

Section 1 - GENERAL INFORMATION

- o Show Information
- o Method of Payment
- o Payment Terms and Conditions
- o Recap of Services / Deadline Dates

Section 2 - SHIPPING

- o Reconsigned Freight Policy
- o Shipping Instructions
- o ABF Freight Systems
- o Shipping Addresses
- o Advance & Direct Shipment Labels
- o Material Handling Form
- o Limits of Liability & Responsibility for Material Handling Services

Section 3 - FURNISHINGS & ACCESSORIES

- o Furniture & Accessories Order Form
- o Custom Furniture Brochure and Order Form
- o Carpet Order Form
- o Sign Request
- o Modular Display Unit Order Forms

Section 4 - LABOR

- o Forklift Labor Order Form
- o Display Labor Order Forms
- o Display Labor Limits of Liability
- o Official Service Contractors and Guidelines for Exhibitor Appointed Contractors
- o Use of Non-Official Service Contractor

Section 5 - ANCILLARY SERVICES

- o Special Cleaning & Porter Service Order Form
- o Albuquerque Convention Center Electrical Order Form
- o Showtel Communications Phone & Internet Service Order Form
- o Albuquerque Convention Center Compressed Air, Water, Drain & Natural Gas Service Order Form
- o CCR Events Audio Visual Order Form
- o TLC Floral Order Form

Discount Deadline Date: July 15, 2009

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility

All orders must be paid in US Dollars

ESA 94TH ANNUAL MEETING
ALBUQUERQUE CONVENTION CENTER
AUGUST 3-6, 2009



Dear Exhibitor:

We are proud to be named the Official Service Contractor for the **ESA 94th Annual Meeting**, being held at the **Albuquerque Convention Center, in Albuquerque, NM.** We look forward to working with you to create a memorable and successful exhibition.

To assist you in meeting your overall needs, we have enclosed our equipment and service order forms. Please complete and return the Method of Payment Form, Material Handling Form, and any other appropriate forms to our office and retain a copy of each for your files. **Order in advance!** Help ensure a smooth move-in for everyone.

Remember, the discounted prices will only apply to the order forms received in our office by July 15, 2009 and accompanied by full payment. Add 10% to both labor and furniture standard rates for orders received at the show site.

Exhibit Equipment Packages: Tabletop display package will consist of one 6' x 30" white skirted table, one plastic side chair, wastebasket and a 7" x 44" ID sign. Booth package will consist of 8' high blue/white back wall drape, 3' high blue side rail drape, one 6' x 30" white skirted table, two contour chairs, wastebasket and a 7" x 44" ID sign. **The aisles will be carpeted in blue.** Additional furniture and accessories can be ordered through this service kit.

Shipping information, handling fees, and liability limitations described for exhibit materials also apply for Handout materials. To ensure proper delivery of these, especially if your company or organization also has a booth or tabletop space, please be sure to indicate "HANDOUTS" in place of a space or booth number when completing forms and preparing shipping labels for these items

Everyone shipping materials to the show MUST complete the Method of Payment Form.

Exhibit Installation

Sunday	August 2, 2009.....10:00 am - 5:00 pm
Monday	August 3, 2009.....7:00 am - 10:00 am

Exhibit Hours:

Monday	August 3, 2009.....11:30 am - 6:30 pm
Tuesday	August 4, 200911:30 am - 6:30 pm
Wednesday	August 5, 200911:30 am - 6:30 pm
Thursday	August 6, 200911:30 am - 6:30 pm

Exhibit Hall Dismantle:

Thursday	August 6, 2009.....6:30 pm - 9:30 pm
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All materials must be packed and ready to ship, with bills of lading turned into the Expo Plus Service Center, prior to your scheduled move out deadline. Exhibitors using carriers other than ABF Freight Systems should notify their carriers to Check in no later than **8:30 pm on Thursday, August 6, 2009** for outbound shipments. Carriers must pick up freight by **9:30 pm on Thursday, August 6, 2009**; otherwise freight will be shipped with the Official Show Carriers.

Again, we look forward to being of service to you. Should you have any questions concerning services covered in this kit, or if we may assist you with your preliminary planning, please contact us at (404) 699-0650.

Sincerely,
Expo Plus
Customer Service Department

Discount Deadline Date: July 15, 2009

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ESA 94TH ANNUAL MEETING
ALBUQUERQUE CONVENTION CENTER
AUGUST 3-6, 2009



All charges other than the Convention Center Forms must be paid in US Dollars.

RETURN TO: Expo Plus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827

COMPANY		EMAIL ADDRESS		SPACE NUMBER	
ADDRESS	STREET	CITY	STATE	ZIP	COUNTRY
PHONE		FAX		PURCHASE ORDER NUMBER	
AUTHORIZED CONTACT - please print				DATE	
X AUTHORIZED CONTACT SIGNATURE					

CREDIT CARD

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include labor and material handling. Please complete the information requested below:

IF YOU ARE GOING TO UTILIZE THE SERVICES OF Expo Plus, THIS FORM MUST BE COMPLETED AND RETURNED. PLEASE INDICATE BELOW THE METHOD OF PAYMENT YOU WILL BE USING FOR SERVICES PROVIDED.

CREDIT CARD CHARGE AUTHORIZATION

PROVIDE
EXPIRATION
DATE

☐ AMERICAN EXPRESS ☐ DISCOVER ☐ MASTERCARD ☐ VISA
ACCOUNT NUMBER ☐ Corporate ☐ Personal

CREDIT CARD NUMBER																EXPIRATION DATE	

PLEASE
SIGN

CARDHOLDER'S BILLING ADDRESS - IF DIFFERENT FROM ABOVE CITY STATE ZIP COUNTRY

X

CARDHOLDER'S SIGNATURE

CARDHOLDER'S NAME - PRINT

*To simplify payment, send one check payable to Expo Plus, Inc.
for your entire order or note the amount to be charged to your credit card.*

	Charge my credit card in the amount of \$	<input type="text"/>
Check No. <input type="text"/>	Dated <input type="text"/>	In the amount of \$ <input type="text"/>

Discount Deadline Date: July 15, 2009

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METHOD OF PAYMENT

ESA 94TH ANNUAL MEETING
ALBUQUERQUE CONVENTION CENTER
AUGUST 3-6, 2009



Expo Plus has established the following terms and conditions of sale for all services rendered by us:

Expo Plus REQUIRES PAYMENT FOR ALL SERVICES UPON PRESENTATION OF AN INVOICE/STATEMENT AT THE EXHIBIT SITE. To receive a discount, payment must accompany your advance order and be received prior to the Deadline Date on your order form. Advance payment can be made by completing the Method of Payment Form.

It is the responsibility of each Exhibitor to advise the Expo Plus Service Center representative of any problems with any orders, and to check invoices for accuracy prior to the close of the event. No credits will be issued after the exhibition closing.

All payments must be made in U.S. Funds.

If your firm or agency requires a purchase order be issued for any services rendered, such purchase order **must** accompany the order forms. Government agencies please note.

All materials and equipment are on a rental basis, except where specifically identified as a sale, and remain the property of Expo Plus.

Exhibitors with a history of delinquent payments and/or open balances will be required to settle their past due accounts and forward an advance deposit to cover the estimated costs of service and, if such deposit is not sufficient, will be required to settle their accounts prior to the close of the exhibition.

For all exhibitors, invoices will be placed in your booth or tabletop space during the event for your convenience. Expo Plus will accept payment by cash, company check, American Express, Discover, Mastercard or Visa. **Expo Plus reserves the right to check the credit available on any card presented. If the exhibitor fails to review/pay their invoice prior to the close of the show, the charges will automatically be applied to the credit card on file.**

International Exhibitors will be required to settle their accounts in full prior to the close of the exhibition. Payments must be made in **U.S. Funds** or by credit card, cash, check or bank wire transfer, when previously arranged by Expo Plus.

Tax Exemption Status - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the jurisdiction in which the services are to be used. Resale certificates are not valid unless you are rebilling these charges to your customers.

Payment for **all** labor, equipment and services, whether ordered by the exhibitor, display builder, non-official contractor or other parties shall be the **responsibility of the exhibitor at the event.**

Expo Plus reserves the right to institute collection action against all exhibitors/third parties, in the event payment is not received within 20 days. Service charges of 1.5% per month or fraction thereof will be applied to the past due accounts; the annual rate per service charge is 18%. Fees associated with insufficient funds on personal and company checks, and chargeback fees on credit cards will be added to your invoice.

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ALBUQUERQUE CONVENTION CENTER
AUGUST 3-6, 2009



****For BEST RATES, please order by DEADLINE DATES specified below****

	Deadline Date	Date Ordered	Total
Display Labor Estimate	July 15, 2009	_____	\$ _____
Forklift Estimate	July 15, 2009	_____	\$ _____
Material Handling Estimate	July 15, 2009	_____	\$ _____
Furniture & Accessories	July 15, 2009	_____	\$ _____
Carpet Order	July 15, 2009	_____	\$ _____
Sign Request	July 15, 2009	_____	\$ _____
Hanging Sign Request	July 15, 2009	_____	\$ _____
Booth Cleaning Order Form	July 15, 2009	_____	\$ _____
Expo Plus Custom Furniture Rental	July 15, 2009	_____	\$ _____
Modular Unit Display Rentals	July 15, 2009	_____	\$ _____
Non Official Contractor Form	July 15, 2009	_____	\$ _____
Advance Shipment to Warehouse	July 29, 2009	_____	\$ _____
CCR Computer Rental Form	See Form	_____	\$ _____
TLC Floral Form	See Form	_____	\$ _____

TOTAL FROM ALL FORMS \$ _____

*****DON'T FORGET TO INCLUDE YOUR METHOD OF PAYMENT FORM*****

RETURN TO: Expo Plus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827

COMPANY _____	EMAIL ADDRESS _____	SPACE NUMBER _____
ADDRESS _____	STREET _____	CITY _____ STATE _____ ZIP _____
PHONE _____	FAX _____	DATE _____
AUTHORIZED CONTACT SIGNATURE _____	AUTHORIZED CONTACT - please print _____	

Discount Deadline Date: July 15, 2009

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All orders must be paid in US Dollars

RECAP OF SERVICES



Any unconsigned shipment left in the exhibit hall after dismantling hours will be shipped via the Official Show Carrier at the expense of the exhibitor. Therefore, it is important to know some of the basics that will help you to avoid having your freight reconsigned.

BILL OF LADING

Each exhibitor is responsible for turning in a *Bill of Lading* to the Expo Plus Service Desk after dismantling is finished and all boxes, crates, etc. are packed and labeled. The Bill of Lading is the official "permission" of the exhibitor allowing removal of freight from the exhibit space to the carrier of choice (personal vehicle, truck, van line, airfreight, etc.). **Your Bill of Lading must be turned in no later than 9:30 pm on Thursday, August 6, 2009.**

OFFICIAL CARRIER

The Official Carrier is on site as a convenience to exhibitors and to service show management, and is by no means the only choice available. Exhibitors are welcome to use either the Official Carrier or their carrier of choice. Rates may be negotiated in advance by calling this carrier.

OTHER CARRIERS

If freight is consigned to a service other than the Official Carrier, that service **must check in with the loading dock by 8:30 pm Thursday, August 6, 2009.** Show Management, Expo Plus and the Official Carrier cannot be responsible for checking with all designated services. If you have chosen a carrier other than the Official Carrier, then we suggest that you have a representative from your company call the Expo Plus Service Desk during move-out to check on the status of the shipment and stay with the shipment until it is picked up if necessary. Many times, a reminder phone call from you will get the carrier there quickly.

RECONSIGNE FREIGHT

A "reconsignment" occurs when a carrier does not check-in or show up at the dock for the consigned freight. We want to make sure each exhibitor's freight is handled by their carrier of choice, and therefore no freight is reconsigned until we must move it to complete the contracted move-out agreement between Show Management, the convention center and Expo Plus.

Discount Deadline Date: July 15, 2009

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All orders must be paid in US Dollars

ESA 94TH ANNUAL MEETING

ALBUQUERQUE CONVENTION CENTER

AUGUST 3-6, 2009



BILL OF LADING

All shipments must have a Bill of Lading or delivery slip showing the number of pieces, weight and type of merchandise. A copy should be mailed immediately to the Expo Plus address:

Expo Plus

1055 Research Center Drive

Atlanta, GA 30331

Also send a copy to the person in charge of installing your display for assistance in tracing shipments. Drivers will be required to record their shipments at the Exhibit Site Check-In Area and then they will be assigned a priority and the proper freight door for unloading.

NOTE: Shipments received without receipts, freight bills or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines, will be delivered to the exhibitor's booth or tabletop without guarantee of piece count or condition. No liability will be assumed by Expo Plus for such shipments.

NOTE: In the event no weight is indicated on the documents presented, Expo Plus shall estimate the weight and charges will be based on the estimates and such charges will not be subject to adjustment.

VAN SHIPMENTS

Drivers will be required to submit CERTIFIED WEIGHT RECEIPTS when recording their shipment at the Exhibit Site Check-In Area. Expo Plus reserves the right to refuse to unload such shipments until a CERTIFIED WEIGHT RECEIPT is presented.

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 usually be done by "riders" to existing policies.

SHIPPING LABELS

Shipping Labels are enclosed. **Use them as they will expedite handling.** If additional labels are needed, write to the Expo Plus address listed above.

SMALL PACKAGES SHIPMENTS

These include cartons received without documentation and delivery to the exhibit space without guarantee of piece count and documentation. These also include Fed Ex and UPS shipments weighing less than 30 lbs.

LABOR AND EQUIPMENT

Labor will be available for uncrating, unskidding, assembling, positioning, leveling, dismantling, re-crating and re-skidding machinery and/or equipment for exhibitors. Place your orders for this labor using the form in the "Display Labor" section of this service kit.

OUTGOING SHIPMENTS

To assist you in setting up your outgoing shipments, staff at the Expo Plus Service Desk will be able to provide labels, Bill of Lading forms and shipping information.

At the close of the show, if an exhibitor's carrier fails to pick up or refuses to accept shipments, Expo Plus reserves the right to reroute such shipments where no disposition is provided. Material may be hauled to a warehouse pending advice from the exhibitor and a 25% surcharge will be charged for this service. No liability will be assumed as a result of such rerouting or handling.

All shipments must be forwarded with all charges prepaid.

Collect shipments will not be accepted.

Expo Plus assumes no responsibility for collect shipments which are not accepted.

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ESA 94TH ANNUAL MEETING

ALBUQUERQUE CONVENTION CENTER

AUGUST 3-6, 2009



ADVANCE SHIPMENTS TO WAREHOUSE

Advance shipments will be accepted at the Expo Plus warehouse no earlier than July 9, 2009, will be stored at no cost for up to 21 days, and must be delivered by the deadline date July 29, 2009. These shipments should be consigned and the Bill of Lading made out as follows:

Name of Exhibiting Company

ESA 94th Annual Meeting

Exhibit Space Number: _____

Expo Plus

c/o ABF Freight

4800 Lincoln Road NE

Albuquerque, NM 87109

RATES FOR ADVANCE SHIPMENTS RECEIVED AT THE WAREHOUSE

Shippers who wish to have their materials arrive in advance can do so by shipping direct to our warehouse. Materials will be unloaded at the warehouse, stored free for 21 days, delivered to the unloading docks at the exhibit site, unloaded, delivered to the appropriate location (e.g., booth or tabletop space), picked up at close of the show, moved to the loading area and reloaded on trucks at the following ROUND TRIP RATE: **For each 100 lbs. or fraction thereof, per shipment, the rate is \$68.00 with a 200 lb. minimum.**

DIRECT SHIPMENTS TO EXHIBIT SITE

Shipments for direct delivery to the Exhibit Site should be **scheduled to arrive August 2-3, 2009**. These shipments should be consigned and the bill of lading made out as follows:

Name of Exhibiting Company

ESA 94th Annual Meeting

Exhibit Space Number: _____

Albuquerque Convention Center

c/o Expo Plus

401 2nd Street NW

Albuquerque, NM 87102

RATES FOR MATERIALS AND EQUIPMENT RECEIVED AT THE EXHIBIT SITE

Material will be unloaded from exhibitor's trucks, or trucks of others, at the exhibit site, delivered to the appropriate location (e.g., booth or tabletop space), picked up at the close of the show, moved to the loading area and reloaded on trucks at the following ROUND TRIP RATE: **For each 100 lbs. or fraction thereof, per shipment, the rate is \$71.00 with a 200 lb. minimum.**

RATES FOR SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING

This classification shall be applied to, but not limited to moving van shipments, or shipment by any truck which because of the height of the truck bed, cannot be unloaded at the docks, and/or the shipment is "packed" in such a manner as to require special handling (e.g., loose display parts; uncrated equipment), regardless of the kind of carrier or vehicle used, and/or the description of the shipment is such that the type of materials or equipment cannot be determined (e.g., 1 lot; 20 assorted pieces). Material will be unloaded from moving vans, exhibitor's trucks or trucks of others, delivered to the exhibitor's booth or tabletop space, picked up at the close of show, moved to the loading area and reloaded on trucks at the following ROUND TRIP RATE: **For each 100 lbs. or fraction thereof, per shipment, the rate is \$78.00 advance, \$81.00 show site with a 200 lb. minimum.**

Note: In the event crated materials are combined in a shipment with materials "packed" in such a manner as to require special handling (see above), Expo Plus will invoice such shipments at the rates applicable to the "classification" of the materials, PROVIDED the bill of lading clearly identifies the weight of the crated materials and the weight of the other materials. If the bill of lading does NOT identify the weights of the various classifications, the entire shipment will be invoiced at the Special Handling rate and will not be subject to adjustment.

SMALL PACKAGE

Small packages that are a maximum 30 lbs will be charged \$35.00 per delivery whether shipped in advance or to the exhibit site.

OVERTIME CHARGES

Shipments unloaded at the warehouse after 4:30 pm weekdays, anytime Saturday, Sunday or Holidays, after the deadline date for advanced shipments to warehouse, or after the show opens will be subject to overtime charges. Additionally, when freight must be moved into or out of the exhibit site after 4:30 pm weekdays, anytime Saturday, Sunday or Holidays due to scheduling conflict beyond the control of Expo Plus, overtime charges will apply. This charge will equal **\$12.00 for every 100 lbs. of freight shipped with a minimum charge of \$24.00, and will be invoiced in addition to our regular drayage charges.**

Note: A maximum of \$10.00 charge will apply to receiving and delivery of envelopes only at the show site during show hours.

Those shipping handout materials will accrue direct material handling charges as well. However, freight will not be returned at the close of the show unless prior arrangements are made with Expo Plus.

Discount Deadline Date: July 15, 2009

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All orders must be paid in US Dollars

**YOUR
RECOMMENDED
TRADE SHOW CARRIER**

ABF Freight System, Inc.®

ABF **tradeshow**

On Site...On Time...Damage-Free.

Your trade show exhibit is too important to trust with just any broker or freight carrier. You need someone looking out for your exhibit transportation needs and monitoring your shipment the same way that you would do it yourself — without the worry and hassle.

With service throughout North America, ABF Freight System® has more than 75 years' experience in the freight business and a national network of knowledgeable Trade Show Specialists on the floor and behind the scenes at most major shows — from start to finish. **ABF DELIVERS TRADE SHOWS**, and we have the commitment and expertise necessary to handle your exhibit the way you would do it yourself.



On site

When you call ABF TradeShow, you'll be assigned to *one* coordinator who is personally committed to managing your exhibit transportation needs. Unlike a broker, ABF owns and operates our own trucks and is in control of your shipment at all times. ABF has well-established relationships with trade show contractors nationwide. We are "plugged in" to popular show schedules and venues and are often selected as the official or preferred carrier. With on-site staff at most major North American shows, you can feel confident that your shipment will be well managed.

On time

ABF can meet virtually any transit or delivery requirement you have, including Next Day, 2nd Day and 3rd Day service. Opt for **Assured Service™** and know you have a 100% satisfaction guarantee on our published transit times. Choose **ABF TimeKeeper®** to expedite your delivery, or, if necessary, send shipments by air to meet the required delivery date. Plus, you can track your shipment any time, day or night, on our secure Web site at abf.com.



Damage-free

Our reputation for damage-free shipping is second to none. ABF was recently awarded one of the American Trucking Associations' highest honors as the best motor carrier both in claims/loss prevention and in security. Over the past decade, 99% of all shipments handled by ABF have moved claim-free.

**Trust your shipment with the leader
in exhibit transportation services.**

Call us at **(800) 654-7019**

and let our trained specialists demonstrate our ability to meet your unique exhibit needs. Visit our Web site, www.abf.com or e-mail: tradeshow@abf.com.



ABF Freight System is a proud member of these prestigious organizations:



IAEM



ECA Exhibitor Appointed Contractor Association
setting the gold of service excellence on the showfloor



Coem CONVENTION EXHIBIT MANAGEMENT
acge ASSOCIATION OF CONVENTION & EXHIBIT GENERAL MANAGERS

ABF Freight System, Inc. • 300 Commerce Drive • Cherryville, NC 28021 • Fax 800-836-3320



ABF Freight System, Inc.
Trade Show Services
Request For Information



Show Name _____ Booth Number _____

Show Date _____ Show City _____

Contractor _____

Name _____ Title _____

Company _____

Street Address _____

P.O. Box _____ City _____ State _____

Zip (P.O. Box) _____ Zip (Street Address) _____

Phone _____ Fax _____ E-mail _____

Estimated Exhibit Value _____

Normal Exhibit Weight _____ Number of Shows Per Year _____

Normal Number of Exhibit Pieces _____ Crates _____ Cartons _____ Cases _____ Carpet _____

Would you like to be included on future mailings? Yes ☐ No ☐

Would you like an ABF Trade Show coordinator to call you with a quote or information? Yes ☐ No ☐

Please send me a detailed information packet on ABF's Trade Show Service. ☐

Please fax completed form back to 1.800.836.3320
or mail to:

ABF Freight System, Inc.
Trade Show Services
P.O. Box 697
Cherryville, NC 28021



ADVANCE SHIPMENTS TO WAREHOUSE

To arrive between Thursday, July 9 and no later than
Wednesday, July 29, 2009 by 12:00 pm

Name of Exhibiting Company
ESA 94th Annual Meeting
Exhibit Space Number: * _____
Expo Plus
c/o ABF Freight
4800 Lincoln Road NE
Albuquerque, NM 87109

DIRECT SHIPMENTS TO THE EXHIBIT SITE

To Arrive August 2-3, 2009 **8:00 am - 5:00 pm**

Name of Exhibiting Company
ESA 94th Annual Meeting
Exhibit Space Number: * _____
Albuquerque Convention Center
c/o Expo Plus
401 2nd Street NW
Albuquerque, NM 87102

Discount Deadline Date: July 15, 2009

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All orders must be paid in US Dollars

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. PLEASE DUPLICATE AS YOUR NEEDS REQUIRE.

ADVANCE SHIPMENT

RUSH!

FROM:

TO:

SPACE NUMBER # _____

ESA 94TH ANNUAL MEETING

Expo Plus
c/o ABF Freight

4800 Lincoln Road NE
Albuquerque, NM 87109

SHIPMENT SHOULD ARRIVE:

Between July 9, 2009 and July 29 2009 by 12:00 pm

Number _____ of _____ pieces



ADVANCE SHIPMENT

RUSH!

FROM:

TO:

SPACE NUMBER # _____

ESA 94TH ANNUAL MEETING

Expo Plus
c/o ABF Freight

4800 Lincoln Road NE
Albuquerque, NM 87109

SHIPMENT SHOULD ARRIVE:

Between July 9, 2009 and July 29 2009 by 12:00 pm

Number _____ of _____ pieces



FOR EXHIBITOR FREIGHT USE THESE LABELS

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. PLEASE DUPLICATE AS YOUR NEEDS REQUIRE.

DIRECT SHIPMENT

RUSH!

FROM:

TO:

SPACE NUMBER

#

ESA 94TH ANNUAL MEETING

c/o Expo Plus

ALBUQUERQUE CONVENTION CENTER

401 2nd Street NW

Albuquerque, NM 87102

SHIPMENT SHOULD ARRIVE ONLY ON:

August 2-3, 2009 8:00 am - 5:00 pm

Number _____ of _____ pieces



DIRECT SHIPMENT

RUSH!

FROM:

TO:

SPACE NUMBER

#

ESA 94TH ANNUAL MEETING

c/o Expo Plus

ALBUQUERQUE CONVENTION CENTER

401 2nd Street NW

Albuquerque, NM 87102

SHIPMENT SHOULD ARRIVE ONLY ON:

August 2-3, 2009 8:00 am - 5:00 pm

Number _____ of _____ pieces



FOR EXHIBITOR FREIGHT USE THESE LABELS

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. PLEASE DUPLICATE AS YOUR NEEDS REQUIRE.

ADVANCE SHIPMENT

RUSH!

FROM:

TO:

SPACE NUMBER

SPACE NUMBER

EESA 94TH ANNUAL MEETING

Expo Plus
c/o ABF Freight

4800 Lincoln Road NE
Albuquerque, NM 87109

SHIPMENT SHOULD ARRIVE :

Between July 9, 2009 and July 29 2009 by 12:00 pm

Number _____ of _____ pieces



ADVANCE SHIPMENT

RUSH!

FROM:

TO:

SPACE NUMBER

SPACE NUMBER

ESA 94TH ANNUAL MEETING

Expo Plus
c/o ABF Freight

4800 Lincoln Road NE
Albuquerque, NM 87109

SHIPMENT SHOULD ARRIVE :

Between July 9, 2009 and July 29 2009 by 12:00 pm

Number _____ of _____ pieces



For HANDOUT MATERIALS USE THESE LABELS

ESA 94TH ANNUAL MEETING
ALBUQUERQUE CONVENTION CENTER
AUGUST 3-6, 2009



Rates: For complete information and descriptions, refer to the section in this service kit titled "Shipping Instructions."

CALCULATION OF ORDER

When recording weight, round up to the next 100 lbs.

Example: 235 lbs. = 300 lbs., 3 x Rate = Dollars or minimum, whichever is greater.

Advance Shipments to the Warehouse

We will ship _____ lbs. @ \$68.00 per 100 lbs. (200 lb. minimum) = \$ _____

Shipping address:

Exhibiting Company

ESA 94th Annual Meeting

Exhibit Space Number _____

Expo Plus

c/o ABF Freight

4800 Lincoln Road NE

Albuquerque, NM 87109

Direct Shipments to the Exhibit Site

We will ship _____ lbs. @ \$71.00 per 100 lbs. (200 lb. minimum) = \$ _____

Shipping address:

Exhibiting Company

ESA 94th Annual Meeting

Exhibit Space Number _____

Albuquerque Convention Center

C/O Expo Plus

401 2nd Street NW

Albuquerque, NM 87102

Shipments or Equipment Requiring Special Handling ADVANCE

We will ship _____ lbs. @ \$78.00 per 100 lbs. (200 lb. minimum) = \$ _____

Shipments or Equipment Requiring Special Handling EXHIBIT SITE

We will ship _____ lbs. @ \$81.00 per 100 lbs. (200 lb. minimum) = \$ _____

Small Package Shipments (30 lbs. max per delivery)

We will ship _____ shipments @ \$35.00 - **Advance** = \$ _____

We will ship _____ shipments @ \$35.00 - **Exhibit Site** = \$ _____

PAYMENT ENCLOSED = \$ _____

NOTE: We understand that your calculation is only an estimate. Invoicing will be done from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. If you have any questions about material handling, please contact our Customer Service Department at (404) 699-0650.

RETURN TO: Expo Plus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827

COMPANY _____	EMAIL ADDRESS _____	SPACE NUMBER _____
ADDRESS _____	STREET _____	CITY _____ STATE _____ ZIP _____
PHONE _____	FAX _____	DATE _____
AUTHORIZED CONTACT SIGNATURE _____	AUTHORIZED CONTACT - please print _____	

Discount Deadline Date: July 15, 2009

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility

All orders must be paid in US Dollars

MATERIAL HANDLING

ESA 94TH ANNUAL MEETING
ALBUQUERQUE CONVENTION CENTER
AUGUST 3-6, 2009



CONTINUED

MATERIAL HANDLING

THIS FORM MUST BE COMPLETED BY ALL EXHIBITORS AND THOSE SHIPPING HANDOUT MATERIALS AND RETURNED TO Expo Plus.

Shipments will be received and handled in accordance with the information set forth on the enclosed shipping instructions and material handling rates.

SHIPMENTS TO WAREHOUSE

(Must arrive no earlier than July 9, 2009 and no later than noon Wednesday, July 29, 2009)

Shipper Name: _____ From City/State: _____

How will you ship: ☐ Common Carrier ☐ Van Line ☐ Company Truck ☐ Air Freight

Shipping Date: _____ # of Pieces: _____ Weight _____

Dimensions of Largest Piece: Height _____ Width _____ Length _____ Weight _____

Carrier (If Known): _____ Pro Number (If Known): _____

Comments / Special Handling Requirements: _____

Attach Separate Sheet for Multiple Shipments if Necessary.

SHIPMENTS DIRECT TO EXHIBIT SITE

(Must Arrive Only During Official Exhibitor Move-In Dates: August 2-3, 2009)

Shipper Name: _____ From City/State: _____

How will you ship: ☐ Common Carrier ☐ Van Line ☐ Company Truck ☐ Air Freight

Shipping Date: _____ # of Pieces: _____ Weight _____

Dimensions of Largest Piece: Height _____ Width _____ Length _____ Weight _____

Carrier (If Known): _____ Pro Number (If Known): _____

Comments / Special Handling Requirements: _____

Attach Separate Sheet for Multiple Shipments if Necessary.

RETURN TO: Expo Plus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827

COMPANY _____		EMAIL ADDRESS _____		SPACE NUMBER _____
ADDRESS _____	STREET _____	CITY _____	STATE _____	ZIP _____
PHONE _____		FAX _____		DATE _____
AUTHORIZED CONTACT SIGNATURE _____		AUTHORIZED CONTACT - please print _____		

Discount Deadline Date: July 15, 2009

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility

All orders must be paid in US Dollars



1. Expo Plus and its subcontractors shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage.
2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth or tabletop space by Expo Plus or its subcontractors and the arrival of the Exhibitor's representative at the booth, tabletop or other space. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth, tabletop or other space for loading onto a carrier. With the knowledge that during such times the shipment(s) will be left in the booth or tabletop space unattended, it is recommended that a representative from the exhibiting company stay with the shipment until it is picked up.

Therefore, it is agreed that Expo Plus and its subcontractors are not responsible for the loss or disappearance of Exhibitor's materials after the same have been delivered to Exhibitor's booth, tabletop or other space, nor are Expo Plus and its contractors responsible for Exhibitor's materials before they are picked up from the Exhibitor's booth, tabletop or other space for loading after the show. Consequently, all Bills of Lading covering outgoing shipment(s) submitted to Expo Plus or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth, tabletop or other space and corrected where discrepancies exist.

3. Expo Plus and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance notice has been given to Expo Plus in time to obtain the proper equipment.
4. Expo Plus and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
5. Expo Plus and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond their control.
6. It is understood that Expo Plus and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by Expo Plus hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that Expo Plus and its subcontractors do not provide for full liability should loss or damage occur.

It is agreed that if Expo Plus or its subcontractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors or from negligence, active or otherwise, by Expo Plus, its subcontractors or their employees.

7. Expo Plus and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to Exhibitor's materials, which may make it impossible or impractical to exhibit same.

Discount Deadline Date: July 15, 2009

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8. Claims for loss or damage must be submitted to Expo Plus by the close of the show. No suit or action shall be brought against Expo Plus or its subcontractors more than one year after the cause of action.
9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its materials, that Expo Plus and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of Expo Plus or its subcontractors shall sign a delivery receipt, Bill of Lading or other document, we agree that Expo Plus or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
10. Expo Plus and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills, such as UPS or van lines. Such shipments will be delivered to the booth, tabletop or other space without guarantee of piece count or condition.
11. Empty container labels will be available at the Expo Plus Service Center. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and Expo Plus and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabeled containers.
12. In order to expedite removal of materials from the show site, Expo Plus shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be taken to a warehouse to await Exhibitor's shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. Expo Plus assumes no liability as a result of such re-routing or handling.
13. The Exhibitor agrees, in the event of a dispute with Expo Plus or its subcontractors relative to any loss or damage to any of our materials or equipment, that the Exhibitor will not withhold payment in any amount due to Expo Plus for material handling services or any other services provided by Expo Plus or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay Expo Plus prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against Expo Plus or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.
14. The consignment or delivery of a shipment to Expo Plus or its subcontractors by an Exhibitor or by any shipper on behalf of the Exhibitor shall be construed as an acceptance by such Exhibitor (and/or other shipper) of the terms and conditions set forth in Sections 1 through 13 above.

Expo Plus and its subcontractors are not insurers of you or your property and will not assume responsibility for loss, injury or damage where the direct cause of the loss, injury or damage is unknown or indeterminable.

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 usually be done by riders to existing policies. Contact your insurance representative. **Be sure your insurance is in effect in transit to and from the show, during storage and at the exhibit site.**

Discount Deadline Date: July 15, 2009

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All orders must be paid in US Dollars

ESA 94TH ANNUAL MEETING
ALBUQUERQUE CONVENTION CENTER
AUGUST 3-6, 2009



SEATING

<u>Qty.</u>	<u>Discount Rates</u>	<u>Standard Rates</u>
_____ Gray Padded Side Chair	\$50.00	\$63.00
_____ Gray Padded Arm Chair	\$53.00	\$66.00
_____ Gray Padded Counter Stool	\$57.00	\$71.00
_____ Gray Plastic Contour Chair	\$37.00	\$46.00

ACCESSORIES

<u>Qty.</u>	<u>Discount Rates</u>	<u>Standard Rates</u>
_____ Rectang. 24"x36"x30"H Table	\$65.00	\$81.00
_____ White Pedestal Table 30"Dx30"H	\$105.00	\$131.00
_____ White Pedestal Table 30"Dx40"H	\$107.00	\$134.00
_____ Square Table 24"x24"x30"H	\$63.00	\$79.00
_____ Wastebasket	\$10.00	\$13.00
_____ Adjustable Tripod Easel	\$31.00	\$39.00
_____ Chrome 22"x28" Sign Frame	\$69.00	\$86.00
_____ Black Aisle Stanchion	\$30.00	\$38.00
_____ Black Plastic Chain (per ft.)	\$3.00	\$4.00
_____ 4'x8' Poster Board	\$92.00	\$115.00
_____ Bag Rack	\$70.00	\$88.00
_____ Uprights, Bases, Crossbars	\$8.00	\$10.00

SPECIAL DRAPE

(Masking Drape)

_____ 8' H. Masking/per ft.	\$11.00	\$14.00
_____ 3' H. Masking/per ft.	\$7.00	\$9.00

PAYMENT IN FULL must accompany your advance order to qualify for Discount Rates. Orders without a payment or orders received after the below Deadline Date will be charged at Standard Rates.

CANCELLATION POLICY:

Items canceled after move-in begins will be charged at 50% of original price.

Add 10% to Standard Rates for orders received at show site.

DRAPED DISPLAY TABLES

<u>Qty.</u>	<u>Discount Rates</u>	<u>Standard Rates</u>
_____ 4' Table - 30" high	\$92.00	\$115.00
_____ 4' Table - 42" high	\$97.00	\$121.00
_____ 6' Table - 30" high	\$110.00	\$138.00
_____ 6' Table - 42" high	\$120.00	\$150.00
_____ 8' Table - 30" high	\$123.00	\$154.00
_____ 8' Table - 42" high	\$141.00	\$176.00
<input type="checkbox"/> Optional 4th Side Draped 30":	\$46.58	\$58.23
<input type="checkbox"/> Optional 4th Side Draped 42":	\$52.36	\$65.45

Show colors will be given when color is not selected.

Colors: Red, White, Blue, Black, Burgundy, Gray, Teal, Forest Green, Purple

UNDRAPED DISPLAY TABLES (24" wide)

(Covered with white vinyl)

<u>Qty.</u>	<u>Discount Rates</u>	<u>Standard Rates</u>
_____ 4' Table - 30" high	\$62.00	\$85.00
_____ 4' Table - 42" high	\$62.00	\$86.00
_____ 6' Table - 30" high	\$80.00	\$108.00
_____ 6' Table - 42" high	\$85.00	\$115.00
_____ 8' Table - 30" high	\$93.00	\$124.00
_____ 8' Table - 42" high	\$106.00	\$141.00

TABLE RISERS DRAPED IN WHITE VINYL

<u>Qty.</u>	<u>Discount Rates</u>	<u>Standard Rates</u>
_____ 4'L x 8"W x 8"H	\$53.00	\$66.00
_____ 6'L x 8"W x 8"H	\$72.00	\$90.00
_____ 8'L x 8"W x 8"H	\$91.00	\$114.00

Riser(s) to be placed on _____ ft. long tables ordered.

Amount All Items Ordered \$ _____

Sales tax 6.75% \$ _____

Subtotal \$ _____

Total Payment Enclosed = \$ _____

Note: Payment should include Sales and/or Use Taxes as indicated above.

RETURN TO: Expo Plus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827

COMPANY _____	EMAIL ADDRESS _____	SPACE NUMBER _____
ADDRESS _____	STREET _____	CITY _____ STATE _____ ZIP _____
PHONE _____	FAX _____	DATE _____
AUTHORIZED CONTACT SIGNATURE _____		AUTHORIZED CONTACT - please print _____

Discount Deadline Date: July 15, 2009

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TRIBECA



LC-614



LC-615



LC-616

Tribeca			W x D x H
LC - 614	Sectional	Black Micro Fiber	34" x 24" x 18"
LC - 615	Corner	Black Micro Fiber	35" x 24" x 18"
LC - 616	Bench	Black Micro Fiber	61" x 20" x 17"



LC-803



LC-804



LC-805



LC-800



LC-801



LC-802

Malibu - Red

			W x D x H
LC - 803	Sofa	Red Leather	77" x 34" x 32"
LC - 804	Chair and a Half	Red Leather	53" x 34" x 32"
LC - 805	Bench	Red Leather	53" x 27" x 16"

Malibu - White

			W x D x H
LC - 800	Sofa	White Leather	77" x 34" x 32"
LC - 801	Chair and a Half	White Leather	53" x 34" x 32"
LC - 802	Bench	White Leather	53" x 27" x 16"

MALIBU





Barcelona			W x D x H
LC - 601	Club Chair	Red Leather	30.5" x 35" x 18"
LC - 602	Ottoman	Red Leather	24" x 24" x 17"
LC - 603	Club Chair	White Leather	30.5" x 35" x 18"
LC - 604	Ottoman	White Leather	24" x 24" x 17"
LC - 605	Club Chair	Black Leather	30.5" x 35" x 18"
LC - 606	Ottoman	Black Leather	24" x 24" x 17"

Paloma			W x D x H
LC - 613	Chair	Charcoal	39" x 30" x 17"
LC - 612	Chair	Red	39" x 30" x 17"



LC-611



LC-610



LC-609



LC-618



TO-201



TO-202



TL-102

Sausalito

			W x D x H
LC - 611	Sofa	Black Micro Suede	83" x 32" x 32"
LC - 610	Loveseat	Black Micro Suede	59" x 32" x 32"
LC - 609	Club Chair	Black Micro Suede	39" x 32" x 32"
TL - 102	Table Lamp	Chrome/Frosted Glass	24" H

Sausalito

			W x D x H
LC - 618	Club Chair	Cobalt Blue Swirl Fabric	39" x 32" x 32"

Princeton

			W x D x H
TO - 201	Coffee Table	Black-Glass	45" x 21" x 16"
TO - 202	End Table	Black-Glass	21" x 22" x 21"

SAUSALITO





CAMBRIDGE



LC-403



LC-402



LC-401



TO - 303



TO - 302



TO - 301

Cambridge

		W x D x H
LC - 403	Sofa	Champagne Velour Fabric 76" x 30" x 30"
LC - 402	Love Seat	Champagne Velour Fabric 66" x 30" x 30"
LC - 401	Club Chair	Champagne Velour Fabric 32" x 30" x 30"

Metropolitan

		W x D x H
TO - 303	Console Table	Cherry Wood/Brushed Nickel Foot 52" x 17" x 30"
TO - 302	End Table	Cherry Wood/Brushed Nickel Foot 26" x 22" x 24"
TO - 301	Coffee Table	Cherry Wood/Brushed Nickel Foot 48" x 30" x 19"

Corona

		H
TL - 100	Table Lamp	Brushed Nickel-White Fabric Shade 24" H
FL - 100	Floor Lamp	Brushed Nickel-White Fabric Shade 65" H



TL-100



FL-100



LC-608



LC-607



LC-617



FL-102

Pacifica			W x D x H
LC - 608	Sofa	Soft Plum Velour	77" x 30" x 17"
LC - 607	Club Chair	Soft Plum Velour	39" x 30" x 17"
LC - 617	Bench	Soft Plum Velour	61" x 20" x 17"
Touchier			H
FL - 102	Floor Lamp	Black	65" H

PACIFICA





KOBE/CUBES



LC-706



LC-707



LC-708



LC-709



LC-703



LC-701



LC-704



LC-702

Kobe

			W x D x H
LC - 706	Kobe	Black Micro Suede	34" x 21" x 17"
LC - 707	Kobe	Soft Plum Micro Suede	34" x 21" x 17"
LC - 708	Kobe	Citrus Micro Suede	34" x 21" x 17"
LC - 709	Kobe	Tangerine Micro Suede	34" x 21" x 17"

Cubes

			W x D x H
LC - 703	Cubes	Black Micro Suede	17" x 17" x 17"
LC - 701	Cubes	Concentric Print Red Fabric	17" x 17" x 17"
LC - 704	Cubes	Sunflower Fabric	17" x 17" x 17"
LC - 702	Cubes	Red Micro Suede	17" x 17" x 17"



LC-303



LC-302



LC-301



TO-601



TO-602



TL-101



TO-501



TO-502

Princeton

			W x D x H
LC - 303	Sofa	Black Leather	77" x 34" x 32"
LC - 302	Love seat	Black Leather	54" x 34" x 32"
LC - 301	Club Chair	Black Leather	34" x 34" x 32"

Sterling

			W x D x H
TO - 601	Coffee Table	Glass/ Silver	36"D x 16"
TO - 602	End Table	Glass/Silver	25"D x 21"

Rialto

			H
TL - 101	Table Lamp	Brushed Chrome	24" H

Hampton

			W x D x H
TO - 501	Coffee Table	Maple/Silver	48" x 24" x 17"
TO - 502	End Table	Maple/Silver	24"D x 21"

PRINCETON





MANHATTAN



LC-203



LC-202



LC-201



FL-101



TO-700



TO-701



TO-702

Manhattan

			W x D x H
LC - 203	Sofa	Grey Velour Fabric	86" x 36" x 30"
LC - 202	Loveseat	Grey Velour Fabric	65" x 36" x 30"
LC - 201	Club Chair	Grey Velour Fabric	47" x 36" x 30"

Westport

			W x D x H
TO - 700	Coffee Table	Espresso Wood/Brushed Nickel	50" x 30" x 18"
TO - 701	End Table	Espresso Wood/Brushed Nickel	24" x 26" x 20"
TO - 702	Console Table	Espresso Wood/Brushed Nickel	48" x 18" x 28"

Up Light

			H
FL - 101	Floor Lamp	Chrome/Frosted Glass	65" H



LC-103



LC-102



LC-101



TO-101



TO-102



LC-705



TO-401



TO-402

Westchester

			W x D x H
LC - 103	Sofa	Cognac Leather	88" x 38" x 37"
LC - 102	Loveseat	Cognac Leather	67" x 38" x 37"
LC - 101	Club Chair	Cognac Leather	47" x 38" x 37"
LC - 705	Ottoman	Cognac Leather	24" x 24" x 19"

Westchester

			W x D x H
TO - 101	Coffee Table	Antique Silver/Gold-Glass	52" x 26" x 18"
TO - 102	End Table	Antique Silver/Gold-Glass	24" x 24" x 22"

Hamilton

			W x D x H
TO - 401	Coffee Table	Cherry Wood/Black-Glass	50" x 28" x 18"
TO - 402	End Table	Cherry Wood/Black-Glass	24" x 22" x 21"

WESTCHESTER





LENNOX/SILK BACK



SB-201



TB-103



SB-202



TB-206
TB-207

Lennox			W x D x H
SB - 201	Bar Stool	Mahogany Wood-Cream	19" x 17" x 45.5"
TB - 103	Bar Table	Mahogany Wood	36" x 36" x 41"
Silk Back			W x D x H
SB - 202	Bar Stool	Clear/Black/Chrome Frame	18" x 17" x 41.5"
TB - 206	Bar Table	30" Black /Chrome Base	30"D x 42"
TB - 207	Bar Table	36" Black /Chrome Base	36"D x 42"



SB-208



TB-100



TB-102



SB-203

Trave

			W x D x H
SB - 208	Bar Stool	Red Leather/Chrome	18.5" x 18.5" x 32.5"
TB - 100	Bar Table	Glass/Truss Base	26"D x 42"

Bombe

			W x D x H
TB - 102	Bar Table	Two Tier Black/Chrome	28"D x 42"
SB - 203	Bar Stool	Black/Chrome	18.5" x 34"

TRAVE/BOMBE





CARMEL



SB-200



TB-101



BC-121

Carmel			W x D x H
SB - 200	Bar Stool	Maple/Nickel Cream	18" x 17" x 43"
TB - 101	Bar Table	Maple/Nickel	30"D x 42"
BC - 121	Étagère	Maple/Silver 4 Glass Shelves	26" x 22" x 58"



TG-400



TG-401



TG-402



TG-403



CH-308



CH-307

Chrome & Glass Tables

			W x D x H
TG - 400	Table	5' Chrome/Glass	60" x 36" x 29"
TG - 403	Table	42" Chrome/Glass	42" D x 29"

Trestle Table

			W x D x H
TG - 401	Table	4' Chrome/Glass	48" x 32" x 29"

Trestle Table

			W x D x H
TG - 402	Table	32" Chrome/Glass	32" x 32" x 29"

Silk Back Chairs

			W x D x H
CH - 308	Chair	Clear/Black/Chrome w/Arms	20.5" x 17" x 34"
CH - 307	Chair	Clear/Black/Chrome w/out Arms	17" x 17" x 34"





SB-204



CH-301



CH-302



TC-504
TC-505
TC-108



TB-204
TB-205



TC-502
TC-503
TC-107

Euro Black

			W x D x H
SB - 204	Barstool	Black Vinyl	21" x 23" x 43"
CH - 301	Chair	Black Fabric w/out Arms	19" x 17"
CH - 302	Chair	Black Fabric w/Arms	22" x 17"
TC - 504	Café Table	30" Black/Chrome Base	30"D x 29"
TC - 505	Café Table	36" Black/Chrome Base	36"D x 29"
TC - 108	Café Table	42" Black/Chrome Base	42"D x 29"
TC - 502	Café Table	30" Black/Black Base	30"D x 29"
TC - 503	Café Table	36" Black/Black Base	36"D x 29"
TC - 107	Café Table	42" Black/Black Base	42"D x 29"
TB - 204	Bar Table	30" Black/Black Base	30"D x 42"
TB - 205	Bar Table	36" Black/Black Base	36"D x 42"



CH-309



CH-311



SB-209



TC-102



TC-500
TC-501



TB-200
TB-201

Euro Maple

			W x D x H
CH - 309	Chair	Maple/Black/Chrome	20" x 20" x 30"
TC - 102	Café Table	42" Maple/Chrome	42"D x 29"

Park Ave.

			W x D x H
CH-311	Café Chair	Maple/Chrome	16" x 18" x 31"
SB-209	Barstool	Maple/Chrome	16" x 19" x 43"

Park Ave.

			D x H
TC - 500	Café Table	30" Maple/Chrome Base	30"D x 29"
TC - 501	Café Table	36" Maple/Chrome Base	36"D x 29"
TB - 200	Bar Table	30" Maple/Chrome Base	30"D x 42"
TB - 201	Bar Table	36" Maple/Chrome Base	36"D x 42"





CH-404



CH-405



CH-201



CH-200



TC-600
TC-601



TC-312



TC-300
TC-301
TC-309
TC-303
TC-307
TC-302

Also Available In:



Black Grey

Conference Tables & Chairs

			W x D x H
CH - 404	Chair	High Back Executive Blue/Black Fabric	22" x 20" x 39"
CH - 405	Chair	High Back Executive Black/Chrome/Poly	23" x 22" x 40"
CH - 201	Chair	High Back Executive Black Fabric	25" x 27" x 45"
CH - 200	Chair	Mid-Back Executive/Black Fabric	25" x 27" x 39"
TC - 600	Table	6' Maple Rectangle	72" x 36"
TC - 601	Table	8' Maple Rectangle	96" x 48"
TC - 312	Table	6' Black Racetrack Oval Special T	72" x 36"

Conference Tables

			W x D x H
TC - 300	Table	10' Grey Racetrack Oval	120" x 48"
TC - 301	Table	10' Black Racetrack Oval	120" x 48"
TC - 309	Table	6' Black Racetrack Oval	72" x 36"
TC - 303	Table	8' Black Racetrack Oval	96" x 48"
TC - 307	Table	6' Mahogany Racetrack Oval	72" x 36"
TC - 302	Table	8' Mahogany Racetrack Oval	96" x 48"



CH-102



CH-101



CH-100



CH-907



CH-202



CH-203



CH-400
CH-401



SD-100
SD-101

Conference Chairs

			W x D x H
CH - 102	Chair	Guest Black Leather-Sled Base	24" x 25" x 36"
CH - 101	Chair	High Back Executive Black Leather	26" x 25" x 46"
CH - 100	Chair	Mid-Executive Black Leather	26" x 25" x 35"
CH - 907	Chair	Parsons Black Fabric	25" x 18.5" x 39"
CH - 202	Chair	Guest Black Fabric/Sled Base	25" x 22" x 36"

Conference Chairs

			W x D x H
CH - 203	Chair	High Back Executive Grey Fabric	25" x 23" x 46"
Task Chairs			W x D x H
CH - 400	Chair	Black/Casters w/Arms	24" x 24" x 36"
CH - 401	Chair	Black/Castersw/out Arms	22" x 24" x 36"
SD - 100	Stool	Black Fabric/Casters w/Arms	24" x 24" x 36"
SD - 101	Stool	Black Fabric/Casters w/out Arms	20" x 24" x 36"



DE-131
DE-136

CR-212



LF-206

DE-206
DE-201

CR-205



DE-102



CR-100



BC-103

Contemporary Maple

			W x D x H
DE - 131	Desk	Double Pedestal	60" x 30" x 29"
DE - 136	Desk	Single Pedestal	60" x 30" x 29"
CR - 212	Credenza	Storage	72" x 20" x 29"
LF - 206	Lateral File	2 Drawer w/Lock	36" x 20" x 29"

Transitional Walnut

			W x D x H
DE - 206	Desk	Double Pedestal	60" x 30" x 29"

Transitional Walnut

			W x D x H
DE - 201	Desk	Executive-Double Pedestal	72" x 36" x 29"
CR - 205	Credenza	Storage	72" x 20" x 29"

Contemporary Grey

			W x D x H
DE - 102	Desk	Double Pedestal	60" x 30" x 29"
CR - 100	Credenza	Storage	60" x 20" x 29"
BC - 103	Bookcase	5 Shelves	36" x 12" x 72"



DE-300



CR-301



LF-204



CH-908



CH-904
CH-905



BC-107



BC-109



TC-104



CH-900



DE-601

Traditional Mahogany

			W x D x H
DE - 300	Desk	Double Pedestal	72" x 36" x 29"
CR - 301	Credenza	Storage	72" x 21" x 29"
CH - 908	Chair	High Back Burgundy Leather	29" x 30" x 44.5"
BC - 107	Bookcase	5 Shelves	36" x 12" x 72"
CH - 904	Chair	Guest	25" x 22.5" x 31"
CH - 905	Chair	Guest w/Casters	25" x 22.5" x 31"

Transitional Walnut

			W x D x H
LF - 204	Lateral File	2 Drawer w/Lock	36" x 20" x 29"
BC - 109	Bookcase	5 Shelves	36" x 12" x 72"
Queen Anne			W x D x H
TC - 104	Table	42" Mahogany	42" D x 29"
CH - 900	Chair	Mahogany/Cream	18" x 19" x 37"
DE - 601	Writing Desk	Mahogany 1 Drawer	42" x 21" x 29"



LF-106



VF-202
VF-203
VF-200
VF-201

Also Available In:
Grey



LF-101



AC-111



AC-112

Also Available In:
White Grey



PE-103 PE-108 PE-113
PE-102 PE-107 PE-112
PE-101 PE-106 PE-111



Also Available In:
White Grey
PE-104
PE-109
PE-114



TO-605



TO-603
TO-604

Accessories

			W x D x H
LF - 106	Lateral File	2 Drawer Black	36" x 20" x 29"
VF - 202	Vertical File	4 Drawer Black-Legal	26" x 18" x 52"
VF - 203	Vertical File	4 Drawer Grey-Legal	26" x 18" x 52"
VF - 200	Vertical File	2 Drawer Black-Legal	26" x 18" x 29"
VF - 201	Vertical File	2 Drawer Grey-Legal	26" x 18" x 29"
LF - 101	Lateral File	2 Drawer Grey	36" x 20" x 29"
AC - 111	Refrigerator	Compact 4 cu ft	19" x 21" x 33.5"
AC - 112	Bar	Black 2 Shelves	48" x 16" x 42"
PE - 103	Pedestal	Black	14" x 14" x 30"
PE - 102	Pedestal	Black	14" x 14" x 36"
PE - 101	Pedestal	Black	14" x 14" x 42"

Accessories

			W x D x H
PE - 108	Pedestal	Grey	14" x 14" x 30"
PE - 107	Pedestal	Grey	14" x 14" x 36"
PE - 106	Pedestal	Grey	14" x 14" x 42"
PE - 113	Pedestal	White	14" x 14" x 30"
PE - 112	Pedestal	White	14" x 14" x 36"
PE - 111	Pedestal	White	14" x 14" x 42"
PE - 104	Pedestal	Black	24" x 24" x 36"
PE - 109	Pedestal	Grey	24" x 24" x 36"
PE - 114	Pedestal	White	24" x 24" x 36"
TO - 605	Pedestal	Table Black	24" x 24" x 21"
TO - 603	Pedestal	Table Black	24" x 24" x 16"
TO - 604	Pedestal	Table Black	30" x 30" x 16"



AC-100



ES-100



AC-104



SR-100
SR-101



Also Available In:
☐ White
☐ Grey

PE-100
PE-105
PE-110



TC-700



TC-701

Accessories

			W x D x H
AC - 100	Coat Tree	Black	70" H
ES - 100	Easel	Wood/Oak	36" W x 72" H
AC - 104	Literature Rack	Black Metal	9" x 14" x 54.5"
SR - 100	Stanchion	Chrome	36" H
SR - 101	Stanchion Rope	Red Velour	6'

Accessories

			W x D x H
PE - 100	Storage Pedestal	Black w/ keyboard tray-w/Casters	24" x 24" x 42"
PE - 105	Storage Pedestal	Grey w/keyboard tray-w/Casters	24" x 24" x 42"
PE - 110	Storage Pedestal	White w/keyboard tray-w/Casters	24" x 24" x 42"
TC - 700	Computer Counter	Walk-up-Graphite	48" x 24" x 42"
TC - 701	Computer Desk	Graphite	48" x 24" x 29"

ACCESSORIES



Page No.	Code	Description	Price
Page 2	LC-614	Tribeca - Armless Sectional - Black	\$250.00
	LC-615	Tribeca - Corner - Black	\$275.00
	LC-616	Tribeca - Bench - Black	\$250.00
Page 3	LC-803	Malibu - Sofa - Red Leather	\$575.00
	LC-804	Malibu - Chair and a Half - Red Leather	\$450.00
	LC-805	Malibu - Bench - Red Leather	\$385.00
	LC-800	Malibu - Sofa - White Leather	\$575.00
	LC-801	Malibu - Chair and a Half - White Leather	\$450.00
	LC-802	Malibu - Bench - White Leather	\$385.00
Page 4	LC-601	Barcelona -Club Chair - Red Leather	\$350.00
	LC-602	Barcelona -Ottoman - Red Leather	\$165.00
	LC-603	Barcelona -Club Chair - White Leather	\$350.00
	LC-604	Barcelona -Ottoman - White Leather	\$165.00
	LC-605	Barcelona -Club Chair - Black Leather	\$350.00
	LC-606	Barcelona -Ottoman - Black Leather	\$165.00
	LC-613	Paloma - Swivel Chair - Charcoal Leather	\$200.00
	LC-612	Paloma - Swivel Chair - Red Leather	\$200.00
Page 5	LC-611	Sausalito -Sofa - Black	\$385.00
	LC-610	Sausalito -Loveseat - Black	\$355.00
	LC-609	Sausalito -Club Chair - Black	\$250.00
	LC-618	Sausalito -Club Chair - Cobalt Blue	\$295.00
	TO-201	Princeton -Coffee Table - Black/Glass	\$165.00
	TO-202	Princeton -End Table - Black/Glass	\$150.00
	TL-102	Up Light - Table Lamp - Chrome/Frosted Glass	\$80.00
Page 6	LC-403	Cambridge - Sofa - Champagne	\$435.00
	LC-402	Cambridge - Loveseat - Champagne	\$380.00
	LC-401	Cambridge - Club Chair - Champagne	\$295.00
	TO-303	Metropolitan - Console Table - Cherrywood	\$185.00
	TO-302	Metropolitan - End Table - Cherrywood	\$150.00
	TO-301	Metropolitan - Coffee Table - Cherrywood	\$165.00
	TL-100	Corona - Table Lamp - Brushed Nickel / White Shade	\$80.00
	FL-100	Corona - Floor Lamp - Brushed Nickel / White Shade	\$135.00
Page 7	LC-608	Pacifica - Sofa - Soft Plum	\$480.00
	LC-607	Pacifica - Club Chair - Soft Plum	\$350.00
	LC-617	Pacifica - Bench - Soft Plum	\$250.00
	FL-102	Torchier - Floor Lamp - Black	\$135.00
Page 8	LC-706	Kobe - Ottoman - Black	\$150.00
	LC-707	Kobe - Ottoman - Soft Plum	\$150.00
	LC-708	Kobe - Ottoman - Citrus	\$150.00
	LC-709	Kobe - Ottoman - Tangerine	\$150.00
	LC-703	Cube - Ottoman - Black	\$80.00
	LC-701	Cube - Ottoman - Concentric Print - Red/Sunflower	\$80.00
	LC-704	Cube - Ottoman - Sunflower	\$80.00
	LC-702	Cube - Ottoman - Red	\$80.00
Page 9	LC-303	Princeton - Sofa - Black Leather	\$450.00
	LC-302	Princeton - Loveseat - Black Leather	\$395.00
	LC-301	Princeton - Club Chair - Black Leather	\$325.00
	TO-601	Sterling - Coffee Table - Glass/Silver	\$155.00
	TO-602	Sterling - End Table - Glass/Silver	\$145.00
	TL-101	Rialto - Table Lamp - Brushed Chrome	\$80.00
	TO-501	Hampton - Coffee Table - Maple/Sliver	\$160.00
	TO-502	Hampton - End Table - Maple/Sliver	\$150.00
Page 10	LC-203	Manhattan - Sofa - Grey	\$435.00
	LC-202	Manhattan - Loveseat - Grey	\$380.00
	LC-201	Manhattan - Club Chair - Grey	\$295.00
	FL-101	Up Light - Floor Lamp - Chrome/Frosted Glass	\$135.00
	TO-700	Westport - Coffee Table - Espresso/Brushed Nickel	\$160.00
	TO-701	Westport - End Table - Espresso/Brushed Nickel	\$150.00
	TO-702	Westport - Console Table - Espresso/Brushed Nickel	\$195.00

Page No.	Code	Description	Price
Page 11	LC-103	Westchester - Sofa - Cognac Leather	\$495.00
	LC-102	Westchester - Loveseat - Cognac Leather	\$435.00
	LC-101	Westchester - Club Chair - Cognac Leather	\$335.00
	TO-101	Westchester - Coffee Table - Antique Silver/Gold/Glass	\$165.00
	TO-102	Westchester - End Table - Antique Silver/Gold/Glass	\$155.00
	LC-705	Westchester - Ottoman - Cognac Leather	\$165.00
	TO-401	Hamilton - Coffee Table - Cherrywood/ Black/Glass	\$175.00
	TO-402	Hamilton - End Table - Cherrywood/ Black Glass	\$160.00
Page 12	SB-201	Lenox - Bar Stool - Mahogany Wood-Cream	\$160.00
	TB-103	Lenox - Bar Table - Mahogany Wood-Cream 42" H	\$195.00
	SB-202	Silk Back Bar Stool - Black/Clear/Chrome	\$145.00
	TB-206	Black/Chrome - 30" Bar Table 42" H	\$160.00
	TB-207	Black/Chrome - 36" Bar Table 42" H	\$170.00
Page 13	SB-208	Trave - Bar Stool - Red Leather/Chrome	\$150.00
	TB-100	Trave - Bar Table - Glass/Chrome 42" H	\$250.00
	TB-102	Bombe - Bar Table - Black/Chrome 42" H	\$225.00
	SB-203	Bombe - Bar Stool - Black/Chrome	\$165.00
Page 14	SB-200	Carmel - Bar Stool - Maple/Nickel/Cream	\$145.00
	TB-101	Carmel - Bar Table - Maple/Nickel 42" H	\$185.00
	BC-121	Hampton - Étagère - Maple/Nickel/Glass	\$395.00
Page 15	TG-400	5' Rectangle Conference Table - Chrome/Glass 29" H	\$360.00
	TG-401	Trestle - 4' Rectangle Conference Table - Chrome/Glass 29" H	\$275.00
	TG-402	Trestle - 32" Square Conference Table - Chrome/Glass 29" H	\$250.00
	TG-403	42" Round Conference Table - Chrome/Glass 29" H	\$250.00
	CH-308	Silk Back Chair w/ Arms - Black/Clear/Chrome	\$95.00
	CH-307	Silk Back Chair w/ out Arms - Black/Clear/Chrome	\$90.00
Page 16	SB-204	Euro Black - Bar Stool	\$145.00
	CH-301	Euro Black - Chair w/out Arms	\$80.00
	CH-302	Euro Black - Chair w/ Arms	\$85.00
	TC-504	Black/Chrome - 30" Round Café Table 29" H	\$155.00
	TC-505	Black/Chrome - 36" Round Café Table 29" H	\$165.00
	TC-108	Black/Chrome - 42" Round Café Table 29" H	\$175.00
	TC-502	Euro Black - 30" Round Café Table 29" H	\$155.00
	TC-503	Euro Black - 36" Round Café Table 29" H	\$165.00
	TC-107	Euro Black - 42" Round Café Table 29" H	\$175.00
	TB-204	Euro Black - 30" Round Bar Table 42" H	\$160.00
	TB-205	Euro Black - 36" Round Bar Table 42" H	\$165.00
Page 17	CH-309	Euro Maple - Chair w/ Arms - Maple/Black/Chrome	\$115.00
	TC-102	Euro Maple - 42" Round Café Table 29" H	\$185.00
	CH-311	Park Avenue - Chair - Maple/Chrome	\$135.00
	SB-209	Park Avenue - Bar Stool - Maple/Chrome	\$150.00
	TC-500	Maple-Chrome - 30" Round Café Table 29" H	\$155.00
	TC-501	Maple-Chrome - 36" Round Café Table 29" H	\$165.00
	TB-200	Maple-Chrome - 30" Round Bar Table 42" H	\$160.00
	TB-201	Maple-Chrome - 36" Round Bar Table 42" H	\$170.00
Page 18	CH-404	Conference Chair - High Back - Blue/Black - Gas Lift/Casters	\$175.00
	CH-405	Conference Chair - High Back - Black/Chrome/Poly - Gas Lift/Casters	\$175.00
	CH-201	Conference Chair - High Back - Black - Gas Lift/Casters	\$175.00
	CH-200	Conference Chair - Mid Back - Black - Gas Lift/Casters	\$165.00
	TC-600	6' Maple Conference Table - Rectangle 72" x 36"	\$395.00
	TC-601	8' Maple Conference Table - Rectangle 96" x 48"	\$425.00
	TC-312	6' Black Conference Table - Oval 72" x 36"	\$395.00
	TC-300	10' Grey Conference Table - Oval 120" x 48"	\$495.00
	TC-301	10' Black Conference Table - Oval 120" x 48"	\$495.00
	TC-309	6' Black Conference Table - Oval 72" x 36"	\$395.00
	TC-303	8' Black Conference Table - Oval 96" x 48"	\$425.00
	TC-310	6' Grey Conference Table - Oval 72" x 36"	\$395.00
	TC-304	8' Grey Conference Table - Oval 96" x 48"	\$415.00
	TC-307	6' Mahogany Conference Table - Oval 72" x 36"	\$395.00
	TC-302	8' Mahogany Conference Table - Oval 96" x 48"	\$450.00

Page No.	Code	Description	Price
Page 19	CH-102	Conference Chair - Mid Back - Black Leather - Sled Base	\$175.00
	CH-101	Conference Chair - High Back - Black Leather - Gas Lift/Casters	\$215.00
	CH-100	Conference Chair - Mid Back - Black Leather - Gas Lift/Casters	\$180.00
	CH-907	Side Chair - Parsons - Black	\$135.00
	CH-911	Side Chair - Tulip - Black - Tilt/Casters 26.5"W x 17"D x 33"H (Not Shown)	\$175.00
	CH-202	Conference Chair - Mid Back - Black - Sled Base	\$155.00
	CH-203	Conference Chair - High Back - Black Leather - Gas Lift/Casters	\$175.00
	CH-400	Task Chair w/ Arms - Black - Gas Lift/Casters	\$130.00
	CH-401	Task Chair w/out Arms - Black - Gas Lift/Casters	\$125.00
	SD-100	Task Stool w/ Arms - Black - Gas Lift/Casters	\$165.00
	SD-101	Task Stool w/ out Arms - Black - Gas Lift/Casters	\$160.00
Page 20	DE-131	Maple Contemporary - Desk - Double Pedestal 60" x 30"	\$450.00
	DE-136	Maple Contemporary - Desk - Single Pedestal 60" x 30"	\$425.00
	CR-212	Maple Contemporary - Credenza	\$425.00
	LF-206	Maple Contemporary - Lateral File - 2 Drawer	\$295.00
	DE-206	Walnut Transitional - Desk - Double Pedestal 60" x 30"	\$395.00
	DE-201	Walnut Transitional - Executive Desk Double Pedestal 72" x 36"	\$440.00
	CR-205	Walnut Transitional - Credenza	\$425.00
	DE-102	Grey Contemporary - Desk - Double Pedestal 60" x 30"	\$355.00
	CR-100	Grey Contemporary - Credenza	\$355.00
	BC-103	Grey Contemporary - Bookcase - 5 Shelves	\$310.00
Page 21	DE-300	Mahogany Traditional - Executive Desk Double Pedestal 72" x 36"	\$475.00
	CR-301	Mahogany Traditional - Credenza	\$475.00
	LF-204	Walnut Transitional - Lateral File - 2 Drawer	\$295.00
	CH-908	Conference Chair - High Back - Mahogany Leather	\$215.00
	CH-904	Conference Chair - Traditional Mahogany Leather	\$180.00
	CH-905	Conference Chair - Traditional Mahogany Leather - Casters	\$185.00
	BC-107	Mahogany Traditional - Bookcase - 5 Shelves	\$425.00
	BC-109	Walnut Transitional - Bookcase - 5 Shelves	\$325.00
	TC-104	Mahogany Traditional - 42" Conference Table 29" H	\$350.00
	CH-900	Side Chair - Mahogany/Cream	\$125.00
Page 22	DE-601	Mahogany Traditional - Writing Desk - 1 Drawer	\$275.00
	LF-106	Lateral File - 2 Drawer - Black	\$275.00
	VF-202	Vertical File - 4 Drawer Legal - Black	\$165.00
	VF-203	Vertical File - 4 Drawer Legal - Grey	\$165.00
	VF-200	Vertical File - 2 Drawer Legal - Black	\$135.00
	VF-201	Vertical File - 2 Drawer Legal - Grey	\$135.00
	LF-101	Lateral File - 2 Drawer - Grey	\$275.00
	AC-111	Refrigerator Compact White - 4 CU FT	\$270.00
	AC-112	Bar - 1 Shelf - Black	\$250.00
	PE-103	Pedestal - Black 14" x 14" x 30"	\$175.00
	PE-102	Pedestal - Black 14" x 14" x 36"	\$190.00
	PE-101	Pedestal - Black 14" x 14" x 42"	\$225.00
	PE-108	Pedestal - Grey 14" x 14" x 30"	\$175.00
	PE-107	Pedestal - Grey 14" x 14" x 36"	\$190.00
	PE-106	Pedestal - Grey 14" x 14" x 42"	\$225.00
	PE-113	Pedestal - White 14" x 14" x 30"	\$175.00
	PE-112	Pedestal - White 14" x 14" x 36"	\$190.00
	PE-111	Pedestal - White 14" x 14" x 42"	\$225.00
	PE-104	Pedestal - Black 24" x 24" x 36"	\$275.00
	PE-109	Pedestal - Grey 24" x 24" x 36"	\$275.00
	PE-114	Pedestal - White 24" x 24" x 36"	\$275.00
Page 23	TO-605	Cube - Black 24" x 24" x 21"	\$225.00
	TO-603	Cube - Black 24" x 24" x 16"	\$180.00
	TO-604	Cube - Black 30" x 30" x 16"	\$195.00
	AC-100	Coat Tree - Black	\$85.00
	ES-100	Easel - Oak	\$85.00
	AC-104	Literature Rack - Black	\$125.00
	SR-100	Stanchion - Chrome	\$50.00
	SR-101	Rope - 6' Red Velour	\$40.00
	PE-100	Computer Kiosk - Black w/ keyboard tray - Casters	\$350.00
	PE-105	Computer Kiosk - Grey w/ keyboard tray - Casters	\$350.00
Page 23	PE-110	Computer Kiosk - White w/ keyboard tray - Casters	\$350.00
	TC-700	Computer Stand - Walk-up Graphite Nebula	\$165.00
	TC-701	Computer Table/Desk - Graphite Nebula	\$155.00



Order Form

Phone: 404.699.0650 Fax 404.699.9827

EVENT INFORMATION

Show / Event Name: _____
Opening Date: _____ Time: _____ Closing Date: _____ Time: _____
Facility / Room: _____
Address: _____
City: _____ State: _____ Zip: _____
Show Contractor: _____

BILLING INFORMATION

Company Name: _____
Order Contact: _____
Billing Address: _____
City: _____ State: _____ Zip: _____
Phone: () - Fax: () -
E-mail: _____

EXHIBITOR INFORMATION

Exhibitor Name: _____
Booth #: _____ Booth Size: _____ X _____
Delivery Date: _____ Time: _____
Pick-up Date: _____ Time: _____
On-Site Contact: _____
Cell Phone: () -

Item No.	Quantity	Description	Unit Price	Amount

PAYMENTS:

- In order to guarantee delivery, all orders must be received and full payment made no later than 10 days prior to the event.
- If you do not receive confirmation within 7 days, please contact us at 404.699.0650.
- Payment must be made by credit card or check drawn on a U.S. bank

LATE ORDERS:

- Orders received after the discount deadline are subject to a 20% late fee.

ON-SITE ORDERS:

- Order received on show site will be subjected to a 30% late fee.

CANCELLATIONS:

- If canceled within 5 days prior to move-in a 50% restocking fee will be charge.
- If canceled within 36 hours or less before move-in, no refund will be processed

Subtotal

Adjustments

Delivery / Pick-up

Subtotal

___ % Sales Tax

TOTAL

Authorized Signature: **X** _____ Date: _____

PAYMENT INFORMATION

☐ American Express ☐ Master Card ☐ Visa

Credit Card #:

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

Expiration Date:

--	--

 /

--	--

Print Name

on Card: _____

Signature of

Card Holder: **X** _____

ESA 94TH ANNUAL MEETING

ALBUQUERQUE CONVENTION CENTER
AUGUST 3-6, 2009



CARPET

☐ DELUXE CARPET - 32 oz

An upgraded 32oz. carpet is available in 10 colors. Swatches will be sent to you upon request.

Rental includes installation, plastic covering for protection and pickup at the close of the show.

Select Color

Samples are available upon request.

- | | |
|-----------------------------------|---------------------------------------|
| <input type="checkbox"/> Red | <input type="checkbox"/> Dark Blue |
| <input type="checkbox"/> Burgundy | <input type="checkbox"/> Blue |
| <input type="checkbox"/> Charcoal | <input type="checkbox"/> Teal |
| <input type="checkbox"/> Gray | <input type="checkbox"/> Forest Green |
| <input type="checkbox"/> Black | <input type="checkbox"/> White |

Deluxe Carpet

Booth Size: _____ x _____ = _____ Total sq ft

Sq. ft. required (to next full ft.)

_____ @ \$3.05 per sq ft = \$ _____

☐ STANDARD CARPET - 16 oz.

If carpet is ordered in multiples of two or more in a combination of sizes, at the prices below, the carpets are not guaranteed to be a color match.

Select Color

- | | |
|---------------------------------------|--------------------------------|
| <input type="checkbox"/> Red | <input type="checkbox"/> Blue |
| <input type="checkbox"/> Burgundy | <input type="checkbox"/> Black |
| <input type="checkbox"/> Forest Green | <input type="checkbox"/> Teal |
| <input type="checkbox"/> Purple | <input type="checkbox"/> Gray |

Show colors will be given when color is not selected.

Standard Carpet

(10' increments)

		Discount Rates	Standard Rates
_____	10' X 10'	\$133.00	\$166.00
_____	10' X 20'	\$267.00	\$334.00
_____	10' X 30'	\$401.00	\$501.00

Prices above include taping front aisle edge only.

_____ ft of additional taping	\$1.87 per ft.	\$2.34 per ft.
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☐ Special Size Standard Carpet

Price includes installation to fit booth space, protective covering and edges taped. (100 sq. ft. minimum)

		Discount Rates	Standard Rates
_____	Total sq ft	@ \$ 2.85 per sq ft	\$ 3.50 per sq ft

☐ Plastic Covering (visqueen)

_____	Total sq ft	@ \$.85 per sq ft	\$ 1.00 per sq ft
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☐ Padding

1/2" Rebond Padding (includes installation)

_____	Total sq ft to next full ft	@ \$ 1.19 per sq ft	\$ 1.50 per sq ft
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☐ Tape

Double Face Tape (per roll)	\$37.00	\$46.48
2" Clear Packing Tape (per Roll)	\$10.00	\$12.50

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. Alternative selections may be necessary on orders received after the deadline date below.

Important - No credits will be issued after deadline date.

PAYMENT IN FULL must accompany your advance order to qualify for Discount Rates. Orders without payment or orders received after the above Deadline Date below will be charged at Standard Rates. Add 10% to standard rates for orders received at show site.

CANCELLATION POLICY: Items canceled after the deadline date for Deluxe carpet will be charged at 100% of original price. Standard carpet canceled after move-in begins will be charged at 50% of original price.

Amount All Items Ordered	\$ _____
Sales Tax 6.75%	\$ _____
Subtotal	\$ _____
Total Payment Enclosed	= \$ _____

PLEASE NOTE: "METHOD OF PAYMENT" Form must accompany this order.

RETURN TO: Expo Plus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827

COMPANY _____		EMAIL ADDRESS _____		SPACE NUMBER _____
ADDRESS _____	STREET _____	CITY _____	STATE _____	ZIP _____
PHONE _____		FAX _____		DATE _____
AUTHORIZED CONTACT SIGNATURE _____		AUTHORIZED CONTACT - please print _____		

Discount Deadline Date: July 15, 2009

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility

All orders must be paid in US Dollars

ESA 94TH ANNUAL MEETING
ALBUQUERQUE CONVENTION CENTER
AUGUST 3-6, 2009



SIGN REQUEST

A 7" x 44" ID Sign is provided free with your booth or tabletop space.

CHOOSE YOUR SIZE

QTY.	STANDARD SIGN SIZES	PRICE	TOTAL
___	7"x11" @	\$54.00 =	\$ _____
___	7"x22" @	\$55.00 =	\$ _____
___	7"x44" @	\$57.00 =	\$ _____
___	11"x14" @	\$67.00 =	\$ _____
___	14"x22" @	\$80.50 =	\$ _____
___	14"x44" @	\$94.00 =	\$ _____
___	22"x28" @	\$101.00 =	\$ _____
___	28"x44" @	\$147.00 =	\$ _____
___	40"x60" @	Quoted on Request	

Signs are based on one color copy, white showcard and 10 words or less per sign.

INDICATE OPTIONAL SERVICES REQUIRED

QTY.	OPTIONAL SERVICES	PRICE	TOTAL
___	Over 10 words	@ \$1.00 per word=	\$ _____
___	Change in color copy	@ \$12.50 per change=	\$ _____
___	Easel back on sign	@ \$8.00 per sign=	\$ _____
___	Colored showcard	@ Quoted on Request	
___	Logo Sign	@ Quoted on Request	
___	Banner	@ Quoted on Request	

ADDITIONAL SERVICES ☐ Please indicate here if you would like us to provide more information and pricing on banners, cut-out letters, logos, silk screening, special graphics or any other items.

INDICATE YOUR SIGN COPY

Please feel free to provide a drawing on a separate sheet.

CHOOSE YOUR STYLE AND COLOR

☐ Vertical ☐ Horizontal ☐ Use your Judgment
For Sign Layout



Background color: _____

Lettering color: _____

Remember to order in advance to save time and money. **Orders received after deadline date will cost double the prices indicated.**

If you have questions or need assistance with any items not listed, please call the Expo Plus Customer Service Dept at 404-699-0650.

TOTAL COST

_____ + _____ = \$ _____
Subtotal 6.75% tax Total

RETURN TO: Expo Plus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827

COMPANY _____ EMAIL ADDRESS _____ SPACE NUMBER _____
ADDRESS _____ STREET _____ CITY _____ STATE _____ ZIP _____
PHONE _____ FAX _____ DATE _____
AUTHORIZED CONTACT SIGNATURE _____ AUTHORIZED CONTACT - please print _____

Discount Deadline Date: July 15, 2009

All orders are governed by the Expo Plus Payment Policy and the Limits of Liability and Responsibility

All orders must be paid in US Dollars

ESA 94TH ANNUAL MEETING
ALBUQUERQUE CONVENTION CENTER
AUGUST 3-6, 2009



MODULAR DISPLAY UNIT

ALL PACKAGES INCLUDE:

• Installation & Dismantling Labor

(Complete Carpet Order Form)

• Standard Gray Velcro Receptive Panels

• Standard Header Copy (black)

• Standard Carpet

• Local Delivery

For price quotations or information on custom design, graphics, special panel coverings or plain white PVC panels, please call Expo Plus at 404.699.0650.



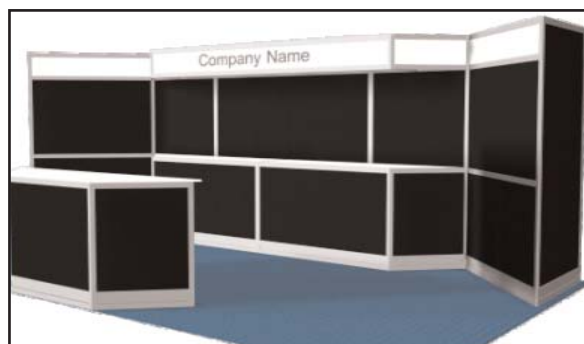
MDU NO. 1



MDU NO. 2



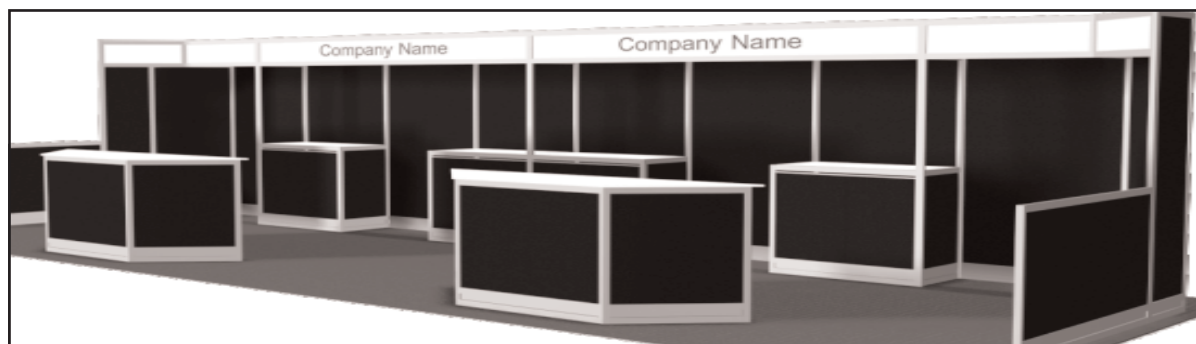
MDU NO. 3



MDU NO. 4



MDU NO. 5



MDU NO. 6

Discount Deadline Date: July 15, 2009

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ESA 94TH ANNUAL MEETING
ALBUQUERQUE CONVENTION CENTER
AUGUST 3-6, 2009



CONTINUED

MODULAR DISPLAY UNIT

	Discount Price	Total
<input type="checkbox"/> MDU NO. 1 _____ Copy for standard header (black) - visual area: 114"x10"	\$1,275.00	\$ _____
<input type="checkbox"/> MDU NO. 2 _____ Copy for standard header (black) - visual area: 108"x10"	\$1,147.50	\$ _____
<input type="checkbox"/> MDU NO. 3 _____ Copy for standard header (black) - visual area: 75"x10"	\$1,875.00	\$ _____
<input type="checkbox"/> MDU NO. 4 _____ Copy for standard header (black) - visual area: 114"x10"	\$4,267.50	\$ _____
<input type="checkbox"/> MDU NO. 5 _____ Copy for right standard header (black) - visual area: 108"x10" _____ Copy for left standard header (black) - visual area: 108"x10"	\$6,487.50	\$ _____
<input type="checkbox"/> MDU NO. 6 _____ Copy for right standard header (black) - visual area: 114"x10" _____ Copy for left standard header (black) - visual area: 114"x10"	\$5,887.50	\$ _____

Velcro Receptive Panels:

- ☐ Teal ☐ Gray ☐ White PVC Panels
 (add 20% to Package Price for White PVC)

- Carpet: ☐ Blue ☐ Red ☐ Lt. Gray ☐ Teal
 ☐ Purple ☐ Burgundy ☐ Forest Green ☐ Black

Sub Total \$ _____
 Add 25% if ordering after the deadline date or add 50% if ordering on-site \$ _____
 Tax 6.75% \$ _____
Total Price **\$ _____**

Discount Deadline Date: July 15, 2009

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ESA 94TH ANNUAL MEETING
ALBUQUERQUE CONVENTION CENTER
AUGUST 3-6, 2009



Accessories ordered after July 15, 2009 will cost an additional 25% over prices indicated.
Accessories ordered on-site will cost an additional 50%.

	Quantity	Discount Price	Total
Shelves			
<input type="checkbox"/> 1 meter straight - white only	_____	\$81.60	\$_____
Counter			
<input type="checkbox"/> 1 meter x 1/2 meter x 42" tall	_____	\$315.00	\$_____
<input type="checkbox"/> Gray			
<input type="checkbox"/> Teal			
<input type="checkbox"/> 2 meters x 1/2 meter x 42" tall	_____	\$515.00	\$_____
Other			
<input type="checkbox"/> Stem light - black (fixture only)	_____	\$110.50	\$_____
<input type="checkbox"/> Literature Holder - Plexiglass (holds 8 1/2" x 11")	_____	\$59.50	\$_____
		Sub Total	\$_____
		Tax 6.75%	\$_____
		Add 25% is ordering after the deadline date or add 50% if ordering on-site	\$_____
		Total Price	\$_____

Lighting and/or Electrical Services are NOT included with Unit Rental

RETURN TO: Expo Plus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827

COMPANY _____	EMAIL ADDRESS _____	SPACE NUMBER _____
ADDRESS _____	STREET _____	CITY _____ STATE _____ ZIP _____
PHONE _____	FAX _____	DATE _____
AUTHORIZED CONTACT SIGNATURE _____	AUTHORIZED CONTACT - please print _____	

Discount Deadline Date: July 15, 2009

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MODULAR DISPLAY UNIT ACCESSORIES

ESA 94TH ANNUAL MEETING
ALBUQUERQUE CONVENTION CENTER
AUGUST 3-6, 2009



LABOR AND EQUIPMENT RATES			
	Straight	Overtime	Doubletime
Fork Lift up to 5,000 lbs capacity w/ operator	\$188.00	\$270.00	\$360.00
Each additional laborer	\$79.00	\$119.00	\$158.00

Straight time is 8:00 am to 4:30 pm Monday through Friday.
Overtime is from 4:30 pm to 8:00 am - Monday through Friday and all day Saturday. Doubletime is all day Sunday and holidays.

Add 10% to rates above for labor ordered on show site.

Minimum charge for labor is one (1) hour, per man and includes time necessary for workmen to:

- get tools and report to the booth or tabletop space,
- have work checked by the exhibitor and
- return to the Service Center with the exhibitor to be signed out.

Gratuities in the form of labor hours for work not actually performed are strictly prohibited and will not be honored by Expo Plus.

It is not necessary to order labor to unload equipment from a truck. Unloading equipment from a truck is charged a drayage rate by CWT.

All rates subject to change if necessitated by increased labor and material costs. Larger fork lift/crane service available by advance request.

CREW SIZE FOR INSTALLATION & DISMANTLING

A FORKLIFT IS REQUIRED for equipment or materials weighing 200 lbs or more.

If you DO NOT request a forklift, a crew will be assigned consisting of: two laborers.

DESCRIPTION OF WORK TO BE PERFORMED

ORDER

NOTE: Starting time can be guaranteed only when men are requested for the start of the working day at 8:00 am.

We will need crew(s) as indicated below and will have a representative on hand to supervise the work to be done.

The exhibitor's representative will return the crew to the Service Center upon completion of the work, check the work order and approve the work order by signing.

FORKLIFT CREW INSTALLATION ESTIMATE

Date: _____ Time: _____ am/pm
 _____ @ _____ = _____
 Approx Hours Hourly Rate Total Estimated Cost

FORKLIFT CREW DISMANTLE ESTIMATE

Date: _____ Time: _____ am/pm
 _____ @ _____ = _____
 Approx Hours Hourly Rate Total Estimated Cost

ORDER CONFIRMATION

In order that people and equipment will not be standing idly by at your expense (because of uncertainties of truck arrivals), **this Order will be considered only a reservation and must be followed up by a signed work order at the Service Center by 12:00 pm on the day preceding the date specified above.** We cannot guarantee the availability of crews at specific times without confirmation

Please confirm Dismantling Labor at the exhibit site and allow time for return of empty crates and containers.

NOTE: If exhibitor fails to pick up the people at the time confirmed, a one (1) hour charge per person "No Show Charge" will be made.

CALCULATION OF ORDER

Please make payments in U.S. Funds.

PAYMENT ENCLOSED: \$ _____

Note: We understand that your calculation is only an estimate; invoicing will be done based on the actual hours worked. Adjustments will be made accordingly. Order subject to LIMITS OF LIABILITY AND RESPONSIBILITY as set forth in this service kit.

Discount Deadline Date: July 15, 2009

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ESA 94TH ANNUAL MEETING
ALBUQUERQUE CONVENTION CENTER
AUGUST 3-6, 2009



DECORATOR HOURLY RATES *(One hour minimum per person)*

STRAIGHT TIME 8:00 am to 4:30 pm Monday through Friday\$81.00 Per Person/Per Hour

OVERTIME 4:30 pm to 8:00 am Monday through Friday and all day Saturday\$113.00 Per Person/Per Hour

DOUBLETIME Sunday and all holidays\$146.00 Per Person/Per Hour

INSTALLATION LABOR

Please check off box below indicating which Supervision you have selected.

☐ **SUPERVISION BY Expo Plus**

- Exhibits are set up prior to exhibitor's arrival under the direction of Expo Plus I&D Supervisors. The charge for this service is an additional 35% of the total installation labor bill. Please enter the requested information on the next page so we may provide you with the best possible service in setting up your exhibit.
- Please note our cancellation policy.
- Both pages of form must be completed.

☐ **SUPERVISION BY EXHIBITOR PERSONNEL**

- Supervisor must check in at the Expo Plus Service Center to pick up labor. Upon completion of work, supervisor must return to Expo Plus Service Center to release labor.
- Start time guaranteed only where labor is requested for the start of the working day (8:00 am), unless the official set up time begins later in the day.
- Please note our cancellation policy.
- Supervisor will be: _____

Decorators:	_____	_____	_____	_____	x	_____	=	_____	@	_____	=	_____
	Date	Time	Day of Week	No. of People		Apprx. Hours		Total Hours		Hourly Rate		Total Estimated Cost

DISMANTLE LABOR

Please check off box below indicating which Supervision you have selected.

☐ **SUPERVISION BY Expo Plus**

- Exhibits are dismantled prior to exhibitor's arrival under the direction of Expo Plus I&D Supervisors. The charge for this service is an additional 35% of the total installation labor bill. Please enter the requested information on the next page so we may provide you with the best possible service in dismantling your exhibit.
- Please note our cancellation policy.
- Both pages of form must be completed.

☐ **SUPERVISION BY EXHIBITOR PERSONNEL**

- Supervisor must check in at the Expo Plus Service Center to pick up labor. Upon completion of work, supervisor must return to Expo Plus Service Center to release labor.
- Start time guaranteed only where labor is requested for the start of the working day (8:00 am), unless the official dismantling time begins later in the day.
- Please note our cancellation policy.
- Supervisor will be: _____

Decorators:	_____	_____	_____	_____	x	_____	=	_____	@	_____	=	_____
	Date	Time	Day of Week	No. of People		Apprx. Hours		Total Hours		Hourly Rate		Total Estimated Cost

Note: If exhibitor fails to pick up the people at the time confirmed, a one (1) hour charge per person "No Show Charge" will be made.

RETURN TO: Expo Plus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827

COMPANY _____		EMAIL ADDRESS _____		SPACE NUMBER _____	
ADDRESS _____	STREET _____	CITY _____	STATE _____	ZIP _____	
PHONE _____	FAX _____			DATE _____	
AUTHORIZED CONTACT SIGNATURE _____			AUTHORIZED CONTACT - please print _____		

Discount Deadline Date: July 15, 2009

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DISPLAY LABOR

ESA 94TH ANNUAL MEETING
ALBUQUERQUE CONVENTION CENTER
AUGUST 3-6, 2009



PLEASE COMPLETE THE FOLLOWING IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY Expo Plus AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

INBOUND SHIPPING INFORMATION

Carrier _____ Carrier Phone # _____
Shipped To: ☐ Warehouse ☐ Show Site From: City/State _____ Date _____
Total No. of: ☐ Crates _____ ☐ Cartons _____ ☐ Fiber Cases _____ ☐ Other (Specify) _____

SET-UP INFORMATION

Setup Plan/Photo: ☐ Attached ☐ To Be Sent With Exhibit In Crate Number: _____
Carpet: ☐ With Exhibit ☐ Rented from Expo Plus Color _____
Color & Size: _____ ☐ Drawing Attached ☐ Drawing with Exhibit ☐ Electrical Under Carpet
Comments: _____

Graphics: ☐ With Exhibit ☐ Shipped Separately
Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

Ship To: _____ Method: ☐ Common Carrier

Carrier*: (If Known) _____
Freight Charges: ☐ Prepaid ☐ Bill to: _____
☐ Collect _____

***Exhibitors using a carrier other than official show carrier, must make arrangements for freight pick-up according to the following schedule:**

Exhibitors clear of Hall - Thursday, August 6, 2009, by 9:30 pm

Please note: Expo Plus will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel.

SPECIAL INSTRUCTIONS/COMMENTS

PLEASE PROVIDE AN EMERGENCY CONTACT

NAME: _____ PHONE NO. _____

RETURN TO: Expo Plus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827

COMPANY _____ EMAIL ADDRESS _____ SPACE NUMBER _____
ADDRESS _____ STREET _____ CITY _____ STATE _____ ZIP _____
PHONE _____ FAX _____ DATE _____
AUTHORIZED CONTACT SIGNATURE _____ AUTHORIZED CONTACT - please print _____

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ESA 94TH ANNUAL MEETING
ALBUQUERQUE CONVENTION CENTER
AUGUST 3-6, 2009



1. Expo Plus and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
2. Expo Plus and its subcontractors shall not be responsible for loss, injury or damage caused by tradesmen or equipment furnished by Expo Plus, or its subcontractors, except when such tradesmen are working or operating equipment under the direct supervision of a supervisor designated by Expo Plus or its subcontractors.
3. Expo Plus and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit the exhibitor's materials.
4. Upon discovery, all apparent loss, injury or damage to you or your property must be left in its undisturbed condition and immediately reported to an Expo Plus representative for documentation. Claims for discovered and reported loss, injury or damage must be submitted to Expo Plus by the close of the show. No suit or action shall be brought against Expo Plus or its subcontractors more than one year after the incident giving rise to the cause of action.
5. The placing of an order for the services of tradesmen and the use of equipment by an exhibitor or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of the terms and conditions set forth in Sections 1 through 4 above.

Expo Plus and its subcontractors are not insurers of you or your property and will not assume responsibility for loss, injury or damage where the direct cause of the loss, injury or damage is unknown or indeterminable.

**Be sure your Liability Insurance is in effect at the exhibit site.
Contact your insurance representative.**

Discount Deadline Date: July 15, 2009

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DISPLAY LABOR LIMITS OF LIABILITY

ESA 94TH ANNUAL MEETING
ALBUQUERQUE CONVENTION CENTER
AUGUST 3-6, 2009



OFFICIAL SERVICE CONTRACTORS

Show Management, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment.

Official Service Contractors are appointed to:

- a. Insure the orderly and efficient installation and removal of the overall exposition,
- b. Assure the distribution of labor to all Exhibitors according to need,
- c. Provide sufficient labor to satisfy the requirements of Exhibitors, and for the exposition itself,
- d. See that the proper type and limits of insurance are in force and
- e. Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are:

- a. Supervision may be provided by the Exhibitor.
- b. The Exhibitor may appoint an exhibit installation contractor or display builder.

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor must notify Show Management in writing and Expo Plus of the intention to utilize an independent contractor no later than **30 DAYS** prior to the first move-in day, furnishing the name, address and telephone number of the firm.
2. **The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has a proper certificate of insurance with a minimum of \$1,000,000 liability coverage, including property damage and Workers Compensation naming Expo Plus as additional insured, to show management and Expo Plus at least 10 DAYS before the show opening.**
3. The Exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.
4. The Exhibitor Appointed Contractor must have all business licenses, permits and Workers' Compensation insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance.

5. The Exhibitor Appointed Contractor will share with Expo Plus all reasonable costs related to its operation, including overtime to pay for stewards, restoration of exhibit space to its initial condition, etcetera.
6. The Exhibitor Appointed Contractor must furnish Show Management and Expo Plus with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
7. The Exhibitor Appointed Contractor shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
8. The Exhibitor Appointed Contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public spaces are not a part of the Exhibitor's booth or tabletop space.
9. The Exhibitor Appointed Contractor shall provide, if requested, evidence to Expo Plus that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
10. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Expo Plus. The Exhibitor Appointed Contractor must coordinate all of its activities with Expo Plus.
11. For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the Official Service Contractor will be approved. This regulation is necessary because of licensing, insurance and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and that is to be used in their exhibit space.

Discount Deadline Date: July 15, 2009

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ESA 94TH ANNUAL MEETING
ALBUQUERQUE CONVENTION CENTER
AUGUST 3-6, 2009



Exhibitors who plan to have an exhibit service firm (other than the Official Service Contractor) unpack, erect, assemble, dismantle and/or pack displays/equipment must abide by the following:

1. Notify Expo Plus no later than 30 DAYS prior to Show indicating the following:

Name of Service Firm: _____

Address: _____

Telephone: _____

Fax: _____

Contact: _____

2. The Service Firm must notify Expo Plus of the names of all exhibiting companies for whom they have orders, and furnish insurance certificates to Expo Plus and the sponsor of the exhibition.

3. The Service Firm must check in at the Expo Plus Service Center to receive their badge.

4. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has a proper Certificate of Insurance with a minimum of \$1,000,000 liability coverage, including property damage and Workers Compensation naming Expo Plus as additional insured, to show management and Expo Plus at least 10 days before the show opening.

***Expo Plus reserves the right to refuse any Non-Official Service Contractor access to the show floor, if any of the above conditions are not met. If there is a problem providing the necessary information within the 30 DAY deadline, Expo Plus must be contacted by telephone.**

RETURN TO: Expo Plus 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827

COMPANY _____ EMAIL ADDRESS _____ SPACE NUMBER _____

ADDRESS _____ STREET _____ CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____ DATE _____

AUTHORIZED CONTACT SIGNATURE _____ AUTHORIZED CONTACT - please print _____

Discount Deadline Date: July 15, 2009

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NON-OFFICIAL SERVICE CONTRACTORS

ESA 94TH ANNUAL MEETING
ALBUQUERQUE CONVENTION CENTER
AUGUST 3-6, 2009



SPECIAL CLEANING & PORTER SERVICE

VACUUMING and SHAMPOOING

We will require the following service(s) for our

Space Number _____ which is _____ x _____
 = _____ sq.feet.

☐ **Vacuuming carpet/booth area**

☐ **EVERY NIGHT***

Minimum Charge: 100 sq. feet per Day

Cost per square foot per night is23¢

☐ **BEFORE SHOW OPENS ONLY**

Minimum Charge: 100 sq. feet per 10'x10' booth

Cost per square foot is25¢

☐ **Shampooing carpet**

☐ **BEFORE SHOW OPENS ONLY**

Minimum Charge: 100 sq. feet per 10'x10' booth

Cost per square foot is76¢

Mopping and Waxing available upon request.

☐ **Anti-static Spray Application/booth area**

Per Application

Minimum Charge: 100 sq feet per 10'x10' booth

Cost per square foot is.....25¢

PERIODIC PORTER SERVICE

Refuse will be removed from containers in your booth once an hour – show hours only – on a daily rate basis. If you require this service, please indicate your requirements below:

☐ **Every Show Day***

☐ **ONLY Day(s) Specified _____**

Cost per day\$72.00

PORTER SERVICE

Use for booth wipe down, ice removal, etc.

☐ **We will require porter service.**

Please contact us at our booth prior to show opening.

Rates Per Hour:

Mon.-Fri: 8:00 am to 4:30 pm\$34.00

Mon.-Fri: after 4:30 pm\$61.20

.....(1 hour minimum)

CALCULATION OF ORDER

*When ordering a daily service calculate 4 days.

Vacuuming _____ (sq ft) x _____ (rate) x _____ (number of days) = \$ _____

Shampooing _____ (sq ft) x _____ (rate) = \$ _____

Anti-static Spray _____ (sq ft) x _____ (rate) = \$ _____

Periodic Porter Service _____ (rate) x _____ (number of days) = \$ _____

Total All Lines = \$ _____

PAYMENT ENCLOSED = \$ _____

Cost of Vacuuming and Shampooing will be invoiced on the total area of your booth. To avoid any misunderstandings regarding these services, please bring any discrepancies to our attention at the show site. In this way, we will be able to assure your satisfaction with our service. Adjustments cannot be made after the close of the show. All rates subject to change if necessitated by increase in labor and material costs.

RETURN TO: EXPO PLUS 1055 Research Center Drive, Atlanta, GA 30331 Tel: (404) 699-0650 Fax: (404) 699-9827

COMPANY _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

ADDRESS _____ STREET _____ CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____ DATE _____

AUTHORIZED CONTACT SIGNATURE _____ AUTHORIZED CONTACT - please print _____

Discount Deadline Date: July 15, 2009

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2008

Event Contract # _____

(office use only)

ELECTRICAL SERVICE ORDER FORM

Mail to : SMG managed Albuquerque Convention Center
 Attention: Finance Division
 401 2nd Street NW
 Albuquerque, NM 87102
 Phone: (505) 768-3863 Fax: (505) 768-3825



STANDARD ELECTRICAL DROPS				
Quantity	Description	5 day Advance Rate	Floor Rate	Amount
SINGLE PHASE 120V				
	up to 20 Amps Single Phase 120V	\$ 75.00	\$ 95.00	
SINGLE PHASE 208V				
	20 Amps Single Phase 208V	\$ 110.00	\$ 130.00	
	30 Amps Single Phase 208V	\$ 146.00	\$ 166.00	
	40 Amps Single Phase 208V	\$ 181.00	\$ 201.00	
	50 Amps Single Phase 208V	\$ 216.00	\$ 236.00	
	60 Amps Single Phase 208V	\$ 252.00	\$ 272.00	
	70 Amps Single Phase 208V	\$ 286.00	\$ 306.00	
	100 Amps Single Phase 208V	\$ 392.00	\$ 412.00	
THREE PHASE 208V				
	20 Amps Three Phase 208V	\$ 146.00	\$ 166.00	
	30 Amps Three Phase 208V	\$ 199.00	\$ 219.00	
	40 Amps Three Phase 208V	\$ 252.00	\$ 272.00	
	50 Amps Three Phase 208V	\$ 305.00	\$ 325.00	
	60 Amps Three Phase 208V	\$ 358.00	\$ 378.00	
	70 Amps Three Phase 208V	\$ 411.00	\$ 431.00	
	100 Amps Three Phase 208V	\$ 569.00	\$ 589.00	
RENTAL ITEMS				
Quantity	Description	Price		Amount
	Extension Cords	\$ 15.00		
	Power Strip (15 amp)	\$ 15.00		
CUSTOM ELECTRICAL WORK*				
Quantity	Description	Hourly Rate		Amount
	On floor Electrician	\$ 40.00		
	Evening/Weekends/Holidays	\$ 60.00		
Total				\$ -
Tax 6.75%				\$ -
Total Due				\$ -

* Custom electrical setups, other than those listed above, are billed in 1/2 hour increments.

Please Type or Print Legibly

Date of Order: _____

Name of Event : _____

Date of Event: _____

Booth #: _____

Exhibit Name: _____

Contact Name: _____

Phone Number: _____

E-mail: _____

SPECIAL INSTRUCTIONS

Comment: _____

Service will be brought to the rear of the booth in the most convenient manner, unless otherwise indicated below.

L
E
F
T

R
I
G
H
T

NEMA Configuration: _____

Direct Connection Wire Required: **Yes** _____

Type: 3 wire _____ 4 wire _____ 5 wire _____

Three Phase 480V service available.

Call (505) 768-3863 for custom electrical setup quote.

Under no circumstances shall anyone other than the "House Electrician" make electrical connections to the facility's electrical system.

Convention Center Staff are only responsible for primary power.

Refunds/Claims will not be considered unless filed by exhibitor prior to start of show.

All Exhibitor supplied extensions cords must be UL rated and meet facility standards.

PAYMENT IN FULL MUST BE RENDERED BEFORE SERVICE IS CONNECTED

Form of Payment:

() Enclosed is my check or money order made payable to: SMG - Albuquerque Convention Center

() American Exp () Visa () Master Card CC# _____

Name on Card: _____ Exp.Date _____

Address: _____ City _____ ST _____ Zip _____

I authorize SMG - Albuquerque Convention Center to charge my credit card for services listed.

Authorize Signature _____

Showtel Communications / Phone & Internet Service Order Form

Please complete the form below and fax to: 505-992-2765
Questions can be directed to Showtel at: 888-679-6111

Company: _____
Contact: _____
Phone: _____
Fax: _____
Show: _____
Show Location: Albuquerque Convention Center
Booth Number: _____

Requirements:

Service/Equipment	Qty	Cost	Total
High Speed Internet Access*	_____	\$350 per terminal	\$ _____
Computer Configuration	_____	\$50 per half hour	\$ _____
Booth Cable Pulls**	_____	\$50 per half hour	\$ _____
Telephone Lines	_____	\$195 flat	\$ _____
Telephones	_____	\$20 flat	\$ _____
Long Distance***	_____	\$25.00 flat	\$ _____

Please check here if you require long distance access _____

* Pricing is per computer accessing the internet This service requires an ethernet/network card. This service requires DHCP configuration settings on all computers to be used. Configuration assistance is available (see above)

** If your booth requires cable to be laid beneath carpet, please select this option. Quantity should equal the number of lines and/or computers required. Please contact Showtel at 888-679-6111 to provide installation schedule and layouts

*** This service includes 200 minutes of domestic long distance service. Additional minutes are billed at \$0.10 per minute.

INSTALLATION NOTE: Showtel does not guarantee specific installation times. All services are installed based on the limitations of the facility and the predetermined show schedule. Showtel guarantees that all pre-ordered services will be installed on the day/s designated for exhibitor move-in.

Subtotal \$ _____
4.25% Telecommunication Taxes & Fees \$ _____
6.75% NM Gross Receipt Tax \$ _____
TOTAL \$ _____

Credit Card Information **(We Accept Visa, Mastercard, Discover ONLY)**

Name Of Cardholder: _____
Credit Card Number: _____
Expiration Date: _____
Credit Card Billing Address: _____
Signature: _____

Please make checks payable to: Sycamore Communications Corporation
233 N. Guadalupe, #290, Santa Fe, NM 87501

**PAYMENT IS DUE PRIOR TO INSTALLATION OF SERVICES
ALL SALES ARE FINAL UNLESS STATED IN WRITING BY SHOWTEL
THIS COMPLETED ORDER FORM IS YOUR FINAL STATEMENT
PLEASE MAINTAIN A COPY FOR YOUR RECORDS**

Showtel Communications

Service Agreement

The undersigned (hereinafter referred to as "Client") agrees to receive services from Sycamore Communications Corporation, doing business as Showtel Communications (hereby referred to as Showtel), as described in the attached order form (hereinafter referred to as "Services"). Client agrees that upon the execution of this Service Agreement, Client accepts full responsibility and guarantees payment for all Services outlined within the attached order form. Client agrees that all sales are final unless otherwise stated in writing by Showtel. Showtel agrees that upon the execution of this Service Agreement, Showtel will successfully complete all Services outlined within the attached order form. Client agrees that payment for Services outlined in the attached order form is due prior to delivery of Services. Client agrees that Showtel may pursue all avenues of collection, including use of collection agencies. Client agrees that there will be a service charge for this method of collection. Showtel is not a manufacturer of any equipment provided for use by the Client and has not made and does not make any representation, warranty, or covenant, express or implied, with respect to the condition, quality, durability, or suitability of the equipment or services. Showtel does not guarantee uninterrupted service and Showtel shall not be liable for the inability of Client to complete telephone calls or send or receive data for any reason including but not limited to Client's use of equipment. This Service Agreement cannot be assigned or transferred by Client. This Service Agreement constitutes the full agreement between Showtel and Client.

ATTENTION THOSE ENGAGED IN CREDIT CARD OR CELLULAR FRAUD:
Showtel cooperates fully and aggressively with Federal and State law enforcement agencies to prosecute, to the fullest extent of the law, anyone engaged in: unauthorized credit card transactions, credit card theft and/or credit card fraud.

PLEASE HAVE THE CREDIT CARD HOLDER SIGN AND DATE BELOW:

Signature: _____ **(TO) Print:** _____ **Date:** _____
Company: _____ **Show:** _____ **Booth #:** _____

SHOWTEL COMMUNICATIONS

A Division of the Sycamore Communications Corporation
233 N. GUADALUPE, #290, SANTA FE, NM 87501
Phone 888-679-6111
Fax 505-992-2765



(office use only)

Event Contract # **2008**

COMPRESSED AIR, WATER, DRAIN & NATURAL GAS SERVICE ORDER FORM

Mail to : SMG managed Albuquerque Convention Center
 Attention: Finance Division
 401 2nd Street NW
 Albuquerque, NM 87102
 Phone: (505) 768-3863 Fax: (505) 768-3825



Quantity	Description	5 day Advance Rate	Floor Rate	Amount
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COMPRESSED AIR CONNECTION (up to 100 psi) up to 1/2" service outlet

Compressed Air Availability is Minimal in West Complex

	Initial Service Connection	\$ 127.00	\$ 152.00	
	Each Additional Service Connection	\$ 76.00	\$ 101.00	

WATER CONNECTIONS (supplied at City pressure) up to 1/2" service outlet

	Initial Service Connection	\$ 121.00	\$ 164.00	
	Each Additional Service Connection	\$ 63.00	\$ 88.00	

FILL & DRAIN

	Fill & Drain 1 to 100 gallons	\$ 63.00	\$ 88.00	
	Fill & Drain 101 to 250 gallons	\$ 127.00	\$ 152.00	
	Fill & Drain 251 to 500 gallons	\$ 253.00	\$ 278.00	
	Location of Drain			

GAS CONNECTION* (normal utility pressure) 1/2" service outlet (service limited)

	Initial Usage Fee	\$ 159.00	\$ 184.00	
	Each Additional Service Connection	\$ 70.00	\$ 95.00	

CUSTOM SETUP

	On Floor Technician	\$ 40.00		
	Evening/Weekends/Holiday	\$ 60.00		

Custom setups, other than those listed above, are billed in 1/2 hour increments. Material for custom setup may be supplied by exhibitor or purchased from the facility. Exhibitor supplied gas lines

(hose) must meet UL standard 21 and facility standards. Payment is due in advance.

*3/4" gas service available via custom setup.

Total	
Tax 6.75%	
Total Due	

Please Type or Print Legibly

Date of Order: _____
 Name of Event: _____
 Date of Event: _____
 Booth #: _____
 Exhibit Name: _____
 Contact Name: _____
 Phone Number: _____
 E-mail: _____

SPECIAL INSTRUCTIONS

Comment: _____

Service will be brought to the rear of the booth in the most convenient manner, unless otherwise indicated below.

REAR

LEFT

RIGHT

AISLE

Call (505) 768-3863 for custom setup quote.

Under no circumstances shall anyone other than the "House Technician" make connections to the facility's utility systems.

Refunds/Claims will not be considered unless filed by exhibitor prior to start of show.

CONNECTION INFORMATION: For each connection required, list the appropriate information in space below.

Connection Size & Type	PSI Required	Notes
Air: _____	_____	_____
Gas: _____	_____	_____
Water: _____	_____	_____

PAYMENT IN FULL MUST BE RENDERED BEFORE SERVICE IS CONNECTED

Form of Payment:

() Enclosed is my check or money order made payable to: SMG - Albuquerque Convention Center

() American Exp () Visa () Master Card CC# _____

Name on Card: _____ Exp. Date _____

Address: _____ City _____ ST _____ Zip _____

I authorize SMG - Albuquerque Convention Center to charge my credit card for services listed.

Authorize Signature _____



7220 Oakley Industrial Blvd., Union City, GA 30291
 Phone: (770) 907-0101 ♦ Fax: (770) 907-0103
 Attn: Peggie Rhodes
 E-Mail: prhodes@ccrevents.com

2009
CCR EVENTS - WE SET THE STAGE!
WWW.CCREVENTS.COM

PROUD TO BE OFFICIAL SHOW SUPPLIER

WE MATCH ALL COMPETITORS RATES!

NO DRAYAGE/ADDITIONAL FREIGHT FEES

QTY	FLAT SCREEN DISPLAYS	SHOW RATE	EXTENSION
	18" LCD FLAT SCREEN DISPLAY	\$ 195.00	
	20" LCD FLAT SCREEN DISPLAY	\$ 250.00	
	23" LCD FLAT SCREEN DISPLAY	\$ 395.00	
	26" LCD FLAT SCREEN DISPLAY	\$ 450.00	
	32" LCD FLAT SCREEN DISPLAY	\$ 595.00	
	37" HIGH RESOLUTION PLASMA DISPLAY	\$ 995.00	
	42" HIGH RESOLUTION PLASMA DISPLAY	\$ 695.00	
	50" HIGH RESOLUTION PLASMA DISPLAY	\$ 995.00	
	61" HIGH RESOLUTION PLASMA DISPLAY	\$ 2,000.00	
	PLASMA FLOOR STAND (37,42 & 50)	\$ 125.00	
	PLASMA ATTACHABLE SPEAKERS (PAIR)	included	
	PLASMA WALL MOUNT (37, 42, 50)	included	
	DVD PLAYER STANDARD	\$ 75.00	
	TV/VCR TV/DVD COMBO WITH REPEAT	\$95.00 to \$275.00	
	LCD WALL MOUNT (15, 18, 20,23,26,32)	\$ 35.00	
	LCD SINGLE POLE STAND (23,26,32)	\$ 95.00	

QTY	AUDIO EQUIPMENT	SHOW RATE	EXTENSION
	BOSE SOUND SYSTEM (2 CUBE SPK; SUBS AND MIXER)	\$ 400.00	
	ANCHOR POWERED SPEAKER WITH WALL MOUNT (50 WATTS)	\$ 95.00	
	4CHANNEL MIXER	\$ 75.00	
	WIRED MICROPHONE	\$ 45.00	
	WIRELESS MICROPHONE	\$ 270.00	
	JBL POWERED SPEAKER WITH FLOOR STAND	\$ 150.00	
	JBL SOUND SYSTEM (2 SPK, MIXER, MICROPHONE)	\$ 300.00	

QTY	PERSONAL COMPUTERS	SHOW RATE	TOTAL
	DELL PENTIUM 866 256mg 9Gig 40XCD-ROM	\$ 125.00	
	DELL PENTIUM IV 2.0Gig 256mg 20Gig 40XCD-ROM	\$ 195.00	
	DELL PENTIUM IV 2.8GIG, 512MG, 40 Gig DVD/CDRW	\$ 250.00	
	IMAC G5/1.8GHZ 512/160GB/DVDRW w 20" LCD	\$ 295.00	
	LAPTOP PENTIUM III 1Gig 256mg 20Gig DVD	\$ 200.00	
	LAPTOP PENTIUM IV 2.0 Gig 256mg, 20Gig DVD	\$ 225.00	
	LAPTOP PETIUM IV 2.4Gig 512mg 40Gig, DVD/CDRW	\$ 250.00	
	LAPTOP PENTIUM IV 2.8Gig, 512mg 60Gig, DVD/CDRW	\$ 295.00	
	MAC POWER DUAL G5/1.8GHZ 512/80GB/DVDRW/100/1000MT	\$ 350.00	
	USB WIRED MOUSE	\$ 25.00	
	USB WIRED KEYBOARD	\$ 25.00	
	WIRELESS MOUSE	\$ 50.00	
	WIRELESS KEYBOARD	\$ 50.00	

QTY	MISC	SHOW RATE	EXTENSION
	XGA LCD PROJECTOR (1024X768)	CALL FOR RATE	
	SXGA LCD PROJECTR (1280X1024)	CALL FOR RATE	
	8 FT TRIPOD SCREEN	\$ 75.00	
	MOVING LIGHTS	CALL FOR RATE	
	STATIONARY LIGHTS EACH	CALL FOR RATE	
	CUSTOM LIGHTING GOBO (EXHIBITOR LOGOS)	CALL FOR RATE	
	25" VGA EXTENSION	\$ 25.00	
	RCA DISTRIBUTION AMPLIFIER	\$ 95.00	

***union labor fees where applicable 35% orders up to \$550.00 25% orders \$550.00 and up**

SHOW NAME:		SUB TOTAL	
LOCATION:	BOOTH #:	7% TAX	
COMPANY:		DEL/PICKUP	\$ 95.00
ORDERED BY:		TOTAL	
ADDRESS:		ORDEBOOTH #	
CITY, ST ZIP		DELIVERY DATE/TIME	
PHONE:	FAX:	PICKUP DATE/TIME	
AMEX/VISA/MC #:		EXP:	
NAME ON CARD:		SIGNATURE:	

All Orders are to be prepaid unless guaranteed by credit card. A company representative must accept delivery at the designated time. In order to avoid a 15% late order charge, please return this form to CCR fourteen (14) days prior to show start. To avoid a cancellation charge of one half the rental rate, please notify CCR (7) days prior to the scheduled move-in date. 100% cancellation on-site.

TO BE REMOVED FROM THIS LIST PLEASE CALL 877-292-0101

SHOW NAME: _____

LOCATION: _____

DATES: _____

FLORAL ORDER FORM



convention • plant • services • inc.
(800) 852-0023

EMAIL: PLANT@TLC-FLORIST.COM

WEB SITE: WWW.TLC-FLORIST.COM

We would like to order the following items for our exhibit:

Quantity	Item	Unit Price	Total Price
_____	Flower arrangements	\$40.00	_____
_____	Custom designed arrangements Starting at	\$50.00-300.00	_____
	Color _____		
	Width _____ Height _____		
_____	Boutonnieres with Carnation	\$3.50 each	_____
_____	Boutonnieres with Rose	\$5.50 each	_____
_____	Corsages with Carnation	\$11.00 each	_____
_____	Corsages with Rose	\$16.00 each	_____
_____	Azaleas (circle one: pink, red, white)	\$35.00	_____
_____	Mums (circle one: white, yellow, bronze, lavender)	\$18.00	_____
_____	Small Fern	\$25.00	_____
_____	Large Fern	\$35.00	_____
_____	Ivy & Pothos	\$35.00	_____
_____	2 foot green plants	\$29.95	_____
_____	3 foot green plants	\$39.95	_____
_____	4 foot green plants	\$49.95	_____
_____	5 foot green plants	\$59.95	_____
_____	6 foot green plants	\$69.95	_____
_____	7 and 8 foot green plants ... priced upon request	\$ _____	_____

CONTAINERS - ☐ BLACK ☐ WHITE ☐ WICKER

Chrome, Brass, and Terra Cotta, etc. are available.

Please call for pricing

SUBTOTAL _____

SALES TAX _____

TOTAL _____

TLC Designers can provide garden areas for booth installation, such as ponds, waterfalls, swamps, and exterior landscapes.

Special services are available for hospitality suites, award banquets, and VIP room deliveries.

Rental price includes: Decorative container, top dressing, professional maintenance, installation and pick up. There is a one-time \$10.00 charge for daily floral delivery. **ALL ORDERS MUST BE PAID - IN - FULL PRIOR TO SHOW CLOSING.** We accept cash, company check, VISA, MASTERCARD, AMERICAN EXPRESS. Adjustments cannot be made after the close of the show. All rental items remain property of TLC National Convention Plant Services. There is a restocking fee for orders cancelled less than 2 weeks prior to show opening.

FOR DESIGN HELP, HAVE A TLC DESIGNER CALL OUR BOOTH ON THE FOLLOWING DATE: _____ TIME: _____

Exhibitor Name: _____

Booth Representative: _____

Firm, Billing Name: _____

Purchase Order or Reference Number: _____

Booth Number: _____

Credit Card #: _____

Billing Address: _____

Expiration Date: _____ (MC, VISA, AM. EXP.)

City: _____ State: _____ Zip: _____

Name of Credit Card Holder as shown on card

Show Decorator: _____

Phone: () _____ Fax: () _____

Authorized Signature: _____

Please return completed form with payment to: P.O. Box 54962, Atlanta, GA 30308 (770) 507-6777 (770) 474-4676 FAX
Please return overnight shipment with payment to: 2018 Walt Stephens Rd., Jonesboro, GA 30236

TLC-FOF 6/24/99