

EXHIBITOR SERVICES MANUAL

*Pennsylvania
Conference
for Women*

Pennsylvania Conference for Women 2025

Pennsylvania Convention Center

September 25, 2025



Show Name: Pennsylvania Conference for Women 2025

Show Dates: September 25, 2025

Show Venue: Pennsylvania Convention Center

Deadline to Receive Discount Pricing: Thursday, September 11, 2025



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QUICK FACTS

EVENT SCHEDULE:

	Day	Date	Time
Exhibitor Move-In	Wednesday	September 24, 2025	8:00 AM (10'x20' booths & larger) 10:00 AM - 5:00 PM
Show Hours	Thursday	September 25, 2025	8:00 AM - 5:00 PM
Exhibitor Move-Out	Thursday	September 25, 2025	5:30 PM - 8:00 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** skirted 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: Thursday, September 18, 2025**. 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 2025
Exhibiting Company Name / Booth Number
c/o AEX Convention Services
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 2025
Exhibiting Company Name / Booth Number
c/o AEX Convention Services
1101 Arch St
Philadelphia, PA 19107

Shipments will be received at the exhibit facility **ONLY** on: **Wednesday, September 24, 2025 between 10:00 AM - 5:00 PM.**

Move-Out Note: All carriers must check in no later than **7:00 PM, Thursday, September 25, 2025** 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
Email: exhibitors@paconferenceforwomen.org

25-PA0911-A

DEFINITIONS AND RESPONSIBILITIES: The Terms and Conditions set forth become a part of the contract between AEX Convention Services, LLC. ("AEX Convention Services") 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 Convention Services"). 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 2025** 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 Convention Services
609.272.1600
Orders@AEXServices.com

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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

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FURNITURE RENTAL ORDER FORM



FURNITURE

Item #	Description	Discount	Standard	Qty.	Total
F10	Plastic Side Chair	\$199.00	\$278.50	_____	\$ _____
F20	Padded Side Chair	\$270.75	\$379.00	_____	\$ _____
F30	Padded Arm Chair	\$297.25	\$416.25	_____	\$ _____
F40	Padded Counter Stool	\$350.75	\$491.00	_____	\$ _____
F60	Cocktail Table 30"H	\$199.00	\$278.50	_____	\$ _____
F70	Cocktail Table 42"H	\$270.75	\$379.00	_____	\$ _____
F3104	Black Spandex Drape 42" Cocktail Table	\$ 48.25	\$ 67.50	_____	\$ _____



(actual products may vary)

ACCESSORIES

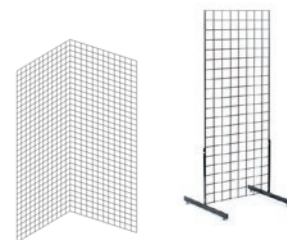
Item #	Description	Discount	Standard	Qty.	Total
F80	Literature Rack	\$210.50	\$294.75	_____	\$ _____
F100	Wastebasket	\$ 37.00	\$ 51.75	_____	\$ _____
F110	Easel	\$ 67.50	\$ 94.50	_____	\$ _____
F120	Chrome Sign Frame (22"W x 28"H)	\$209.75	\$293.75	_____	\$ _____
F130	Waterfall Bag Rack	\$192.00	\$268.75	_____	\$ _____
F150	Chrome Bag Holder	\$238.75	\$334.25	_____	\$ _____
F160	Chrome Clothes Tree	\$160.75	\$225.00	_____	\$ _____
F191	6' Garment Rack w/Wheels	\$202.75	\$283.75	_____	\$ _____

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	\$220.00	\$308.00	_____	\$ _____
F5501	Pair of feet	\$ 92.75	\$129.75	_____	\$ _____



TACK BOARD

Item #	Description	Discount	Standard	Qty.	Total
F640	Style A - 4' w x 8' h Panel	\$305.00	\$427.00	_____	\$ _____
F660	Style B - 8' w x 4' h Panel	\$305.00	\$427.00	_____	\$ _____



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%.

25-PA0911-A

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TABLE RENTAL ORDER FORM



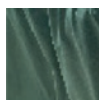
Blue



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	\$269.75	\$377.75	_____	\$ _____
4' L x 24" W x 42" H	\$328.00	\$459.25	_____	\$ _____
6' L x 24" W x 30" H	\$311.50	\$436.25	_____	\$ _____
6' L x 24" W x 42" H	\$420.75	\$589.00	_____	\$ _____
8' L x 24" W x 30" H	\$395.50	\$553.75	_____	\$ _____
8' L x 24" W x 42" H	\$493.25	\$690.50	_____	\$ _____
4th Side Skirt 30"	\$ 84.50	\$118.25	_____	\$ _____
4th Side Skirt 42"	\$ 84.50	\$118.25	_____	\$ _____

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	\$ 45.25	\$ 63.25	_____	\$ _____
6' Long, Single Step Riser	\$ 54.75	\$ 76.75	_____	\$ _____

MASKING DRAPE (Drape rates are per linear foot)

Description	Discount	Standard	Qty.	Total
Side Rail Drape 3'	\$ 31.00	\$ 43.50	_____	\$ _____
8' Background Drape	\$ 41.50	\$ 58.00	_____	\$ _____

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%.

25-PA0911-A



2025
TRADE SHOW
KIT CATALOG

BLANC



Blanc Sofa

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



Blanc Loveseat

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



Blanc Chair

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



Blanc Bench Ottoman

Bright White Leather
48"W x 24"D x 18"H



Blanc Cube Ottoman

Bright White Leather
17"Square x 17"H

FUNCTION

Modular Seating Collection



Function Armless Chair - White

White Vinyl
28"Square x 29"H



Function Corner - White

White Vinyl
28"Square x 29"H



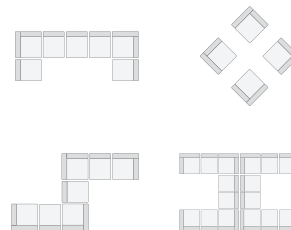
Function Armless Chair - Black

Black Vinyl
28"Square x 29"H



Function Corner - Black

Black Vinyl
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



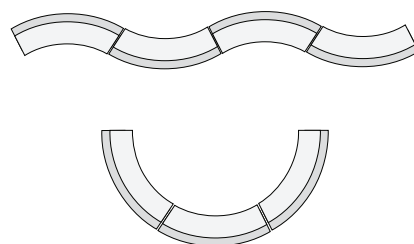
Continental Curved Bench

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



BOCA

Modular Seating Collection



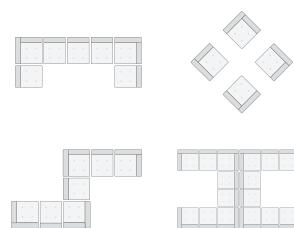
Boca Corner

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

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



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

AUBREY



Aubrey Sofa

Light Beige Faux Linen Fabric
90"W x 35"D x 35"H



Aubrey Chair

Light Beige Faux Linen Fabric
37"W x 35"D x 35"H



Aubrey Bench Ottoman

Light Beige Faux Linen Fabric
48"W x 24"D x 18"H

CHANDLER



Chandler Sofa

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



Chandler Loveseat

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



Chandler Chair

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

CHANDLER



Chandler Bench Ottoman

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

EVOKE



Evoke Sofa

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



Evoke Chair

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



Evoke Cocktail Table

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



Evoke End Table

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



Evoke Cube Table

Coffee Resin Frame
18"Square x 18"H

LATITUDE



Latitude Sofa

Beige Olefin Fabric
91"W x 42"D x 33"H



Latitude Loveseat

Beige Olefin Fabric
91"W x 42"D x 33"H



Latitude Chair

Beige Olefin Fabric
42"W x 36"D x 33"H

VERONA



Verona Sofa

Granite Frame With Light Grey Cushions
74"W x 38"D x 25"H



Verona Chair

Granite Frame With Light Grey Cushions
28"W x 38"D x 25"H



Verona Ottoman

Granite Frame With Light Grey Cushions
26"W x 21"D x 18"H

JASPER



Jasper Sofa

Boca Bright White
64"W x 28"D x 33"H



Jasper Chair

Boca Bright White
30"W x 28"D x 33"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

CROMWELL



Cromwell Sofa

Royal Blue Velvet
78"W x 32"D x 29"H



Cromwell Chair

Royal Blue Velvet
32"W x 32"D x 29"H

STAGE CHAIRS



Bianca Stage Chair - Frost

Bright White Leather
26"Square x 37"H



Bianca Stage Chair - Onyx

Onyx Microfiber
26"Square x 37"H



Bianca Stage Chair - Sand

Sand Microfiber
26"Square x 37"H



Empire Chair

■ Black Leather
□ White Leather
28"W x 32"D x 32"H



Monarch Chair

Bright White Leather
28"Square x 30"H



Royce Chair - Mink

Mink Microfiber
29"W x 30"D x 33"H



Royce Chair - Oyster

Oyster Microfiber
29"W x 30"D x 33"H

OTTOMANS & BENCHES



Curved Bench

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



Encore Bench

Black Mango Wood
68"W x 15"D x 18"H



Square Ottoman

■ Metro Black Leather
■ Grammercy Charcoal Leather
40"Square x 17"H



Bench Ottoman

■ Metro Black Leather
■ Chandler Red Leather
■ Grammercy Charcoal Leather
60"W x 24"D x 17"H



Essentials Storage Ottoman

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



Grammercy Round Ottoman

Charcoal Leather
46"Round x 17"H

BANQUETTES & TURNING BEDS



Essentials Banquette

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



Grammercy Banquette

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



Essentials Turning Bed

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

CUBE OTTOMANS



Rubix Cube Ottomans

- | | |
|--|---|
|  Cherry |  Lemon |
|  Cromwell |  Lime |
|  Grape |  Mango |

18"Square x 18"H



Blanc Cube Ottoman

Bright White Leather
17"Square x 17"H

Metro Cube Ottoman

Black Leather
18"Square x 18"H



Essentials Turning Bed - Charged

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

**White slip cover available for black charging unit.
Maximum of 1 bed per power source.



Boca Corner - Charged

Bright White Leather
27"Square x 30"H

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



Boca Chair - Charged

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

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



Aspen Bar Table - Charged

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

**Maximum of 1 table per power source.*



Aspen Cocktail Table - Charged

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

**Maximum of 1 table per power source.*



Patrice Table Chair - Charged

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

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



Lincoln Bench - Charged

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

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

OCCASIONAL TABLES



Aria Tables - Red

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



Aria Tables - Green

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



Aria Tables - Blue

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



Aria Tables - Purple

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



Aria Tables - White

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



Novel Tables

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



Fuze Tables

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



London Tables

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

OCCASIONAL TABLES



Hylton Tablet Table

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



Gemma Accent Table - Blue Agate

Blue Agate Top/Brass Base
14"Round x 20"H



Gemma Accent Table - Citrine

Rose Quartz Top/Brass Base
14"Round x 20"H



Gemma Accent Table - Moonstone

Grey Agate Top/Brass Base
14"Round x 20"H



Gemma Accent Table - Obsidian

Obsidian Top/Brass Base
14"Round x 20"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



Cube Tables

■ Black
□ White

Cocktail Table
24"Square x 16"H

End Table
24"Square x 21"H



Sirona Accent Table

Grey Top/Black Metal Base
18"W x 12"D x 28"H



Orbit End Table

White/Powder-Coated Aluminum
16"Round x 19"H

BARS & BAR BACKS



VIP Glow Bar 6'

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



VIP Glow Bar 4'

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



Bar

■ Black
□ White
48"W x 16"D x 42"H
2 Shelves In Back



Blox Bar Back

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



Piazza Bar Back

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



Elara Bar

Black Powder-Coated Steel
Frosted Plexi With Built-in Wireless LED Kit
72"W x 25"D x 44"H (Bar)
Includes Remote Control



Razor Bar

Gold Powder-Coated Steel
Frosted Plexi With Built-in Wireless LED Kit
72"W x 25"D x 44"H (Bar)
Includes Remote Control

STOOLS



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



Euro Bar Stool

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



Milo Bar Stool

■ Black
■ California Wine
■ Chartreuse
■ Chocolate
■ Jade
■ Victory Blue
■ White
20"W x 21"D x 41"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



Clara Stool

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

STOOLS



Marcus Bar Stool

Steel
17"Square (at footbase) x 29"H



Caprice Stool

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



Sonic Stool

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



Nexus Stool

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

CAFÉ CHAIRS



Milo Chair

■ Black	■ Jade
■ California Wine	■ Victory Blue
■ Chartreuse	■ White
■ Chocolate	

20"W x 21"D x 41"H

CAFÉ CHAIRS



Clara Chair

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



Leslie Chair

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



Criss Cross Chair

■ Espresso Leather
□ 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)



Sonic Chair

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



Nexus Chair

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



Colin Chair

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

BAR TABLES



24" Square Bar Table - Cosmo

Available in Black or Chrome Base

24"Square x 42"H



24" Square Bar Table - Emerald Tide

Available in Black or Chrome Base

24"Square x 42"H



24" Square Bar Table - Icebreaker

Available in Black or Chrome Base

24"Square x 42"H



24" Square Bar Table - Sirona

Available in Black or Chrome Base

24"Square x 42"H



32" Round Bar Table - Cement

Available in Black or Chrome Base

32"Round x 42"H



32" Round Bar Table - Yukon Gold

Available in Black or Chrome Base

32"Round x 42"H



32" Round Bar Table - Smoke

Available in Black or Chrome Base

32"Round x 42"H



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

BAR TABLES



City Bar Table

Maple/Black 30"
30"Round x 42"H
Maple/Black 36"
36"Round x 42"H



Park Ave Bar Table

Maple/Chrome 30"
30"Round x 42"H
Maple/Chrome 36"
36"Round x 42"H



Summit Bar Table

White/Black 30"
30"Round x 42"H
White/Black 36"
36"Round x 42"H



Blanco Bar Table

White/Chrome 30"
30"Round x 42"H
White/Chrome 36"
36"Round x 42"H



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

BAR TABLES



Spectrum Bar Table - Purple

Purple/Chrome
24"Square x 42"H



Spectrum Bar Table - Green

Green/Chrome
24"Square x 42"H



Aspen Bar Table

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

CAFÉ TABLES



24" Square Café Table - Cosmo

Available in Black or Chrome Base
24"Square x 30"H



24" Square Café Table - Emerald Tide

Available in Black or Chrome Base
24"Square x 30"H



24" Square Café Table - Icebreaker

Available in Black or Chrome Base
24"Square x 30"H



24" Square Café Table - Sirona

Available in Black or Chrome Base
24"Square x 30"H



32" Round Café Table - Cement

Available in Black or Chrome Base
32"Round x 30"H



32" Round Café Table - Yukon Gold

Available in Black or Chrome Base
32"Round x 30"H

CAFÉ TABLES



32" Round Café Table - Smoke

Available in Black or Chrome Base
32"Round x 30"H



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



Blanco Café Table

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



Fuze Café Table

Zebrawood Laminate/Chrome
36"Square x 30"H



Blanco Square Café Table

White/Chrome
24"Square x 30"H

CAFÉ TABLES



Blanco Rectangle Café Table

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



Spectrum Café Table - Red

Red/Chrome
24"Square x 30"H



Spectrum Café Table - Blue

Blue/Chrome
24"Square x 30"H



Spectrum Café Table - Purple

Purple/Chrome
24"Square x 30"H



Spectrum Café Table - Green

Green/Chrome
24"Square x 30"H



Aspen Dining Table

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



Encore Dining Table

Black Mango Wood
80"W x 40"D x 30"H



Madera Dining Table

Walnut Veneer
92"W x 39"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



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



Rimati Hi-Back Chair - White

■ Black
□ White
30"W x 28"D x 47-50"H



Rimati Guest Chair - Black

■ Black
□ White
27"W x 25"D x 40"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



Storage Credenza

■ Black
■ Mahogany
2 Filing Cabinets/2 Drawers/Inside Shelves
66"W x 20"D x 29"H



Jr Executive Desk

■ Black
■ Mahogany
Double Pedestal/Locking Drawers
60"W x 30"D x 29"H

OFFICE FURNITURE



Executive Desk

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



5-Shelf Bookcase

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



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

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
36"W x 18"D x 27"H



4-Drawer Lateral File

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



Storage Cabinet

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

PEDESTALS



42" Display Pedestals

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



36" Display Pedestals

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



30" Display Pedestals

- 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
14.75"W x 12"D x 53.5"H



Argento Literature Rack

Aluminum
14.75"W x 12"D x 53.5"H



Alto Literature Rack

Black/Metal
10.5"W x 9.5"D x 57"H



Compact Refrigerator

Black 4 Cubic Feet
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

STANDING OUT IN *SMALL SPACES*

10 X 10



Cement

Vienna Stool – Smoke Grey
32" Round Cement Bar Table – Tulip Base
White Bar



Nexus

Bianca Chair
Brooklyn Round End Table
Nexus Stool
30" Round Bar Table
Argento Literature Rack



Blanco

VIP Glow Bar 4'
Milo Stool – White
30" Round Bar Table
Alto Literature Rack



Fuze

Caprice Chair
36" Square Fuze Fafé Table
Black Bar



Milo

Milo Stool – Black
30" Round Bar Table – Tulip Base
Alto Literature Rack

ELEVATED **IMPACT**

10 X 20

2025 TRADE SHOW FURNISHINGS / KIT CATALOG



Monarch

Monarch Chair

Aspen Charged Cocktail Table • Aspen Bar Table – Charged

Equino White Stool

VIP Glow Bar 6'



Metro

Metro Sofa • Metro Loveseat

Brooklyn Round End Table

Hourglass Bar Stool – Black

36" Round Black Bar Table – Chrome Base

Nero Literature Rack



Niko

Monarch Loveseat

Niko Chair

Novel Cocktail Table

Mila Chair – Black

36" Round Café Table



Blanc

Blanc Sofa • Blanc Chair

Aria End Table - White • Aria Cocktail Table – White

Clara Stool

Aspen Bar Table – Charged

Argento Literature Rack



THE *IMMERSIVE EXPERIENCE*

20 X 20



Boca Charged

Boca Corner – Charged • Boca Armless Chair - Charged
Spectrum Bar Table – Red • Clara Stool
Aria Cocktail Table – Charged • Argento Literature Rack



Function Black

Function Armless Chair - Black • Function Corner - Black
Fuze Cocktail Table • 32" Round Café Table - Chrome Base
Sonic Chair • Nero Literature Rack



Jasper

Jasper Sofa • Jasper Chair
Brooklyn Round Cocktail Table • Brooklyn Round End Table • Clara Stool
Aspen Bar Table – Charged • VIP Glow Bar 6'

2025 Trade Show Order Form

Email: orders@aexservices.com

TRADE SHOW INFORMATION

Show Name		Company Name		
Show Dates		Onsite Contact Name		
Venue Name		Onsite Contact Cell #		
Venue Address		Delivery Date		Time
		Pickup Date		Time
Booth # and Name		Show Contractor	AEX	

All Furniture Subject to Availability

Terms & Conditions: **Payments:** 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	\$1,052.50	\$1,368.25		\$ -
18167-0614	90 lbs.	Blanc Bright White Leather Loveseat	54"W x 35"D x 35"H	\$1,004.50	\$1,305.85		\$ -
18284-0834	75 lbs.	Blanc Bright White Leather Chair	33"W x 35"D x 35"H	\$840.00	\$1,092.00		\$ -
18024-0072	40 lbs.	Blanc Bright White Leather Bench Ottoman	48"W x 24"D x 18"H	\$504.00	\$655.20		\$ -
18184-0274	15 lbs.	Blanc Bright White Leather Cube Ottoman	17"Square	\$176.50	\$229.45		\$ -
Function (Pg. 2)							
18284-0554	38 lbs.	Function Bright White Leather Armless Chair	28"Square x 29"H	\$537.50	\$698.75		\$ -
18066-0016	27 lbs.	Function Bright White Leather Corner	28"Square x 29"H	\$577.25	\$750.43		\$ -
18284-0452	38 lbs.	Function Black Leather Armless Chair	28"Square x 29"H	\$537.50	\$698.75		\$ -
18066-0009	27 lbs.	Function Black Leather Corner	28"Square x 29"H	\$577.25	\$750.43		\$ -
Continental (Pg. 3)							
18303-0006	105 lbs.	Continental Bright White Leather Curved Loveseat	82"W x 34"D x 31"H	\$1,038.00	\$1,349.40		\$ -
18304-0002	105 lbs.	Continental Bright White Leather Reverse Curved Loveseat	72"W x 34"D x 31"H	\$1,004.50	\$1,305.85		\$ -
18296-0006	35 lbs.	Continental Bright White Leather Wedge Ottoman	30"W x 34"D x 19"H	\$446.50	\$580.45		\$ -
18184-0283	75 lbs.	Continental Bright White Leather Curved Bench	70"W x 26"D x 19"H	\$526.75	\$684.78		\$ -
18184-0284	30 lbs.	Continental Bright White Leather Half Moon Ottoman	33"W x 19"D x 19"H	\$446.50	\$580.45		\$ -
Boca (Pg. 3)							
18066-0026	38 lbs.	Boca Black Leather Corner	27"W x 27"D x 30"H	\$577.25	\$750.43		\$ -
18284-0786	28 lbs.	Boca Black Leather Armless	22"W x 27"D x 30"H	\$537.50	\$698.75		\$ -
Metro (Pg. 4)							
18228-0602	110 lbs.	Metro Black Leather Sofa	85"W x 35"D x 35"H	\$865.25	\$1,124.83		\$ -
18167-0467	90 lbs.	Metro Black Leather Loveseat	60"W x 35"D x 35"H	\$834.00	\$1,084.20		\$ -
18284-0482	75 lbs.	Metro Black Leather Chair	35"Square x 35"H	\$650.50	\$845.65		\$ -
18184-0179	65 lbs.	Metro Black Leather Square Ottoman	40"Square x 17"H	\$446.50	\$580.45		\$ -
18024-0008	43 lbs.	Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	\$446.50	\$580.45		\$ -
Grammercy (Pg. 4 & 5)							
18228-0605	90 lbs.	Grammercy Charcoal Leather Sofa	82"W x 36"D x 36"H	\$963.50	\$1,252.55		\$ -
18167-0469	90 lbs.	Grammercy Charcoal Leather Loveseat	57"W x 36"D x 36"H	\$840.00	\$1,092.00		\$ -
18284-0485	40 lbs.	Grammercy Charcoal Leather Chair	28"W x 36"D x 36"H	\$537.50	\$698.75		\$ -
18066-0015	51 lbs.	Grammercy Charcoal Leather Corner	36"Square x 36"H	\$618.00	\$803.40		\$ -
18184-0036	64 lbs.	Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	\$446.50	\$580.45		\$ -
18184-0033	65 lbs.	Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	\$446.50	\$580.45		\$ -
Aubrey (Pg. 5)							
18228-0891	100 lbs.	Aubrey Sofa	90"W x 35"D x 35"H	\$1,132.75	\$1,472.58		\$ -
18284-0898	75 lbs.	Aubrey Chair	37"W x 35"D x 35"H	\$712.75	\$926.58		\$ -
18184-0303	30 lbs.	Aubrey Bench Ottoman	48"W x 24"D x 18"H	\$415.25	\$539.83		\$ -
Chandler (Pg. 5 & 6)							
18228-0795	100 lbs.	Chandler Red Leather Sofa	76"W x 37"D x 35"H	\$865.25	\$1,124.83		\$ -
18167-0581	90 lbs.	Chandler Red Leather Loveseat	53"W x 37"D x 35"H	\$834.00	\$1,084.20		\$ -
18284-0717	75 lbs.	Chandler Red Leather Chair	31"W x 37"D x 35"H	\$650.50	\$845.65		\$ -
18024-0062	43 lbs.	Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	\$446.50	\$580.45		\$ -
Evoke (Pg. 6)							
13229-0007	80 lbs.	Evoke Sofa	81"W x 35"D x 27"H	\$1,306.75	\$1,698.78		\$ -
13041-0015	40 lbs.	Evoke Chair	33"W x 35"D x 27"H	\$700.75	\$910.98		\$ -
13054-0011	20 lbs.	Evoke Cocktail Table	48"W x 24"D x 18"H	\$446.50	\$580.45		\$ -
13110-0009	20 lbs.	Evoke End Table	24"W x 28"D x 25"H	\$396.00	\$514.80		\$ -
13110-0008	10 lbs.	Evoke Cube Table	18"Square	\$282.00	\$366.60		\$ -
Latitude (Pg. 6)							
13229-0020	77 lbs.	Latitude Sofa	91"W x 42"D x 33"H	\$1,131.50	\$1,470.95		\$ -
13170-0011	67 lbs.	Latitude Loveseat	91"W x 42"D x 33"H	\$1,056.00	\$1,372.80		\$ -
13285-0015	37 lbs.	Latitude Chair	42"W x 36"D x 33"H	\$879.50	\$1,143.35		\$ -
Verona (Pg. 7)							
13229-0016	85 lbs.	Verona Sofa	74"W x 38"D x 25"H	\$1,240.75	\$1,612.98		\$ -
13285-0013	44 lbs.	Verona Chair	28"W x 38"D x 25"H	\$640.75	\$832.98		\$ -
13185-0010	17 lbs.	Verona Ottoman	26"W x 21"D x 18"H	\$370.75	\$481.98		\$ -
Jasper (Pg. 7)							
18228-0892	80 lbs.	Jasper Sofa	64"W x 24"D x 33"H	\$969.50	\$1,260.35		\$ -
18284-0902	60 lbs.	Jasper Chair	30"W x 24"D x 33"H	\$628.75	\$817.38		\$ -
Niko (Pg. 7)							
18228-0858	100 lbs.	Niko Sofa	81"W x 30"D x 38"H	\$1,070.50	\$1,391.65		\$ -
18167-0622	85 lbs.	Niko Loveseat	58"W x 30"D x 38"H	\$978.00	\$1,271.40		\$ -
18284-0856	70 lbs.	Niko Chair	31"W x 30"D x 38"H	\$814.75	\$1,059.18		\$ -
Cromwell (Pg. 8)							
18228-0869	100 lbs.	Cromwell Sofa	78"W x 32"D x 29"H	\$1,216.75	\$1,581.78		\$ -



18284-0873	70 lbs.	Cromwell Chair	32"W x 32"D x 29"H	\$723.50	\$940.55	\$	-
Stage Chairs (Pg. 8)							
18284-0876	35 lbs.	Bianca Stage Chair - Frost	26"Square x 37"H	\$385.25	\$500.83	\$	-
18284-0895	35 lbs.	Bianca Stage Chair - Onyx	26"Square x 37"H	\$385.25	\$500.83	\$	-
18284-0893	35 lbs.	Bianca Stage Chair - Sand	26"Square x 37"H	\$385.25	\$500.83	\$	-
18284-0621	80 lbs.	Empire Chair - Black Leather	28"W x 32"D x 32"H	\$577.25	\$750.43	\$	-
18284-0564	80 lbs.	Empire Chair - White Leather	28"W x 32"D x 32"H	\$577.25	\$750.43	\$	-
18284-0785	24 lbs.	Monarch Chair	28"Square x 30"H	\$369.50	\$480.35	\$	-
18284-0900	55 lbs.	Royce Chair - Mink	29"W x 30"D x 33"H	\$502.75	\$653.58	\$	-
18284-0901	55 lbs.	Royce Chair - Oyster	29"W x 30"D x 33"H	\$502.75	\$653.58	\$	-
Ottomans & Benches (Pg. 9)							
18184-0283	75 lbs.	Continental Bright White Leather Curved Bench	70"W x 26"D x 19"H	\$526.75	\$684.78	\$	-
05026-0012		Encore Bench	68"W x 15"D x 18"H	\$477.50	\$620.75	\$	-
18184-0179	65 lbs.	Metro Black Leather Square Ottoman	40"Square x 17"H	\$446.50	\$580.45	\$	-
18184-0033	65 lbs.	Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	\$446.50	\$580.45	\$	-
18024-0008	43 lbs.	Metro Black Leather Bench	60"W x 24"D x 17"H	\$446.50	\$580.45	\$	-
18024-0002	43 lbs.	Grammercy Charcoal Leather Bench	60"W x 24"D x 17"H	\$446.50	\$580.45	\$	-
18024-0062	43 lbs.	Chandler Red Leather Bench	60"W x 24"D x 17"H	\$446.50	\$580.45	\$	-
18184-0192	70 lbs.	Essentials Storage Ottoman	48"W x 24"D x 20"H	\$618.00	\$803.40	\$	-
18184-0036	64 lbs.	Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	\$446.50	\$580.45	\$	-
Banquettes & Turning Beds (Pg. 9)							
18011-0011	185 lbs.	Essentials White Leather Banquette (2 pcs)	60"Round x 48"H	\$1,306.75	\$1,698.78	\$	-
18011-0002	130 lbs.	Grammercy Charcoal Leather Banquette (2 pcs)	59"Round x 38"H	\$1,306.75	\$1,698.78	\$	-
02082-0033	200 lbs.	Essentials White Leather Turning Bed	96"W x 48"D x 34"H	\$1,570.75	\$2,041.98	\$	-
Cube Ottomans (Pg. 10)							
18184-0294	10 lbs.	Rubix Cube - Cherry	17"Square x 18"H	\$181.25	\$235.63	\$	-
18184-0295	10 lbs.	Rubix Cube - Cromwell	17"Square x 18"H	\$181.25	\$235.63	\$	-
18184-0296	10 lbs.	Rubix Cube - Grape	17"Square x 18"H	\$181.25	\$235.63	\$	-
18184-0293	10 lbs.	Rubix Cube - Lemon	17"Square x 18"H	\$181.25	\$235.63	\$	-
18184-0297	10 lbs.	Rubix Cube - Lime	17"Square x 18"H	\$181.25	\$235.63	\$	-
18184-0298	10 lbs.	Rubix Cube - Mango	17"Square x 18"H	\$181.25	\$235.63	\$	-
18184-0274	15 lbs	Blanc Bright White Leather Cube	17"Square x 17"H	\$176.50	\$229.45	\$	-
18184-0128	15 lbs.	Metro Black Leather Cube Ottoman	18"Square x 18"H	\$176.50	\$229.45	\$	-
Charged (Pg. 11)							
22100-0001	192 lbs.	Essentials Turning Bed w/Charging Station Insert	96"W x 48"D x 19"H	\$1,742.50	\$2,265.25	\$	-
22051-0001	40 lbs.	Boca Bright White Corner - Charged	27"W x 27"D x 30"H	\$658.75	\$856.38	\$	-
22050-0001	40 lbs.	Boca Bright White Armless - Charged	22"W x 27"D x 30"H	\$609.50	\$792.35	\$	-
22001-0001	80 lbs.	Aspen Bar Table - Charged	72"W x 26"D x 42"H	\$1,020.00	\$1,326.00	\$	-
22002-0002	55 lbs.	Aspen Cocktail Table - Charged	48"W x 24"D x 18"H	\$577.25	\$750.43	\$	-
18284-0861	52 lbs.	Patrice Tablet Chair	28"W x 30.5"D x 31"H	\$636.00	\$826.80	\$	-
22052-0001	60 lbs.	Lincoln Bench - Charged	59"W x 39"D x 17"H	\$963.50	\$1,252.55	\$	-
14062-0307	125 lbs.	Command White 8' Conference Table - Charged	96"W x 48"D x 31"H	\$1,442.50	\$1,875.25	\$	-
Occasional Tables (Pg. 12 & 13)							
12108-0001-12304-0006	10 lbs.	Aria Red End Table	24"W x 20"D x 22"H	\$314.50	\$408.85	\$	-
12049-0001-12050-0004	20 lbs.	Aria Red Cocktail Table	44"W x 20"D x 18"H	\$331.25	\$430.63	\$	-
12108-0001-12304-0005	10 lbs.	Aria Green End Table	24"W x 20"D x 22"H	\$314.50	\$408.85	\$	-
12049-0001-12050-0007	20 lbs.	Aria Green Cocktail Table	44"W x 20"D x 18"H	\$331.25	\$430.63	\$	-
12108-0001-12304-0004	10 lbs.	Aria Blue End Table	24"W x 20"D x 22"H	\$314.50	\$408.85	\$	-
12049-0001-12050-0005	20 lbs.	Aria Blue Cocktail Table	44"W x 20"D x 18"H	\$331.25	\$430.63	\$	-
12108-0001-12304-0007	10 lbs.	Aria Purple End Table	24"W x 20"D x 22"H	\$314.50	\$408.85	\$	-
12049-0001-12050-0006	20 lbs.	Aria Purple Cocktail Table	44"W x 20"D x 18"H	\$331.25	\$430.63	\$	-
12108-0001-12304-0002	10 lbs.	Aria White End Table	24"W x 20"D x 22"H	\$314.50	\$408.85	\$	-
12231-0001-12305-0002	35 lbs.	Aria White Console Table	44"W x 20"D x 30"H	\$348.00	\$452.40	\$	-
12049-0001-12050-0003	20 lbs.	Aria White Cocktail Table	44"W x 20"D x 18"H	\$331.25	\$430.63	\$	-
12108-0001-12304-0001	10 lbs.	Aria Charcoal End Table	24"W x 20"D x 22"H	\$314.50	\$408.85	\$	-
12231-0001-12305-0001	35 lbs.	Aria Charcoal Console Table	44"W x 20"D x 30"H	\$348.00	\$452.40	\$	-
12049-0001-12050-0002	20 lbs.	Aria Charcoal Cocktail Table	44"W x 20"D x 18"H	\$331.25	\$430.63	\$	-
18024-0010	30 lbs.	Novel End Table	15"Square x 16"H	\$396.00	\$514.80	\$	-
18024-0011	50 lbs.	Novel Cocktail Table	46"W x 15"D x 16"H	\$446.50	\$580.45	\$	-
12107-0512	27 lbs.	Fuze End Table	24"Square x 23"H	\$339.50	\$441.35	\$	-
12230-0116	49 lbs.	Fuze Console Table	60"W x 16"D x 34"H	\$412.75	\$536.58	\$	-
12055-0453	55 lbs.	Fuze Cocktail Table	40"Square x 16"H	\$381.50	\$495.95	\$	-
12107-0493	27 lbs.	London End Table	24"Square x 23"H	\$339.50	\$441.35	\$	-
12230-0110	49 lbs.	London Console Table	60"W x 16"D x 34"H	\$412.75	\$536.58	\$	-
12055-0428	55 lbs.	London Cocktail Table	40"Square x 16"H	\$381.50	\$495.95	\$	-
12107-0467	13 lbs.	Hylton Tablet Table	18"W x 12"D x 28"H	\$282.00	\$366.60	\$	-
12003-0117	27 lbs.	Gemma Accent Table - Blue Agate	14"Round x 20"H	\$348.00	\$452.40	\$	-
12003-0115	27 lbs.	Gemma Accent Table - Citrine	14"Round x 20"H	\$348.00	\$452.40	\$	-
12003-0116	27 lbs.	Gemma Accent Table - Moonstone	14"Round x 20"H	\$348.00	\$452.40	\$	-
12003-0120	27 lbs.	Gemma Accent Table - Obsidian	14"Round x 20"H	\$348.00	\$452.40	\$	-
12107-0494	21 lbs.	Brooklyn II Square End Table	22"W X 22"D X 20"H	\$290.50	\$377.65	\$	-
12107-0495	15 lbs.	Brooklyn II Round End Table	20"Round X 20"H	\$290.50	\$377.65	\$	-
12055-0429	35 lbs.	Brooklyn II Rect Cocktail Table	42"W X 24"D X 16"H	\$322.75	\$419.58	\$	-
12055-0430	25 lbs.	Brooklyn II Round Cocktail Table	30"Round X 16"H	\$322.75	\$419.58	\$	-
12055-0285	40 lbs.	24" Cube Cocktail Table - Black	24"Square x 16"H	\$314.50	\$408.85	\$	-
12055-0286	40 lbs.	24" Cube Cocktail Table - White	24"Square x 16"H	\$314.50	\$408.85	\$	-
12107-0296	50 lbs.	24" Cube End Table - Black	24"Square x 21"H	\$322.75	\$419.58	\$	-
12107-0297	55 lbs.	24" Cube End Table - White	24"Square x 21"H	\$322.75	\$419.58	\$	-
12003-0102	17 lbs.	Sirona Accent Table	18"W x 12"D x 28"H	\$282.00	\$366.60	\$	-
13110-0017	10 lbs.	Orbit End Table	16"Round x 19"H	\$235.25	\$305.83	\$	-
Bars & Bar Backs (Pg. 14)							
05012-0076	185 lbs.	VIP Glow Bar 6'	72"W x 24"D x 42"H	\$1,143.50	\$1,486.55	\$	-
05012-0075	130 lbs.	VIP Glow Bar 4'	48"W x 24"D x 42"H	\$963.50	\$1,252.55	\$	-
05012-0053	70 lbs.	Black Bar - 2 Shelf	48"W x 16"D x 42"H	\$526.75	\$684.78	\$	-
05012-0054	70 lbs.	White Bar - 2 Shelf	48"W x 16"D x 42"H	\$526.75	\$684.78	\$	-
12112-0010	60 lbs.	Blox Bar Back	30"W x 16"D x 86"H	\$658.75	\$856.38	\$	-
05001-0017	150 lbs.	Piazza Bar Back - Black	44"W x 12"D x 80"H	\$618.00	\$803.40	\$	-
05001-0018	150 lbs.	Piazza Bar Back - White	44"W x 12"D x 80"H	\$618.00	\$803.40	\$	-



05012-0083	282 lbs.	Elara Bar	72"W x 25"D x 44"H	\$1,752.00	\$2,277.60	\$	-
05012-0082	220 lbs.	Razor Bar	72"W x 25"D x 44"H	\$1,752.00	\$2,277.60	\$	-
Bar Stools (Pg. 15 & 16)							
05237-0038	15 lbs.	Criss Cross Bar Stool - Espresso	15"W x 19"D x 41"H	\$296.50	\$385.45	\$	-
05237-0039	15 lbs.	Criss Cross Bar Stool - White	15"W x 19"D x 41"H	\$296.50	\$385.45	\$	-
05237-0305	17 lbs.	Colin Stool	20"W x 19"D x 46"H	\$248.50	\$323.05	\$	-
05237-0221	20 lbs.	Euro Bar Stool - Black	22"W x 24"D x 42"H	\$282.00	\$366.60	\$	-
05237-0306-05033-0001-05034-000	27 lbs.	Milo Bar Stool - Black	20"W x 21"D x 41"H	\$282.00	\$366.60	\$	-
05237-0306-05033-0007-05034-000	27 lbs.	Milo Bar Stool - California Wine	20"W x 21"D x 41"H	\$282.00	\$366.60	\$	-
05237-0306-05033-0005-05034-000	27 lbs.	Milo Bar Stool - Chartreuse	20"W x 21"D x 41"H	\$282.00	\$366.60	\$	-
05237-0306-05033-0013-05034-000	27 lbs.	Milo Bar Stool - Chocolate	20"W x 21"D x 41"H	\$282.00	\$366.60	\$	-
05237-0306-05033-0011-05034-000	27 lbs.	Milo Bar Stool - Jade	20"W x 21"D x 41"H	\$282.00	\$366.60	\$	-
05237-0306-05033-0009-05034-000	27 lbs.	Milo Bar Stool - Victory Blue	20"W x 21"D x 41"H	\$282.00	\$366.60	\$	-
05237-0306-05033-0002-05034-000	27 lbs.	Milo Bar Stool - White	20"W x 21"D x 41"H	\$282.00	\$366.60	\$	-
05237-0270	40 lbs.	Hourglass Bar Stool - Black	18"W x 20"D x 43"H	\$307.25	\$399.43	\$	-
05237-0271	40 lbs.	Hourglass Bar Stool - White	18"W x 20"D x 43"H	\$307.25	\$399.43	\$	-
05237-0160	35 lbs.	Equino Bar Stool - Black	15"W x 13"D x 35"H	\$307.25	\$399.43	\$	-
05237-0041	35 lbs.	Equino Bar Stool - White	15"W x 13"D x 35"H	\$307.25	\$399.43	\$	-
05237-0298	16 lbs.	Clara Stool	17"W x 21"D x 41"H	\$296.50	\$385.45	\$	-
05237-0215	15 lbs.	Marcus Stool	18"Square x 29"H	\$224.50	\$291.85	\$	-
05237-0169	25 lbs.	Caprice Stool	25"W x 26"D x 44"H	\$307.25	\$399.43	\$	-
05237-0042	15 lbs.	Sonic Stool	22"W x 23"D x 42"H	\$248.50	\$323.05	\$	-
05237-0300	6 lbs.	Nexus Stool	19"W x 20"D x 44"H	\$256.75	\$333.78	\$	-
Café Chairs (Pg. 16 & 17)							
05035-0053-05033-0003-05034-000	19 lbs.	Milo Chair - Black	20"W x 22"D x 33"H	\$174.00	\$226.20	\$	-
05035-0053-05033-0008-05034-000	19 lbs.	Milo Chair - California Wine	20"W x 22"D x 33"H	\$174.00	\$226.20	\$	-
05035-0053-05033-0006-05034-000	19 lbs.	Milo Chair - Chartreuse	20"W x 22"D x 33"H	\$174.00	\$226.20	\$	-
05035-0053-05033-0014-05034-000	19 lbs.	Milo Chair - Chocolate	20"W x 22"D x 33"H	\$174.00	\$226.20	\$	-
05035-0053-05033-0012-05034-000	19 lbs.	Milo Chair - Jade	20"W x 22"D x 33"H	\$174.00	\$226.20	\$	-
05035-0053-05033-0010-05034-000	19 lbs.	Milo Chair - Victory Blue	20"W x 22"D x 33"H	\$174.00	\$226.20	\$	-
05035-0053-05033-0004-05034-000	19 lbs.	Milo Chair - White	20"W x 22"D x 33"H	\$174.00	\$226.20	\$	-
05035-0051	11 lbs.	Clara Chair	18"W x 21"D x 35"H	\$198.00	\$257.40	\$	-
05035-0008	10 lbs.	Leslie Chair	17"W x 21"D x 31"H	\$158.50	\$206.05	\$	-
05035-0010	15 lbs.	Criss Cross Chair - Espresso	17"W x 21"D x 35"H	\$198.00	\$257.40	\$	-
05035-0011	15 lbs.	Criss Cross Chair - White	17"W x 21"D x 35"H	\$198.00	\$257.40	\$	-
05035-0023	24 lbs.	Elio Chair	17"Square x 33"H	\$176.50	\$229.45	\$	-
14233-0025	20 lbs.	Caprice Chair - Black	25"W x 24"D x 32"H	\$176.50	\$229.45	\$	-
14233-0005	20 lbs.	Comet Stack Chair - Arms	23"W x 22"D x 32"H	\$241.25	\$313.63	\$	-
14233-0006	15 lbs.	Comet Stack Chair - Armless	19"W x 22"D x 32"H	\$224.50	\$291.85	\$	-
14233-0016	10 lbs.	Sonic Chair	20"W x 21"D x 32"H	\$176.50	\$229.45	\$	-
05035-0050	5 lbs.	Nexus Chair	19"W x 22"D x 32"H	\$210.00	\$273.00	\$	-
05035-0052	12 lbs.	Colin Chair	22"W x 19"D x 33"H	\$176.50	\$229.45	\$	-
Bar Tables (Pg. 18, 19 & 20)							
05246-0003-05036-0050	27 lbs.	24" Square Bar Table - Cosmo/Chrome Base	24"Square x 42"H	\$331.25	\$430.63	\$	-
05246-0018-05036-0050	31 lbs.	24" Square Bar Table - Cosmo/Black Base	24"Square x 42"H	\$331.25	\$430.63	\$	-
05246-0003-05036-0051	27 lbs.	24" Square Bar Table - Emerald Tide/Chrome Base	24"Square x 42"H	\$331.25	\$430.63	\$	-
05246-0018-05036-0051	31 lbs.	24" Square Bar Table - Emerald Tide/Black Base	24"Square x 42"H	\$331.25	\$430.63	\$	-
05246-0003-05036-0049	27 lbs.	24" Square Bar Table - Icebreaker/Chrome Base	24"Square x 42"H	\$331.25	\$430.63	\$	-
05246-0018-05036-0049	31 lbs.	24" Square Bar Table - Icebreaker/Black Base	24"Square x 42"H	\$331.25	\$430.63	\$	-
05246-0003-05036-0048	27 lbs.	24" Square Bar Table - Sirona/Chrome Base	24"Square x 42"H	\$331.25	\$430.63	\$	-
05246-0018-05036-0048	31 lbs.	24" Square Bar Table - Sirona/Black Base	24"Square x 42"H	\$331.25	\$430.63	\$	-
05246-0003-05036-0046	27 lbs.	32" Round Bar Table - Cement/Chrome Base	32"Round x 42"H	\$446.50	\$580.45	\$	-
05246-0018-05036-0046	31 lbs.	32" Round Bar Table - Cement/Black Base	32"Round x 42"H	\$446.50	\$580.45	\$	-
05246-0003-05036-0047	27 lbs.	32" Round Bar Table - Yukon Oak/Chrome Base	32"Round x 42"H	\$446.50	\$580.45	\$	-
05246-0018-05036-0047	31 lbs.	32" Round Bar Table - Yukon Oak/Black Base	32"Round x 42"H	\$446.50	\$580.45	\$	-
05036-0053-05246-0018	33 lbs.	32" Round Bar Table - Smoke/Black Base	32"Round x 42"H	\$446.50	\$580.45	\$	-
05036-0053-05246-0003	38 lbs.	32" Round Bar Table - Smoke/Chrome Base	32"Round x 42"H	\$446.50	\$580.45	\$	-
05246-0018-05036-0001	34 lbs.	Euro Bar Table Black/Black 30" Round	30"Round x 42"H	\$314.50	\$408.85	\$	-
05246-0018-05036-0004	41 lbs.	Euro Bar Table Black/Black 36" Round	36"Round x 42"H	\$322.75	\$419.58	\$	-
05246-0003-05036-0001	30 lbs.	Silk Bar Table Black/Chrome 30" Round	30"Round x 42"H	\$314.50	\$408.85	\$	-
05246-0003-05036-0004	37 lbs.	Silk Bar Table Black/Chrome 36" Round	36"Round x 42"H	\$322.75	\$419.58	\$	-
05246-0018-05036-0037	34 lbs.	City Bar Table Maple/Black 30" Round	30"Round x 42"H	\$314.50	\$408.85	\$	-
05246-0018-05036-0038	41 lbs.	City Bar Table Maple/Black 36" Round	36"Round x 42"H	\$322.75	\$419.58	\$	-
05246-0003-05036-0037	30 lbs.	Park Ave Bar Table Maple/Chrome 30" Round	30"Round x 42"H	\$314.50	\$408.85	\$	-
05246-0003-05036-0038	37 lbs.	Park Ave Bar Table Maple/Chrome 36" Round	36"Round x 42"H	\$322.75	\$419.58	\$	-
05246-0018-05036-0003	34 lbs.	Summit Bar Table White/Black 30" Round	30"Round x 42"H	\$314.50	\$408.85	\$	-
05246-0018-05036-0006	41 lbs.	Summit Bar Table White/Black 36" Round	36"Round x 42"H	\$322.75	\$419.58	\$	-
05246-0003-05036-0003	30 lbs.	Blanco Bar Table White/Chrome 30" Round	30"Round x 42"H	\$314.50	\$408.85	\$	-
05246-0003-05036-0006	37 lbs.	Blanco Bar Table White/Chrome 36" Round	36"Round x 42"H	\$322.75	\$419.58	\$	-
05036-0039-05246-0003	43 lbs.	Fuze Bar Table	36"Square x 42"H	\$355.25	\$461.83	\$	-
05246-0003-05036-0008	28 lbs.	Blanco Bar Table - White/Chrome 24"Square	24"Square x 42"H	\$314.50	\$408.85	\$	-
05246-0003-05036-0009	69 lbs.	Blanco Rectangle Bar Table - White/Chrome	72"W x 24"D x 42"H	\$487.25	\$633.43	\$	-
05246-0003-05036-0033	28 lbs.	Spectrum Bar Table - Red	24"Square x 42"H	\$339.50	\$441.35	\$	-
05246-0003-05036-0034	28 lbs.	Spectrum Bar Table - Blue	24"Square x 42"H	\$339.50	\$441.35	\$	-
05246-0003-05036-0035	28 lbs.	Spectrum Bar Table - Purple	24"Square x 42"H	\$339.50	\$441.35	\$	-
05246-0003-05036-0036	28 lbs.	Spectrum Bar Table - Green	24"Square x 42"H	\$339.50	\$441.35	\$	-
05204-0001	75 lbs.	Aspen Bar Table	72"W x 26"D x 42"H	\$872.50	\$1,134.25	\$	-
Café Tables (Pg. 20, 21 & 22)							
05246-0002-05036-0050	24 lbs.	24" Square Cafe Table - Cosmo/Chrome Base	24"Square x 30"H	\$331.25	\$430.63	\$	-
05246-0017-05036-0050	27 lbs.	24" Square Cafe Table - Cosmo/Black Base	24"Square x 30"H	\$331.25	\$430.63	\$	-
05246-0002-05036-0051	24 lbs.	24" Square Cafe Table - Emerald Tide/Chrome Base	24"Square x 30"H	\$331.25	\$430.63	\$	-
05246-0017-05036-0051	27 lbs.	24" Square Cafe Table - Emerald Tide/Black Base	24"Square x 30"H	\$331.25	\$430.63	\$	-
05246-0002-05036-0049	24 lbs.	24" Square Cafe Table - Icebreaker/Chrome Base	24"Square x 30"H	\$331.25	\$430.63	\$	-
05246-0017-05036-0049	27 lbs.	24" Square Cafe Table - Icebreaker/Black Base	24"Square x 30"H	\$331.25	\$430.63	\$	-
05246-0002-05036-0048	24 lbs.	24" Square Cafe Table - Sirona/Chrome Base	24"Square x 30"H	\$331.25	\$430.63	\$	-
05246-0017-05036-0048	27 lbs.	24" Square Cafe Table - Sirona/Black Base	24"Square x 30"H	\$331.25	\$430.63	\$	-
05246-0002-05036-0046	24 lbs.	32" Round Café Table - Cement/Chrome Base	32"Round x 30"H	\$446.50	\$580.45	\$	-
05246-0017-05036-0046	27 lbs.	32" Round Café Table - Cement/Black Base	32"Round x 30"H	\$446.50	\$580.45	\$	-



05246-0002-05036-0047	24 lbs.	32" Round Café Table - Yukon Oak/Chrome Base	32" Round x 30"H	\$446.50	\$580.45	\$	-
05246-0017-05036-0047	27 lbs.	32" Round Café Table - Yukon Oak/Black Base	32" Round x 30"H	\$446.50	\$580.45	\$	-
05246-0002-05036-0053	38 lbs.	32" Round Café Table - Smoke/Chrome Base	32" Round x 30"H	\$446.50	\$580.45	\$	-
05246-0017-05036-0053	35 lbs.	32" Round Café Table - Smoke/Black Base	32" Round x 30"H	\$446.50	\$580.45	\$	-
05246-0017-05036-0001	30 lbs.	Euro Café Table Black/Black 30" Round	30" Round x 30"H	\$314.50	\$408.85	\$	-
05246-0017-05036-0004	37 lbs.	Euro Café Table Black/Black 36" Round	36" Round x 30"H	\$322.75	\$419.58	\$	-
05246-0002-05036-0001	27 lbs.	Silk Café Table Black/Chrome 30" Round	30" Round x 30"H	\$314.50	\$408.85	\$	-
05246-0002-05036-0004	34 lbs.	Silk Café Table Black/Chrome 36" Round	36" Round x 30"H	\$322.75	\$419.58	\$	-
05246-0002-05036-0037	27 lbs.	Park Ave Café Table Maple/Chrome 30" Round	30" Round x 30"H	\$314.50	\$408.85	\$	-
05246-0002-05036-0038	34 lbs.	Park Ave Café Table Maple/Chrome 36" Round	36" Round x 30"H	\$322.75	\$419.58	\$	-
05246-0017-05036-0037	30 lbs.	City Café Table Maple/Black 30" Round	30" Round x 30"H	\$314.50	\$408.85	\$	-
05246-0017-05036-0038	37 lbs.	City Café Table Maple/Black 36" Round	36" Round x 30"H	\$322.75	\$419.58	\$	-
05246-0002-05036-0003	27 lbs.	Blanco Café Table White/Chrome 30" Round	30" Round x 30"H	\$314.50	\$408.85	\$	-
05246-0002-05036-0006	34 lbs.	Blanco Café Table White/Chrome 36" Round	36" Round x 30"H	\$322.75	\$419.58	\$	-
05246-0017-05036-0003	30 lbs.	Summit Café Table White/Black 30" Round	30" Round x 30"H	\$314.50	\$408.85	\$	-
05246-0017-05036-0006	37 lbs.	Summit Café Table White/Black 36" Round	36" Round x 30"H	\$322.75	\$419.58	\$	-
05036-0039-05246-0002	40 lbs.	Fuze Café Table	36" Square x 30	\$355.25	\$461.83	\$	-
05246-0002-05036-0008	25 lbs.	Blanco Café Table White/Chrome 24" Square	24" Square x 30"H	\$314.50	\$408.85	\$	-
05246-0002-05036-0009	63 lbs.	Blanco Café Table White/Chrome Rectangle	72"W x 24"D x 30"H	\$487.25	\$633.43	\$	-
05246-0002-05036-0033	25 lbs.	Spectrum Café Table - Red	24" Square x 29"H	\$339.50	\$441.35	\$	-
05246-0002-05036-0034	25 lbs.	Spectrum Café Table - Blue	24" Square x 29"H	\$339.50	\$441.35	\$	-
05246-0002-05036-0035	25 lbs.	Spectrum Café Table - Purple	24" Square x 29"H	\$339.50	\$441.35	\$	-
05246-0002-05036-0036	25 lbs.	Spectrum Café Table - Green	24" Square x 29"H	\$339.50	\$441.35	\$	-
05090-0001	90 lbs.	Aspen Dining Table	72"W x 30"D x 30"H	\$748.75	\$973.38	\$	-
05088-0531		Encore Dining Table	80"W x 40"D x 30"H	\$880.75	\$1,144.98	\$	-
05088-0533	171 lbs.	Madera Dining Table	92"W x 39"D x 30"H	\$1,132.75	\$1,472.58	\$	-
Office Seating (Pg. 23)							
14136-0002	38 lbs.	Tamiri High Back Chair	25"W x 27"D x 45"H	\$396.00	\$514.80	\$	-
14176-0007	37 lbs.	Tamiri Mid Back Chair	27" Square x 39"H	\$348.00	\$452.40	\$	-
14128-0002	41 lbs.	Tamiri Guest Chair	25"W x 26"D x 37"H	\$322.75	\$419.58	\$	-
14136-0081	40 lbs.	Accord High Back Chair - Black	25" Square x 44"H	\$494.50	\$642.85	\$	-
14136-0010	40 lbs.	Accord High Back Chair - White	25" Square x 44"H	\$494.50	\$642.85	\$	-
14250-0013	36 lbs.	Goal Task Chair - Arms	25" Square x 39"H	\$265.25	\$344.83	\$	-
14250-0014	38 lbs.	Goal Task Chair Armless	21"W x 25"D x 39"H	\$241.25	\$313.63	\$	-
14307-0003	36 lbs.	Goal Black Drafting Stool - Arms	25"W x 24"D x 48"H	\$282.00	\$366.60	\$	-
14307-0004	30 lbs.	Goal Black Drafting Stool - Armless	21"W x 24"D x 48"H	\$265.25	\$344.83	\$	-
14136-0105	40 lbs.	Rimati Hi-Back Chair - Black	30"W x 28"D x 47-50"H	\$591.50	\$768.95	\$	-
14136-0106	40 lbs.	Rimati Hi-Back Chair - White	30"W x 28"D x 47-50"H	\$591.50	\$768.95	\$	-
14128-0122	34 lbs.	Rimati Guest Chair - Black	27"W x 25"D x 40"H	\$250.75	\$325.98	\$	-
14128-0123	34 lbs.	Rimati Guest Chair - White	27"W x 25"D x 40"H	\$250.75	\$325.98	\$	-
Conference Tables (Pg. 24)							
14062-0105	97 lbs.	42" Round Conference Table - Black	42" Round x 29"H	\$438.00	\$569.40	\$	-
14062-0106	97 lbs.	42" Round Conference Table - Mahogany	42" Round x 29"H	\$438.00	\$569.40	\$	-
14062-0297	90 lbs.	Command Conference Table - 6' Black	72"W x 36"D x 31"H	\$781.25	\$1,015.63	\$	-
14062-0303	90 lbs.	Command Conference Table - 6' Sirona	72"W x 36"D x 31"H	\$781.25	\$1,015.63	\$	-
14062-0300	90 lbs.	Command Conference Table - 6' White	72"W x 36"D x 31"H	\$781.25	\$1,015.63	\$	-
14062-0298	125 lbs.	Command Conference Table - 8' Black	96"W x 48"D x 31"H	\$840.00	\$1,092.00	\$	-
14062-0304	125 lbs.	Command Conference Table - 8' Sirona	96"W x 48"D x 31"H	\$840.00	\$1,092.00	\$	-
14062-0301	125 lbs.	Command Conference Table - 8' White	96"W x 48"D x 31"H	\$840.00	\$1,092.00	\$	-
14062-0299	182 lbs.	Command Conference Table - 10' Black	120"W x 48"D x 31"H	\$963.50	\$1,252.55	\$	-
14062-0305	182 lbs.	Command Conference Table - 10' Sirona	120"W x 48"D x 31"H	\$963.50	\$1,252.55	\$	-
14062-0302	182 lbs.	Command Conference Table - 10' White	120"W x 48"D x 31"H	\$963.50	\$1,252.55	\$	-
Office Furniture (Pg. 24 & 25)							
14309-0001	125 lbs.	Computer Kiosk - Black	24" Square x 42"H	\$643.25	\$836.23	\$	-
14179-0005	125 lbs.	Computer Kiosk - White	24" Square x 42"H	\$643.25	\$836.23	\$	-
14072-0108	225 lbs.	Storage Credenza - Black	60"W x 20"D x 29"H	\$577.25	\$750.43	\$	-
14072-0038	225 lbs.	Storage Credenza - Mahogany	60"W x 20"D x 29"H	\$577.25	\$750.43	\$	-
14083-0105	290 lbs.	Jr Executive Desk - Black	60"W x 30"D x 29"H	\$658.75	\$856.38	\$	-
14083-0106	290 lbs.	Jr Executive Desk - Mahogany	60"W x 30"D x 29"H	\$658.75	\$856.38	\$	-
14083-0324	286 lbs.	Executive Desk - Black	72"W x 36"D x 29"H	\$684.00	\$889.20	\$	-
14083-0117	290 lbs.	Executive Desk - Mahogany	72"W x 36"D x 29"H	\$684.00	\$889.20	\$	-
14029-0098	56 lbs.	5 Shelf Bookcase - Black	36"W x 12"D x 72"H	\$618.00	\$803.40	\$	-
14029-0091	56 lbs.	5 Shelf Bookcase - Mahogany	36"W x 12"D x 72"H	\$618.00	\$803.40	\$	-
05088-0498	77 lbs.	Brooklyn II Rect Dining Table	60"W x 36"D x 30"H	\$643.25	\$836.23	\$	-
05088-0499	59 lbs.	Brooklyn II Round Dining Table	42" Round x 30"H	\$504.00	\$655.20	\$	-
05090-0001	90 lbs.	Aspen Dining Table	72"W x 30"D x 30"H	\$748.75	\$973.38	\$	-
Metal File & Storage Cabinets (Pg. 26)							
14148-0001	35 lbs.	2 Drawer Vertical File - Letter Size Black	15"W x 25"D x 29"H	\$217.25	\$282.43	\$	-
14147-0001	35 lbs.	2 Drawer Vertical File - Legal Size Black	18"W x 25"D x 29"H	\$282.00	\$366.60	\$	-
14148-0002	45 lbs.	4 Drawer Vertical File - Letter Size Black	15"W x 25"D x 52"H	\$290.50	\$377.65	\$	-
14147-0002	45 lbs.	4 Drawer Vertical File - Legal Size Black	18"W x 25"D x 52"H	\$322.75	\$419.58	\$	-
14143-0006	100 lbs.	2 Drawer Lateral File - Black	36"W x 18"D x 27"H	\$290.50	\$377.65	\$	-
14143-0008	170 lbs.	4 Drawer Lateral File - Black	36"W x 18"D x 54"H	\$355.25	\$461.83	\$	-
14034-0015	135 lbs.	Storage Cabinet - Black	36"W x 18"D x 72"H	\$355.25	\$461.83	\$	-
Pedestals (Pg. 27)							
12091-0023	50 lbs.	Display Pedestal 14" x 42" Black	14" Square x 42"H	\$430.75	\$559.98	\$	-
12091-0004	120 lbs.	Display Pedestal 24" x 42" Black	24" Square x 42"H	\$520.75	\$676.98	\$	-
12091-0002	55 lbs.	Display Pedestal 18" x 42" Black	18" Square x 42"H	\$478.75	\$622.38	\$	-
12091-0030	50 lbs.	Display Pedestal 14" x 42" White	14" Square x 42"H	\$430.75	\$559.98	\$	-
12091-0024	45 lbs.	Display Pedestal 14" x 36" Black	14" Square x 36"H	\$364.75	\$474.18	\$	-
12091-0034	75 lbs.	Display Pedestal 24" x 36" Black	24" Square x 36"H	\$520.75	\$676.98	\$	-
12091-0031	45 lbs.	Display Pedestal 14" x 36" White	14" Square x 36"H	\$364.75	\$474.18	\$	-
12091-0033	75 lbs.	Display Pedestal 24" x 36" White	24" Square x 36"H	\$520.75	\$676.98	\$	-
12091-0025	40 lbs.	Display Pedestal 14" x 30" Black	14" Square x 30"H	\$339.50	\$441.35	\$	-
12091-0003	80 lbs.	Display Pedestal 24" x 30" Black	24" Square x 30"H	\$494.50	\$642.85	\$	-
12091-0001	45 lbs.	Display Pedestal 18" x 30" Black	18" Square x 30"H	\$348.00	\$452.40	\$	-
12091-0032	40 lbs.	Display Pedestal 14" x 30" White	14" Square x 30"H	\$339.50	\$441.35	\$	-
14309-0001	125 lbs.	Locking Pedestal Black	24" Square x 42"H	\$643.25	\$836.23	\$	-



14179-0005	125 lbs.	Locking Pedestal White	24"Square x 42"H	\$643.25	\$836.23		\$	-
12091-0055	24 lbs.	Fuze Pedestal	16"Square x 44"H	\$355.25	\$461.83		\$	-
12091-0043	24 lbs.	London Pedestal	16"Square x 44"H	\$355.25	\$461.83		\$	-
Miscellaneous Items (Pg. 28)								
14189-0066	30 lbs.	Stanchion Chrome	41"H	\$99.50	\$129.35		\$	-
11526-0001	2 lbs.	Stanchion Rope - Red Velour	6' L	\$52.75	\$68.58		\$	-
14308-0009	8 lbs.	Nero Literature Stand - Black	15"W x 12"D x 53.5"H	\$241.25	\$313.63		\$	-
14308-0010	8 lbs.	Argento Literature Rack	15"W x 12"D x 53.5"H	\$241.25	\$313.63		\$	-
14308-0005	7 lbs.	Alto Literature Rack	10.5"W x 9.5"D x 57"H	\$248.50	\$323.05		\$	-
01209-0003	50 lbs.	Compact Refrigerator Black - 4.0 Cu Ft	21"W x 22"D x 32"H	\$446.50	\$580.45		\$	-
Lighting (Pg. 29)								
09392-0019	15 lbs.	Silo Grey Floor Lamp	70"H	\$219.50	\$285.35		\$	-
09417-0037	7 lbs.	Silo Grey Table Lamp	25"H	\$160.75	\$208.98		\$	-
09392-0018	15 lbs.	Silo White Floor Lamp	70"H	\$219.50	\$285.35		\$	-
09417-0036	7 lbs.	Silo White Table Lamp	25"H	\$160.75	\$208.98		\$	-
09392-0001	7 lbs.	Neutrino Steel Floor Lamp - Steel	67"H	\$224.50	\$291.85		\$	-

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

DO NOT MAIL ORDER FORM - Email / Fax Form ONLY

Please make payments payable to: AEX
3089 English Creek Avenue,
Egg Harbor Township, NJ 08234

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 2025

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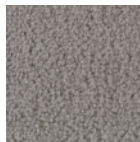
CARPET RENTAL ORDER FORM



Blue



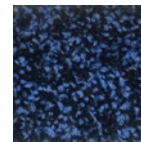
Black



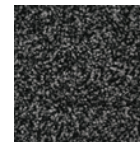
Gray



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'	\$ 487.25	\$ 682.25	\$ _____
10' x 20'	\$ 974.50	\$1,364.50	\$ _____
10' x 30'	\$1,461.75	\$2,046.75	\$ _____
10' x 40'	\$1,949.00	\$2,729.00	\$ _____

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.	\$7.50	\$10.50	\$ _____

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.	\$9.50	\$13.25	\$ _____

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.



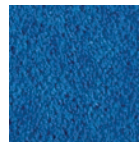
White



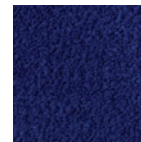
Ivory



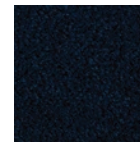
Beige



Big Blue Top



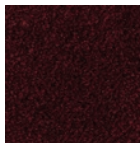
Royal Blue



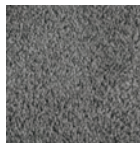
Navy Blue



Red



Burgundy



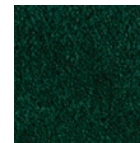
Charcoal



Pewter Gray



Black



Emerald Green

(actual colors may vary)

PADDING & COVERING (per sq. ft.)

Sq Ft.	Description	Discount	Standard	Total
_____	Padding	\$2.72 sq ft	\$3.81 sq ft	\$ _____
_____	Double Padding	\$5.44 sq ft	\$7.62 sq ft	\$ _____
_____	Plastic Covering	\$.69 sq ft	\$.97 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%.

25-PA0911-A

Show Name: Pennsylvania Conference for Women 2025

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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	\$.54/sq. ft./day	\$.76/sq. ft./day
<input type="radio"/>	One Time Vacuum carpet before initial opening of event	\$1.55/sq. ft.	\$2.17/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.	\$284.25	\$398.00

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%.

Company Name: _____ Booth#: _____

25-PA0911-A

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TURNKEY MODULAR EXHIBIT RENTAL

The Briarwood - 10' Pop Up

\$2,031.75

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

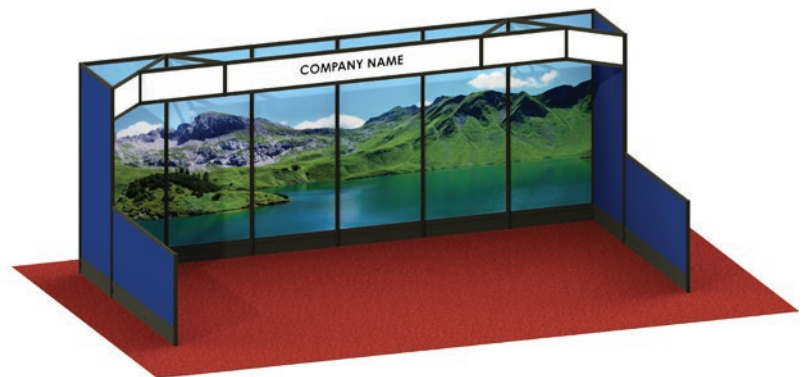
\$3,848.25

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

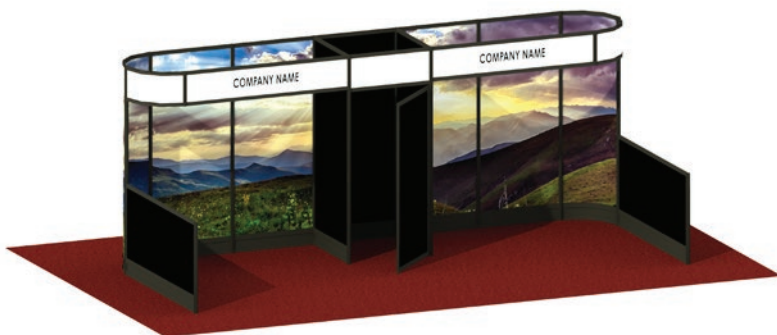
\$6,733.75

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

\$7,215.00

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

25-PA0911-A

Show Name: Pennsylvania Conference for Women 2025

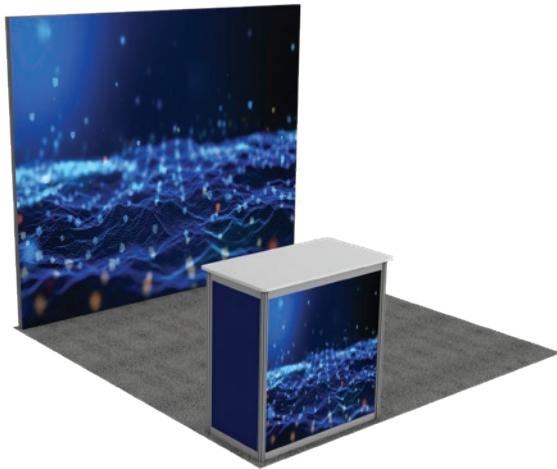
Show Dates: September 25, 2025

Show Venue: Pennsylvania Convention Center

Deadline to Receive Discount Pricing: Thursday, September 11, 2025



TURNKEY MODULAR EXHIBIT RENTAL



The Lakeview - 3 Meter Display

\$5,260.00

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

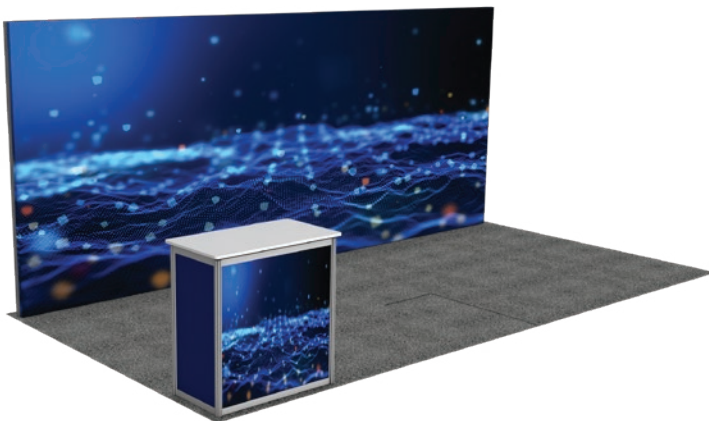
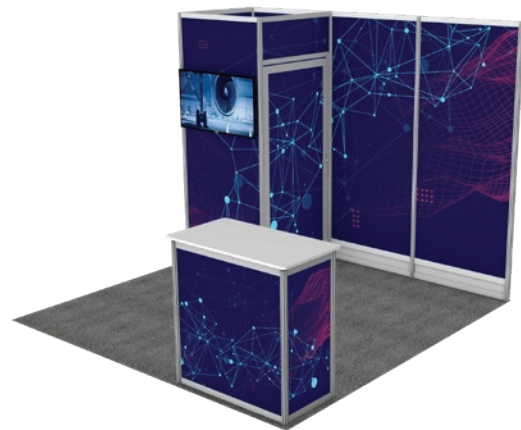
\$9,446.50

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

\$8,996.75

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

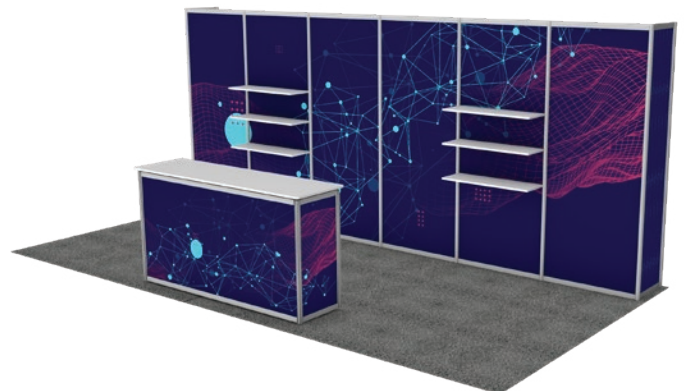
\$10,396.25

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



25-PA0911-A

Show Name: Pennsylvania Conference for Women 2025

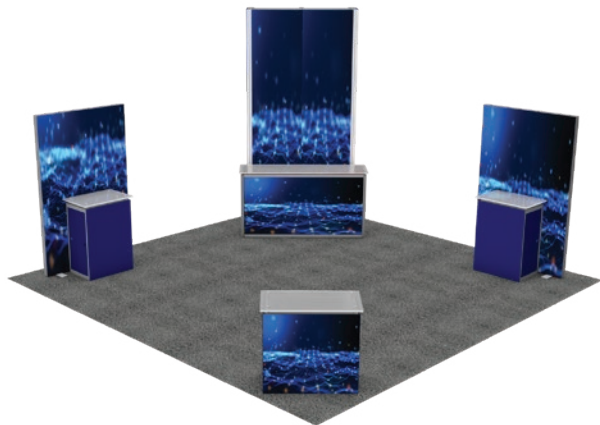
Show Dates: September 25, 2025

Show Venue: Pennsylvania Convention Center

Deadline to Receive Discount Pricing: Thursday, September 11, 2025



TURNKEY MODULAR EXHIBIT RENTAL



The Ridgewood - 20' x 20' Open Concept Display

\$19,488.00

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

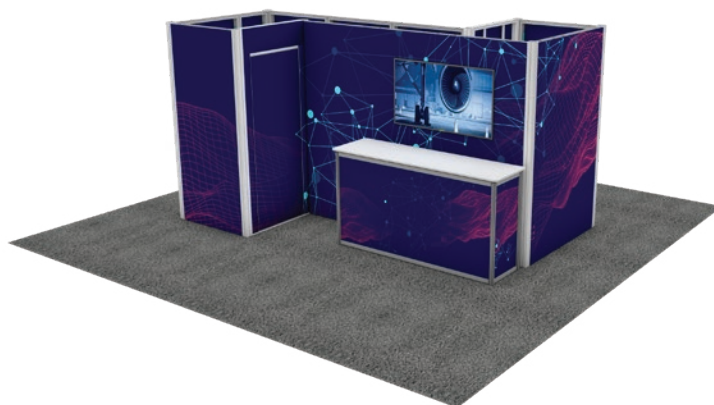
\$22,583.75

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

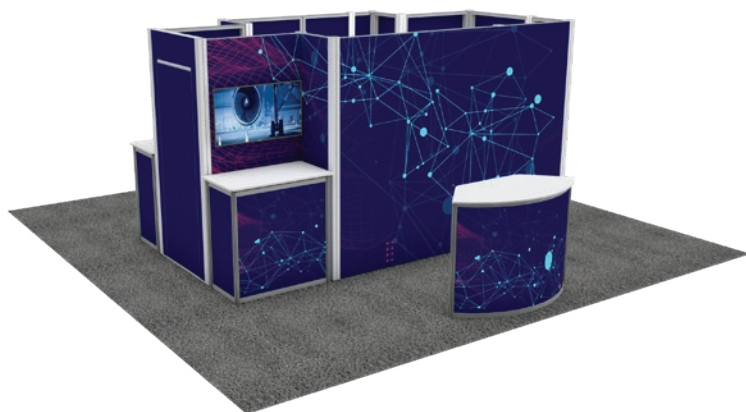
\$23,947.50

20'x 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	@ \$279.75 each	=	\$ _____
• Additional Hardware Shelves	Qty. _____	Shelves	@ \$112.25 each	=	\$ _____
• Slatwall Per Panel	Qty. _____	Slatwall	@ \$240.50 each	=	\$ _____
• Units 3, 5, 6, & 7 are provided in white hard wall unless colored or Velcro compatible panels are ordered.					
○ Red ○ Blue ○ Black ○ Gray	Qty. _____	Colored panels	@ \$ 91.25 each	=	\$ _____
	Qty. _____	Velcro panels	@ \$125.50 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%.

25-PA0911-A

Show Name: Pennsylvania Conference for Women 2025

Show Dates: September 25, 2025

Show Venue: Pennsylvania Convention Center

Deadline to Receive Discount Pricing: Thursday, September 11, 2025



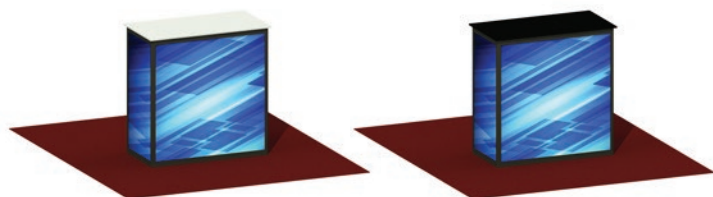
COUNTER OPTIONS

Giving You More Options

Order Your Custom Counter

Add Graphics for Additional Branding

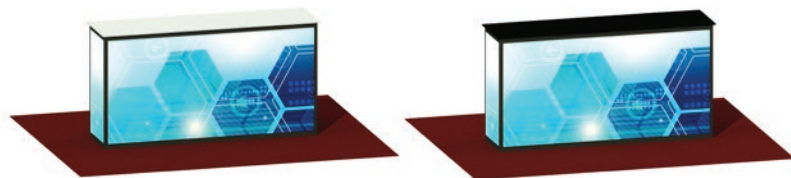
1 Meter Square Counters



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	\$ 942.25	\$1,319.25	<input type="checkbox"/> White <input type="checkbox"/> Black	_____
Curved Counter	45" L x 42" H x 22" D	\$1,138.00	\$1,593.25	<input type="checkbox"/> White <input type="checkbox"/> Black	_____
2 Meter Rectangle Counter	80" L x 42" H x 23" D	\$1,243.00	\$1,740.25	<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"	\$ 487.25	\$ 633.50	_____
Curved Counter	60 3/4" x 39"	\$ 966.25	\$1,256.25	_____
2 Meter Rectangle Counter (Front Panel Only)	77 1/2" x 39"	\$1,452.75	\$1,888.50	_____
Side Panel (Per Panel)	18 1/2" x 39"	\$ 109.50	\$ 142.25	_____

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%.

Company Name: _____ Booth#: _____

25-PA0911-A

Show Name: Pennsylvania Conference for Women 2025

Show Dates: September 25, 2025

Show Venue: Pennsylvania Convention Center

Deadline to Receive Discount Pricing: Thursday, September 11, 2025



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	\$ 304.00	\$ 425.50	_____	\$ _____
18" x 24" Foamcore, double-sided	\$ 532.00	\$ 744.75	_____	\$ _____
22" x 28" Foamcore, single-sided	\$ 434.00	\$ 607.50	_____	\$ _____
22" x 28" Foamcore, double-sided	\$ 759.50	\$1,063.25	_____	\$ _____
24" x 36" Foamcore, single-sided	\$ 759.25	\$1,063.00	_____	\$ _____
24" x 36" Foamcore, double-sided	\$1,328.75	\$1,860.25	_____	\$ _____
28" x 44" Foamcore, single-sided	\$1,064.50	\$1,490.25	_____	\$ _____
28" x 44" Foamcore, double-sided	\$1,863.00	\$2,608.25	_____	\$ _____

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.)	\$28.75	\$40.25	_____	\$ _____

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 Signshop@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%.

Company Name: _____ Booth#: _____ 25-PA0911-A

Sending your graphic and image files to AEX Convention Services

You are a valued client and we want your graphics and images to look the very best they can. AEX Convention Services is absolutely committed to making this a reality. In order to do that, certain guidelines for submitting your electronic files should be followed. If you are unable to provide digital artwork files for you signage, we can provide you with layout and design services. Contact your sales representative for details.

Vector vs. Bitmap (Raster)

Vector is the preferred file type. Vector-based artwork is resolution independent and is characterized by an outline of each element using lines and arcs to define its outer shape. They can be enlarged or reduced without loss of quality.

Bitmap files are resolution dependent, and will reproduce poorly if the appropriate file resolution is not supplied. They are characterized by tiny squares, known as pixels, placed adjacent to one another to define each elements shape and color. Bitmap files are commonly used for photographic digital print production.

Acceptable Vector Formats

PDF (preferred format), EPS, CS5 AI, and CS5 INDD
(Include all links/fonts/images for AI and INDD files)

Acceptable Raster Formats

EPS, JPEG, PDF, PSD, and TIFF

File Submission

E-mail (SignShop@AEXServices.com) or Online File Transfer Site
Contact us for more information regarding ftp.

**Please do not email large art files and do not send unnecessary files (ones that will not be used)*

Bleeds / Cropmarks / Registration Marks

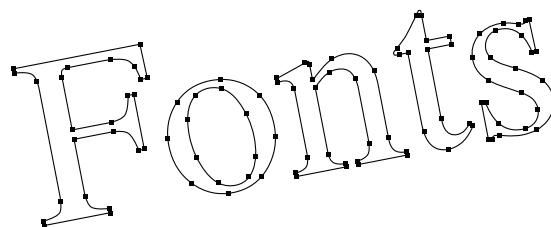
- Please do **NOT** include cropmarks or registration marks on graphic files.
- All signs printed on fabric require a **2" Bleed**
- All other signage requires a **1/4" Bleed**

Artwork In the Structures

Please note that any panels going in the metal frame will hide 1/4" of your art all the way around. If you have a continuous wall where individual panels are divided by metal, use 1.25" spacing in between each panel to account for gaps and the natural flow of the graphics.

Color & Misc. Specifications

- All files are to be built using CMYK. Vector art can be produced using PMS colors.
- If PMS color matching is required, please use original Pantone® + Solid Coated® swatches in your artwork. Modifying Pantone® names will result in printing default color (CMYK).
- **Convert all type to outline.** If the type is not converted to outline and you do not send the fonts with the files then font substitution will occur.
**Once fonts are turned to outline they can not be edited so be sure to send the fonts with your files to be safe.*



- Bitmap art is best saved at no less than 150 dpi for large images and 300 dpi for any images under 8" x 10". Lower resolutions will result in reduced image quality. **Please avoid images pulled from the Internet because they are too low in resolution and will result in a poor quality print.*
- Documents should be created actual size (1" = 1" ratio). For larger artwork please indicate scale.
- Please supply the following information when sending your files:
Client Name, Show Name, Show Date and City of the Event
- We cannot use Gif, Power Point or Word files (with images), or images/logos downloaded from websites

Acceptable Software



Verifying Resolution on a Screen



UPLOADING GRAPHICS 101

ADDING FILES TO THE FTP SITE

All graphic files for ordered products should be uploaded to our FTP site.
Please see Graphic Guidelines page for detailed file specifications.

BEFORE SENDING FILES


1. Please name your files for easy identification using the following format:

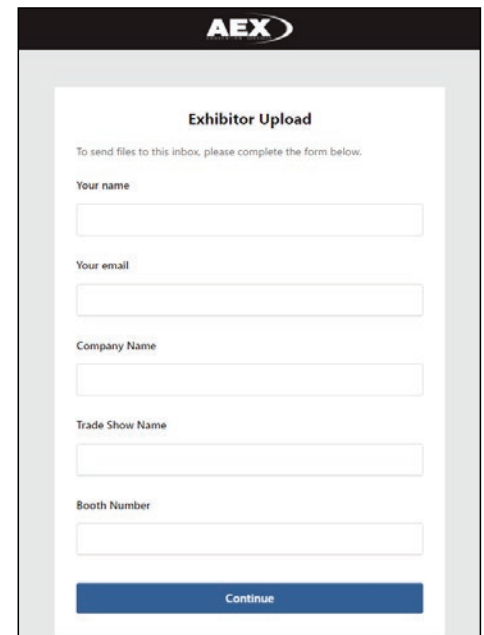
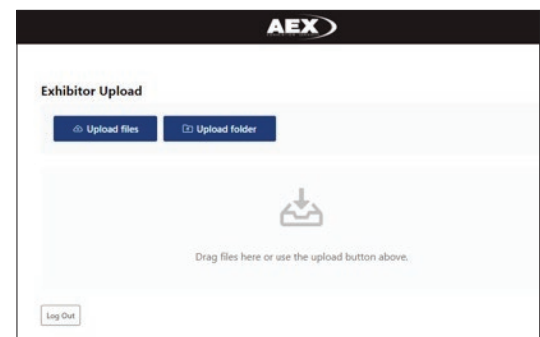
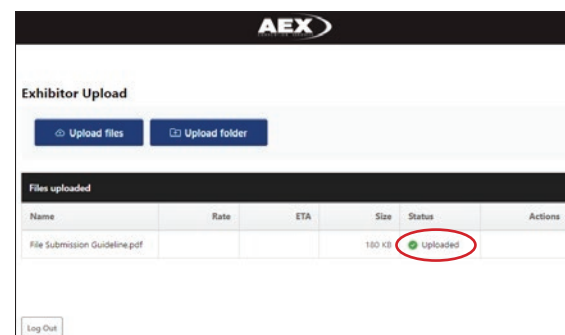
Company Name_Panel Letter

example: AEX_Panel A.pdf

2. Packaged files should be compressed (.zip) and include document, fonts and images needed.

SUBMITTING YOUR FILES

1. Go to <https://aexservices.files.com/u/exhibitor-upload>
2. Complete the form by filling out Your Name, Your Email Address, Your Company Name, Name of Trade Show you are attending, and Your Booth Number. If you do not know your booth number please put "N/A" in the required space.
3. Upload files by selecting the  button and browse to the files you want to upload. Or drag your files to the designated area in the browser.
4. Once your file is done uploading the status will change to "Uploaded"
5. When upload is complete, email the name of your files to: signshop@aexservices.com, with the subject line: "Show Name - Company Name" FTP Upload

Name	Rate	ETA	Size	Status	Actions
File Submission Guideline.pdf			130 KB	Uploaded	

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 Expo 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.
- 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.

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 2025

Show Dates: September 25, 2025

Show Venue: Pennsylvania Convention Center

Deadline to Receive Discount Pricing: Thursday, September 11, 2025



MATERIAL HANDLING ORDER FORM

MATERIAL HANDLING RATES: All rates are per pound . These rates are based on round trip Material Handling. Certified weight tickets are required on all shipments.

Material Handling

Rate applies to shipments sent to either the warehouse or directly to show site

\$4.38 per pound

Material Handling - 10 lbs and under

This rate is per shipment. A qualifying shipment totals any number of pieces delivered to the same booth, by the same carrier, from the same shipper, on the same day, weighing 10 lbs or lesss

Free of Charge

Labor Hours

Straight Time - ST: Monday - Friday, 8:00 AM - 4:30 PM
Overtime - OT: Monday - Friday, Before 8:00 AM, After 4:30 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%.

25-PA0911-A

Show Name: Pennsylvania Conference for Women 2025

Show Dates: September 25, 2025

Show Venue: Pennsylvania Convention Center

Deadline to Receive Discount Pricing: Thursday, September 11, 2025



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)

\$199.75

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%.

Company Name: _____ Booth#: _____

25-PA0911-A

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 2025

Show Dates: September 25, 2025

Show Venue: Pennsylvania Convention Center

Deadline to Receive Discount Pricing: Thursday, September 11, 2025



ADVANCE/WAREHOUSE SHIPPING LABEL

ADVANCE/WAREHOUSE SHIPPING LABEL



Pennsylvania Convention Center
C/O AEX Convention Services
3093 English Creek Ave
Egg Harbor Township, NJ 08234

EXHIBITOR/COMPANY NAME: _____

BOOTH NUMBER: _____

#

DELIVER NO LATER THAN: **THURSDAY, SEPTEMBER 18, 2025**

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 Convention Center
C/O AEX Convention Services
3093 English Creek Ave
Egg Harbor Township, NJ 08234

EXHIBITOR/COMPANY NAME: _____

BOOTH NUMBER: _____

#

DELIVER NO LATER THAN: **THURSDAY, SEPTEMBER 18, 2025**

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 2025

Show Dates: September 25, 2025

Show Venue: Pennsylvania Convention Center

Deadline to Receive Discount Pricing: Thursday, September 11, 2025



DIRECT/SHOW SITE SHIPPING LABEL

DIRECT/SHOW SITE SHIPPING LABEL



Pennsylvania Convention Center
Pennsylvania Conference for Women 2025
C/O AEX Convention Services
1101 Arch St
Philadelphia, PA 19107

EXHIBITOR/COMPANY NAME: _____

BOOTH NUMBER: _____

#

DELIVER ONLY ON: **WEDNESDAY, SEPTEMBER 24, 2025**

BETWEEN 10:00 AM - 5:00 PM

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

DIRECT/SHOW SITE SHIPPING LABEL



Pennsylvania Convention Center
Pennsylvania Conference for Women 2025
C/O AEX Convention Services
1101 Arch St
Philadelphia, PA 19107

EXHIBITOR/COMPANY NAME: _____

BOOTH NUMBER: _____

#

DELIVER ONLY ON: **WEDNESDAY, SEPTEMBER 24, 2025**

BETWEEN 10:00 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.



Call Toll Free 1-866-938-1092 or 1.905.338.3993
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

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.			Adobe Acrobat Reader DC may be required for completion of form. Click image to download																												
		<input type="checkbox"/> Freight Only		<input type="checkbox"/> Customs Only		<input type="checkbox"/> Freight & Customs																											
						<input type="checkbox"/> Return Only																											
PICK-UP LOCATION	2a	Company Name _____			3 Exhibiting Company Name _____																												
		Address1 _____			Booth # _____																												
		Address2 _____			Show Name _____																												
		City _____ State _____ ZipCode _____			Address1 _____																												
		Contact _____ Phone # _____			Address2 _____																												
		Email _____ IRS/Tax ID# _____			City _____ State _____ ZipCode _____																												
SERVICES	2b	P/U Date _____ Hours _____ 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 _____			DELIVERY TO ADDRESS																												
PACKAGE INFO	5	<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;"> <tr> <th style="width: 10%;">PCS</th> <th style="width: 70%;">DIMENSIONS (L x W x H)</th> <th style="width: 20%;">WGT</th> </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> </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> </table>		PCS	DIMENSIONS (L x W x H)	WGT																						TOTAL PIECES		TOTAL WEIGHT
	PCS	DIMENSIONS (L x W x H)	WGT																														
TOTAL PIECES		TOTAL WEIGHT																															
VALUE	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 8% per \$1000, Min \$80. Exclusion: Does not include TV(s)/Monitor(s)																															
					DECLARED VALUE <input style="width: 150px;" type="text"/>																												
PAYMENT	7	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 2025

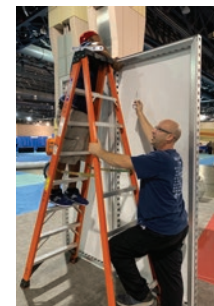
Show Dates: September 25, 2025

Show Venue: Pennsylvania Convention Center

Deadline to Receive Discount Pricing: Thursday, September 11, 2025



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	\$272.00 per hour	\$381.00 per hour
Overtime - OT:	Monday - Friday, Before 8:00 AM, After 4:30 PM Anytime Saturday/Sunday	\$408.25 per hour	\$571.50 per hour
Double Time - DT:	Anytime on holidays	\$544.25 per hour	\$762.00 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%.**

Company Name: _____ Booth#: _____

25-PA0911-A

Show Name: Pennsylvania Conference for Women 2025

Show Dates: September 25, 2025

Show Venue: Pennsylvania Convention Center

Deadline to Receive Discount Pricing: Thursday, September 11, 2025



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%.

Company Name: _____ Booth#: _____

25-PA0911-A

Show Name: Pennsylvania Conference for Women 2025

Show Dates: September 25, 2025

Show Venue: Pennsylvania Convention Center

Deadline to Receive Discount Pricing: Thursday, September 11, 2025



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	\$463.25 hr/crew	\$ 648.50 hr/crew
Overtime - OT:	Monday - Friday, Before 8:00 AM, After 4:30 PM Anytime Saturday/Sunday	\$695.00 hr/crew	\$ 973.00 hr/crew
Double Time - DT:	Anytime on holidays	\$926.50 hr/crew	\$1,297.00 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%.

Company Name: _____ Booth#: _____

25-PA0911-A



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 Convention 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 Convention Services a month prior. No Request, addendum or substitutions received after the specified date will be considered.
2. AEX Convention 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 Convention 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 Convention Services**
3089 English Creek Ave
Egg Harbor Twp, NJ 08234
(609)272-1600 * FAX: (609)272-1680

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 Convention 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 Convention 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 HandlingThird 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 Convention Services service desk by 12:00 noon on the day before the meeting closes. AEX Convention 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.

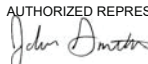
This request will not be accepted without the next page, "Third Party Credit Card Authorization Form".

Exhibiting Company _____ Booth No _____

Mailing Address _____ Fax No _____

City/State/Zip _____ Phone _____

Print Name _____ E-mail _____

ACORD 1.		CERTIFICATE OF LIABILITY INSURANCE				DATE			
PRODUCER Insurance Company Name Fax: (212) 555-6100 Insurance Company Address 1 Insurance Company Address 2 Attn: Agent Name (212) 555-6102 ext. 1234			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. <div style="text-align: center; border: 1px solid black; padding: 2px;">INSUREERS AFFORDING COVERAGE</div>						
INSURED 2. Exhibiting Company Name Exhibiting Company Address 1 Exhibiting Company Address 2 Attn: Exhibiting Company Contact Name Phone Number Fax Number:			INSURER A: Hartford Insurance Company of Illinois INSURER B: Aetna Casualty & Surety Company INSURER C: Travelers Insurance Company INSURER D: Royal Insurance Company INSURER E:						
COVERAGES									
3. THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.									
INSR LTR	4. TYPE OF INSURANCE	POLICY NUMBER	7. POLICY EFFECTIVE DATE (MM/DD/YY)	8. POLICY EXPIRATION DATE (MM/DD/YY)	9. LIMITS				
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	01/01/23	01/01/23	EACH OCCURRENCE	\$1,000,000			
	FIRE DAMAGE (Any one fire)				\$ 50,000				
	MED EXP (Any one person)				\$ 5,000				
	PERSONAL & ADV INJURY				\$1,000,000				
	GENERAL AGGREGATE				\$2,000,000				
					PRODUCTS-COMP/OP AGG	\$2,000,000			
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	SKLS-029499S	01/01/23	01/01/23	COMBINED SINGLE LIMIT	\$1,000,000			
	(Ea accident)								
	BODILY INJURY				\$				
	(Per person)								
	BODILY INJURY				\$				
					PROPERTY DAMAGE	\$			
					(Per accident)				
A	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____	XL1234567	01/01/23	01/01/23	AUTO ONLY-EA ACCIDENT	\$			
	OTHER THAN AUTO ONLY: \$ \$								
	EACH OCCURRENCE				\$1,000,000				
	AGGREGATE				\$1,000,000				
C	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	A4145-SS-PJ37	01/01/23	01/01/23	<input checked="" type="checkbox"/> WC STATU- ORY LIMITS <input type="checkbox"/> OTHER				
	E.L. EACH ACCIDENT								
	E.L. DISEASE-EA EMPLOYEE								
	E.L. DISEASE -POLICY LIMIT								
D	OTHER				Each Occurrence & Aggregate				
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS 5. (Show Management), AEX Services (Official Service Provider), the (Facility), and (Show) are hereby named as additional insured, except for Workers' Compensation. (Show Management) and/or the consignee are included as Loss Payee. The insurance provided for the benefit of Emerald, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by (Show Management) shall be excess and non-contributory. Show date(s) are: (00/00/0000) in (CITY, STATE).									
CERTIFICATE HOLDER		X		ADDITIONAL INSURED; INSURER LETTER: X		CANCELLATION			
6. AEX Services 3089 English Creek Ave Ste. A Egg Harbor Township, NJ 08234				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS					
								AUTHORIZED REPRESENTATIVE 	

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 INSUREDS: (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

**PENNSYLVANIA CONFERENCE FOR WOMEN
2025
ADVANCED DEADLINE DATE
SEPTEMBER 1ST, 2025**

ORDERS MAY BE PLACED ONLINE AT: www.paconvention.com

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 <i>Please see Terms & Conditions for additional Info (1.B.a)</i>				
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 <i>Price includes power, labor to install/dismantle and a one-time focus on stage</i>				
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		
<ul style="list-style-type: none">• 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	\$143.00		Regular Rate	\$214.50	Regular Rate \$286.00
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:						
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:											

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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 PCC/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.

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: www.paconvention.com

**PENNSYLVANIA CONFERENCE
FOR WOMEN 2025
ADVANCED DEADLINE
DATE
SEPTEMBER 1ST, 2025**

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.

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.

TELECOMMUNICATIONS 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: www.paconvention.com

**Pennsylvania Conference for
Women 2025
ADVANCED DEADLINE
DATE
September 1st, 2025**

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.

PHONE SERVICES (Unlimited local and long-distance calls at no additional charge)				
QTY.	SERVICE	ADVANCED RATE	STANDARD RATE	TOTAL
	Single Line Telephone Service	\$300.00	\$350.00	
	Credit Card Line/Fax Line	\$300.00	\$350.00	
	Multi Line Telephone Service	\$450.00	\$525.00	
Phone Equipment & Features				
	Conference Phone (Single Line Telephone Service must be ordered)	\$100.00	\$150.00	
	Voice Mail	\$25.00	\$25.00	
	Other:	Call for Pricing		
			Subtotal	
			8% Sales Tax	
			Total	

PLEASE NOTE:

- Phone Service originates at back of booth; please attach a floor plan if service is required in a location other than back of booth.
- 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 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. 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.
- D. PCC or its sub-contractors are not responsible for interruption or fluctuation of services.
- E. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCC safety standards. All equipment is subject to inspection and approval by PCC prior to connection to service.
- F. Customer is responsible for any lost or damaged equipment supplied by the PCC.

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. Claims regarding services provided by PCC will not be considered unless filed by customer issued prior to the close of show.
- H. **Refunds** of overpayments will be issued by submitting request to PCC Finance Department within 30 days of the close of final invoicing.
- I. 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
- J. 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.
- K. 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.

WATER & COMPRESSED AIR 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: www.paconvention.com

**PENNSYLVANIA CONFERENCE
FOR WOMEN 2025
ADVANCED DEADLINE
DATE
SEPTEMBER 1ST, 2025**

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.

Rate Includes Installation to Back Center of In-Line and Peninsula Booths Only. Labor & Material Required for Distribution to Other Locations, Island Booths and Connection to Equipment.				
QTY.	SERVICE	ADVANCED RATE	STANDARD RATE	TOTAL
	½" Main Airline w/ Shutoff	\$300.00	\$350.00	
	Additional ½" Airline Connection	\$115.00	\$165.00	
	½" Water line w/ Shutoff	\$210.00	\$260.00	
	Additional ½" Water line w/ Shutoff	\$115.00	\$165.00	
	¾" Drain Line	\$210.00	\$260.00	
	Additional ¾" Drain Line	\$115.00	\$165.00	
	Water Fill & Drain up to 200 gal	\$170.00	\$220.00	
	Additional 100 gal. Water Fill & Drain – Labor Additional	\$70.00	\$90.00	
	Prep Sink (Water & Drain Additional)	\$120.00	\$160.00	
	Basic Hot Water Heater Package (Includes hot/cold water lines, drain line, water heater, plumbing & electric labor at column location only). Other locations and various setups will incur additional charges.	\$1,150.00	\$1,200.00	
			Subtotal	
			8% Sales Tax	
			Total	

PLUMBING RATES		
WEEKDAYS 8 AM – 4:30 PM	WEEKDAYS AFTER 4:30 PM AND ALL DAY SATURDAY	ALL DAY SUNDAY AND HOLIDAYS
\$170.00 per hour	\$255 per hour	\$340.00 per hour

- ☐ Authorized to Lay Lines Under Carpet Without Exhibitor Supervision Per Attached Floor Plan
☐ Proceed Under Supervision Dates and Times Indicated Below:

Install Lines under Carpet: _____ Date: _____ Time: _____
 Final Connection to Equipment: _____ Date: _____ Time: _____

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.
- 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 PCC/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.

Projection is the official audio visual, computer, and video display supplier of the Pennsylvania Conference for Women. 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 on or before September 10th, 2025

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	\$
49" 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		\$2,400	\$2,900	\$
65" 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		\$3,000	\$4,350	\$

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	\$
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Projection is the official audio visual, computer, and video display supplier of the Pennsylvania Conference for Women. 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 on or before September 10th, 2025

Totals

1) Equipment Rental Sub Total: From Page 1	\$
2) Pennsylvania State Sales Tax: 8%	\$
3) Equipment Set / Strike Labor: 70% of Equipment Total	\$
* If equipment total is less than \$670, a minimum labor charge of \$470 will apply.	
** Equipment Set / Strike Labor includes Preparation, Delivery, Set-Up, On-Site Assistance, Strike, and Return	
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

Projection is the official audio visual, computer, and video display supplier of the Pennsylvania Conference for Women. 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 on or before September 10th, 2025

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 #: