal Tablet Stand
Adjustable from 29"H - 43.5"H



ACCESSORIES...



O-22 Stanchion Pole
O-23 Burgundy Rope
O-24 Black Rope



O-25



O-11



O-12



A-12



O-13



O-14



O-15



O-16



O-20



R-1



R-2

R-1 Etagere - Black
(Glass Shelves)
30"L x 14"D x 67"H

R-2 Etagere - Chrome
(Glass Shelves)
30"L x 14"D x 67"H

R-3 Bookcase - Grey
36"L x 12"D x 48"H

R-4 Bookcase - Black
36"L x 12"D x 48"H

R-5 Bookcase - Grey
36"L x 12"D x 72"H

R-6 Bookcase - Black
36"L x 12"D x 72"H

R-7 Filing Cabinet - Grey
(2 drawer)
15"L x 26.5"D x 28.5"H

R-8 Filing Cabinet - Black
(2 drawer)
15"L x 25"D x 28.5"H

R-9 Filing Cabinet - Black
(4 drawer)
15"L x 25"D x 52"H

R-10 Storage Cabinet - Grey
36"L x 18"D x 42"H

R-11 Storage Cabinet - Black
36"L x 18"D x 42"H

R-12 Storage Cabinet - Black
36"L x 18"D x 72"H



R-3



R-4



R-5



R-6



R-7



R-8



R-9



R-10



R-11



R-12

SHELVING & STORAGE...

S-1 Desk - Natural / Black
60"L x 30"D x 29"H

S-2 Credenza - Natural / Black
60"L x 20"D x 29"H

S-3 Desk - Honey Oak
60"L x 30"D x 29"H

S-4 Credenza - Honey Oak
60"L x 20"D x 29"H

S-5 Desk - Mahogany
60"L x 30"D x 29"H

S-6 Credenza - Mahogany
60"L x 20"D x 29"H



S-5

OFFICE... DESKS



S-1



S-2



S-3



S-4



S-5



S-6



ACCENT TRADESHOW & EVENT FURNISHINGS
 3438 Maggie Blvd. * Orlando FL 32811 * 407-648-7474
 Email order to john@getaccent.com



Orders received within 14 days of event are subject to a 20% Late Fee
 25% cancellation will be applied if canceled 7 days prior to event opening
 Check or Credit Card must accompany order

100% cancellation will be applied if canceled on day of delivery
 All showsite orders are subject to a 25% service charge
 Additional drayage fees may apply from the Contractor. Refer to your Exhibit Manual

v018.1

Item #	Description	Price	Item #	Description	Price
Lounge			F-6	Barcelona Ottaman Black	\$184.00
A-1	Uptown Black Suede Sofa	\$476.00	Stage Chairs		
A-2	Uptown Black Suede Loveseat	\$430.00	F-7	Black Stage Chair	\$185.00
A-3	Uptown Black Suede Chair	\$295.00	F-8	Burgundy Stage Chair	\$185.00
A-4	Uptown Black Suede Bench Ottoman	\$269.00	F-9	White Stage Chair	\$185.00
A-10	Black / Glass Cocktail Table	\$178.00	Lounge		
A-11	Black / Glass End Table	\$161.00	G-1	Melrose Red Swirl Sofa	\$545.00
A-12	Silver Floor Lamp	\$86.00	G-2	Melrose Red Swirl Chair	\$345.00
Lounge			G-3	Melrose Red Swirl Bench	\$269.00
B-1	Newport Tan Suede Sofa	\$476.00	Glow		
B-2	Newport Tan Suede Loveseat	\$430.00	G-4	GLOW LED Cube	\$195.00
B-3	Newport Tan Suede Chair	\$295.00	Lounge		
B-4	Natural Cocktail Table	\$178.00	H-1	Monte Carlo Black Leather Loveseat	\$448.00
B-5	Natural End Table	\$161.00	H-2	Monte Carlo Black Leather Chair	\$328.00
Lounge			H-3	Monte Carlo White Leather Loveseat	\$448.00
C-1	Laredo Black Leather Sofa	\$476.00	H-4	Monte Carlo White Leather Chair	\$328.00
C-2	Laredo Black Leather Loveseat	\$430.00	H-5	Modern White / Chrome Sofa	\$495.00
C-3	Laredo Black Leather Chair	\$295.00	H-6	Modern White / Chrome Chair	\$295.00
C-4	White Leather Sofa	\$545.00	Lounge		
C-4C	White Leather Sofa w/ Charging Console	\$595.00	I-1	Contempo White Curve Sofa	\$520.00
C-5	White Leather Loveseat	\$495.00	I-1C	Contempo White Curve Sofa - CHARGED	\$595.00
C-5C	White Leather Loveseat w/ Charging Console	\$545.00	I-2	Contempo White Curve Bench	\$316.00
C-6	White Leather Chair	\$295.00	I-3	Contempo White Round Ottoman	\$241.00
CM-1	Cordoba Black Leather Sofa	\$476.00	I-4	Contempo Black Curve Sofa	\$520.00
CM-2	Cordoba Black Leather Loveseat	\$430.00	I-5	Contempo Black Curve Bench	\$316.00
CM-3	Cordoba Black Leather Chair	\$295.00	I-6	Contempo Black Round Ottoman	\$241.00
CM-4	Cordoba Wood Grain Rectangle Cocktail Table	\$178.00	I-7	Chrome / Glass Cocktail Table	\$201.00
CM-5	Cordoba Wood Grain Square End Table	\$161.00	I-8	Chrome / Glass End Table	\$178.00
CM-6	Cordoba White Rectangle Cocktail Table	\$178.00	I-9	White / Chrome Glove Chair	\$282.00
CM-7	Cordoba White Square End Table	\$161.00	I-10	Da Vinci White Leather Sofa	\$515.00
Lounge			Chairs, Ottomans, Work Stations		
D-4	Black Cube Cocktail Table	\$184.00	J-1	Dynamic Chair - Black	\$144.00
D-5	Black Round Cocktail Table	\$184.00	J-2	Dynamic Chair - Green	\$144.00
D-6	Black Cube End Table	\$167.00	J-3	Dynamic Chair - Orange	\$144.00
D-6C	Black Cube End Table - CHARGED	\$197.00	J-4	Dynamic Chair - White	\$144.00
Lounge			J-10	White Leather Storage Cube	\$105.00
E-1	South Beach White Leather Sofa	\$545.00	J-11	Black Leather Ottoman	\$105.00
E-2	South Beach White Leather Chair	\$345.00	J-12	Black Cube Ottoman	\$105.00
E-3	South Beach White Leather Bench	\$269.00	J-13	Orange Cube Ottoman	\$105.00
E-4	South Beach Red Leather Sofa	\$545.00	J-14	White Cube Ottoman	\$105.00
E-5	South Beach Red Leather Chair	\$345.00	J-15	Red Cube Ottoman	\$105.00
E-6	South Beach Red Leather Bench	\$269.00	J-16	White Swivel Ottoman	\$105.00
E-7	White Square Cocktail Table	\$172.00	J-17	Orange Swivel Ottoman	\$105.00
E-8	White Rectangle Cocktail Table	\$172.00	J-18	Black Swivel Ottoman	\$105.00
E-8C	White Rectangle Cocktail Table - CHARGED	\$247.00	J-19	Rustic Bench	\$241.00
E-9	White Square End Table	\$161.00	J-20	Black Work Station	\$375.00
E-10	White Cube End Table	\$225.00	J-21	White Work Station	\$375.00
E-10C	White Cube End Table - CHARGED	\$255.00	Tables, Chairs, Bar Stools		
E-11	White Sofa With Outlet - CHARGED	\$595.00	K-1	Black Table 24" Dia	\$132.00
E-12	White Loveseat With Outlet - CHARGED	\$495.00	K-2	Black Table 30" Dia	\$132.00
E-13	White Chair With Outlet - CHARGED	\$395.00	K-3	Black Table 36" Dia	\$150.00
E-14	Tall White Pub Table	\$420.00	K-4	Black Table 42" Dia	\$178.00
E-14C	Tall White Pub Table - CHARGED	\$495.00	K-5	Black Euro Chair	\$120.00
E-U4L	Under-Lighting Add-On	\$50.00	K-6	Jet Black Chair	\$120.00
E-15	Short White Pub Table	\$350.00	K-7	Black Tall Bar Table 24"Dia	\$172.00
E-15C	Short White Pub Table -CHARGED	\$425.00	K-8	Black Tall Bar Table 30" Dia	\$172.00
E-18	White Aspen Chair	\$328.00	K-9	Black Tall Bar Table 36" Dia	\$184.00
E-19	White & Chrome Side Table	\$85.00	K-10	Black Bar Stool	\$145.00
Lounge			K-11	Jet Black Bar Stool	\$150.00
F-1	Barcelona Chair Red	\$395.00	L-1	Maple / Chrome Table 30" Dia	\$150.00
F-2	Barcelona Ottaman Red	\$184.00	L-2	Maple / Chrome Table 36"Dia	\$161.00
F-3	Barcelona Chair White	\$395.00	L-3	Maple / Chrome Chair	\$120.00
F-4	Barcelona Ottaman White	\$184.00	L-4	Maple / Chrome Tall Bar Table 30" Dia	\$178.00
F-5	Barcelona Chair Black	\$395.00	L-5	Maple / Chrome Tall Bar Table 36" Dia	\$184.00

Tables, Chairs, & Bar Stools				Accessories			
L-6	Maple / Chrome Bar Stool		\$150.00	O-10	Parson Desk		\$245.00
L-7	Black / Chrome Table		\$138.00	O-11	Refrigerator - 3.6 CuFt (155 Volt)		\$200.00
L-7S	White / Chrome Square Table 30"		\$138.00	O-12	Coat Rack		\$115.00
L-7R	RUSTIC Square Table 30"		\$138.00	O-13	Free Standing Mirror		\$150.00
L-7W	White / Chrome Table 30" Dia		\$138.00	O-14	Literature Stand - 6 Pocket		\$126.00
L-8	Black / Chrome Table 36" Dia		\$155.00	O-15	Silver Folding Literature Stand		\$145.00
L-9B	Black / Chrome Chair		\$120.00	O-16	Black Folding Literature Stand		\$145.00
L-9R	Red / Chrome Chair		\$120.00	O-18	Ipad Stand - White		\$126.00
L-9W	White / Chrome Chair		\$120.00	O-19	Ipad Stand - Black		\$126.00
L-10	Black / Chrome Tall Bar Table 30" Dia		\$178.00	O-20	Universal Tablet Stand		\$126.00
L-11	Black / Chrome Tall Bar Table 36" Dia		\$184.00	O-22	Chrome Stanchion (Pole only)		\$50.00
L-12B	Black / Chrome Bar Stool		\$150.00	O-23	Burgundy Rope for Stanchion (Rope Only)		\$30.00
L-12R	Red / Chrome Bar Stool		\$150.00	O-24	Black Rope for Stanchion (Rope Only)		\$30.00
L-12W	White / Chrome Bar Stool		\$150.00	O-25	Park Bench - Black		\$168.00
L-14	Glass / Black Table 42" Dia.		\$155.00	Conference Tables			
L-15	Glass / Chrome Table 36" Dia		\$150.00	P-1	6' Maple Conf. Table		\$395.00
L-17	Glass / Chrome Bar Table 28" Dia		\$195.00	P-2	8' Maple Conf. Table		\$445.00
L-18	White / Chrome Swivel Stool		\$135.00	P-3	6' Mahogany Conf. Table		\$395.00
L-18B	White / Chrome Swivel Stool w/ Back		\$150.00	P-4	8' Mahogany Conf. Table		\$445.00
L-19	Black / Chrome Swivel Stool		\$135.00	P-5	10' Mahogany Conf. Table		\$569.00
L-20	Chrome Table 30" Dia		\$155.00	P-6	6' Honey Oak Conf. Table		\$345.00
L-21	Chrome / Chrome Chair		\$120.00	P-6B	6' Honey Oak Conf. Table - CHARGED		\$445.00
L-22	Chrome Tall Bar Table 30" Dia		\$184.00	P-6C	8' Honey Oak Conf. Table - CHARGED		\$495.00
L-23	Chrome Barstool		\$145.00	P-7	6' Black Conf. Table		\$385.00
L-24	White / Chrome Anaheim Chair		\$120.00	P-8	8' Black Conf. Table		\$445.00
M-1	Blue / Black Chair		\$120.00	P-9	10' Black Conf. Table		\$569.00
M-2	Blue / Black Barstool		\$150.00	P-10	6' Grey Conf. Table		\$395.00
M-3	Red / Black Chair		\$120.00	P-11	8' Grey Conf. Table		\$445.00
M-4	Red / Black Barstool		\$150.00	P-13	4.4' Frosted Wht Glass Top/Chrome Conf. Table		\$375.00
M-4B	Black / Black Barstool		\$150.00	P-13C	4.4' White / Chrome Conference Table - Charged		\$450.00
M-5	Tall Bar Table - White / Chrome		\$175.00	P-14	42" Dia Honey Oak Round Conf. Table		\$265.00
M-5J	Tall Bar Table - White / Chrome - CHARGED		\$225.00	P-14C	42" Dia Honey Oak Round Conf. Table - CHARGED		\$295.00
M-5R	Tall Square Bar Table - Rustic / Chrome		\$175.00	P-15	42" Dia Mahogany Round Conf. Table		\$265.00
M-5S	Tall Square Bar Table - White / Chrome		\$175.00	P-16	6.5' White Conference Table		\$565.00
M-6	White / Chrome Curve Barstool		\$145.00	Conference Chairs			
M-7	Gelato Table - White		\$195.00	Q-1	Black Leather Executive Chair		\$225.00
M-8	Gelato Table - Grey		\$195.00	Q-3	White / Chrome Leather Executive Chair		\$276.00
M-9	Gelato Table - Black		\$195.00	Q-4	Black / Chrome Leather Executive Chair		\$276.00
M-10	Scoop - Red		\$145.00	Q-5	Black Jr. Executive Chair		\$190.00
M-11	Scoop - Grey		\$145.00	Q-6	Grey Jr. Executive Chair		\$190.00
M-12	Scoop - Black		\$145.00	Q-7	Black Sled Chair		\$161.00
M-13	Scoop - White		\$145.00	Q-8	Grey Sled Chair		\$161.00
M-14	White / Chrome Crescent Stool		\$150.00	Q-9	Black / Chrome Breuer Chair		\$135.00
M-15	Gunmetal Bar Stool		\$150.00	Q-10	Grey / Chrome Breuer Chair		\$135.00
M-16	Gunmetal Chair		\$120.00	Q-11	Black Drafting Stool		\$172.00
Display Pedestals				Q-12	Grey Drafting Stool		\$172.00
N-1	12x12x30 Black Pedestal		\$172.00	Q-13	Black Secretarial Chair		\$144.00
N-2	12x12x36 Black Pedestal		\$184.00	Q-14	Grey Secretarial Chair		\$144.00
N-3	12x12x42 Black Pedestal		\$195.00	Office			
N-4	12x12x30 Grey Pedestal		\$172.00	R-1	Black Etagere (Glass Shelves)		\$184.00
N-5	12x12x36 Grey Pedestal		\$184.00	R-2	Chrome Etagere (Glass Shelves)		\$184.00
N-6	12x12x42 Grey Pedestal		\$195.00	R-3	48" Grey Bookcase		\$150.00
N-7	18x18x36 Black Pedestal		\$207.00	R-4	48" Black Bookcase		\$150.00
N-8	18x18x42 Black Pedestal		\$218.00	R-5	72" Grey Bookcase		\$172.00
N-9	18x18x36 Grey Pedestal		\$207.00	R-6	72" Black Bookcase		\$172.00
N-10	18x18x42 Grey Pedestal		\$218.00	R-7	2-Dr Grey File Cabinet		\$150.00
N-11	24x24x42 Black Pedestal		\$230.00	R-8	2-Dr Black File Cabinet		\$150.00
N-12	24x24x42 Grey Pedestal		\$230.00	R-9	4-Dr Black File Cabinet		\$165.00
N-13	24x24x42 Blk Storage Kiosk Locking Door		\$316.00	R-10	42" Grey Storage Cabinet		\$165.00
N-13C	24x24x42 Blk Storage Kiosk Locking Door -CHARGED		\$381.00	R-11	42" Black Storage Cabinet		\$165.00
N-14	24x24x42 Wht Storage Kiosk Locking Door		\$316.00	R-12	72" Black Storage Cabinet		\$195.00
N-14C	24x24x42 Wht Storage Kiosk Locking Door -CHARGED		\$381.00	S-1	Natural / Black Desk		\$405.00
N-15	18x18x36 White Pedestal		\$207.00	S-2	Natural / Black Credenza		\$360.00
N-16	18x18x42 White Pedestal		\$218.00	S-3	Honey Executive Desk		\$405.00
Bars				S-4	Honey Credenza		\$360.00
O-1	Martini Bar - Black / Chrome / Glass		\$875.00	S-5	Mahogany Desk		\$405.00
O-2	Martini Bar - Black / Chrome / Glass*with Lighting		\$975.00	S-6	Mahogany Credenza		\$360.00
O-3	Cosmopolitan Bar		\$857.00				
O-4	Cosmo Bar *with Light Feature		\$975.00				
O-5	Reception Counter		\$275.00				
O-6	Black Contour Reception Counter		\$385.00				
O-7	Grey Contour Reception Counter		\$385.00				