

EXHIBITOR SERVICE MANUAL



Pennsylvania Conference for Women

Pennsylvania Convention Center
Hall A

October 19, 2023



TEXAS XPO
TEXAS EXPOSITION SERVICES

Show Name: Pennsylvania Conference for Women

Show Dates: October 19, 2023

Show Venue: Pennsylvania Convention Center

Deadline to Receive Discount Pricing: Wednesday, October 4, 2023



TEXAS XPO
TEXAS EXPOSITION SERVICES

TABLE OF CONTENTS / QUICK LINKS

[TABLE OF CONTENTS / QUICK LINKS](#)

GENERAL INFORMATION

[Quick Facts](#)

[Limits & Liabilities](#)

[Online Ordering Instructions](#)

[Credit Card Authorization & Agreement Form](#)

FURNITURE & CARPETING

[Furniture Rental Order Forms](#)

[Table Rental Order Form](#)

[Custom Furniture Catalog](#)

[Custom Furniture Pricing](#)

[Carpet Rental Order Form](#)

[Cleaning Service Order Form](#)

CUSTOM/TURNKEY EXHIBITS & GRAPHICS

[Turnkey Modular Exhibit Rental](#)

[Counter Options](#)

[Graphics Order Form](#)

MATERIAL HANDLING & SHIPPING

[Material Handling Information](#)

[Material Handling Order Form](#)

[Cart Service Order Form](#)

[Storage](#)

[Shipping Labels](#)

[LibertyCFS](#)

LABOR

[Union Jurisdiction & Rules](#)

[Labor Service Form](#)

[Supervised Installation & Dismantle Information](#)

[Forklift/Rigging](#)

[EAC / Third Party Billing](#)

[Sample COI](#)

OTHER SERVICES

[Electrical Order Form](#)

[Internet Order Form](#)

[A/V Order Form](#)

Show Name: Pennsylvania Conference for Women

Show Dates: October 19, 2023

Show Venue: Pennsylvania Convention Center

Deadline to Receive Discount Pricing: Wednesday, October 4, 2023



TEXAS XPO
TEXAS EXPOSITION SERVICES

QUICK FACTS

EVENT SCHEDULE:

	Day	Date	Time
Exhibitor Move-In	Wednesday	October 18, 2023	11:00 AM - 5:00 PM
Show Hours	Thursday	October 19, 2023	8:00 AM - 5:00 PM
Exhibitor Move-Out	Thursday	October 19, 2023	5:00 PM - 7:00 PM

BOOTH PACKAGE:

Each 10' x 10' booth will be provided with:

- 8' - **BLACK** backwall drape
- 3' - **BLACK** sidewall drapes
- 1 - 6' x 30" **BLACK** spandex table
- 2 - Side chairs
- 1 - Wastebasket
- ID Sign

Exhibit Hall Carpet

This facility is not carpeted

Exhibitors may order booth carpet/padding for specific color choices. Please see the **Carpet Rental Order Form** for pricing and options.

SHIPPING:

Materials should be shipped to ARRIVE at our warehouse **no later than: Wednesday, October 11, 2023**. Any shipments received more than 30-days prior to the move-in or after the deadline will incur additional charges. Please refer to the Material Handling Order Form for more details.

ADVANCE WAREHOUSE:

Pennsylvania Conference for Women
Exhibiting Company Name / Booth Number
c/o AEX Services / Texas XPO
3093 English Creek Ave
Egg Harbor Township, NJ 08234

Warehouse Hours (Monday - Friday): 9:00 AM - 3:00 PM

DIRECT TO FACILITY:

Pennsylvania Convention Center
Pennsylvania Conference for Women
Exhibiting Company Name / Booth Number
c/o AEX Services / Texas XPO
1101 Arch St
Philadelphia, PA 19107

Shipments will be received at the show site **ONLY** on: **Wednesday, October 18, 2023 between 11:00 AM - 5:00 PM.**

Move-Out Note: All carriers must check in no later than **6:00 PM, Thursday, October 19, 2023** or freight will be shipped via the house carrier.

Customer Service

Phone: (609) 272-1600 / Fax: (609) 272-1680
Email: Orders@AEXServices.com

Show Management

Michelle Voetberg
Phone: (661) 225-9225
Email: exhibitors@paconferenceforwomen.org

23-PA1017-T

LIMITS AND LIABILITIES

DEFINITIONS AND RESPONSIBILITIES: The Terms and Conditions set forth become a part of the contract between AEX Convention Services, LLC. ("AEX Services") / Texas Exposition Services, LLC. ("Texas XPO") and the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met: (1) An Exhibitor's materials are delivered to the Contractor's Advance Warehouse or to an event site; (2) The Authorization and Agreement Form is accepted or signed; (3) An order for labor, services and/or rental equipment is placed by the Exhibitor with the contractor; (4) Work is performed on behalf of Exhibitor by labor secured through the contractor. For purposes of this contract, the name "the contractor" shall be construed with the meaning of AEX Convention Services, LLC. ("AEX Services") / Texas Exposition Services, LLC. ("Texas XPO"), DBA the contractor and its employees, directors, officers, agents, assigns, affiliates, and related entities including any subcontractors the contractor may hire. The contractor shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. The contractor does not assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under the contractor's direct supervision and control.

PAYMENT TERMS: Full payment, including applicable tax, is due in advance or at event. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional after deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the event and remain the property of the contractor except where specifically identified as a sale. All rentals include delivery, installation, and removal from Exhibitor's booth. In case of cancellation of any orders or services by Exhibitor, a one-hour "per person requested, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. A 100% pick-up fee will be applied to all on site exchanges or cancellations. If the event is canceled because of reasons beyond the contractor's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. It is Exhibitor's responsibility to advise the contractor of any problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the show or event. If Exhibitor is exempt from payment of sales tax, the contractor requires an exemption certificate for the state in which the services are to be provided. Should there be any unpaid balance after the close of the event, terms will be net, due and payable upon receipt of invoice. Effective thirty (30) days after invoice date, any unpaid balance will bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month (annual rate 18%), and future orders will be on a pre-paid basis only. These payment terms and conditions shall be governed by and construed in accordance with the laws of the State of New Jersey. In the event of any dispute between the Exhibitor and the contractor relative to any loss, damages, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to the contractor for its services, as an offset against the amount of any alleged loss or damages. Any claim against the contractor shall be considered a separate transaction, and shall be resolved on its own merits. The contractor reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by the Exhibitor, or for any charges that the contractor may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, the contractor hereby provides notice that it reserves the right, and Exhibitor authorizes the contractor, to continue to attempt to secure payment through that or any other Exhibitor(s) credit card for as long as unpaid balances remain on Exhibitor's account.

INDEMNIFICATION: Exhibitor agrees to indemnify and forever hold harmless the contractor and its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of contributed to by any of the following: (1) Exhibitor's negligent supervision of any labor secured through the contractor, or the negligent supervision of such labor by any of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC); (2) Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or exposition to which this Contract related, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of the contractor's equipment. (3) Exhibitor's violation of Federal, State, County or Local ordinances; (4) Exhibitor's violation of event regulations and/or rules as published and set forth by facility, show management, or the contractor.

CLAIM(S) FOR LOSS: Exhibitor agrees that any and all claims for loss or damage must be submitted to the contractor immediately at the show site, as well as in writing to csr@aexservices.com at the time of the potential claim for loss or damage. In any case not later than thirty (30) days after the conclusion of the event (for purposes of claim reporting, the "conclusion" of the event is the earlier of the conclusion date of the event or the time when Exhibitor's materials are delivered to the carrier for transportation from the event site or from the contractor's warehouse). All claims reported after the thirty (30) day period will be rejected. In no event shall a suit or action be brought against the contractor more than one (1) year after the date of loss or damage occurred. If found liable for any loss, the contractor's sole and exclusive maximum liability for loss or damage to Exhibitor's materials and Exhibitor's sole and exclusive remedy is limited to the lesser of \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less, and in no event shall exceed the total rental fees paid by exhibitor to the contractor for the event.

INBOUND AND OUTBOUND SHIPMENTS: Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor or its representative, and during such time the materials will be left unattended. The contractor will not be responsible for any loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's booth. Additionally, there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. The contractor will not be responsible for any loss, damage, theft, or disappearance of Exhibitor's materials before same have been picked up for reloading at the conclusion of the event. All Material Handling Agreements submitted to the contractor by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to the contractor and the actual count of such items in the booth at the time of pickup. Exhibitor agrees to accept and be bound by the contractor's count.

PACKAGING, CRATES, & EMPTY CONTAINERS: the contractor shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed materials. In addition, the contractor shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of the Exhibitor or its representative. All previous labels must be removed. The contractor assumes no responsibility for error in the above procedures, removal of containers with old empty labels and without the contractor labels, or improper information on the empty labels. The contractor will not be liable for loss or damage to crates and containers or their contents while same are in empty container storage.

SEVERABILITY: If any provision of this Contract proves to be illegal, invalid, or unenforceable, the remainder of this Contract will not be affected by such finding, and in lieu of each provision of this Contract that is proven to be illegal, invalid, or unenforceable, a provision will be added as part of this Contract as similar in terms to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid and enforceable.

NO ORAL MODIFICATION OR WAIVERS: The Limits and Liabilities are the complete and final agreement between Exhibitors and the contractor. The terms herein may not be modified or waived orally, but only by an instrument in writing signed by the party against which enforcement of the modification or waiver (as the case may be) is sought.

ORDER NOW!

Follow these simple steps to order Online:

1. **Go To:** <https://aexservices.boomerecommerce.com/>
2. **Login** using your email address and password
 - a. New Users: Username = Email address you've provided to Show Management
Password = You will receive an email containing a temporary password to create your own unique password to use
 - b. Previous Users: Username = Your email address
Password = Your pre-existing password
3. Find **Pennsylvania Conference for Women** from the list of My Events on the left side of the Dashboard.
4. Click the **"Shop Now"** button to begin ordering.

For questions contact:
AEX Services / Texas XPO
609.272.1600
Orders@AEXServices.com

Show Name: Pennsylvania Conference for Women

Show Dates: October 19, 2023

Show Venue: Pennsylvania Convention Center

Deadline to Receive Discount Pricing: Wednesday, October 4, 2023



TEXAS XPO
TEXAS EXPOSITION SERVICES

CREDIT CARD AUTHORIZATION & AGREEMENT

Please complete the information requested below and return this Authorization Form with your order. This form is required to be on file to process any orders for service.

Exhibiting Company Name

Booth#

Cardholder Name (please print)

Billing Address

City, State, Zip

Cardholder Email

Phone

METHOD OF PAYMENT

☐ Personal Card ☐ Corporate Card

☐ AMEX ☐ VISA ☐ MASTERCARD ☐ DISCOVER ☐ CHECK*

Card Number:

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

Exp. Date:

M	M	Y	Y

*A credit card authorization is required to be held on file regardless of the method of payment selected.

Are you tax exempt for the state in which this event is held? ☐ Yes ☐ No

If yes, a tax exemption certificate is required to be submitted with this agreement.

By signing below, the Cardholder acknowledges receipt of goods and or services in the amount of such invoice and agrees to perform the obligations set forth in the Cardholder's Agreement with the issuer. Refunds cannot be given after the close of the event on items or services ordered but not received. Orders cancelled for any reason will receive a 50% refund. No refund can be provided once installation begins. Accounts past due are subject to a monthly charge of 1.5% (annual rate 18%) and all costs of collections including reasonable attorneys' fees. Rental items are only for the Exhibiting entity who has properly completed our rental forms and may not be sub-rented, "loaned" or given to other Exhibitors. If you do not need items rented or provided in a package, please contact the contractor for removal. Booth inventory is conducted daily and items not rented from the contractor will either be removed or charged to the Exhibiting company with improper possession.

PAYMENT INFORMATION

- Checks will not be accepted at show site
- All balances must be paid by the conclusion of the event.
- For your convenience, we will use this authorization to pay for any additional amounts ordered by your representative for services rendered for this event.
- A final invoice will be prepared and can be requested by contacting Exhibitor Services.
- If the credit card is declined, standard floor pricing prevails and a \$25.00 service charge will be added.

An Authorized Signature is required for orders to be processed

You and your organization agree to all terms and conditions on the front and back of all forms, including the contractor Limits & Liabilities and Terms & Conditions.

Sign Here

X

Authorized Signature

Show Name: Pennsylvania Conference for Women

Show Dates: October 19, 2023

Show Venue: Pennsylvania Convention Center

Deadline to Receive Discount Pricing: Wednesday, October 4, 2023



TEXAS XPO
TEXAS EXPOSITION SERVICES

FURNITURE RENTAL ORDER FORM



FURNITURE

Item #	Description	Discount	Standard	Qty.	Total
F10	Plastic Side Chair	\$175.75	\$246.00	_____	\$ _____
F20	Padded Side Chair	\$238.75	\$334.25	_____	\$ _____
F30	Padded Arm Chair	\$262.25	\$367.25	_____	\$ _____
F40	Padded Counter Stool	\$309.50	\$433.25	_____	\$ _____
F60	Cocktail Table 30"H	\$175.75	\$246.00	_____	\$ _____
F70	Cocktail Table 42"H	\$238.75	\$334.25	_____	\$ _____
F3104	Black Spandex Drape 42" Cocktail Table	\$ 46.75	\$ 65.50	_____	\$ _____



(actual products may vary)

ACCESSORIES

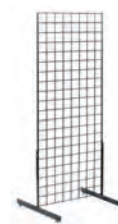
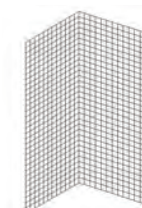
Item #	Description	Discount	Standard	Qty.	Total
F80	Literature Rack	\$185.75	\$260.00	_____	\$ _____
F100	Wastebasket	\$ 32.75	\$ 45.75	_____	\$ _____
F110	Easel	\$ 59.50	\$ 83.25	_____	\$ _____
F120	Chrome Sign Frame (22"W x 28"H)	\$185.25	\$259.25	_____	\$ _____
F130	Waterfall Bag Rack	\$169.50	\$237.25	_____	\$ _____
F150	Chrome Bag Holder	\$210.75	\$295.00	_____	\$ _____
F160	Chrome Clothes Tree	\$141.75	\$198.50	_____	\$ _____
F191	6' Garment Rack w/Wheels	\$178.75	\$250.25	_____	\$ _____

GRID WALL

Each Panel is 2' x 8' with a 3" x 3" grid.

At least two panels are needed to be free standing without the use of feet.

Item #	Description	Discount	Standard	Qty.	Total
F550	2' x 8' Grid Wall	\$194.00	\$271.50	_____	\$ _____
F5501	Pair of feet	\$ 81.75	\$114.50	_____	\$ _____



TACK BOARD

Item #	Description	Discount	Standard	Qty.	Total
F640	Style A - 4' w x 8' h Panel	\$269.00	\$376.50	_____	\$ _____
F660	Style B - 8' w x 4' h Panel	\$269.00	\$376.50	_____	\$ _____



Style A
Vertical to Floor

Style B
Horizontal off Floor
(30" Off the Floor)

Company Name: _____ Booth#: _____ Order Total: _____

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.0%.

23-PA1017-T

Show Name: Pennsylvania Conference for Women

Show Dates: October 19, 2023

Show Venue: Pennsylvania Convention Center

Deadline to Receive Discount Pricing: Wednesday, October 4, 2023



TEXAS XPO
TEXAS EXPOSITION SERVICES

TABLE RENTAL ORDER FORM



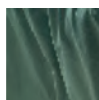
Blue



Burgundy



Black



Green



Gray



Red



White



Yellow

(actual colors may vary)

DISPLAY TABLES (Price includes top covered with white vinyl and 3 sides skirted)

Description	Discount	Standard	Qty.	Total
4' L x 24" W x 30" H	\$238.25	\$333.50	_____	\$ _____
4' L x 24" W x 42" H	\$289.50	\$405.25	_____	\$ _____
6' L x 24" W x 30" H	\$311.50	\$436.00	_____	\$ _____
6' L x 24" W x 42" H	\$371.25	\$519.75	_____	\$ _____
8' L x 24" W x 30" H	\$349.00	\$453.00	_____	\$ _____
8' L x 24" W x 42" H	\$435.50	\$609.75	_____	\$ _____
4th Side Skirt 30"	\$ 74.25	\$104.00	_____	\$ _____
4th Side Skirt 42"	\$ 84.75	\$118.75	_____	\$ _____

Please select skirt color:

- ☐ Blue ☐ Burgundy
☐ Black ☐ Green
☐ Gray ☐ Red
☐ White ☐ Yellow
☐ Un-skirted

Undraped Tables - 25% off of skirted rate.

TABLETOP RISERS -12"w x 8"h (Covered in white vinyl)

Description	Discount	Standard	Qty.	Total
4' Long, Single Step Riser	\$ 40.00	\$ 56.00	_____	\$ _____
6' Long, Single Step Riser	\$ 48.50	\$ 68.00	_____	\$ _____

MASKING DRAPE (Drape rates are per linear foot)

Description	Discount	Standard	Qty.	Total
Side Rail Drape 3'	\$ 27.25	\$ 38.25	_____	\$ _____
8' Background Drape	\$ 37.50	\$ 52.50	_____	\$ _____

Please select drape color:

- ☐ Blue ☐ Burgundy
☐ Black ☐ Green
☐ Gray ☐ Red
☐ White ☐ Yellow

Company Name: _____ Booth#: _____ Order Total: _____

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.0%.

23-PA1017-T

A black and white photograph of a modern lounge area. In the foreground, there are two large, tufted ottomans. In the background, there are white sofas with orange cushions and a low coffee table. The scene is dimly lit, with light reflecting off the furniture. A large white circle is superimposed over the center of the image, containing the text.

2023
TRADE SHOW
FURNISHINGS

KIT CATALOG

To place your order for speciality furniture please email:

Orders@AEXServices.com

BLANC



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



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



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



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



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

WHISPER



Whisper Sofa
White Leather
87"W x 37"D x 35"H



Whisper Loveseat
White Leather
61"W x 37"D x 35"H



Whisper Chair
White Leather
35"W x 37"D x 35"H

WHISPER



Whisper Bench Ottoman

White Leather
60"W x 24"D x 17"H



Whisper Square Ottoman

White Leather
40"Square x 17"H



Whisper Round Ottoman

White Leather
46"Round x 17"H

FUNCTION

Modular Seating Collection



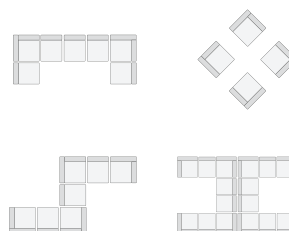
Function Armless Chair

White Leather
28"Square x 29"H



Function Corner

White Leather
28"Square x 29"H



CONTINENTAL

Modular Seating Collection



Continental Curved Loveseat

Bright White Leather
82"W x 34"D x 31"H



Continental Reverse Curved Loveseat

Bright White Leather
72"W x 34"D x 31"H



Continental Wedge Ottoman

Bright White Leather
30"W x 34"D x 19"H

CONTINENTAL

Modular Seating Collection



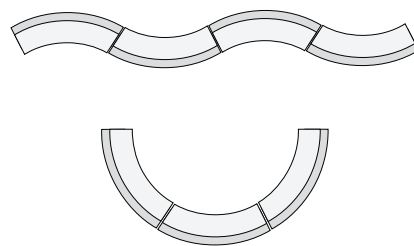
Continental Curved Bench

Bright White Leather
70"W x 26"D x 19"H



Continental Half Moon Ottoman

Bright White Leather
33"W x 19"D x 19"H



SOPHISTICATION

Modular Seating Collection



Sophistication Sofa

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



Sophistication Loveseat

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



Sophistication Chair

White Leather
24"W x 31"D x 48"H



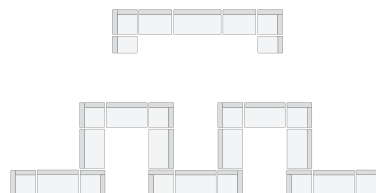
Sophistication Corner

White Leather
31"Square x 48"H



Sophistication Ottoman

White Leather
31"Square x 19"H



BOCA

Modular Seating Collection



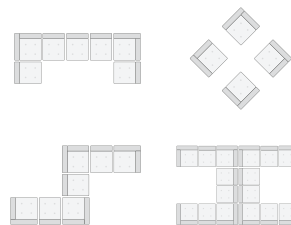
Boca Corner

Black Leather
22"W x 27"D x 30"H



Boca Armless

Black Leather
27"Square x 30"H



METRO



Metro Sofa

Black Leather
85"W x 35"D x 35"H



Metro Loveseat

Black Leather
60"W x 35"D x 35"H



Metro Chair

Black Leather
35"Square x 35"H



Metro Square Ottoman

Black Leather
40"Square x 17"H



Metro Bench Ottoman

Black Leather
60"W x 24"D x 17"H

SUAVE MIDNIGHT



Suave Midnight Sofa

Midnight Suede
77"W x 36"D x 33"H



Suave Midnight Loveseat

Midnight Suede
54"W x 36"D x 33"H



Suave Midnight Chair

Midnight Suede
32"W x 36"D x 33"H

GRAMMERCY

Modular Seating Collection



Grammercy Sofa

Charcoal Leather
82"W x 36"D x 36"H



Grammercy Loveseat

Charcoal Leather
57"W x 36"D x 36"H



Grammercy Chair

Charcoal Leather
28"W x 36"D x 36"H



Grammercy Corner

Charcoal Leather
36"Square x 36"H



Grammercy Round Ottoman

Charcoal Leather
46"Round x 17"H



Grammercy Square Ottoman

Charcoal Leather
40"Square x 17"H
Also Available in Bench Ottoman
60"W x 24"D x 17"H

PARMA



Parma Sofa
Brown Leather
79"W x 37"D x 36"H



Parma Loveseat
Brown Leather
56"W x 37"D x 36"H



Parma Chair
Brown Leather
33"W x 37"D x 36"H



Parma Bench Ottoman
Brown Leather
60"W x 24"D x 17"H

MONTANA MOCHA



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



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



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

MADISON



Madison Sofa

Tan Fabric
86"W x 34"D x 34"H



Madison Chair

Tan Fabric
33"W x 34"D x 34"H



Madison Sky Bench

Teal Fabric
48"W x 24"D x 17"H



Madison Ottoman - Willow

Green Fabric
24"Square x 17"H



Madison Ottoman - Sand Dollar

Tan Fabric
24"Square x 17"H



Madison Ottoman - Apricot

Orange Fabric
24"Square x 17"H



Madison Ottoman - Sunflower

Yellow Fabric
24"Square x 17"H

CHANDLER



Chandler Sofa

Red Leather
76"W x 37"D x 35"H



Chandler Loveseat

Red Leather
53"W x 37"D x 35"H



Chandler Chair

Red Leather
31"W x 37"D x 35"H



Chandler Bench Ottoman

Red Leather
60"W x 24"D x 17"H

EVOKE



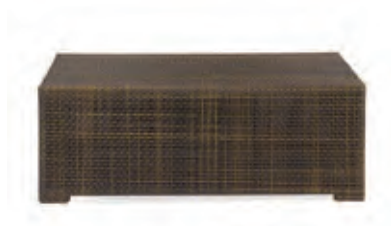
Evoke Sofa

Coffee Resin Frame with Tan Cushions
81"W x 35"D x 27"H



Evoke Chair

Coffee Resin Frame with Tan Cushions
33"W x 35"D x 27"H



Evoke Cocktail Table

Coffee Resin Frame
48"W x 24"D x 18"H

EVOKE



Evoke End Table

Coffee Resin Frame
24"W x 28"D x 25"H



Evoke Cube Table

Coffee Resin Frame
18"Square x 18"H

NIKO



Niko Sofa

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



Niko Loveseat

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



Niko Chair

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

STAGE CHAIRS



Midnight Stage Chair

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



Chamois Stage Chair

Beige Microfiber
25"W x 26"D x 37"H



Buckskin Stage Chair

Tan Microfiber
25"W x 26"D x 37"H

STAGE CHAIRS



Empire Chair

☒ Black Leather
☐ White Leather
 28"W x 32"D x 32"H



Monarch Chair

Bright White Leather
 28"Square x 30"H

OTTOMANS & BENCHES



Curved Bench

Continental White Leather
 70"W x 26"D x 19"H



Square Ottoman

☒ Metro Black Leather
☐ Whisper White Leather
☒ Grammercy Charcoal Leather
 40"Square x 17"H



Bench Ottoman

☒ Metro Black Leather
☐ Whisper White Leather
☒ Chandler Red Leather
☒ Grammercy Charcoal Leather
☒ Parma Brown Leather
 60"W x 24"D x 17"H



Essentials Storage Ottoman

White Leather with Locking Mechanism
 48"W x 24"D x 20"H
 Lock Not Included



Round Ottoman

☒ Grammercy Charcoal Leather
☐ Whisper White Leather
 46"Round x 17"H



1/4 Round Ottoman

☒ Grammercy Charcoal Leather
☐ Whisper White Leather
 34"W x 19"D x 17"H

OTTOMANS & BENCHES



Madison Sky Bench

Teal Fabric
48"W x 24"D x 17"H



Madison Ottomans

Left to Right: Willow, Sand Dollar, Apricot, Sunflower
24"Square x 17"H

BANQUETTES



Essentials Banquette

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



Whisper Banquette

White Leather
59"Round x 38"H (2 Pieces)



Grammercy Banquette

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

TURNING BEDS



Essentials Turning Bed

White Leather
96"W x 48"D x 36"H

CUBE OTTOMANS



Rubix Cube Ottomans

- | | |
|--|---|
|  Cherry |  Lemon |
|  Cromwell |  Lime |
|  Grape |  Mango |
- 18"Square x 18"H



Blanc Cube Ottoman

Bright White Leather
17"Square x 17"H



Whisper Cube Ottoman

White Leather
18"Square x 18"H



Metro Cube Ottoman

Black Leather
18"Square x 18"H



Essentials Turning Bed - Charged

White Leather
96"W x 48"D x 25"H

**White slip cover available for black charging unit.*

**Maximum of 1 bed per power source.*



Boca Corner - Charged

Bright White Leather
27"Square x 30"H

**Maximum of 4 daisy linked together per power source.*



Boca Chair - Charged

Bright White Leather
22"W x 27"D x 30"H

**Maximum of 4 daisy linked together per power source.*



Aspen Bar Table - Charged

White / Brushed Steel
72"W x 26"D x 42"H

**Maximum of 1 table per power source.*



Aspen Cocktail Table - Charged

White / Brushed Steel
48"W x 24"D x 18"H

**Maximum of 1 table per power source.*



White Conference Table - Charged

White
96"W x 43"D x 30"H

**Maximum of 1 table per power source.*



Patrice Table Chair - Charged

Bright White Leather
28"W x 31"D x 31"H

**Maximum of 6 daisy linked together per power source.*



Lincoln Bench - Charged

Bright White Leather
59"W x 39"D x 17"H

**Maximum of 3 daisy linked together per power source.*

OCCASIONAL TABLES



Tribeca Tables

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



Novel Tables

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



Aria Tables Red

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



Aria Tables Green

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



Aria Tables Blue

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



Aria Tables Purple

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



Aria Tables White

End Table White/Brushed Steel
24"W x 20"D x 22"H
Console Table White/Brushed Steel
44"W x 20"D x 30"H
Cocktail Table White/Brushed Steel
44"W x 20"D x 18"H



Aria Tables Charcoal

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

OCCASIONAL TABLES



Fuze Tables

End Table Chrome/Zebrawood Laminate
24"Square x 23"H
Console Table Chrome/Zebrawood Laminate
60"W x 16"D x 34"H
Cocktail Table Chrome/Zebrawood Laminate
40"Square x 16"H



London Tables

End Table Chrome/Marble
24"Square x 23"H
Console Table Chrome/Marble
60"W x 16"D x 34"H
Cocktail Table Chrome/Marble
40"Square x 16"H



Brooklyn Tables

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



Vivid Tables

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



Rose Table

17"Round x 17"H



Zanzibar Table

17"Square



Cube End Tables

■ Black 24"
□ White 24"
24"Square x 21"H



Cube Cocktail Tables

■ Black 24"
□ White 24"
24"Square x 16"H



Hylton Tablet Table

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

BARS & BAR BACKS



VIP Glow Bar 6'

Frosted Plexi with Built-in Wireless LED Kit
 72"W x 24"D x 42"H(Bar)
 13"D x 18"H (Shelf)
 *Includes remote control



VIP Glow Bar 4'

Frosted Plexi with Built-in Wireless LED Kit
 48"W x 24"D x 42"H(Bar)
 13"D x 18"H (Shelf)
 *Includes remote control



Bar

■ Black with 2 shelves in back
 □ White with 2 shelves in back
 48"W x 16"D x 42"H



Blox Bar Back

Walnut/Brushed Metal
 30"W x 16"D x 86"H
 Please Inquire About Shelf Dimensions



Piazza Bar Back

■ Black
 □ White
 44"W x 12"D x 79"H
 13"W x 14"H (Inside Shelf)

STOOLS



Vienna Stool

■ Gray Acrylic
■ Orange Acrylic
■ Teal Acrylic
17" Square x 39"H



Criss Cross Bar Stool

■ Espresso Leather
□ White Leather
15"W x 19"D x 41"H



Colin Stool

Natural Maple
20"W x 19"D x 46"H



Silk Back Bar Stool

■ Black ■ Green
□ White ■ Purple
■ Blue ■ Red
17"W x 18"D x 42"H



Euro Bar Stool

Black
22"W x 24"D x 42"H



Hourglass Bar Stool

■ Black
□ White
18"W x 20"D x 43"H



Equino Stool

■ Black
□ White
15"W x 13"D x 35"H

STOOLS



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



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



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



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



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



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

CAFE CHAIRS



Vienna Chair
Gray Acrylic
Orange Acrylic
Teal Acrylic
21"Square x 32"H



Silk Back Chair
Black
White
Blue
Green
Purple
Red
17"W x 18"D x 34"H

CAFÉ CHAIRS



Clara Chair
White
18"W x 21"D x 34"H



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



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



Elio Chair
Steel
17"Square x 33"H



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



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



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



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



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

CAFÉ CHAIRS



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

BAR TABLES



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



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



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



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



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



Blanco Round Bar Table
White/Chrome 30"
30"Round x 42"H
White/Chrome 36"
36"Round x 42"H

BAR TABLES



Fuze Bar Table

Zebrawood Laminate/Chrome
36"Square x 42"H



Blanco Square Bar Table

White/Chrome
24"Square x 42"H



Blanco Rectangle Bar Table

White/Chrome
72"W x 24"D x 42"H



Spectrum Bar Table Red

Red/Chrome
24"Square x 42"H



Spectrum Bar Table Blue

Blue/Chrome
24"Square x 42"H



Spectrum Bar Table Purple

Purple/Chrome
24"Square x 42"H



Spectrum Bar Table Green

Green/Chrome
24"Square x 42"H



Zinc Bar Table

Chrome
24"Round x 42"H

BAR TABLES



Aspen Bar Table

White/Brushed Steel
72"W x 26"D x 42"H

CAFÉ TABLES



Euro Café Table

Black/Black 30"
30"Round x 30"H
Black/Black 36"
36"Round x 30"H



Silk Café Table

Black/Chrome 30"
30"Round x 30"H
Black/Chrome 36"
36"Round x 30"H



Park Ave Café Table

Maple/Chrome 30"
30"Round x 30"H
Maple/Chrome 36"
36"Round x 30"H



City Café Table

Maple/Black 30"
30"Round x 30"H
Maple/Black 36"
36"Round x 30"H



Summit Café Table

White/Black 30"
30"Round x 30"H
White/Black 36"
36"Round x 30"H



Blanco Café Table

White/Chrome 30"
30"Round x 30"H
White/Chrome 36"
36"Round x 30"H

2023 TRADE SHOW FURNISHINGS / KIT CATALOG



Blanco Rectangle Café Table

White/Chrome Rectangle
72"W x 24"D x 30"H



Spectrum Café Table Purple

Purple/Chrome
24" Square x 30"H



Brio Dining Table

Reclaimed Grey Stone Finish/Brushed Bronze
96"W x 48"D x 30"H

OFFICE SEATING



Tamiri High Back Chair

Black Leather
25"W x 27"D x 45"H



Tamiri Mid Back Chair

Black Leather
25"W x 27"D x 39"H



Tamiri Guest Chair

Black Leather
25"W x 27"D x 37"H



Accord Chair

■ Black
□ White
25"Square x 44"H



Goal Task Chair

Black
25"W x 24"D x 39"H



Goal Task Chair Armless

Black
21"W x 24"D x 39"H



**Enterprise High Back
Conference Chair**

Black Fabric
25"W x 27"D x 45"H



**Enterprise Mid Back
Conference Chair**

Black Fabric
24"W x 26"D x 39"H



Enterprise Guest Chair

Black Fabric
25"W x 27"D x 37"H

OFFICE SEATING



Goal Drafting Stool

Black
25"W x 24"D x 48"H



Goal Drafting Stool Armless

Black
21"W x 24"D x 48"H

CONFERENCE TABLES



Conference Table Round

■ Black
■ Mahogany
42"Round x 29"H



Command 6' Conference Table

■ Black
■ Sirona
□ White
72"W x 36"D x 31"H



Command 8' Conference Table

■ Black
■ Sirona
□ White
96"W x 48"D x 31"H



Command 10' Conference Table

■ Black
■ Sirona
□ White
120"W x 48"D x 31"H

OFFICE FURNITURE



Computer Kiosk

☒ Black
☐ White
 24" Square x 42"H



Black Credenza

Black
 60"W x 20"D x 29"H



Black Double Pedestal Desk

Black
 60"W x 30"D x 29"H



5 Shelf Bookcase

☒ Black
☒ Mahogany
 36"W x 12"D x 72"H



Genoa Kneespace Credenza

Mahogany 2 Filing Cabinets/2-Drawers
 66"W x 20"D x 29"H



Genoa Executive Desk

Mahogany Double Pedestal-Locking Drawers
 72"W x 36"D x 29"H



Genoa Storage Credenza

Mahogany 2 Filing Cabinets
 2-Drawers-Inside Shelves
 66"W x 20"D x 29"H

OFFICE FURNITURE



Vivid Café Table Square

Clear Glass/Smoked Powder Coat Finish
42"Square x 30"H



Vivid Café Table Rectangle

Clear Glass/Smoked Powder Coat Finish
60"W x 36"D x 30"H



Brooklyn Rectangle Dining Table

Clear Glass/Chrome
60"W x 36"D x 30"H



Brooklyn Round Dining Table

Clear Glass/Chrome
42"Round x 30"H



Aspen Dining Table

White/Brushed Steel
72"W x 30"D x 30"H



Brio Dining Table

Reclaimed Grey Stone Finish/Brushed Bronze
96"W x 48"D x 30"H

METAL FILE & STORAGE CABINETS



2-Drawer File

Black Letter
15"W x 25"D x 29"H
Black Legal
18"W x 25"D x 29"H



4-Drawer File

Black Letter
15"W x 25"D x 52"H
Black Legal
18"W x 25"D x 52"H



2-Drawer Lateral File

Black (Pictured)
36"W x 18"D x 27"H
Black (Not Pictured)
36"W x 20"D x 29"H



4-Drawer Lateral File

Black
36"W x 18"D x 54"H



Storage Cabinet

Black
36"W x 18"D x 72"H

PEDESTALS



Display Pedestals 42"

- Black
14" Square x 42"H
- Black
24" Square x 42"H
- Black
18" Square x 42"H
- White
14" Square x 42"H



Display Pedestals 36"

- Black
14" Square x 36"H
- Black
24" Square x 36"H
- White
14" Square x 36"H
- White
24" Square x 36"H



Display Pedestals 30"

- Black
14" Square x 30"H
- Black
24" Square x 30"H
- Black
18" Square x 30"H
- White
14" Square x 30"H



Locking Pedestal

- Black
24" Square x 42"H
- White



Fuze Pedestal

- Zebrawood Laminate/Chrome
16" Square x 44"H



London Pedestal

- Marble/Chrome
16" Square x 44"H

MISCELLANEOUS ITEMS



Stanchion

Chrome
41"H

Stanchion Rope

Red Velour
6'L



Nero Literature Rack

Black
15"W x 12"D x 54"H



Argento Literature Rack

Aluminum
15"W x 12"D x 54"H



Alto Literature Rack

Black/Metal
11"W x 10"D x 57"H



Compact Refrigerator

Black 4 Cu Ft
21"W x 22"D x 32"H

LIGHTING



Silo Grey Lamps

Table Lamp
25"H
Floor Lamp
70"H



Silo White Lamps

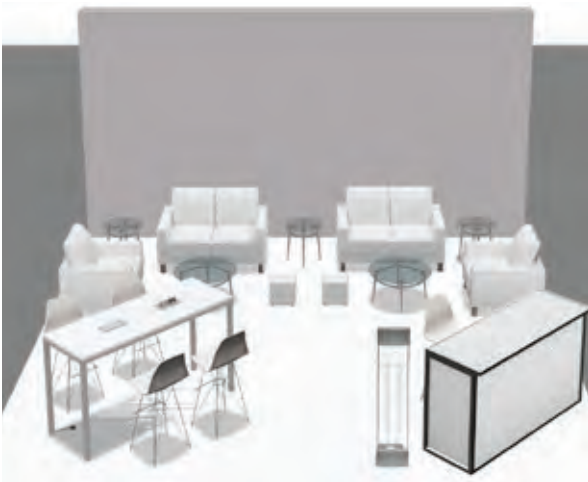
Table Lamp
25"H
Floor Lamp
70"H



Neutrino Floor Lamp

Steel
67"H

DESIGN YOUR BOOTH SPACE *YOUR WAY*



20x20 Booth Footprint

Blanc Loveseat • Blanc Chair • Blanc Cube Ottoman
Brooklyn Round End Table • Brooklyn Cocktail Table
Aspen Bar Table - Charged • Nexus Stool
VIP Glow Bar 6' • Argento Literature Rack



20x20 Booth Footprint

Aspen Dining Table • Colin Chair
Lincoln Bench - Charged • VIP Glow Bar 4'



10x10 Booth Footprint

Niko Chair • Novel End Table • Fuze Pedestal
30" Round Bar Table With Tulip Base - White • Vienna Stool



20x10 Booth Footprint

Chandler Loveseat • Brushed Steel Lamp
Continental Curved Bench • Rose Table
Aria End Table - White • London Console Table



2023 Trade Show Order Form

Orders@AEXServices.com

Office Number: (609) 272-1600

Fax Number: (609) 272-1680

TRADE SHOW INFORMATION

Show Name		Company Name	
Show Dates		Onsite Contact Name	
Venue Name		Onsite Contact Cell #	
Venue Address		Delivery Date	
		Pickup Date	
Booth # and Name		Show Contractor	AEX CONVENTION SERVICES - TEXAS XPO

All Furniture Subject to Availability

Terms & Conditions: **Payments:** Payment terms: 100% payment is due prior to delivery to secure the order. Payment includes drayage fees - A \$75.00 delivery fee will be added to each order.

Late Fee: Show site orders will be based on availability and charged a 30% late fee.

Item Number	Weight		Dimensions	Discount	Standard	Qty.	Total
Blanc (Pg. 2)							
18228-0847	100 lbs.	Blanc Bright White Leather Sofa	75"W x 35"D x 35"H	\$895.40	\$1,164.02		\$ -
18167-0614	90 lbs.	Blanc Bright White Leather Loveseat	54"W x 35"D x 35"H	\$854.70	\$1,111.11		\$ -
18284-0834	75 lbs.	Blanc Bright White Leather Chair	33"W x 35"D x 35"H	\$713.90	\$928.07		\$ -
18024-0072	40 lbs.	Blanc Bright White Leather Bench Ottoman	48"W x 24"D x 18"H	\$429.00	\$557.70		\$ -
18184-0274	15 lbs	Blanc Bright White Leather Cube Ottoman	17"Square	\$149.60	\$194.48		\$ -
Whisper (Pg. 2 & 3)							
18228-0607	115 lbs.	Whisper White Leather Sofa	87"W x 37"D x 35"H	\$854.70	\$1,111.11		\$ -
18167-0471	90 lbs.	Whisper White Leather Loveseat	61"W x 37"D x 35"H	\$819.50	\$1,065.35		\$ -
18284-0487	60 lbs.	Whisper White Leather Chair	35"W x 37"D x 35"H	\$679.80	\$883.74		\$ -
18024-0003	43 lbs.	Whisper White Leather Bench Ottoman	60"W x 24"D x 17"H	\$379.50	\$493.35		\$ -
18184-0034	65 lbs.	Whisper White Leather Square Ottoman	40"Square x 17"H	\$379.50	\$493.35		\$ -
18184-0038	64 lbs.	Whisper White Leather Round Ottoman	46"Round x 17"H	\$379.50	\$493.35		\$ -
Function (Pg. 3)							
18284-0554	38 lbs.	Function Bright White Leather Armless Chair	28"Square x 29"H	\$456.50	\$593.45		\$ -
18066-0016	27 lbs.	Function Bright White Leather Corner	28"Square x 29"H	\$490.60	\$637.78		\$ -
Continental (Pg. 3 & 4)							
18303-0006	105 lbs.	Continental Bright White Leather Curved Loveseat	82"W x 34"D x 31"H	\$882.20	\$1,146.86		\$ -
18304-0002	105 lbs.	Continental Bright White Leather Reverse Curved Loveseat	72"W x 34"D x 31"H	\$854.70	\$1,111.11		\$ -
18296-0006	35 lbs.	Continental Bright White Leather Wedge Ottoman	30"W x 34"D x 19"H	\$379.50	\$493.35		\$ -
18184-0283	75 lbs.	Continental Bright White Leather Curved Bench	70"W x 26"D x 19"H	\$447.70	\$582.01		\$ -
18184-0284	30 lbs.	Continental Bright White Leather Half Moon Ottoman	33"W x 19"D x 19"H	\$379.50	\$493.35		\$ -
Sophistication (Pg. 4)							
18228-0674	100 lbs.	Sophistication White Leather Sofa	72"W x 31"D x 48"H	\$882.20	\$1,146.86		\$ -
18167-0466	90 lbs.	Sophistication White Leather Loveseat	48"W x 31"D x 48"H	\$596.20	\$775.06		\$ -
18284-0563	60 lbs.	Sophistication White Leather Chair	27"W x 31"D x 48"H	\$447.70	\$582.01		\$ -
18066-0017	60 lbs.	Sophistication White Leather Corner	31"Square x 48"H	\$447.70	\$582.01		\$ -
18184-0130	40 lbs.	Sophistication White Leather Ottoman	31"Square x 19"H	\$336.60	\$437.58		\$ -
Boca (Pg. 5)							
18066-0026	38 lbs.	Boca Black Leather Corner	27"W x 27"D x 30"H	\$539.66	\$701.55		\$ -
18284-0786	28 lbs.	Boca Black Leather Armless	22"W x 27"D x 30"H	\$456.50	\$593.45		\$ -
Metro (Pg. 5)							
18228-0602	110 lbs.	Metro Black Leather Sofa	85"W x 35"D x 35"H	\$735.90	\$956.67		\$ -
18167-0467	90 lbs.	Metro Black Leather Loveseat	60"W x 35"D x 35"H	\$708.40	\$920.92		\$ -
18284-0482	75 lbs.	Metro Black Leather Chair	35"Square x 35"H	\$553.30	\$719.29		\$ -
18184-0179	65 lbs.	Metro Black Leather Square Ottoman	40"Square x 17"H	\$379.50	\$493.35		\$ -
18024-0008	43 lbs.	Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	\$379.50	\$493.35		\$ -
Suave Midnight (Pg. 6)							
18228-0085	105 lbs.	Suave Midnight Sofa	77"W x 36"D x 33"H	\$644.60	\$837.98		\$ -
18167-0069	80 lbs.	Suave Midnight Loveseat	54"W x 36"D x 33"H	\$559.90	\$727.87		\$ -
18284-0151	65 lbs.	Suave Midnight Chair	32"W x 36"D x 33"H	\$420.20	\$546.26		\$ -
Grammercy (Pg. 6)							
18228-0605	90 lbs.	Grammercy Charcoal Leather Sofa	82"W x 36"D x 36"H	\$819.50	\$1,065.35		\$ -
18167-0469	90 lbs.	Grammercy Charcoal Leather Loveseat	57"W x 36"D x 36"H	\$713.90	\$928.07		\$ -
18284-0485	40 lbs.	Grammercy Charcoal Leather Chair	28"W x 36"D x 36"H	\$456.50	\$593.45		\$ -
18066-0015	51 lbs.	Grammercy Charcoal Leather Corner	36"Square x 36"H	\$525.80	\$683.54		\$ -
18184-0036	64 lbs.	Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	\$379.50	\$493.35		\$ -
18184-0033	65 lbs.	Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	\$379.50	\$493.35		\$ -
Parma (Pg. 7)							
18228-0789	100 lbs.	Parma Brown Leather Sofa	79"W x 37"D x 36"H	\$735.90	\$956.67		\$ -
18167-0577	90 lbs.	Parma Brown Leather Loveseat	56"W x 37"D x 36"H	\$708.40	\$920.92		\$ -
18284-0710	75 lbs.	Parma Brown Leather Chair	33"W x 37"D x 36"H	\$553.30	\$719.29		\$ -
18024-0061	43 lbs.	Parma Brown Leather Bench Ottoman	60"W x 24"D x 17"H	\$379.50	\$493.35		\$ -
Montana Mocha (Pg. 7)							
18228-0784	100 lbs.	Montana Mocha Sofa	79"W x 35"D x 34"H	\$693.00	\$900.90		\$ -
18167-0573	90 lbs.	Montana Mocha Loveseat	57"W x 35"D x 34"H	\$609.40	\$792.22		\$ -
18284-0704	75 lbs.	Montana Mocha Chair	35"Square x 34"H	\$469.70	\$610.61		\$ -
Madison (Pg. 8)							
18228-0823	100 lbs.	Madison Sofa	86"W x 34"D x 34"H	\$854.70	\$1,111.11		\$ -
18284-0794	75 lbs.	Madison Chair	33"W x 34"D x 34"H	\$498.30	\$647.79		\$ -
18184-0256	35 lbs.	Madison Sky Bench	4"W x 24"D x 17"H	\$350.90	\$456.17		\$ -

18184-0252	20 lbs.	Madison Ottoman - Willow	24"Square x 17"H	\$224.40	\$291.72		\$	-
18184-0253	20 lbs.	Madison Ottoman - Sand Dollar	24"Square x 17"H	\$224.40	\$291.72		\$	-
18184-0254	20 lbs.	Madison Ottoman - Apricot	24"Square x 17"H	\$224.40	\$291.72		\$	-
18184-0255	20 lbs.	Madison Ottoman - Sunflower	24"Square x 17"H	\$224.40	\$291.72		\$	-
Chandler (Pg. 9)								
18228-0795	100 lbs.	Chandler Red Leather Sofa	76"W x 37"D x 35"H	\$735.90	\$956.67		\$	-
18167-0581	90 lbs.	Chandler Red Leather Loveseat	53"W x 37"D x 35"H	\$708.40	\$920.92		\$	-
18284-0717	75 lbs.	Chandler Red Leather Chair	31"W x 37"D x 35"H	\$553.30	\$719.29		\$	-
18024-0062	43 lbs.	Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	\$379.50	\$493.35		\$	-
Evoke (Pg. 9 & 10)								
13229-0007	80 lbs.	Evoke Sofa	81"W x 35"D x 27"H	\$1,112.10	\$1,445.73		\$	-
13041-0015	40 lbs.	Evoke Chair	33"W x 35"D x 27"H	\$596.20	\$775.03		\$	-
13054-0011	20 lbs.	Evoke Cocktail Table	48"W x 24"D x 18"H	\$379.50	\$493.35		\$	-
13110-0009	20 lbs.	Evoke End Table	24"W x 28"D x 25"H	\$336.60	\$437.58		\$	-
13110-0008	10 lbs.	Evoke Cube Table	18"Square	\$238.70	\$310.31		\$	-
Niko (Pg. 10)								
18228-0858	100 lbs.	Niko Sofa	81"W x 30"D x 38"H	\$910.80	\$1,184.04		\$	-
18167-0622	85 lbs.	Niko Loveseat	58"W x 30"D x 38"H	\$832.70	\$1,082.51		\$	-
18284-0856	70 lbs.	Niko Chair	31"W x 30"D x 38"H	\$693.00	\$900.90		\$	-
Stage Chairs (Pg. 10 & 11)								
18284-0478	29 lbs.	Midnight Stage Chair	25"W x 26"D x 37"H	\$273.90	\$356.07		\$	-
18284-0477	29 lbs.	Chamois Stage Chair	25"W x 26"D x 37"H	\$273.90	\$356.07		\$	-
18284-0476	29 lbs.	Buckskin Stage Chair	25"W x 26"D x 37"H	\$273.90	\$356.07		\$	-
18284-0621	80 lbs.	Empire Chair - Black Leather	28"W x 32"D x 32"H	\$490.60	\$637.78		\$	-
18284-0564	80 lbs.	Empire Chair - White Leather	28"W x 32"D x 32"H	\$490.60	\$637.78		\$	-
18284-0785	24 lbs.	Monarch Chair	28"Square x 30"H	\$313.50	\$407.55		\$	-
Ottomans & Benches (Pg. 11 & 12)								
18184-0283	75 lbs.	Continental Bright White Leather Curved Bench	70"W x 26"D x 19"H	\$447.70	\$582.01		\$	-
18184-0179	65 lbs.	Metro Black Leather Square Ottoman	40"Square x 17"H	\$379.50	\$493.35		\$	-
18184-0034	65 lbs.	Whisper White Leather Square Ottoman	40"Square x 17"H	\$379.50	\$493.35		\$	-
18184-0033	65 lbs.	Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	\$379.50	\$493.35		\$	-
18024-0008	43 lbs.	Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	\$379.50	\$493.35		\$	-
18024-0003	43 lbs.	Whisper White Leather Bench Ottoman	60"W x 24"D x 17"H	\$379.50	\$493.35		\$	-
18024-0062	43 lbs.	Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	\$379.50	\$493.35		\$	-
18024-0002	43 lbs.	Grammercy Charcoal Leather Bench Ottoman	60"W x 24"D x 17"H	\$379.50	\$493.35		\$	-
18024-0061	43 lbs.	Parma Brown Leather Bench Ottoman	60"W x 24"D x 17"H	\$379.50	\$493.35		\$	-
18184-0192	70 lbs.	Essentials Storage Ottoman	48"W x 24"D x 20"H	\$525.80	\$683.54		\$	-
18184-0036	64 lbs.	Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	\$379.50	\$493.35		\$	-
18184-0038	64 lbs.	Whisper White Leather Round Ottoman	46"Round x 17"H	\$379.50	\$493.35		\$	-
18184-0256	35 lbs.	Madison Sky Bench	4"W x 24"D x 17"H	\$350.90	\$456.17		\$	-
18184-0252	20 lbs.	Madison Ottoman - Willow	24"Square x 17"H	\$224.40	\$291.72		\$	-
18184-0253	20 lbs.	Madison Ottoman - Sand Dollar	24"Square x 17"H	\$224.40	\$291.72		\$	-
18184-0254	20 lbs.	Madison Ottoman - Apricot	24"Square x 17"H	\$224.40	\$291.72		\$	-
18184-0255	20 lbs.	Madison Ottoman - Sunflower	24"Square x 17"H	\$224.40	\$291.72		\$	-
Banquettes & Turning Beds (Pg. 12)								
18011-0011	185 lbs.	Essentials White Leather Banquette (2 pcs)	60"Round x 48"H	\$1,112.10	\$1,445.73		\$	-
18011-0001	130 lbs.	Whisper White Leather Banquette (2 pcs)	59"Round x 38"H	\$1,112.10	\$1,445.73		\$	-
18011-0002	130 lbs.	Grammercy Charcoal Leather Banquette (2 pcs)	59"Round x 38"H	\$1,112.10	\$1,445.73		\$	-
02082-0033	200 lbs.	Essentials White Leather Turning Bed	96"W x 48"D x 34"H	\$1,336.50	\$1,737.45		\$	-
Cube Ottomans (Pg. 13)								
18184-0294	10 lbs.	Rubix Cube - Cherry	17"Square x 18"H	\$152.90	\$198.77		\$	-
18184-0295	10 lbs.	Rubix Cube - Cromwell	17"Square x 18"H	\$152.90	\$198.77		\$	-
18184-0296	10 lbs.	Rubix Cube - Grape	17"Square x 18"H	\$152.90	\$198.77		\$	-
18184-0293	10 lbs.	Rubix Cube - Lemon	17"Square x 18"H	\$152.90	\$198.77		\$	-
18184-0297	10 lbs.	Rubix Cube - Lime	17"Square x 18"H	\$152.90	\$198.77		\$	-
18184-0298	10 lbs.	Rubix Cube - Mango	17"Square x 18"H	\$152.90	\$198.77		\$	-
18184-0274	15 lbs.	Blanc Bright White Leather Cube	17"Square x 17"H	\$149.60	\$194.48		\$	-
18184-0129	15 lbs.	Whisper White Leather Cube Ottoman	18"Square x 18"H	\$149.60	\$194.48		\$	-
18184-0128	15 lbs.	Metro Black Leather Cube Ottoman	18"Square x 18"H	\$149.60	\$194.48		\$	-
Charged (Pg. 14)								
22100-0001	192 lbs.	Essentials Turning Bed w/Charging Station Insert	96"W x 48"D x 19"H	\$1,482.80	\$1,927.64		\$	-
22051-0001	40 lbs.	Boca Bright White Corner - Charged	27"W x 27"D x 30"H	\$559.90	\$727.87		\$	-
22050-0001	40 lbs.	Boca Bright White Armless - Charged	22"W x 27"D x 30"H	\$518.10	\$673.53		\$	-
22001-0001	80 lbs.	Aspen Bar Table - Charged	72"W x 26"D x 42"H	\$867.90	\$1,128.27		\$	-
22002-0002	55 lbs.	Aspen Cocktail Table - Charged	48"W x 24"D x 18"H	\$490.60	\$637.78		\$	-
22200-0001	230 lbs.	White Conference Table - Charged	96"W x 43"D x 30"H	\$1,168.20	\$1,518.66		\$	-
18284-0861	52 lbs.	Patrice Tablet Chair	28"W x 30.5"D x 31"H	\$540.10	\$702.13		\$	-
22052-0001	60 lbs.	Lincoln Bench - Charged	59"W x 39"D x 17"H	\$819.50	\$1,065.35		\$	-
Occasional Tables (Pg. 15 & 16)								
12107-0008	30 lbs.	Tribeca End Table	24"W x 28"D x 22"H	\$266.20	\$346.06		\$	-
12230-0005	40 lbs.	Tribeca Console Table	48"W x 18"D x 30"H	\$295.90	\$384.67		\$	-
12055-0008	50 lbs.	Tribeca Cocktail Table	48"W x 28"D x 19"H	\$280.50	\$364.65		\$	-
18024-0010	30 lbs.	Novel End Table	15"Square x 16"H	\$336.60	\$437.58		\$	-
18024-0011	50 lbs.	Novel Cocktail Table	46"W x 15"D x 16"H	\$379.50	\$493.35		\$	-
99-12304-05	10 lbs.	Aria Red End Table	24"W x 20"D x 22"H	\$266.20	\$346.06		\$	-
99-12050-05	20 lbs.	Aria Red Cocktail Table	44"W x 20"D x 18"H	\$280.50	\$364.65		\$	-
99-12304-03	10 lbs.	Aria Green End Table	24"W x 20"D x 22"H	\$266.20	\$346.06		\$	-
99-12050-03	20 lbs.	Aria Green Cocktail Table	44"W x 20"D x 18"H	\$280.50	\$364.65		\$	-
99-12304-06	10 lbs.	Aria Blue End Table	24"W x 20"D x 22"H	\$266.20	\$346.06		\$	-
99-12050-06	20 lbs.	Aria Blue Cocktail Table	44"W x 20"D x 18"H	\$280.50	\$364.65		\$	-
99-12304-04	10 lbs.	Aria Purple End Table	24"W x 20"D x 22"H	\$266.20	\$346.06		\$	-
99-12050-04	20 lbs.	Aria Purple Cocktail Table	44"W x 20"D x 18"H	\$280.50	\$364.65		\$	-

99-12304-01	10 lbs.	Aria White End Table	24"W x 20"D x 22"H	\$266.20	\$346.06		\$	-
99-12305-01	35 lbs.	Aria White Console Table	44"W x 20"D x 30"H	\$280.50	\$364.65		\$	-
99-12050-01	20 lbs.	Aria White Cocktail Table	44"W x 20"D x 18"H	\$266.20	\$346.06		\$	-
99-12304-02	10 lbs.	Aria Charcoal End Table	24"W x 20"D x 22"H	\$266.20	\$346.06		\$	-
99-12305-02	35 lbs.	Aria Charcoal Console Table	44"W x 20"D x 30"H	\$295.90	\$384.67		\$	-
99-12050-02	20 lbs.	Aria Charcoal Cocktail Table	44"W x 20"D x 18"H	\$280.50	\$364.65		\$	-
12107-0512	27 lbs.	Fuze End Table	24"Square x 23"H	\$288.20	\$374.66		\$	-
12230-0116	49 lbs.	Fuze Console Table	60"W x 16"D x 34"H	\$350.90	\$456.17		\$	-
12055-0453	55 lbs.	Fuze Cocktail Table	40"Square x 16"H	\$323.40	\$420.42		\$	-
12107-0493	27 lbs.	London End Table	24"Square x 23"H	\$288.20	\$374.66		\$	-
12230-0110	49 lbs.	London Console Table	60"W x 16"D x 34"H	\$350.90	\$456.17		\$	-
12055-0428	55 lbs.	London Cocktail Table	40"Square x 16"H	\$323.40	\$420.42		\$	-
12107-0494	21 lbs.	Brooklyn II Square End Table	22"W x 22"D x 20"H	\$246.40	\$320.32		\$	-
12107-0495	15 lbs.	Brooklyn II Round End Table	20"Round X 20"H	\$246.40	\$320.32		\$	-
12055-0429	35 lbs.	Brooklyn II Rect Cocktail Table	42"W x 24"D x 16"H	\$273.90	\$356.07		\$	-
12055-0430	25 lbs.	Brooklyn II Round Cocktail Table	30"Round X 16"H	\$273.90	\$356.07		\$	-
12107-0282	35 lbs.	Vivid End Table	26"Square x 21"H	\$266.20	\$346.06		\$	-
12230-0081	62 lbs.	Vivid Console Table	50"W x 24"D x 30"H	\$295.90	\$384.67		\$	-
12055-0273	50 lbs.	Vivid Cocktail Table	50"W x 24"D x 16"H	\$280.50	\$364.65		\$	-
12003-0038	15 lbs.	Rose Table	17"Round x 17"H	\$295.90	\$384.67		\$	-
12003-0039	20 lbs.	Zanzibar Table	17"Square	\$295.90	\$384.67		\$	-
12107-0296	50 lbs.	24" Cube End Table - Black	24"Square x 21"H	\$273.90	\$356.07		\$	-
12107-0297	55 lbs.	24" Cube End Table - White	24"Square x 21"H	\$273.90	\$356.07		\$	-
12055-0285	40 lbs.	24" Cube Cocktail Table - Black	24"Square x 16"H	\$266.20	\$346.06		\$	-
12055-0286	40 lbs.	24" Cube Cocktail Table - White	24"Square x 16"H	\$266.20	\$346.06		\$	-
12107-0467	13 lbs.	Hylton Tablet Table	18"W x 12"D x 28"H	\$238.00	\$309.40		\$	-
Bars & Bar Backs (Pg. 17)								
05012-0076	185 lbs.	VIP Glow Bar 6'	72"W x 24"D x 42"H	\$972.40	\$1,264.12		\$	-
05012-0075	130 lbs.	VIP Glow Bar 4'	48"W x 24"D x 42"H	\$819.50	\$1,065.35		\$	-
05012-0053	70 lbs.	Black Bar - 2 Shelf	48"W x 16"D x 42"H	\$447.70	\$582.01		\$	-
05012-0054	70 lbs.	White Bar - 2 Shelf	48"W x 16"D x 42"H	\$447.70	\$582.01		\$	-
12112-0010	60 lbs.	Blox Bar Back	30"W x 16"D x 86"H	\$559.90	\$727.87		\$	-
05001-0017	150 lbs.	Piazza Bar Back - Black	44"W x 12"D x 80"H	\$525.80	\$683.54		\$	-
05001-0018	150 lbs.	Piazza Bar Back - White	44"W x 12"D x 80"H	\$525.80	\$683.54		\$	-
Bar Stools (Pg. 18 & 19)								
05237-0264	15 lbs.	Vienna Stool - Gray	17"Square x 39"H	\$280.50	\$364.65		\$	-
05237-0263	15 lbs.	Vienna Stool - Orange	17"Square x 39"H	\$280.50	\$364.65		\$	-
05237-0262	15 lbs.	Vienna Stool - Teal	17"Square x 39"H	\$280.50	\$364.65		\$	-
05237-0038	15 lbs.	Criss Cross Bar Stool - Espresso	15"W x 19"D x 41"H	\$251.90	\$327.47		\$	-
05237-0039	15 lbs.	Criss Cross Bar Stool - White	15"W x 19"D x 41"H	\$251.90	\$327.47		\$	-
05237-0305	17 lbs.	Colin Stool	20"W x 19"D x 46"H	\$211.20	\$274.56		\$	-
99-05237-01	20 lbs.	Silk Back Bar Stool - Black	17"W x 18"D x 42"H	\$238.70	\$310.31		\$	-
99-05237-02	20 lbs.	Silk Back Bar Stool - White	17"W x 18"D x 42"H	\$238.70	\$310.31		\$	-
99-05237-06	20 lbs.	Silk Back Bar Stool - Blue	17"W x 18"D x 42"H	\$238.70	\$310.31		\$	-
99-05237-03	20 lbs.	Silk Back Bar Stool - Green	17"W x 18"D x 42"H	\$238.70	\$310.31		\$	-
99-05237-04	20 lbs.	Silk Back Bar Stool - Purple	17"W x 18"D x 42"H	\$238.70	\$310.31		\$	-
99-05237-05	20 lbs.	Silk Back Bar Stool - Red	17"W x 18"D x 42"H	\$238.70	\$310.31		\$	-
05237-0221	20 lbs.	Euro Bar Stool - Black	22"W x 24"D x 42"H	\$238.70	\$310.31		\$	-
05237-0270	40 lbs.	Hourglass Bar Stool - Black	18"W x 20"D x 43"H	\$260.70	\$338.91		\$	-
05237-0271	40 lbs.	Hourglass Bar Stool - White	18"W x 20"D x 43"H	\$260.70	\$338.91		\$	-
05237-0160	35 lbs.	Equino Bar Stool - Black	15"W x 13"D x 35"H	\$260.70	\$338.91		\$	-
05237-0041	35 lbs.	Equino Bar Stool - White	15"W x 13"D x 35"H	\$260.70	\$338.91		\$	-
05237-0298	16 lbs.	Clara Stool	17"W x 21"D x 41"H	\$251.90	\$327.47		\$	-
05237-0215	15 lbs.	Marcus Stool	18"Square x 29"H	\$190.30	\$247.39		\$	-
05237-0156	20 lbs.	Regal Stool	19"W x 24"D x 45"H	\$260.70	\$338.91		\$	-
05237-0169	25 lbs.	Caprice Stool	25"W x 26"D x 44"H	\$260.70	\$338.91		\$	-
05237-0042	15 lbs.	Sonic Stool	22"W x 23"D x 42"H	\$211.20	\$274.56		\$	-
05237-0300	6 lbs.	Nexus Stool	19"W x 20"D x 44"H	\$217.80	\$283.14		\$	-
Café Chairs (Pg. 19, 20, & 21)								
05035-0032	15 lbs.	Vienna Chair - Gray	21"Square x 32"H	\$177.10	\$230.23		\$	-
05035-0031	15 lbs.	Vienna Chair - Orange	21"Square x 32"H	\$177.10	\$230.23		\$	-
05035-0030	15 lbs.	Vienna Chair - Teal	21"Square x 32"H	\$177.10	\$230.23		\$	-
99-05035-10	20 lbs.	Silk Back Armless Chair - Black	17"W x 18"D x 34"H	\$149.60	\$194.48		\$	-
99-05035-11	20 lbs.	Silk Back Armless Chair - White	17"W x 18"D x 34"H	\$149.60	\$194.48		\$	-
99-05035-15	20 lbs.	Silk Back Armless Chair - Blue	17"W x 18"D x 34"H	\$149.60	\$194.48		\$	-
99-05035-12	20 lbs.	Silk Back Armless Chair - Green	17"W x 18"D x 34"H	\$149.60	\$194.48		\$	-
99-05035-13	20 lbs.	Silk Back Armless Chair - Purple	17"W x 18"D x 34"H	\$149.60	\$194.48		\$	-
99-05035-14	20 lbs.	Silk Back Armless Chair - Red	17"W x 18"D x 34"H	\$149.60	\$194.48		\$	-
05035-0051	11 lbs.	Clara Chair	18"W x 21"D x 35"H	\$168.30	\$218.79		\$	-
05035-0008	10 lbs.	Leslie Chair	17"W x 21"D x 31"H	\$133.10	\$173.03		\$	-
05035-0010	15 lbs.	Criss Cross Chair - Espresso	17"W x 21"D x 35"H	\$168.30	\$218.79		\$	-
05035-0011	15 lbs.	Criss Cross Chair - White	17"W x 21"D x 35"H	\$168.30	\$218.79		\$	-
05035-0023	24 lbs.	Elio Chair	17"Square x 33"H	\$149.60	\$194.48		\$	-
14233-0025	20 lbs.	Caprice Chair - Black	25"W x 24"D x 32"H	\$149.60	\$194.48		\$	-
14233-0005	20 lbs.	Comet Stack Chair - Arms	23"W x 22"D x 32"H	\$204.60	\$265.98		\$	-
14233-0006	15 lbs.	Comet Stack Chair - Armless	19"W x 22"D x 32"H	\$190.30	\$247.39		\$	-
05221-0039	20 lbs.	Regal Dining Chair	19"W x 23"D x 38"H	\$211.20	\$274.56		\$	-
14233-0016	10 lbs.	Sonic Chair	20"W x 21"D x 32"H	\$149.60	\$194.48		\$	-
05035-0050	5 lbs.	Nexus Chair	19"W x 22"D x 32"H	\$177.10	\$230.23		\$	-
05035-0052	12 lbs.	Colin Chair	22"W x 19"D x 33"H	\$136.00	\$149.60		\$	-
Bar Tables (Pg. 21, 22, & 23)								
99-05245-01	34 lbs.	Euro Bar Table Black/Black 30" Round	30"Round x 42"H	\$266.20	\$346.06		\$	-

99-05245-02	41 lbs.	Euro Bar Table Black/Black 36" Round	36"Round x 42"H	\$273.90	\$356.07		\$	-
99-05245-04	30 lbs.	Silk Bar Table Black/Chrome 30" Round	30"Round x 42"H	\$266.20	\$346.06		\$	-
99-05245-05	37 lbs.	Silk Bar Table Black/Chrome 36" Round	36"Round x 42"H	\$273.90	\$356.07		\$	-
99-05245-14	34 lbs.	City Bar Table Maple/Black 30" Round	30"Round x 42"H	\$266.20	\$346.06		\$	-
99-05245-15	41 lbs.	City Bar Table Maple/Black 36" Round	36"Round x 42"H	\$273.90	\$356.07		\$	-
99-05245-07	30 lbs.	Park Ave Bar Table Maple/Chrome 30" Round	30"Round x 42"H	\$266.20	\$346.06		\$	-
99-05245-08	37 lbs.	Park Ave Bar Table Maple/Chrome 36" Round	36"Round x 42"H	\$273.90	\$356.07		\$	-
99-05245-16	34 lbs.	Summit Bar Table White/Black 30" Round	30"Round x 42"H	\$266.20	\$346.06		\$	-
99-05245-17	41 lbs.	Summit Bar Table White/Black 36" Round	36"Round x 42"H	\$273.90	\$356.07		\$	-
99-05245-10	30 lbs.	Blanco Bar Table White/Chrome 30" Round	30"Round x 42"H	\$266.20	\$346.06		\$	-
99-05245-11	37 lbs.	Blanco Bar Table White/Chrome 36" Round	36"Round x 42"H	\$273.90	\$356.07		\$	-
99-05245-22	43 lbs.	Fuze Bar Table	36"Square x 42"H	\$301.40	\$391.82		\$	-
99-05245-12	28 lbs.	Blanco Bar Table - White/Chrome 24"Square	24"Square x 42"H	\$266.20	\$346.06		\$	-
99-05245-13	69 lbs.	Blanco Rectangle Bar Table - White/Chrome	72"W x 24"D x 42"H	\$413.60	\$537.68		\$	-
99-05245-20	28 lbs.	Spectrum Bar Table - Red	24"Square x 42"H	\$288.20	\$374.66		\$	-
99-05245-21	28 lbs.	Spectrum Bar Table - Blue	24"Square x 42"H	\$288.20	\$374.66		\$	-
99-05245-18	28 lbs.	Spectrum Bar Table - Purple	24"Square x 42"H	\$288.20	\$374.66		\$	-
99-05245-19	28 lbs.	Spectrum Bar Table - Green	24"Square x 42"H	\$288.20	\$374.66		\$	-
05202-0049	50 lbs.	Zinc Bar Table	24"Round x 42"H	\$399.30	\$519.09		\$	-
05204-0001	75 lbs.	Aspen Bar Table	72"W x 26"D x 42"H	\$742.50	\$956.25		\$	-
Café Tables (Pg. 23 & 24)								
99-05036-01	30 lbs.	Euro Café Table Black/Black 30" Round	30"Round x 30"H	\$266.20	\$346.06		\$	-
99-05036-02	37 lbs.	Euro Café Table Black/Black 36" Round	36"Round x 30"H	\$273.90	\$356.07		\$	-
99-05036-04	27 lbs.	Silk Café Table Black/Chrome 30" Round	30"Round x 30"H	\$266.20	\$346.06		\$	-
99-05036-05	34 lbs.	Silk Café Table Black/Chrome 36" Round	36"Round x 30"H	\$273.90	\$356.07		\$	-
99-05036-07	27 lbs.	Park Ave Café Table Maple/Chrome 30" Round	30"Round x 30"H	\$266.20	\$346.06		\$	-
99-05036-08	34 lbs.	Park Ave Café Table Maple/Chrome 36" Round	36"Round x 30"H	\$273.90	\$356.07		\$	-
99-05036-14	30 lbs.	City Café Table Maple/Black 30" Round	30"Round x 30"H	\$266.20	\$346.06		\$	-
99-05036-15	37 lbs.	City Café Table Maple/Black 36" Round	36"Round x 30"H	\$273.90	\$356.07		\$	-
99-05036-16	30 lbs.	Summit Café Table White/Black 30" Round	30"Round x 30"H	\$266.20	\$346.06		\$	-
99-05036-17	37 lbs.	Summit Café Table White/Black 36" Round	36"Round x 30"H	\$273.90	\$356.07		\$	-
99-05036-10	27 lbs.	Blanco Café Table White/Chrome 30" Round	30"Round x 30"H	\$266.20	\$346.06		\$	-
99-05036-11	34 lbs.	Blanco Café Table White/Chrome 36" Round	36"Round x 30"H	\$273.90	\$356.07		\$	-
99-05036-22	40 lbs.	Fuze Café Table	36"Square x 30"	\$301.40	\$391.82		\$	-
99-05036-12	25 lbs.	Blanco Café Table White/Chrome 24"Square	24"Square x 30"H	\$266.20	\$346.06		\$	-
99-05036-13	63 lbs.	Blanco Café Table White/Chrome Rectangle	72"W x 24"D x 30"H	\$413.60	\$537.68		\$	-
99-05036-20	25 lbs.	Spectrum Café Table - Red	24"Square x 29"H	\$288.20	\$374.66		\$	-
99-05036-21	25 lbs.	Spectrum Café Table - Blue	24"Square x 29"H	\$288.20	\$374.66		\$	-
99-05036-18	25 lbs.	Spectrum Café Table - Purple	24"Square x 29"H	\$288.20	\$374.66		\$	-
99-05036-19	25 lbs.	Spectrum Café Table - Green	24"Square x 29"H	\$288.20	\$374.66		\$	-
05090-0001	90 lbs.	Aspen Dining Table	72"W x 30"D x 30"H	\$636.90	\$827.97		\$	-
05088-0505	200 lbs.	Brio Dining Table	96"W x 48"D x 30"H	\$854.70	\$1,111.11		\$	-
Office Seating (Pg. 25 & 26)								
14136-0002	38 lbs.	Tamiri High Back Chair	25"W x 27"D x 45"H	\$336.60	\$437.58		\$	-
14176-0007	37 lbs.	Tamiri Mid Back Chair	27"Square x 39"H	\$295.90	\$384.67		\$	-
14128-0002	41 lbs.	Tamiri Guest Chair	25"W x 26"D x 37"H	\$301.90	\$392.47		\$	-
14136-0081	40 lbs.	Accord High Back Chair - Black	25"Square x 44"H	\$420.20	\$546.26		\$	-
14136-0010	40 lbs.	Accord High Back Chair - White	25"Square x 44"H	\$420.20	\$546.26		\$	-
14250-0013	36 lbs.	Goal Task Chair - Arms	25"Square x 39"H	\$224.40	\$291.72		\$	-
14250-0014	38 lbs.	Goal Task Chair Armless	21"W x 25"D x 39"H	\$186.00	\$241.80		\$	-
14136-0080	40 lbs.	Enterprise High Back Conference Chair	25"W x 27"D x 45"H	\$269.00	\$349.70		\$	-
14176-0046	35 lbs.	Enterprise Mid Back Conference Chair	24"W x 26"D x 39"H	\$249.00	\$323.70		\$	-
14128-0096	33 lbs.	Enterprise Guest Chair	25"W x 27"D x 37"H	\$229.00	\$297.70		\$	-
14307-0003	36 lbs.	Goal Black Drafting Stool - Arms	25"W x 24"D x 48"H	\$217.00	\$282.10		\$	-
14307-0004	30 lbs.	Goal Black Drafting Stool - Armless	21"W x 24"D x 48"H	\$224.40	\$291.72		\$	-
Conference Tables (Pg. 26)								
14062-0105	97 lbs.	42" Round Conference Table - Black	42" Round x 29"H	\$371.80	\$483.34		\$	-
14062-0106	97 lbs.	42" Round Conference Table - Mahogany	42" Round x 29"H	\$371.80	\$483.34		\$	-
14062-0297	90 lbs.	Command Conference Table - 6' Black	72"W x 36"D x 31"H	\$664.40	\$863.72		\$	-
14062-0303	90 lbs.	Command Conference Table - 6' Sirona	72"W x 36"D x 31"H	\$664.40	\$863.72		\$	-
14062-0300	90 lbs.	Command Conference Table - 6' White	72"W x 36"D x 31"H	\$664.40	\$863.72		\$	-
14062-0298	125 lbs.	Command Conference Table - 8' Black	96"W x 48"D x 31"H	\$713.90	\$928.07		\$	-
14062-0304	125 lbs.	Command Conference Table - 8' Sirona	96"W x 48"D x 31"H	\$713.90	\$928.07		\$	-
14062-0301	125 lbs.	Command Conference Table - 8' White	96"W x 48"D x 31"H	\$713.90	\$928.07		\$	-
14062-0299	182 lbs.	Command Conference Table - 10' Black	120"W x 48"D x 31"H	\$819.50	\$1,065.35		\$	-
14062-0305	182 lbs.	Command Conference Table - 10' Sirona	120"W x 48"D x 31"H	\$819.50	\$1,065.35		\$	-
14062-0302	182 lbs.	Command Conference Table - 10' White	120"W x 48"D x 31"H	\$819.50	\$1,065.35		\$	-
Office Furniture (Pg. 27 & 28)								
14309-0001	125 lbs.	Computer Kiosk - Black	24"Square x 42"H	\$546.70	\$710.71		\$	-
14179-0005	125 lbs.	Computer Kiosk - White	24"Square x 42"H	\$546.70	\$710.71		\$	-
14072-0108	225 lbs.	Black Credenza	60"W x 20"D x 29"H	\$490.60	\$637.78		\$	-
14083-0105	290 lbs.	Black Double Pedestal Desk	60"W x 30"D x 29"H	\$559.90	\$727.87		\$	-
14029-0098	56 lbs.	5 Shelf Bookcase - Black	36"W x 12"D x 72"H	\$525.80	\$683.54		\$	-
14029-0091	56 lbs.	5 Shelf Bookcase - Mahogany	36"W x 12"D x 72"H	\$525.80	\$683.54		\$	-
14072-0039	200 lbs.	Genoa Kneespace Credenza	66"W x 20"D x 29"H	\$490.60	\$637.78		\$	-
14083-0117	290 lbs.	Genoa Executive Desk	72"W x 36"D x 29"H	\$580.80	\$755.04		\$	-
14072-0038	225 lbs.	Genoa Storage Credenza	66"W x 20"D x 29"H	\$490.60	\$637.78		\$	-
05088-0365	70 lbs.	Vivid Café Table - Square	42"Square x 30"H	\$456.50	\$593.45		\$	-
05088-0364	90 lbs.	Vivid Café Table - Rectangle	60"W x 36"D x 30"H	\$525.80	\$683.54		\$	-
05088-0498	77 lbs.	Brooklyn II Rect Dining Table	60"W x 36"D x 30"H	\$546.70	\$710.71		\$	-
05088-0499	59 lbs.	Brooklyn II Round Dining Table	42" Round x 30"H	\$429.00	\$557.70		\$	-
05090-0001	90 lbs.	Aspen Dining Table	72"W x 30"D x 30"H	\$636.90	\$827.97		\$	-

05088-0505	200 lbs.	Brio Dining Table	96"W x 48"D x 30"H	\$854.70	\$1,111.11		\$	-
Metal File & Storage Cabinets (Pg. 29)								
14148-0001	35 lbs.	2 Drawer Vertical File - Letter Size Black	15"W x 25"D x 29"H	\$183.70	\$238.81		\$	-
14147-0001	35 lbs.	2 Drawer Vertical File - Legal Size Black	18"W x 25"D x 29"H	\$238.70	\$310.31		\$	-
14148-0002	45 lbs.	4 Drawer Vertical File - Letter Size Black	15"W x 25"D x 52"H	\$246.40	\$320.32		\$	-
14147-0002	45 lbs.	4 Drawer Vertical File - Legal Size Black	18"W x 25"D x 52"H	\$273.90	\$356.07		\$	-
14143-0006	100 lbs.	2 Drawer Lateral File - Black	36"W x 18"D x 27"H	\$246.40	\$320.32		\$	-
14143-0144	125 lbs.	2 Drawer Lateral File - Black	36"W x 20"D x 29"H	\$246.40	\$320.32		\$	-
14143-0008	170 lbs.	4 Drawer Lateral File - Black	36"W x 18"D x 54"H	\$301.40	\$391.82		\$	-
14034-0015	135 lbs.	Storage Cabinet - Black	36"W x 18"D x 72"H	\$301.40	\$391.82		\$	-
Pedestals (Pg. 30)								
12091-0023	50 lbs.	Display Pedestal 14" x 42" Black	14"Square x 42"H	\$365.20	\$474.76		\$	-
12091-0004	120 lbs.	Display Pedestal 24" x 42" Black	24"Square x 42"H	\$442.20	\$574.86		\$	-
12091-0002	55 lbs.	Display Pedestal 18" x 42" Black	18"Square x 42"H	\$407.00	\$529.10		\$	-
12091-0030	50 lbs.	Display Pedestal 14" x 42" White	14"Square x 42"H	\$365.20	\$474.76		\$	-
12091-0024	45 lbs.	Display Pedestal 14" x 36" Black	14"Square x 36"H	\$309.10	\$401.83		\$	-
12091-0034	75 lbs.	Display Pedestal 24" x 36" Black	24"Square x 36"H	\$442.20	\$574.86		\$	-
12091-0031	45 lbs.	Display Pedestal 14" x 36" White	14"Square x 36"H	\$309.10	\$401.83		\$	-
12091-0033	75 lbs.	Display Pedestal 24" x 36" White	24"Square x 36"H	\$442.20	\$574.86		\$	-
12091-0025	40 lbs.	Display Pedestal 14" x 30" Black	14"Square x 30"H	\$288.20	\$374.66		\$	-
12091-0003	80 lbs.	Display Pedestal 24" x 30" Black	24"Square x 30"H	\$420.20	\$546.26		\$	-
12091-0001	45 lbs.	Display Pedestal 18" x 30" Black	18"Square x 30"H	\$295.90	\$384.67		\$	-
12091-0032	40 lbs.	Display Pedestal 14" x 30" White	14"Square x 30"H	\$288.20	\$374.66		\$	-
14309-0001	125 lbs.	Locking Pedestal Black	24"Square x 42"H	\$546.70	\$710.71		\$	-
14179-0005	125 lbs.	Locking Pedestal White	24"Square x 42"H	\$546.70	\$710.71		\$	-
12091-0055	24 lbs.	Fuze Pedestal	16"Square x 44"H	\$301.40	\$391.82		\$	-
12091-0043	24 lbs.	London Pedestal	16"Square x 44"H	\$301.40	\$391.82		\$	-
Miscellaneous Items (Pg. 31)								
14189-0066	30 lbs.	Stanchion Chrome	41"H	\$84.70	\$110.11		\$	-
11526-0001	2 lbs.	Stanchion Rope - Red Velour	6' L	\$44.00	\$57.20		\$	-
14308-0009	8 lbs.	Nero Literature Stand - Black	15"W x 12"D x 53.5"H	\$204.60	\$265.98		\$	-
14308-0010	8 lbs.	Argento Literature Rack	15"W x 12"D x 53.5"H	\$204.60	\$265.98		\$	-
14308-0005	7 lbs.	Alto Literature Rack	10.5"W x 9.5"D x 57"H	\$211.20	\$274.56		\$	-
01209-0003	50 lbs.	Compact Refrigerator Black - 4.0 Cu Ft	21"W x 22"D x 32"H	\$379.50	\$496.35		\$	-
Lighting (Pg. 31)								
09392-0019	15 lbs.	Silo Grey Floor Lamp	70"H	\$185.90	\$241.67		\$	-
09417-0037	7 lbs.	Silo Grey Table Lamp	25"H	\$135.30	\$175.89		\$	-
09392-0018	15 lbs.	Silo White Floor Lamp	70"H	\$185.90	\$241.67		\$	-
09417-0036	7 lbs.	Silo White Table Lamp	25"H	\$135.30	\$175.89		\$	-
09392-0001	7 lbs.	Neutrino Steel Floor Lamp - Steel	67"H	\$190.30	\$247.39		\$	-



DO NOT MAIL ORDER FORM - Email / Fax Form ONLY

Please make payments payable to: AEX CONVENTION SERVICES - TEXAS XPO
3089 English Creek Avenue
Egg Harbor Township, NJ 08234

Total Product	\$	-
Late Fee %		\$ -
Sub Total		\$ -
Sales Tax %		\$ -
Total Amount Due		\$ -

Company Name	-		
Street Address			
City			
State			
Zip Code		Signature	
Name / Date of Show			
Booth Number	-	Date	
Contact Name		Email Address	
Contact Cell		Fax #	
Special Instructions:			

Show Name: Pennsylvania Conference for Women

Show Dates: October 19, 2023

Show Venue: Pennsylvania Convention Center

Deadline to Receive Discount Pricing: Wednesday, October 4, 2023

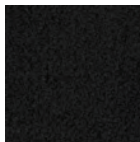


TEXAS XPO
TEXAS EXPOSITION SERVICES

CARPET RENTAL ORDER FORM



Blue



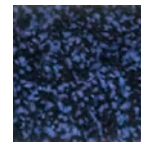
Black



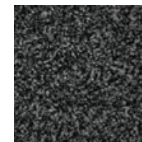
Gray



Red



Bluejay



Tuxedo

(actual colors may vary)

STANDARD BOOTH CARPET (Standard booth carpet is not available for Island Booths. Please see the Cut & Lay Carpet below.)

Description	Discount	Standard	Total
10' x 10'	\$ 430.00	\$ 602.00	\$ _____
10' x 20'	\$ 860.00	\$1,204.00	\$ _____
10' x 30'	\$1,290.00	\$1,806.00	\$ _____
10' x 40'	\$1,720.00	\$2,408.00	\$ _____

Please select standard or cut & lay carpet color:

- ☐ Blue ☐ Black
☐ Gray ☐ Red
☐ Bluejay ☐ Tuxedo

For islands and booths larger than 400 sq. ft., standard booth carpet is not an available option. If complete exhibit area carpet is desired, see Cut & Lay and Plush Carpet offerings below.

CUT & LAY CARPET (100 sq. ft. minimum)

Description	Discount	Standard	Total
_____sq. ft.	\$6.50	\$9.00	\$ _____

PLUSH CARPET (200 sq. ft. minimum. Plush Carpet Order must be received at least four weeks prior to the show.)

Description	Discount	Standard	Total
_____sq. ft.	\$8.50	\$12.00	\$ _____

Please select plush carpet color:

- ☐ White ☐ Ivory
☐ Beige ☐ Big Blue Top
☐ Royal Blue ☐ Navy Blue
☐ Red ☐ Burgundy
☐ Charcoal ☐ Pewter Gray
☐ Black ☐ Emerald Green

Please call if you don't see your color.



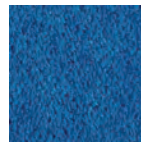
White



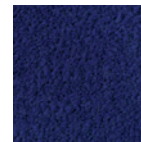
Ivory



Beige



Big Blue Top



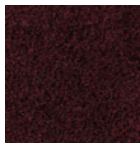
Royal Blue



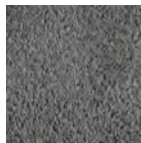
Navy Blue



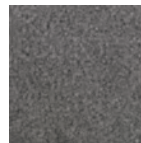
Red



Burgundy



Charcoal



Pewter Gray



Black



Emerald Green

(actual colors may vary)

PADDING & COVERING (per sq. ft.)

Sq Ft.	Description	Discount	Standard	Total
_____	Padding	\$2.40 sq ft	\$3.36 sq ft	\$ _____
_____	Double Padding	\$4.80 sq ft	\$6.72 sq ft	\$ _____
_____	Plastic Covering	\$.61 sq ft	\$.85 sq ft	\$ _____

Company Name: _____ Booth#: _____ Order Total: _____

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.0%.

23-PA1017-T

Show Name: Pennsylvania Conference for Women

Show Dates: October 19, 2023

Show Venue: Pennsylvania Convention Center

Deadline to Receive Discount Pricing: Wednesday, October 4, 2023



TEXAS XPO
TEXAS EXPOSITION SERVICES

CLEANING SERVICE ORDER FORM

USE THIS FORM TO ORDER CLEANING SERVICE WITHIN YOUR BOOTH SPACE AND FOR DEBRIS ACCUMULATED DURING SET-UP AND EXHIBIT HOURS.

All rental carpets ordered from the contractor are installed in clean condition.



VACUUMING

All rates are based on the total square footage of your exhibit space (100 sq. ft. minimum)

Please check preference below:

		Discount	Standard
<input type="radio"/>	Daily Vacuum carpet before initial opening of event and daily thereafter	\$.47/sq. ft./day	\$.66/sq. ft./day
<input type="radio"/>	One Time Vacuum carpet before initial opening of event	\$.81/sq. ft.	\$1.13/sq. ft.

Exhibit Space: _____ ft (x) _____ ft = _____ sq. ft. (x) \$ _____ (x) _____ = \$ _____
(100 sq. ft. minimum) rate per sq. ft. Days Total

PORTER SERVICE

All rates are based on the total square footage of your exhibit space (100 sq. ft. minimum)

	Discount	Standard
Empty wastebasket, tidy and spot clean exhibit space during show hours.	\$251.00	\$351.50

Daily Service: _____ (Specify Days) Date: _____

Porter Service: _____ days (x) amount per day \$ _____ = Total \$ _____

SUBTOTAL ESTIMATED CLEANING ORDER: \$ _____

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.0%.

Company Name: _____ Booth#: _____

23-PA1017-T

Show Name: Pennsylvania Conference for Women

Show Dates: October 19, 2023

Show Venue: Pennsylvania Convention Center

Deadline to Receive Discount Pricing: Wednesday, October 4, 2023



TEXAS XPO
TEXAS EXPOSITION SERVICES

TURNKEY MODULAR EXHIBIT RENTAL

The Briarwood - 10' Pop Up

\$2,080.00

10' Pop Up Design Includes:

- (1) 100 sq. ft. Standard Carpet
- (1) Back Wall Graphics

Additional Options Available:

Lighting and Carpet Padding



The Crestwood - 3 Meter Hardwall

\$3,087.75

Classic 3 Meter Hardwall Includes:

- (1) 100 sq. ft. Standard Carpet
- (1) Header Graphic

Additional Options Available:

Lighting, Back Wall Graphics, and Carpet Padding

The Frankford - 6 Meter Hardwall

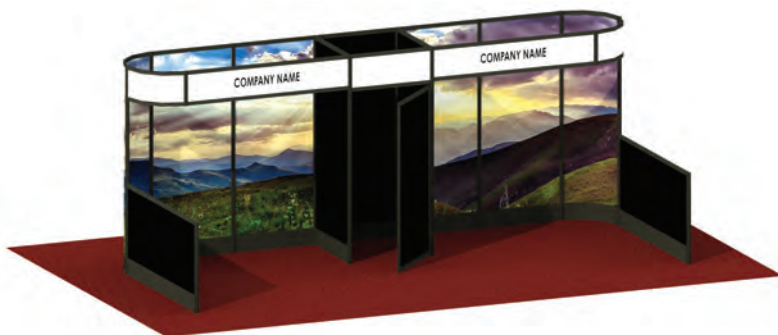
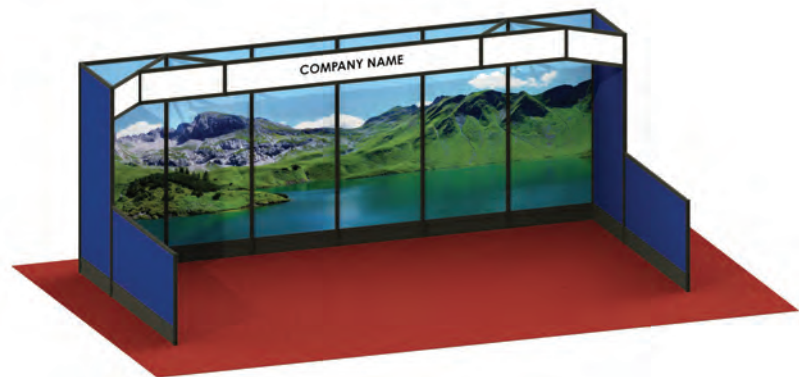
\$5,403.00

6 Meter Hardwall Design Includes:

- (1) 200 sq. ft. Standard Carpet
- (1) Header Graphic

Additional Options Available:

Lighting, Back Wall Graphics, and Carpet Padding



The Magnolia - 6 Meter Hardwall

\$5,789.00

6 Meter Hardwall Design Includes:

- (1) 200 sq. ft. Standard Carpet
- (2) Header Graphics

Additional Options Available:

Lighting, Back Wall Graphics, Shelving and Carpet Padding

23-PA1017-T

Show Name: Pennsylvania Conference for Women

Show Dates: October 19, 2023

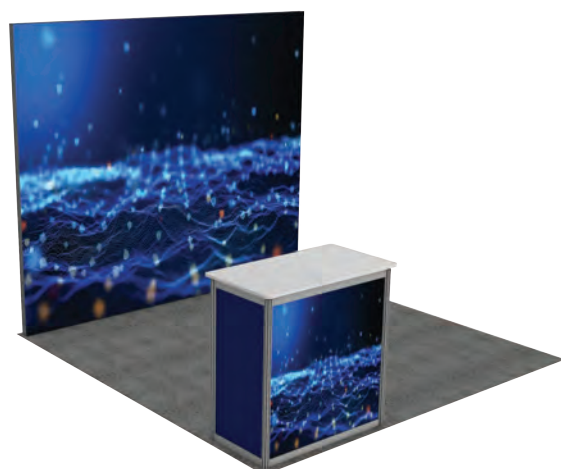
Show Venue: Pennsylvania Convention Center

Deadline to Receive Discount Pricing: Wednesday, October 4, 2023



TEXAS XPO
TEXAS EXPOSITION SERVICES

TURNKEY MODULAR EXHIBIT RENTAL



The Lakeview - 3 Meter Display

\$3,836.75

3 Meter Fabric Design Includes:

- (1) 100 sq. ft. Standard Carpet
- (1) 3 Meter Printed Fabric Backwall
- (1) 1 Meter Cabinet

Additional Options Available:

Cabinet Graphics and Carpet Padding

The Kensington - 3 Meter Hard Wall & Closet

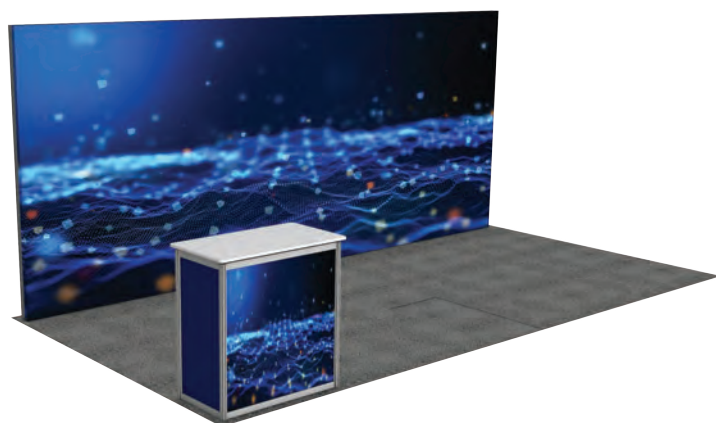
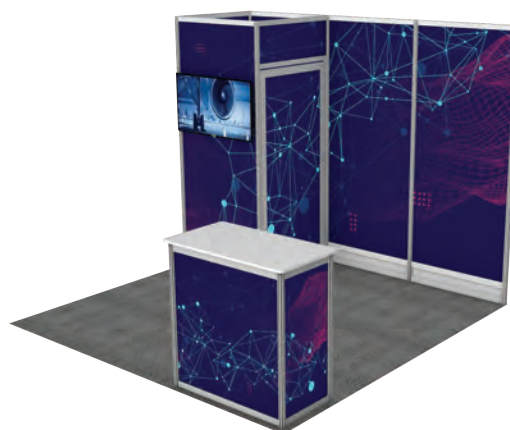
\$6,890.50

3 Meter Hardwall with Closet Includes:

- (1) 100 sq. ft. Standard Carpet
- (1) 3 Printed Panels
- (1) 1 Meter Cabinet

Additional Options Available:

Lighting, Monitor, Shelving, Graphics for Cabinet



The Mayflower - 6 Meter Display

\$6,562.50

6 Meter Fabric Display Includes:

- (1) 200 sq. ft. Standard Carpet
- (1) 6 Meter Printed Fabric Backwall
- (1) 1 Meter Cabinet

Additional Options Available:

Lighting, Graphics for Cabinet, and Carpet Padding

The Hillside - 6 Meter Hardwall Display

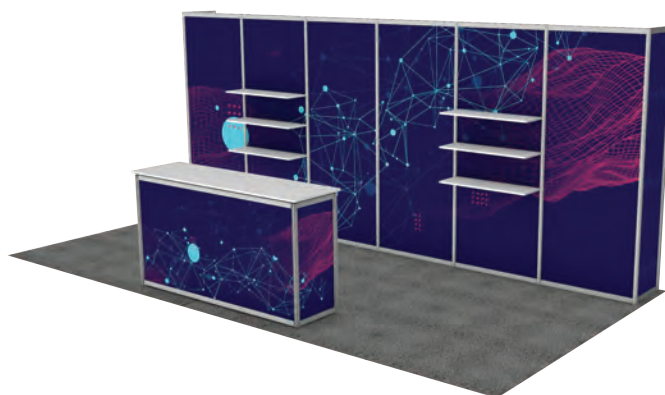
\$7,583.50

6 Meter Fabric Display Includes:

- (1) 200 sq. ft. Standard Carpet
- (6) Printed Backwall Panels
- (6) Shelves
- (1) Meter Cabinet

Additional Options Available:

Lighting, Graphics for Cabinet, and Carpet Padding



23-PA1017-T

Show Name: Pennsylvania Conference for Women

Show Dates: October 19, 2023

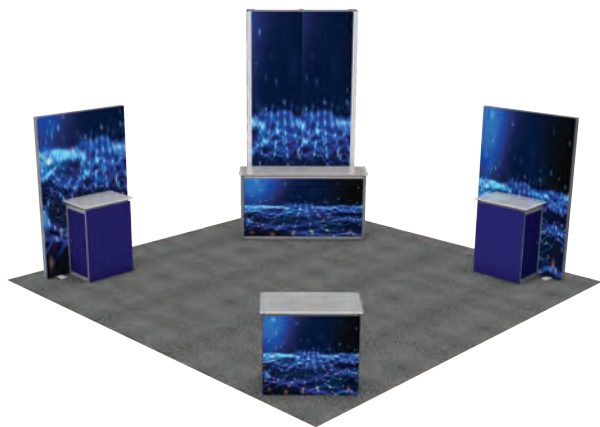
Show Venue: Pennsylvania Convention Center

Deadline to Receive Discount Pricing: Wednesday, October 4, 2023



TEXAS XPO
TEXAS EXPOSITION SERVICES

TURNKEY MODULAR EXHIBIT RENTAL



The Ridgewood - 20' x 20' Open Concept Display

\$14,215.25

20' x 20' Fabric Open Concept Includes:

- (1) 400 sq. ft. Standard Carpet
- (3) 1 Meter Work Stations
- (6) Printed Fabric for All Walls

Additional Options Available:

Monitors, Lighting, Graphics for Cabinets, and Carpet Padding

The Fairview - 20' x 20' Z Shaped Display

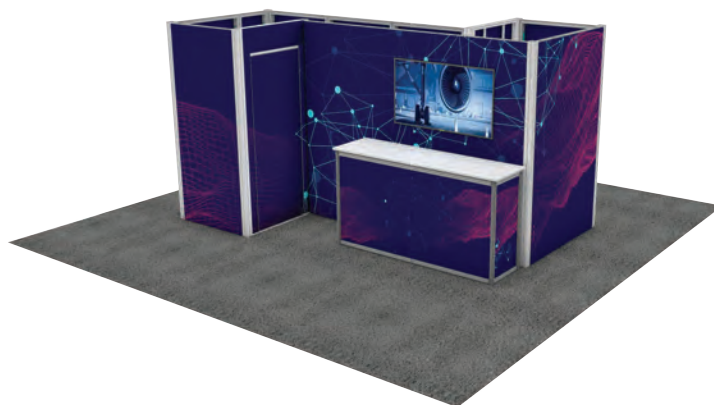
\$16,473.50

20' x 20' Fabric Open Concept Includes:

- (1) 400 sq. ft. Standard Carpet
- (2) 2 Meter Work Stations
- Printed Fabrics for Walls
- Closet

Additional Options Available:

Monitors, Lighting, Graphics for Work Stations, and Carpet Padding



The Lexington - 20' x 20' Fabric Display

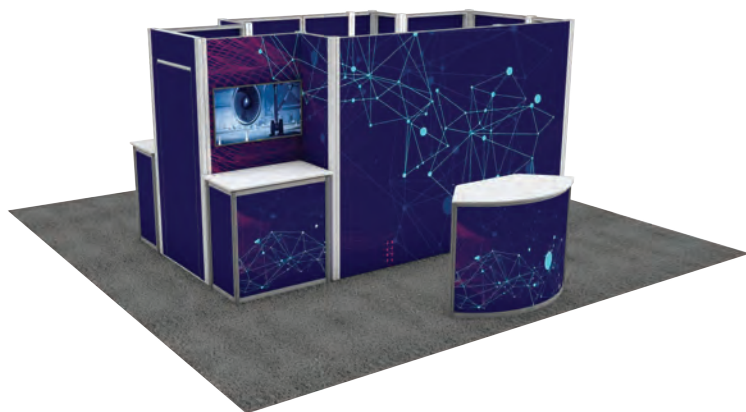
\$17,468.00

20' x 20' Fabric Display Includes:

- (1) 400 sq ft Standard Carpet
- (3) 1 Meter Standard Work Stations
- (1) 1 Meter Curved Podium
- Printed Fabric for Walls

Additional Options Available:

Monitors, Lighting, Graphics for Work Stations, and Carpet Padding



• Additional Lights	Qty. _____	Light	@ \$ 42.75 each	=	\$ _____
• Additional Hardware Shelves	Qty. _____	Shelves	@ \$ 25.00 each	=	\$ _____
• Slatwall Per Panel	Qty. _____	Slatwall	@ \$169.50 each	=	\$ _____
• Units 3, 5, 6, & 7 are provided in white hard wall unless colored or Velcro compatible panels are ordered.					
<input type="radio"/> Red <input type="radio"/> Blue <input type="radio"/> Black <input type="radio"/> Gray	Qty. _____	Colored panels	@ \$ 51.75 each	=	\$ _____
	Qty. _____	Velcro panels	@ \$ 85.00 each	=	\$ _____

- Additional charges for custom graphic panels, please call for pricing.
- If you require a Custom Exhibit Design not shown above, please call (609)272-1600.
- Electric service IS NOT included. Please make arrangements in advance with exhibit facility.
- Add 30% if ordered after discount deadline

Company Name: _____ Booth#: _____ Order Total: _____

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.0%.

23-PA1017-T

Show Name: Pennsylvania Conference for Women

Show Dates: October 19, 2023

Show Venue: Pennsylvania Convention Center

Deadline to Receive Discount Pricing: Wednesday, October 4, 2023



TEXAS XPO
TEXAS EXPOSITION SERVICES

COUNTER OPTIONS

Giving You More Options

Order Your Custom Counter

Add Graphics for Additional Branding

1 Meter Square Counters



Curved Counters



2 Meter Rectangle Counters



COUNTER OPTIONS

Description	Counter Size	Discount	Standard	Color Option	Quantity
1 Meter Square Counter	41" L x 42" H x 23" D	\$689.00	\$ 964.50	<input type="checkbox"/> White <input type="checkbox"/> Black	_____
Curved Counter	45" L x 42" H x 22" D	\$832.00	\$1,164.75	<input type="checkbox"/> White <input type="checkbox"/> Black	_____
2 Meter Rectangle Counter	80" L x 42" H x 23" D	\$908.25	\$1,271.50	<input type="checkbox"/> White <input type="checkbox"/> Black	_____

CUSTOM GRAPHICS

Description	Graphic Size	Discount	Standard	Quantity
1 Meter Square Counter (Front Panel Only)	38 1/4" x 39"	\$251.25	\$326.75	_____
Curved Counter	60 3/4" x 39"	\$280.75	\$365.00	_____
2 Meter Rectangle Counter (Front Panel Only)	77 1/2" x 39"	\$509.00	\$661.75	_____
Side Panel (Per Panel)	18 1/2" x 39"	\$ 87.75	\$114.00	_____

To receive the discount rate, order form, payment authorization and artwork (if applicable) must be received by the discount deadline.
Orders received after discount deadline may not be available.
Cancellations will not be accepted once your graphic artwork has been approved for production.

SUBTOTAL CUSTOM COUNTER ORDER: \$ _____

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.0%.

Company Name: _____ Booth#: _____

23-PA1017-T

Show Name: Pennsylvania Conference for Women

Show Dates: October 19, 2023

Show Venue: Pennsylvania Convention Center

Deadline to Receive Discount Pricing: Wednesday, October 4, 2023



TEXAS XPO
TEXAS EXPOSITION SERVICES

GRAPHICS ORDER FORM



Graphic elements provide opportunities for branding and messaging that increase visibility and contribute significantly to the impact of your exhibit!

BOOTH PANELS • BANNERS • GRAPHIC CLINGS • POSTERS • SIGNAGE • FLOOR GRAPHICS

For more information call the contractor at 609.272.1600

☐ I AM SUPPLYING MY OWN ART

☐ I NEED ITEMS DESIGNED. SEE COPY AND LAYOUT SPECS BELOW.

FULL COLOR POSTER AND COUNTER CARD

Description	Discount	Standard	Qty.	Total
18" x 24" Foamcore, single-sided	\$105.50	\$147.75	_____	\$ _____
18" x 24" Foamcore, double-sided	\$184.75	\$258.75	_____	\$ _____
22" x 28" Foamcore, single-sided	\$150.75	\$211.00	_____	\$ _____
22" x 28" Foamcore, double-sided	\$263.75	\$369.25	_____	\$ _____
24" x 36" Foamcore, single-sided	\$211.25	\$295.75	_____	\$ _____
24" x 36" Foamcore, double-sided	\$369.75	\$517.75	_____	\$ _____
28" x 44" Foamcore, single-sided	\$301.50	\$422.00	_____	\$ _____
28" x 44" Foamcore, double-sided	\$527.75	\$738.75	_____	\$ _____

For custom size signs please call our office for pricing. Half hour of design time included in prices above. For additional design time please contact Orders@aexservices.com for pricing.

FULL COLOR BANNER

Description	Discount	Standard	Qty.	Total
Custom Banner Size (per sq. ft.)	\$25.50	\$35.75	_____	\$ _____

CUSTOM SIZE GRAPHICS

SIZE	QUOTED PRICE	TOTAL
_____	_____	\$ _____

COPY AND LAYOUT SPECIFICATIONS

Indicate: ☐ Vertical ☐ Horizontal (Please attach a layout to this form)

E-mail address for proofing is required: _____

(Please note: Deadline for requesting a proof is 14 days prior to the first day of exhibitor move-in)

E-mail graphic files to Graphics@AEXServices.com. Please include your company name and the name of the show.

SUBTOTAL GRAPHICS ORDER: \$ _____

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.0%.

Company Name: _____ Booth#: _____ 23-PA1017-T

The contractor is the exclusive provider of Material Handling.

Material Handling includes Unloading your exhibit material, Storing up to 30 days at the advance warehouse, Delivering to your booth, the Handling of empty containers to and from storage, and Removing of material from the booth for reloading onto your outbound carrier at the close of the show. You can either ship your materials in advance to the advance warehouse or ship directly to show site during designated move-in times. Material Handling is not to be confused with the cost of shipping/transporting your exhibit materials to and from the event.

Shipping to the ADVANCE WAREHOUSE?

- We will accept freight beginning 30 days prior to show move-in.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts. Your freight will still be received after the deadline, however additional charges will be incurred.
- The Warehouse will receive shipments Monday-Friday, except Holidays. Refer to the Quick Facts for warehouse hours.
- The Warehouse will accept crates, cartons, skids, trunks, cases and carpet/pads. Loose or pad wrapped materials must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip with the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as UPS and Fed Ex will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.
- Advance/Warehouse freight will be delivered to the booth prior to exhibitor set-up.

Shipping DIRECT TO SHOW SITE?

- Freight will be accepted during designated exhibitor move-in times. Refer to the Quick Facts for the specific delivery date/time window.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as UPS and Fed Ex, will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.
- Direct to show site shipments are not guaranteed to be in your booth prior to exhibitor move-in.

How should I LABEL MY FREIGHT?

- PLEASE USE THE PROVIDED SHIPPING LABELS.
- The label should contain the Exhibiting Company Name, Booth #, Name of the event, C/O AEX Services / Texas XPO and Facility Address.
- The specific shipping address for either the advance warehouse or direct to show site address is located on the Quick Facts and on the provided Shipping Labels.

How Do I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is billed individually and is subject to the applicable show weight minimum. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is to be considered one "cwt" (one hundred weight).
- Note: All Shipments are subject to reweigh.
- On the Material Handling Order Form, be sure to select if your freight will arrive at the ADVANCE WAREHOUSE or DIRECT TO SHOW SITE.
- On the Material Handling Order Form, select the rate for the category that best describes your shipment. See types of freight shipment.



What are the FREIGHT CATEGORIES?

CRATED: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

UNCRATED: Material that is shipped loose or pad wrapped, and/or unskidded machinery without proper lifting points.

SPECIAL HANDLING: Material delivered by the carrier in such a manner that it requires additional handling, such as designated piece unloading, loads mixed with pad wrapped materials, ground unloading, stacked and constricted space unloading, loads failing to maintain shipping integrity, and shipments that require additional equipment, time or labor to unload. UPS and FedEx are included in this category.

SPECIAL HANDLING Definitions

- Designated Piece Unloading - Shipments requiring multiple pieces of freight to be moved in order to select the next piece.
- Ground Loading - vehicles that are not dock height preventing the use of loading docks. (flat bed trailers, U-Hauls, company vehicles with trailers)
- Stacked Shipments - Shipments loaded in such a manner that requires multiple items to be removed to ground level for delivery to booth.
- Constricted Space - Shipments that are not easily accessible due to carrier being loaded high and tight.
- Shipment Integrity - Shipments that are delivered in such a manner that additional labor is needed to sort through and separate various shipments.

What happens to my EMPTY CONTAINERS?

- Pick up "Empty Labels" at the Contractor's Service Desk. Once the container is completely empty, place a label on each container individually.
- Labeled empty containers will be picked up periodically and stored in non-accessible storage during the event.
- At the close of the show, the empty containers will be returned to the booth in random order. This process may take several hours.

Do I need INSURANCE?

- Be sure your materials are insured from the time they leave your company until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by the contractor are subject to the Terms and Conditions.

How do I ensure that my SHIPPED MATERIALS ARE SECURELY delivered by or before they are picked up after the show?

- There may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. Which may also be the case for the close of the show phase. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or hire security services to monitor your booth/materials.

\$\$ MONEY SAVING TIPS \$\$

- Ship via common carrier to avoid possible special handling charges.
- CONSOLIDATE your shipments. Each separate shipment will incur a 200 lb minimum charge.
- Ship early to avoid rush/overnight charges whenever possible.
- Furnish accurate weight tickets with your shipment(s).
- Label your freight with the number of total pieces - example 1 of 3, 2 of 3, 3 of 3.
- Properly Address/Label all shipments to avoid time consuming re-routes, mis-deliveries and delays. Remove old shipping labels before shipping out again.
- When shipping to Show Site, confirm in advance that your carrier can guarantee delivery of your freight to the facility during designated move-in times. When possible, schedule your shipments to arrive during ST rather than OT.

Show Name: Pennsylvania Conference for Women

Show Dates: October 19, 2023

Show Venue: Pennsylvania Convention Center

Deadline to Receive Discount Pricing: Wednesday, October 4, 2023



TEXAS XPO
TEXAS EXPOSITION SERVICES

MATERIAL HANDLING ORDER FORM

MATERIAL HANDLING RATES: All rates are per 100 pounds (per cwt.) with a 200 pound minimum charge. These rates are based on round trip Material Handling. Certified weight tickets are required on all shipments.

ADVANCE - WAREHOUSE SHIPMENTS - 200 LB. MINIMUM

Shipments can arrive to the Advance Warehouse up to 30 days prior to move in. Advance freight is delivered to your booth before direct shipments.

Description	Overtime In or Out	O.T. In / O.T. Out
A1 - ON TIME Crated or Skidded shipments (LTL Carriers with established local terminals)	\$408.75 per cwt. \$817.50 minimum	\$ 545.00 per cwt. \$1,090.00 minimum
A2 - SPECIAL HANDLING (FedEX, UPS, DHL)	\$489.50 per cwt. \$979.00 minimum	\$ 652.50 per cwt. \$1,305.00 minimum

C - *Small Package Rates - A qualifying shipment totaling 3 pieces, delivered to the same booth, from the same shipper, by the same carrier, on the same day. Weighing a total of 40 lbs. or less.....\$60.00

DIRECT - SHOW SITE SHIPMENTS - 200 LB. MINIMUM

Shipments must arrive only during published move in dates and times. Refer to the Quick Facts page for details.

Description	Overtime In or Out	O.T. In / O.T. Out
B1 - ON TIME Crated or Skidded shipments (LTL Carriers with established local terminals)	\$402.50 per cwt. \$805.00 minimum	\$ 536.50 per cwt. \$1,073.00 minimum
B2 - SPECIAL HANDLING (FedEX, UPS, DHL)	\$486.00 per cwt. \$972.00 minimum	\$ 648.00 per cwt. \$1,296.00 minimum
C - *Small Package Rates	\$ 79.50	\$ 106.00

*Small Package - Shipments totaling any number of pieces with a combined weight not to exceed 40 lbs. Shipments must be received on the same day at the same time and from the same shipper. If combined weight exceeds 40 lbs. normal material handling rates will apply.

Labor Hours

Straight Time - ST:	Monday - Friday, 8:00 AM - 3:00 PM
Overtime - OT:	Monday - Friday, Before 8:00 AM, After 3:00 PM Anytime Saturday/Sunday
Double Time - DT:	Anytime on holidays

Early/Late Shipments to Warehouse

50% Surcharge

Re-weigh of Shipments

An additional charge per forklift load may be applied to shipments that have to be re-weighed at the dock due to the lack of a certified weight ticket, or an incorrect or an understated weight on delivery document.

Outbound Shipments

A transfer fee of \$350.00 + \$50.00 per cwt. will apply:

- In the event your carrier is unable to pick-up your shipment at the close of the event and you elect to transfer your shipment to the warehouse to be picked up at a later date.
- If you choose to have your shipments transferred to the warehouse for pick-up by an outside carrier.

Estimated Charges - Material Handling _____ lbs. x _____ per cwt. = \$ _____

Material Handling fees will be based on actual certified weight ticket(s) for each shipment or the reweigh ticket on the inbound receiving report.

SUBTOTAL MATERIAL HANDLING ORDER: \$ _____

Company Name: _____ **Booth#:** _____ **Order Total:** _____

☐ **YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.0%.**

23-PA1017-T

Show Name: Pennsylvania Conference for Women

Show Dates: October 19, 2023

Show Venue: Pennsylvania Convention Center

Deadline to Receive Discount Pricing: Wednesday, October 4, 2023



TEXAS XPO
TEXAS EXPOSITION SERVICES

CART SERVICE ORDER FORM

Cartload services are provided for personally owned vehicles with small hand-carried items to be delivered to the booth or dock location. If you arrive in a truck, van, trailer, or any commercial vehicle you will not qualify for this service and will be billed regular material handling rates.



(2' wide x 6' long x 3' high)

\$181.50 round trip

Cartload service includes one laborer,
one cart, one trip.

Cart Service is for exhibitor's with small items weighing less than 200 lbs. that will fit on a flatbed cart and can be transported in one trip.

Delivery must be made in a POV (Privately Owned Vehicle) to qualify for this service, otherwise, freight will be charged at prevailing material handling rates. This service will only be available during published move-in and move-out times.

SUBTOTAL CART SERVICE ORDER: \$ _____

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.0%.

Company Name: _____ Booth#: _____

23-PA1017-T

Priority Empty Container Storage

This service provides for the priority return of your empties to your booth after the close of the show and after aisle carpet has been rolled up. If you would like this service, please fill out the information below and return it to the contractor. The number of containers can be adjusted on showsite if necessary.

Priority Empty Container Return \$100.00 per container/skid _____

Estimated number of containers/skids _____

Total = \$ _____

**** PLEASE NOTE THAT THIS SERVICE CANNOT BE ORDERED AFTER THE EMPTIES HAVE BEEN TAKEN TO STORAGE. Special priority empty container labels are required for this service. Obtain priority labels from the Contractor's Service Desk to indicate the priority status on your empty containers.**

Accessible Storage

A storage area will be available for exhibitor's samples and literature during show hours, one hour prior to show opening, and one half hour after show closing each day. All material in storage on the last day of the show will be returned to their designated booth space at the close of the show. Storage space may be limited and subject to show rules.

The charge for storage space is as follows:

Accessible Storage Rates \$125.00 per container/skid _____

Estimated number of containers/skids _____

Total = \$ _____

The contractor will not be liable for loss or damage to crates and containers or their contents while they are in accessible storage. If secured/locked storage is required, please contact the contractor for rates and availability.

Show Name: Pennsylvania Conference for Women

Show Dates: October 19, 2023

Show Venue: Pennsylvania Convention Center

Deadline to Receive Discount Pricing: Wednesday, October 4, 2023



TEXAS XPO
TEXAS EXPOSITION SERVICES

ADVANCE/WAREHOUSE SHIPPING LABEL

ADVANCE/WAREHOUSE SHIPPING LABEL



Pennsylvania Conference for Women
C/O AEX Services / Texas XPO
3093 English Creek Ave
Egg Harbor Township, NJ 08234

EXHIBITOR/COMPANY NAME: _____

BOOTH NUMBER: # _____

DELIVER NO LATER THAN: **WEDNESDAY, OCTOBER 11, 2023**

Receiving 9:00 AM - 3:00 PM, Monday-Friday; Check In by 2:00 PM

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

ADVANCE/WAREHOUSE SHIPPING LABEL



Pennsylvania Conference for Women
C/O AEX Services / Texas XPO
3093 English Creek Ave
Egg Harbor Township, NJ 08234

EXHIBITOR/COMPANY NAME: _____

BOOTH NUMBER: # _____

DELIVER NO LATER THAN: **WEDNESDAY, OCTOBER 11, 2023**

Receiving 9:00 AM - 3:00 PM, Monday-Friday; Check In by 2:00 PM

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

Show Name: Pennsylvania Conference for Women

Show Dates: October 19, 2023

Show Venue: Pennsylvania Convention Center

Deadline to Receive Discount Pricing: Wednesday, October 4, 2023



TEXAS XPO
TEXAS EXPOSITION SERVICES

DIRECT/SHOW SITE SHIPPING LABEL

DIRECT/SHOW SITE SHIPPING LABEL



Pennsylvania Convention Center
Pennsylvania Conference for Women
C/O AEX Services / Texas XPO
1101 Arch St
Philadelphia, PA 19107

EXHIBITOR/COMPANY NAME: _____

BOOTH NUMBER: _____

#

DELIVER ONLY ON: **WEDNESDAY, OCTOBER 18, 2023**

BETWEEN 11:00 AM - 5:00 PM

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

DIRECT/SHOW SITE SHIPPING LABEL



Pennsylvania Convention Center
Pennsylvania Conference for Women
C/O AEX Services / Texas XPO
1101 Arch St
Philadelphia, PA 19107

EXHIBITOR/COMPANY NAME: _____

BOOTH NUMBER: _____

#

DELIVER ONLY ON: **WEDNESDAY, OCTOBER 18, 2023**

BETWEEN 11:00 AM - 5:00 PM

TRADE SHOW SHIPMENT - PLEASE EXPEDITE



"Delivering Freedom®"



MOVE YOUR EXHIBIT WITH PEACE OF MIND

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

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



Transportation Services

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



Customized Solutions

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

Dedicated to delivering safely and on time every time.

100% satisfaction guaranteed or your money back. That's the Liberty CFS promise.



**Call Toll Free 1-866-938-1092 or 1.905.338.3993 Fax: 1.905.338.1092
email: exhibitorservices@libertycfs.us - www.libertycfs.us**

LAS VEGAS | TORONTO





LibertyCFS NV, Inc.

*A Veteran Owned Company
Delivering Freedom*

exhibitorservices@libertycfs.us

www.libertycfs.us

Tel. (905) 338-3993 Fax: (905) 338-1092

FREIGHT & CUSTOMS ORDER FORM

1 Please accept this form as authority for LibertyCFS NV, Inc. to provide the services listed below. A second form is required for additional events.		 <small>Adobe Acrobat Reader DC may be required for completion of form. Click image to download</small>																												
<input type="checkbox"/> Freight & Customs <input type="checkbox"/> Freight Only <input type="checkbox"/> Customs Only <input type="checkbox"/> Return Only																														
2a PICK-UP LOCATION Company Name _____ Address1 _____ Address2 _____ City _____ State _____ ZipCode _____ Contact _____ Phone # _____ Email _____ IRS/Tax ID# _____	3 DELIVERY TO ADDRESS Exhibiting Company Name _____ Booth # _____ Show Name _____ Address1 _____ Address2 _____ City _____ State _____ ZipCode _____ Onsite Contact _____ Cell Phone # _____																													
2b SERVICES P/U Date _____ From _____ To _____ Dlv Date _____ Hours _____ <input type="checkbox"/> Express <input type="checkbox"/> Economy LTL 7 - 10 Days <input type="checkbox"/> Int'l <input type="checkbox"/> Inside <input type="checkbox"/> Liftgate <input type="checkbox"/> Dock <input type="checkbox"/> Other _____	4 RETURN TO <input type="checkbox"/> Check Box if the Return address is the same as 2a Shipper _____ Address1 _____ Address2 _____ City _____ State _____ ZipCode _____ Contact _____ Phone # _____ PU Date _____ Arrive by _____																													
5 PACKAGE INFO <input type="checkbox"/> Carton(s)/Box <input type="checkbox"/> Vinyl Case(s)/Color <input type="checkbox"/> Wooden Crate(s) <input type="checkbox"/> Trunk(s) / On Wheels <input type="checkbox"/> Skid(s) - to contain # _____ of pieces	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">PCS</th> <th style="width: 60%;">DIMENSIONS (L x H x W)</th> <th style="width: 30%;">WGT</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr> <td colspan="2" style="text-align: center;">TOTAL PIECES</td> <td style="text-align: center;">TOTAL WEIGHT</td> </tr> </tbody> </table>			PCS	DIMENSIONS (L x H x W)	WGT																						TOTAL PIECES		TOTAL WEIGHT
PCS	DIMENSIONS (L x H x W)	WGT																												
TOTAL PIECES		TOTAL WEIGHT																												
6 Declared Value for Carriage: The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than \$50.00 per shipment unless a value is declared below and applicable charges paid thereon. The liability of Carrier for loss/damage are subject to the terms and conditions. LibertyCFS NV, Inc charges 4% per \$1000, Min \$40. Exclusion: Does not include TV(s)/Monitor(s)																														
		DECLARED VALUE <input style="width: 150px;" type="text"/>																												
7 PAYMENT Credit Card Information / Billing Address <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Credit Card Number _____ Security Code _____ Exp. Date ____ / ____ I hereby authorize the use of this card for payment of services related to this Order Form. I understand that declined credit cards are subject to a 30% surcharge. Address _____ Signature _____ City _____ State _____ ZipCode _____ Phone _____ Email _____																														

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

Print

PHILADELPHIA, PA

Trade shows and events are subject to union jurisdictions that affect exhibitors. You will find the jurisdictions are comparable, and in many cases more user friendly, than other union facilities. This outline is designed to assist you by answering the most frequently asked questions.

FREIGHT & MATERIAL HANDLING

You may ship goods, via the carrier of your choice, to either the Contractor's Advance Warehouse or direct to show site for arrival during the published receiving periods. Material Handling (drayage) is within the Decorator's union jurisdiction (unload, deliver, remove, and reload freight). Material Handling may be ordered using the "Material Handling Order Form" provided in the kit and is entirely distinct from shipping. Exhibitors may, at their option, handle their own freight using their own carts or dollies. Pallet jacks and motorized equipment is not permitted.

FURNITURE & CARPET

Furniture and carpet may be rented using the "Furniture Rental Order Form" and the "Carpet Rental Order Form" which are provided in the kit. The price includes union labor for delivery, installation, and removal.

BOOTH ERECTION & DISMANTLING

The Decorators union has jurisdiction over the erection and dismantling of displays and exhibits and may be hired to install exhibitor owned carpet, padding, flooring, hang signs, etc. Labor can be ordered using the "Labor Order Form" in the kit. Exhibitors may, at their option, erect and dismantle their own booths. Rigging crews may to be hired to move large machinery within booths and can be ordered using the "Forklift & Rigging Crew Order Form" provided in the kit. Exhibitors may supply their own flooring (carpet, carpet padding, tile, wood, etc.). However, all flooring must be installed and removed by the contractor's labor, using the "Labor Order Form" enclosed in the kit.

ELECTRIC

The electrical staff handles electrical needs, connections and installation of powered signs and headers. Their services may be ordered directly from the facility using the form provided in the kit.

TIPPING

The contractor requests that exhibitors do not tip our employees. They are paid an excellent wage scale denoting a professional status, and tipping is not necessary. This applies to all the contractor's employees and its subcontractors.

SAFETY

Standing on chairs, tables or other rental furniture is prohibited. The furniture is not engineered to support your standing weight. The contractor is not responsible for injuries caused by improper use of it's furniture.

Please assist in our efforts to provide a safe working environment for everyone. If you would like additional information or how the jurisdictions may apply to you and your exhibit, please call the contractor at (609) 272-1600 for assistance.

Show Name: Pennsylvania Conference for Women

Show Dates: October 19, 2023

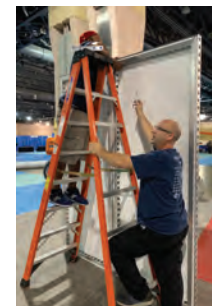
Show Venue: Pennsylvania Convention Center

Deadline to Receive Discount Pricing: Wednesday, October 4, 2023



TEXAS XPO
TEXAS EXPOSITION SERVICES

LABOR SERVICE FORM



☒ **EXHIBITOR SUPERVISED - INSTALL/DISMANTLE LABOR**
LET US DO THE WORK WITH YOU

☐ Install Labor ☐ Dismantle Labor

All work is done only under the supervision of the exhibitor.

Supervisor Contact: _____ Phone: _____

- On the day and time that you have requested labor, please report to the Contractor's Service Desk to pick-up and sign out your labor crew. The labor crew will not be sent to your booth without being signed out.
- Starting time can be guaranteed only in those instances where workers are requested for the start of the working day (usually 8:00 am).
- Upon completion of work, you are required to accompany the laborers to the Contractor's Service Desk and release them.

☐ **THE CONTRACTOR'S SUPERVISED - INSTALL/DISMANTLE LABOR**
LET US DO THE WORK FOR YOU

☐ Install Labor ☐ Dismantle Labor

Show Site Contact: _____ Phone: _____

- Please forward detailed instructions, blueprints or photos and complete the information on the following page.
- Our cost for this service is 35% of your total labor bill (\$35.00 minimum).
- Installation of your exhibit will be completed at our discretion prior to show opening.
- Please note: Our liability for damages, for whatever reason, is limited to our billed cost for supervision.

LABOR RATES:

		Discount	Standard
Straight Time - ST:	Monday - Friday, 8:00 AM - 4:30 PM	\$235.25 per hour	\$329.25 per hour
Overtime - OT:	Monday - Friday, Before 8:00 AM, After 4:30 PM Anytime Saturday/Sunday	\$353.00 per hour	\$494.00 per hour
Double Time - DT:	Anytime on holidays	\$470.50 per hour	\$658.50 per hour

- Please indicate the labor required by checking one of above options. If no plan is indicated, labor cannot be assigned until exhibitor's representative reports to the service desk.
- Orders canceled without 24 hour written notice will be charged a one (1) hour cancellation fee per laborer ordered.
- A 30% surcharge will be assessed to orders placed after the deadline or at show-site.
- Price is per person/per hour billed in hour increments.
- When scheduling dismantle labor, be sure to allow adequate time for empty containers to be returned to your booth.

	Start Date	Start Time	# of People	Approx. Hours	Total Hours	Hourly Rate	35% Supervision Fee	Estimated Total Cost
Installation						\$	\$	\$
Dismantle						\$	\$	\$

Dismantle - charge will be calculated to match the estimated hours and number of laborers for installation. In the event less chargeable time is used, we will credit you following the close of the show.

SUBTOTAL ESTIMATED LABOR SERVICE ORDER: \$ _____

☐ **YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.0%.**

Company Name: _____ Booth#: _____

23-PA1017-T

Show Name: Pennsylvania Conference for Women

Show Dates: October 19, 2023

Show Venue: Pennsylvania Convention Center

Deadline to Receive Discount Pricing: Wednesday, October 4, 2023



TEXAS XPO
TEXAS EXPOSITION SERVICES

SUPERVISED INSTALLATION & DISMANTLE

COMPLETE THIS FORM ONLY IF YOU HAVE SELECTED

SUPERVISED - INSTALL/DISMANTLE LABOR

This information is required in order to ensure proper supervision and installation of your display.

Freight is arriving at: ☐ Advance Warehouse ☐ Show Site Loading Dock Est. Delivery Date: _____

Date Shipped: _____ Via: _____ (freight carrier)

Display shipped from: _____ (address)

Total # of: ☐ Crates _____ ☐ Cartons _____ ☐ Fibercases _____ ☐ Other _____

Estimated Weight: _____

Display Includes: _____

Booth carpet in shipment? ☐ Yes ☐ No Color _____ Size _____

Set-up instructions: ☐ Attached to this order ☐ With display

Graphics: ☐ With display ☐ Shipped separately

Electrical Placement: ☐ Drawing Attached ☐ Drawing with display ☐ Electrical under carpet

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING:

Return Display to the following address:

Via: _____ (carrier)

YOU MUST COORDINATE/SCHEDULE YOUR OUTBOUND SHIPMENT WITH YOUR CARRIER

In the event your selected carrier fails to arrive by the designated move-out time, please select and initial one of the following options. If no option is selected, we will re-route the shipment accordingly via the house carrier.

☐ Re-route via house carrier _____

☐ Transfer to warehouse at exhibitor's expense _____

EMERGENCY CONTACT AT SHOW SITE:

Name: _____ Phone: _____

Hotel: _____ Arrival Date: _____

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.0%.

Company Name: _____ Booth#: _____

23-PA1017-T

Show Name: Pennsylvania Conference for Women

Show Dates: October 19, 2023

Show Venue: Pennsylvania Convention Center

Deadline to Receive Discount Pricing: Wednesday, October 4, 2023



TEXAS XPO
TEXAS EXPOSITION SERVICES

FORKLIFT/RIGGING CREW

LET US DO THE HEAVY LIFTING!

THIS SERVICE IS AVAILABLE TO ASSIST IF HEAVY OR LARGE ITEMS MUST BE MOVED WITHIN YOUR BOOTH WITH THE USE OF A FORKLIFT

(e.g. spotting equipment, elevated header signs, cantilever structures, heavy display components or machinery which cannot be manually lifted in place)



TYPE OF WORK:

Description: _____

RATES:

		Discount	Standard
Straight Time - ST:	Monday - Friday, 8:00 AM - 4:30 PM	\$ 525.00 hr/crew	\$ 735.00 hr/crew
Overtime - OT:	Monday - Friday, Before 8:00 AM, After 4:30 PM Anytime Saturday/Sunday	\$ 787.50 hr/crew	\$1,102.50 hr/crew
Double Time - DT:	Anytime on holidays	\$1,050.00 hr/crew	\$1,470.00 hr/crew

Rigging Crew consists of a forklift and operator.

Above rates are based on a 5,000 lb capacity forklift. If you require a larger forklift, please call Customer Service for a quote.

One (1) Hour minimum per crew, one (1) hour increments thereafter.

Orders canceled without 24 hour written notice will be charged a one (1) hour cancellation fee per crew.

INSTRUCTIONS:

- On the day and time that you have requested rigging, please report to the Contractor's Service Desk to pick-up and sign out your rigging crew. The rigging crew will not be sent to your booth without being signed out.
- Upon completion of work, you are required to accompany the crew back to the Contractor's Service Desk and release them.
- Starting time can be guaranteed only in those instances where crew is requested for the start of the working day (usually 8:00 am).

(All work is done only under the supervision of the exhibitor's representative)

Show Site Contact: _____ Phone: _____

Dismantle - charge will be calculated to match the estimated hours and number of laborers for installation. In the event less chargeable time is used, we will credit you following the close of the show.

	Start Date	Start Time	Approx. Hours	Assembly/Disassembly Rate	Hourly Rate	Estimated Total Cost
Installation				\$	\$	\$
Dismantle				\$	\$	\$

SUBTOTAL ESTIMATED FORKLIFT AND RIGGING CREW ORDER: \$ _____

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.0%.

Company Name: _____ Booth#: _____

23-PA1017-T

Show Name: Pennsylvania Conference for Women

Show Dates: October 19, 2023

Show Venue: Pennsylvania Convention Center

Deadline to Receive Discount Pricing: Wednesday, October 4, 2023



TEXAS XPO
TEXAS EXPOSITION SERVICES

REQUEST FOR SET-UP BY AN EXHIBITOR-APPOINTED CONTRACTOR

The unpacking, installation, dismantle and packing of displays and equipment must be done by a full-time, bona fide employee of the exhibiting company or the correct type of union labor. AEX/Texas XPO Services, the official contractor, will have skilled crafts available to assist exhibitors. Arrangements for labor should be made through or in advance of the show. Official labor order forms are included in this exhibitor service manual. Exhibitors may elect to use an exhibitor-appointed contractor subject to contractual obligations, security and safety requirements.

An exhibitor-appointed contractor may be used only when the following requirements have been met:

1. Exhibitor must complete and return this form to AEX/Texas XPO Services a month prior. No Request, addendum or substitutions received after the specified date will be considered.
2. AEX/Texas Xpo Services is to be advised of the name, address and contact of each exhibitor-appointed contractor being used.
3. An **original certificate of insurance** from the exhibitor-appointed contractor must also be received a month in advance. The policy must name AEX/Texas XPO Services and the Exhibition Center, as additionally insured and should also include public liability and property insurance for at least \$1,000,000.00 as well as worker's compensation insurance in accordance with local laws.

The service contractor designated must be used without exception for electrical, plumbing, telephone, drayage, rigging, booth cleaning, or Teamsters.

Contracting Company Agent _____

Contracting Company Name _____

Contracting Company Address _____

City _____ State/Country _____ Zip _____

Phone _____ Fax _____

Estimated Arrival date (Show site _____ Estimated Number of Workers _____

Contractor's Cell Phone: _____ Date _____

Exhibiting Company _____ Booth No _____

Mailing Address _____ Fax No _____

City/State/Zip _____ Phone _____

Authorized by: _____ Title _____

Print Name _____ E-mail _____

Fax or mail to: **AEX/Texas XPO Services**
3089 English Creek Ave
Egg Harbor Twp, NJ 08234
(609)272-1600 * FAX: (609)272-1680

23-PA1017-T

Show Name: Pennsylvania Conference for Women

Show Dates: October 19, 2023

Show Venue: Pennsylvania Convention Center

Deadline to Receive Discount Pricing: Wednesday, October 4, 2023



TEXAS XPO
TEXAS EXPOSITION SERVICES

AUTHORIZATION FOR EXHIBITOR'S AGENT BILLING

An Exhibitor's Agent is anyone, other than the exhibitor's employees, engaged by the exhibitor to arrange for exhibit services. This form must be completed, signed and returned to our office, as indicated, no later than twenty-one days prior to the meeting in order for exhibitor's agent billing to be accepted. The exhibitor is ultimately responsible for payment of AEX/Texas XPO Services charges. Please be aware that if your agent fails to pay our invoice, such charges will immediately revert to you. Special note to Exhibitor's Agent - your status may be rejected if you do not provide credit card information below.

Please provide complete information:

Authorized Agent: _____

Street Address: _____

City, State & Zip: _____

Email Address: _____

Phone No. _____ Fax No. _____

*We the undersigned have authorized the above agent to handle our exhibit for this event and are also authorized to receive and pay AEX/Texas XPO Services invoice for services. **We understand and further agree that we, the exhibiting firm, are primarily responsible for payment of charges. In the event that the named agent does not discharge payment by 12 Noon of the day before the meeting closes, such charges are to be paid by the exhibiting firm on demand.***

☐ Statement to Exhibitor

☐ Statement to Authorized Agent

Both parties must indicate acceptance below or request may be denied

Exhibitor will pay: ☐ Furniture ☐ Carpet ☐ Labor ☐ Cleaning ☐ Material Handling
Third Party will pay: ☐ Furniture ☐ Carpet ☐ Labor ☐ Cleaning ☐ Material Handling

Exhibiting Firm

Agent _____

Title _____

Signature _____

Exhibitor's Agent

Agent _____

Title _____

Signature _____

Invoices will be presented to exhibitors for payment unless agent settles charges at the AEX/Texas XPO Services service desk by 12:00 noon on the day before the meeting closes. AEX/Texas XPO Services suggest either the exhibiting company or its authorized agent provide credit card information on the Recap of Orders Form enclosed so that there is no question as to responsibility of payment.

This request will not be accepted without the next page, "Third Party Credit Card Authorization Form".

Exhibiting Company _____ Booth No _____

Mailing Address _____ Fax No _____

City/State/Zip _____ Phone _____

Print Name _____ E-mail _____

23-PA1017-T

Show Name: Pennsylvania Conference for Women

Show Dates: October 19, 2023

Show Venue: Pennsylvania Convention Center

Deadline to Receive Discount Pricing: Wednesday, October 4, 2023



TEXAS XPO
TEXAS EXPOSITION SERVICES

CREDIT CARD AUTHORIZATION & AGREEMENT FOR 3RD PARTIES

Please complete the information requested below and return this Authorization Form with your order. This form is required to be on file to process any orders for service.



Exhibiting Company Name

Booth#

Cardholder Name (please print)

Billing Address

City, State, Zip

Cardholder Email

Phone

METHOD OF PAYMENT

☐ Personal Card ☐ Corporate Card

☐ AMEX ☐ VISA ☐ MASTERCARD ☐ DISCOVER

Card Number:

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

Exp. Date:

--	--	--	--

M M Y Y

*A credit card authorization is required to be held on file.

Are you tax exempt for the state in which this event is held? ☐ Yes ☐ No

If yes, a tax exemption certificate is required to be submitted with this agreement.

By signing below, the Cardholder acknowledges receipt of goods and or services in the amount of such invoice and agrees to perform the obligations set forth in the Cardholder's Agreement with the issuer. Refunds cannot be given after the close of the event on items or services ordered but not received. Orders cancelled for any reason will receive a 50% refund. No refund can be provided once installation begins. Accounts past due are subject to a monthly charge of 1.5% (annual rate 18%) and all costs of collections including reasonable attorneys' fees. Rental items are only for the Exhibiting entity who has properly completed our rental forms and may not be sub-rented, "loaned" or given to other Exhibitors. If you do not need items rented or provided in a package, please contact the contractor for removal. Booth inventory is conducted daily and items not rented from the contractor will either be removed or charged to the Exhibiting company with improper possession.

PAYMENT INFORMATION

- Checks will not be accepted at show site
- All balances must be paid by the conclusion of the event.
- For your convenience, we will use this authorization to pay for any additional amounts ordered by your representative for services rendered for this event.
- A final invoice will be prepared and can be requested by contacting Exhibitor Services.
- If the credit card is declined, standard floor pricing prevails and a \$25.00 service charge will be added.

Payment Policy: 100% of amount owed including applicable tax is due in advance or at show site. Payment must be in U.S. funds. Invoices are to be paid by cash, travelers check drawn on U.S. Banks, VISA, Mastercard, Discover or American Express. Payment of all labor and services ordered by the exhibitor or their agent is the responsibility of the exhibitor. Your show site representative must be made aware of this policy and have the means to make payment. Otherwise, service will be denied unless credit card authorization is given on the Recap of Orders and Payment Policy Form. PLEASE DO NOT ASK US TO BILL YOU.

Unpaid Balance - A credit card authorization is required to settle any unpaid balance after the close of the show. Any balance outstanding as of move - out will be charged to this account.

An Authorized Signature is required for orders to be processed

You and your organization agree to all terms and conditions on the front and back of all forms, including the contractor Limits & Liabilities and Terms & Conditions.

Sign Here

X

Authorized Signature

AEX Convention Services, LLC 22-3125223 | Texas Exposition Services, LLC 27-2669260

23-PA1017-T

6.

1. PRODUCER: Name, address and phone number of insurance carrier.
2. INSURED: Company name, address, phone number and booth number of company insured.
3. COVERAGES: Coverage must be provided for Comprehensive General Liability, Automotive Liability (if applicable), and Workmen's Compensation, complete with policy numbers, effective dates of Coverage and limits of coverage.
4. FORM OF COVERAGE: Must be "occurrence" form of coverage.
5. NAME OF ADDITIONAL INSURED: (Show Management), Texas Exposition Services (Official Service Provider), (Show) and the(Facility) as additional insureds on a primary and non-contributory basis. Show dates are (00/00/0000).
6. CERTIFICATE HOLDER: (SHOW MANAGEMENT), ADDRESS:
7. POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
9. LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Insurance Requirements.
10. AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.

ELECTRIC SERVICE & LABOR INSTALLATION ORDER FORM

(PLEASE READ TERMS AND CONDITIONS ATTACHED)

IF PAYING BY CHECK RETURN THIS FORM TO:

PCCA/ASM Order Processing
1101 Arch Street
Philadelphia, PA 19107
Inquiries only: 215-418-2190
Email: exhibitorservices@paconvention.com

**PA Conference for Women
ADVANCED DEADLINE DATE:
09/25/23**

ORDERS MAY BE PLACED ONLINE AT: <https://tinyurl.com/y5vv7s2h>

Exhibiting Firm: _____ Booth No.: _____

Billing Address: _____ Event: _____

City: _____ State: _____ Zip: _____

Exhibitor Contact Name: _____ Title: _____

Phone: _____ Fax: _____ E-Mail: _____

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials.

In our efforts to follow PCI compliance security guidelines and in order to safeguard your credit card information, we can no longer accept credit card information via this order form. To make payments via credit card, please contact our accounts receivable department at **215-418-2190** for assistance.

STANDARD 110V/120V SERVICE				
Please see Terms & Conditions for additional Info (1.B.a)				
QTY	SERVICE	ADVANCED RATE	STANDARD RATE	TOTAL
	500 watts	\$140.00	\$168.00	
	1000 watts	\$175.00	\$205.00	
	2000 watts	\$225.00	\$270.00	
	24 hr. – 500 watts	\$187.00	\$252.00	
	24 hr. – 1000 watts	\$232.00	\$325.00	
	24 hr. – 2000 watts	\$292.00	\$395.00	
	OTHER	Call for Pricing		

RENTAL LIGHTS				
Price includes power, labor to install/dismantle and a one-time focus on stage				
QTY	SERVICE	ADVANCED RATE	STANDARD RATE	TOTAL
	4' Track w/ 3 - 90w Lamps	\$167.00	\$263.00	
	8' Track w/ 3 - 90w Lamps	\$232.00	\$315.00	
	Each additional track lamp	\$20.00	\$30.00	
	LED Clamp Stem Light	\$130.00	\$175.00	
	Par Can Overhead Light	\$670.00	\$900.00	

208V MOTORS/MACHINERY SERVICE				
Labor and material charges will apply				
QTY	SERVICE	ADVANCED RATE	STANDARD RATE	TOTAL
	20 amp 1Phase	\$410.00	\$510.00	
	30 amp 1Phase	\$430.00	\$575.00	
	60 amp 3Phase	\$800.00	\$1,120.00	
	100 amp 3Phase	\$1,280.00	\$1,500.00	
	24HR 20amp 1Phase	\$615.00	\$765.00	
	24HR 30amp 1Phase	\$645.00	\$862.50	
	24HR 60amp 3Phase	\$1,200.00	\$1,760.00	
	24HR 100amp 3Phase	\$1,920.00	\$2,250.00	
	OTHER	Call for Pricing		

- Installation/Dismantle labor is scheduled and billed at rates in accordance with show move-in/out.
- The minimum charge of ½ hour installation will apply.
- Dismantle labor of floor power will be automatically charged at 50% of the total installation hours.
- Dismantle of overhead services, signs, truss, motors and lights will be billed on actual labor hours incurred.

ELECTRICAL LABOR RATES PER HOUR					
STRAIGHT TIME: WEEKDAYS 8 AM – 4:30 PM		OVER TIME: WEEKDAYS 6 AM TO 8 AM AND AFTER 4:30 PM; ALL DAY SATURDAY		DOUBLE TIME: ALL DAY SUNDAY AND HOLIDAYS	
Regular Rate	\$137.00	Regular Rate	\$205.50	Regular Rate	\$274.00
Show Site Rate	\$163.00	Show Site Rate	\$244.50	Show Site Rate	\$326.00

<input type="checkbox"/>	Unsupervised Installation	<input type="checkbox"/>	Supervised Installation by Exhibitor/Name:	Cell:
<input type="checkbox"/>	NO	<input type="checkbox"/>	YES	EAC or I&D Company: On-Site POC: Cell:

PLEASE CHECK ALL WORK REQUIRED BELOW. Only PCC/ASM Global electricians under IBEW Jurisdiction perform the electrical installations listed below. Material charges will apply where applicable, i.e. extension cords/feed cables/cord caps, lift charges, etc.

<input type="checkbox"/>	Distribution of cords/cables under carpet/flooring from point of origin	<input type="checkbox"/>	208v/480v Service Connection Electrical Equipment/Hardware	<input type="checkbox"/>	Dedicated Daily Booth Labor (submit schedule if necessary)	<input type="checkbox"/>	Close Circuit TV, Security Cameras/Monitors Satellite Dish Assembly / Dismantle & Cabling				
<input type="checkbox"/>	Network Data Cabling Distribution & Terminations	Date:		Time:		Date:	Time:				
Date:		Time:		<input type="checkbox"/>	PCC/ASM Truss/Motors/Lights	<input type="checkbox"/>	Suspended Electrical Signs w/Lights and/or Motors		<input type="checkbox"/>	Disconnect/Connect Vehicle Battery	
<input type="checkbox"/>	Booth Lighting, Stem Lights & Electrical Signage		<input type="checkbox"/>	Exhibitor Rental		Install Date:			Disconnect Date:		
Install Date:			Install Date:			Time:			Time:		
Time:			Time:			Dismantle Date:			Reconnect Date:		
Dismantle Date:			Dismantle Date:								

TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM

- A. Order must be typed or clearly printed; illegible forms will delay processing.
- B. Services requested at location other than back of booth must include proper forms and diagrams.
 - a. Please note there are additional labor and material charges for locations other than the back of booth for inline & peninsula booths and labor and material charges will always be required for island booths.
- C. For services and equipment not listed on the service order form, call the PCCA/ASM Global Exhibitor Services Department for availability and quotes at **(215) 418-2190** or e-mail **exhibitorservices@paconvention.com**

2. PAYMENT TERMS & CONDITIONS

- A. **Full payment is due with service order.** Credit Card Pre-authorization for on-site charges, labor and materials is required when placing an order.
Acceptable forms of payment are:
 - Company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center Authority, (PCCA)**
 - Accepted credit cards.Service orders will not be processed without payment. Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided. To pay by credit card, please contact our **Accounts Receivable Department** at **215-418-4793** for assistance.
- B. **Advanced Rates** will be applicable to service orders received with payment in full by the deadline date noted on the front of this form.
- C. **Standard Rates** will be applicable to service orders received after the Advanced Rate Deadline or orders received without payment.
- D. **Third party billing** is available upon request. Please contact the **PCCA/ASM Global Finance Department** at **215-418-4795** for approval.
- E. **Outstanding balance** for services will be automatically billed to the credit card on file.
- F. Credit will not be given for service installed and not used.
- G. **Cancellation of services** must be received by PCCA/ASM Global Exhibitor Services Department 21 days prior to the event. Services cancelled without 21 days prior written notice are subject to a cancellation fee of 25%.
- H. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- I. Rates are based on current wages and are subject to change without notice.
- J. **Claims** regarding services provided by PCCA/ASM Global will not be considered unless filed by customer issued prior to the close of show.
- K. **Refunds** of overpayments and dispute resolutions will be issued by submitting requests to PCCA/ASM Global Finance Department within 30 days of the close of final invoicing.
- L. For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCCA/ASM Global shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania.
- M. **International exhibitors** are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- N. For companies exempt from sales tax, PCCA/ASM Global requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

3. EXPLANATION OF SERVICE

- A. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in-line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- B. Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCC Exhibitor Services Desk.
- C. Electrical services will be turned off one hour after the close of show each day and restored one hour prior to opening.
- D. 24-hour electrical service is available for refrigeration, electronics, and circulation pumps.

4. RULES & REGULATIONS FOR SERVICES

- A. Services provided may not be shared by multiple exhibits.
- B. All materials and equipment furnished by PCC and/or its sub-contractors shall remain the property of PCC and/or its Sub-contractors.
- C. All rental equipment furnished by PCC not left in the booth at the close of the show will be charged an additional 75% of the original rental equipment charge.
- D. PCC and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
- E. PCC or its sub-contractors are not responsible for interruption or fluctuation of services.
- F. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA/ASM safety standards. All equipment is subject to inspection and approval by PCC prior to connection to service.
- G. Customer is responsible for any lost or damaged equipment supplied by the PCC.



Electrical Service Checklist

- ✓ Electrical service is not included with the rental of your booth space or meeting room.
- ✓ Each electrical drop within the booth must be a minimum of 500 watts. This is for the protection of the equipment getting plugged in, the safety of the people in the booth (exhibitors and attendees), and to prevent over-current interruption during the show.
- ✓ Electrical service will be turned off one hour after the close of show and restored one hour prior to show opening each day. *24HR service is available upon request for perishables, refrigeration, electronics, pumps, etc. at an additional cost.*
- ✓ Exhibitors are **NOT PERMITTED** to run cords under carpet.
- ✓ Exhibitors are permitted to run cords along the drape line **ONLY**.
- ✓ All exhibitor extension cords must be grounded 3-wire 12-gauge UL listed approved cords. (household un-grounded cords are NOT permitted)
- ✓ All equipment provided by the exhibitor shall be UL listed and approved. Equipment must be compliant with the National Electrical Code, Philadelphia Building Codes, Fire Marshal, and PCCA/ASM Global safety standards.
- ✓ Exhibits found to be non-compliant will receive notification and be expected to correct the infraction. If not corrected, additional charges may be incurred.
- ✓ In all booths where an Exhibitor Appointed Contractor (EAC) or decorator is utilized, ASM Global Electricians must install all light fixtures, lit signage, hardwiring, and all other work deemed as electrical jurisdiction.
- ✓ Vehicle batteries shall be disconnected and reconnected by ASM Global Electricians per the Philadelphia Fire Marshal.
- ✓ All electrical equipment and installations are subject to inspection. Any installed equipment found presenting a hazard will be subject to removal or the exhibitor will be responsible for any charges incurred due to corrections.
- ✓ Electrical Distribution panels in the back of booths **MUST** remain accessible at all times. Exhibitors are **PROHIBITED** from accessing panels and PCCA electrical connections.
- ✓ Labor calls for PCCA/ASM Global electricians must be selected as "Under Supervision" or "Without Supervision" and noted as such on the Electrical Labor Order form. **"Will Calls" are not acceptable.**
- ✓ It is recommended that you supply the Utilities Department with a rendering and scaled floor plan noting power drop locations in your booth and/or meeting room.
- ✓ All on-site orders for electric service and electric labor will be billed at Standard/Show Site Rates and could lead to delays in your booth build.
- ✓ Separately derived electrical systems are **NOT PERMITTED** to be used in the building.

Updated 10/14/2019

WIRED INTERNET SERVICE ORDER FORM

(PLEASE READ TERMS AND CONDITIONS ATTACHED)

IF PAYING BY CHECK RETURN THIS FORM TO:

PCCA/ASM Order Processing
1101 Arch Street
Philadelphia, PA 19107
Inquiries only: 215-418-2190
Email: exhibitorservices@paconvention.com

ORDERS MAY BE PLACED ONLINE AT: <https://tinyurl.com/y5vv7s2h>

**PA Conference for Women
ADVANCED
DEADLINE DATE: 09/25/23**

Exhibiting Firm: _____ Booth No.: _____
Billing Address: _____ Event: _____
City: _____ State: _____ Zip: _____
Exhibitor Contact Name: _____ Title: _____
Phone: _____ Fax: _____ E-Mail: _____

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials.

In our efforts to follow PCI compliance security guidelines and in order to safeguard your credit card information, we can no longer accept credit card information via this order form. To make payments via credit card, please contact our accounts receivable department at **215-418-4815** for assistance.

INTERNET SERVICES				
(Internet upload and download speeds are the same and an IP address is required for each device connected to the internet)				
Dedicated Public Internet Service				
Dedicated Public Internet Service will accommodate internet functions such as: viewing streaming video, surfing the internet, viewing websites, and checking email. These services provide "real IP's", there are no blocked ports and they will support multiple users with VPN connections.				
QTY.	SERVICE	ADVANCED RATE	STANDARD RATE	TOTAL
	Dedicated Public 9Mb – includes (10) IP addresses, can expand to (28) total IP addresses	\$9,000.00	\$11,250.00	
	Dedicated Public 6Mb – includes (10) IP addresses, can expand to (28) total IP addresses	\$7,000.00	\$8,750.00	
	Dedicated Public 3Mb – includes (6) IP addresses, can expand to (11) total IP addresses	\$4,250.00	\$5,310.00	
	Dedicated Public 1.5Mb – includes (6) IP addresses, can expand to (11) total IP addresses	\$2,500.00	\$2,655.00	
	<i>Additional Dedicated Public IP address (Not internet service)</i>	\$160.00	\$195.00	
Dedicated Private Internet Service				
Private Internet Service will accommodate general internet functions such as: viewing streaming video, surfing the internet, viewing websites, and checking email. These services will not support multiple users with VPN connections.				
	Private 9Mb – includes (4) IP addresses	\$1,800.00	\$2,250.00	
	Private 6Mb – includes (4) IP addresses	\$1,200.00	\$1,500.00	
	Private 3Mb – includes (4) IP addresses	\$1,000.00	\$1,250.00	
	<i>Additional Private IP address (Not internet service)</i>	\$125.00	\$160.00	
	Dry VLAN connection – This service is not internet access. This service is inclusive of the origination and destination points. Origination Point _____ Destination Point _____	\$600	\$750	
			Subtotal	
			8% Sales Tax	
			Total	

PLEASE NOTE:

- Higher bandwidth options are available. Please contact the **Exhibitor Services department** for a quote: **215-418-2190** or exhibitorservices@paconvention.com.
- Internet service originates at back of booth: please attach the booth floor plan if primary service is required in a location other than back of booth.
- Data cabling to multiple locations is installed by the event electricians; please contact **Utility Services** to order this labor: **(215-418-2190** or exhibitorservices@paconvention.com).
- TO ORDER ONLINE VISIT OUR WEBSITE at **WWW.PACONVENTION.COM**

TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM

- A. Order must be typed or clearly printed; illegible forms will delay processing.
- B. Services requested at location other than back of booth must include floor plan.
- C. For services and equipment not listed on the service order form, call the PCCA/ASM Global Exhibitor Services Department for availability and quotes at **(215) 418-2190** or e-mail **exhibitorservices@paconvention.com**

2. EXPLANATION OF SERVICE

- A. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in-line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- B. Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCC Exhibitor Services Desk.

3. RULES AND REGULATIONS FOR INTERNET SERVICE

- A. Services provided **may not be** shared by multiple exhibits.
- B. All materials and equipment furnished by Pennsylvania Convention Center and/or its sub-contractors shall remain the property of Pennsylvania Convention Center and/or its sub-contractors.
- C. Pennsylvania Convention Center and its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports should this be required during installation.
- D. The use of any wireless devices including, but not limited to, wireless routers and switches that interfere with the PCC wireless frequency is prohibited.
- E. The PCC does not guarantee the routing, throughput or performance expressed or implied of any data circuits with regards to Internet access, network backbones beyond any facility we service.
- F. The PCC will not supply security services such as firewalls etc. for any data circuit we provide. It is the responsibility of exhibitors or customers to provide such security measures.
- G. The PCC requires that all devices accessing the PCC Network have the latest virus scan software, windows security updates and any other precautions necessary to protect yourself and others from viruses, malicious programs, and other disruptive applications. Any device that adversely impacts PCC's network will be disconnected from the network with or without prior notice at PCC's discretion. Additional charges may apply for troubleshooting diagnosis and/or problem resolution.
- H. All Internet and equipment will be collected within 1 hour after close of show; exhibitors are responsible for loss or damage to PCC equipment until PCC staff receives said equipment.
- I. **It is the responsibility of the client to provide the following:**
 - **Standard 10BaseT Ethernet adapter (RJ 45 Interface) for each computer.**
 - **Network Driver: TCP/IP**
 - **Proper configuration of computer equipment for TCP/IP connection.**
 - **Electrical service for your booth, room, or service location.**

4. PAYMENT TERMS & CONDITIONS

- A. **Full payment is due with service order.** Credit Card Pre-authorization for onsite charges is required when placing an order. Acceptable forms of payment are:
 - Company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center (PCC)**
 - Accepted credit cards**Service orders will not be processed without payment.** Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided. To pay by credit card, please contact our **Accounts Receivable Department** at **215-418-4793** for assistance.
- B. Advance rates will be applicable to service orders received by PCC 21 days prior to the first day of event move-in or the deadline date noted on front of this form. Service orders received less than 21 days prior to the first day of move-in and on site will be billed at the standard rate.
- C. Third party billing is available upon request. Please contact the **PCC Finance Department** at **215-418-4793** for approval.
- D. Outstanding balance for services will be automatically billed to the credit card on file.
- E. Credit will not be given for service installed and not used. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%.
- F. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- G. Cancellation of services must be received by PCC Exhibitor Services Department 21 days prior to the event.
- H. Claims regarding services provided by PCC will not be considered unless filed by customer issued prior to the close of show.
- I. **Refunds** of overpayments will be issued by submitting request to PCC Finance Department within 30 days of the close of final invoicing.
- J. For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCC shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania
- K. International exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- L. For companies exempt from sales tax, PCC requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.



EXHIBITOR AUDIO VISUAL ORDER



Email: maadmin@projection.com

Phone: 617-954-3333

Fax: 617-954-3327

Projection is the official in-house audio visual, computer, and video display supplier. Projection will be on-site from set up through dismantle.
Rates published are for the entire duration of the event. Advance Rate applies to orders received **21 days** before the move-in date.

Computers & Accessories

Equipment	Qty	Advance Rate	Standard Rate	Total
PC Laptop: 14" Display, Current Windows, Current Office, Ethernet, Wifi, USB Mouse, & Cable Lock		\$500	\$600	\$
Mac Laptop: 15.4" Display, Current OS, iWork, Current Office, Ethernet, Wifi, USB Mouse, & Cable Lock		\$600	\$725	\$
PC Desktop: Current Windows, Current Office, Ethernet Card, USB Mouse & Keyboard, (monitor not incl)		\$400	\$475	\$
USB Keyboard & Mouse Set		\$80	\$100	\$
Wireless Keyboard & Mouse Set		\$160	\$200	\$
Computer Audio Speakers		\$100	\$125	\$
Wireless Slide Advance Remote		\$100	\$125	\$

Computer / Video Flat Panel Displays

Equipment	Qty	Advance Rate	Standard Rate	Total
24" 4K / HD LCD: 3840 x 2160 Resolution Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount		\$500	\$600	\$
32" HD LED: 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 72" Floor Stand w/ Shelf		\$700	\$850	\$
40" HD LED: 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 72" Floor Stand w/ Shelf		\$900	\$1100	\$
50" HD LED: 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 72" Floor Stand w/ Shelf		\$1,300	\$1,575	\$
60" HD LED: 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 84" Floor Stand w/ Shelf		\$1,700	\$2,050	\$
70" HD LED: 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 84" Floor Stand w/ Shelf		\$2,100	\$2,525	\$
80" HD LED: 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 84" Floor Stand w/ Shelf		\$2,500	\$3,000	\$
46" Touchscreen HD LED: 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 72" Floor Stand w/ Shelf		\$1,900	\$2,300	\$
55" Touchscreen HD LED: 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 72" Floor Stand w/ Shelf		\$2,100	\$2,525	\$

Video Equipment

Equipment	Qty	Advance Rate	Standard Rate	Total
Professional Digital Video Disc Player: with repeat function Please check / circle stand <input type="checkbox"/> USB Media Player <input type="checkbox"/> DVD / Blu-Ray <input type="checkbox"/> DVD - Region Free		\$150	\$185	\$

Audio Equipment

Equipment	Qty	Advance Rate	Standard Rate	Total
Wireless UHF Mic Kit Please check / circle option <input type="checkbox"/> Hand Held <input type="checkbox"/> Laveliere <input type="checkbox"/> Headset		\$310	\$375	\$
Small Booth Sound System Includes (1) Speaker, Floor Stand, 8-Channel Mixer, D.I. Box, (1) Wired Hand Held Microphone with Stand		\$600	\$725	\$
Large Booth Sound System Includes (2) Speakers, Floor Stands, 8-Channel Mixer, D.I. Box, (1) Wired Hand Held Microphone with Stand		\$800	\$900	\$

Miscellaneous Equipment

Equipment	Qty	Advance Rate	Standard Rate	Total
5,000 Lumen HD LCD Projector: 1920 x 1080 resolution		\$1,100	\$1,325	\$
Projection Support Package: Includes Tripod Screen, Bottom Skirt, AV Cart, Video Cables, Power Cables		\$380	\$465	\$
Tripod Screen with skirt: <input type="checkbox"/> 5' <input type="checkbox"/> 6' <input type="checkbox"/> 7' <input type="checkbox"/> 8'		\$130	\$165	\$
Monitor (AV) Cart with skirt: <input type="checkbox"/> 34" <input type="checkbox"/> 42" <input type="checkbox"/> 54"		\$70	\$85	\$

Booth Number

Equipment Rental Subtotal

\$



EXHIBITOR AUDIO VISUAL ORDER



Email: maadmin@projection.com

Phone: 617-954-3333

Fax: 617-954-3327

Projection is the official in-house audio visual, computer, and video display supplier. Projection will be on-site from set up through dismantle.
Rates published are for the entire duration of the event. Advance Rate applies to orders received **21 days** before the move-in date.

Totals

1) Equipment Rental Sub Total: From Page 1	\$
2) Pennsylvania State Sales Tax: 8%	\$
3) Equipment Set / Strike Labor: 65% of Equipment Total <i>* If equipment total is less than \$600, a minimum labor charge of \$390 will apply.</i> <i>** Equipment Set / Strike Labor includes Preparation, Delivery, Set-Up, On-Site Assistance, Strike, and Return</i>	\$
4) Order Total:	\$

Order Instructions

Customer / Exhibitor Information

Company Name:	Ordered By:
Show / Event Name:	Phone:
Delivery Date:	Email:
Delivery Time: <input type="checkbox"/> 9AM-12PM <input type="checkbox"/> 1PM-4PM	On-Site Contact Name:
	On-Site Contact Cell Phone:

A representative of your company MUST BE PRESENT at the time of delivery for set up instructions and delivery verification.
Please note that equipment will not be left / set up in an unattended booth.

Payment Information

Company Name:	Billing Address:
Name on Credit Card:	City: State: ZIP:
Card Type: <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMEX	Card Number:
Authorized Signature:	Card Expiration: MM / YY Security Code:

Remit Payment To

Projection
415 Summer Street
Boston, MA 02210
www.projection.com

Complete this form
and return for order confirmation
By Email: maadmin@projection.com
By Phone: 617-954-3333
By Fax: 617-954-3327



EXHIBITOR AUDIO VISUAL ORDER



Email: maadmin@projection.com

Phone: 617-954-3333

Fax: 617-954-3327

Projection is the official in-house audio visual, computer, and video display supplier. Projection will be on-site from set up through dismantle.
Rates published are for the entire duration of the event. Advance Rate applies to orders received **21 days** before the move-in date.

Rental Agreement

All equipment rentals are based on event rates and apply to event days only. Equipment rental prices do not include labor, delivery, electrical services, or removal of equipment from your booth. It is understood and agreed that EXHIBITOR is renting PROJECTION equipment for a specified period of time and is responsible for its safe return. EXHIBITOR hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and / or damage to said property. All rental equipment must be returned to PROJECTION in the same condition as it was in at the time of delivery to EXHIBITOR, reasonable wear and tear excluded. EXHIBITOR will immediately notify PROJECTION of any damage to the rental equipment, and EXHIBITOR hereby agrees to be billed for any damage to, or loss of, rental equipment damaged while in EXHIBITOR's care, custody and / or control. In no event shall EXHIBITOR permit any equipment to be used and/or possessed by other exhibiting parties other than the named EXHIBITOR without prior consent of PROJECTION in each instance.

Cancellation

Cancellation of equipment rental and services must be received 72 hours prior to delivery date to avoid a minimum one-day charge on equipment. If equipment and services have already been provided at the time of cancellation, a handling charge and a minimum one-day charge on equipment will apply.

PLEASE NOTE:

ALL PAYMENT, INCLUDING APPLICABLE TAX, IS DUE AT THE TIME SERVICES ARE ORDERED. PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.

Payment Terms

Full payment, including any applicable tax, is due at the time services are ordered. All payments must be in U.S. dollars. Orders received without advance payment or after the deadline date will incur additional charges as indicated on the order form. All materials and equipment are on a rental basis for the duration of the event and remain the property of PROJECTION except where specifically identified as a sale. It is the EXHIBITOR'S responsibility to advise our Exhibit Service Personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If you are exempt from payment of sales tax, PROJECTION requires you to forward an exemption certificate for the state in which the services are to be used. Resale certificate are not valid unless EXHIBITOR is rebilling these charges to its customers. For International exhibitors, PROJECTION requires 100% prepayment of advance orders, and any orders or services placed at show site must be paid at the show.

These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF VA. In the event of any dispute between the EXHIBITOR and PROJECTION relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to PROJECTION for its services, as an offset against the amount of any alleged loss or damage. Any claims against PROJECTION shall be considered a separate transaction, and shall be resolved on its own merits. PROJECTION reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that PROJECTION may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.

Unpaid Balances

Should there be any pre-approved unpaid balance after the close of the event, terms will be net, due and payable in Springfield, VA upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepayment basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by PROJECTION shall be either applied to reduce the principal unpaid balance or refunded to the payer.

Agreement

I HAVE READ THE FOLLOWING TERMS AND CONDITIONS

Authorized Signature:

Date:

Company Name:

Booth #: