American Farm Bureau Convention 2023
January 6 - 11, 2023
Puerto Rico Convention Center | San Juan, Puerto Rico

Exhibitor Service Manual

Presented By:
Welcome to the American Farm Bureau Convention 2023!

Dear Exhibitor:

Inclusive Management Services, Inc. (IMS)/Freeman are pleased to have been selected to serve as General Services Contractor for the upcoming American Farm Bureau Convention 2023.

The following pages contain all of the forms necessary to aid and ensure a successful event. If you don’t see what you need, or if you have questions, call us. We’re here to help! Please note: Even if you are not ordering furnishings, each exhibitor is required to have an IMS completed Payment Policy on file in order to have materials delivered to your booth.

This section contains the necessary information and forms for service we provide, such as rental furnishings, carpet, custom rental units, material handling, and I & D labor. For any services you require please print and fill out the necessary forms and return to the contractors’ fax number designated on the form, along with the completed Payment Policy form.

We look forward to a successful event and please don’t hesitate to contact your customer service representative at (817) 337-3050, should you have any questions.

Sincerely,

Inclusive Management Services, Inc./Freeman
Inclusive Management Services/Freeman strongly recommends that you familiarize yourself with all the information included in this Exhibitor Service Manual. The information will benefit you as to certain procedures to ensure a successful event. However, in order to expedite this process there are links to the listed pages below. Just click on the desired page and it will take you directly to that section in this manual.

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Please submit the below forms directly to the service provider.

- Audio/Video
- Internet
- F&B Sampling
- Temporary Structures
American Farm Bureau Convention 2023  
January 6 - 11, 2023  
Puerto Rico Convention Center  
San Juan, Puerto Rico

Inclusive Management Services, Inc./Freeman is proud to be your Exposition Management team for this event. The following is important information and dates to keep at hand:

**Official General Contractor**  
Inclusive Management Services, Inc./Freeman  
12917 Royal Ascot Drive  
Fort Worth, TX 76244  
Phone: 817-337-3050  
Fax: 888-301-1273  
services@imssshows.com

**General Exhibit Information**  
Aisle Carpet - Gray  
Show Colors - Backwall - White/Blue/Blue/White  
Siderails - White  
Booth Size - 10' x 10'  
Booth Includes (per 10 x 10)  
Backwall drapes, Siderail drapes, and ID sign

Booth Floor Covering is Highly Recommended

**IMPORTANT DATES**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov. 30, 2022</td>
<td>Discount Deadline for orders received with payment</td>
</tr>
<tr>
<td>Dec. 5, 2022</td>
<td>Shipments may begin to arrive at warehouse</td>
</tr>
<tr>
<td>Dec. 9, 2022</td>
<td>All Non-Official/Intent to Use Non Official Contractor Forms due along with insurance certificate. Fax these forms to: 888-301-1273</td>
</tr>
<tr>
<td>Jan. 2, 2022</td>
<td>Last day for Advance Shipments to arrive at the warehouse without surcharges</td>
</tr>
<tr>
<td>Jan. 5, 2023</td>
<td>Shipments may begin arriving at Show Site at 8:00 AM - 4:30 PM</td>
</tr>
</tbody>
</table>

**SHOW SCHEDULE**

**EXHIBITOR MOVE-IN**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>January 5, 2023</td>
<td>9:00 AM - 12:00 PM (Targeted Booths Only)</td>
</tr>
<tr>
<td>Thursday</td>
<td>January 5, 2023</td>
<td>12:00 PM - 5:00 PM</td>
</tr>
<tr>
<td>Friday</td>
<td>January 6, 2023</td>
<td>9:00 AM - 5:00 PM</td>
</tr>
<tr>
<td>Saturday</td>
<td>January 7, 2023</td>
<td>8:00 AM - 12:00 PM</td>
</tr>
</tbody>
</table>

**EXHIBIT HOURS**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday</td>
<td>January 7, 2023</td>
<td>12:00 PM - 5:00 PM</td>
</tr>
<tr>
<td>Sunday</td>
<td>January 8, 2023</td>
<td>10:30 AM*-3:30 PM</td>
</tr>
<tr>
<td>Monday</td>
<td>January 9, 2023</td>
<td>8:00 AM - 11:00 AM</td>
</tr>
</tbody>
</table>

**EXHIBIT MOVE-OUT**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>January 9, 2023</td>
<td>1:00 PM - 5:00 PM</td>
</tr>
<tr>
<td>Tuesday</td>
<td>January 10, 2023</td>
<td>8:00 AM - 5:00 PM</td>
</tr>
</tbody>
</table>

*Or immediately following the Closing General Session

We will begin returning empty containers once aisle carpet is removed

**PLEASE NOTE:**

All booth materials must be packed and ready for shipment by 3:00 PM on Tuesday, January 10, 2023. 

Exhibitor is responsible for contacting their carrier.

All carriers must check in by 3:00 PM on Tuesday, January 10, 2023.

IMS reserves the right to force and/or re-route any freight not removed from the show floor by 3:00 PM on Tuesday, January 10, 2023.
PAYMENT POLICY AUTHORIZATION

MasterCard

Visa

American Express

Corporate

Personal

ACCOUNT NUMBER

EXPIRATION DATE

SECURITY CODE

Card Holders Name - Please Print

Card Holders Signature (Required for Processing)

Billing Address

City

State

Zip

Phone Number

Fax Number

Booth Number

EMail Address

EMail Address to send Invoice

EXHIBITING FIRM:

* Your order will not be processed without a credit card on file.

* The following Terms & Conditions page must be completed, initialed, and accompany this Payment Policy for any order to be processed.

For your convenience we will use this authorization to charge the above credit card for your advance order(s) and show site orders including but not limited to material handling and labor. If you should incur any charges due to but not limited to damage to the hall we will use this card to cover the charges. Please complete this form and send in with your order.

DISCOUNT DEADLINE DATE • NOVEMBER 30, 2022

Your signature below denotes acceptance of all terms and conditions within the Exhibitor Service Manual. Please be sure that the address below matches the address for the credit card provided or it will be declined and we will need you to resubmit payment with a different card.

RETURN ORDERS TO ADDRESS OR FAX NUMBER BELOW:

IMS, Inc.
12917 Royal Ascot Drive,
Fort Worth TX  76244

Phone: 817-337-3050
Fax:   888-301-1273

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PLEASE READ CAREFULLY:
Your signature to the Payment Policy form signifies that you understand and agree to all terms below.

Payment for Services—IMS requires payment in full at the time services are ordered. Further, IMS requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and material handling, not covered by your initial payment, including but not limited to any shipping charges.

Discount Prices—To qualify for discount pricing, orders must be received with payment on or before the discount price deadline.

Method of Payment—IMS accepts MasterCard, VISA & American Express, Check, or bank transfers. Purchase Orders are not considered payment. All payments must be made in US Funds drawn on a U.S. Bank

Chargebacks—there will be a $25.00 fee on all chargebacks that are made by the exhibitor unless they have contacted IMS first to inquire

Declined Credit Cards - if a credit card supplied is declined we will need to have another card on file. If you prefer us to try and reuse the card supplied there is a charge of $25 for each time it is run and not approved.

Insufficient Funds - there will be a $35.00 fee on all returned checks

Wire Transfer—Please contact our office for wire transfer information 817-337-3050 ext. 5. A $25.00 Fee will be applied to all Wire Transfers

*Third Party Billing—Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. IMS reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

Adjustments and Cancellations—Adjustments to your invoice will not be made after the close of show. Some items, services and labor are subject to cancellation fees. Refer to each order form for details. Understand that the total on the calculation of orders may not directly reflect your final invoice due to any additions to the order on site or any errors made in the calculation total prior to order entry.

If you have any questions regarding our payment policy, please call exhibitor services at 817-337-3050 or visit our Service Desk at the show. Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer; however, we require your credit card charge authorization to be on file with IMS. You agree to late fees up to 1.5% per month on any balance left without appropriate card on file. For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

IMPORTANT:
Initials of authorized signature from Payment Policy Authorization Form__________________

Any unauthorized representatives wishing to place an order at show site must provide a personal credit card

Will your representative be authorized to order additional equipment and comply with above payment policy?
Yes_______ No_______

If yes state the name of the representative _______________________________

Company Name_____________________________________

Booth #________________

Fax form to 888-301-1273 along with completed payment policy
1. IMS and its contractors shall not be liable for damage, loss, or delay to freight improperly packed, glass breakage or concealed damage.

2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by IMS or its contractors and the arrival of the Exhibitor’s representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pickup of freight from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that IMS and its contractors are not liable for the loss of, disappearance of, or damage to Exhibitor’s freight after the same has been delivered to Exhibitor’s booth, nor are IMS and its contractors liable for Exhibitor’s freight before it is picked up from the Exhibitor’s booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to IMS or its contractors by Exhibitor will be checked at the time of pickup from booth and corrected where discrepancies exist.

3. IMS and its contractors shall not be liable for any damage incurred during the handling of equipment requiring special devices to properly load, place, or reload unless 14 days advance notice has been given to IMS in time to obtain the proper equipment.

4. IMS and its contractors shall not be liable for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, mysterious failure of power or utilities, and other events of force majeure.

5. IMS and its contractors shall not be liable for ordinary wear and tear in handling of equipment.

6. It is understood that IMS and its contractors are not insurers. Insurance if any, shall be obtained by the Exhibitor. Amounts payable by IMS hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor’s property. It is further understood and agreed that IMS and its contractors do not provide for full liability should loss or damage occur. In the event that IMS or its contractors should be found liable for loss or damage to Exhibitor’s equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to $30 per pound per article, with a maximum liability of $50.00 per item or $1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or non-performance of obligations imposed by the offering of services to Exhibitors, or from negligence, active or otherwise by IMS, its contractors or their employees.

7. IMS and its contractors shall not be liable to any extent whatsoever for indirect, special, incidental, or consequential damages, including, but not limited to delay any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from any loss, injury or damage to Exhibitor’s materials or exhibitor personnel which may make it impossible or impractical to exhibit the Exhibitor’s materials.

8. Claims for loss or damage must be submitted to IMS by the close of the show. No suite or action shall be brought against IMS or its contractor more than one year after the cause of action accrues.

9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that IMS and its contractors will provide these services as Exhibitor’s agent and not as bailee or shipper. If any employee of IMS or its contractors shall sign a delivery receipt, bill of lading or other document, the parties agree that IMS or its contractors will do so as the Exhibitor’s agent, and the Exhibitor accepts the responsibility thereof.

10. IMS and its contractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills, such as UPS or van lines. Such shipment will be delivered to booth without guarantee of piece count or condition.

11. Empty container labels will be available at the IMS Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and IMS and its contractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.

12. In order to expedite removal of freight from the show site, IMS shall have the authority to change designated carriers if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight will be taken to a warehouse to await exhibitor’s shipping instructions, and the exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. IMS assumes no liability as a result of such rerouting or handling.

13. The Exhibitor agrees, in the event of a dispute with IMS or its contractors relative to any loss or damage to any of the Exhibitor will not withhold payment in any amount due to IMS for freight handling services or any other services provided by IMS or its contractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay IMS prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against IMS or its contractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

14. No credit or refund will be issued on any orders cancelled after the advance order deadline date.

15. No credit or refund will be issued close event.

16. Consignment of shipments to IMS, Inc. and/or acceptance of shipments by IMS, Inc. shall constitute an agreement of all terms & conditions set forth in this manual.

**LIMITS OF LIABILITY**

I have read and agree to this Limits of Liability:

__________________________________________________________________________

Signature of authorized personnel

__________________________________________________________________________

Company Name

Booth #

Fax form to 888-301-1273 along with completed payment policy
A NON-OFFICIAL CONTRACTOR IS: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site at the convention facility and does not represent one or more of the official contractors.

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received at Inclusive Management Services, Inc., IMS, no later than the Deadline Date. NO EXTENSIONS OR EXCEPTIONS WILL BE GRANTED AFTER THE OFFICIAL PUBLISHED DEADLINE.

2. The Non-Official Contractor must provide IMS with a copy of valid “Certificate of Insurance.” This certificate must be received no later than the Deadline Date. NO EXTENSIONS OR EXCEPTIONS WILL BE GRANTED AFTER THE OFFICIAL PUBLISHED DEADLINE.

3. Failure to provide IMS with items 1 and/or 2 above will result in said firms being required to hire installation and dismantling labor from IMS. Non-Official Contractors will be able to provide supervision only.

4. All representatives of the Non-Official Contractor must obtain an “Exhibit Crew” badge at the Show Office.

Notification Deadline Date: DECEMBER 9, 2022

EXHIBITING FIRM:_______________________________________________________________

BOOTH #:______________________________

AUTHORIZED NAME AND TITLE:_________________________________________________________________________

AUTHORIZED SIGNATURE:  _____________________________________________________________________________

FULL NAME OF NON-OFFICIAL CONTRACTOR:  _____________________________________________________________

COMPLETE ADDRESS:  ________________________________________________________________________________

CITY:________________________________________________STATE _____________ZIP CODE_____________________

AUTHORIZED NAME AND TITLE:  ________________________________________________________________________

AUTHORIZED SIGNATURE:  _____________________________________________________________________________

PHONE NUMBER:  ______________________________________FAX NUMBER: __________________________________

NON-OFFICIAL CONTRACTOR “SHOW-SITE” REPRESENTATIVE (If not the same as above):____________________________

DIRECT PHONE NUMBER:_______________________________________

TYPE OF SERVICE TO BE PERFORMED:______________________________

Please fax form to 888.301.1273 by the deadline stated on this form.

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Notification Deadline Date: DECEMBER 9, 2022

Inclusive Management Services, Inc. IMS, has been selected as the Official Service Contractor and must be used for all material handling, furniture rental, signs, rigging, cleaning, and installation and dismantling of decorations.

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

1. Each representative on a Non-Official Contractor must physically pick up, in person, an “Exhibitor Crew” badge at the Show Office. If a representative of a Non-Official Contractor does not have any identification which verifies his/her employment by a Non-Contractor he/she must be accompanied to the Show Office by a representative who does have verifying identification.

2. These services shall not conflict with existing labor regulations or contracts, and in fulfilling his obligations, the representative of a Non-Official Contractor shall adhere to the regulations set up by the hall and show management regarding entrance and work rules.

3. The representative of a Non-Official Contractor shall have a true and valid order for service from an Exhibitor in advance of the show move-in date and shall not solicit business on the show floor.

4. The representative of a Non-Official Contractor will share with the Official Service Contractor all reasonable costs related to his operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.

It is the responsibility of the Exhibitor to see that each representative of a Non-Official Contractor abides by the Official Rules and Regulations of this Exposition.

IMPORTANT: It is the responsibility of each Exhibiting Firm who is utilizing a Non-Official Contractor to complete and return the following forms to IMS no later than DECEMBER 9, 2022

• INTENT TO USE NON-OFFICIAL CONTRACTORS” form, which is located on the following page of this manual.

• Liability “Certificate of Insurance” form which names Inclusive Management Services, Inc. as additionally insured for each Non-Official Contractor firm being utilized. (Note: The exhibitor-appointed contractor must maintain at least $1 million in Employer’s Liability, General Liability, Automobile Liability and Worker’s Compensation as required in the state the exposition is located.) When submitting your insurance certificate, the name and booth # of your company must be referenced on the certificate or it will be void.

IF BOTH THE “INTENT TO USE NON-OFFICIAL CONTRACTORS” FORM AND “CERTIFICATE OF INSURANCE” ARE NOT SUPPLIED TO IMS BY DECEMBER 9, 2022, THEN ANY REPRESENTATIVE OF THE EXHIBITING FIRM OR NON-OFFICIAL CONTRACTOR WILL BE REQUIRED TO ORDER LABOR FROM IMS.
THIRD PARTY PAYMENT & STATEMENT OF TERMS

MasterCard

American Express

VISA

Corporate

Personal

ACCOUNT NUMBER

EXPIRATION DATE

SECURITY CODE

__________________________________________________________________________________________________________

Card Holders Name - Please Print

Card Holders Signature (Required for Processing)

Billing Address

City

State

Zip

Phone Number

Fax Number

Booth Number

EMail Address

EMail Address to send Invoice

All information must be provided for order to be processed.

☐ MasterCard  ☐ VISA  ☐ American Express  ☐ Corporate  ☐ Personal

Fax form to 888-301-1273 along with completed payment policy

Notification Deadline Date: DECEMBER 9, 2022

IMS will present invoices to third parties at the show site for payment of all services rendered to exhibitors provided the following conditions are met:

1. The exhibitor is required to complete the "INTENT TO USE NON-OFFICIAL CONTRACTORS" form.
2. The payment record of the third party must be acceptable to IMS. Also, the charge card information must be completed and submitted to IMS as a deposit for the show.
3. If there is any doubt who is to be invoiced for a service, the charges for the service will be charged to the exhibitor.
4. The following form is to be completed, signed and returned by both parties by the deadline date indicated at the bottom of this page.

We understand that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the named third party does not make payment upon presentation of the invoice at the show site, such charges will be presented to the exhibiting firm for payment. ALL INVOICES MUST BE SETTLED BY THE CLOSE OF THE SHOW. Fill out this form completely.

EXHIBITING FIRM: ___________________________________________  BOOTH # __________

AUTHORIZED NAME & TITLE: ___________________________________________  AUTHORIZED SIGNATURE: ____________________________

DISPLAY HOUSE NAME/THIRD PARTY PAYER: ____________________________

ADDRESS: ____________________________________________  CITY ____________________________  STATE __________  ZIP __________

AUTHORIZED NAME & TITLE: ___________________________________________  AUTHORIZED SIGNATURE: ____________________________

PHONE NUMBER: ____________________________  FAX NUMBER: ____________________________  EMAIL: ____________________________

ITEMS TO BE BILLED TO THIRD PARTY: ____________________________

Specify Material Handling, Furnishings, etc. or ALL. If no specific items are listed ALL charges will be billed to the below credit card.

Your signature below denotes acceptance of all terms and conditions within the Exhibitor Service Manual. Please be sure that the address below matches the address for the credit card provided or it will be declined and we will need you to resubmit payment with a different card.
Notification Deadline Date: DECEMBER 9, 2022

PLEASE READ

Your signature to the Payment Policy form signifies that you understand and agree to all terms below.

Payment for Services—IMS requires payment in full at the time services are ordered. Further, IMS requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and material handling, not covered by your initial payment, including but not limited to any shipping charges.

Discount Prices—To qualify for discount pricing, orders must be received with payment on or before the discount price deadline.

Method of Payment—IMS accepts MasterCard, VISA & American Express, Check or bank transfers. Purchase Orders are not considered payment. All payments must be made in U.S. Funds drawn on a U.S. Bank.

Chargebacks—there will be a $25.00 fee on all chargebacks that are made by the exhibitor unless they have contacted IMS first to inquire

Declined Credit Cards - if a credit card supplied is declined we will need to have another card on file. If you prefer us to try and reuse the card supplied there is a charge of $25 for each time it is run and not approved.

Insufficient Funds - there will be a $35.00 fee on all returned checks

Wire Transfer—Please contact our office for wire transfer information 817-337-3050 ext. 5. If you have any questions A $25.00 Fee will be applied to all Wire Transfers regarding our payment policy, please call exhibitor services at 817-337-3050 or visit our Service Desk at the show. Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or wire transfer; however, we require your credit card charge authorization to be on file with IMS.

Third Party Billing—Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. IMS reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

Adjustments and Cancellations—Adjustments to your invoice will not be made after the close of show. Some items, services and labor are subject to cancellation fees. Refer to each order form for details. Understand that the total on the calculation of orders may not directly reflect your final invoice due to any additions to the order on site or any errors made in the calculation total prior to order entry.

Authorized Signature of Credit Card Provided_______________________________________ Date____________

Exhibiting Firm: Booth #____________
Complete as many of the order forms for furniture, carpeting, shipping, etc., as your planning allows before each Deadline Date. Make checks payable to Inclusive Management Services, Inc. **Orders with payment received after the Deadline Date will be charged showsite prices.**

TO SUBMIT FORMS TO Inclusive Management Services, INC., we suggest the following procedure:

A. Complete the necessary Inclusive Management Services, Inc. forms and calculate the cost of each order.

B. Review and fill out the PAYMENT POLICY carefully. **ORDERS WILL NOT BE PROCESSED WITHOUT A COMPLETED CREDIT CARD AUTHORIZATION FORM ON FILE.**

C. For your files, make a photocopy of all the Inclusive Management Services, Inc. order forms prior to submitting completed forms to IMS.

Fax or mail this set of documents to:

Inclusive Management Services, Inc.
12917 Royal Ascot Dr.
Fort Worth, Texas 76244
Phone (817) 337-3050
Fax (888) 301-1273

FOR FORMS GOING TO THE OTHER OFFICIAL SUPPLIERS
(Internet/telecommunications, photography service, etc.), please follow the payment and mailing instructions indicated on each of these forms located in this Exhibitor Service Manual.

FOR ORDERS SUBMITTED AFTER THE DEADLINE DATE
If there is still time for forms to reach us by mail, air courier or fax, you are welcome to make additions after the deadline date. Note that these will be charged at the showsite rates.

FOR SHOW SITE ORDERS
Simply order from Inclusive Management Services, Inc. staff at the Customer Service Center on the Exhibition floor. We will be fully staffed during all set up hours to accommodate any additional requests you may have. Payment by credit card will be required at the Customer Service Center for all show site orders.
American Farm Bureau Convention 2023
January 6 - 11, 2023
Puerto Rico Convention Center
San Juan, Puerto Rico

DISCOUNT DEADLINE DATE • NOVEMBER 30, 2022

SEATING & ROUND TABLES

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Padded Side Chair</td>
<td>$120.00</td>
<td>$156.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Nematic Task Chair</td>
<td>$167.50</td>
<td>$217.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Executive Chair</td>
<td>$204.75</td>
<td>$266.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Padded Counter Stool</td>
<td>$142.75</td>
<td>$185.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Round Pedestal Table 30&quot;H</td>
<td>$160.25</td>
<td>$208.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Round Bistro Table 40&quot;H</td>
<td>$160.25</td>
<td>$208.25</td>
<td></td>
</tr>
</tbody>
</table>

SKIRTED DISPLAY TABLES (30” - 42”High)

Check color choice: □ Gold □ Green □ Teal □ Red
□ Black □ Blue □ Silver □ White □ Burgundy

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4’ Long 30” High</td>
<td>$137.50</td>
<td>$178.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4’ Long 42” High</td>
<td>$184.75</td>
<td>$240.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6’ Long 30” High</td>
<td>$167.00</td>
<td>$217.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6’ Long 42” High</td>
<td>$210.00</td>
<td>$273.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8’ Long 30” High</td>
<td>$194.25</td>
<td>$252.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8’ Long 42” High</td>
<td>$242.50</td>
<td>$315.25</td>
<td></td>
</tr>
</tbody>
</table>

UNSKIRTED DISPLAY TABLES (30” - 42”High)

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4’ Long 30” High</td>
<td>$95.25</td>
<td>$123.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4’ Long 42” High</td>
<td>$115.50</td>
<td>$150.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6’ Long 30” High</td>
<td>$120.75</td>
<td>$157.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6’ Long 42” High</td>
<td>$132.50</td>
<td>$172.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8’ Long 30” High</td>
<td>$127.00</td>
<td>$165.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8’ Long 42” High</td>
<td>$152.25</td>
<td>$198.00</td>
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</tr>
</tbody>
</table>

ACCESSORIES

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>22” x 28” Sign Frame</td>
<td>$86.75</td>
<td>$112.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 Sided Literature Stand</td>
<td>$156.50</td>
<td>$203.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Free Standing Poster Board</td>
<td>$286.75</td>
<td>$372.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bag Stand</td>
<td>$139.75</td>
<td>$181.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tri Pod Display Easel</td>
<td>$52.50</td>
<td>$68.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Garment Rack</td>
<td>$139.50</td>
<td>$181.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wastebasket</td>
<td>$26.25</td>
<td>$34.25</td>
<td></td>
</tr>
</tbody>
</table>

UNSKIRTED DISPLAY TABLES (30” - 42”High)

Check color choice: □ Gold □ Green □ Teal □ Red
□ Black □ Blue □ Silver □ White □ Burgundy

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4th Side Draped</td>
<td>$75.50</td>
<td>$98.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3’ Linear (per foot)</td>
<td>$13.95</td>
<td>$17.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8’ Linear (per foot)</td>
<td>$20.25</td>
<td>$26.25</td>
<td></td>
</tr>
</tbody>
</table>

Please Note: On items where a color choice is offered, if one is not chosen we reserve the right to choose one for you.

Subtotal ______________+ 11.5% Sales Tax = TOTAL $_____________

EXHIBITOR NAME: __________________________________________ BOOTH #: ______________

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Fax form to 888-301-1273 along with completed payment policy
**the Basics...**

Standard Furnishings* from

*Actual colors, styles and sizes may vary and may be substituted depending upon availability.

**Select Skirt Color:** (to be filled out on order form)
- black
- blue
- silver
- white
- burgundy
- gold
- green
- teal
- red

**Select Length:** 4ft. | 6ft. | 8ft.

**Select Height:** 30” or 40”

- Padded Side Chair
- Executive Chair
- Padded Counter Stool
- Pneumatic Task Chair
- 40” Tall x 30” Round Bistro Table
- 30” Tall x 30” Round Pedestal Table

Fill out order form & fax back to us 888.301.1273 -or- Log-In & Order On-Line.
the Basics...

Standard Furnishings from

Fill out order form & fax back to us 888.301.1273 -or- Log-In & Order On-Line.

*Actual colors, styles and sizes may vary and may be substituted depending upon availability.

- Padded Side Chair
- Pneumatic Task Chair
- 30” Tall x 30” Round Pedestal Table
- 40” Tall x 30” Round Bistro Table
- Padded Arm Chair
- 20” Director’s Chair
- 30” Director’s Chair
- Padded Counter Stool

- Frame: Chrome
- Fabric: Gray
- Frame: Chrome
- Fabric: Gray
- Frame: Black
- Fabric: Black
- Frame: Black
- Fabric: Black
- Frame: Chrome
- Fabric: Black or Gray
- Frame: Chrome
- Fabric: White or Black
- Frame: Chrome
- Fabric: White or Black
- Frame: Black
- Fabric: Black
- Frame: Black
- Fabric: Black

Select Skirt Color: (to be filled out on order form)

Select Length: 4ft. | 6ft. | 8ft.
Select Height: 30” or 40”

- Literature Stand
- Tri Pod Display Easel
- 22” x 28” Sign Frame
- Wastebasket/Liner
- Bag Stand
- Garment Rack
- Free Standing Poster Board (2-Sided)
**DISCOUNT DEADLINE DATE • NOVEMBER 30, 2022**

**Please Note:** On items where a color choice is offered, if one is not chosen we reserve the right to choose one for you.

### RECEPTION COUNTERS

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Half Round Counter</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Standard Color</td>
<td>$525.00</td>
<td>$682.50</td>
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<tr>
<td></td>
<td>Special Color</td>
<td>$630.00</td>
<td>$820.00</td>
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### COUNTER STORAGE UNITS (CREDENZA'S)

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<th>QTY</th>
<th>DESCRIPTION</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Storage Unit</td>
<td></td>
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<tr>
<td></td>
<td>Standard Color</td>
<td>$475.00</td>
<td>$617.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Special Color</td>
<td>$575.00</td>
<td>$748.00</td>
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### 1 METER SHOWCASES

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<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Half View</td>
<td>$420.00</td>
<td>$546.00</td>
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<tr>
<td></td>
<td>Full View</td>
<td>$420.00</td>
<td>$546.00</td>
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</table>

### 2 METER SHOWCASES

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
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<tr>
<td></td>
<td>Half View</td>
<td>$499.00</td>
<td>$648.00</td>
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<tr>
<td></td>
<td>Full View</td>
<td>$499.00</td>
<td>$648.00</td>
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</tbody>
</table>

### SYSTEM DISPLAY PEDESTALS

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
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<tbody>
<tr>
<td></td>
<td>30 in H x 1/2 Meter Square</td>
<td>$395.00</td>
<td>$515.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>42 in H x 1/2 Meter Square</td>
<td>$450.00</td>
<td>$585.00</td>
<td></td>
</tr>
</tbody>
</table>

Subtotal _____________ + 11.5% Sales Tax = TOTAL $___________

EXHIBITOR NAME: ___________________________________________  BOOTH #: _____________

Fax form to 888-301-1273 along with completed payment policy
**SHOWCASES & STORAGE UNITS**

**Half Round Reception Counter**
41”(w) x 22”(d) x 40”(h)

**System Display Pedestals**

**Storage Unit - Credenza**
40”W x 21.5”D x 39”T

Subject to availability - sizes vary
Contact your CSR with inquires.

**Standard Colors**
- White
- Black

**Special Colors**
- Gray
- Blue
- Green
- Red

**Showcases available in 1M and 2M lengths.**

**Full View Showcase**
1M 41”(w) x 22”(d) x 40”(h)
2M 80”(w) x 22”(d) x 40”(h)

**Half View Showcase**
1M 41”(w) x 22”(d) x 40”(h)
2M 80”(w) x 22”(d) x 40”(h)
**FLOOR COVERINGS ORDER FORM**

Fax form to 888-301-1273 along with completed payment policy

---

**CLASSIC CARPET** - Carpet Ordered in Multiples are not Guaranteed a Color Match

<table>
<thead>
<tr>
<th>QTY.</th>
<th>DESCRIPTION</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 ft. x 10 ft.</td>
<td>$235.00</td>
<td>$305.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 ft. x 20 ft.</td>
<td>$470.00</td>
<td>$611.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 ft. x 30 ft.</td>
<td>$702.00</td>
<td>$912.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 ft. x 40 ft.</td>
<td>$877.00</td>
<td>$1140.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**SPECIAL CUT CARPET** - Minimum Order is 100 Square Feet (Choose from above colors)

Special Cut Carpet for Island Booths, Peninsula Booths, or Bulk Spaces

<table>
<thead>
<tr>
<th>QTY.</th>
<th>DESCRIPTION</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>per sq. ft. _____ x _____</td>
<td>$3.90 sq.ft.</td>
<td>$4.90 sq.ft.</td>
<td></td>
</tr>
</tbody>
</table>

---

**CUSTOM CARPET ORDER**

Enhance the impression of your booth, plus enjoy the added choices of designer colors, by ordering our custom carpeting. It is available for one-time rental. Carpeting is 30oz. Stain-resistant Zeftron Nylon.

*Other colors may be available; please call 817.337.3050 for additional colors and prices.*

Please fill out your choice below. There is a minimum order of 200 square feet for custom carpet. If additional carpet is required to cover steps, skids and display cases, please send a floor plan. A quote will be forwarded to you before we proceed.

**CUSTOM CARPET COLOR** (Check color above and put square footage here)

<table>
<thead>
<tr>
<th>Color</th>
<th>Square Footage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cobalt</td>
<td></td>
</tr>
<tr>
<td>Charcoal</td>
<td></td>
</tr>
<tr>
<td>Navy</td>
<td></td>
</tr>
<tr>
<td>Platinum</td>
<td></td>
</tr>
<tr>
<td>Mocha</td>
<td></td>
</tr>
<tr>
<td>Ivory</td>
<td></td>
</tr>
<tr>
<td>Emerald</td>
<td></td>
</tr>
<tr>
<td>Coffee</td>
<td></td>
</tr>
<tr>
<td>Pewter</td>
<td></td>
</tr>
<tr>
<td>Terra Cotta</td>
<td></td>
</tr>
<tr>
<td>Sapphire</td>
<td></td>
</tr>
<tr>
<td>Onyx</td>
<td></td>
</tr>
<tr>
<td>Beige</td>
<td></td>
</tr>
<tr>
<td>Red Wine</td>
<td></td>
</tr>
</tbody>
</table>

**BOOTH SIZE:** __________ X __________ = __________ SQ. FT. @ $5.50 per SQ. FT. $___________________

**CUSTOM CARPET RENTAL PRICE** order includes installation, poly covering and removal.

**CARPET PADDING** order includes installation and disposing of padding.

**CARPET VISQUEEN ORDER** includes installation of Visqueen

**Subtotal** + 11.5% Sales Tax = TOTAL $___________________

---

Please Note: On items where a color choice is offered, if one is not chosen we reserve the right to choose one for you.

---

**EXHIBITOR NAME:** ___________________________ **BOOTH #:** ____________

---

**DISCOUNT DEADLINE DATE • NOVEMBER 30, 2022**

---

Back to Table of Contents
Our Classic (16oz.) & Custom (30oz.) carpet is inspected prior to shipping to show site to ensure top quality of any re-purposed carpet. Special cut sizes are available upon request. Please refer to order form for pricing, which includes delivery, installation and removal. Don’t forget to order padding... attendees and staff will thank you for it!

### Classic Carpet (16oz.)

- Blue
- Black
- Red
- Green
- Teal
- Gray
- Burgundy

### Custom Carpet (30oz.)

- Cobalt
- Charcoal
- Navy
- Platinum
- Mocha
- Ivory
- Emerald
- Coffee
- Pewter
- Terra Cotta
- Sapphire
- Onyx
- Beige
- Red Wine

* Actual colors may vary due to variations in computer display technology, lighting and dye lots. Swatches should not be used for exact color matching purposes.
Don’t see a color you are looking for? We may be able to help. Call our customer service department to see what other color options may be available.
# Discount Deadline Date • November 30, 2022

<table>
<thead>
<tr>
<th>Model Number</th>
<th>Discount Price</th>
<th>Standard Price</th>
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</thead>
<tbody>
<tr>
<td>Model #1</td>
<td>$3,350.00</td>
<td>$4,355.00</td>
</tr>
<tr>
<td>Model #2</td>
<td>$4,500.00</td>
<td>$5,850.00</td>
</tr>
<tr>
<td>Model #3</td>
<td>$4,850.00</td>
<td>$6,305.00</td>
</tr>
<tr>
<td>Model #4</td>
<td>$6,500.00</td>
<td>$8,450.00</td>
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<tr>
<td>Model #5</td>
<td>$7,250.00</td>
<td>$9,425.00</td>
</tr>
<tr>
<td>Model #6</td>
<td>$9,250.00</td>
<td>$12,025.00</td>
</tr>
</tbody>
</table>

**Package Includes:**
- Installation & Dismantling
- Choice of Carpet Color
- Company ID Sign
- 2 stem lights per 10’ unit

**Package Does Not Include:**
Exhibitor is responsible for ordering electrical outlet. This is not included in the package. Any furnishings; tables, chairs, etc. on the Options Pages.

Please Complete The Following:

- Model Number: ________
- Font Style:                ☐ Futura                   ☐ Humanist                     ☐ PosterBodoni                    ☐ Times New Roman                    ☐ Other
- Font Color:                  ☐ Black                      ☐ Blue                      ☐ Red                     ☐ Green                     ☐ Burgundy                      ☐ Teal
- Carpet Color                   ☐ Black                    ☐ Blue                         ☐ Red                        ☐ Grey                        ☐ Green
- Hardwall Panel Color:                    ☐ White                      ☐ Blue                           ☐ Green                              ☐ Gray                              ☐ Red
- Fabric Walls check here                   ☐ Gray                         ☐ Black

Hardwall Panel Color/Fabric Choices (back panels only)
Panel 1 __________  Panel 2_________ Panel 3  _________ Panel 4 _________  Panel 5 _________  Panel 6 _________

Identification Sign to Read: _________________________________________________________

Indicate Date & Time of Arrival:___________________________________________________

**ALL PANELS COME STANDARD WHITE - COLOR AND/OR FABRIC ADDITIONAL COST PER PANEL**

Subtotal ______________+      11.5% Sales Tax =     TOTAL                   $_____________

EXHIBITOR NAME: _____________________________________

Fax form to 888-301-1273 along with completed payment policy

Terms and Conditions: Must be signed for order to process
* Payment may be made by check up to two weeks prior to the show opening.
* All orders received after the Deadline Date will be processed at the After Deadline Price.
* Exhibitor is responsible for all items for the duration of the show.
* Charges are for rental of equipment only. All items remain the property of IMS.
* No refunds/exchanges once show move-in begins. All claims or discrepancies must be settled prior to show closing.
* IMS is not responsible for exhibit materials left in IMS rental exhibits or counter storage units.

I have read and understand the Terms & Conditions of my Agreement with IMS.

__________________________    __________________
Signature      Date

For a specially designed unit please contact our Customer Service Department at:
817-337-3050
CUSTOM RENTAL DISPLAY CHOICES

CUSTOM RENTAL UNITS

Rental Units Include:
- Installation and Dismantling
- Choice of Standard Carpet Color
- Booth Header with Company Name
- 2 clamp on spotlights, Electricity to be ordered separately
- Standard White Hard Panel Walls

Custom Graphics and Company Logo available upon request for additional charge.

Graphics and Logo to be provided by exhibitor in correct format.

Hardwall panels also available in color and fabric choices below for an additional charge:

- Blue
- Green
- Gray
- Red
- Gray Fabric
- Black Fabric

Model 1

Model 2

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CUSTOM RENTAL UNITS

Rental Units Include:

- Installation and Dismantling
- Choice of Standard Carpet Color
- Booth Header with Company Name
- 2 clamp on spotlights, Electricity to be ordered separately
- Standard White Hard Panel Walls

Custom Graphics and Company Logo available upon request for additional charge.

Graphics and Logo to be provided by exhibitor in correct format.

Hardwall panels also available in color and fabric choices below for an additional charge.

Blue, Green, Gray, Red, Black Fabric

Model 3

Model 4

Back to Table of Contents
CUSTOM RENTAL UNITS

Model 5

Rental Units Include:
- Installation and Dismantling
- Choice of Standard Carpet Color
- Booth Header with Company Name
- 2 clamp on spotlights, Electricity to be ordered separately
- Standard White Hard Panel Walls

Custom Graphics and Company Logo available upon request for additional charge.

Graphics and Logo to be provided by exhibitor in correct format.

Hardwall panels also available in color and fabric choices below for an additional charge:

- Blue
- Green
- Gray
- Red
- Black Fabric
- Gray Fabric
# SOFA'S

<table>
<thead>
<tr>
<th>QTY.</th>
<th>DESCRIPTION</th>
<th>ITEM #</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Andra Sofa (White)</td>
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<td>$1,659.00</td>
<td>$2,156.00</td>
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</tr>
<tr>
<td></td>
<td>Charleston Sofa (Black)</td>
<td></td>
<td>$1,239.00</td>
<td>$1,611.00</td>
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<tr>
<td></td>
<td>Charleston Sofa (Gray)</td>
<td></td>
<td>$1,239.00</td>
<td>$1,611.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Le Courbusier Sofa (Black)</td>
<td></td>
<td>$735.00</td>
<td>$956.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Le Courbusier Sofa (Gray)</td>
<td></td>
<td>$735.00</td>
<td>$956.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Le Courbusier Sofa (White)</td>
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<td>$735.00</td>
<td>$956.00</td>
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<tr>
<td></td>
<td>Low Back Sofa</td>
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<td>$315.00</td>
<td>$410.00</td>
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<td>Madrid Sofa</td>
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<td>$840.00</td>
<td>$1,092.00</td>
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<tr>
<td></td>
<td>Marble Black Sofa (priced per unit, 4 units shown)</td>
<td></td>
<td>$300.00</td>
<td>$390.00</td>
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<tr>
<td></td>
<td>Marble White Sofa (priced per unit, 4 units shown)</td>
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<td>$300.00</td>
<td>$390.00</td>
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<tr>
<td></td>
<td>Provance Sofa (White)</td>
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<td>$1,155.00</td>
<td>$1,502.00</td>
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<td>Retro Sofa (White)</td>
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<td>$567.00</td>
<td>$738.00</td>
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<td></td>
<td>Retro Corner Sofa (White)</td>
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<td>$777.00</td>
<td>$1,011.00</td>
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<tr>
<td></td>
<td>Snow Sofa (White)</td>
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<td>$945.00</td>
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<td>Speakeasy Sofa (Black)</td>
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<td>$945.00</td>
<td>$1,229.00</td>
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<td></td>
<td>Swoop Sofa (White)</td>
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<td>$819.00</td>
<td>$1,065.00</td>
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Subtotal ___________ + 11.5% Sales Tax = TOTAL $___________

EXHIBITOR NAME: _________________________________ BOOTH #: ____________

Fax form to 888-301-1273 along with completed payment policy
Custom Furnishings....Soft Seating

Marble Sofa (Black) 4 units showing
Marble Sofa (White) 4 units showing
Retro Sofa (White)

Retro Corner Sofa (White)
Snow Sofa (White)
Speak Easy Sofa (Black)

Swoop Sofa (White)
V Sofa (White)
**CUSTOM FURNITURE ORDER FORM**

**DISCOUNT DEADLINE DATE • NOVEMBER 30, 2022**

### LOVESEATS

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Subtotal ______________+ 11.5% Sales Tax = TOTAL $_____________

EXHIBITOR NAME: _______________________________  BOOTH #: __________

Fax form to 888-301-1273 along with completed payment policy
Custom Furnishings....Soft Seating

Buttons Loveseat (White)  Circle Loveseat (White)  Low Back Loveseat (White)

Andra Armchair (White)  Celine Armchair (Black)  Charleston Armchair (Black), (Gray)

Executive Armchair (Black), (White)  Le Courbusier Armchair (Black), (Gray), (White)

Provance Armchair (White)
## OTTOMANS

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## BENCHES

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## MOONS

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Subtotal ______________+ 11.5% Sales Tax = TOTAL $_____________

EXHIBITOR NAME: ________________________  BOOTH #: _________
Custom Furnishings... Ottomans

Black Round Ottoman  
Hessian Ottoman  
Marble Ottoman (Black)  
Marble Ottoman (White)  

White Round Ottoman  
(Large)  
White Round Ottoman  
(Small)  
White Square Ottoman  
(Large)  
White Square Ottoman  
(Small)  

White Vinyl Ottoman
Arms Bench (White)
Atrium Chair (White)
Buttons Bench (White)
Curved Bench (White)
Florence Bench (White)
Regular Bench (White)
Tuscanny Bench (Linen)
White Metal Frame Bench
Full Moon (Black)
Full Moon (White)
Half Moon (White)
## DISCOUNT DEADLINE DATE • NOVEMBER 30, 2022

### COFFEE TABLES

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### END TABLES

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Subtotal $________________________ + 11.5% Sales Tax = TOTAL $________________________

EXHIBITOR NAME: ____________________________________  BOOTH #: ____________

Back to Table of Contents

Fax form to 888-301-1273 along with completed payment policy
Custom Furnishings....Coffee Tables

Amazon Coffee Table
Bond Coffee Table (Gold)
Bond Coffee Table (Silver)

Diamond Coffee Table (Large)
Diamond Coffee Table (Small)
Falcon Coffee Table

Glass Roman Numeral Coffee Table
Marble Coffee Table

Oak Coffee Table (Large)
Oak Coffee Table (Small)
Wood Oval Coffee Table
Florence End Table (Large) or (Small)  Gatsby End Table (Large) or (Small)  Glass Frosted End Table

Lannister End Table (Large) or (Small)  Pasha End Table (Large) or (Small)  Regency End Table (Large) or (Small)

Star Golden End Table  Trelisse End Table (Large) or (Small)  Versallies End Table (Large) or (Small)

Wood Round End Table
## BISTRO TABLES

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Subtotal ____________ + 11.5% Sales Tax = TOTAL ____________

Exhibitor Name: ____________________________ Booth #: ____________

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Subtotal ____________ + 11.5% Sales Tax = TOTAL $___________

EXHIBITOR NAME:____________________________ BOOTH #: ____________

Discount Deadline Date • November 30, 2022

American Farm Bureau Convention 2023
January 6 - 11, 2023
Puerto Rico Convention Center
San Juan, Puerto Rico
Custom Furnishings... Bistro Tables

8’ x 36” Bistro Table (Black), (Lime Wash), (White)

Aurora Bistro Table (Gold), (Silver)
Autumn Bistro Table
Bond Bistro Table
Claire Bistro Table (Gold), (Silver)

Cosmo Bistro Table (Black), (White)
Cylinder Bistro Table
Deco Bistro Table
Dhely Bistro Table (Gray), (Wood)

Downtown Bistro Table
Empire Bistro Table (Gold), (Silver)
Galaxy Bistro Table
Glass Top Bistro Table
Icon Bistro Table (Gold), (Silver)
Industrial Bistro Table (Black), (White)
Jetson Bistro Table

Onyx Bistro Table (Black), (White)
Orbit Bistro Table
Snow White Bistro Table
Spring Bistro Table

Village Bistro Table
Winter Bistro Table
Wynwood Bistro Table (Black), (White)
# DISCOUNT DEADLINE DATE • NOVEMBER 30, 2022

## COCKTAIL TABLES

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<thead>
<tr>
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## PARSON TABLES

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## BARS

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Subtotal ____________ + 11.5% Sales Tax = TOTAL $_____________

EXHIBITOR NAME: _______________________________ BOOTH #: ____________

Back to Table of Contents

Fax form to 888-301-1273 along with completed payment policy
### Barstools

<table>
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Subtotal ______________+ 11.5% Sales Tax = TOTAL $_____________

EXHIBITOR NAME: ___________________________ BOOTH #: ____________

Continued on Next Page
### BARSTOOLS (Continued)

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Subtotal _____________ + 11.5% Sales Tax = TOTAL $__________

EXHIBITOR NAME: ___________________________ BOOTH #: __________
Custom Furnishings....Bar Stools

Alice Bar Stool
Amelia Bar Stool (Black/Gold), (White/Gold)
Avenue Bar Stool
Barber Adjustable Bar Stool

Beverly Bar Stool (Black/Gold), (Gold/Navy), (Gold/White), (Silver/White)
Cabana Bar Stool
Charleston Bar Stool

Classic Allure Bar Stool (Black/Gold), (Black/Silver), (Gold/White), (Gray/Silver), (Silver/White)
Hampton Bar Stool (Black), (Gold), (White)

Malibu Bar Stool (Black), (White), (Yellow)

Nova Bar Stool (Black), (Blue), (Green), (Red), (White)

Palm Bar Stool (Black/Gold), (White/Gold)

Patsy Bar Stool (Black/Gold), (White/Gold)
Phillipe Bar Stool (Black), (Blue), (Red), (Smoke), (White), (Yellow)

Intended for 30” Table

S Chair

Soho Bar Stool (Black), (Gold)

Tokyo Bar Stool (Black), (Blue), (Gray), (Red), (White)
HELPFUL REMINDERS ON SHIPPING

1. Ship in advance to the warehouse. Ship prepaid and keep an inventory and the tracking numbers of all your shipments.
2. Place a rider on your insurance policy from the time your exhibit and product leaves your possession until it’s return. Your company is responsible for your exhibit and product.
3. Ship your freight and product via common carrier or van line to arrive on your target date. Use two-day air freight if you are on a tight schedule and DO NOT SEND ANYTHING VIA U.S. MAIL.
4. Be sure to remove old shipping labels before you send anything to the warehouse or to the show site.
5. While making your shipping plans for the show, also plan for shipping home after the show is over. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display.
6. Take the extra time to ensure that your display and product are packed neatly and securely.
7. Provide General Contractor with the Freight Routing Form including the pro#/tracking # provided in the ESM in the event your shipment is lost.
8. If you ship by way of your own truck or car, it is important to have a delivery ticket prepared indicating the piece count and weight. You are invoiced for material handling based on weight. If no information is available, the weight is estimated by the unloading crew.
9. Consolidate as many pieces as possible into one shipment to avoid being billed for several minimum shipments. To reduce material handling costs (Drayage), ship all of your exhibit materials in ONE shipment. Remember, there is a 200 pound minimum charge per shipment.
10. Please be sure to obtain and complete an IMS Bill of Lading. Bills of Lading will be made available at the IMS service center on the final show day. Please be sure to return your completed Bill of Lading and any additional outbound information before you leave the show floor.

COMMON SHIPPING MISTAKES

1. Selecting a carrier that does not service trade shows on a regular basis. Unlike other shipments, exhibit material is time-sensitive.
2. Old labels left on crates and cartons, which cause confusion.
3. Not specifying what type of air freight service is desired, i.e., AM, PM, second day, and deferred service.
4. Not requesting insurance for valuable equipment. If a shipment is not marked “insured”, it is basically covered for .50/lb per shipment.
5. Not giving clear instructions on how the freight is to be shipped:
   A. not advising your carrier about your target date and time.
   B. not including an accurate description or piece count.
   C. not reading the exhibitor manual and shipping instructions; and
   D. not filling out the forms properly.
ALL FREIGHT MUST BE ACCOMPANIED BY
A CERTIFIED SCALE TICKET

ALL DRIVERS MUST PROVIDE THE FOLLOWING
INFORMATION ON THEIR BILLS OF LADING:

1. BOOTH NUMBER
2. EXHIBITOR’S NAME
3. SHIPPER’S NAME
4. PIECE SUMMARY
5. ACTUAL HEAVY & LIGHT WEIGHT CERTIFIED SCALE TICKETS
6. NET, GROSS AND TARE WEIGHT

PIECE SUMMARIES MUST BE BROKEN INTO THE
FOLLOWING CATEGORIES:

1. CRATES ……………………………….(WOODEN BOXES)
2. CARTONS……………………………..(CARDBOARD BOXES)
3. CARPETS………………………………(RUGS AND PADS)
4. SKIDS…………………………………..(PALLETS)
5. BUNDLES
6. MACHINES
7. MISCELLANEOUS…………………..(LOOSE OR UNPACKED ITEMS)

ALL BILLS MUST CONTAIN THIS INFORMATION BEFORE THE
FREIGHT CLERK CAN ACCEPT THEM:

WE REQUIRE A COPY OF YOUR BILLS OF LADING

IF YOU CANNOT PROVIDE ANY
OF THE REQUESTED
INFORMATION, PLEASE
CONTACT YOUR DISPATCH
OR CHECK YOUR FREIGHT CLERK
INFORMATION ON INCOMING SHIPMENTS FOR THE SHOW

Shipping To: ADVANCED WAREHOUSE DIRECT TO SHOW SITE

| Company Name: ____________________________ | Booth # __________ |
| Origin of Shipment: ______________________ | Carrier: __________ |
| Shipping Date: ___________________________ | Approximate Arrival Date: __________ |
| Total Number of Containers: ______________ | Total Weight of Shipment: __________ |
| Pro #: ___________________________________________________________________________ |

INSTRUCTIONS ON OUTGOING SHIPMENTS AT CLOSE OF SHOW

Consign to (Company Name): ______________________ Telephone: ______________________

| Street Address: __________________________ | City: ______________________ |
| State: __________________________ | Zip: ____________________ |
| Carrier: ______________________________________________________________________ | PREPAID COLLECT |
| Total Number of Containers: ____________ | Total Weight of Shipments: __________ |

FOR SPLIT SHIPMENTS, USE SPACE BELOW

Consign to (Company Name): ______________________ Telephone: ______________________ PREPAID COLLECT

| Street Address: __________________________ | City: ______________________ State: ______ Zip: ______ |
| Carrier: ______________________________________________________________________ | Total Number of Containers: ______ Total Weight of Shipments: ______ |

BILLING ADDRESS FOR FREIGHT CHARGES

| Company Name: ____________________________ | Telephone: ______________________ |
| Street Address: __________________________ | City: ______________________ State: ______ Zip: ______ |
| Attention: ______________________________________________________________________ |

PLEASE NOTE: To enable our tracing delayed shipments, please fax duplicate Bills of Lading to 888-301-1273 along with a completed payment policy. COLLECT SHIPMENTS WILL NOT BE RECEIVED

Back to Table of Contents
1. Estimate total number of pieces being shipped
   _____Crated
   _____Uncrated
   _____Machinery
   _____TOTAL

2. Are you shipping to:
   Direct to Show Site _____
   Advanced Warehouse _____

3. Estimate total weight of shipments:
   lbs. ____________

4. Indicate total number of trucks in each category that you will use:
   _____Overseas Container
   _____Van Line
   _____Common Carrier
   _____Flatbed
   _____Co. Truck

5. List carrier name(s):
   __________________________________________
   __________________________________________
   __________________________________________

6. If using a Customs Broker, please print name:
   __________________________________________

7. Print name of person in charge of your move-in: ____________________
   Their phone: ______________________

Unloading Time Schedule - Direct Shipment Only

8. What are the least number of days required to erect your display. ____________

9. What date and time are you scheduling your shipment(s) to arrive on-site?
   __________________________________________

MACHINERY EXHIBITS ONLY -

On the following sheet, please list the following: length, height and weight of each piece so that
The proper capacity of material handling equipment will be available.

10. What is the weight of the single heaviest piece that must be lifted: ____________

11. Is there any special handling equipment required to unload your exhibit materials.
    i.e. extended Forklift blades, special slings, lifting bars, etc?
    __________________________________________

EXHIBITOR NAME: ___________________________________________________________
Booth #: ____________

Fax form to 888-301-1273 along with completed payment policy
MATERIAL HANDLING SERVICES/RATES

DIRECT/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.

SPECIAL HANDLING: Material delivered by the carrier in such a manner that it requires additional handling (Example: stacked shipments, ground unloading, constricted space unloading, etc.) FedEx, UPS, Airborne/DHL are included in this category due to their delivery procedures. 20% additional charge added to direct/crated price.

UNCrated: Material that is shipped loose or pad wrapped.

NOTE: Charges will be based upon the weight of your inbound shipments. Each shipment received is considered separate shipments. The minimum weight per shipment is 200 lbs. Anything over will be rounded to the next 100 lbs. All late shipments will incur an additional 30% surcharge in addition to the rates listed below. Does not include air charges for late freight received at the mainland.

OVERTIME: An overtime surcharge of 25% additional will be incurred for any shipments received or loaded out before 8:00 a.m. or after 4:30 p.m. Monday through Friday and all day Saturday and Sunday.

RECEIVING AT ADVANCE WAREHOUSE IS AS FOLLOWS:

RECEIVING FROM: December 5, 2022 - January 2, 2023

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>PRICE PER CWT</th>
<th>MINIMUM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warehouse Shipment</td>
<td>8:00 a.m. - 3:30 p.m. Monday - Friday</td>
<td></td>
</tr>
<tr>
<td>Direct to Warehouse</td>
<td>$139.00</td>
<td>$278.00</td>
</tr>
<tr>
<td>Late to Warehouse</td>
<td>$180.75</td>
<td>$361.50</td>
</tr>
<tr>
<td>Direct to Warehouse Inbound OT Surcharge</td>
<td>$34.75</td>
<td>$69.50</td>
</tr>
<tr>
<td>Special Handling to Warehouse</td>
<td>$166.75</td>
<td>$333.50</td>
</tr>
<tr>
<td>Late Special Handling to Warehouse</td>
<td>$216.75</td>
<td>$433.50</td>
</tr>
<tr>
<td>Special Handling to Warehouse Inbound OT Surcharge</td>
<td>$41.75</td>
<td>$83.50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>PRICE PER CWT</th>
<th>MINIMUM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show Site Shipment, January 5, 2023</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct to Convention Facility</td>
<td>$139.00</td>
<td>$278.00</td>
</tr>
<tr>
<td>Direct to Convention Facility Inbound/Outbound OT Surcharge</td>
<td>$34.75</td>
<td>$69.50</td>
</tr>
<tr>
<td>Uncrated to Convention Facility</td>
<td>$189.00</td>
<td>$378.00</td>
</tr>
<tr>
<td>Special Handling to Convention Facility</td>
<td>$166.75</td>
<td>$333.50</td>
</tr>
<tr>
<td>Special Handling Inbound/Outbound OT Surcharge</td>
<td>$41.75</td>
<td>$83.50</td>
</tr>
</tbody>
</table>

Small Package - Maximum Weight 50 lbs................................................. $40.00 each

Only applicable on SHOW DAYS

Please use the Material Handling Re-Cap Form to calculate your estimated Material Handling costs. Items will be weighed when received at the convention center dock for accurate billing rates.
EMPTY CONTAINER LABELS

Empty labels for storage of containers during the show will be available at the Exhibitor Service Center. Affixing the labels is the sole responsibility of the exhibitor or representative. All previous labels should be removed. IMS assumes no liability for errors to the above procedure, removal of containers with the old labels, improper information or valuables stored in containers with old empty labels. Empty crates or containers will not be accessible after removal unless prior arrangements are made for accessible storage at the Exhibitor Service Center.

SPECIAL RATES AND SERVICES

Steel banding is available at $0.95 per linear foot, plus one-half hour minimum labor.
Mobile equipment will be moved in and out of the exhibit hall on a time and material basis with a minimum $250 charge per round trip.

AGREEMENT OF TERMS

The exhibitor accepts responsibility for the payment of charges in connection with the handling of shipments and guarantees payment to IMS for the incurred services described herewith.

OUTBOUND SHIPPING

Each exhibitor or his representative will be expected to label his exhibit materials and furnish shipping information. Labels and Bills of Lading will be available at the Exhibitor Service Center. Previous shipping labels should be removed. IMS accepts no responsibility for misdirected shipments as a result of old shipping labels remaining on containers. IMS will route all shipments unless special advance arrangements are made. Exhibits and materials for which arrangements have not been made with IMS, or which have not been removed from the exhibit area on removal day, will be transported to our warehouse, at an additional charge, to await disposition. IMS reserves the right to route exhibit material via an alternate carrier in the event that the requested carrier fails to pick up the shipment or refuses to accept shipments within five (5) business days following the close of the show. No liability will be assumed by IMS as a result of such re-routing or handling. Any freight brought back to the warehouse for special pick-up will be given an additional charge.

SHIPMENTS RETURNED TO THE WAREHOUSE

At the close of the show, for re-forwarding or storage, there will be an additional charge of $69.00 per cwt. On straight time, $138.00 per cwt., with a 500 lb. minimum.

LIMITS OF LIABILITY

All shipments should be insured by the exhibitor from the time they leave his firm until they are returned after the show. All exhibits or materials handled by IMS are insured at a value not to exceed $0.25 per pound and is not to exceed a maximum of $50.00 per item or $1000.00 per claim, whichever is less. However, IMS and its subcontractors are not insurers. The amounts paid to IMS are based on the value of the material handling services and are unrelated to the value of the property being handled.

IMS and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppage, fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearances or other causes beyond its control, or for ordinary wear and tear in handling of equipment. IMS and its subcontractors shall not be responsible for the materials after they have been delivered to the booth, or before they have been picked up for loading at the exhibit hall.

IMS shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.

All Bills of Lading covering outgoing shipments, which are given to IMS by exhibitors, will be checked at the time of pickup from the booth and corrections made where discrepancies exist. Furthermore, the exhibitor recognizes there may be a lapse of time between the completion of packing and the actual pickup of materials from the booth for loading onto a carrier, and during such time, the materials will not be under the care or responsibility of IMS. IMS and its subcontractors shall not be liable to any extent whatsoever, potential or assumed loss of profits or revenues for any collateral costs, which may make it impossible or impractical to exhibit same.

Claims for loss or damage, which are not submitted to IMS within thirty (30) days of the close of the show shall be considered waived. No suit or action shall be brought against IMS or its subcontractors more than one year after accrual of the cause or action thereof.

In order to expedite removal of materials from the show site, IMS shall have the authority to change designated carriers, if such carriers do not pick up on time. Where the exhibitor makes no disposition, materials will be either taken to a warehouse to await exhibitor’s shipping instructions (in which case extra charges will be the responsibility of the exhibitor) or shipped to the exhibitor’s address.

The consignment or delivery of a shipment to IMS or its subcontractors by and exhibitor, or by any shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in the above section.

Back to Table of Contents
Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment to unload, sort, and deliver.

What is Ground Loading/Unloading?
Vehicles that are not docked height, preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not at dock level, etc.

What is Constricted Space Loading/Unloading?
Trailer loaded “high and tight” shipments are not easily accessible. Freight is loaded to full capacity of trailer — top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must by bypassed to reach target freight.

What is Designated Piece Loading/Unloading?
Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

What are stacked Shipments?
Shipments integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

What is Alternate Delivery Location?
Alternate Delivery Location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels of the same building or to other buildings in the same facility.

What are Mixed Shipments?
Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. IMS defines special handling for mixed loads as having less than 50% of the volume as uncrated.

What does it mean if I have “No Documentation”?
Shipments arrive from a small package carrier (including, among others, Federal Express and UPS) without an individual Bill of Lading, requiring additional time, labor, and equipment to process.

What about Carpet Only Shipments?
Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and equipment to unload.

What is the difference between Crated and Uncrated Shipments?
Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad wrapped, and/or unskidded without proper lifting bars and hooks.
For complete information and instructions on shipping and material handling, refer to the “SHIPPING INSTRUCTIONS” and “MATERIAL HANDLING RATES”.

**COMPUTATION OF ORDERS**
When recording weight, round up the next one hundred (100) pounds

**SHIPPMENTS TO WAREHOUSE:**
We will ship _______pieces @ _________lbs.
   @ $139.00 per 100 lbs. (200 lb. minimum) $ ____________________________
LATE CRATED SHIPMENTS TO THE WAREHOUSE $180.75 per 100 lbs. (200 lb. minimum)

**SPECIAL HANDLING FOR DIRECT SHIPMENTS TO WAREHOUSE:**
We will ship _______pieces @ _________lbs.
   @ $166.75 per 100 lbs. (200 lb. minimum) $ ________________________
See Special Handling Rates
LATE SHIPMENTS TO THE WAREHOUSE $216.75 per 100 lbs. (200 lb. minimum) $ _______________

**DIRECT SHIPMENTS TO THE CONVENTION FACILITY:**
We will ship _____pieces @ _______lbs
   @ $139.00 per 100 lbs. (200 lb. minimum) $ ________________________
UNCRATED SHIPMENTS @ $189.00 per 100 lbs. (200 lb. minimum) $ _______________________

**SPECIAL HANDLING FOR DIRECT SHIPMENTS TO THE CONVENTION FACILITY:**
We will ship _____pieces @ _______lbs
   @ $166.75 per 100 lbs. (200 lb. minimum) $ ________________________

**ESTIMATED MATERIAL HANDLING $ ____________________________**

If you are shipping any materials either directly to the convention center or to the advance warehouse, IMS requires a completed Payment Policy Form to be faxed to the number provided on the Payment Policy Form no later than NOVEMBER 30, 2022 in order to guarantee the receipt/delivery of your materials to your booth.

For a complete description of Material Handling Rates and Special Handling Definitions please refer to the previous 3 pages.

**EXHIBITOR NAME:** __________________________________________________________ BOOTH #: _____________
IT IS HIGHLY RECOMMENDED TO SHIP YOUR ITEMS TO THE WAREHOUSE

- All shipments must be sent Pre-Paid. All collect shipments will be refused.

- Crated shipments may be sent to the warehouse beginning on December 5, 2022, last date for warehouse shipments being January 2, 2023. Such shipments must arrive between the hours of 8:00 AM and 3:30 PM Monday through Friday. No shipments will be received at the warehouse on weekends & holidays. To trace the arrival of a shipment, e-mail us at service@inclusivemanagement.com Have pro # and carrier information included. We will call or e-mail back promptly.

- Certified weight tickets & bills of lading indicating weight must accompany freight delivery.

NOTE: Shipments arriving at the warehouse after the advance receiving deadline date will be charged a 30% late surcharge to the advance warehouse rates as well as charges for transport to show site.

Please label each package or crate as follows:

Show Name: AFBF 2023
To: Your Company Name & Booth#
IMS, Inc./Freeman/ABF Freight Systems
Road #165 km 2.4
US Foreign Trade Zone - Building # 7
Guaynabo, Puerto Rico 00965
ADVANCED SHIPMENTS TO WAREHOUSE

From:

IMS, Inc./Freeman/ABF Freight Systems
Road #165 Km 2.4
US Foreign Trade Zone - Building # 7
Guaynabo, Puerto Rico 00965
Show Name: AFBF 2023

ADVANCED SHIPMENTS TO WAREHOUSE

To:

IMS, Inc./Freeman/ABF Freight Systems
Road #165 Km 2.4
US Foreign Trade Zone - Building # 7
Guaynabo, Puerto Rico 00965
Show Name: AFBF 2023

Event: AFBF 2023

Number of Pieces: ____________________

CARRIER: ____________________________________________

SHIPMENTS SHOULD ARRIVE BETWEEN
December 5, 2022 - January 2, 2023

FROM:

IMS, Inc./Freeman/ABF Freight Systems
Road #165 Km 2.4
US Foreign Trade Zone - Building # 7
Guaynabo, Puerto Rico 00965
Show Name: AFBF 2023
RUSH!

EXHIBITION FREIGHT FROM:

_________________________________

____________________________

TO:

HANGING SIGN TO WAREHOUSE

____________________________

COMPANY NAME____________________________BOOTH # _____

Show Name: AFBF 2023

IMS, Inc. /Freeman/ABF Freight Systems

Road #165 km 2.4

US Foreign Trade Zone - Building # 7

Guaynabo, Puerto Rico 00965

SHIPMENTS SHOULD ARRIVE BETWEEN

December 5, 2022 - January 2, 2023

EVENT:

AFBF 2023

CARRIER:

_____________________________________________

NUMBER OF PIECES:

______________________

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• All shipments arriving to the facility prior to January 5, 2023 will be refused and returned to the local trucking terminal.

• Shipments will only be received at the show during the move-in periods indicated on the Fast Facts page of this manual.

• As exhibitor, it is your responsibility to instruct your carrier to the proper dates and times for direct deliveries to the convention facility.

• Certified weight tickets & bills of lading indicating weight must accompany freight delivery.

• Shipments received without receipts, proper freight bills or specified unit counts on their receipts or freight bills such as UPS or van lines, will be delivered to the exhibitor booth without guarantee of the piece count or condition. No liability will be assumed by IMS for such shipments.

Please label each package or crate as follows:

Show Name: AFBF 2023
To: Your Company Name & Booth #
c/o: IMS, Inc./Freeman
Puerto Rico Convention Center
100 Convention Blvd.
San Juan, PR 00907

DO NOT deliver prior to January 5, 2023
Facility will refuse shipment
INSTRUCTIONS ON OUTGOING SHIPMENTS AT CLOSE OF SHOW

Consign to (Company Name): ___________________________  Telephone: ___________________________
Street Address: ____________________________________  City: ___________________________
State: _____________________________________________  Zip: ___________________________
Carrier: ___________________________________________
Total Number of Containers: ___________________________
# of Labels Needed ___________________________

FOR SPLIT SHIPMENTS, USE SPACE BELOW

Consign to (Company Name): ___________________________  Telephone: ___________________________
Street Address: ____________________________________  City: ___________________________
State: _____________________________________________  Zip: ___________________________
Carrier: ___________________________________________
Total Number of Containers: ___________________________
# of Labels Needed ___________________________

EXHIBITOR NAME: ___________________________  BOOTH #: ____________
ABF Freight System, Inc.®

YOUR OFFICIAL GROUND, OCEAN & AIR CARRIER FOR TRANSPORTATION

Let ABF make the Puerto Rico Convention Center

January 6 - 11, 2023

AFBF Convention 2023

the easiest you have attended.

Choose guaranteed, expedited shipping solutions — air or ground — with special discounted rates for your inbound and outbound shipments.

For personalized quotes please call Pam Ferrelli in our Trade Show Division at 888-256-8123

Our services include

- Priority handling of your inbound and outbound shipments.
- Guaranteed expedited air and ground services.
- LTL ground transportation.
- International transportation.

800-654-7019
REQUEST FOR INFORMATION

ABF FREIGHT SYSTEM, INC.® • TRADE SHOW SERVICES

Show Name ____________________________ Booth Number ____________

Show Date __________________________ Show City ______________________

Contractor __________________________

Name _______________________________ Title _______________________

Company ____________________________

Street Address _______________________

P.O. Box _____________________________ City __________________________ State _____________

Zip (P.O. Box) ______________________ Zip (Street Address) ___________

Phone ______________________________ Fax __________________________ E-mail ___________________

Estimated Exhibit Value ______________

Normal Exhibit Weight _____________ Number of Shows Per Year ___________

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

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

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

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

Please fax completed form back to 904-786-8127

ABF tradeshows
On-Site...On-Time...Damage-Free

tradeshows@abf.com
(800) 654-7019

3801 Old Greenwood Road • Ft. Smith • AR • 72908
**SHIPPER PLEASE NOTE**

**FREIGHT CHARGES ARE PREPAID ON THIS BILL OF LADING UNLESS MARKED COLLECT**

**STRAIGHT BILL OF LADING - ORIGINAL - NOT NEGOTIABLE**

<table>
<thead>
<tr>
<th>ABF FREIGHT SYSTEM, INC.</th>
<th>PLACE PRO LABEL HERE</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.O. BOX 10048</td>
<td></td>
</tr>
<tr>
<td>FORT SMITH, AR 72917</td>
<td></td>
</tr>
<tr>
<td>800-610-5544 ABFS</td>
<td></td>
</tr>
<tr>
<td>abf.com</td>
<td></td>
</tr>
</tbody>
</table>

**CONSIGNEE**

TO:
NAME PLUS
STREET
CITY/ST/ZIP

☐ Check box if consignee contact required prior to delivery. Consignee telephone

**SHIPPER**

FROM:
NAME PLUS
STREET
CITY/ST/ZIP

Collect on Delivery $_________ and remit to _______
Street ___________ City ___________ State ___
Carrier must collect cash, money order, bank cashier’s check, or bank-certified check unless shipper signs here to accept company check.

Signed: ____________________________

<table>
<thead>
<tr>
<th>Hdq Unis</th>
<th>Packages No.</th>
<th>Type</th>
<th>★</th>
<th>Kind of Package, Description of Articles, Special Marks and Exceptions (Subject to correction)</th>
<th>Weight (Sub) to Correction (LBS)</th>
<th>Class or Rate Ref (For Info. Only)</th>
<th>Cube (Optional) (CuFT)</th>
</tr>
</thead>
</table>

★ Mark “X” to designate Hazardous Materials as defined in DOT Regulations.

NOTE (1) Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows:

"The agreed or declared value of the property is specifically stated by the shipper to be not exceeding __________ per ___________."

NOTE (2) Liability Limitation for loss or damage on this shipment may be applicable. See 49 U.S.C. 14626(c)(1)(A)(B).

NOTE (3) Commodities requiring special or additional care or attention in handling or storing must be so marked and packaged as to ensure safe transportation with ordinary care. See Sec. (2)(e) of NMFC Item 360.

NOTIFY if problem occurs or at delivery.

**FOR FREIGHT COLLECT SHIPMENTS:**

If this shipment is to be delivered to the consignee, without recourse on the consignor, the consignor shall sign the following statement:
The carrier may decline to make delivery of this shipment without payment of freight and all other lawful charges.

Signature of Consignor: ____________________________

Freight charges are PREPAID unless marked collect.

**CHECK BOX IF COLLECT**

**SHIPPER**

PER (SIGNATURE REQUIRED)

**CARRIER**

ABF FREIGHT SYSTEM, INC.

PER DATE

Driver signature only acknowledges receipt of freight

This is to certify that the above-named materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation, according to the applicable regulations of the Department of Transportation. Additionally, by signature on this bill of lading, Shipper authorizes consent to the Transportation Security Administration (TSA) to screen the shipment when transportation of the shipment requires movement via an air carrier.
<table>
<thead>
<tr>
<th><strong>Commercial Invoice</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date</strong></td>
</tr>
<tr>
<td>Shipper Name</td>
</tr>
<tr>
<td>Street Address</td>
</tr>
<tr>
<td>Contact (Shipper)</td>
</tr>
<tr>
<td>Telephone/Fax Number</td>
</tr>
<tr>
<td>Tax ID Number (EIN)</td>
</tr>
<tr>
<td>Other Information (i.e. ITN #)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Complete Commodity Description</strong></th>
<th><strong>HM</strong></th>
<th><strong>Schedule B</strong></th>
<th><strong>Country of Manufacture</strong></th>
<th><strong>Quantity</strong></th>
<th><strong>UOM</strong></th>
<th><strong>Unit Price USD $</strong></th>
<th><strong>Total Price USD $</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| **Subtotal (USD $)** | 0.00 |
| **Total Freight Charge** |
| **Total Insurance Cost** |
| **Total Invoice Value (USD $)** | 0.00 |

I/we hereby certify that the information on this invoice is true and correct and that the contents of this shipment are as stated above.

Signature and Title of Authorized Person | Date

These commodities, technology, or software were exported from the United States of America for ultimate destination ________________________________ in accordance with export administration regulations. Diversion contrary to U.S. law is prohibited.
Installation & Dismantle Labor Rates

**Straight time** - 8:00 a.m. - 5:00 p.m. Monday through Friday
**Over time** - 5:00 p.m. - 8:00 a.m. Monday through Friday. All Day Saturday & Sunday
Price is per person/per hour. Start time is guaranteed only when labor is requested for the start of the working day (8:00am), unless the official set-up time begins later.
One hour minimum charge on all labor. Cancellations must be in writing.

### PLAN A: Installation and Dismantling of display under the supervision of EXHIBITOR

Straight Time - $117.00 per personnel hour  
Overtime - $167.00 per personnel hour

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>DATE</th>
<th>TIME</th>
<th>TOTAL LABORERS</th>
<th>HOURS PER LABORER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation</td>
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<tr>
<td>Installation</td>
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<tr>
<td>Dismantling</td>
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<tr>
<td>Dismantling</td>
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</tbody>
</table>

Please note the following:
- Work will be done on a straight time basis if possible. However, overtime charges will be invoiced on the show floor, if necessary.
- Notice of cancellation should be made at least 24 hours prior to the show move-in to avoid a one-hour minimum charge.

### PLAN B: Installation and Dismantling of display under the supervision of IMS

Straight Time - $158.00 per personnel hour  
Overtime - $225.00 per personnel hour

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>DATE</th>
<th>TIME</th>
<th>TOTAL LABORERS</th>
<th>HOURS PER LABORER</th>
</tr>
</thead>
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<tr>
<td>Dismantling</td>
<td></td>
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</table>

Please note the following:
- Labor personnel must be picked up at IMS Exhibit Service Center when under exhibitor supervision.
- A one hour “no show” charge will be applied if exhibitor fails to pick up labor personnel as ordered.

**ESTIMATED COST FOR INSTALLATION & DISMANTLING LABOR** $__________
1. Inclusive Management Services, Inc. (IMS) and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.

2. Inclusive Management Services, Inc. (IMS) and its subcontractors shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by Inclusive Management Services, Inc or its subcontractors, except when such laborers are working or operating equipment under direct supervision of a supervisor designated by Inclusive Management Services, IMS or its subcontractor.

3. Inclusive Management Services, Inc. (IMS) and its subcontractors shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor’s material or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor’s materials.

4. Claims for loss, injury or damage which are not submitted to Inclusive Management Services, Inc., (IMS) within thirty (30) days of the close of the show on which the loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against Inclusive Management Services, Inc. (IMS) or its subcontractor more than one year after the accrual of the cause of action.

5. Inclusive Management Services, Inc. (IMS) will not be responsible for improper packing of exhibitor material and products or incorrect labeling if working under the supervision of the exhibitor.

6. Inclusive Management Services, Inc. (IMS) will not be responsible for improperly packed or concealed damages to exhibits.

7. The placing of an order for the services or laborers and the use of equipment by an exhibitor, or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth in Section 1 through 5 above.
**DISCOUNT DEADLINE DATE • NOVEMBER 30, 2022**

Exhibiting Name: ___________________________________________________________ Booth # _______________________________

Contact Name: ____________________________________________________________ Booth Size _______ x _________

Email Address: ___________________________________________________________________________________________________

**IMS SUPERVISED LABOR**

*In order to better serve you—please complete the following information if your display is to be set-up and/or dismantled by IMS and you will not be present to supervise the installation and/or dismantle.*

### Inbound Shipping and Set Up Information

Freight will be shipped to: Warehouse ______ Show Site _______ Date ______________

Total No. of: Crates ______ Cartons _______ Fiber Cases _______ Other (Specify) ________________

Setup Plan/Photo: Attached ___________ To Be Sent With Exhibit ___________ In Crate No. _______

Carpet: With Exhibit _______ Rented From _______________ Color ___________ Size ______

Electrical Placement: Drawing Attached ___________ Drawing with Exhibit ___________ Electrical Under Carpet ____________

Comments: ___________________________________________________________________________________________________

Graphics: With Exhibit _______ Shipped Separately ___________

Comments: ___________________________________________________________________________________________________

Special Tools/Hardware Required: ________________________________________________________________________________

### Outbound Shipping Information

Ship To: ____________________________________________________________

________________________________________________________________________

Method of Shipment

- [ ] Exhibit Transportation  - [ ] Common Carrier  - [ ] Air Freight  - [ ] Next Day  - [ ] 2nd Day  - [ ] Deferred

- [ ] Other Carrier: Please indicate the carrier’s name

- [ ] Other Common Carrier: ______________________________________________

- [ ] Other Air Freight: ________________________________________________

- [ ] Van Line: __________________________________________________________

Freight Charges  - [ ] Prepaid Bill To  - [ ] Collect

________________________________________________________________________

**In the event your selected carrier fails to show on final move-out day the show carrier will be utilized.**

**IMS will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel.**

---

Fax form to **888-301-1273** along with completed payment policy
Reserve forklift labor below. Starting times can be guaranteed only when labor is requested for 8AM. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the IMS Service Desk & supervise the work to be done. Upon completion, the exhibitor’s representative will return the crew to IMS Service Desk and approve the work order.

**FORKLIFT W/OPERATOR:**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>DATE</th>
<th>TIME</th>
<th># OF FORKLIFTS</th>
<th>STANDARD PRICE</th>
<th>OVERTIME PRICE</th>
<th>DOUBLE TIME PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation</td>
<td></td>
<td></td>
<td></td>
<td>$198.00</td>
<td>$235.75</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Installation</td>
<td></td>
<td></td>
<td></td>
<td>$198.00</td>
<td>$235.75</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Dismantling</td>
<td></td>
<td></td>
<td></td>
<td>$198.00</td>
<td>$235.75</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Dismantling</td>
<td></td>
<td></td>
<td></td>
<td>$198.00</td>
<td>$235.75</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

**ADDITIONAL LABOR:**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>DATE</th>
<th>TIME</th>
<th># OF LABORERS</th>
<th>STANDARD PRICE</th>
<th>OVERTIME PRICE</th>
<th>DOUBLE TIME PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation</td>
<td></td>
<td></td>
<td></td>
<td>$119.25</td>
<td>$217.00</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Installation</td>
<td></td>
<td></td>
<td></td>
<td>$119.25</td>
<td>$217.00</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Dismantling</td>
<td></td>
<td></td>
<td></td>
<td>$119.25</td>
<td>$217.00</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Dismantling</td>
<td></td>
<td></td>
<td></td>
<td>$119.25</td>
<td>$217.00</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

*Describe work to be done:*

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

**LABOR RATES**

- **Straight Time**
  8:00 AM to 5:00 PM Monday through Friday

- **Overtime**
  Before 8:00 AM and after 5:00 PM Monday through Friday. All Day Saturday & Sunday.

- **Double Time**
  N/A

**ESTIMATED TOTAL** $_________

**EXHIBITOR NAME:** ____________________________  **BOOTH #:** ____________
INSTRUCTIONS:

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging signs or banners must be assembled, installed and removed by IMS. Exhibitors, display company and/or I&D representatives may supervise, but will not be allowed to assemble or install and remove the hanging sign. Please complete the enclosed Labor Order Form to assemble our hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Electrical signs must be in working order and in accordance with the National Electrical Code.
- ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- If any hang point supports over 250 lbs., notify IMS immediately for special authorization.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive no later than one week prior to the first exhibitor move-in day. If these procedures are not followed, IMS cannot guarantee the hanging of your sign.

EQUIPMENT WITH CREW

- Rates are per lift and crew per hour
- One hour minimum per lift and crew
- Straight Time cannot be guaranteed

<table>
<thead>
<tr>
<th></th>
<th>Straight Time</th>
<th>Overtime</th>
<th>Double Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lift with Crew</td>
<td>$535.00</td>
<td>$735.00</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Supervision for assembly and disassembly of overhead hanging can be provided by IMS, Inc. at an additional cost, or by your company representative, display house, independent or lighting contractor.

- Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged.

EQUIPMENT AND LABOR RATES TO HANG SIGNS

**Straight Time**

8:00 AM to 5:00 PM Monday through Friday

**Overtime**

Before 8:00 AM and after 5:00 PM Monday through Friday.
All Day Saturday & Sunday

**Double Time**

N/A

**Materials**

- Cable, clamps, etc. additional and charged accordingly.
# Hanging Sign Labor Order Form

**Exhibiting Name:**

**Contact Name:**

**Email Address:**

## SIGN DESCRIPTION, SIZE & WEIGHT

- **Type:**
  - Cloth Banner
  - Metal or Wood
  - Other

- **Shape:**
  - Square
  - Triangle
  - Rectangle
  - Other

- **Size:**
  - Height
  - Length
  - Width
  - Weight of Sign

**Does Your Sign Require:**

- Electricity
- Assembly

## PLACEMENT OF DIAGRAM

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.

- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.

## Installation Estimate

<table>
<thead>
<tr>
<th>Approx Hours</th>
<th>Hourly Rate</th>
<th>Total Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____</td>
<td>_____</td>
<td>= _____</td>
</tr>
</tbody>
</table>

## Dismantle Estimate

<table>
<thead>
<tr>
<th>Approx Hours</th>
<th>Hourly Rate</th>
<th>Total Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____</td>
<td>_____</td>
<td>= _____</td>
</tr>
</tbody>
</table>

Supervision for assembly and disassembly of overhead hanging sign can be provided by IMS at an additional cost, or by your company representative, display house, independent or lighting contractor.

**Please indicate method of supervision you require for assembly and disassembly:**

- _____ No Supervision Required
- _____ IMS I & D
- _____ Exhibitor Personnel*
- _____ Display House*

*For Exhibitor or Display House Supervised please indicate

<table>
<thead>
<tr>
<th>Install Date</th>
<th>Install Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____</td>
<td>_____</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dismantle Date</th>
<th>Dismantle Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____</td>
<td>_____</td>
</tr>
</tbody>
</table>

**Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

---

Fax form to **888-301-1273** along with completed payment policy.
Hanging Sign Location Diagram

If your booth is larger than a 20’ x 20’ please include a copy of your own diagram with your order.

PLEASE CLEARLY MARK THE FRONT OF YOUR BOOTH

Your Booth # ______

Adjacent Booth# ______

Adjacent Booth# ______

Adjacent Booth# ______

Adjacent Booth# ______

COMPANY NAME___________________________________________ BOOTH#________
CLEANING ORDER FORM

CARPET SERVICE (Check One):

Vacuum Booth Carpet - One Time (before Show Opens)

- Booth Sq. Ft. ________ x $ 0.65 = $________
- Booth Sq. Ft. ________ x $ 0.75 = $________

Vacuum Booth Carpet—Daily (before Show Opens)—2 days

- Booth Sq. Ft. ________ x 2 = ________ Sq. Ft. x $0.55 = $________
- Booth Sq. Ft. ________ x 2 = ________ Sq. Ft. x $0.65 = $________

Shampoo Booth Carpet—One Time

- Booth Sq. Ft. ________ x $ 1.00 = $________
- Booth Sq. Ft. ________ x $ 1.30 = $________

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

PORTER SERVICE Empty wastebaskets, police floor at two-hour intervals (Check one)

- $ 65.00 per day 1-400 Sq. Ft. specify days
- $ 75.00 per day 1-400 Sq. Ft. specify days
- $ 95.00 per day 401-up Sq. Ft. specify days
- $ 110.00 per day 401-up Sq. Ft. specify days

EXHIBIT CLEANING SERVICE (Check One)

Cleaning and dusting of display background and furnishings ONCE before initial opening of show

- @ $65.00 per 10’ foot booth space $________
- @ $75.00 per 10’ foot booth space $________

Cleaning and dusting of display background and furnishings DAILY during show

- @ $55.00 per day per 10’ booth space $________
- @ $65.00 per day per 10’ booth space $________

Prices in blue reflect POST deadline date prices.

Subtotal ______________ + 11.5% Sales Tax = TOTAL $_____________

EXHIBITOR NAME: ___________________________ BOOTH #: ____________

Fax to 888-301-1273 along with completed payment policy
**FLORAL ORDER FORM**

**DISCOUNT DEADLINE DATE • NOVEMBER 30, 2022**

Fax to 888-301-1273 along with completed payment policy

---

### FLORAL

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Small Flower Arrangement</td>
<td>$93.75</td>
<td>$121.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Large Flower Arrangement</td>
<td>$125.00</td>
<td>$162.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fern</td>
<td>$62.50</td>
<td>$81.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 ft. Green Plant</td>
<td>$68.75</td>
<td>$89.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 ft. Green Plant</td>
<td>$81.25</td>
<td>$105.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4 ft. Green Plant</td>
<td>$93.75</td>
<td>$121.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5 ft. Green Plant</td>
<td>$106.25</td>
<td>$138.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6 ft. Green Plant</td>
<td>$118.75</td>
<td>$154.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7 ft. Green Plant</td>
<td>$143.75</td>
<td>$186.75</td>
<td></td>
</tr>
</tbody>
</table>

Subtotal ___________ + 11.5% Sales Tax = TOTAL $___________

### Container Style
- Black Plastic
- Terra Cotta Plastic

**Custom Floral Arrangements (not to be used with above orders)**

Please specify what you would like and the size and we will email you a quote.

Flower(s) ________________________________

Greenery circle one yes no

Height _________ Width ___________

Container Type/Color _________________________

EXHIBITOR NAME: ___________________________ BOOTH #: __________

---

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We are pleased to be able to offer you custom sign services so you can tailor your sales message to the particular audience at this event. Select one of the standard sizes, or order a special size with your logo and other graphics. Call or fax your sign ideas to our Customer Service Representative to discuss the best approach.

- If request is placed at show site, please allow a minimum of 24 hours for sign delivery.

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>22” x 28” Single Sided</td>
<td>$126.75</td>
<td>$164.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22” x 28” Double Sided</td>
<td>$179.25</td>
<td>$233.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28” x 44” Single Sided</td>
<td>$176.75</td>
<td>$229.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>38” x 84” Single Sided Meter Board</td>
<td>$437.50</td>
<td>$568.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>38” x 84” Double Sided Meter Board</td>
<td>$568.75</td>
<td>$739.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal ______________ + 11.5% Sales Tax = TOTAL $_____________

SIGN COPY: (Use additional sheet of paper if more space is needed.)

______________________________________________

______________________________________________

Background Color: ______________
Lettering Color: ______________

ADDITIONAL SERVICES INCLUDE:

Foam core signs, Special Graphics, Art Work., Silk-Screening, Emblems, Trademarks, Logos, Banners, etc. Please call for estimates

EXHIBITOR NAME: ____________________________  BOOTH #: ____________

Fax form to 888-301-1273 along with completed payment policy.
Preferred Format(s) for Incoming Graphics

Logos: Vector-based files always work best to create large-format graphics and signage.

Graphics Supplied by Client: PDF files distilled at high resolution with fonts and graphics embedded are preferred as each individual graphic MUST be scaled to proper size and dimension for final output/printing.

<table>
<thead>
<tr>
<th>Other file formats are accepted:</th>
<th>Software</th>
<th>Type of file</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adobe Photoshop:</td>
<td>EPS (Raster Based), PSD, TIFF (PC/MAC)</td>
<td></td>
</tr>
<tr>
<td>Adobe Illustrator:</td>
<td>EPS (Vector based), .AI (PC/MAC)</td>
<td></td>
</tr>
</tbody>
</table>

File Format
Where possible, use EPS or TIFF format. Although there are many graphic file formats to choose from, it is safest when printing to a PostScript device to use EPS for vector graphics and TIFF for raster/bitmap graphics.

Vector graphics are object-oriented files which contain drawing instructions and are used by applications such as Illustrator or Freehand. (99.9% of logos fall into the "Vector" category) Fonts in these EPS files should be converted to “create outlines” or “convert to paths” this will eliminate the need to download the fonts for outputting.

Raster graphics are bitmapped files such as scans or screen shots. For TIFF files, be sure to have the correct amount of data in the file for the line screen which will be printed (see Digital Image Specifications). Use an image-editing program such as Photoshop or Live Picture for TIFF files. Allow bleed for all graphics.

Resolution
Minimum resolution of 96 dpi at final output size is required. Internet Graphics downloaded or saved from Web pages are not acceptable for print products. These graphics have low resolution images (usually 72 PPI), which are fine for screen display, but far below acceptable quality standards for print.

Color
All work submitted for digital color should be in the CMYK (Cyan/Magenta/Yellow/Black) mode; which is mode required for the printing process. Authors must ensure that color saturation-color balance is correct before sending files. If an RGB (Red/Green/Blue) file is submitted, dramatic color shifts can occur when we convert to CYMK. Be aware that most desktop scanners, digital cameras, and video capture systems save files as RGB so it will be necessary for you to convert to CMYK. This can be accomplished in many ways, please consult your software manual for details. If your logo or graphics use Pantone colors, include the PMS color information.

Fonts
Include your screen and printer fonts when sending PC files. All fonts used must be postscript fonts. True Type fonts are not acceptable in a postscript environment. As a rule, always convert text to curves to eliminate font issues. If True Type fonts are used, they must be converted into pixels or outlines and the entire saved as an EPS or TIFF.

Size
Ensure your graphics are submitted in the correct dimensions and proportions. Include a sufficient amount of bleed.

Proof
Always supply a hard copy of the digital image being submitted. This allows us to double-check the image.

Accepted Media and Transfer Methods
CD-ROM
E-Mail for files 1mg. and smaller
1.44 MB floppy disks: Mac or PC format

Please submit materials on time. If materials arrive late, we may not have enough time to notify you about problems and your graphic may be printed incorrectly. If you have any questions, please call and ask. If a graphic does not meet the required specifications, the graphic may not appear as you expect it.

Fax form to 888-301-1273 along with completed payment policy

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## ELECTRICAL ORDER FORM

**DISCOUNT DEADLINE DATE • NOVEMBER 30, 2022**

### ELECTRICAL OUTLETS - Approximately 120V A.C. 60 cycle

<table>
<thead>
<tr>
<th>120 VOLTS</th>
<th>QTY</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>501-1000 WATTS (10 AMPS)</td>
<td>___</td>
<td>173.00</td>
<td>225.00</td>
<td>___</td>
</tr>
<tr>
<td>1001-1500 WATTS (15 AMPS)</td>
<td>___</td>
<td>215.00</td>
<td>280.00</td>
<td>___</td>
</tr>
<tr>
<td>1501-2000 WATTS (20 AMPS)</td>
<td>___</td>
<td>238.00</td>
<td>310.00</td>
<td>___</td>
</tr>
</tbody>
</table>

### ELECTRICAL SERVICE CONNECTIONS - Approximately 208V A.C. 60 cycle

| 208 VOLTS SINGLE PHASE | 20 AMPS | 306.00 | 398.00 | ___ |
| 30 AMPS | 397.00 | 492.00 | ___ |
| 60 AMPS | 515.00 | 670.00 | ___ |
| 100 AMPS | 589.00 | 766.00 | ___ |

| 208 VOLTS THREE PHASE | 20 AMPS | 379.00 | 492.00 | ___ |
| 30 AMPS | 430.00 | 559.00 | ___ |
| 60 AMPS | 640.00 | 833.00 | ___ |
| 100 AMPS | 759.00 | 987.00 | ___ |

| 480 VOLTS SINGLE PHASE | 30 AMPS | 946.00 | 1229.00 | ___ |
| 50 AMPS | 1195.00 | 1554.00 | ___ |
| 60 AMPS | 1329.00 | 1727.00 | ___ |

| 480 VOLTS THREE PHASE | 30 AMPS | 985.00 | 1280.00 | ___ |
| 50 AMPS | 1338.00 | 1739.00 | ___ |
| 60 AMPS | 1426.00 | 1853.00 | ___ |

### LIGHTING EQUIPMENT - (Including current consumed)

| 300 WATT (1) FLOOD LIGHT | ___ | 154.00 | 200.00 | ___ |
| 300 WATT (2) FLOOD LIGHTS | ___ | 182.00 | 237.00 | ___ |
| POWER STRIP | ___ | 52.00 | 68.00 | ___ |

### EXTENSION CORDS - (Electricity not including)

| SINGLE OUTLET any length | ___ | 43.00 | 56.00 | ___ |
| QUAD OUTLET/POWER STRIP | ___ | 55.00 | 72.00 | ___ |

### LABOR

| ST Mon - Fri 8:00 am - 4:30 pm (Except Holidays) | ___ | 92.00 | ___ |
| OT Mon - Fri 4:30 pm - 8:00 am (Sat./Sun./Holidays) | ___ | 154.00 | ___ |

Subtotal _________ + 11.5% Sales Tax = TOTAL $__________

EXHIBITOR NAME: ___________________________ BOOTH #: ____________

Fax to 888-301-1273 along with completed payment policy

---

There is a minimum labor charge of 1 hour for hook up and 1/2 hour to dismantle for special events, island booths and all services in excess of 2000 watts or 20 amps of 110 volt power. Any labor in excess of the minimum charge and any materials will be charged at a time and material basis. I understand that services may need to be completed at a time that I am not in the booth to provide a signature. By my signature on this form I approve the labor/items charges to my invoice that are required to complete the installation of electrical requirements for my booth.

**ISLAND BOOTHS**

A scaled floor plan must accompany orders showing locations of electrical outlets connections and lighting equipment.
Electrical Circuit Placement Diagram and Plug Configuration

By conforming to the following instructions, exhibitors who are requesting electrical wiring in the booth can have it wired to the specifications provided prior to your arrival. Every effort will be made to provide this service, however, please come to the service desk upon your arrival at show site to confirm your order.

1. Use the grid below for locating the exact position you wish your electrical circuits to be installed.
2. If your booth is larger than a 20’ x 20’ please include a copy of your own diagram with your order.
3. Mark each circuit location with correct corresponding order on the application form. Important:
   The foregoing service connection charges include the cost of bringing the power to one location on
   the floor as per our standard method of installation. Should it be necessary to run lines into the booth
   or hook up monitors or lighting, a labor order must be placed at the service desk when your equipment
   is ready for such work. This work will be performed on a time and material basis.
4. When power is placed inside the booth area, additional materials such as extension cords, cable
   and miscellaneous electrical supplies may be required and charged at the rental rate.
5. Please indicate neighboring booths all around your exhibit for floor plan orientation.

Please clearly mark the FRONT of your booth.

Your Booth # ______

Adjacent Booth # ______

Adjacent Booth # ______

Adjacent Booth # ______

EXHIBITOR NAME: _____________________________  BOOTH #: ____________

Fax to 888-301-1273 along with completed payment policy
1. Orders must be received a minimum of ten (10) days prior to scheduled event set up for discount rates. Orders received less than (10) days prior to scheduled event set up will be charged at the floor order rates.

2. The electrical contractor is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by the show electrician. The electrical contractor will not be responsible for any damage or loss of equipment, component, computer hardware or software and/or damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by person other than a show electrician.

3. A separate outlet must be ordered for each location where electricity is needed.

4. Rates listed for all connections include bringing the service to booth in the most convenient manner for the electrical contractor and DOES NOT INCLUDE connecting equipment, materials, special wiring or labor. Normally all electrical outlets will be placed on the floor in back of booth. Island booth outlets may be brought to one (1) location at our discretion if no information is provided and this charge is on a time and material basis.

5. Rates are based on current wage scales and are subject to change in the event of wage changes prior to opening, or during the operation of the show. A minimum charge of one hour (1) labor for installation and one half hour (1/2) to dismantle will apply and time will commence upon exhibitor’s request. Failure to start labor at requested time will result in a one (1) hour charge per electrician requested, unless 24-hour advance notice is provided.

6. Additional service charges and labor charged may be assessed for installations. Payment must be rendered in FULL when billed during the event. Service may be interrupted if payment is not received.

7. All equipment regardless of source of power, must comply with Federal, State, and local codes. The electrical contractor reserves the right to inspect all electrical devices and connections to insure compliance with all codes. The show electrical contractor is required to refuse connections where the exhibitor wiring is not in accordance with local Electrical Code.

8. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors. A separate outlet must be ordered at regular price for each piece of equipment to be connected.

9. All electrical equipment must be properly tagged and wired with complete information as to the type of current required for operation, voltage, phase, cycle, horsepower, etc.

**ISLAND BOOTHS!**

One drop within booth when powersource in ceiling or one location at IMS’s discretion when power source is in the floor.

*Please see Regulation #4 above.*
10. All exhibitor’s cords must be a minimum of 14/3 with ground. ALL exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.

11. A $25.00 service charge will be assessed for all returned checks and credit cards.

12. Material and equipment furnished by the electrical contractor for this service order is furnished on a rental basis and remains the property of the electrical contractor and shall be removed ONLY by the show electrician. Price also includes all necessary disposable supplies.

13. The electrical contractors are authorized to cut floor coverings when essential for installation of service otherwise indicated.

14. Claims will not be considered or adjustments made unless filed in writing by the exhibitor prior to close of event and this claim must be verified by the show electrical contractor prior to close of event.

15. Credit will not be given for service installed and not used.

16. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, foreclosure, or otherwise, exhibitor will pay the electrical contractor’s attorney fees or applicable agency fees.

17. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after the date of invoice.

18. Exhibitor holds the electrical contractor harmless for any and all loses of power beyond their control including but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment or overloads caused by exhibitor.

19. The official Electrical Contractor shall be responsible for:
   * All under carpet distribution of electrical wiring
   * All motor and equipment hook-ups requiring hardwire connections
   * The above items require electrical labor, which may be ordered in the Electrical Labor sections on page 1.

20. In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exists. If violations are found, qualified electricians are available to correct the problems. This work will be performed on a time and material basis. If the exhibitor does not wish to have the violation corrected, electrical service to the violated booth will not be connected. If an exhibitor is not informed or does not understand basic requirements of safe wiring an electrician should be consulted. Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:
   * All wiring must have 3 wire grounded cord with a minimum #14 gauge wire
   * The use of clip-on sockets, latex or lamp cord wire in displays, or the use of 2 wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
   * Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.

21. Electricity will be turned on within 30 minutes of show openings and turned off within 30 minutes after the closing.
## LED Monitors

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount / Show Rate</th>
<th>Qty</th>
<th>Total</th>
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<tbody>
<tr>
<td>24&quot; LCD Monitor (1080p)</td>
<td>281.00</td>
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<td>52&quot; LCD Monitor (1080p)</td>
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<td>55&quot; LCD Monitor (1080p)</td>
<td>756.00</td>
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</table>

### Sources:
- PC/Mac Laptop
- USB
- iPad/Tablet

## Audio

### Microphone Kit
- **UHF Wireless Microphone Kit**: 230.00

### Sound System
- **Small Sound System (2-4" Speakers, Table Top or Wall Mounted)**: 202.00
- **Medium Sound System (2-10" Powered Speakers on Stands, Mixer)**: 288.00
- **Large Sound System (2-12" Powered Speakers on Stands, Mixer)**: 461.00
- **6CH Audio Mixer**: 137.00
- **Table Top Mic**: 50.00
- **Computer Audio Interface**: 50.00

### Computer and Presentation Equipment
- **Windows 10 Laptop**: 432.00
- **Macbook Pro**: 648.00
- **iPad Pro - WiFi Only**: 432.00
- **Wireless Presentation Remote**: 50.00
- **Computer Dongles**: 34.00

### Miscellaneous
- **Standard Delivery/Set-Up/Strike**: 200.00

## Totals

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Equipment Total</strong></td>
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<td>0.00</td>
</tr>
<tr>
<td><strong>Labor Total</strong></td>
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<td>200.00</td>
</tr>
<tr>
<td><strong>Grand Total $</strong></td>
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</tr>
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</table>

*All orders received after the deadline date Dec.16.2022 will be charged the full show rate on equipment.*

*Note: 40% of the total equipment ordered with a minimum charge of 200.00.*
<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
<th>Qty</th>
<th>Days</th>
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</tr>
</thead>
<tbody>
<tr>
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<td>TRIPPOD SCREEN &amp; PROJECTOR PACKAGE</td>
<td>455.00</td>
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<td>0.00</td>
<td>0.00</td>
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<td>6'11&quot; x 12' SCREEN &amp; PROJECTOR PACKAGE</td>
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<td>APPLE</td>
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<td>LINUX</td>
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<td>COMPUTER DONGLES</td>
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<td>USB-C</td>
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<td>MINI HDMI</td>
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<td>LIGHTNING</td>
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<td>OTHER/NOT SURE</td>
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<td>MONITORS</td>
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<td>0.00</td>
<td>234.00</td>
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<tr>
<td>46&quot; LCD MONITOR (1080p)</td>
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<td>286.00</td>
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<tr>
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</table>

**TOTALS**

- EQUIPMENT TOTAL: 0.00
- LABOR TOTAL: 200.00
- GRAND TOTAL: 200.00

**MEETING INFORMATION**

- MEETING LOCATION:
- MEETING ROOM NAME:
- ON SITE CONTACT NAME:
- ON SITE CONTACT PHONE #:
- ON SITE CONTACT EMAIL:
- MEETING START DATE:
- MEETING END DATE:
- MEETING START TIME:
- MEETING END TIME:

**COMPANY INFORMATION**

- COMPANY NAME:
- BILLING CONTACT:
- BILLING PHONE #:
- ADDRESS:
- CITY, STATE, ZIP:

**PAYMENT INFORMATION**

- AMERICAN EXPRESS, MASTERCARD, VISA
- COMPANY CHECK
- CARD #
- CVV CODE:
- EXPIRATION DATE:
- CARD HOLDER NAME:
- CARD HOLDER ADDRESS:
- CITY, STATE, ZIP:

**ADDITIONAL INFORMATION**

- IF YOU DO NOT SEE THE EQUIPMENT NEEDED LISTED, PLEASE FEEL FREE TO CALL US DIRECTLY AT 833.264.3681
Is there a free WiFi at the Convention Center?
Yes, free limited WiFi (1MB) is available in the common areas and lobbies with seating available. Choose the network named "PRCC Free WiFi"

Is internet access available for purchase in all meeting/event spaces of the Convention Center?
Yes, wireless internet access is available for purchase by client for participant use in all meeting rooms, exhibit halls and ballrooms.

What bandwidth speed do I need for my event?
Let your Sales Representative know:

♦ How many devices do you expect will use internet?
  ♦ Will you want WiFi and/or Hardline?
  ♦ What will you need the internet for?
  ♦ Basic email and social media usage

  Streaming or Downloads
  ♦ How many devices will be streaming or downloading at the same time?

Can I bring an independent portable hotspot device to establish WiFi within my event?
No. PRCC has exclusive rights to all internet services. Independent portable WiFi devices such as Hotspots and MiFi are not permitted. Should the client bring their own devices for internet they are subject to a penalty fee for not complying with facility regulations. Fee will be determined on event basis.

If a client orders a hardline, is it secure? Will they be on a shared network? Can I have more than one line?
Yes, hardlines are secure and exclusive to the client/event. We provide bandwidth with no networking sharing. You can run more than one line, labor costs are a one-time fee and inclusive for internet and telecom services.

Connect with PRCC

For more information, contact your Sales Rep or email us at internetrequest@prconvention.com
### Pricing per Bandwidth

<table>
<thead>
<tr>
<th>Unit</th>
<th>WiFi per day</th>
<th>WiFi 3 - 7 days</th>
<th>Hardline/Ethernet per day</th>
<th>Hardline/Ethernet 3 - 7 days</th>
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<td>$1,900.00</td>
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<td>$22,000.00</td>
<td>$7,525.00</td>
<td>$22,125.00</td>
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</table>

Learn more in our Event Planning Guide for complete rules and policies of our facility.

Notes: Service includes 1 line (up to 50’ cable). In case of needing more lines are needed, please ask for a quote. **Premium Dedicated Wired Internet** (no routers allowed). Dedicated Connection speeds from 10Mbps to 1,000 Mbps. Recommended for: 500+ devices, HD Streaming and Multi Media Downloads. Includes 1 Static Private IP Address. **Wireless Internet** (no routers allowed). Connection Speeds from 10Mbps up to 1,000Mbps. Wireless Services coverage: All PRCC’s building areas. Includes 1 Static Private IP Address.
**Internet Services Form**

**Show Name:**          **Show Dates:**          

**Meeting Room #/Booth:**  

**Exhibitor Company Name:**  

**Billing Company Name:**  

**City, State/Country, Zip:**  

**Contact information:**  

**Name:**  

**Email:**  

**Cell Number:**  

**Phone Number:**  

**On-site Contact information:**  

**Name:**  

**Cell Number:**  

### Dedicated Internet Services

<table>
<thead>
<tr>
<th>Unit</th>
<th>WiFi per day</th>
<th>WiFi 3 - 7 days</th>
<th>Hardline/Ethernet per day</th>
<th>Hardline/Ethernet 3 - 7 days</th>
<th>Total</th>
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<tr>
<td>10 MB</td>
<td>$600.00</td>
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<td>$22,000.00</td>
<td>$7,525.00</td>
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<td>$22,125.00</td>
</tr>
</tbody>
</table>

Higher Bandwidth Services Available - Please contact Events/Sales Department for quote at (787)300-6700

**Voice Services: VOIP Phones**

<table>
<thead>
<tr>
<th></th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multi-line Phone w/ 1 main number</td>
<td>$150.00</td>
</tr>
<tr>
<td>Speaker Phone Line w/ Polycom Instrument</td>
<td>$300.00</td>
</tr>
</tbody>
</table>

**Grand Total**

Any order needs to be processed by the Events or Sales Department

**Authorized Name Accepting Terms and Conditions:**

**Authorized Signature Accepting Terms and Conditions:**

Credit Card #:  

Expiration date:  

Security code:  

Send Completed Orders with Payment and Floor Plan To:

- internetrequest@prconvention.com  
- 100 Convention Blvd. San Juan, Puerto Rico 00907  
- (787)300-6700  
- FAX (787)300-6736

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Individual Booths Form

Levy Restaurants has exclusive food and beverage distribution rights within the Puerto Rico Convention Center (PRCC) and has the responsibility to AEG, the venue operator, to strictly regulate any food and beverage activity within the Convention Center.

The selling of food and/or beverage products by any other entity is strictly prohibited.

Sponsoring Organizations of expositions and trade shows, and/or their exhibitors, may distribute SAMPLE food and/or beverage products ONLY upon written authorization and adherence to ALL of the conditions outlined below.

A. The serving of ALL beverages/food/snack/novelty products when the product is the brand name of the exhibitor or distributed by the exhibitor are permitted only with written authorization by completing the Sampling Food & Beverage Form on the next page; otherwise for the purpose of drawing attention to your booth, you must purchase through the Puerto Rico Convention Center.

B. ALL exhibitors and their staff must have SERVSAFE Certification. Exhibitors that do not meet these requirements may not distribute food items.

C. The serving of generic products by an exhibitor for the purpose of drawing attention/attract attendees to their booth is permitted only when the products are purchased from Puerto Rico Convention Center (popcorn, popcorn machine, cookies, appetizers, alcoholic & non-alcoholic beverages).

D. TRAFFIC PROMOTERS
   - “Traffic Promoters” (i.e. coffee, bottled water, sodas, yogurt, cookies, etc.) that are of a type that competes with products provided by Puerto Rico Convention Center, the sampling company/organization must contact Puerto Rico Convention Center Catering to arrange an appropriate buy-out fee. Please contact the Catering Sales Representative for more information.

E. FOOD ITEMS – Limited to “bite size” 2 oz. or less
   - Let the Event Manager know the sampling items(s), portion size and equipment being used to cook/warm products.
   - Distribution of individual pieces of hard candy or chocolate mints from any source is allowed (“bite size” 2 oz.).

F. BEVERAGES – Limited to maximum 2 oz. containers
   - Not permitted to handout full unopened containers of water, soda cans or energy drink cans, etc.
   - All alcoholic beverages MUST be purchased through and served by Puerto Rico Convention Center. A PRCC bartender is required for tasting of spirits, beers, alcoholic ciders or wines. Bartender will be charged accordingly.

*Exclusion: For event types such as gastronomic, wine and spirit festivals, separate guidelines apply.

- If you are the manufacturer or distributor of the beverage, alcoholic beverage sampling may be permitted.
  - Products used are legally procured, properly registered and tax paid.
  - There is no purchase requirement with the tasting.
  - There is no cooperative advertising associated with the event.
  - Wine and spirits manufacturers or their agents must be registered pursuant to PRCC Regulations.
Food & Beverage Sampling Guidelines & Written Authorization Form

- No more than one standard size alcoholic beverage of each product shall be provided to each tasting participant.
- Alcoholic beverages will only be served to persons 18 years of age or older.
- Each booth must provide a visible sign, stating: Guests must be 18 years of age to participate in sampling of alcoholic beverages and a picture I.D. is required.

**G.** All workers must wash their hands before handling food, single service items, or utensils. Hand sanitizer, utensils or gloves must be used when handling food. Avoid bare hand contact or ready-to-eat foods; apply hand sanitizer or use a suitable utensil.

No food, food containers, utensils, napkins, straws or single service materials may be sorted directly on the floor. Personal items such as purses, coats, etc. must not be located in the food service area of the booth.

**H.** Potentially hazardous foods must be maintained at below 41 °F or above 140 °F at all times including storage, transportation, and service. Proper equipment to maintain food temperatures must be provided. This includes mechanical refrigeration and/or hot holding units on-site. Foods that do not meet these requirements may not be served.

**I. FOOD STORAGE, DELIVERY & PRODUCTION SERVICES**
- If an organization requires food preparation, heating, cold or dry storage, or other kitchen services, arrangements must be made no later than 3 weeks in advance of the start of the event. Only PRCC staff may perform all preparations/cooking within the facility’s production areas. Charges for these services will be based on the requirements of the arrangements. Please contact your Catering Sales Representative for more information.
  - For non-beverage and food vendors, refrigerated, freezer and dry storage is available for $150.00, per day.
  - Any special instructions for the handling of refrigerated product must be provided with the order.
  - Delivery of any type of food and beverage product to the facility must be coordinated with your Catering/Sales Representative. PRCC will not assume responsibility for incorrectly delivered product, damaged product at delivery or the quality of product.
- Ice can be provided for booths at $20.00 each, 25 lbs., plus the usage of runners at $25.00 per hour, minimum 4 hours. Quantity of ice runners will depend on number of booths. It can be paid by the producer of the event or the exhibitor. For an ice caddy, it will be $75.00 of 120 lbs. The rates are in a per day basis.
- Some events provide washing areas in their show; this is not provided by PRCC, please be aware that our restrooms are not to be used for such purposes. For Exhibit Hall water connections $150.00 and drainage $100.00.

**J. UNUSED FOOD OR BEVERAGE PRODUCT**
- Absolutely NO REFUNDS of buy-out fees will be given for food and/or beverage product not consumed during show/event.

**K. FOOD & BEVERAGE FOR STAFF**
- A company/organization may not bring any food or beverage for use in the lounge, staff office(s) or backstage areas. Food and beverage must be through PRCC by either vouchers or banquet service. Please contact your Catering/Sales Representative for more information.
**SAMPLE FOOD AND BEVERAGE AUTHORIZATION FORM**

Client/Show Manager is responsible for distributing sample F&B authorization form to their exhibitors and ensuring guidelines are adhered to during event. Exposition sponsoring organizations and/or their exhibitors may distribute sample food and/or beverage products only with written authorization.

**PLEASE MAIL, FAX OR EMAIL COMPLETED FORM TO OUR OFFICE AT LEAST 14 DAYS PRIOR TO START OF SHOW TO ENSURE CONIFICATIONS**

**General Conditions**

1. All items are limited to SAMPLE SIZE. Below are maximum sample size quantities.
   a. Beverage limited to maximum 2 oz. container. All alcoholic beverages MUST be purchased through and served by Puerto Rico Convention Center.
   b. Food items limited to “bite size” (2 oz. or less).

2. The Applicant name below acknowledges they have the sole responsibility for disposing of such items in compliance with all applicable laws. Accordingly, the applicant agrees to indemnify and hold harmless AEG Facilities, Levy Restaurants, and Puerto Rico Convention Center from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from disposition of such items.

<table>
<thead>
<tr>
<th>Name of Event</th>
<th>Event Date(s)</th>
<th>Booth #</th>
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**Company**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Telephone</th>
<th>Fax</th>
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<th>Address</th>
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<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
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<tr>
<th>On-site Contact</th>
<th>On-site Cell Num.</th>
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**Product(s) you wish to dispense:**

<table>
<thead>
<tr>
<th>Size of portion to be dispensed (2 oz. or less)</th>
<th>Quantity</th>
<th>Distributed</th>
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<table>
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<tr>
<th>Proposed container for dispensing (2 oz.)</th>
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</table>

In signing below, I understand and agree to the terms & conditions above

Signature __________________________ Date ____________

**SERVICES RQUIRED:** Please contact the Puerto Rico Convention Center Catering Manager regarding food & beverage items needed for your booth. Note: All sample items MUST receive prior approval and confirmation from the Puerto Rico Convention Center Food & Beverage Department. Exhibitors not in compliance will be asked to remove the item(s) from the facility immediately.

Approved __________________________ Date __________________

   Director of Operations
   Levy Restaurants

Policies, rental rates and equipment rental charges noted here are subject to change without notice.
FACILITY GUIDELINES

TEMPORARY STRUCTURES

All structures and related sub-assemblies must be designed, assembled, and configured so that the entire temporary structure project and all related components are structurally sound and seismically stable. Furthermore, all said structures must be designed and built as per all applicable national, state, and local building and fire codes in seismic zone #3.

Licensee and Licensee’s designated general service contractor are responsible for assuring that temporary structures are designed and built with the highest structural integrity according building code to safeguard the facility and personnel.

TEMPORARY STRUCTURE CRITERIA

Temporary structures and exhibits with any of the following elements is required to have a wet-stamped, engineered plan (see next section for detailed requirements) and is subject the requirements of this guideline. These structures involve the review/approval by Puerto Rico Fire Marshal.

- 2-story structures
- Platforms and stages exceeding 30 inches in height above the floor intended to carry live load, or stair/steps exceeding 48 inches in height above the floor intended to carry live loads.
- Expansive (20’ or more) 1-story structures that contain: overhead beams; signage; truss; cantilevers; etc., of considerable weight and/or span
- Video wall structures exceeding 15’H (single screen) or contains multiple screens.
- Structures that exceed 12’ in height or stairs/steps over 30 inches tall constructed in an exterior area of the venue.

DESIGN PLAN REQUIREMENTS

Design plans drawn to scale at a minimum size of 11”x17” are to be sent (email or mail) to your Event Manager at the Puerto Rico Convention Center with the following no later than two (2) weeks prior to move-in.

- Event name and dates;
- Exhibitor name and booth # (or location);
- Floor plan noting location of the structure
- Inclusion of all required architectural and structural details in order to be reviewed and approved by licensed Structural or Civil Engineer registered in the United States
- Engineer’s original “wet stamp”, signature, and current date of license expiration;
- Perspective/isometric drawings as necessary to best define the project.

Please note that the PR Fire Marshal will not review any temporary structure plans without an engineer’s wet-stamp.

SUBMISSION PROCESS

STEP (1). Notify your Event Manager of any exhibits or activations that fall under the temporary structure with the following information:

- Name of exhibiting company
- Location of structure
- Type of temporary structure based on criteria on this guideline.

STEP (2). Submit engineered plans, floor plan and concept designs for each structure to your event manager.

IMPORTANT:

SUBMISSION PROCESS MUST BE COMPLETED NO LATER THAN (2) WEEKS PRIOR TO MOVE-IN DAY. LATE SUBMISSIONS MAY NOT BE CONSIDERED FOR REVIEW.

INSPECTIONS

Final approval of temporary structures is contingent on an on-site inspection conducted by the PR Fire Marshal. Inspections are scheduled on the last move-in day falling on Monday-Friday between 7:30am-4:00pm. Inspections that are required outside of these days and hours or if scheduled on a holiday could be subject to a special inspection fee. In the event that the on-site inspection identifies a violation or discrepancy to the building or fire code, Licensee or exhibitor are solely responsible for making the respective corrections prior to show open.

GENERAL DESIGN GUIDELINES

Structural elements to consider include, but not limited to, the following.

- Staging. Live load rating of the stage, platform, or 2nd story deck. The code requires a minimum rating of 125 lbs. per sq. ft.
- Stairs. Stair detail showing the rise and tread depth of each stairway. The code requires the maximum rise (measurement from the top of one step to the top of the next step) to be 7 inches. The code requires the minimum tread depth (measurement of tread from front to back, or heel to toe), to be 11 inches along any portion of the step(s). Spiral stairways are not allowed at the PRCC. The minimum width (clearance) for stairways is 36 inches. Handrails that protrude into the stairway must be considered when determining clearance. The clearance must be measured from the edge of the handrail to the opposing handrail/guard rail.
- Guard Rails. Guard railing detail showing height of railing and the internal make up (construction) of the railing. The code requires the guard railing to be a minimum 42 inches high on platforms, decks, stairways, and stair landings. The internal construction and make-up of the guard railing must be
such that a 4 inch sphere cannot pass through any portion of the guard railing, and engineered to withstand the force of person(s) falling into said railing, thereby protecting them from falling through. The code requires all stairs taller than 30 inches to have a handrail installed at a height of 34 to 38 inches above the step(s).

- **Towers and Narrow Walls.** For proper seismic stability, the height to base ratio in each direction (width and depth) should be a maximum of 3 to 1 respectively. If a wall or tower is 15' high, the base dimensions should be at least 5' wide and 5' deep. Towers or walls designed to have a greater ratio than 3 to 1 can be seismically secured by installing seismic support cables from the top of the structure to rigging points in the ceiling (where available), or by possibly adding weight to the base and lowering the center of gravity.

- **Covered Structures.** Exhibits containing structures that are covered with fabric or solid materials exceeding an accumulated total of 750 sq. ft. may require the installation of an automatic fire sprinkler system. The allowable amount of covered area in PRCC meeting rooms may be substantially less than 750 sq. ft. Please refer to the facility's Covered Areas guidelines for more information.

- **Door Handles.** All door handles must be a lever type handle to accommodate those with disabilities. The old cylindrical type of handle (door knob) is no longer approved.

- **Maximum Occupancy – Exhibit Floor Level.** Rooms and/or spaces created within an exhibit that have only one exit path from the room or space are limited to a maximum occupancy of 49 persons. All spaces designed for occupancy greater than 49 persons must have at least two (2) exits located at opposite ends of the room/space. Note: Depending on conditions and design, the Fire Marshal may require a 2nd exit with occupancy of less than 49 persons.

- **Maximum Occupancy – Elevated Decks.** Two (2) story structures that have only one (1) stairway accessing the 2nd level are limited to a maximum occupancy of nine (9) persons. To achieve a greater occupancy than nine (9) persons, two (2) 'separate' stairways that access the 2nd level from two (2) opposing sides must be provided. The concept here is to create another form of exiting from the 2nd level in the event one (1) exit becomes blocked.

- **Corridors.** The maximum length for any corridor or series of corridors allowing only one way in and out (dead-end) is 20'. To further clarify, the distance a person must travel from the end of a corridor or narrow pathway (dead-end) to an open space containing an exit cannot exceed 20'. Corridors longer than 20' must be open on both ends to allow exiting. Conference rooms or exhibit spaces that extend beyond a 20' corridor may require a second exit within the room/space. Exhibitors planning the use of corridors are urged to send renderings and drawings of their proposed plan while in the concept design phase to assure that said design will be approved.

- **Exit Plan.** Exhibits that are 400 sq. ft. or larger must submit an "exit plan" for the Fire Marshal's review and approval. Drawings shall be represented in "plan view" and shall contain arrows that denote all of the paths in & out of the booth space or PRCC meeting room space. The exit plan shall also show the respective dimensions (clearances) of doors, corridors, and other pathway structures that limit the exit path. Dimensions must be in feet and inches.

- **Recessed Exit Doors.** Exit doors must swing open in the direction of traffic exiting the exhibit. Exit doors shall remain unlocked during all show hours, and during all times in which people are in the respective booth. Exit doors cannot swing open (protrude) into any egress aisle designated by the Fire Department. Exit doors that must lead to the egress aisles must be recessed so that exiting into the aisle is accomplished while preventing the door from physically swinging into the fire aisle.

- **Stair and Turntable Delineation.** The front edge of the first and last step in a series of stairs must be delineated with a contrasting color to indicate the beginning and end of each respective stairway. Where landings are used, the stairway on each side of the landing (above & below) must be delineated. Regarding turntables or other approved moving floor structures, the entire surface of any moving turntable must be in contrast to the finish of the surrounding (stationary) floor to clearly delineate the moving element. Delineation may be done by means of color, texture, material, etc., as long as an acceptable contrast and delineation is accomplished.

- **Fire Alarm & Suppression Devices.** Exhibitors with booth spaces containing any PRCC fire related alarm or suppression device(s) such as: pull alarms; fire bells; fire hose cabinets or reels; fire extinguishers; sprinkler heads; fire sprinkler shut-off valves; etc., must design their exhibit in such a manner that does not impede or limit the operation, and/or access to said devices. Exhibitors are encouraged to check with the general service contractor to determine if fire related devices are located within their booth space. Further, all signage associated with said devices and/or any of the building's permanent "EXIT" signs must be visible to the public from various vantage points as intended. Exhibitors can seek approval, via written request, to cover exiting signs with temporary supplemental signage that accomplish the intended purpose of the original sign(s). Request must include renderings/drawings and related details of the proposed project. Exhibitors are responsible for creating and installing all approved temporary supplemental signage.