Dear Exhibitor:

As the Official General Service Contractor, we would like to welcome you to the ReMA Gulf Coast Region Summer Convention 2024.

We have, along with Show Management, compiled this Exhibitor Services Manual to provide you with all of the necessary forms and vital information that you will need for a successful exposition experience.

In order to qualify for discount prices where available, please take time to review this manual now. To receive the discount prices your order(s) along with full payment must be received by the date indicated on the particular form. Please do not miss out on this opportunity to secure discounted prices. The savings offered to you are substantial.

Should you have any questions regarding any of the services or need assistance in planning your exhibit, please do not hesitate to contact our customer service department at 253 437 0031 or via email at operations@levyexpo.com. We will be happy to assist you in any way possible to ensure that you have a successful experience at the ReMA Gulf Coast Region Summer Convention 2024.

Thank you and we look forward to servicing your needs at ReMA Gulf Coast Region Summer Convention 2024 in Austin, TX.

Sincerely,

Levy Exposition Services, Inc.
SERVICE CONTRACTOR: LEVY EXPOSIION SERVICES INC.
14900 Interurban Avenue S., Suite 271
Seattle, WA  98168
T: 253 437 0031     F:  253 437 0032     E: operations@levyexpo.com

LOCATION: JW Marriott Austin
110 E 2nd Street
Austin, TX   78701

EXHIBITOR MOVE-IN:
Tuesday, June 25, 2024  4:00 pm – 5:30 pm
Wednesday, June 26, 2024  10:00 am – 3:30 pm

EXHIBITION DATES:
Wednesday, June 26, 2024  5:00 pm – 7:00 pm
Thursday, June 27, 2024  8:30 am – 10:45 am & 4:00 pm – 6:00 pm
Exhibits closed: 11:00 am – 3:30 pm

EXHIBITOR MOVE-OUT:
Thursday, June 27, 2024  6:00 pm – 11:00 pm

**Please note that all exhibit materials must be removed from the exhibit Facility by 11:00 pm on Thursday, June 27, 2024.

BOOTH EQUIPMENT: Each 8’ x 10’ booth space includes the following:
• 8’ high drapery backwall – black
• 3’ high drapery sidewall – black
• 1 – 6’ x 2’ skirted table – black
• 2 – chairs
• 1 - wastebasket
• 1 - 7” x 44” booth identification sign

If you require additional furnishings or services please complete and return the appropriate enclosed order form(s).

EXHIBIT FLOOR: The exhibit floor will be carpeted in ballroom grade carpeting.

CEILING HEIGHT: The ceiling height in the exhibit hall is 25’ feet.

DISCOUNT PRICE DEADLINE: In order to receive the discount rates listed on the enclosed order forms, your PAID order is to be received by June 4, 2024.

LEVY ONLINE ORDERING (LOLO): The online ordering link and instructions will be sent via email to all exhibitors. Please provide your correct contact information to the show organizer to ensure you receive all necessary show information.
SHIPPING: Please refer to the Material Handling order form in this manual for further information and associated costs.

All ADVANCE WAREHOUSE shipments should arrive between May 21, 2024 – June 18, 2024. Shipments arriving before or after these dates will incur an early/late surcharge.

Shipments sent to the advance warehouse should be consigned as follows: (Labels are provided in the Material Handling Section of the manual)

ReMA Gulf Coast 2024  
Exhibiting Company Name  
Booth # ____  
Levy Exposition Services, Inc.  
c/o Liberty CFS NV, Inc.  
1916 Waukesha Drive  
Pflugerville, TX   78660

All DIRECT shipments should not arrive prior to 8:00 am on Tuesday, June 25, 2024. Shipments arriving prior to this time will be refused.

Direct shipments should be consigned as follows: (Labels are provided in the Material Handling section of manual)

ReMA Gulf Coast 2024  
Exhibiting Company Name  
Booth # ____  
JW Marriott Austin  
c/o Levy Exposition Services, Inc.  
110 E 2nd Street  
Austin, TX   78701

DISMANTLE AND MOVE-OUT INFORMATION: All exhibitor materials MUST be removed from the facility by 11:00 pm on Thursday, June 27, 2024. To ensure that all exhibitor materials are removed by this time, please have your carrier check in no later than 9:00 pm on Thursday, June 27th. If your carrier does not check-in by this time, your shipment will be rerouted via the official carrier, Liberty CFS NV, Inc.

POST SHIPPING PAPERWORK: Our customer service center will have outbound bills of lading and shipping labels for your convenience. Please note that Levy Exposition Services Bills Of Lading’s (BOLs) MUST be filled out and turned into the service center once your materials are packed for all outbound shipments. It is vital that your carrier knows your company name and booth # when you make your outbound shipping arrangements. Additionally, if your carrier plans to use a freight forwarding company to pick up your shipment(s), you MUST include this company’s name as well as the actual shipping company’s name on the bill of lading that you fill out. In the event someone other than the company listed on your outbound bill of lading arrives to pick up your shipment, it will be rerouted via the official show carrier.
SAFETY RULES

Exhibitors must provide adequate space within the exhibit to allow for the comfort and safety of persons watching demonstrations and/or placing orders. Each exhibitor is responsible for keeping the aisles near their booth free of congestion which may be caused by such demonstrations and/or order placement.

Aisles MUST remain free and clear of all obstructions. If chairs are being used as part of your exhibit, they MUST remain inside your booth space. Chairs in the aisle constitute a violation of fire codes and are also considered a booth violation.

Do not run electrical cords or position displays and/or product in such a way as to pose a safety hazard for attendees and company personnel who will traffic into booth areas.

Do not store cardboard cartons or packing materials in booth areas, as this is a violation of fire codes and poses a safety hazard.

Do not place product samples, whether on tables or free-standing displays, at the edge of the aisle, or in the case of an island booth, on shelving units on an outside wall. All portions of an Exhibitor’s display must be contained within his/her assigned booth space, including chairs placed at the edge of an aisle.

At the close of the exhibit hall, please keep clear of all aisles including exhibit material and/or product. During the first two or three hours after the close of the exhibit hall, there is ample traffic in the aisles including but not limited to forklift traffic returning empty containers.
UNION JURISDICTIONS FOR THE DALLAS / FT. WORTH AREA

THE FOLLOWING GUIDELINES APPLY IN THE DALLAS / FT. WORTH AREA:
We are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction that the various unions have, we ask that you read the following:

ELECTRICAL LABOR & PLUMBING
Responsible for assembly, installation, and dismantling of anything that uses electricity as a source of power to the building electrical system. This includes:
- Electrical wiring
- Electrical signs
- Multiple TV and VCR connections
- Videotaping using multiple video cameras, including camera operation, audio and lighting

Responsible for all plumbing supplies. This includes:
- Air
- Water
- Gas lines
- Tanks and venting

TEAMSTER LABOR - TEAMSTER UNION LOCAL 745
The Teamsters Union Local 745 has jurisdiction for the operation of all material-handling equipment, all unloading and reloading, and the handling of empty containers. Exhibitors may unload their own vehicles provided they do not use any material handling equipment (fork-lifts, flatbeds, dollies, pallet jacks, etc.)

INSTALLATION & DISMANTLE LABOR - DECORATORS UNION LOCAL 756
The Decorators Union Local 756 has jurisdiction for the installation and dismantling of all exhibits including carpet, furniture, and hanging signs. All hired labor must belong to Local 756. Labor can be ordered in advance by returning the enclosed form, or on showsite, at the Levy Service Desk.

Three options for installation and dismantle labor exist in Dallas. Labor may be:
- performed by full-time employees of the exhibiting company; or
- hired through Levy, the official general service contractor; or
- hired through an exhibitor-appointed contractor.

PLEASE NOTE:
- Please do not tip any employee. Do not give coffee breaks, for union employees have a fifteen minute paid break mid-morning and mid-afternoon. Any attempt by an employee to solicit a gratuity for any service should be reported immediately to Levy and/or Exhibit Management. Union employees are paid a good wage scale, and tipping is strongly discouraged and is not an accepted policy of any Official Service Supplier.
- If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of Levy. Please refrain from voicing complaints directly to craft personnel.
- The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge.
EXHIBIT CONSTRUCTION GUIDELINES SUMMARY

The Exhibitor’s responsibility can be summed up as simply: “Be a good neighbor!” All exhibitors are equal regardless of size and should be given an equal opportunity, within reason, to present their product in the most effective manner to the audience.

STANDARD BOOTH

Linear Booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. They are also called “in-line” booths.

**Dimensions:** Linear Booths are most commonly ten feet (10’) wide and ten feet (10’) deep, i.e. 10’x10’. A maximum back wall height limitation of height feet (8’) is generally specified.

**Use of Space:** Regardless of the number of Linear Booths utilized, (e.g. 10’x20’, 10’x30’, 10’x40’, etc.) Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.

The maximum height of eight feet (8’) is allowed only in the rear half of the booth space, with a four-foot (4’) height restriction imposed on all materials in the remaining space forward to the aisle.

HANGING SIGN BOOTH

An exhibit component suspended above an exhibit of four or more standard units back-to-back with an aisle on at least three sides for the purpose of displaying graphics or identification.

**Dimensions:**
- **16’-6” Max. Ht.**
- **Set back at least 25% of the booth width dimension from the back line of the booth.**
- **Length of sign not to exceed 50% of the corresponding dimension of the booth.**

**Use of Space:**

One or more standard 10’x10’ units in a straight line.

**Note:** Booth drape is set at 8 ft max.

Display fixtures over 4 ft high must be confined to that area that is at least 5 ft from the aisle line.

ISLAND BOOTH

An Island Booth is any size booth exposed to aisles on all four sides.

**Dimensions:** An Island Booth is 20’x30’ or larger, although it may be configured differently.

**Use of Space:** The entire cubic content of the space may be used up to the maximum allowable height, which is usually sixteen feet (16’), including signage.

Please note that the ceiling height in the Exhibit Hall is 25 feet.
THIRD PARTY BILLING REQUEST

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>BOOTH NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS</td>
<td>street</td>
</tr>
<tr>
<td>PHONE</td>
<td>FAX</td>
</tr>
<tr>
<td>AUTHORIZED CONTACT SIGNATURE</td>
<td>AUTHORIZED CONTACT - PLEASE PRINT</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deadline Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 4, 2024</td>
</tr>
</tbody>
</table>

You may arrange for a third party to handle your display and be billed for services. LES will agree to this arrangement if the third party has a satisfactory payment record with us. BOTH firms must complete this form, and the THIRD PARTY must complete the credit card charge authorization on the Payment & Credit Card Authorization form. Return both forms by the deadline date.

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to you, the exhibiting firm. All invoices are due and payable upon receipt.

EXHIBITING FIRM

<table>
<thead>
<tr>
<th>EXHIBITING FIRM</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS</td>
</tr>
<tr>
<td>CITY</td>
</tr>
<tr>
<td>PHONE</td>
</tr>
<tr>
<td>AUTHORIZED SIGNATURE</td>
</tr>
</tbody>
</table>

THIRD PARTY

<table>
<thead>
<tr>
<th>THIRD PARTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS</td>
</tr>
<tr>
<td>CITY</td>
</tr>
<tr>
<td>PHONE</td>
</tr>
<tr>
<td>AUTHORIZED SIGNATURE</td>
</tr>
</tbody>
</table>

ALL LES SERVICES WILL BE INVOICED TO THE THIRD PARTY UNLESS INDICATED BELOW:

EXHIBITING FIRM’S CREDIT CARD CHARGE AUTHORIZATION

<table>
<thead>
<tr>
<th>CARDHOLDER’S BILLING ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITY</td>
</tr>
<tr>
<td>POSTAL/ZIP CODE</td>
</tr>
<tr>
<td>TODAY’S DATE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CARD NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>VISA</td>
</tr>
<tr>
<td>EXPIRY DATE</td>
</tr>
<tr>
<td>CVCC</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CARDHOLDER NAME (PLEASE PRINT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIGNATURE</td>
</tr>
</tbody>
</table>

ReLU Gulf Coast Region
Summer Convention 2024
June 25 - 28, 2024
JW Marriott Austin
Austin, TX
PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>BOOTH NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS street</td>
<td>city state/province zip/postal code country</td>
</tr>
<tr>
<td>PHONE</td>
<td>FAX PO #</td>
</tr>
<tr>
<td>AUTHORIZED CONTACT SIGNATURE AUTHORIZED CONTACT - PLEASE PRINT DATE</td>
<td></td>
</tr>
</tbody>
</table>

X

CREDIT CARD AUTHORIZATION

<table>
<thead>
<tr>
<th>VISA</th>
<th>MASTERCARD</th>
<th>AMERICAN EXPRESS</th>
<th>EXPIRY DATE</th>
<th>CCVC</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCOUNT NUMBER</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CARDHOLDER'S BILLING ADDRESS city state/province zip/postal code country</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CARDHOLDER'S SIGNATURE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CARDHOLDER'S NAME - PLEASE PRINT</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please complete the REQUIRED order forms and submit with Payment & Credit Card Authorization Form and full payment. You may choose to pay by credit card and/or bank check, however, we require your credit card authorization to be on file with LES. For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for this event.

CALCULATION OF ORDER FORMS

<table>
<thead>
<tr>
<th>Carpet, Drape &amp; Complements Rental Order Form</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custom Carpet Order Form</td>
<td>$</td>
</tr>
<tr>
<td>Table and Chair Rental Order Form</td>
<td>$</td>
</tr>
<tr>
<td>Specialty Accessories Order Form</td>
<td>$</td>
</tr>
<tr>
<td>Rental Exhibits Order Form</td>
<td>$</td>
</tr>
<tr>
<td>Cabinets Order Form</td>
<td>$</td>
</tr>
<tr>
<td>Graphics &amp; Sign Order Form</td>
<td>$</td>
</tr>
<tr>
<td>Plant &amp; Flower Order Form</td>
<td>$</td>
</tr>
<tr>
<td>In-Booth Forklift Order Form</td>
<td>$</td>
</tr>
<tr>
<td>Exhibit Booth Cleaning Order Form</td>
<td>$</td>
</tr>
<tr>
<td>Labor Order Form</td>
<td>$</td>
</tr>
<tr>
<td>Material Handling Order Form</td>
<td>$</td>
</tr>
</tbody>
</table>

TOTAL FROM EACH ORDER FORM

FULL PAYMENT IN US FUNDS $ 

To simplify payment, send one check payable to Levy Exposition Services Inc. for the entire amount or note the amount to be charged to your credit card.

Charge my credit card in the amount of $ 

Check no. Dated in the amount of $ 

xpo21_creditcard
CARPET and DRAPE

Standard carpet color options

- Blue
- Red
- Teal
- Grey
- Burgundy
- Purple
- Black

Drape color options

- Blue
- Red
- Teal
- White
- Gold
- Black
- Purple
- Green
- Grey
- Burgundy

*DISCLAIMER* Actual products and colors available may vary from the images shown. All products subject to availability.
CARPET, DRAPE & COMPLEMENTS RENTAL ORDER FORM & INVOICE

COLORED CARPET SELECTIONS

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Size - 8 ft. X 10 ft.</td>
<td>252.00</td>
<td>327.60</td>
<td></td>
</tr>
<tr>
<td>8 ft. X 20 ft.</td>
<td>504.00</td>
<td>655.20</td>
<td></td>
</tr>
<tr>
<td>8 ft. X 30 ft.</td>
<td>756.00</td>
<td>982.80</td>
<td></td>
</tr>
<tr>
<td>8 ft. X 40 ft.</td>
<td>1,008.00</td>
<td>1,310.40</td>
<td></td>
</tr>
<tr>
<td>Custom cut size. Calculate sq. ft. x price per sq. ft.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Size _______ ft. x _______ ft.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>= __________________ sq. ft.</td>
<td>4.65</td>
<td>6.05</td>
<td></td>
</tr>
</tbody>
</table>

☐ Blue ☐ Red ☐ Teal ☐ Grey ☐ Burgundy ☐ Purple ☐ Black

DRAPE (Includes installation and removal)

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>________ lin. ft. of 3’ high drape</td>
<td>$8.75/ft</td>
<td>$11.35/ft</td>
<td></td>
<td></td>
</tr>
<tr>
<td>________ lin. ft. of 8’ high drape</td>
<td>$11.05/ft</td>
<td>$14.73/ft</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☐ Blue ☐ Red ☐ Teal ☐ White ☐ Gold ☐ Black ☐ Purple ☐ Green ☐ Grey ☐ Burgundy

PLEASE NOTE: THE DRAPE PROVIDED WITH YOUR BOOTH SPACE CANNOT BE CHANGED WITHOUT SHOW MANAGEMENT APPROVAL.

CARPET OPTIONS

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpet foam padding per sq. ft.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Size _______ ft. x _______ ft.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>= __________________ sq. ft.</td>
<td>2.25</td>
<td>2.93</td>
<td></td>
</tr>
<tr>
<td>Poly covering per sq. ft.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Size _______ ft. x _______ ft.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>= __________________ sq. ft.</td>
<td>1.00</td>
<td>1.30</td>
<td></td>
</tr>
</tbody>
</table>

COMPLEMENTS (Also see Specialty Accessories Form)

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waste basket</td>
<td>27.00</td>
<td>35.10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chrome coat tree</td>
<td>120.00</td>
<td>156.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aluminum easel</td>
<td>60.00</td>
<td>78.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chrome sign holder 22” X 28”</td>
<td>140.00</td>
<td>182.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chrome stanchions</td>
<td>35.00</td>
<td>45.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Velvet stanchion ropes - blue</td>
<td>35.00</td>
<td>45.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SPECIAL INSTRUCTIONS


EXHIBITOR INFORMATION

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>HOST</th>
<th>CONTACT</th>
<th>BOOTH#</th>
</tr>
</thead>
</table>

COST SUMMARY

<table>
<thead>
<tr>
<th>RATE ADJUSTMENT</th>
<th>(OFFICE USE ONLY)</th>
<th>25% CANCELLATION FEE</th>
<th>(OFFICE USE ONLY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUBTOTAL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.25% SALES TAX</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td>US DOLLARS</td>
</tr>
</tbody>
</table>

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

**ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT**

STANDARD RATE will be applied to all orders not received and paid in full by June 4, 2024. We reserve the right to adjust orders calculated incorrectly.

A 25% CANCELLATION FEE will be applied to all orders received and then canceled. If full service has been provided then 100% of original fee will be applied.

Fax: 253 437 0032
14900 Interurban Avenue South, Suite 271
Seattle, WA
USA 98168
Telephone: 253 437 0031
E-mail: operations@levyexpo.com

ReMA Gulf Coast Region
Summer Convention 2024
June 25 - 28, 2024
JW Marriott Austin
Austin, TX
CUSTOM CARPET

Deluxe Decorator 28oz. Carpet color options

- Black
- Red
- Nu Blue
- Silver Cloud
- Beige
- Charcoal
- Key Lime
- Navy
- Cobalt
- White
- Silky Beige

*DISCLAIMER* Actual products and colors available may vary from the images shown. All products subject to availability.
CUSTOM CARPET ORDER FORM

Deluxe 28 oz. Carpet in a Variety of Decorator Colors to Enhance Your Exhibit

- [ ] Black
- [ ] Red
- [ ] Nu Blue
- [ ] Silver Cloud
- [ ] Beige
- [ ] Charcoal
- [ ] Key Lime
- [ ] Navy
- [ ] Cobalt
- [ ] White
- [ ] Silky Beige

(CHECK BOX OF COLOR DESIRED)
SAMPLES AVAILABLE UPON REQUEST

Rental includes installation and poly covering for protection and removal.
Orders must be received by June 4, 2024 to guarantee availability.

<table>
<thead>
<tr>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE (late order)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth Size _____ft. x _____ft. = _______sq. Ft.</td>
<td>$7.25 per sq. ft.</td>
</tr>
<tr>
<td>Carpet Pad _____ft. x _____ft. = _______sq. Ft.</td>
<td>$2.25 per sq. ft.</td>
</tr>
</tbody>
</table>

NOTE: Include a floor plan if additional carpet is required to cover steps, skids and display fixtures. A quotation will be forwarded to you before we proceed.

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

<table>
<thead>
<tr>
<th>RATE ADJUSTMENT</th>
<th>(OFFICE USE ONLY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CANCELLATION FEE</td>
<td>(OFFICE USE ONLY)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUBTOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.25% SALES TAX</td>
</tr>
<tr>
<td>TOTAL US DOLLARS</td>
</tr>
</tbody>
</table>

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

**ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT**

STANDARD RATE will be applied to all orders not received and paid in full by June 4, 2024. We reserve the right to adjust orders calculated incorrectly.

A 25% CANCELLATION FEE will be applied to all orders received then canceled. If full service has been provided then 100% of original fee will be applied.
TABLES & CHAIRS

Tables

All tables are available in the below options:

- Unskirted or Skirted
- 30" or 40" height
- 4', 6', or 8' lengths x 2' widths

4' x 2' skirted table
6' x 2' skirted table
8' x 2' skirted table

Skirt color options

Blue Red Black Teal Burgundy Gold Green Grey Purple White

Pedestal Tables

All pedestal tables are available in the below options:

- 30" diameter tops
- 30" or 40" high

40" high pedestal
30" high pedestal

Chair options

Fabric Sled Base Chair
Fabric Arm Chair
Fabric Highback Stool

*DISCLAIMER* Actual products and colors available may vary from the images shown. All products subject to availability.
# TABLE AND CHAIR RENTAL ORDER FORM & INVOICE

## TABLES

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TABLES 30” HEIGHT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8’ x 2’ Skirted</td>
<td></td>
<td>212.00</td>
<td>275.60</td>
<td></td>
</tr>
<tr>
<td>6’ x 2’ Skirted</td>
<td></td>
<td>191.00</td>
<td>248.30</td>
<td></td>
</tr>
<tr>
<td>4’ x 2’ Skirted</td>
<td></td>
<td>176.00</td>
<td>228.80</td>
<td></td>
</tr>
<tr>
<td>Fourth side of table skirted</td>
<td></td>
<td>72.00</td>
<td>93.60</td>
<td></td>
</tr>
<tr>
<td>Unskirted table</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Blue</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Red</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Black</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Teal</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Burgundy</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Gold</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Green</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Grey</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Purple</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ White</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| **TABLES 40” COUNTER HEIGHT**      |     |               |               |        |
| 8’ x 2’ Skirted                    |     | 240.00        | 312.00        |        |
| 6’ x 2’ Skirted                    |     | 219.00        | 284.70        |        |
| 4’ x 2’ Skirted                    |     | 201.00        | 261.30        |        |
| Fourth side of table skirted       |     | 78.00         | 104.40        |        |
| Unskirted table                     |     |               |               |        |
| □ Blue                              | 0   |               |               |        |
| □ Red                               | 0   |               |               |        |
| □ Black                             | 0   |               |               |        |
| □ Teal                              | 0   |               |               |        |
| □ Burgundy                          | 0   |               |               |        |
| □ Gold                              | 0   |               |               |        |
| □ Green                             | 0   |               |               |        |
| □ Grey                              | 0   |               |               |        |
| □ Purple                            | 0   |               |               |        |
| □ White                             | 0   |               |               |        |

| **GREY PEDESTAL TABLE - 30” DIAMETER** |     |               |               |        |
| 30” Table height                   |     | 179.00        | 232.70        |        |
| 40” Counter height                 |     | 219.00        | 284.70        |        |

## CHAIRS

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FABRIC SLED BASE CHAIR - GREY</strong></td>
<td></td>
<td>122.00</td>
<td>158.60</td>
<td></td>
</tr>
<tr>
<td><strong>FABRIC SLED BASE ARMCHAIR - GREY</strong></td>
<td></td>
<td>140.00</td>
<td>182.00</td>
<td></td>
</tr>
<tr>
<td><strong>FABRIC HIGHBACK STOOL - GREY</strong></td>
<td></td>
<td>198.00</td>
<td>257.40</td>
<td></td>
</tr>
</tbody>
</table>

## SPECIAL INSTRUCTIONS

- Please refer to the payment & credit card charge authorization form.
- Orders will not be processed without payment.

## EXHIBITOR INFORMATION

- COMPANY
- CONTACT
- BOOTH #

## COST SUMMARY

<table>
<thead>
<tr>
<th>Description</th>
<th>(OFFICE USE ONLY)</th>
<th>(OFFICE USE ONLY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>RATE ADJUSTMENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CANCELLATION FEE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUBTOTAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.25% SALES TAX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL US DOLLARS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## STANDARD RATE

A 25% CANCELLATION FEE will be applied to all orders received and then canceled. If full service has been provided then 100% of original fee will be applied.

**ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT**
# SPECIALTY ACCESSORIES RENTAL ORDER FORM & INVOICE

## DISPLAY UNITS

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty.</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FABRIC POSTER BOARD</strong> 4' x 8' grey fabric covered both sides</td>
<td>144.00</td>
<td>187.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>160.00</td>
<td>208.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>BLACK UPRIGHT LITERATURE RACK</strong> 6 pockets for 8.5&quot; x 11&quot; material</td>
<td>46.00</td>
<td>59.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PLEXIGLASS BROCHURE HOLDER</strong> 9&quot; x 11&quot;</td>
<td>60.00</td>
<td>78.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ALUMINUM EASEL</strong> Fits sign sizes: 22&quot; x 28&quot; 24&quot; x 36&quot; 28&quot; x 44&quot;</td>
<td>140.00</td>
<td>182.60</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## ACCESSORIES

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty.</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHROME CLOTHING STAND</td>
<td>120.00</td>
<td>156.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHROME BAG HOLDER</td>
<td>120.00</td>
<td>156.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHROME COAT TREE</td>
<td>120.00</td>
<td>156.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## SPECIAL INSTRUCTIONS

- Special instructions go here.

## EXHIBITOR INFORMATION

- **COMPANY**: [Company Name]
- **CONTACT**: [Contact Name]
- **BOOTH#**: [Booth Number]

## COST SUMMARY

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty.</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RATE ADJUSTMENT</strong> (OFFICE USE ONLY)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>25% CANCELLATION FEE</strong> (OFFICE USE ONLY)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>8.25% SALES TAX</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL US DOLLARS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

**ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT**

- **STANDARD RATE** will be applied to all orders not received and paid in full by June 4, 2024. We reserve the right to adjust orders calculated incorrectly.
- **A 25% CANCELLATION FEE** will be applied to all orders received and then canceled. If full service has been provided then 100% of original fee will be applied.
RENTAL EXHIBITS

8' x 10' Hardwall Rental Exhibit Booths

All hardwall packages include the below:

- Aluminum structure
- White
- Header(s) - block letters - black (logo extra)
- 8' x 10' Carpet
- 30” pedestal table (x1)
- Fabric sledbase chairs (x2)

**Package A1**
Base

**Package B1**
Base
- Curved header - block letters - black (logo extra)
- Curved front display counter

**Package C1**
Base

**Package D1**
Base
- Oversized header - block letters - black (logo extra)
- 20” x 39” x 39” high built-in counters on backwall (x2)

**Package A2**
Deluxe
- Base Package plus the below:
- 10” deep shelves (x2)
- 39” x 20” x 39” counter (x1)

**Package B2**
Deluxe
- Base Package plus the below:
- Enclosed corner counter
- 10” deep shelves (x2)

**Package C2**
Deluxe
- Base Package plus the below:
- 10” deep shelves (x2)
- 39” x 20” x 39” counter (x1)

**Package D2**
Deluxe
- Base Package plus the below:
- 10” deep shelves (x2)
- 39” x 20” x 39” counter (x1)

*DISCLAIMER* Actual products and colors available may vary from the images shown. All products subject to availability.
RENTAL EXHIBITS

8’ x 20’ Hardwall Rental Exhibit Booths

All hardwall packages include the below:

- Aluminum structure
- White
- Header(s) - block letters - black (logo extra)
- 8’ x 20’ Carpet
- 30” pedestal table (x1)
- Fabric sledbase chairs (x2)

**Package E1**
Base
- Straight headers (x2)

**Package F1**
Base
- Straight header (x1)
- Angled header (x2)
- Storage area with drape door
- Front built-in corner counters (x2)

**Package G1**
Base
- Straight header (x1)
- 39” x 20” x 39” built-in counter (x1)

**Package H1**
Base
- Oversized curved header (x1)
- 39” x 20” x 39” built-in counters (x3)

**Package E2**
Deluxe
- Base Package plus the below:
  - 10” deep shelves (x2)
  - 39” x 20” x 39” counter (x1)

**Package F2**
Deluxe
- Base Package plus the below:
  - Lockable door for storage area
  - 39” x 20” x 39” counter (x2)

**Package G2**
Deluxe
- Base Package plus the below:
  - 10” deep shelves (x4)

**Package H2**
Deluxe
- Base Package plus the below:
  - 10” deep shelves (x3)
  - 2m curved front counter (x1)

*DISCLAIMER* Actual products and colors available may vary from the images shown. All products subject to availability.

Do you have questions? We would be pleased to help. Contact us at: 253 437 0031 operations@levyexpo.com www.levyexpo.com
# RENTAL EXHIBITS RENTAL ORDER FORM & INVOICE

**8’ x 10’ BOOTH PACKAGES** - Please contact customer service for GRAPHIC UPGRADES

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>PACKAGE A1 Basic - Base package with header</td>
<td>1</td>
<td>3,888.50</td>
<td>5,054.00</td>
<td></td>
</tr>
<tr>
<td>PACKAGE A2 Deluxe - Base package + (2) 10” deep shelves, (1) 39” x 20” x 39” counter</td>
<td>1</td>
<td>4,250.00</td>
<td>5,565.00</td>
<td></td>
</tr>
<tr>
<td>PACKAGE B1 Basic - Corner base package booth with curved counter, 1 curved header sign</td>
<td>1</td>
<td>4,428.00</td>
<td>5,650.00</td>
<td></td>
</tr>
<tr>
<td>PACKAGE B2 Deluxe - Base package + enclosed corner counter, (2) 10” deep shelves</td>
<td>1</td>
<td>4,460.00</td>
<td>5,750.00</td>
<td></td>
</tr>
<tr>
<td>PACKAGE C1 Basic - Base package with header</td>
<td>1</td>
<td>4,068.00</td>
<td>5,675.00</td>
<td></td>
</tr>
<tr>
<td>PACKAGE C2 Deluxe - Base package + (2) 10” deep shelves, (1) 39” x 20” x 39” counter</td>
<td>1</td>
<td>4,560.00</td>
<td>5,960.00</td>
<td></td>
</tr>
<tr>
<td>PACKAGE D1 Basic - Base package with oversized header, (2) built-in back counters</td>
<td>1</td>
<td>4,584.00</td>
<td>5,865.00</td>
<td></td>
</tr>
<tr>
<td>PACKAGE D2 Deluxe - Base package + (2) 10” deep shelves, (1) 39” x 20” x 39” counter</td>
<td>1</td>
<td>4,950.00</td>
<td>6,543.00</td>
<td></td>
</tr>
</tbody>
</table>

**8’ x 20’ BOOTH PACKAGES** - Please contact customer service for GRAPHIC UPGRADES

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>PACKAGE E1 Basic - Base package with headers</td>
<td>1</td>
<td>5,832.00</td>
<td>7,580.00</td>
<td></td>
</tr>
<tr>
<td>PACKAGE E2 Deluxe - Base package + (2) 10” deep shelves, (1) 39” x 20” x 39” counter</td>
<td>1</td>
<td>6,345.00</td>
<td>7,995.00</td>
<td></td>
</tr>
<tr>
<td>PACKAGE F1 Basic - Base package with headers, storage and drape door, (2) built-in counters</td>
<td>1</td>
<td>6,252.00</td>
<td>8,127.00</td>
<td></td>
</tr>
<tr>
<td>PACKAGE F2 Deluxe - Base package + lockable door for storage, (2) 39” x 20” x 39” counters</td>
<td>1</td>
<td>6,750.00</td>
<td>8,750.00</td>
<td></td>
</tr>
<tr>
<td>PACKAGE G1 Basic - Base package with header, (1) built-in counter</td>
<td>1</td>
<td>6,624.00</td>
<td>8,615.00</td>
<td></td>
</tr>
<tr>
<td>PACKAGE G2 Deluxe - Base package + (2) 10” deep shelves</td>
<td>1</td>
<td>6,995.00</td>
<td>8,995.00</td>
<td></td>
</tr>
<tr>
<td>PACKAGE H1 Basic - Base package with oversized curved header, (3) built-in back counters</td>
<td>1</td>
<td>7,416.00</td>
<td>9,640.00</td>
<td></td>
</tr>
<tr>
<td>PACKAGE H2 Deluxe - Base package + (2) 10” deep shelves, (1) curved front counter</td>
<td>1</td>
<td>7,995.00</td>
<td>9,995.00</td>
<td></td>
</tr>
</tbody>
</table>

## OPTIONS & INFORMATION

**HARDWALL PANEL (non fabric) SELECTION**
- White
- Grey
- Red
- Teal
- Blue
- Black
- Burgundy
- Purple

**CARPET COLOR SELECTIONS**
- Red
- Blue
- Grey
- Teal
- Black
- Burgundy
- Purple

**HEADER TO READ** (up to 20 characters, black lettering on white)

- Header One
- Header Two

## ACCESSORY OPTIONS

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 meter Angled Shelves</td>
<td>1</td>
<td>58.00</td>
<td>75.40</td>
<td></td>
</tr>
<tr>
<td>1 meter Shelves</td>
<td>1</td>
<td>49.00</td>
<td>63.70</td>
<td></td>
</tr>
<tr>
<td>Spot Lights (For use with rental unit)</td>
<td>1</td>
<td>64.00</td>
<td>83.20</td>
<td></td>
</tr>
<tr>
<td>Literature Pockets 8 1/2” x 11”</td>
<td>1</td>
<td>26.00</td>
<td>33.80</td>
<td></td>
</tr>
<tr>
<td>Nylon Loop Fabric Panel per sq.ft.</td>
<td>1</td>
<td>$4.25 sq.ft.</td>
<td>$5.53 sq.ft.</td>
<td></td>
</tr>
</tbody>
</table>

**SPECIAL INSTRUCTIONS**

**8' x 10' BOOTH PACKAGES** - Please contact customer service for GRAPHIC UPGRADES

- Base package includes: Aluminum structure, white hardwalls, booth header with company name in block lettering, carpet, 30” pedestal table, (2) fabric chairs, installation and dismantle.

**8' x 20' BOOTH PACKAGES** - Please contact customer service for GRAPHIC UPGRADES

- Base package includes: Aluminum structure, white hardwalls, booth header with company name in block lettering, carpet, 30” pedestal table, (2) fabric chairs, installation and dismantle.

**TOTAL US DOLLARS**

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**

**STANDARD RATE** will be applied to all orders not received and paid in full by June 4, 2024. We reserve the right to adjust orders calculated incorrectly.

**A 25% CANCELLATION FEE** will be applied to all orders received and then cancelled 2 weeks prior to install. If full service has been provided then 100% of original fee will be applied.

 Fax: 253 437 0032
 14900 Interurban Avenue South, Suite 271
 Seattle, WA
 USA 98168
 Telephone: 253 437 0031
 E-mail: operations@levyexpo.com

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**RENTAL EXHIBITS RENTAL ORDER FORM & INVOICE**

**STANDARD RATE** A 25% CANCELLATION FEE

**ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT**

---

**EXHIBITOR INFORMATION**

**COMPANY**

**CONTACT**

**BOOTH#**

**COST SUMMARY**

**RATE ADJUSTMENT** (OFFICE USE ONLY)

**25% CANCELLATION FEE** (OFFICE USE ONLY)

**SUBTOTAL**

**8.25% SALES TAX**

**TOTAL US DOLLARS**
CUSTOM EXHIBITS

A more sophisticated technique to exhibit marketing messages creatively and effectively!

With decades of service, Levy continues to provide viable and reliable alternatives to maximize clients' overall booth space. Our sales team and design specialists work closely with each and every client to create a unique exhibit designed to meet a wide variety of today's marketing strategies. Whether the image and budget are conservative or extravagant Levy exceeds to offer the most suitable and perfect space solutions.

Collaboratively designed to meet your specific requirements, budget, and bring your vision to reality.

Each Levy Custom Designed Exhibit will be built to exact specifications and will be:

- Unique
- Attractive
- Versatile
- Impressive
- Memorable
- Functional
- Creative
- Inviting
- Efficient

Let us help you create a one of a kind booth space.

Call our experienced professionals for an innovative, customized, and no obligation approach.
CABINETS

Straight Cabinets

All straight cabinets come with sliding doors. Optional Upgrades noted below:

- Lock for doors
- Lighting
- Branding - graphic panels

*Cabinet "A"
1 meter cabinet with doors
39" long x 20" deep x 40" high

*Cabinet "B"
1 meter Jewelry Case with doors
39" long x 20" deep x 40" high

*Cabinet "C"
1 meter Show Case with doors
39" long x 20" deep x 40" high

*Cabinet "D"
2 meter cabinet with doors
80" long x 20" deep x 40" high

Curved Cabinets

Optional Upgrades noted below:

- Lock for doors
- Branding - graphic panels

*Cabinet "E"
1 meter curved cabinet
61" long x 20" deep x 40" high

*Cabinet "F"
1 meter curved cabinet with door
61" long x 20" deep x 40" high

**Same as cabinet "E" but with door

*DISCLAIMER* Actual products and colors available may vary from the images shown. All products subject to availability
**CABINETS ORDER FORM & INVOICE**

<table>
<thead>
<tr>
<th>STYLE</th>
<th>DESCRIPTION</th>
<th>QTY</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>CABINET &quot;A&quot;</td>
<td>1 meter Cabinet with doors</td>
<td></td>
<td>650.00</td>
<td>850.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Lock ($20.00 each)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cabinet with + custom graphic panel</td>
<td></td>
<td>825.00</td>
<td>1,080.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Lock ($20.00 each)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CABINET &quot;B&quot;</td>
<td>1 meter Jewelry Case with doors</td>
<td></td>
<td>750.00</td>
<td>975.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Lock ($20.00 each) □ Lights ($20.00 each)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jewelry Case + custom graphic panel</td>
<td></td>
<td>875.00</td>
<td>1,125.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Lock ($20.00 each) □ Lights ($20.00 each)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CABINET &quot;C&quot;</td>
<td>1 meter Show Case with doors</td>
<td></td>
<td>880.00</td>
<td>1,150.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Lock ($20.00 each) □ Lights ($20.00 each)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Show Case + custom graphic panel</td>
<td></td>
<td>930.00</td>
<td>1,250.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Lock ($20.00 each) □ Lights ($20.00 each)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CABINET &quot;D&quot;</td>
<td>2 meter Cabinet with doors</td>
<td></td>
<td>880.00</td>
<td>1,195.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Lock ($20.00 each)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 meter Cabinet + custom graphic panel</td>
<td></td>
<td>1,250.00</td>
<td>1,550.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Lock ($20.00 each)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CABINET &quot;E&quot;</td>
<td>1 meter Curved cabinet (open back)</td>
<td></td>
<td>770.00</td>
<td>970.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Curved cabinet + custom graphic panel</td>
<td></td>
<td>1,095.00</td>
<td>1,350.00</td>
<td></td>
</tr>
<tr>
<td>CABINET &quot;F&quot;</td>
<td>1 meter Curved cabinet with doors</td>
<td></td>
<td>850.00</td>
<td>995.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Lock ($20.00 each)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Curved cabinet w/ doors + custom graphic panel</td>
<td></td>
<td>1,125.00</td>
<td>1,425.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Lock ($20.00 each)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE: Should you wish to have a graphic panel upgrade for your cabinet, please contact our Operations department to confirm details on graphic file submission.

**EXHIBITOR INFORMATION**

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>CONTACT</th>
<th>BOOTH#</th>
</tr>
</thead>
</table>

**COST SUMMARY**

<table>
<thead>
<tr>
<th>RATE ADJUSTMENT</th>
<th>CANCELLATION FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>(OFFICE USE ONLY)</td>
<td>(OFFICE USE ONLY)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUBTOTAL</th>
<th>8.25% SALES TAX</th>
</tr>
</thead>
</table>

**TOTAL US DOLLARS**

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

**ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT**

**STANDARD RATE** will be applied to all orders not received and paid in full by June 4, 2024. We reserve the right to adjust orders calculated incorrectly.

**A 25% CANCELLATION FEE** will be applied to all orders received and then cancelled. If full service has been provided then 100% of original fee will be applied.
**STANDARD SIGN SIZES**

<table>
<thead>
<tr>
<th>Quantity x Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>7” x 11”</td>
<td>41.00</td>
<td>53.00</td>
<td></td>
</tr>
<tr>
<td>7” x 44”</td>
<td>48.00</td>
<td>62.00</td>
<td></td>
</tr>
<tr>
<td>11” x 14”</td>
<td>58.00</td>
<td>75.00</td>
<td></td>
</tr>
<tr>
<td>14” x 22”</td>
<td>73.00</td>
<td>95.00</td>
<td></td>
</tr>
<tr>
<td>22” x 28”</td>
<td>92.00</td>
<td>120.00</td>
<td></td>
</tr>
<tr>
<td>28” x 44”</td>
<td>138.00</td>
<td>179.00</td>
<td></td>
</tr>
</tbody>
</table>

Prices listed are for one-color copy (up to 10 words) on a white background.

**OPTIONAL SERVICES**

<table>
<thead>
<tr>
<th>Quantity x Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Over 10 words</td>
<td>3.62</td>
<td>4.70</td>
<td></td>
</tr>
<tr>
<td>Easel back on sign</td>
<td>4.83</td>
<td>6.23</td>
<td></td>
</tr>
<tr>
<td>Logo sign</td>
<td>Quoted on Request</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Banner</td>
<td>Quoted on Request</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DIGITAL GRAPHICS (6 SQ FT MINIMUM)**

- Digital files must be provided to LES specifications.
- Graphics should be sent in vector format as .eps files.
- Also acceptable: Adobe Illustrator (.ai) & Corel Draw (.cdr) files.
- Photographic & Pixel based complex graphics must be MINIMUM 100 dpi at actual output size.
- Acceptable formats include: .tif, .bmp, & Adobe Photoshop & Corel Photo Paint files.
- All text MUST be outlined / converted to curves, or fonts included with image files.
- Art work is to be received as file ready.
- Editing & Design time is charged at a rate of $75.00 per hour (1 hour minimum).
- Digital files must be received at least three (3) weeks before show to receive discount price.

<table>
<thead>
<tr>
<th>Quantity x Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Prints per sq. ft. (Mounted on Foamcore w/ Matte Laminate)</td>
<td>$19.50</td>
<td>$29.00</td>
<td></td>
</tr>
</tbody>
</table>

**EXHIBITOR INFORMATION**

| COMPANY | CONTACT | BOOTH# |

**INDICATE YOUR SIGN COPY HERE**

**ADDITIONAL SERVICES & TERMS**

If you would like us to provide more information and pricing on banners, logos, silk screening, special graphics or any other items please contact our Exhibits department for a complimentary consultation.

Orders required within 72 hours before show opening may be subject to a rush delivery charge. Please allow a minimum of 24 hours for any on-site sign orders.

- Digital files must be provided to LES specifications.
- Graphics should be sent in vector format as .eps files.
- Also acceptable: Adobe Illustrator (.ai) & Corel Draw (.cdr) files.
- Photographic & Pixel based complex graphics must be MINIMUM 100 dpi at actual output size.
- Acceptable formats include: .tif, .bmp, & Adobe Photoshop & Corel Photo Paint files.
- All text MUST be outlined / converted to curves, or fonts included with image files.
- Art work is to be received as file ready.
- Editing & Design time is charged at a rate of $75.00 per hour (1 hour minimum).
- Digital files must be received at least three (3) weeks before show to receive discount price.

**SPECIAL INSTRUCTIONS**

**COST SUMMARY**

<table>
<thead>
<tr>
<th>RATE ADJUSTMENT</th>
<th>(OFFICE USE ONLY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% CANCELLATION FEE</td>
<td>(OFFICE USE ONLY)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUBTOTAL</th>
<th>8.25% SALES TAX</th>
<th>TOTAL US DOLLARS</th>
</tr>
</thead>
</table>

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**

**STANDARD RATE** will be applied to all orders not received and paid in full by June 4, 2024. We reserve the right to adjust orders calculated incorrectly.

**100% CANCELLATION FEE** will be applied to all orders received then cancelled.
## PLANT & FLOWER RENTAL ORDER FORM & INVOICE

### LIVE PLANTS

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Potted flowers</td>
<td>68.00</td>
<td>88.40</td>
<td></td>
</tr>
<tr>
<td>Boston fern</td>
<td>78.00</td>
<td>101.40</td>
<td></td>
</tr>
<tr>
<td>Hanging green plant</td>
<td>78.00</td>
<td>101.40</td>
<td></td>
</tr>
</tbody>
</table>

### LIVE TROPICAL PLANTS

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>3' - 4' tall floor plant</td>
<td>104.00</td>
<td>135.20</td>
<td></td>
</tr>
<tr>
<td>4' - 5' tall floor plant</td>
<td>128.00</td>
<td>166.40</td>
<td></td>
</tr>
<tr>
<td>6' tall floor plant</td>
<td>152.00</td>
<td>197.60</td>
<td></td>
</tr>
</tbody>
</table>

### COLORFUL FRESH CUT FLOWERS

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small floral arrangement</td>
<td>205.00</td>
<td>266.50</td>
<td></td>
</tr>
<tr>
<td>Large floral arrangement</td>
<td>270.00</td>
<td>351.00</td>
<td></td>
</tr>
</tbody>
</table>

Please indicate color preference here, if any: ____________________________

The above items are priced on a rental basis only. Prices above include container, installation and removal at the end of show. All orders will be subject to a $25.00 delivery fee. Any items missing from the booth upon dismantling are the responsibility of the exhibitor and an additional charge will be applied.

### SPECIAL INSTRUCTIONS

__________________________________________

### EXHIBITOR INFORMATION

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>CONTACT</th>
<th>BOOTH#</th>
</tr>
</thead>
</table>

### COST SUMMARY

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>RATE ADJUSTMENT</td>
<td>(Office Use Only)</td>
<td></td>
</tr>
<tr>
<td>25% CANCELLATION FEE</td>
<td>(Office Use Only)</td>
<td></td>
</tr>
<tr>
<td>SUBTOTAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$25.00 DELIVERY FEE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.25% SALES TAX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL US DOLLARS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**

**ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT**

STANDARD RATE will be applied to all orders not received and paid in full by June 4, 2024. We reserve the right to adjust orders calculated incorrectly.

A 25% CANCELLATION FEE will be applied to all orders received then canceled. If full service has been provided then 100% of original fee will be applied.
## EXHIBIT BOOTH CLEANING ORDER FORM & INVOICE

### SERVICES

**OUR SERVICES INCLUDE THE FOLLOWING:**

- **EXHIBIT VACUUMING**
- **EMPTYING OF WASTEBASKETS**
- **GENERAL HOUSEKEEPING**

### DISCOUNT RATE

<table>
<thead>
<tr>
<th>TOTAL SQUARE FEET OF BOOTH SPACE</th>
<th>DAYS REQUIRED</th>
<th>RATE</th>
<th>TOTAL</th>
</tr>
</thead>
</table>
|                                  |☐ Prior To Show Opening | ☐ After First Day | $0.78 = |$
|                                  |☐ After Second Day | ☐ After Third Day | X |$0.78 |$
| 100 Square Feet Minimum Order |Total Number of Days | X |$0.78 |$

### STANDARD RATE & ON-SITE ORDERS

<table>
<thead>
<tr>
<th>TOTAL SQUARE FEET OF BOOTH SPACE</th>
<th>DAYS REQUIRED</th>
<th>RATE</th>
<th>TOTAL</th>
</tr>
</thead>
</table>
|                                  |☐ Prior To Show Opening | ☐ After First Day | $0.92 = |$
|                                  |☐ After Second Day | ☐ After Third Day | X |$0.92 |$
| 100 Square Feet Minimum Order |Total Number of Days | X |$0.92 |$

### ADDITIONAL INFORMATION

- General vacuuming of the show floor aisles is provided, however, cleaning of your exhibit area is not included in your exhibit space rental.
- All carpets ordered from us are installed clean for your use. However, you may order cleaning services for debris created during set-up and show hours.
- If you have any questions or need assistance with any items not listed, please contact our exhibits department.
- A surcharge may be applied for any damage and or staining of exhibit space.

### SPECIAL INSTRUCTIONS

Please indicate on the lines below any special cleaning requests or instructions you may have.

### EXHIBITOR INFORMATION

<table>
<thead>
<tr>
<th>COMPANY</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTACT</td>
</tr>
</tbody>
</table>

### COST SUMMARY

<table>
<thead>
<tr>
<th>RATE ADJUSTMENT (OFFICE USE ONLY)</th>
<th>25% CANCELLATION FEE (OFFICE USE ONLY)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SUBTOTAL</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

**ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT**

- **STANDARD RATE** will be applied to all orders not received and paid in full by June 4, 2024. We reserve the right to adjust orders calculated incorrectly.
- A 25% CANCELLATION FEE will be applied to all orders received then canceled. If full service has been provided then 100% of original fee will be applied.
IN-BOOTH FORKLIFT ORDER FORM & INVOICE

TERMS & CONDITIONS

The exhibitor, his agent or representative must supply sufficient manpower including competent and authorized supervisors to manage and control the exhibit installation activity.

The exhibitor, upon signing this order form, covenants and agrees to indemnify and hold harmless Levy Exposition Services Inc., from and against all claims, demands, charges, losses or damage arising or alleged to arise directly or indirectly or incidentally by person of any act omission or operations of the exhibitor, his agent or representative, their officers, employees, agents or anyone for whom the exhibitor, his agent or representative are legally responsible. Levy Exposition Services Inc., is to be cross insured on the insurance for the exhibitor’s, his agent’s or representative’s operations conducted at this event. Evidence of the insurance described above shall be forwarded to Levy Exposition Services Inc.

THIS SERVICE IS NOT PROVIDED BY SHOW MANAGEMENT

RATES

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>STANDARD RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>STRAIGHT TIME 8:00 AM - 4:30 PM (Includes 5000 lb Forklift and operator)</td>
<td>$260.00 per Hour</td>
</tr>
<tr>
<td>STRAIGHT TIME 8:00 AM - 4:30 PM (Foreman)</td>
<td>$104.00 per Hour</td>
</tr>
<tr>
<td>OVERTIME 4:30 PM - 8:00 AM (Includes 5000 lb Forklift and operator)</td>
<td>$380.00 per Hour</td>
</tr>
<tr>
<td>OVERTIME 4:30 PM - 8:00 AM (Foreman)</td>
<td>$172.00 per Hour</td>
</tr>
</tbody>
</table>

ESTIMATED INSTALLATION REQUIREMENTS

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>STANDARD RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>STRAIGHT TIME Forklift Hours</td>
<td>$260.00 per Hour</td>
<td>$__________ Total</td>
</tr>
<tr>
<td>OVERTIME Forklift Hours</td>
<td>$380.00 per Hour</td>
<td>$__________ Total</td>
</tr>
</tbody>
</table>

There is a minimum charge of one (1) hour per forklift. Additional time thereafter is charged in one-half (½) hour increments.

ESTIMATED DISMANTLE REQUIREMENTS

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>STANDARD RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>STRAIGHT TIME Forklift Hours</td>
<td>$260.00 per Hour</td>
<td>$__________ Total</td>
</tr>
<tr>
<td>OVERTIME Forklift Hours</td>
<td>$380.00 per Hour</td>
<td>$__________ Total</td>
</tr>
</tbody>
</table>

There is a minimum charge of one (1) hour per forklift. Additional time thereafter is charged in one-half (½) hour increments.

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

*PLEASE ADD 25% FOR ORDERS PLACED AFTER JUNE 4, 2024.

COST SUMMARY

<table>
<thead>
<tr>
<th>RATE ADJUSTMENT (OFFICE USE ONLY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>25% CANCELLATION FEE (OFFICE USE ONLY)</td>
</tr>
<tr>
<td>SUBTOTAL</td>
</tr>
<tr>
<td>ADDITIONAL 25% LATE ORDER</td>
</tr>
<tr>
<td>TOTAL US DOLLARS</td>
</tr>
</tbody>
</table>

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

**ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT**

A 25% CANCELLATION FEE will be applied to all orders received then canceled. If full service has been provided then 100% of original fee will be applied.
**LABOR ORDER FORM & INVOICE**

**SUPERVISION SERVICES** (Please indicate desired service)

<table>
<thead>
<tr>
<th>LEVY EXPOSITION SERVICES INC. SUPERVISED</th>
<th>EXHIBITOR SUPERVISED</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ MOVE IN</td>
<td>□ MOVE OUT</td>
</tr>
<tr>
<td>LEVY EXPOSITION SERVICES INC. WILL SUPERVISE</td>
<td>EXHIBITOR WILL SUPERVISE</td>
</tr>
<tr>
<td>labor to unpack and install display before exhibitor arrival at show site and/or dismantle and pack display after show closing.</td>
<td>the laborers provided by Levy Exposition Services Inc. for the installation and/or dismantle of the exhibit.</td>
</tr>
</tbody>
</table>

A 50% Surcharge will be added to the labor rates below for this professional supervision.

**LABOR RATES**

<table>
<thead>
<tr>
<th></th>
<th>8:00 AM - 4:30 PM Monday to Friday</th>
<th>$104.00 per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>REGULAR TIME</td>
<td>Before 8:00 am and after 4:30 pm Monday to Friday, All day Saturday, Sunday, and holidays.</td>
<td>$172.00 per Hour</td>
</tr>
<tr>
<td>OVER TIME</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ESTIMATED INSTALLATION REQUIREMENTS**

<table>
<thead>
<tr>
<th>REGULAR TIME</th>
<th>_____ Laborers</th>
<th>_____ Hours</th>
<th>$104.00 per Hour</th>
<th>$__________ Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>OVER TIME</td>
<td>_____ Laborers</td>
<td>_____ Hours</td>
<td>$172.00 per Hour</td>
<td>$__________ Total</td>
</tr>
</tbody>
</table>

A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half (½) hour increments.

Date Required

Start Time

**ESTIMATED Dismantle REQUIREMENTS**

<table>
<thead>
<tr>
<th>REGULAR TIME</th>
<th>_____ Laborers</th>
<th>_____ Hours</th>
<th>$104.00 per Hour</th>
<th>$__________ Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>OVER TIME</td>
<td>_____ Laborers</td>
<td>_____ Hours</td>
<td>$172.00 per Hour</td>
<td>$__________ Total</td>
</tr>
</tbody>
</table>

A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half (½) hour increments.

Date Required

Start Time

**INBOUND FREIGHT INFORMATION**

**BE SURE TO COMPLETE THE OUTBOUND FORM AS WELL**

<table>
<thead>
<tr>
<th>Carrier</th>
<th>Date Shipped</th>
<th>Pro Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Pieces</td>
<td>Weight</td>
<td>Arrival Date (Target)</td>
</tr>
<tr>
<td>□ Loose Display</td>
<td>□ Crated Display</td>
<td></td>
</tr>
</tbody>
</table>

Quantity of Ladders Required (Optional)

**EXHIBITOR INFORMATION**

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>CONTACT</th>
<th>BOOTH#</th>
</tr>
</thead>
</table>

*PLEASE ADD 25% FOR ORDERS PLACED AFTER JUNE 4, 2024.*

**COST SUMMARY**

<table>
<thead>
<tr>
<th>RATE ADJUSTMENT</th>
<th>CANCELLATION FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>(OFFICE USE ONLY)</td>
<td>(OFFICE USE ONLY)</td>
</tr>
</tbody>
</table>

SUBTOTAL

SUPERVISION 50%

ADDITIONAL 25% LATE ORDER

TOTAL US DOLLARS

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**

**ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT**

**TERMS & CONDITIONS**

Gratuities in any form, including cash, gifts or labor hours for work not actually performed are prohibited. We reserve the right to adjust orders calculated incorrectly.

**CANCELLATION FEE**

A one (1) hour “per person, per hour” charge will be applied for all canceled labor orders.
OUTBOUND SHIPPING - BOOTH I&D LABOR

Exhibitor Name: ___________________________ Tel. #: ___________________________
Billing Address: __________________________ Fax #: ___________________________
City / State / Zip: __________________________ Auth. by: __________________________

1 Outbound Shipping Instructions

Please complete this section if Levy will be supervising booth labor.

Exhibitor Outbound Shipping Instructions: At close of show, exhibitor freight will be shipped to the following address:
If your freight is being forwarded to another show, be sure to include the name of show and your booth number.

Company / Show: __________________________ Booth #: __________________________
Address: __________________________
City / State / Zip: __________________________
Attention: __________________________

☐ Ship via carrier of exhibitor’s choice

Name of Carrier: __________________________

☐ Ship via official show freight carrier

Select shipping method
☐ Ground
☐ Air

Select Service Provider: __________________________

Please note:

• If an exhibitor is using a carrier of his/her own choice (or not using the official show freight carrier,) the exhibitor is responsible for arranging for carrier to pick up at close of show.
• Levy cannot guarantee pick up time for exhibitor appointed carriers. All shipments are moved out of the exhibit hall at Levy’s discretion.

Please review the Quick Facts for the Carrier Check-in time

Fax: 253 437 0032

14900 Interurban Avenue South, Suite 271
Seattle, WA
USA 98168
Telephone: 253 437 0031
E-mail: operations@levyexpo.com

2 Billing Information

Please indicate billing information for carrier charges if different than above.

Bill Shipping Charges to (if different from above):
Shipper (signature): __________________________ Shipper (print name): __________________________

Freight Charges Billed To (Company/Show):
Address: __________________________
City / State / Zip: __________________________
Telephone: __________________________ Attention: __________________________
PAYMENT & LABOR

The terms and conditions set forth below become part of the contractual agreement between Levy Exposition Services Inc. and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:
~ WHEN THE METHOD OF PAYMENT FORM IS SIGNED; OR
~ WHEN AN ORDER FOR LABOR, SERVICES, AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH LEVY EXPOSITION SERVICES INC.; OR
~ WHEN WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH LEVY EXPOSITION SERVICES INC.

DEFINITIONS
“Levy Exposition Services Inc.” (“LES”), and any sub-contractors affiliated within the show. The term EXHIBITOR shall be construed within the meaning of this contract as the EXHIBITOR and/or its employees, agents, representatives, and/or any Exhibitor Appointed Contractor (E.A.C.).

PAYMENT TERMS
Full payment, including any applicable tax, is due in advance or at show site. All payments must be made in U.S. Funds and all checks must be drawn on a U.S. Bank. Orders received without advance payment or after the deadline date will incur additional [After Deadline] charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of LES except where specifically identified as a sale. All LES rentals include delivery, installation and removal from EXHIBITOR’s booth, unless stated otherwise. In case of cancellation, a one-hour “per person, per hour” charge will be applied to all labor, forklift and sign hanging orders that are not canceled in writing at least seven (7) days prior to the scheduled start time. If services have already been provided at the time of cancellation, 100% of original fee will be applied. It is EXHIBITOR’S responsibility to advise LES Exibitor Services personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If EXHIBITOR is exempt from payment of sales tax, LES requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, LES requires 100% prepayment of advance orders, and any orders or services places at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in the UNITED STATES OF AMERICA, upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge here under exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by LES shall either be applied to reduce the principal unpaid balance or refunded to the payer. These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF TEXAS. In the event of any dispute between EXHIBITOR and LES relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to LES relative to any services, as an offset against the amount of any alleged loss or damage. Any claim against LES shall be considered a separate transaction, and shall be resolved on its own merits. LES reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR’s estimate of charges and the actual charges incurred by the EXHIBITOR, or for any charges that LES may be obligated to pay on behalf of the EXHIBITOR, including without limitation, any shipping charges.

LABOR PROVIDED UNDER THE SUPERVISION OF LES

RESPONSIBILITIES
LES shall be responsible for the performance of labor provided under this option. LES cannot assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under LES’s direct supervision and control. In no event shall LES be liable for loss or damage caused by delay in labor beginning work after LES requests labor to begin later than the start of the working day. LES shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond LES’s reasonable control.

INDEMNIFICATION
LES agrees to indemnify, hold harmless, and defend EXHIBITOR from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) for bodily injury, including any injury to LES employees, or property damage arising out of work performed by labor provided by and supervised by LES, except when EXHIBITOR exercises direction and/or control over the work being performed.

LABOR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES
EXHIBITOR shall be responsible for the performance of labor provided under this section. It is responsibility of EXHIBITOR to supervise labor secured through LES in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with LES Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management Rules and/or Regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION
EXHIBITOR agrees to indemnify, hold harmless, and defend LES from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) for bodily injury, including any injury to LES employees, or property damage arising out of work performed by labor provided by LES but supervised by EXHIBITOR. Further, EXHIBITOR’s indemnification of LES includes any and all violations of Federal, State, County or Local ordinances, “Show Regulations and/or Rules” as published and/or set forth by Facility or Show Management, and/or directing labor provided by LES to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT
PLEASE REFER TO LES’S MATERIAL HANDLING TERMS AND CONDITIONS AS THEY RELATE TO MATERIAL HANDLING SERVICES. CONTRACTUAL TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH LES. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH LES.
ONE RATE. ONE FEE.

- Receiving and unloading your materials at the advance warehouse.
- Secure storage of materials for up to 30 days before the show.
- Transfer to show-site, unload, and deliver materials to your booth.
- Removal and storage of empty containers during the show.
- Returning empties from storage at the close of the show.
- Outbound loading of your materials onto your carrier of choice or Levy’s official carrier.
The following is a list of frequently asked questions pertaining to material handling and freight services. We strongly recommend that you read this document in its entirety to better familiarize yourself with the processes relating to material handling and freight services.

As the official service contractor, LEVY is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

**HOW DO I SHIP TO THE ADVANCE WAREHOUSE?**
- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the number listed on the Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts and Shipping Instructions pages. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to the Shipping Instructions page for warehouse receiving hours.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped materials must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor setup.
- Please call the number located on the Quick Facts if you want to ship oversized material that requires special equipment to the warehouse.

**HOW DO I SHIP TO SHOW SITE?**
- Freight will be accepted only during exhibitor move-in. Please refer to the Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

**WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?**
- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive “collect,” mark your bill of lading “prepaid.”
- “Prepaid” designates that the transportation charges will be paid by the exhibitor or a third party.

**HOW SHOULD I LABEL MY FREIGHT?**
- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site can be found on the Quick Facts and Shipping Instructions pages.

**HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?**
- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be multiplied by the applicable per pound rate with no round-ups. All shipments are subject to reweigh.
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site. 

**WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?**
- Pick up “Empty Labels” at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.
- Please note that LEVY will assume no liability for interrupted travel plans due to the length of time required for the empty container return. It is the responsibility of the exhibitor to schedule travel plans accordingly.

**HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?**
- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

**HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?**
- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Agreement in advance, or you may contact the Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to the Quick Facts and Shipping Instructions pages for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted to LEVY’S carrier choice or delivered back to the warehouse at exhibitor’s expense.
- For your convenience, show-recommended carriers will be on site to handle outbound transportation.

**WHERE DO I GET A FORKLIFT?**
- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Order Form for available equipment.
- Advance and show-site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

**DO I NEED INSURANCE?**
- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by LEVY are subject to the enclosed Terms and Conditions.

**OTHER AVAILABLE SERVICES** (may not be available in all locations)
- Cranes
- Scissor lifts, condors
- Access storage at show site
- Exhibit transportation services (see enclosed Liberty Convention Freight form)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery
SOLO RATE MATERIAL HANDLING ORDER FORM & INVOICE

SOLO RATE MATERIAL HANDLING SERVICES

DUE TO LIMITED MATERIAL HANDLING SERVICES AT THE JW MARRIOTT AUSTIN, WE HIGHLY RECOMMEND THAT ALL MATERIALS BE SHIPPED TO OUR ADVANCE WAREHOUSE IN ORDER TO AVOID POTENTIAL DELAYS IN UNLOADING AT SHOW SITE.

Material Handling Service:

Levy Exposition Services Inc. is the exclusive provider of Solo Rate Material Handling Services for the ReMA Gulf Coast Region Summer Convention 2024 Solo Rate Material Handling Services include:

- receiving and unloading your exhibit materials at the advance warehouse
- storage of exhibit materials for up to 30 days prior to the show
- transportation to show site, unloading and delivery of exhibit materials to your booth space,
- removal and storage of your empty containers during the event
- return of your empty containers at the close of the event
- outbound loading of your materials onto your carrier vehicle of choice at show site

You have the choice to ship to the advance warehouse prior to the show or to ship directly to the show site where your materials must arrive within the exhibitor move-in dates and times.

SOLO RATE MATERIAL HANDLING DESCRIPTIONS

Normal Warehouse Hours for Receiving Freight: 8:00 A.M. to 3:00 P.M. Monday through Friday, Holidays excluded.

Advance Receiving: Shipment(s) received at the Advance Warehouse between May 21, 2024 and June 18, 2024.

Early/Late to Warehouse & Off Target: Shipment(s) received at the Advance Warehouse prior too May 21, 2024 or after June 18, 2024. Shipments received at show site prior to 8:00 am on Tuesday, June 25, 2024.

Show Site Receiving: Shipment(s) shipped to and received at the JW Marriott Austin. Shipments cannot be received at the JW Marriott Austin prior to 8:00 am on Tuesday, June 25, 2024.

Dedicated Delivery from Advance Warehouse: Any freight received at the Advance Warehouse after June 18, 2024 could incur a $650.00 delivery fee if a dedicated truck is required to deliver freight to show site.

<table>
<thead>
<tr>
<th>Advance and Direct Shipment Rates</th>
<th>Price Per Lb.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance Warehouse Receiving Rate</td>
<td>$4.15</td>
</tr>
<tr>
<td>Show Site Receiving Rate</td>
<td>$3.85</td>
</tr>
<tr>
<td>Early/Late to Warehouse &amp; Off Target Rate</td>
<td>$4.40</td>
</tr>
<tr>
<td>Dedicated Delivery from Advance Warehouse (in addition to material handling rates)</td>
<td>$650.00 (flat fee)</td>
</tr>
</tbody>
</table>

PLEASE NOTE:
Acceptance of Terms & Conditions will be construed when the Material Handling Service Agreement is signed; or when exhibitor’s materials are delivered to Levy Exposition Services Inc. warehouse or to a SHOW / EXPOSITION SITE for which Levy Exposition Services Inc. is the official show contractor.

<table>
<thead>
<tr>
<th>Description</th>
<th>Weight in LBS</th>
<th>Price Per lb.</th>
<th>Estimated Total Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance Receiving - 1 crate, 2 boxes</td>
<td>298</td>
<td>$4.15</td>
<td>$1,236.70</td>
</tr>
</tbody>
</table>

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

TOTAL US DOLLARS

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

"ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT"
SHIPMENTS CAN BE SENT DIRECTLY TO THE SHOW-SITE ON MOVE-IN DAY, OR TO THE ADVANCE WAREHOUSE UP TO THIRTY DAYS PRIOR TO MOVE-IN.

All freight shipped to the advance receiving warehouse must be properly crated, boxed, or stretch wrapped on pallets.

ADVANCE RECEIVING

For advance receiving, mail or fax the Material Handling Order Form & Invoice with pre-payment to LEVY EXPOSITION SERVICES INC. Shipments sent collect WILL NOT be accepted.

Advance receiving includes the following:

- receiving your material at the warehouse up to thirty days in advance of the move-in day
- delivering the shipment to your booth at the facility
- removing empty crates from your booth to a designated storage area
- returning your empty crates to your booth at the close of the show
- loading your crates onto your designated carrier at the close of the show

The material handling services provided by LEVY EXPOSITION SERVICES INC. end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier for shipping following the close of the show. Please make special note of the allotted move-out times and days, and confirm with your carrier that they are able to meet these allotted times.

Please remove all old shipping labels and ensure that all freight destined for the advance warehouse is labeled with the following information:

ReMA GULF COAST 2024
COMPANY NAME & BOOTH #
Levy Exposition Services Inc.
c/o LibertyCFS
1916 Waukesha Drive
Pflugerville, TX  78660

Shipments may be sent to the advance warehouse up to thirty days prior to the move-in day for the show. All shipments however, must be received at the warehouse a minimum of one week (seven days) in advance of the show move-in date. Shipments received less than seven days prior to the move-in day are subject to extra charges and delivery time will not be guaranteed. All shipments must be received at the advance warehouse between the hours of 08:00 and 15:00, Monday to Friday, no earlier than June 18, 2024 and no later than June 28, 2024. Please make special note of the allotted move-out times and days, and confirm with your carrier that they are able to meet these allotted times.

ANY SHIPMENT(S) RECEIVED AT THE ADVANCE WAREHOUSE AFTER JUNE 18, 2024 WILL INCUR A CHARGE OF $650.00 IF A DESIGNATED TRUCK IS REQUIRED TO DELIVER TO THE SHOW SITE.

Shipments must include an official weight ticket or bill of lading.
SHOW-SITE RECEIVING

For show-site receiving, mail or fax the Material Handling Order Form & Invoice with pre-payment to LEVY EXPOSITION SERVICES INC. Shipments sent collect WILL NOT be accepted.

Show-site receiving includes the following:

- receiving and signing for your shipment on your behalf
- delivering the shipment to your booth at the facility
- removing empty crates from your booth to a designated storage area
- returning your empty crates to your booth at the close of the show
- loading your crates onto your designated carrier at the close of the show

The material handling services provided by LEVY EXPOSITION SERVICES INC. end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier for shipping following the close of the show. Please make special note of the allotted move-out times and days, and confirm with your carrier that they are able to meet these allotted times.

Please remove all old shipping labels and ensure that all freight destined for show-site receiving is labeled with the following information:

ReMA Gulf Coast 2024
COMPANY NAME & BOOTH #
JW Marriott Austin
c/o Levy Exposition Services Inc.
110 E 2nd Street
Austin, TX 78701

PLEASE NOTE THAT SHIPMENTS CANNOT BE RECEIVED AT THE JW MARRIOTT AUSTIN PRIOR TO 8:00 AM ON TUESDAY, JUNE 25, 2024.

ALL SHIPMENTS MUST INCLUDE A CERTIFIED WEIGHT TICKET OR BILL OF LADING. IN THE EVENT THAT YOUR SHIPMENT(s) DOES NOT INCLUDE A CERTIFIED WEIGHT TICKET, IT WILL BE WEIGHED ON-SITE AND A SURCHARGE OF $0.25 PER POUND WILL BE APPLIED.

LIMITS OF LIABILITY

See Material Handling Terms & Conditions Sheet enclosed.
1. DEFINITIONS. “Levy Exposition Services Inc” (“LES”), and any sub-contractors affiliated within the show.

2. PACKAGING AND CRATES. LES shall not be responsible for damage to loose, uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition, LES shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crated and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his representative. All previous labels must be removed or obliterated. LES assumes no responsibility for: Error in the above procedures; Removal of containers with old empty labels & without LES labels; Improper information on empty labels.

4. INBOUND SHIPMENT(S). Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or his representative, and during such time the materials will be left unattended. LES WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR’S BOOTH AT SHOW SITE. LES highly recommends the securing of security services for Facility or Show Management.

5. OUTBOUND SHIPMENT(S). Consistent with trade show industry practices, there may be a lapse of time between the completions of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. LES WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. LES highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to LES by EXHIBITOR will be checked at the time of pickup from booth and corrections will be made where discrepancies exist between the quantities of times listed by EXHIBITOR and the actual count of such items in the booth at the time of pickup.

6. LES’S RESPONSIBILITIES. LES shall be responsible only for those services which it directly provides. LES assumes no responsibility for any persons, parties, or other contracting firms not under LES’s direct supervision and control. LES shall not be responsible for loss, delay, or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond LES’s reasonable control, nor for ordinary wear & tear in the handling of materials.

7. INSURANCE. It is understood that LES is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR. EXHIBITOR agrees to provide LES with a release of subrogation to the extent of any insurance settlement received.

8. CLAIM(S) FOR LOSS. Claims for loss or damage must be reported at show-site.
   A. PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between the EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment due to LES for its services, as an offset against the amount of any alleged loss or damage.
   B. MAXIMUM RECOVERY. If found damaged LES’s sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR’s materials and EXHIBITOR’s sole and exclusive remedy is limited to $.50 per pound article with a maximum liability of $100.00 per item, or $1,500.00 per shipment.

9. JURISDICTION. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES, EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN AUSTIN, TEXAS.

10. INDEMNIFICATION. EXHIBITOR agrees to indemnify, forever hold harmless and defend LES, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liability, judgments, and expenses (including but not limited to reasonable attorney’s fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of, or contributed to, by any of the following: - EXHIBITOR’s negligent supervision of any labor secured through LES, or the negligent supervision of such labor by any of EXHIBITOR’s employees, agents, representatives, customers, invitees and/or Exhibitor Appointed Contractor (EAC). - EXHIBITOR’s negligence, willful misconduct, or deliberate act of EXHIBITOR’s employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates. - EXHIBITOR’s violation of U.S.A. or Local ordinances or the violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

EXHIBITOR’s inclusion of illegal substances, hazardous materials or waste in any shipment placed with LES and for the violation of the representations and warranties made regarding hazardous materials made on the front of this Agreement.

11. MISCELLANEOUS. EXHIBITOR, as a material part of the consideration LES for material handling and transportation services, waives and releases all claims against LES, its employees, agents, officers, and directors, with respect to all matters for which LES has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or enforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all provisions herein.
TO: ______________________
(Exhibitor Name)

Booth # ______

Levy Exposition Services Inc.
c/o Liberty CFS NV, INC.
1916 Waukesha Drive
Pflugerville, TX 78660

Event Name: ReMA Gulf Coast 2024

No. _____ # of _____ pcs.

The above labels are provided for your convenience. Place one on each piece shipped to the advance warehouse. If more labels are needed, copies are acceptable.
| TO: ______________________ |
| (EXHIBITOR NAME) |
| BOOTH # ________ |

| TO: ______________________ |
| (EXHIBITOR NAME) |
| BOOTH # ________ |

| JW Marriott Austin |
| c/o Levy Exposition Services Inc. |
| 110 E 2nd Street |
| Austin, TX 78701 |

| JW Marriott Austin |
| c/o Levy Exposition Services Inc. |
| 110 E 2nd Street |
| Austin, TX 78701 |

| EVENT NAME: ReMA Gulf Coast 2024 |

| EVENT NAME: ReMA Gulf Coast 2024 |

NO. _____ # of _____ PCS.

The above labels are provided for your convenience. Place one on each piece shipped to the SHOW SITE.

*If more labels are needed, copies are acceptable.*
MOVE YOUR EXHIBIT WITH PEACE OF MIND

THE FREIGHT & CUSTOMS PARTNER YOU CAN RELY ON
FULLY DEDICATED TO YOUR CONVENTION AND TRADE SHOW SUCCESS

Putting service first and leveraging our 42 years of freight & customs experience

Transportation Services

- Ground Freight (LTL)
- Full Load
- International Freight Forwarding
- Customs Brokerage Services
- Exclusive Use Full Trailer

Customized Solutions

- Door to door service
- Catering to your specific needs
- Single point of contact
- 24/7 customer attention
- Committed to excellence

Dedicated to delivering safely and on time every time.
100% satisfaction guaranteed or your money back. That's the Liberty CFS promise.

Call Toll Free 1-866-938-1092 or 1.905.338.3993 Fax: 1.905.338.1092
email: exhibitorservices@libertycfs.us - www.libertycfs.us
LAS VEGAS | TORONTO
1. Please accept this form as authority for LibertyCFS NV, Inc. to provide the services listed below. A second form is required for additional events.

<table>
<thead>
<tr>
<th>Freight &amp; Customs</th>
<th>Freight Only</th>
</tr>
</thead>
</table>

2a. Company Name
Address1
Address2
City State ZipCode
Contact Phone #
Email IRS/Tax ID#

2b. P/U Date From To
Dlvy Date Hours

<table>
<thead>
<tr>
<th>Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Express</td>
</tr>
<tr>
<td>Inside</td>
</tr>
<tr>
<td>Other</td>
</tr>
</tbody>
</table>

3. Exhibiting Company Name
Show Name
Address1
Address2
City State ZipCode
Onsite Contact Cell Phone #

4. Check Box if the Return address is the same as 2a
Shipper
Address1
Address2
City State ZipCode
Contact Phone #
PU Date Arrive by

5. Carton(s)/Box
Vinyl Case(s)/Color
Wooden Crate(s)
Trunk(s) / On Wheels
Skid(s) - to contain # of pieces

6. Declared Value for Carriage: The declared value for carriage of this shipment is agreed to and understood to be $0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than $50.00 per shipment unless a value is declared below and applicable charges paid thereon. The liability of Carrier for loss/damage are subject to the terms and conditions. LibertyCFS NV, Inc charges 4% per $1000, Min $40.

Exclusion: Does not include TV(s)/Monitor(s)

<table>
<thead>
<tr>
<th>PAYMENT</th>
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<tbody>
<tr>
<td>Credit Card Number</td>
</tr>
<tr>
<td>Address</td>
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<tr>
<td>Phone</td>
</tr>
</tbody>
</table>

7. I hereby authorize the use of this card for payment of services related to this Order Form. I understand that declined credit cards are subject to a 30% surcharge.

8. Comments: Include any additional comments that will be helpful for the movement of freight and contents

Print
REQUEST FOR SET-UP BY NON-OFFICIAL CONTRACTOR

The unpacking, erection, assembling, dismantling, and packing of displays and equipment must be done by the correct type of labor. Levy Exposition Services Inc., the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labor should be made through Levy Exposition Services in advance whenever possible. Official labor forms are included in the Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and received by Levy Exposition Services Inc. no later than June 4, 2024. Exceptions will be granted only if it will not interfere with or prejudice the orderly set-up, interim service, or dismantling of the Exposition. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contract with service contractors or its lease with the JW Marriott Austin. For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor’s own employees must provide Levy Exposition Services with Certificates of Insurance naming Levy Exposition Services Inc., ReMA Gulf Coast Region, ReMA Gulf Coast Region Summer Convention 2024, and the JW Marriott Austin as additional insureds by June 4, 2024. These Certificates of Insurance must include public liability and property damage insurance for at least $1,000,000, and workmen’s compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than Levy Exposition Services Inc. to set up and dismantle their exhibits must fill out this form and return to us no later than June 4, 2024. If this form and the certificate of insurance from the non-official contractor is not received by June 4, 2024, your non-official contractor will be allowed to supervise only. All labor must then be hired from Levy Exposition Services Inc. for installation and dismantle of the exhibit.

ORIGINAL CERTIFICATES ONLY
PHOTOSTATS OR FACSIMILES WILL NOT BE ACCEPTED

Name of Exhibiting Company: _______________________________ Booth Number: __________________________

Contracting Company Name: _______________________________________________________________________

Contracting Company Address: _____________________________________________________________________

City: ______________________ State: __________ Zip: ______ Telephone: ______________ Fax__________

Estimated Arrival at Show_________________________________ Number of Workers: _________________________

Authorized By: _________________________________________Title: ______________________________________

(Sign & Print Name)

Fax: 253 437 0032
14900 Interurban Avenue South, Suite 271
Seattle, WA
USA 98168
Telephone: 253 437 0031
E-mail: operations@levyexpo.com

ReMA Gulf Coast Region
Summer Convention 2024
June 25 - 28, 2024
JW Marriott Austin
Austin, TX
2024 TRADE SHOW KIT CATALOG
BLANC

Blanc Sofa
Bright White Leather
75"W x 35"D x 35"H

Blanc Loveseat
Bright White Leather
54"W x 35"D x 35"H

Blanc Chair
Bright White Leather
33"W x 35"D x 35"H

Blanc Bench Ottoman
Bright White Leather
48"W x 24"D x 18"H

Blanc Cube Ottoman
Bright White Leather
17"Square x 17"H

FUNCTION
Modular Seating Collection

Function Armless Chair
White Leather
28"Square x 29"H

Function Corner
White Leather
28"Square x 29"H
CONTINENTAL
Modular Seating Collection

Continental Curved Loveseat
Bright White Leather
30"W x 34"D x 19"H

Continental Reverse Curved Loveseat
Bright White Leather
72"W x 34"D x 31"H

Continental Wedge Ottoman
Bright White Leather
30"W x 34"D x 19"H

Continental Curved Bench
Bright White Leather
70"W x 26"D x 19"H

Continental Half Moon Ottoman
Bright White Leather
33"W x 19"D x 19"H

SOPHISTICATION
Modular Seating Collection

Sophistication Sofa
White Leather
72"W x 31"D x 48"H

Sophistication Loveseat
White Leather
48"W x 31"D x 48"H

Sophistication Chair
White Leather
24"W x 31"D x 48"H
SOPHISTICATION
Modular Seating Collection

Sophistication Corner
White Leather
31” Square x 48” H

Sophistication Ottoman
White Leather
31” Square x 19” H

BOCA
Modular Seating Collection

Boca Corner
Black Leather
22” W x 27” D x 30” H

Boca Armless
Black Leather
27” Square x 30” H

METRO

Metro Sofa
Black Leather
85” W x 35” D x 35” H

Metro Loveseat
Black Leather
60” W x 35” D x 35” H

Metro Chair
Black Leather
35” Square x 35” H
**METRO**

Metro Square Ottoman
- Black Leather
- 40" Square x 17" H

Metro Bench Ottoman
- Black Leather
- 60" W x 24" D x 17" H

**SUAVE MIDNIGHT**

Suave Midnight Sofa
- Midnight Suede
- 77" W x 36" D x 33" H

Suave Midnight Loveseat
- Midnight Suede
- 54" W x 36" D x 33" H

Suave Midnight Chair
- Midnight Suede
- 32" W x 36" D x 33" H

**GRAMMERCY**

Grammercy Sofa
- Charcoal Leather
- 82" W x 36" D x 36" H

Grammercy Loveseat
- Charcoal Leather
- 57" W x 36" D x 36" H

Grammercy Chair
- Charcoal Leather
- 28" W x 36" D x 36" H
**GRAMMERCY**

- **Grammercy Corner**
  - Charcoal Leather
  - 36"Square x 36"H

- **Grammercy Round Ottoman**
  - Charcoal Leather
  - 46"Round x 17"H

- **Grammercy Square Ottoman**
  - Charcoal Leather
  - 40"Square x 17"H

**MONTANA MOCHA**

- **Montana Mocha Sofa**
  - Mocha Tan Fabric
  - 79"W x 35"D x 34"H

- **Montana Mocha Loveseat**
  - Mocha Tan Fabric
  - 57"W x 35"D x 34"H

- **Montana Mocha Chair**
  - Mocha Tan Fabric
  - 35"Square x 34"H

**CHANDLER**

- **Chandler Sofa**
  - Red Leather
  - 76"W x 37"D x 35"H

- **Chandler Loveseat**
  - Red Leather
  - 53"W x 37"D x 35"H

- **Chandler Chair**
  - Red Leather
  - 31"W x 37"D x 35"H
CHANDLER

Chandler Bench Ottoman
Red Leather
60"W x 24"D x 17"H

EVOKE

Evoke Sofa
Coffee Resin Frame With Tan Cushions
81"W x 35"D x 27"H

Evoke Chair
Coffee Resin Frame With Tan Cushions
33"W x 35"D x 27"H

Evoke Cocktail Table
Coffee Resin Frame
48"W x 24"D x 18"H

Evoke End Table
Coffee Resin Frame
24"W x 28"D x 25"H

Evoke Cube Table
Coffee Resin Frame
18"Square x 18"H
NIKO

Niko Sofa
Grey Microfiber
81"W x 30"D x 38"H

Niko Loveseat
Grey Microfiber
58"W x 30"D x 38"H

Niko Chair
Grey Microfiber
31"W x 30"D x 38"H

STAGE CHAIRS

Midnight Stage Chair
Midnight Microfiber
25"W x 26"D x 37"H

Chamois Stage Chair
Beige Microfiber
25"W x 26"D x 37"H

Buckskin Stage Chair
Tan Microfiber
25"W x 26"D x 37"H

Empire Chair
- Black Leather
- White Leather
28"W x 32"D x 32"H

Monarch Chair
Bright White Leather
28"Square x 30"H
OTTOMANS & BENCHES

Curved Bench
Continental Bright White Leather
70"W x 26"D x 19"H

Square Ottoman
- Metro Black Leather
- Grammercy Charcoal Leather
- 40"Square x 17"H

Bench Ottoman
- Metro Black Leather
- Chandler Red Leather
- Grammercy Charcoal Leather
- Parma Brown Leather
- 60"W x 24"D x 17"H

Essentials Storage Ottoman
White Leather With Locking Mechanism
48"W x 24"D x 20"H
Lock Not Included

Grammercy Round Ottoman
Charcoal Leather
46"Round x 17"H

BANQUETTES & TURNING BEDS

Essentials Banquette
White Leather
60"Round x 48"H (2 Pieces)

Grammercy Banquette
Charcoal Leather
59"Round x 38"H (2 Pieces)

Essentials Turning Bed
White Leather
96"W x 48"D x 36"H
**Cube Ottomans**

**Rubix Cube Ottomans**
- Cherry
- Cromwell
- Grape
- Lemon
- Lime
- Mango
- 18"Square x 18"H

**Blanc Cube Ottoman**
- Bright White Leather
- 17"Square x 17"H

**Metro Cube Ottoman**
- Black Leather
- 18"Square x 18"H
Essentials Turning Bed - Charged
White Leather
96”W x 48”D x 25”H
*White slip cover available for black charging unit.
*Maximum of 1 bed per power source.

Boca Corner - Charged
Bright White Leather
27”Square x 30”H
*Maximum of 4 daisy linked together per power source.

Boca Chair - Charged
Bright White Leather
22”W x 27”D x 30”H
*Maximum of 4 daisy linked together per power source.

Aspen Bar Table - Charged
White/Brushed Steel
72”W x 26”D x 42”H
*Maximum of 1 table per power source.

Aspen Cocktail Table - Charged
White/Brushed Steel
48”W x 24”D x 18”H
*Maximum of 1 table per power source.

White Conference Table - Charged
White
96”W x 43”D x 30”H
*Maximum of 1 table per power source.

Patrice Table Chair - Charged
Bright White Leather
28”W x 31”D x 31”H
*Maximum of 6 daisy linked together per power source.

Lincoln Bench - Charged
Bright White Leather
59”W x 39”D x 17”H
*Maximum of 3 daisy linked together per power source.
OCCASIONAL TABLES

Aria Tables - Red
End Table Red/Brushed Steel
24"W x 20"D x 22"H
Cocktail Table Red/Brushed Steel
44"W x 20"D x 18"H

Aria Tables - Green
End Table Green/Brushed Steel
24"W x 20"D x 22"H
Cocktail Table Green/Brushed Steel
44"W x 20"D x 18"H

Aria Tables - Blue
End Table Blue/Brushed Steel
24"W x 20"D x 22"H
Cocktail Table Blue/Brushed Steel
44"W x 20"D x 18"H

Aria Tables - Purple
End Table Purple/Brushed Steel
24"W x 20"D x 22"H
Cocktail Table Purple/Brushed Steel
44"W x 20"D x 18"H

Aria Tables - White
End Table White/Brushed Steel
24"W x 20"D x 22"H
Cocktail Table White/Brushed Steel
44"W x 20"D x 18"H

Aria Tables - Charcoal
End Table Storm Grey/Brushed Steel
24"W x 20"H x 22"H
Console Table Storm Grey/Brushed Steel
44"W x 20"D x 30"H
Cocktail Table Storm Grey/Brushed Steel
44"W x 20"D x 18"H

Tribeca Tables
End Table Black/Wood
24"W x 28"D x 22"H
Console Table Black/Wood
48"W x 18"D x 30"H
Cocktail Table Black/Wood
48"W x 28"D x 19"H

Novel Tables
End Table Satin Steel
15"Square x 16"H
Cocktail Table Satin Steel
46"W x 15"D x 16"H

Hylton Tablet Table
White/Brushed Steel
18"W x 12"D x 28"H

2024 TRADE SHOW FURNISHINGS / KIT CATALOG
OCCASIONAL TABLES

**Fuze Tables**
- End Table Zebrawood Laminate/Chrome: 24" Square x 23" H
- Console Table Zebrawood Laminate/Chrome: 60" W x 16" D x 24" H
- Cocktail Table Zebrawood Laminate/Chrome: 40" Square x 16" H

**London Tables**
- End Table Marble/Chrome: 24" Square x 23" H
- Console Table Marble/Chrome: 60" W x 16" D x 34" H
- Cocktail Table Marble/Chrome: 40" Square x 16" H

**Brooklyn Tables**
- End Table Square Chrome: 22" Square x 20" H
- End Table Round Chrome: 20" Round x 20" H
- Cocktail Table Rectangle Chrome: 42" W x 24" D x 16" H
- Cocktail Table Round Chrome: 30" Round x 16" H

**Vivid Tables**
- End Table Smoked Powder Coat Finish: 26" Square x 21" H
- Console Table Smoked Powder Coat Finish: 50" W x 24" D x 30" H
- Cocktail Table Smoked Powder Coat Finish: 50" W x 24" D x 16" H

**Cube End Tables**
- Black or White: 24" Square x 21" H

**Cube Cocktail Tables**
- Black or White: 24" Square x 16" H
BARS & BAR BACKS

VIP Glow Bar 6’
Frosted Plexi With Built-in Wireless LED Kit
72”W x 24”D x 42”H (Bar)
13”D x 18”H (Shelf)
Includes Remote Control

VIP Glow Bar 4’
Frosted Plexi With Built-in Wireless LED Kit
48”W x 24”D x 42”H (Bar)
13”D x 18”H (Shelf)
Includes Remote Control

Bar
- Black
- White
48”W x 16”D x 42”H
2 Shelves In Back

Blox Bar Back
Walnut/Brushed Metal
30”W x 16”D x 86”H
Please Inquire About Shelf Dimensions

Piazza Bar Back
- Black
- White
44”W x 12”D x 79”H
13”W x 14”H (Inside Shelf)
STOOLS

Vienna Stool
- Smoke Grey
- Orange Acrylic
- Teal Acrylic
- 17” Square x 39” H

Criss Cross Bar Stool
- Espresso Leather
- White Leather
- 15” W x 19” D x 41” H

Colin Stool
- Natural Maple
- 20” W x 19” D x 47” H

Stools

Milo Bar Stool
- Black
- California Wine
- Chartreuse
- Chocolate
- Jade
- Victory Blue
- White
- 20” W x 21” D x 41” H

Euro Bar Stool
- Black
- 22” W x 24” D x 42” H

Hourglass Bar Stool
- Black
- White
- 18” W x 20” D x 43” H

Equino Stool
- Black
- White
- 15” W x 13” D x 35” H
STOOLS

Clara Stool
White
17"W x 21"D x 41"H

Marcus Bar Stool
Steel
17"Square (at footbase) x 29"H

Regal Stool
Brown Leather
19"W x 24"D x 45"H

Caprice Stool
Black Fabric
25"W x 26"D x 44"H

Sonic Stool
Black
22"W x 23"D x 42"H

Nexus Stool
White
19"W x 20"D x 44"H

CAFÉ CHAIRS

Vienna Chair
- Smoke Grey Acrylic
- Orange Acrylic
- Teal Acrylic
21"Square x 32"H

Milo Chair
- Black
- California Wine
- Chartreuse
- Jade
- Victory Blue
- White
20"W x 21"D x 41"H
CAFÉ CHAIRS

Clara Chair
White
18"W x 21"D x 35"H

Leslie Chair
White
17"W x 21"D x 31"H

Criss Cross Chair
- Espresso Leather
  17"W x 21"D x 35"H
- White Leather
  17"W x 21"D x 35"H

Elio Chair
Steel
17"Square x 33"H

Caprice Chair
Black
25"W x 24"D x 32"H

Comet Chair
Black
23"W x 22"D x 32"H (With Arms)
19"W x 22"D x 32"H (Without Arms)

Regal Dining Chair
Brown Leather
19"W x 23"D x 38"H

Sonic Chair
Black
20"W x 21"D x 32"H

Nexus Chair
White
19"W x 22"D x 32"H
CAFÉ CHAIRS

Colin Chair
Natural Maple
22"W x 19"D x 33"H

BAR TABLES

Euro Bar Table
Black/Black 30”
30”Round x 42”H
Black/Black 36”
36”Round x 42”H

Silk Bar Table
Black/Chrome 30”
30”Round x 42”H
Black/Chrome 36”
36”Round x 42”H

City Bar Table
Maple/Black 30”
30”Round x 42”H
Maple/Black 36”
36”Round x 42”H

Park Ave Bar Table
Maple/Chrome 30”
30”Round x 42”H
Maple/Chrome 36”
36”Round x 42”H

Summit Bar Table
White/Black 30”
30”Round x 42”H
White/Black 36”
36”Round x 42”H

Blanco Bar Table
White/Chrome 30”
30”Round x 42”H
White/Chrome 36”
36”Round x 42”H
BAR TABLES

Fuze Bar Table
Zebrawood Laminate/Chrome
36"Square x 42"H

Blanco Square Bar Table
White/Chrome
24"Square x 42"H

Blanco Rectangle Bar Table
White/Chrome
72"W x 24"D x 42"H

Spectrum Bar Table - Red
Red/Chrome
24"Square x 42"H

Spectrum Bar Table - Blue
Blue/Chrome
24"Square x 42"H

Spectrum Bar Table - Purple
Purple/Chrome
24"Square x 42"H

Spectrum Bar Table - Green
Green/Chrome
24"Square x 42"H

Zinc Bar Table
Chrome
24"Round x 42"H

Aspen Bar Table
White/Brushed Steel
72"W x 26"D x 42"H
## Café Tables

<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>Euro Café Table</strong></td>
<td>Black/Black 30&quot; 30&quot;Round x 30&quot;H</td>
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<tr>
<td></td>
<td>Black/Black 36&quot; 36&quot;Round x 30&quot;H</td>
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<tr>
<td><strong>Silk Café Table</strong></td>
<td>Black/Chrome 30&quot; 30&quot;Round x 30&quot;H</td>
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<tr>
<td></td>
<td>Black/Chrome 36&quot; 36&quot;Round x 30&quot;H</td>
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<tr>
<td><strong>Park Ave Café Table</strong></td>
<td>Maple/Chrome 30&quot; 30&quot;Round x 30&quot;H</td>
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<tr>
<td></td>
<td>Maple/Chrome 36&quot; 36&quot;Round x 30&quot;H</td>
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<tr>
<td><strong>City Café Table</strong></td>
<td>Maple/Black 30&quot; 30&quot;Round x 30&quot;H</td>
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<tr>
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<td>Maple/Black 36&quot; 36&quot;Round x 30&quot;H</td>
</tr>
<tr>
<td><strong>Summit Café Table</strong></td>
<td>White/Black 30&quot; 30&quot;Round x 30&quot;H</td>
</tr>
<tr>
<td></td>
<td>White/Black 36&quot; 36&quot;Round x 30&quot;H</td>
</tr>
<tr>
<td><strong>Blanco Café Table</strong></td>
<td>White/Chrome 30&quot; 30&quot;Round x 30&quot;H</td>
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<tr>
<td></td>
<td>White/Chrome 36&quot; 36&quot;Round x 30&quot;H</td>
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<tr>
<td><strong>Fuze Café Table</strong></td>
<td>Zebrawood Laminate/Chrome 36&quot;Square x 30&quot;H</td>
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<tr>
<td><strong>Blanco Square Café Table</strong></td>
<td>White/Chrome 24&quot;Square x 30&quot;H</td>
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<tr>
<td><strong>Blanco Rectangle Café Table</strong></td>
<td>White/Chrome 72&quot;W x 24&quot;D x 30&quot;H</td>
</tr>
</tbody>
</table>

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2024 Trade Show Furnishings / Kit Catalog

AFTRADES.COM
CAFÉ TABLES

**Spectrum Café Table - Red**
- Reclaimed Grey Stone Finish/Brushed Bronze
- 96"W x 48"D x 30"H

**Spectrum Café Table - Blue**
- Reclaimed Grey Stone Finish/Brushed Bronze
- 96"W x 48"D x 30"H

**Spectrum Café Table - Purple**
- Reclaimed Grey Stone Finish/Brushed Bronze
- 96"W x 48"D x 30"H

**Spectrum Café Table - Green**
- Reclaimed Grey Stone Finish/Brushed Bronze
- 24"Square x 30"H

**Aspen Dining Table**
- White/Brushed steel
- 72"W x 30"D x 30"H

**Brio Dining Table**
- Reclaimed Grey Stone Finish/Brushed Bronze
- 96"W x 48"D x 30"H

OFFICE SEATING

**Tamiri High Back Chair**
- Black Leather
- 25"W x 27"D x 45"H

**Tamiri Mid Back Chair**
- Black Leather
- 25"W x 27"D x 39"H

**Tamiri Guest Chair**
- Black Leather
- 25"W x 27"D x 37"H
OFFICE SEATING

Accord Chair
- Black
- White
- 25 Square x 44 H

Goal Task Chair
- Black
- 25 W x 24 D x 39 H

Goal Task Chair - Armless
- Black
- 21 W x 24 D x 39 H

Goal Drafting Stool
- Black
- 25 W x 24 D x 48 H

Goal Drafting Stool - Armless
- Black
- 21 W x 24 D x 48 H

CONFERENCE TABLES

Conference Table Round
- Black
- Mahogany
- 42 Round x 29 H

Command 6’ Conference Table
- Black
- Sirona
- White
- 72 W x 36 D x 31 H

Command 8’ Conference Table
- Black
- Sirona
- White
- 96 W x 48 D x 31 H
CONFERENCE TABLES

Command 10’ Conference Table
- Black
- Sirona
- White
120 W x 48 D x 31 H

OFFICE FURNITURE

Computer Kiosk
- Black
- White
24 Square x 42 H

Storage Credenza
- Black
- Mahogany
2 Filing Cabinets/2 Drawers/Inside Shelves
66 W x 20 D x 29 H

Jr Executive Desk
- Black
- Mahogany
Double Pedestal/Locking Drawers
60 W x 30 D x 29 H

Executive Desk
- Black
- Mahogany
Double Pedestal/Locking Drawers
72 W x 36 D x 29 H

5-Shelf Bookcase
- Black
- Mahogany
36 W x 12 D x 72 H
OFFICE FURNITURE

Vivid Café Table - Square
Clear Glass/Smoked Powder Coat Finish
42" Square x 30"H

Vivid Café Table - Rectangle
Clear Glass/Smoked Powder Coat Finish
60"W x 36"D x 30"H

Brooklyn Rectangle
Dining Table
Clear Glass/Chrome
60"W x 36"D x 30"H

Brooklyn Round
Dining Table
Clear Glass/Chrome
42" Round x 30"H

Aspen Dining Table
White/Brushed Steel
72"W x 30"D x 30"H

Brio Dining Table
Reclaimed Grey Stone Finish/Brushed Bronze
96"W x 48"D x 30"H
METAL FILE & STORAGE CABINETS

2-Drawer File
Block Letter
15"W x 25"D x 29"H
Block Legal
18"W x 25"D x 29"H

4-Drawer File
Block Letter
15"W x 25"D x 52"H
Block Legal
18"W x 25"D x 52"H

2-Drawer Lateral File
Block
36"W x 18"D x 27"H

4-Drawer Lateral File
Black
36"W x 18"D x 54"H

Storage Cabinet
Black
36"W x 18"D x 72"H
PEDESTALS

42” Display Pedestals
- Black
  14”Square x 42”H
- Black
  24”Square x 42”H
- Black
  18”Square x 42”H
- White
  14”Square x 42”H

36” Display Pedestals
- Black
  14”Square x 36”H
- Black
  24”Square x 36”H
- White
  14”Square x 36”H

30” Display Pedestals
- Black
  14”Square x 30”H
- Black
  24”Square x 30”H
- White
  14”Square x 30”H

Locking Pedestal
- Black
- White
  24”Square x 42”H

Fuze Pedestal
- Zebrawood Laminate/Chrome
  16”Square x 44”H

London Pedestal
- Marble/Chrome
  16”Square x 44”H
MISCELLANEOUS ITEMS

Stanchion
Chrome
41"H

Stanchion Rope
Red Velour
6'L

Alto Literature Rack
Black/Metal
10.5"W x 9.5"D x 57"H

Compact Refrigerator
Black
14.75"W x 12"D x 53.5"H

Nero Literature Rack
Black
14.75"W x 12"D x 53.5"H

Argento Literature Rack
Aluminum
14.75"W x 12"D x 53.5"H

Silo Grey Lamps
Table Lamp
25"H
Floor Lamp
70"H

Silo White Lamps
Table Lamp
25"H
Floor Lamp
70"H

Neutrino Floor Lamp
Steel
67"H

LIGHTING
DESIGN YOUR BOOTH SPACE YOUR WAY

20x20 Booth Footprint
Blanc Loveseat • Blanc Chair • Blanc Cube Ottoman
Brooklyn Round End Table • Brooklyn Round Cocktail Table
Aspen Bar Table - Charged • Nexus Stool
VIP Glow Bar 6’ • Argento Literature Rack

20x20 Booth Footprint
Aspen Dining Table • Colin Chair
Lincoln Bench - Charged • VIP Glow Bar 4’

10x10 Booth Footprint
Niko Chair • Novel End Table • Fuze Pedestal
Blanco 30”Round Bar Table with Tulip Base • Vienna Stool - Teal

20x10 Booth Footprint
Chandler Loveseat • Continental Curved Loveseat • Rose Table
Aria End Table - White • London Console Table
### 2024 Trade Show Order Form

**AFR Sales Representative:** Diana Gonzalez | Angie Carlson  
**Email/Fax:** dgonzalez@rentfurniture.com | acarlson@rentfurniture.com

#### TRADE SHOW INFORMATION

<table>
<thead>
<tr>
<th>Show Name</th>
<th>Company Name</th>
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<tbody>
<tr>
<td>ReMA Gulf Coast Region Summer Convention 2024</td>
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<table>
<thead>
<tr>
<th>Show Dates</th>
<th>Onsite Contact Name</th>
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<td>June 25 - 28, 2024</td>
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<tr>
<th>Venue Name</th>
<th>Onsite Contact Cell #</th>
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<td>JW Marriott Austin</td>
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<tr>
<th>Venue Address</th>
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<th>Time</th>
<th>Pickup Date</th>
<th>Time</th>
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<tr>
<td>110 E 2nd Street, Austin, TX 78701</td>
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<table>
<thead>
<tr>
<th>Booth # and Name</th>
<th>Show Contractor</th>
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### Terms & Conditions:

**Payments:** 100% payment due prior to delivery to secure the order unless credit approved with AFR. You may be subject to additional charges by the drayage company for moving the furniture from the loading dock to the exhibit space. Please check your Exhibitor Manual.

**Cancellation Fee:** If cancelled within 3 days prior to delivery, a 100% charge will be applied.

**Late Fee:** All orders received within 14 days of the show opening will receive an additional 25% late fee. Show site orders will be based on availability and charged a 30% late fee. Please email your sales team if you do not receive confirmation within 1-2 days of submitting this order form.

### Item List

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Weight</th>
<th>Description</th>
<th>Dimensions</th>
<th>Standard Qty.</th>
<th>Total</th>
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<tbody>
<tr>
<td>18228-0847</td>
<td>100 lbs.</td>
<td>Blanc Bright White Leather Sofa</td>
<td>75&quot;W x 35&quot;D x 35&quot;H</td>
<td>$835.00</td>
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<tr>
<td>18167-0614</td>
<td>90 lbs.</td>
<td>Blanc Bright White Leather Loveseat</td>
<td>54&quot;W x 35&quot;D x 35&quot;H</td>
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<tr>
<td>18284-0834</td>
<td>75 lbs.</td>
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<td>18024-0072</td>
<td>40 lbs.</td>
<td>Blanc Bright White Leather Bench Ottoman</td>
<td>48&quot;W x 24&quot;D x 18&quot;H</td>
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<td>18184-0274</td>
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<td>Blanc Bright White Leather Cube Ottoman</td>
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<td>18284-0554</td>
<td>38 lbs.</td>
<td>Function Bright White Leather Armless Chair</td>
<td>28&quot;Square x 29&quot;H</td>
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<tr>
<td>18066-0016</td>
<td>27 lbs.</td>
<td>Function Bright White Leather Corner</td>
<td>28&quot;Square x 29&quot;H</td>
<td>$458.00</td>
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<tr>
<td>18303-0006</td>
<td>105 lbs.</td>
<td>Continental Bright White Leather Curved Loveseat</td>
<td>82&quot;W x 34&quot;D x 31&quot;H</td>
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<td>18304-0002</td>
<td>105 lbs.</td>
<td>Continental Bright White Leather Reverse Curved Loveseat</td>
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<td>18296-0006</td>
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<td>18184-0283</td>
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<td>18184-0284</td>
<td>30 lbs.</td>
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<tr>
<td>18228-0674</td>
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<tr>
<td>18167-0466</td>
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<td>18284-0563</td>
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<td>18066-0017</td>
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<td>Sophistication White Leather Corner</td>
<td>31&quot;Square x 48&quot;H</td>
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<td>18184-0130</td>
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<tr>
<td>18066-0026</td>
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<td>Boca Black Leather Corner</td>
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<tr>
<td>18284-0786</td>
<td>28 lbs.</td>
<td>Boca Black Leather Armless</td>
<td>22&quot;W x 27&quot;D x 30&quot;H</td>
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<tr>
<td>18228-0802</td>
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<td>Metro Black Leather Sofa</td>
<td>85&quot;W x 35&quot;D x 35&quot;H</td>
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<tr>
<td>18167-0467</td>
<td>90 lbs.</td>
<td>Metro Black Leather Loveseat</td>
<td>60&quot;W x 35&quot;D x 35&quot;H</td>
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<td>18284-0482</td>
<td>75 lbs.</td>
<td>Metro Black Leather Chair</td>
<td>35&quot;Square x 35&quot;H</td>
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<tr>
<td>18184-0119</td>
<td>65 lbs.</td>
<td>Metro Black Leather Square Ottoman</td>
<td>40&quot;Square x 17&quot;H</td>
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<tr>
<td>18228-0008</td>
<td>43 lbs.</td>
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<tr>
<td>18228-0085</td>
<td>105 lbs.</td>
<td>Suave Midnight Sofa</td>
<td>77&quot;W x 36&quot;D x 33&quot;H</td>
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<tr>
<td>18167-0069</td>
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<td>Suave Midnight Loveseat</td>
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<tr>
<td>18284-0151</td>
<td>65 lbs.</td>
<td>Suave Midnight Chair</td>
<td>32&quot;W x 36&quot;D x 33&quot;H</td>
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<tr>
<td>18228-0065</td>
<td>90 lbs.</td>
<td>Grammercy Charcoal Leather Sofa</td>
<td>82&quot;W x 36&quot;D x 36&quot;H</td>
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<tr>
<td>18167-0469</td>
<td>90 lbs.</td>
<td>Grammercy Charcoal Leather Loveseat</td>
<td>57&quot;W x 36&quot;D x 36&quot;H</td>
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<tr>
<td>18284-0485</td>
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<td>Grammercy Charcoal Leather Chair</td>
<td>28&quot;W x 36&quot;D x 36&quot;H</td>
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<td>18066-0015</td>
<td>51 lbs.</td>
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<td>36&quot;Square x 36&quot;H</td>
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<td>18184-0036</td>
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<td>18184-0033</td>
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<td>40&quot;Square x 17&quot;H</td>
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<tr>
<td>18228-0784</td>
<td>100 lbs.</td>
<td>Montana Mocha Sofa</td>
<td>79&quot;W x 35&quot;D x 34&quot;H</td>
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<td>18167-0573</td>
<td>90 lbs.</td>
<td>Montana Mocha Loveseat</td>
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<td>18284-0704</td>
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<td>Montana Mocha Chair</td>
<td>35&quot;Square x 34&quot;H</td>
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<tr>
<td>18228-0795</td>
<td>100 lbs.</td>
<td>Chandler Red Leather Sofa</td>
<td>76&quot;W x 37&quot;D x 35&quot;H</td>
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<td>18167-0581</td>
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<td>Chandler Red Leather Loveseat</td>
<td>53&quot;W x 37&quot;D x 35&quot;H</td>
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<td>18284-0717</td>
<td>75 lbs.</td>
<td>Chandler Red Leather Chair</td>
<td>31&quot;W x 37&quot;D x 35&quot;H</td>
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<tr>
<td>18184-0062</td>
<td>43 lbs.</td>
<td>Chandler Red Leather Bench Ottoman</td>
<td>60&quot;W x 24&quot;D x 17&quot;H</td>
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<tr>
<td>13229-0007</td>
<td>80 lbs.</td>
<td>Evoke Sofa</td>
<td>81&quot;W x 35&quot;D x 27&quot;H</td>
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<td>13041-0015</td>
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<td>Evoke Chair</td>
<td>33&quot;W x 35&quot;D x 27&quot;H</td>
<td>$556.00</td>
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</tbody>
</table>

***All Furniture Subject to Availability***

Please email your sales team if you do not receive confirmation within 1-2 days of submitting this order form.
<table>
<thead>
<tr>
<th>SKU</th>
<th>Description</th>
<th>W x D x H</th>
<th>Weight</th>
<th>Price</th>
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<tr>
<td>12107-0297</td>
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<td>12055-0285</td>
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<td>12055-0286</td>
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<td>24&quot; Square x 16&quot;H</td>
<td>40 lbs.</td>
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<td>12107-0467</td>
<td>Hylton Tablet Table</td>
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<tr>
<td>05012-0076</td>
<td>VIP Glow Bar 6'</td>
<td>72&quot; W x 24&quot; D x 42&quot;H</td>
<td>185 lbs.</td>
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<tr>
<td>05012-0075</td>
<td>VIP Glow Bar 4'</td>
<td>48&quot; W x 24&quot; D x 42&quot;H</td>
<td>130 lbs.</td>
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<td>05012-0053</td>
<td>Black Bar - 2 Shelf</td>
<td>48&quot; W x 16&quot; D x 42&quot;H</td>
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<tr>
<td>05012-0054</td>
<td>White Bar - 2 Shelf</td>
<td>48&quot; W x 16&quot; D x 42&quot;H</td>
<td>70 lbs.</td>
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<td>12110-0010</td>
<td>Blox Bar Back</td>
<td>30&quot; W x 16&quot; D x 86&quot;H</td>
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<tr>
<td>05001-0017</td>
<td>Piazza Bar Back - Black</td>
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<td>05001-0018</td>
<td>Piazza Bar Back - White</td>
<td>44&quot; W x 12&quot; D x 80&quot;H</td>
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<tr>
<td>05237-0038</td>
<td>Criss Cross Bar Stool - Espresso</td>
<td>15&quot; W x 19&quot; D x 41&quot;H</td>
<td>15 lbs.</td>
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<tr>
<td>05237-0039</td>
<td>Criss Cross Bar Stool - White</td>
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<tr>
<td>05237-0264</td>
<td>Vienna Stool - Gray</td>
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<tr>
<td>05237-0263</td>
<td>Vienna Stool - Orange</td>
<td>17&quot; Square x 39&quot;H</td>
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<td>05237-0262</td>
<td>Vienna Stool - Teal</td>
<td>17&quot; Square x 39&quot;H</td>
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<tr>
<td>05237-0038</td>
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<td>15&quot; W x 19&quot; D x 41&quot;H</td>
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<td>05237-0039</td>
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<td>99-05237-02</td>
<td>Milo Bar Stool - California Wine</td>
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<td>99-05237-06</td>
<td>Milo Bar Stool - Chartreuse</td>
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<tr>
<td>05237-0270</td>
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<td>Hourglass Bar Stool - White</td>
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<tr>
<td>05237-0300</td>
<td>Nexus Stool</td>
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<td>6 lbs.</td>
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<td>05035-0032</td>
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<td>05035-0031</td>
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<td>99-05035-10</td>
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<td>99-05035-11</td>
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<tr>
<td>99-05035-15</td>
<td>Milo Chair - Chartreuse</td>
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<tr>
<td>99-05035-12</td>
<td>Milo Chair - Chocolate</td>
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<td>99-05035-13</td>
<td>Milo Chair - Jade</td>
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<td>99-05035-14</td>
<td>Milo Chair - Victory Blue</td>
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<tr>
<td>99-05035-15</td>
<td>Milo Chair - White</td>
<td>20&quot; W x 22&quot; D x 33&quot;H</td>
<td>19 lbs.</td>
<td>$138.00</td>
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<tr>
<td>05035-0051</td>
<td>Clara Chair</td>
<td>18&quot; W x 21&quot; D x 35&quot;H</td>
<td>11 lbs.</td>
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<tr>
<td>05035-0008</td>
<td>Leslie Chair</td>
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<td>10 lbs.</td>
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<td>15 lbs.</td>
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<td>05221-0039</td>
<td>Regal Dining Chair</td>
<td>19&quot; W x 23&quot; D x 38&quot;H</td>
<td>20 lbs.</td>
<td>$191.00</td>
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<td>99-05245-07</td>
<td>Park Ave Bar Table Maple/Black</td>
<td>44&quot; Square x 42&quot;H</td>
<td>32 lbs.</td>
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<td>Park Ave Bar Table Maple/Chrome</td>
<td>36&quot; Round x 42&quot;H</td>
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<td>99-05245-22</td>
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<td>99-05245-12</td>
<td>Blanco Bar Table - White/Chrome</td>
<td>24&quot; Square x 42&quot;H</td>
<td>28 lbs.</td>
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14062-0105 97 lbs. 42" Round Conference Table - Black 42" Round x 29"H $347.00 -
14062-0106 97 lbs. 42" Round Conference Table - Mahogany 42" Round x 29"H $347.00 -
14062-0297 90 lbs. Command Conference Table - 6' Black 72"W x 36"D x 31"H $620.00 -
14062-0300 90 lbs. Command Conference Table - 6' Sirona 72"W x 36"D x 31"H $620.00 -
14062-0298 125 lbs. Command Conference Table - 8' Black 96"W x 48"D x 31"H $666.00 -
14062-0304 125 lbs. Command Conference Table - 8' Sirona 96"W x 48"D x 31"H $666.00 -
14062-0301 125 lbs. Command Conference Table - 8' White 96"W x 48"D x 31"H $666.00 -
14062-0299 182 lbs. Command Conference Table - 10' Black 120"W x 48"D x 31"H $764.00 -
14062-0305 182 lbs. Command Conference Table - 10' Sirona 120"W x 48"D x 31"H $764.00 -
14062-0302 182 lbs. Command Conference Table - 10' White 120"W x 48"D x 31"H $764.00 -

Office Furniture (Pg. 23 & 24)
14309-0001 125 lbs. Computer Kiosk - Black 24"Square x 42"H $510.00 -
14179-0005 125 lbs. Computer Kiosk - White 24"Square x 42"H $510.00 -
14072-0108 225 lbs. Black Credenza 60"W x 20"D x 29"H $458.00 -
14083-0105 290 lbs. Black Double Pedestal Desk 60"W x 30"D x 29"H $522.00 -
14029-0098 56 lbs. 5 Shelf Bookcase - Black 36"W x 12"D x 72"H $490.00 -
14029-0091 56 lbs. 5 Shelf Bookcase - Mahogany 36"W x 12"D x 72"H $490.00 -
14072-0039 200 lbs. Genoa Kneespace Credenza 66"W x 20"D x 29"H $458.00 -
14083-0117 290 lbs. Genoa Executive Desk 72"W x 36"D x 29"H $542.00 -
14072-0038 125 lbs. Genoa Storage Credenza 66"W x 20"D x 29"H $458.00 -
05088-0365 70 lbs. Vivid Café Table - Square 42"Square x 30"H $426.00 -
05088-0364 90 lbs. Vivid Café Table - Rectangle 60"W x 36"D x 30"H $490.00 -
05088-0498 77 lbs. Brooklyn II Rect Dining Table 60"W x 36"D x 30"H $510.00 -
05088-0499 59 lbs. Brooklyn II Round Dining Table 42" Round x 30"H $400.00 -
05090-0001 90 lbs. Aspen Dining Table 72"W x 30"D x 30"H $594.00 -
05088-0505 200 lbs. Brio Dining Table 96"W x 48"D x 30"H $797.00 -

Metal File & Storage Cabinets (Pg. 25)
14148-0001 35 lbs. 2 Drawer Vertical File - Letter Size Black 15"W x 25"D x 29"H $172.00 -
14148-0001 35 lbs. 2 Drawer Vertical File - Legal Size Black 18"W x 25"D x 29"H $233.00 -
14148-0002 45 lbs. 4 Drawer Vertical File - Letter Size Black 15"W x 25"D x 52"H $230.00 -
14148-0002 45 lbs. 4 Drawer Vertical File - Legal Size Black 18"W x 25"D x 52"H $256.00 -
14143-0006 100 lbs. 2 Drawer Letter File - Black 36"W x 18"D x 27"H $230.00 -
14143-0144 125 lbs. 2 Drawer Letter File - Black 36"W x 20"D x 29"H $230.00 -
14143-0008 170 lbs. 4 Drawer Letter File - Black 36"W x 18"D x 54"H $281.00 -
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<td>12091-0002</td>
<td>55 lbs</td>
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<td>14&quot;Square x 30&quot;H</td>
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<td>12091-0003</td>
<td>80 lbs</td>
<td>Display Pedestal 24&quot; x 30&quot; Black</td>
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<td>14309-0001</td>
<td>125 lbs</td>
<td>Locking Pedestal Black</td>
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<td>14179-0005</td>
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<td>12091-0055</td>
<td>24 lbs</td>
<td>Fuze Pedestal</td>
<td>16&quot;Square x 44&quot;H</td>
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<td>12091-0043</td>
<td>24 lbs</td>
<td>London Pedestal</td>
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<td>14189-0066</td>
<td>30 lbs</td>
<td>Stanchion Chrome</td>
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<td>11526-0001</td>
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<td>Stanchion Rope - Red Velour</td>
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<td>14308-0009</td>
<td>8 lbs</td>
<td>Nero Literature Stand - Black</td>
<td>15&quot;W x 12&quot;D x 53.5&quot;H</td>
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<td>14308-0010</td>
<td>8 lbs</td>
<td>Argento Literature Rack</td>
<td>15&quot;W x 12&quot;D x 53.5&quot;H</td>
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<td>14308-0005</td>
<td>7 lbs</td>
<td>Alto Literature Rack</td>
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<td>01209-0003</td>
<td>50 lbs</td>
<td>Compact Refrigerator Black - 4.0 Cu Ft</td>
<td>21&quot;W x 22&quot;D x 32&quot;H</td>
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<td>09392-0019</td>
<td>15 lbs</td>
<td>Silo Grey Floor Lamp</td>
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**American Furniture Rentals, Inc.**  
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| Total Product | $ - |
| Late Fee % | $ - |
| Sub Total | $ - |
| Sales Tax % | 8.25% | $ - |
| Total Amount Due | $ - |

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*Each 15 Amp circuit provided with 25’ Industrial Extension Cord
Multiple Outlet Power Strip* $95/event++
*Does not include 15 Amp circuit
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65” LCD HD TV w/ Stand & 25’ HDMI $1,300/event++
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Laptop Computer w/ Office Productivity Suite $550/event++

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*Includes 1 pad of paper & 2 markers
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Dedicated Wireless Internet (1 Mbps) $285/event++
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❖ 100% cancellation fee for less than 24 hours’ notice from delivery.
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