

EXP O
EVENT SERVICES

Exhibitor Services Manual

Bay Travel & Adventure Show
October 23 - 24, 2021
Santa Clara Convention Center
Santa Clara, CA

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Bay Travel & Adventure Show

Santa Clara Convention Center

October 23 - 24, 2021

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Welcome to Santa Clara, CA and Bay Travel & Adventure Show.

We are pleased that Expo Event Services has been selected as your Official General Contractor. Our goal is to help make sure your show participation is a success!

As the official service contractor for this exposition, we are enclosing various equipment rental and service order forms for your information and use.

Please review our payment policy carefully. As a reminder, Expo Event Services requires payment in full at the time you place your order, along with a credit card charge authorization. This may be used to cover items such as labor and freight handling, not included with your initial payment.

Take advantage of our substantial price discounts! Just return your order with payment by the discount price deadline(s) on the order forms and use the lower price.

Official General Contractor

Expo Event Services
1700 York Avenue Suite 2T
New York, NY 10128

Phone: (201) 300 - 2782
Fax: (917) 591 - 8316
Email: info@expoeventservices.com

Standard Booth Information

Booth Size: 10' x 10'
Backwall Drape: 8' High Black Backwall Drape
Sidewall Drape: 3' High Black Siderail Drape
1 - 6'x 30" Table w/Skirt and 2 Padded Chairs
1 - Wastebasket
1 - 44" x 7" One Line ID Sign
1 - 10' x 10' Black Booth Carpet

Show Schedule Move In/Move Out		
Decorator Move-In:	Thursday 10/21/2021	8:00am - 5:00pm
Exhibitor Move-In:	Friday 10/22/2021	9:00am - 5:00pm
Event Open:	Saturday 10/23/2021	9:30am - 5:00pm/ Travel Advisors
		10:00am - 5:00pm/ Public
Event Open:	Sunday 10/24/2021	11:00am - 4:00pm
Exhibitor Move-Out:	Sunday 10/24/2021	Close of Show – 8:00pm.
Clear Floor:	Sunday 10/24/2021	by 11:59pm

*Should the event venue or the event move in and/or move out schedule change, Expo Event Services reserves the right to adjust pricing according to any cost increases associated with the respective change.

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Shipping Addresses

*Advance Receiving
/Shipments*

Bay Travel & Adventure Show

Shipments Should Arrive on or between: September 14 - October 13, 2021
c/o Expo Event Services
(ONLY IF TS SHIPPER IS USED, The Official Show Carrier) see Pages 24 - 28

*Direct Shipments
to Show Site*

Bay Travel & Adventure Show

Shipments Should Arrive on:
c/o Expo Event Services
Santa Clara Convention Center
5001 Great America Parkway
Santa Clara, CA 95054

OCTOBER 21, 2021 (1PM - 5PM)
OCTOBER 22, 2021 (8AM - 4PM)

Service Center

Expo Event Services is here to take care of your on-site needs. All contractors and production personnel will be available, along with any services you might desire such as Furniture and Freight Handling. Please contact us at (201) 300-2782

To assist you in planning your participation in the show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask that you read the following.

INSTALLATION & DISMANTLE LABOR - DECORATORS UNION LOCAL 756

The Decorators Union Local 756 has jurisdiction for the installation and dismantling of all exhibits including carpet, furniture and hanging signs. All hired labor must belong to Local 756. Labor can be ordered in advance by returning the enclosed Display Labor order form, or on showsite, at the EES Service Desk. Three options for installation and dismantle labor exist in Dallas. Labor may be:

- * performed by full time employees of the exhibiting company; or
- * hired through Expo Event Services, the official service contractor; or
- * hired through an exhibitor appointed contractor (with proper notification to EES).

TEAMSTER LABOR - TEAMSTER UNION LOCAL 745

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

FREIGHT HANDLING

Expo Event Services has the responsibility of receiving and handling all exhibit materials and empty crates. It is our responsibility to manage docks and schedule vehicles for smooth and efficient move-in and move-out of the exposition. EES will not be responsible for any material we do not handle.

WORK BREAKS & GRATUITIES

Solicitation of tips or gratuities in any form is prohibited. Please do not tip any EES employee, as all are paid at an appropriate wage scale. Paid breaks of fifteen minutes at the mid-point of each four hour block of work and a one hour meal break at the end of each four hour work period must be given to each employee. Please attempt to work your people to conform to these mandatory break periods.

IN GENERAL

Any questions arising with regard to union jurisdictions or practices should be directed to the EES manager on the floor. Craftsmen at all levels have been instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor.

EXHIBITOR FAQS

1 **Where Can I Find Information On Health and Safety Regulations for the Event?**

- Refer to the 'For Exhibitors Only' Page on www.TravelShows.com (pick applicable show, DALLAS, ATLANTA, SF/BAY Area).

2 **What Comes With My Booth?**

Each 10'x10' booth space includes:

- 8' high black back-wall drape
- 3' high black side-rail drape
- 1 - 6'x30" black skirted table with white top
- 2 - padded folding chairs
- 1 - wastebasket
- 1 - 44" x 7" Exhibitor ID sign
- 1 - 10' x 10' black booth carpet

If you have an island booth, back drape and side drape are not standard furnishings and need to be ordered. Additional furniture can also be ordered. Please see the Furnishings & Accessories Form in the applicable Show Exhibitor Kit.

3 **What Expenses Should I Keep In Mind When Budgeting For The Show?**

- Exhibit space rental
- Additional booth furnishings: signage, collateral, give-aways, etc.
- Shipping and material handling fees
- Electrical, internet/wi-fi, cleaning and/or AV equipment
- Staff expenses: hotel accommodations, travel, etc.

4 **How Can I Cut Down On My Overall Costs?**

- **ORDER IN ADVANCE. NOTE THE DISCOUNTED DEADLINE DATES IN SHOW EXHIBITOR KIT!**
- Avoid sending multiple shipments. Material handling rates are per shipment.
Refer to Shipping section in the Show Exhibitor Kit.
- Schedule (necessary) labor on straight time. Refer to the Display & Material Order Form.
See the Exhibitor Services Kit at www.TravelShows.com (pick applicable show).
- Multiple pieces shipped together must be crated/palletted and shrink wrapped to be charged as one shipment.



5 What Is The Safest & Most Efficient Way To Get My Materials To The Show?

- **READ** Material Handling and Shipping instructions in the Show Exhibitor Kit.
- Use pre-printed shipping labels provided in the Show Exhibitor Kit.
- Make company name, booth # and show name visible on shipments.
- Multiple pieces can be considered one shipment if crated/palletted and shrinkwrapped.

6 Can I Set Up My Own Booth?

- Yes. Refer to Exhibitor Kit for exact union regulations, EAC form/insurance requirements/ submission info.
- If you are unable set up Friday during Exhibitor Move In hours, you must obtain authorization from your sales rep to set up Saturday at 7:30am. Be advised the show opens at 9:00am. The show floor will be “show ready” clean. Should you litter your booth space or space around you, you will receive a cleaning charge from the contracted show cleaning company.

7 What Are The Restrictions For My Booth Structure?

- Standard “in-line” booths may not extend beyond 8’ tall.
- Booth materials may also not extend beyond the dimensions of the booth space.
- Sight lines may not be blocked. Show management reserves the right to determine interference with other exhibitors.

NOTE: Island booth may extend 16’ high.

8 Can I Tear Down My Booth Early?

- NO, per your signed sales contract, your booth must remain furnished and staffed until the show close on Sunday.

Please respect attendees & fellow exhibitors.

9 Am I Allowed To Bring My Booth Material In Myself?

- Due to the pandemic, venue guidelines do not permit POV service.
- Any materials (whether it be booth elements or sales collateral) will be weighed & charged a Material Handling Fee.

Pricing found in Shipping section of the Show Exhibitor Kit.

Please refer to the Show Exhibitor Kit for best safety practices.

10 Is Material Handling Mandatory?

- Any materials coming in/out from loading dock are required to be weighed. All materials will be charged a Material Handling Fee. Fee is round trip.

Pricing found in Shipping section of the Show Exhibitor Kit.

Please refer to the Show Exhibitor Kit for best safety practices.

11 Are There Noise/Sound Restrictions Within The Booth?

- YES, no amplified sound in or around your booth is permitted. Show Management reserves the right to determine at what point sound constitutes interference with other exhibitors.

12 **Can I Leave Items In My Booth Overnight?**

- Show management provides overnight “perimeter” security in the hall but recommends taking valuables with you at the end of show day.

13 **What Are My Ordering Options Through The Decorator (such as electric, booth rental, extra chairs/tables, cleaning, etc.)?**

- Where applicable, order services online or call, email, or print and fax the forms in the Show Exhibitor Kit to the appropriate vendor.
- Should you plan to bring décor to your booth such as feathers, sand, hay, etc. and it falls in the neighboring booth area or aisle, it is your responsibility to take care of the cleaning or you will receive a cleaning charge from the decorator.

The Decorator can be contacted at info@expoeventservices.com or (201) 300-2782

14 **If I Forgot Something For Booth Setup or Need Additional Help, Where Do I Go On-Site?**

- The Exhibitor Services Desk located on the Show Floor.

15 **Where Can I Make Copies If I Run Out Of Sale Material At The Show?**

- Business Services locations can be found at the Deco Service Counter.
- Plan to also bring a flyer/sales document file with you in case you need to access a FedEx/Kinkos or similar resource.

16 **Are There Sponsorship & Promotional Opportunities To Enhance My Presence At Show?**

- **YES!** Please contact us for details.
- **Email:** success@unicomm.org



OFFICIAL CONTRACTORS & EXHIBITOR APPOINTED CONTRACTORS



Bay Travel & Adventure Show

Santa Clara Convention Center

October 23 - 24, 2021

MUST READ

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

The Official Service Contractor is appointed to:

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

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

- f. Supervision may be provided by the Exhibitor.
- g. The Exhibitor may appoint an outside independent contractor for installation and dismantle only of the Exhibitor's display.

Exhibitors may employ the service of independent contractors to supervise the installation and dismantlement of their displays, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor, in writing, must notify Expo Event Services of their intention to utilize an independent contractor no later than 25 days prior to the first move-in day, furnishing the name, address and telephone number of the firm. Letters as such from independent contractors are neither valid nor acceptable.
2. Only the Exhibitor-named independent contractor's employees will be authorized on the show floor. Employees of third parties named or subcontracted by the Exhibitor-named independent contractor will not be authorized admittance on the show floor unless those employees are named and badged as specified in the following article.
3. The independent contractor must furnish Expo Event Services with the names of all on-site employees who will be working on the exposition floor prior to the first move-in day. They must have and wear at all times identification badges supplied by the independent contractor containing the independent contractor name, employee name and Exhibitor Company name. In addition to an exhibitor work pass supplied by Show Management.
4. The independent contractor must have all business licenses, permits and Workman's Compensation insurance required by the State and City governments and the Venue prior to commencing work, and shall provide Show Management and Expo Event Services with evidence of compliance.
5. **The independent contractor must carry a minimum of \$1,000,000 in Public Liability Insurance and shall provide Show Management and Expo Event Services with a certificate of insurance showing the coverages and amounts, and naming the sponsor, Expo Event Services and the Venue as co-insured.**
6. The independent contractor must follow the scheduled work times or pay any additional cost incurred because of extended work hours.
7. The independent contractor may not solicit business on the exhibit floor.
8. The independent contractor must confine their operations to the exhibit area of their clients. No service desks, storage areas or other work facilities will be located anywhere else in the building. The show aisles and public spaces are not part of the Exhibitor's booth space.
9. The independent contractor must comply with all labor agreements and practices and must commit or allow to be committed by persons in their employment any acts that could lead to work stoppages, strikes or labor problems.
10. The exposition floor, aisles, loading docks, service and storage areas will be under control of Expo Event Services.
11. For services such as electrical, plumbing, telephone, floral, booth cleaning and drayage, no contractor or support other than the Official Service Contractor/Supplier will be approved. This regulation is necessary because of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitors. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)
00/00/00

PRODUCER (000) 000-0000 FAX (000) 000-0000 Name of Insurance Agency Street Address City, State Zip	THIS CERTIFICATE IS ISSUES AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
INSURERS AFFORDING COVERAGE	
INSURED Exhibitor Appointed Contractor Street Address City, State Zip	INSURER A: Insurance Company A
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CETIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY	ABC 12345		2021	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire)	\$ 50,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person)	\$ 5,000
					PERSONAL & ADV INJURY	\$ 1,000,000
					GENERAL AGGREGATE	\$ 2,000,000
					PRODUCTS-COMP/OP AGG	\$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					
A	AUTOMOBILE LIABILITY	ABC 12345		2021	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS					
	<input type="checkbox"/> NON-OWNED AUTOS					
	GARAGE LIABILITY				AUTO ONLY-EA ACCIDENT	\$
	<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC	\$
					AUTO ONLY: AGG	\$
	EXCESS LIABILITY				EACH OCCURRENCE	\$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$
						\$
	DEDUCTIBLE					\$
	RETENTION \$					\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	ABC 12345		2021	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER	
					E.L. EACH ACCIDENT	\$ 1,000,000
					E.L. DISEASE-EA EMPLOYEE	\$ 1,000,000
					E.L. DISEASE-POLICY LIMIT	\$ 1,000,000
	OTHER					

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

General Liability policy includes the interest of: <Exhibitor Name>, <Show Name>, <Show dates (including move-in and move-out)>, Expo Event Services, <Show Organizer Name>, <Venue>, and/or their respective agents as additional insureds.

CERTIFICATE HOLDER	<input checked="" type="checkbox"/> ADDITIONAL INSURED; INSURER LETTER ____	CANCELLATION
Expo Event Services 1700 York Ave Suite 2T New York, NY 10128		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.
		AUTHORIZED REPRESENTATIVE Name (First & Last)

INDEPENDENT DISPLAY HOUSE/CONTRACTOR NOTIFICATION



EXPO
EVENT SERVICES

Bay Travel & Adventure Show

Santa Clara Convention Center

October 23 - 24, 2021

RETURN TO: Expo Event Services • 1700 York Ave Suite 2T • New York, NY 10128 • Phone (201) 300 - 2782 • Fax (917) 591 - 8316 • Email: orders@expoeventservices.com

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

X

Please complete and return this form by the Deadline above only if you are planning to use any company other than Expo Event Services for the installation or dismantling of your exhibit.

INDEPENDENT DISPLAY HOUSE CONTRACTORS

Yes, we will be using an independent display house/contractor to install and/or dismantle our display at the VENUE AND STATE HERE and have completed the following questions.

Exhibiting Company Name: _____ Booth Number: _____

Exhibiting Contact Person: _____ Phone Number: _____

Contractor Company to be utilized: _____

Address: _____

Contractor Contact Name: _____ Contractor Phone Number: _____

INDICATE WHAT SERVICES ARE TO BE CHARGED TO THIRD PARTY

*Look at each individual order form to confirm what company is providing services ordered on that specific form. The third part billing information above and below is for use by Expo Event Services only, therefore if a service that you have ordered is being provided by someone other than Expo Event Services, you need NOT indicate that particular service below:

___ EXHIBIT FURNITURE RENTAL

___ DRAYAGE SERVICES

___ DISPLAY LABOR

___ MISC. - PLEASE LIST: _____

NOTE: Some order forms for furnishings and/or services listed above may be enclosed if a specific service or item is not offered for this Event. If you have any questions, please contact Expo Event Services.

*Exhibiting company clearly understands that exhibiting company is ultimately responsible for payment of any and all services invoiced to third party which remain unpaid at close of show.

I have notified our independent display house/contractor of the rules and regulations requiring them to submit a Certificate of Insurance to Expo Event Services by the above deadline date.

Authorized Contact Signature

Date

Authorized Contact (Print)

All orders are subject to the terms and conditions as outlined on the payment form.

LIMITS OF LIABILITY & RESPONSIBILITY

The placing of an order for services and/or equipment by an exhibitor or any agent of the exhibitor shall be construed as an offer subject to acceptance and approval of Expo Event Services in its sole discretion. Upon participation of any Expo Event Services' show or event, the Exhibitor and its agents shall be bound by the terms and conditions set forth in Sections 1 through 14 below. Likewise, once Expo Event Services has accepted and approved the Exhibitor's offer, any shipper consigning or delivering a shipment to Expo Event Services or its subcontractors on behalf of Exhibitor shall be bound by the terms and conditions set forth in Sections 1 through 14 below.

1. Expo Event Services and its subcontractors shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage as determined by Expo Event Services.
2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by Expo Event Services or its subcontractors 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 materials 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 Expo Event Services and its subcontractors shall not be liable for the loss of, disappearance of, or damage of any items left in the booth unattended at any time. Consequently, all bills of lading covering outgoing shipment(s) submitted to Expo Event Services or its subcontractors by the Exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.
3. Expo Event Services and its subcontractors shall not be liable for any damage incurred during the handling of materials or equipment requiring special devices to properly load, place, or reload unless 14 days advance notice has been given to Expo Event Services in time to obtain the proper equipment.
4. Expo Event Services and its subcontractors shall not be responsible 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, failure of power or utilities, and other events of force majeure.
5. Expo Event Services and its subcontractors shall not be liable for ordinary wear and tear in handling of materials and/or equipment.
6. Expo Event Services and its subcontractors are not insurers; i.e., Expo Event Services does not insure the Exhibitor's property against loss or damage, nor does it provide for full replacement value should loss or damage occur. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by Expo Event Services under this paragraph are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. Provisions of this paragraph shall apply if Exhibitor's property is lost or damaged through performance or nonperformance of services by Expo Event Services, or from the negligence of Expo Event Services, its subcontractors or their respective employees. If such loss or damage occurs, the liability of Expo Event Services and its subcontractors 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. This amount shall be considered Exhibitor's agreed-upon damages and exclusive remedy.
7. Expo Event Services and its subcontractors shall not be liable to any extent whatsoever for any indirect, special, incidental, or consequential damages, which may include, but are not limited to 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 or damage to Exhibitor's materials or any injury to Exhibitor's personnel which may make it impossible or impractical for Exhibitor to exhibit its materials.
8. Expo Event Services will not be bound to honor any claim or action brought against Expo Event Services or its subcontractors more than 60 days after the date of incident.
9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that Expo Event Services and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of Expo Event Services or its subcontractors sign a delivery receipt, bill of lading or other document, the parties agree that Expo Event Services or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
10. Expo Event Services and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills. Such shipments will be delivered to booth without guarantee of piece count or condition.
11. Empty container labels will be available at the Expo Event Services' 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 Expo Event Services and its subcontractors 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, Expo Event Services shall have the authority to change designated carriers, if assigned carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight will be taken to a warehouse and forced shipped on a carrier determined by Expo Event Services and the Exhibitor agrees to be responsible for payment of charges relating to such handling and shipping. Expo Event Services assumes no liability as a result of rerouting or handling.
13. Dry and Cold Storage – Exhibitor stores products at its own risk. Expo Event Services assumes no liability or responsibility for dry or cold storage.
14. The Exhibitor agrees, in the event of a dispute with Expo Event Services or its subcontractors related to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to Expo Event Services for freight handling services or any other services provided by Expo Event Services or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay Expo Event Services prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against Expo Event Services or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

Be sure your freight is insured from the time it leaves your place of business until it is returned after the show. It is suggested that Exhibitors arrange all risk coverage. This can usually be done by riders to existing policies. Contact your insurance representative. Also, be sure your liability insurance is in effect during transit and return of your freight, during storage and at show site. All transit claims will be referred to the common carrier.

FIRE DEPARTMENT REGULATIONS



Bay Travel & Adventure Show

Santa Clara Convention Center

October 23 - 24, 2021

Deadline Date
October 13, 2021

INHERENTLY FIRE RETARDANT OR FLAME RETARDANT TREATMENT

1. All decorations, drapes, signs, banners, plastic displays, hay, straw, moss, split bamboo and other similar materials **MUST BE FLAME RETARDANT** to the satisfaction of the Fire Department and the State Fire Marshal.
2. Table covering must be flame retardant treated unless they lay flat, with an overhang no greater than 6".
3. Oilcloth, tar paper, sisal paper, nylon, orlon and certain other plastic materials cannot be made flame retardant and their use is prohibited,
4. A Certificate of Flame Resistance shall be available for review by the Fire Marshal or on file with the Fire Marshal for all decorative materials.

VEHICLES/INTERNAL COMBUSTION ENGINES ON DISPLAY

Any autos, trucks, motorcycles or other motorized vehicles displayed shall have their batteries disconnected and terminals taped. All motor vehicle tanks containing fuel or which have ever contained fuel, shall be furnished with locking-type gas caps or sealed with tape. The level of gas in tanks cannot exceed five gallons or one quarter tank, whichever is less. Garden tractors, chain saws, power plants and other gasoline powered equipment shall be safeguarded in a similar manner. All autos, trucks and vehicles of any kind must show the location on the Fire Department approved floor plan 14 days prior to the show date.

COMBUSTIBLES

Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner. No cardboard boxes or any combustible materials may be stored on top of or near any electrical wiring in the spaces behind the backwall drapery (booth) or behind the display.

OBSTRUCTIONS

Aisles designated on approved show floor plans shall be kept clean, clear and free of obstructions. Booth constructions shall be substantial and fixed into position in specified areas for the duration of the show. Chairs, easels, signs and demonstration areas shall not be placed beyond booth areas into aisles. All aisles must be maintained at a minimum of 10 feet in width or unless otherwise approved on the floor plan. All fire prevention and fire fighting equipment in all public assembly areas shall have easy and unobstructed accessibility.

ELECTRICAL EXTENSION CORDS & MULTI-PLUG ADAPTERS

Extension cords shall service one appliance only and shall be a three-wire approved type (with ground). The extension cord cannot exceed the capacity of the existing circuit breaker and cannot exceed fifteen (15) amps. Multi-plug adapters must be UL approved and have a current (electric) overload safety device. Cube adapters and other devices which increase outlets are not acceptable unless equipped with an internal circuit breaker. All spliced wires are illegal.

COMPRESSED CYLINDERS

Compressed cylinders must be attached to a stand that is upright or laid flat on the floor. Compressed flammable gases are prohibited inside a building. This includes acetylene, hydrogen, propane, butane and L.P.G.

COOKING AND/OR WARMING DEVICES

Cooking and/or warming devices shall be electric. Sternos may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory: e.g., UL, FM, etc. Cooking, warming devices and/or heated products shall be isolated from the public by either placing the device a minimum of four (4) feet back from the front of the booth or provide a plexiglass shield 18 inches high, ¼-inch thick across the front, and down both sides of the demonstrating area. Decorative candles are not permitted.

HELIUM BALLOONS

Helium balloons are not permitted inside some buildings. If you have any question regarding them, please contact the facility in which your event is located. If you need assistance in solving problems or have any questions, direct inquiries to the Fire Prevention Bureau servicing the area of your show location.

SAFETY FIRST

SAFETY IS VERY IMPORTANT FOR EVERYONE WORKING IN THE EXHIBIT HALL - ESPECIALLY YOU !

Expo Event Services is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of a Expo Event Services' supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Attached you will find a list of Loss Prevention Guidelines that we request you follow while at showsite. These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees and other exhibitors. Enjoy the show and do it safely.

THANK YOU FOR YOUR COOPERATION! **EXHIBITOR LOSS PREVENTION GUIDELINES AT SHOWSITE**

- Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
- Standing on chairs, tables and other furniture is **PROHIBITED**. The furniture is not designed to support your standing weight. Please use your ladder.
- Forklifts and carts are to be used by authorized personnel only. Please do not operate this equipment. Ask for help.
- Be aware of the forklifts moving throughout the aisles and docks. Please steer clear of them, especially when they are carrying a crate or load.
- Never run in the exhibit hall. Please walk. Watch your step in the aisles and around the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Secure or remove any cords where you or others are going to be walking.
- Report any fires immediately or pull the nearest fire alarm. Please keep fire exits clear.
- If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Use good housekeeping. Dispose of waste properly and keep materials stacked securely. Please keep in mind the safety of your employees and those attending the show.
- Health & Safety is Our Top Priority

<https://www.santaclaraca.gov/i-want-to/stay-informed/newsroom/coronavirus-updates/santa-clara-responds>

REMEMBER: SAFETY DOESN'T HAPPEN BY ACCIDENT!

PAYMENT POLICY



Bay Travel & Adventure Show

Santa Clara Convention Center

October 23 - 24, 2021

Payment for Services

Expo Event Services requires payment in full at the time services are ordered. Further, Expo Event Services 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 freight handling, not covered by your initial payment.

Discount Prices

To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

Method of Payment

Expo Event Services accepts MasterCard, AMEX and Visa. Business Checks are only accepted 2 weeks before the show, **no checks accepted at show site**. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank.*

Third Party Billing

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

Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the Expo Event Services office for this show. Expo Event Services must receive your certificate by the deadline date on the order forms; or tax will appear on your invoice.

Adjustments and Cancellations

Adjustments to your invoice will not be made after the close of the show. Some items, services and labor are subject to cancellation fees. Refer to each order form for details.

If you have any questions regarding our payment policy,
please call Expo Event Services at (201) 300 - 2782
or visit our Service Center at the show.

****Exhibitors will be charged a \$25.00 fee for returned NSF checks.***

PAYMENT & CREDIT CARD CHARGE AUTHORIZATION



Bay Travel & Adventure Show

Santa Clara Convention Center

October 23 - 24, 2021

RETURN TO: Expo Event Services • 1700 York Ave Suite 2T • New York, NY 10128 • Phone (201) 300 - 2782 • Fax (917) 591 - 8316 • Email: orders@expoeventservices.com

COMPANY		EMAIL ADDRESS		BOOTH NUMBER	
ADDRESS	STREET	CITY	STATE	ZIP	COUNTRY
PHONE	FAX		PURCHASE ORDER NUMBER		
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT - PLEASE PRINT			DATE

CREDIT CARD CHARGE AUTHORIZATION

PROVIDE EXPIRATION DATE	EXPIRATION DATE:	MASTERCARD	VISA*	American Express	
PLEASE SIGN	Account Number:				
	*Include Security Code (3 Digit on reverse side of card)				
CARDHOLDER'S BILLING ADDRESS - IF DIFFERENT FROM ABOVE		CITY	STATE	ZIP	COUNTRY
CARDHOLDER'S SIGNATURE		CARDHOLDER'S NAME - PRINT			

Advance charges may be paid by company check but credit card information is required for freight, additional services or rentals ordered at the show site which will be invoiced to your credit card. At the conclusion of the show a complete invoice will be prepared and sent to you reflecting all charges and payments. No credit will be given after close of event on items or services ordered but not received.

Our Credit Policy requires 100% Payment with order for service, tax and anticipated freight. This form with your credit card information for payment of advance and show site orders must be forwarded to the Expo Event Services in order for us to provide any equipment or services. No Purchase Order Numbers will be accepted in lieu of payment. Full payment of rental charges must accompany your order to qualify for the discounted rates. ALL orders received at the Service Desk will be charged at Standard Rates. A \$25.00 surcharge will be added to your account if any credit charges for services are denied or if any checks are returned. TERMS: Due upon receipt. Unpaid accounts after 14 days from invoice date will accrue a service charge of 0.0575% per day, annual interest rate 21%.

Exhibitors will be responsible for all fees connected with the collection of their accounts.

Services and Equipment Ordered

If someone other than the exhibiting company is to be invoiced for items/services on this form, YOU MUST complete the "Third Party Billing" Information Form

Furniture & Accessories Order Form	\$
Display Labor Service Order Form	\$
Specialty Furniture Order Form	\$
Shipping Information and Freight Service Order Form (Non Taxable)	\$
Cart Services	\$
Other Expo Event Services' Services (Specify)	\$

FULL PAYMENT in U.S. funds drawn on a U.S. Bank

\$

CANCELLATION: Cancellation after deadline will be charged at 50% of prevailing rate.

LATE REQUEST: Request after deadline will be filled as available at the standard rate.

SHIPPING INFORMATION



Bay Travel & Adventure Show

Santa Clara Convention Center

October 23 - 24, 2021

NO CART LOAD SERVICES PROVIDED & FREIGHT HANDLING SERVICES

Vehicle Spotting

Exhibitors will be required to use Expo Event Services personnel for all vehicle spotting inside the exhibit hall. Vehicle spotting rate is \$350.00 per vehicle (price includes both in and out of hall).

All vehicles coming into a convention center must have the following steps done before the Fire Marshall will inspect the facility:

1. No more than 1/4 tank of gasoline
2. Battery must be disconnected
3. Gas cap must be taped down
4. Keys should be left with Show Manager

Freight Handling Services

Expo Event Services is prepared to receive your shipment directly to show site, or in advance via TS Shipper, the official show carrier. Advance shipments/receiving is only available through the official carrier. Direct to showsite can be scheduled with TS Shipper or a carrier of your choice.

Rates are based on the incoming weight of shipments. For rates and arrival information, see the Material Handling Order Form. Expo Event Services must have payment before forwarding freight.

Advance Warehouse Shipments

Crates, Cartons, Fiber Cases and Skidded and Non-Skidded Carpet Samples. **(ONLY IF TS SHIPPER IS USED) see Pages 24 - 28**

Rates Include:

Unloading crated freight. The warehouse cannot receive uncrated shipments. Storing at the warehouse for up to 30 days. Reloading onto trucks and delivery to the exhibit site. Unloading freight and delivery to your booth. Picking up, storing, and returning empty shipping containers. Reloading freight for return to your specified destination.

Make out the bill of lading and consign as follows:

To:

Name of Exhibitor AND Booth Number

For:

Bay Travel & Adventure Show

C/O:

Expo Event Services
TS Shipper Advance Freight Service

Direct Shipments to Exhibit Site

Rates Include:

Unloading freight and delivery to your booth. Picking up, storing, and returning empty shipping containers. Reloading freight for return to your specified destination.

Make out the bill of lading and consign as follows:

To:

Name of Exhibitor AND Booth Number

For:

Bay Travel & Adventure Show

C/O:

Expo Event Services
5001 Great America Parkway
Santa Clara, CA 95054

Please read the "Expo Event Services' Limits of Liabilities and Responsibility" for important information on freight handling.

SHIPPING GUIDELINES



Bay Travel & Adventure Show

Santa Clara Convention Center

October 23 - 24, 2021

Shipping Guidelines

We recommend that you use TS Shipper, a freight team specializing in trade show shipping. Exhibit freight is time-sensitive, and experience counts. If you are in doubt, call Expo Event Services to assist you in planning your shipments. Take advantage of the advance shipping and receiving services provided by TS Shipper.

Please read the "Expo Event Services' Limits of Liability and Responsibility" for important information on shipping.

Shipping Charges Please prepay all shipping charges. Expo Event Services cannot accept or be responsible for collect shipments.

Bill of Lading All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise. Upon shipping, immediately send copies of bills of lading to Expo Event Services and your on-site representative. Handling charges are based on the weight of the freight. Certified weight receipts are required for all shipments. Expo Event Services will estimate weight for private vehicles without certified weight receipts. Charges will be based on this estimation and no adjustments can be made. Separate mixed van shipments between crated and uncrated and clearly identify the weights of each on the bill of lading. Otherwise, Expo Event Services will invoice the entire load at the Uncrated rate and will be unable to adjust charges later.

Consignment All shipments must be consigned c/o Expo Event Services to enable us to accept them for handling.

Shipping Labels Please use the shipping labels provided to expedite handling.

Certified Weight Receipts The weights of your vehicle empty and loaded must be documented with certified weight receipts for billing purposes. Expo Event Services will unload all shipments after your driver submits certified weight receipts at the receiving site.

Labor and Equipment Labor and equipment for unloading and loading are included with Expo Event Services freight handling rates for services. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Empty Labels Shipping cartons will be picked up, stored, and returned after the show if they are affixed with empty labels by the exhibitor. These labels are available at the Service Desk and are for empty storage only.

Outgoing Shipments Shipping information, bills of lading and labels will be available at the Expo Event Services' Service Desk. Exhibitors selecting non-official carriers will own arrangements for pickup.

Labor and Equipment Labor and equipment for unloading and loading are included with Expo Event Services freight handling rates for services. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

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Outgoing Shipments Shipping information, bills of lading and labels will be available at the Expo Event Services Service Desk. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup.

MATERIAL HANDLING ORDER FORM



Bay Travel & Adventure Show

Santa Clara Convention Center

October 23 - 24, 2021

Arrival Date On Or Before
September 14 - October 13, 2021

RETURN TO: Expo Event Services • 1700 York Ave Suite 2T • New York, NY 10128 • Phone (201) 300 - 2782 • Fax (917) 591 - 8316 • Email: orders@expoeventservices.com

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

X

1. All shipments must be sent prepaid. Collect shipments will not be accepted. Certified weight packets required for unloading.
2. The Advance Warehouse will ONLY accept packaged shipments, including crates, boxes and skids. No loose shipment will be accepted unless the delivering carrier cannot deliver the shipment to the exhibit facility, in which case a 50% surcharge will be added to the warehouse rate.
3. Loose, uncrated, or specialized carrier shipments should be sent DIRECTLY to the Convention Facility to arrive AFTER 2:00 PM on the first day of exhibit installation.
4. Consignment or delivery of a shipment to Expo Event Services or its subcontractors by an Exhibitor or Shipper on behalf of the Exhibitor will be considered as an acceptance by the Exhibitor of the Freight Terms and Conditions on the front of this page.
5. Outbound Bills of Lading must be filled out and turned into the Exhibitor Service Desk if designated carriers are to be used. The Exhibitor must make those arrangements directly with the carrier. If the designated carrier fails to show up in the required time frame, the shipment will be reconsigned to the house carrier. If no return information is provided, freight will be returned to the warehouse and storage charges will be applied.

**ADVANCE RECEIVING/SHIPMENTS VIA TS SHIPPER OR DIRECT TO
SHOW SITE VIA TS SHIPPER OR CARRIER OF YOUR CHOICE
(200 lbs Minimum Per Shipment)**

Rates Include: unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 30 days (any materials stored beyond 30 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. The rate for this service is:

	CRATED / SKIDDED / SPECIAL HANDLING	
	Per 100 lbs	Minimum
ST/OT	\$184.00	\$368.00
OT/OT	\$248.00	\$496.00

Rates Do Not Include: TS Shipper Trucking from your facility to the advance receiving warehouse/ to show site

SMALL PACKAGES

SMALL PACKAGE: Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. per shipment, per delivery. Includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall into the small package category may be subject to special handling charges.

FIRST CARTON \$95.00 \$ 95.00 First Carton
EACH ADDITIONAL CARTON \$25.00 \$ Each Additional Carton

CALCULATION OF MATERIAL HANDLING CHARGES

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

We will be shipping: lbs. @ per 100 lbs., 200 lbs minimum per shipment \$

We will be shipping approximately number of pieces.

Our shipment will be sent to Exhibit Site Warehouse on: via:

1. Total Estimated Charges	\$
2. 30% Late Arrival Surcharge	\$
3. Excess Declared Value	\$
4. Payment Enclosed	\$

KEY INFORMATION FORM



Bay Travel & Adventure Show

Santa Clara Convention Center

October 23 - 24, 2021

Deadline Date

October 13, 2021

RETURN TO: Expo Event Services • 1700 York Ave Suite 2T • New York, NY 10128 • Phone (201) 300 - 2782 • Fax (917) 591 - 8316 • Email: orders@expoeventservices.com

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

X

Inbound Freight Information(TS Shipper Shipment(s) Only)

Carrier _____ Shipped By _____ Date _____
Number of Pieces _____ Weight _____ Pro Number _____
Target Date _____ Loose Display _____ Crated Display _____

Shipped To: (Check One) Warehouse Showsite

Set-up Information for Expo Event Services' Installation

Set Up Drawings Attached _____
Set Up Drawings With Exhibit _____
Case/Crate Number _____
Number of Workers required for set up _____
Special Equipment Required _____
Own Carpet Color _____
Padding _____
Approximate time for set up _____

Did You Order —

Electrical	Yes	No	Electrical Under Carpet	Yes	No
Electrical Drawings	Attached		Sent to the Official Electrical Contractor	With the Exhibit	
Booth Cleaning	Yes	No	Other Items	_____	
Furniture	Yes	No	_____		
A/V Furniture	Yes	No	_____		
Telephone	Yes	No	_____		

Outbound Freight Information

Outbound Freight Charges _____
Prepaid Collect
Bill To _____
Consigned To _____
Address _____
City/State/Zip _____
Second Consignee _____
Address _____
City/State/Zip _____
Other _____
Method Common Carrier AirFreight Vanline
Carrier (if known) _____
Contact _____ Phone _____

Emergency Contact Information / Showsite Contact

Name _____ Title _____
Telephone _____
Other Means of Contacting This Person _____
Contact's Hotel _____ Arrival _____ Departure _____
Purchasing Authorization Yes No

WAREHOUSE LABEL

RUSH!

EXHIBITION FREIGHT

**MUST ARRIVE ON OR BEFORE
SEPTEMBER 14 - OCTOBER 13, 2021**

TO: _____
(EXHIBITOR'S NAME)

C/O: EXPO EVENT SERVICES



TS SHIPPER ADVANCE FREIGHT SERVICE

(advance warehousing is ONLY available if TS shipper is the carrier and the address will be provided from TS shippers once your transportation arrangements have been finalized)

Booth: _____ Number _____ of _____ Pcs.
Carrier: TS SHIPPER

WAREHOUSE LABEL

RUSH!

EXHIBITION FREIGHT

**MUST ARRIVE ON OR BEFORE
SEPTEMBER 14 - OCTOBER 13, 2021**

TO: _____
(EXHIBITOR'S NAME)

C/O: EXPO EVENT SERVICES



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Booth: _____ Number _____ of _____ Pcs.
Carrier: TS SHIPPER

SHOW SITE LABEL

RUSH!

EXHIBITION FREIGHT

**MUST ARRIVE
BY OCT 21, 2021 (1PM - 5PM)
OCT 22, 2021 (8AM - 4PM)**

TO: _____
(EXHIBITOR'S NAME)

C/O: EXPO EVENT SERVICES



Santa Clara Convention Center
5001 Great America Parkway
Santa Clara, CA 95054

Booth: _____ Number _____ of _____ Pcs.
Carrier: _____

SHOW SITE LABEL

RUSH!

EXHIBITION FREIGHT

**MUST ARRIVE
BY OCT 21, 2021 (1PM - 5PM)
OCT 22, 2021 (8AM - 4PM)**

TO: _____
(EXHIBITOR'S NAME)

C/O: EXPO EVENT SERVICES



Santa Clara Convention Center
5001 Great America Parkway
Santa Clara, CA 95054

Booth: _____ Number _____ of _____ Pcs.
Carrier: _____

WAREHOUSE LABEL

RUSH!

EXHIBITION FREIGHT

**MUST ARRIVE ON OR BEFORE
SEPTEMBER 14 - OCTOBER 13, 2021**

TO: _____
(EXHIBITOR'S NAME)

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(advance warehousing is ONLY available if TS shipper is the carrier
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WAREHOUSE LABEL

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SEPTEMBER 14 - OCTOBER 13, 2021**

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5001 Great America Parkway
Santa Clara, CA 95054

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TO: _____
(EXHIBITOR'S NAME)

C/O: EXPO EVENT SERVICES



Santa Clara Convention Center
5001 Great America Parkway
Santa Clara, CA 95054

Booth: _____ Number _____ of _____ Pcs.
Carrier: _____



Reserve Your Shipment Today with the Official Show Carrier

Fast, Reliable, Secure Trade Show Transportation!

**TRAVEL &
ADVENTURE
SHOW.**

Santa Clara, CA
Santa Clara Convention Center
October 23 - 24, 2021



Don't wait for your freight, let your freight wait for you!

TS SHIPPER is the most comprehensive shipping company that directly services the trade show industry.
TS SHIPPER specializes in time sensitive trade show freight, across the country!

Freight Services

- Local Deliveries
- Ground Shipments
- Air Shipments
- Caravan Services
- Storage
- Full Truck Load Services

*** Personal presence at the shows to make sure everything goes smoothly
*** Special discounted Show Rates *** Pre-printed bills of lading and shipping labels

Requesting a shipping quote has never been easier – 3 ways to contact us



EMAIL US AT INFO@TSSHIPPER.COM



CALL US AT 216-566-5953



GO ONLINE AT WWW.TSSHIPPER.COM



1700 York Avenue, Suite 2T, New York, NY 10128
Phone: (216) 566-5953 Fax: (866) 728-3775

Show Name: _____

Show Dates: _____

Venue: _____

CONTACT INFORMATION

COMPANY: _____ CONTACT NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

PICK UP LOCATION

COMPANY NAME: _____ CONTACT NAME: _____

STREET ADDRESS: _____

CITY _____ STATE / COUNTRY: _____

ZIP / POSTAL CODE: _____ PHONE: _____

SHIPPING DESTINATION

COMPANY NAME: _____

SHOW NAME _____ BOOTH #: _____

STREET ADDRESS: _____ CITY _____

STATE / COUNTRY: _____ ZIP / POSTAL CODE: _____

ONSITE CONTACT: _____ PHONE: _____

TYPE OF SERVICE

Truck Load	Deferred	2 nd Day Air
Overnight Air	Economy / Standard Group	3 rd Day Air

ADDITIONAL SERVICES

Lift Gate	Residential	Inside Pick Up
-----------	-------------	----------------

Declared Value \$ _____ (Declared Value can not exceed \$10,000)

Phone: 216-566-5953

Email: info@tsshipper.com

Quick Quote: TSshipper.com



1700 York Avenue, Suite 2T, New York, NY 10128
 Phone: (216) 566-5953 Fax: (866) 728-3775

Show Name: _____
 Show Dates: _____
 Venue: _____

SHIPPING INFORMATION

Pickup Date: _____ Pick Up Time: _____ (4 hour window)
 Delivery Date: _____ Delivery Time: _____ (4 hour window)

Number of Pieces	Length	Width	Height	Weight
Hazardous Materials: YES NO			Total Weight:	

ADDITIONAL INFORMATION OR INSTRUCTIONS

For an online Quick Quote, go to www.tsshipper.com

Send completed form to info@tsshipper.com or fax to

866-728-3775 For questions call us at 216-566-5953

Phone: 216-566-5953

Email: info@tsshipper.com

Quick Quote: Tsshipper.com



1700 York Avenue, Suite 2T, New York, NY 10128
Phone: (216) 566-5953 Fax: (866) 728-3775

Show Name: _____

Show Dates: _____

Venue: _____

PAYMENT AUTHORIZATION

EXHIBITING COMPANY: _____

BOOTH # _____

ADDRESS: _____

SHOW: _____

ONSITE CONTACT: _____

ORDERED BY: _____

CELL: _____

PHONE: _____

QUOTED AMOUNT:

EMAIL: _____

\$ _____

YOUR SIGNATURE ON THIS PAYMENT AUTHORIZATION DENOTES ACCEPTANCE ON ALL TERMS & CONDITIONS INCLUDED ON THIS FORM AND IN YOUR SERVICE MANUAL.

Terms:

TS Shipper requires a credit card authorization prior to handling any freight. Final freight charges must be settled in advance off freight pick up / delivery via credit card, company check or wire transfers. Services will be denied without complete payment. All adjustments to charges are to be made at show site. NO CREDITS WILL BE MADE AFTER SHOW CLOSING. Payment made by check must be in US Dollars from a US Bank

Company Check: Make Payable to TS Shipper LLC and reference the Show Name on the check. Return checks are subject to a \$25.00 bounced check fee. All Checks require a credit card on file. **Mail Check to:** TS Shipper LLC, 1700 York Avenue, Suite 2T, New York, NY 10128

Wire Transfer: If paying by wire transfer for TS Shipper LLC, include a \$25.00 surcharge for bank fees. **Call for wire transfer details.**

Credit Card: For your convenience, TS Shipper LLC will use this authorization to charge your credit card account for your advance order, not paid by check or wire transfer, and any additional transportation orders placed by your show site representative.

TS Shipper LLC is not associated with the show decorator and material handling charges incurred for the movement of your freight from the show dock to your booth is the sole responsibility of you / the exhibiting company.

Payment Information:

☐ VISA

☐ MasterCard

☐ American Express

Credit Card Number: _____

Expiration Date: _____ / _____ VID Code: _____ Visa / Master Card (3 digits), Amex (4 digits)

Name (as it appears on the card): _____

Cardholder's Signature _____ / _____
Date

Credit Card Billing Address:

Street: _____

City: _____ State: _____

Zip Code: _____ Country: (if not US) _____

Telephone: _____ Email: _____

The above cardholder named hereby authorizes TS Shipper LLC to charge my card.

As the credit card holder, I also authorize TS Shipper LLC to charge my credit card for future purchases verbally approved by me.

Authorization Valid Until: _____ / _____ Initials Here: _____



1700 York Avenue, Suite 2T, New York, NY 10128
Phone: (216) 566-5953 Fax: (866) 728-3775
Email: info@tsshipper.com

TS SHIPPER OUTBOUND FORM

Show Name _____

Show Dates _____

Venue _____

Company Name _____

Booth Number _____

OUTBOUND SHIPMENT DETAILS

Company / Business Name		
Street Address		
Show Name (if applicable)	City	State
Contact Name & Number	Zip/Postal Code	

☐ Economy / Deferred (4 - 7 Business Days)

☐ 2nd Day

☐ 3rd Day

☐ Next Day

Piece Count Estimate _____ Total Weight Estimate _____

Additional Information or Instructions

BOOTH PACKAGE RENTALS



Bay Travel & Adventure Show

Santa Clara Convention Center

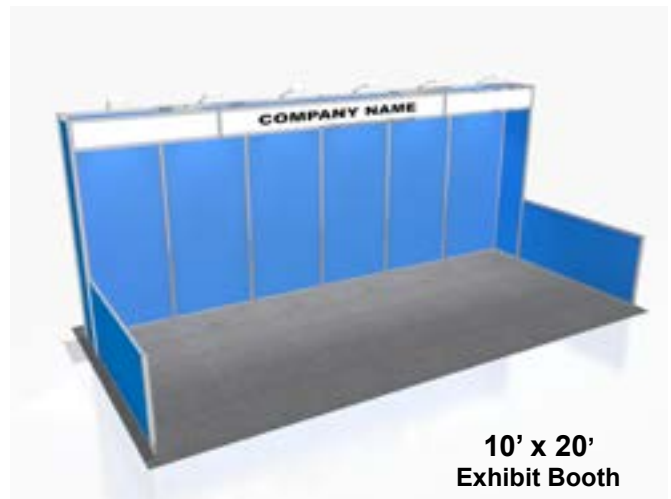
October 23 - 24, 2021

Deadline Date
October 13, 2021

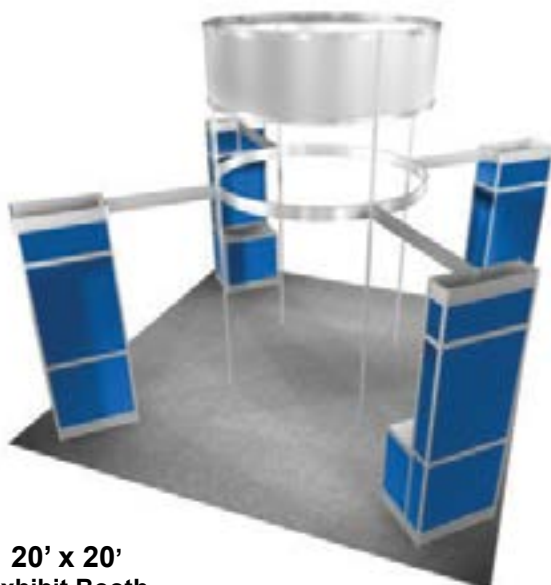
EXPO EVENT SERVICES IS COMMITTED TO MAKING YOUR EXPOSITION EXPERIENCE A SUCCESS. WE OFFER CUSTOM BOOTH AND PAVILLION RENTAL PACKAGES THAT WILL PROMOTE YOUR BRAND, SAVE YOU MONEY AND TIME.



10' x 10'
Exhibit Booth



10' x 20'
Exhibit Booth



20' x 20'
Exhibit Booth

orders@expoeventsolutions.com

BOOTH PACKAGE ACCESSORIES



Bay Travel & Adventure Show

Santa Clara Convention Center

October 23 - 24, 2021

Deadline Date
October 13, 2021

SHELVES / GONDOLAS

	Qty	Price	Total
12" Deep x 1 Meter Straight Shelf	_____	x \$97.00	_____
12" Deep x 1 Meter Angled Shelf	_____	x \$124.00	_____
12" Deep x 1 Meter x 5' One-Sided Gondola	_____	x \$345.00	_____
12" Deep x 1 Meter x 5' Two-Sided Gondola	_____	x \$445.00	_____



CABINETS / COUNTERS

	Qty	Price	Total
1 Meter x 1/2 Meter 36" _____ 42" _____ Panel Color _____	_____	x \$564.00	_____
2 Meter x 1/2 Meter 36" _____ 42" _____ Panel Color _____	_____	x \$790.00	_____
1 Meter Radius 36" _____ 42" _____ Panel Color _____	_____	x \$840.00	_____



LIGHT FIXTURES (Electricity Not Included)

	Qty	Price	Total
Clip On Light (75 watt)	_____	x \$66.00	_____
Stem Light (75 wall halogen)	_____	x \$139.00	_____
Track Light (300 watt)	_____	x \$376.00	_____
4' Fluorescent Fixture	_____	x \$95.00	_____
6' Fluorescent Fixture	_____	x \$147.00	_____
8' Fluorescent Fixture	_____	x \$184.00	_____



orders@expoeventsolutions.com

BOOTH PACKAGE RENTAL ORDER FORM



Bay Travel & Adventure Show

Santa Clara Convention Center

October 23 - 24, 2021

Deadline Date

October 13, 2021

Basic Package Cost Includes:	Package	Base Rental Rate
Installation & Dismantle	10x10	\$ _____
Carpet w/ Visqueen	10x20	\$ _____
1 Header w/ Company Name	10x30	\$ _____
	20x20	\$ _____

Step 1 + Step 2 = Base Rental Rate

Step 3: Now Pick Your Accessories

Customized Booths in 3 Easy Steps

Step 1: Pick Your Booths Shell Size

10x10

10x20

10x30

20x20

Step 2: Pick Your Standard Carpet Color

Black

Blue

Green

Gray

Red

Burgundy

White

Step 3: Pick Your Accessories

Standard Furniture
& Accessories (Page 38-39)

Special Event & Trade
Show Furnishing (Pages 40-65)

Hard wall Accessories
(Page 28)

List Selection / Qty

List Selection / Qty

List Selection / Qty

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The completed Booth Rental Order Form should be emailed to info@expoeventservices.com.

What Happens Next

An Expo Event Services Designer will contact you to review your order, recommend graphic design options and send you a Booth Rental estimate.

SIGNAGE & GRAPHIC ORDER FORM



Bay Travel & Adventure Show

Santa Clara Convention Center

October 23 - 24, 2021

Deadline Date

October 13, 2021

RETURN TO: Expo Event Services • 1700 York Ave Suite 2T • New York, NY 10128 • Phone (201) 300 - 2782 • Fax (917) 591 - 8316

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

DIGITAL INKJET SIGNS

Rates based on one color copy, white showcard, 10 words or less

Qty	Size/Description	Discount Price	Standard Price	Total Price
	8.5" x 11"	\$42.00	\$55.00	
	11" x 17"	\$49.00	\$65.00	
	14" x 22"	\$60.00	\$64.00	
	22" x 28"	\$74.00	\$97.00	
	24" x 36"	\$147.00	\$192.00	
	30" x 40"	\$161.00	\$202.00	
	Logo	Quoted upon request	Quoted upon request	
	Banner	Quoted upon request	Quoted upon request	

Background Color: _____ Copy Color: _____

Select Lay-out: ☐ Vertical ☐ Horizontal

Select Font Style: ☐ Corporate ☐ Jazzy

Expo Event Services, Inc., can meet any sign or graphic requirements you have. Please contact us at 201.994.1303 if you have any questions or need additional information. **Indicate sign copy Here (please attach additional sign copy if required)**

SUBTOTAL = _____ + TAX @ 9.13% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the standard Rates *NO EXCEPTIONS*

Cancellation Policy: All orders are non-refundable once ordered and processed.

GRAPHIC FILE SUBMISSION GUIDELINES



Bay Travel & Adventure Show

Santa Clara Convention Center

October 23 - 24, 2021

Deadline Date

October 13, 2021

We want your graphics to look their best. We are committed to partnering with you in order to provide the most comprehensive and effective solutions in the trade show industry. In order to produce your graphics at the highest quality and facilitate the transfer of your files to us for production, we are pleased to provide you with this graphic file submission document. Note - the basic cost of graphic production is typically included in your sales quote. Additional prep work on supplied files may require additional fees. Please contact Expo Event Services for details.

File Formats

Program

Adobe Illustrator
Adobe Photoshop
Adobe InDesign
Adobe Acrobat

Preferred File (type)

ai, eps
tiff, psd, jpeg (high quality)
indd (include links)
PDF (press quality setting)

File Transfer Options

Media

Flash Drive
E-mail Attachments
FTP
DropBox

Note

With attached fonts and links
Limited to maximum size 5MB
zip or compression preferred
File sharing

Files obtained from the internet or artwork created in MS Office application (Word, Excel, Power Point, etc.) are often not suitable for high quality output, and typically require additional fees. Artwork should be created to full size - however for larger files i.e. Banner - artwork at 1/4 scale of actual size is acceptable. Scans should be no smaller than 300dpi at 1/4 size. To avoid additional fees associated with these file types, please supply files, at a minimum, two weeks prior to your show.

Vector Artwork

For the best quality in large format printing, artwork should be created and supplied in vector format (.ai or .eps), unless the image is a photo or image file (see bitmap/raster below). Logos and images taken from websites are generally gif's. Gif files are not acceptable as they are low resolution and will NOT print clearly. Artwork which is going to be produced in vinyl - i.e. solid company logo's or text, must be supplied in a vector format (.ai or .eps). Converting bitmap images to vector for vinyl production is a typical issue that may incur additional fees.



gif@400%

EXPO
EVENT SERVICES



.ai / .eps@400%

EXPO
EVENT SERVICES

Bitmap/Raster Artwork

JPEG/TIFF- We accept these formats but the original artwork must be of sufficient high resolution- 300dpi - and to size as needed for print - in order to print at the best quality.

PDF- These are print files only and can NOT be altered or versioned to fit different sizes. Artwork must be set up at the correct proportion and at print ready quality. Make sure images are saved at high resolution (300dpi).



Color Set Up

If your artwork utilizes PANTONE MATCHING SYSTEM (PMS), please supply a Pantone color reference. Note that Pantone colors are matched to the best possible interpretation for the specific output device and material printed on. If you would like us to match existing graphics, please provide hard copy of the graphics for reference. If your artwork utilizes CMYK values, the printer will use those.



C



M



Y



K



PMS 144 C



PMS 255 C



PMS 383 CP



MS 684 C

Fonts

Convert all fonts into outlines or paths prior to uploading the files. Also please provide ALL FONTS utilized in your files. This is in case we need to edit copy or if some fonts were not converted to paths or outlines.

HANGING SIGNS/BANNERS INFORMATION FORM

Bay Travel & Adventure Show

Santa Clara Convention Center

October 23 - 24, 2021

*** NON - ELECTRICAL SIGNS & BANNERS ONLY

Deadline Date
October 13, 2021



RETURN TO: Expo Event Services • 1700 York Ave Suite 2T • New York, NY 10128 • Phone (201) 300 - 2782 • Fax (917) 591 - 8316

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

PLEASE PROVIDE THE FOLLOWING INFORMATION

Regardless of previous usage, an authorized signature is required on the Guarantee of Structural integrity Statement form and the following information is to be completed.

IMPORTANT NOTE

All ceiling rigging must conform to Show Management rules and regulations and facility limitations.

All overhead rigging/hanging must be assembled, installed and removed by Expo Event Services certified riggers.

Exhibitors are **REQUIRED** to include hanging/setup instructions and orientation diagrams in advance.

Electrical signs must be in working order and in accordance with the National Electric Code. Electrical services must be ordered through the electrical service provider (form included in manual).

STRUCTURE DESCRIPTION

Include blue print or drawing containing detailed information so hanging anchor points can be determined.

Type of Material:

Cloth Metal Wood Plastic Truss

Other: _____

Truss Only:

12" box 20" box Other: _____

Shape of Structure:

Circle Rectangle Square Triangle

Other: _____

Size (in feet):

_____ (H) x _____ (L) x _____ (W) x _____ (D)
height length width diameter

Additional Notes/Description:

STRUCTURE DESCRIPTION (continued)

Weight of Hanging Structure: _____ lbs
Any hanging structure that weighs in excess of 100 lbs will require the employment of chain motors.

Are you using chain motor(s)?

No

Yes (Quantity: _____)

Expo Events Provided

Exhibitor Provided

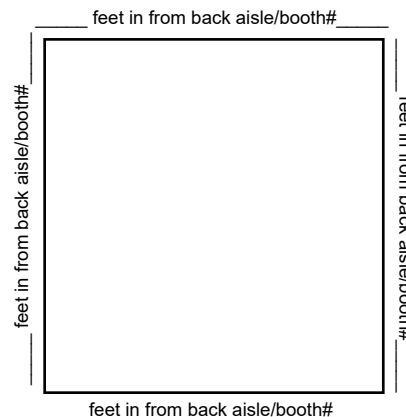
CHAIN MOTORS

QTY	ITEM	ADVANCE	STANDARD	TOTAL
	1/2 Ton Chain Motor	\$520.00	\$710.00	
	1 Ton Chain Motor	\$650.00	\$887.00	

- If your hanging structure is 100 lbs or more, please submit a **CERTIFIED WEIGHT BILL** and a **CERTIFIED STRUCTURAL ENGINEERED DRAWING**.
- All truss structures require a **CERTIFIED WEIGHT BILL**.

PLACEMENT DIAGRAM

Provide an overview sketch of how your sign should be hung in your booth in the box below. Place booth dimensions/booth number in the lines provided.



Number of feet from floor to bottom of sign: _____ ft

Would you like your sign centered over your booth?

Yes

No (I will provide an overhead sketch)

HANGING SIGNS/BANNERS ORDER FORM



Bay Travel & Adventure Show

Santa Clara Convention Center

October 23 - 24, 2021

Deadline Date
October 13, 2021

RETURN TO: Expo Event Services • 1700 York Ave Suite 2T • New York, NY 10128 • Phone (201) 300 - 2782 • Fax (917) 591 - 8316		
COMPANY	EMAIL ADDRESS	BOOTH NUMBER
AUTHORIZED CONTACT SIGNATURE X	AUTHORIZED CONTACT - PLEASE PRINT	DATE

IMPORTANT NOTES

Expo Event Services certified riggers are required to assemble, install and remove all hanging signs to ensure structural integrity. Any signs that are not assembled by approved EES certified riggers are subject to an inspection fee.

Expo Event Services riggers are required to install and remove all hanging truss to ensure structural integrity.

Assembly/disassembly labor rates are per man, per hour with a one (1) hour minimum.

Overhead sign hang rates are per lift and crew, per hour with a one (1) hour minimum.

Expo Event Services will process requests for assembly and rigging in the order they are received and will make attempts to honor all requested start times.

Should hanging signor supervision not be present at the time the crew arrives a one (1) hour minimum charge will apply.

Additional charges will apply for any cables, connectors or other equipment deemed necessary to safely complete the installation of overhead sign or truss system. A EES certified rigger will determine such requirements onsite.

PLEASE INDICATE METHOD OF SUPERVISION YOU REQUIRE:

OK TO PROCEED WITHOUT EXHIBITOR SUPERVISION WAIT FOR EXHIBITOR SUPERVISION DISPLAY HOUSE TO SUPERVISE

SIGN ASSEMBLY / DISASSEMBLY LABOR

Please indicate who will supervise ASSEMBLY:

EES Supervision Exhibitor/Display House Supervision

SIGN ASSEMBLY LABOR				
EST TOTAL HOURS	ITEM	ADVANCE	STANDARD	TOTAL
	ST	\$207.00	\$278.00	
	OT	\$340.00	\$443.00	
	Holiday	\$419.00	\$544.00	
EES Supervision: _____ x 30% =				
		(Assembly total)	(\$40.00 minimum)	

Date of Assembly: _____
Requested Start Time: _____

Please indicate who will supervise DISASSEMBLY:

EES Supervision Exhibitor/Display House Supervision

SIGN DISASSEMBLY LABOR				
EST TOTAL HOURS	ITEM	ADVANCE	STANDARD	TOTAL
	ST	\$207.00	\$278.00	
	OT	\$340.00	\$443.00	
	Holiday	\$419.00	\$544.00	
EES Supervision: _____ x 30% =				
		(Assembly total)	(\$40.00 minimum)	

Date of Disassembly: _____
Requested Start Time: _____

OVERHEAD SIGN RIGGING LABOR

RIGGING INSTALLATION				
EST TOTAL HOURS	ITEM	ADVANCE	STANDARD	TOTAL
	ST	\$905.00	\$1,176.00	
	OT	\$1,173.00	1,526.00	
	Holiday	\$1,408.00	\$1,830.00	

Date of Assembly: _____
Requested Start Time: _____

RIGGING REMOVAL				
EST TOTAL HOURS	ITEM	ADVANCE	STANDARD	TOTAL
	ST	\$905.00	\$1,176.00	
	OT	\$1,173.00	1,526.00	
	Holiday	\$1,408.00	\$1,830.00	

Date of Disassembly: _____
Requested Start Time: _____

* There may be an additional charge of \$100.00 per hang point for signage being installed from the "unistrut" ceiling structure.

** In areas of certain convention centers, "high" hang point rigs must be installed prior to anything being hung from the "high" ceiling. If hang point rigs are required, the additional charge will be \$150.00 for each hang point rig. These points are in addition to the quoted rates.

IN-BOOTH FORKLIFT LABOR ORDER FORM



Bay Travel & Adventure Show

Santa Clara Convention Center

October 23 - 24, 2021

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October 13, 2021

ST (STRAIGHT TIME): 8:00 AM to 4:30 PM - Monday through Friday

OT (OVERTIME): 4:30 PM to 8:00 AM - Monday through Friday (all day Saturday & Sunday)

DT (DOUBLE TIME): All hours Sunday and all scheduled union holidays

Exhibitors may need to order a forklift and/or rigging crew to assemble displays or to uncrate, unskid, position or re-position equipment or machinery and to re-crate or re-skid that equipment or machinery. The determination of the required crew size will be at the discretion of the official general service contractor.

Please Note: Exhibitor supervision of ALL labor is mandatory. Start times for forklift/rigging crew labor will only be guaranteed when labor is requested for the start time of the work day (8:00am). At the completion of work performed, your company's representative will return with the crew to the Expo Event Service Desk and approve the documented hours on the work order. Cancellation of previously ordered equipment or labor less than 48 hours prior to the start time you have scheduled will result in a one hour forklift and one hour rigger "cancellation fee". If you, the exhibitor, fail to use the forklift/rigger(s) confirmed on this order, a "no-show fee" of one hour per forklift/rigger(s) ordered will be assessed to the credit card you have on file.

LABOR RATES PER HOUR (one hour minimum)

Forklift and Operator	ST	\$235.00	\$259.00
	OT	\$329.00	\$362.00
	DT	\$473.00	\$521.00
Additional Rigger	ST	\$188.00	\$207.00
	OT	\$310.00	\$340.00
	DT	\$381.00	\$419.00

1. Forklift and Operator

Installation Estimated Labor

_____	_____	_____	X	_____	X \$	_____	= \$	_____
Date	Start Time	# of Forklifts		# of Hours		Rate		Sub Total

Dismantle Estimated Labor

_____	_____	_____	X	_____	X \$	_____	= \$	_____
Date	Start Time	# of Forklifts		# of Hours		Rate		Sub Total

2. Additional Riggers

Installation Estimated Labor

_____	_____	_____	X	_____	X \$	_____	= \$	_____
Date	Start Time	# of Forklifts		# of Hours		Rate		Sub Total

Dismantle Estimated Labor

_____	_____	_____	X	_____	X \$	_____	= \$	_____
Date	Start Time	# of Forklifts		# of Hours		Rate		Sub Total

TOTAL \$ _____

DISPLAY LABOR ORDER FORM



Bay Travel & Adventure Show

Santa Clara Convention Center

October 23 - 24, 2021

Deadline Date
October 13, 2021

RETURN TO:	Expo Event Services • 1700 York Ave Suite 2T • New York, NY 10128 • Phone (201) 300 - 2782 • Fax (917) 591 - 8316
COMPANY	EMAIL ADDRESS
BOOTH NUMBER	
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT
DATE	

X

PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOR NEEDED.
TO DETERMINE IF YOU NEED DISPLAY LABOR, PLEASE READ THIS FORM CAREFULLY.

1. Display Labor is required for all installation and dismantling of exhibits, including signs and floor covering installation.
2. Exhibitor may unpack and place merchandise.
3. Exhibitor may set up exhibit display if one person can accomplish the task in less than one-half (1/2) hour without the use of tools.

DISPLAY LABOR (One Hour Minimum per Worker)

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (1/2) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If exhibitor fails to use the workers at the time confirmed, a one (1) hour "No Show" charge per worker will apply.

		Rates: per person/per hour	
Labor		Discount Price	Standard Price
Straight Time	8:00 a.m. to 4:30 p.m. Monday through Friday	\$188.00	\$207.00
Over Time	4:30 p.m. to 8:00 a.m. Monday through Friday; all day Saturday	\$310.00	\$340.00
Double Time	Sundays and Holidays	\$380.00	\$419.00

INSTALLATION LABOR

Schedule Date(s)	Schedule Start Time	Schedule End Time	Total # of Hours	Total # of Workers	Labor Rate	Total
						\$
						\$
						\$

EXPO EVENT SERVICES will provide the following service:

1. Unpack and install display labor before exhibitor arrival at show site
 2. Dismantle, pack and arrange to ship display after show closing
- A 30% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision. The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (1/2) hour increments.

GRATUITIES IN

ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY

EXPO EVENT SERVICES. EXPO EVENT SERVICES requires the highest standards of integrity from all employees. All rates are subject to change if necessitated by increased labor and material costs.

DISMANTLE LABOR

Schedule Date(s)	Schedule Start Time	Schedule End Time	Total # of Hours	Total # of Workers	Labor Rate	Total
						\$
						\$
						\$

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked.

IMPORTANT NOTICE

Your Company is encouraged to carry insurance covering potential injury, damage or loss associated with your display. Expo Event Services will NOT be responsible for injury to display personnel and damage or loss of display materials. In any case, the liability of Expo Event Services is limited to a max of 50% of total labor not to exceed \$1000.00.

DISPLAY LABOR INFORMATION FORM



Bay Travel & Adventure Show

Santa Clara Convention Center

October 23 - 24, 2021

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COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

X

PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOR NEEDED.
TO DETERMINE IF YOU NEED DISPLAY LABOR, PLEASE READ THIS FORM CAREFULLY.

INBOUND SHIPPING INFORMATION

Carrier: _____ Carrier Phone #: _____
Shipped to: Warehouse Show Site From City/St: _____ Date: _____
Total # of: Crates Cartons Fibercases Other: _____

SET-UP INFORMATION

Set-up Plans/Photo: Attached To be sent With Exhibitor In Crate # _____
Carpet: With Exhibit Rented from Expo Event Services Color Size
Electric 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: Common Carrier Air Freight Van Line Other: _____
Carrier (If Known): _____
Freight Charges: Prepaid Bill To: _____
Collect _____

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

Special Instructions/Comments: _____

Emergency Contact:
Name: _____ Phone: _____

STANDARD CARPET ORDER FORM



Bay Travel & Adventure Show

Santa Clara Convention Center

October 23 - 24, 2021

RETURN TO: Expo Event Services • 1700 York Ave Suite 2T • New York, NY 10128 • Phone (201) 300 - 2782 • Fax (917) 591 - 8316

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

STANDARD CARPET



Black



Blue



Green



Gray



Red



Burgundy



White

Qty	Item	Discount	Standard	Total
	10' x 10' Booth Carpet	\$289.00	\$390.00	
	10' x 20' Booth Carpet	\$599.00	\$778.00	
	10' x 30' Booth Carpet	\$898.00	\$1,168.00	

Standard Cut

Standard carpet pricing includes delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding and Visqueen covering are available for an additional minimal fee. Colors available in both 16oz. and 28 oz.. Colors may vary from the samples swatches listed

CUSTOM CARPET



Black



Blue



Green



Gray



Red



Burgundy



White

Qty	Item	Discount	Standard	Total
	Carpet Cut Carpet	\$7.98 sq.ft.	\$10.40 sq.ft.	
Booth Size: Length _____ ft. x Width _____ ft. = _____ sq.ft.				

Custom Cut

Custom carpet pricing includes delivery, installation, carpet tape, visqueen and carpet removal. Colors available in both 16oz. and 28 oz.. Colors may vary from the samples swatches listed

PADDING

Qty	Item	Discount	Standard	Total
	Custom Padding - 1/2"	\$2.00 sq.ft.	\$2.63 sq.ft.	
Booth Size: Length _____ ft. x Width _____ ft. = _____ sq.ft.				

SUBTOTAL = _____ + TAX @ 9.13% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Any Standard Carpet cancelled will be charged 50% after move-in begins and 100% after installation. Custom Cut Carpet orders are non-refundable 2 weeks prior to move-in.

STANDARD FURNITURE

Bay Travel & Adventure Show

Santa Clara Convention Center

October 23 - 24, 2021

Deadline Date
October 13, 2021

Chairs



Upholstered
Side Chair



Upholstered
Tall Stool

Pedestal Tables



30" High Black
Table



42" High Black
Table

Draped & Undraped Tables



Accessories



Chrome Easel



Retractable Stanchion



Wastebasket

STANDARD FURNITURE & ACCESSORIES ORDER FORM



Bay Travel & Adventure Show

Santa Clara Convention Center

October 23 - 24, 2021

Deadline Date
October 13, 2021

RETURN TO: Expo Event Services • 1700 York Ave Suite 2T • New York, NY 10128 • Phone (201) 300 - 2782 • Fax (917) 591 - 8316

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

	Qty	Item	Discount Price	Standard Price	Color	Total Price
CHAIRS		Upholstered Chair	\$128.00	\$166.00	N/A	
		Tall Black Stool	\$163.00	\$211.00	N/A	
UNDRAPED TABLES		4' x 24" x 30" Undraped Table	\$118.00	\$153.00	N/A	
		6' x 24" x 30" Undraped Table	\$129.00	\$168.00	N/A	
		8' x 24" x 30" Undraped Table	\$148.00	\$192.00	N/A	
UNDRAPED COUNTERS		4' x 24" x 42" Undraped Counter	\$129.00	\$168.00	N/A	
		6' x 24" x 42" Undraped Counter	\$145.00	\$188.00	N/A	
		8' x 24" x 42" Undraped Counter	\$159.00	\$206.00	N/A	
DRAPED TABLES	Drape Table Colors: Black, Blue, Burgundy, Green, Gray, Red, White					
		4' x 24" x 30" High Draped Table	\$211.00	\$274.00		
		6' x 24" x 30" High Draped Table	\$236.00	\$359.00		
		8' x 24" x 30" High Draped Table	\$267.00	\$348.00		
		4th side Draped – 30"	\$90.00	\$117.00		
DRAPED COUNTERS	Drape Counter Colors: Black, Blue, Burgundy, Green, Gray, Red, White					
		4' x 24" x 42" High Draped Counter	\$238.00	\$310.00		
		6' x 24" x 42" High Draped Counter	\$276.00	\$359.00		
		8' x 24" x 42" High Draped Counter	\$315.00	\$410.00		
		4th side Draped – 42"	\$109.00	\$142.00		
DRAPE	Drape Counter Colors: Black, Blue, Burgundy, Green, Gray, Red, White					
		3' High Banjo Drape (4 ft. min. order)	\$26.00 /ft	\$35.00 /ft		
		8' High Banjo Drape (4 ft. min. order)	\$30.00 /ft	\$39.00 /ft		
PEDESTAL TABLES		30" x 30" High Pedestal Table	\$344.00	\$447.00	N/A	
		30" x 42" High Pedestal Table	\$391.00	\$508.00	N/A	
ACCESSORIES		Chrome Easel	\$84.00	\$108.00	N/A	
		Wastebasket	\$55.00	\$70.00	N/A	
		Retractable Stanchion	\$202.00	\$263.00	N/A	
		Coat Tree	\$84.00	\$108.00	N/A	

SUBTOTAL = _____ + TAX @ 9.13% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Items cancelled after move-in begins will result in a 50% re-stocking fee. There will be no refund for items called after installation. NO EXCEPTIONS.

PLEXI SHIELDS & DIVIDER WALLS



Bay Travel & Adventure Show

Santa Clara Convention Center

October 23 - 24, 2021

Deadline Date
October 13, 2021



1A



1B



1C

PLEXI SHIELDS

Description

1A: 36" Self-Standing Standard Plexi Shield

1B: 44" Plexi Shield (counter not included)

1C: 56" Curved Plexi Shield (counter not included)

Discount

Standard

Qty.

Total

\$320.00

\$373.00

\$399.00

\$462.00

\$320.00

\$373.00

COMPLETE THE PACKAGE!

Description

1B: Plexi Shield and Counter

1C: Curved Plexi Shield and Counter

Discount

Standard

Qty.

Total

\$630.00

\$719.00

\$735.00

\$845.00

Interested in adding custom graphics to your counter? Please see our options on Counter Options Page.



D1



D2



D3



D4

WALLS AND DIVIDERS

Description

D1: Large Divider Wall (79" x 96")

D2: Plexi/Solid Wall Divider (39" x 96")

D3: Solid Wall Divider (39" x 96")

D4: Rolling/Clear Plexi Wall (39" x 96")

Discount

Standard

Qty.

Total

\$499.00

\$578.00

\$341.00

\$394.00

\$289.00

\$341.00

\$630.00

\$788.00



SANITIZER KIOSK

Description

SK: Sanitizer Kiosk (graphics Included)

Discount

Standard

Qty.

Total

\$394.00

\$446.00

(Actual model may vary)

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

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

Special Event & Trade Show Furnishings



Oliver



Oliver Sofa
90"W x 34"D x 34"H
Trade Show Price: \$777.00



Oliver Chair
37"W x 34"D x 34"H
Trade Show Price: \$462.00

Bianca



Bianca Stage Chair
26"W x 26"D x 37"H
Trade Show Price: \$245.00

Madison



Madison Sofa
86"W x 34"D x 34"H
Trade Show Price: \$641.00



Madison Chair
33"W x 34"D x 34"H
Trade Show Price: \$373.00



Madison Bench Sky
48"W x 24"D x 17"H
Trade Show Price: \$263.00



Madison Ottoman
Willow
24"Square x 17"H
Trade Show Price: \$168.00



Madison Ottoman
Sand Dollar
24"Square x 17"H
Trade Show Price: \$168.00



Madison Ottoman
Apricot
24"Square x 17"H
Trade Show Price: \$168.00



Madison Ottoman
Sunflower
24"Square x 17"H
Trade Show Price: \$168.00

Monaco



Monaco Sofa
84"W x 35"D x 34"H
Trade Show Price: \$830.00



Monaco Chair
36"W x 35"D x 34"H
Trade Show Price: \$515.00



Monaco Ottoman
48"W x 24"D x 17"H
Trade Show Price: \$300.00

Jade



Jade Sofa
82"W x 36"D x 34"H
Trade Show Price: \$641.00



Jade Chair
32"W x 36"D x 24"H
Trade Show Price: \$373.00



Jade Bench Ottoman
48"W x 24"D x 19"H
Trade Show Price: \$284.00

Nob Hill



Nob Hill Sofa
75"W x 35"D x 31"H
Trade Show Price: \$567.00



Nob Hill Loveseat
63"W x 34"D x 31"H
Trade Show Price: \$462.00



Nob Hill Chair
42"W x 35"D x 31"H
Trade Show Price: \$336.00

Chandler



Chandler Sofa
76"W x 37"D x 35"H
Trade Show Price: \$552.00



Chandler Loveseat
53"W x 37"D x 35"H
Trade Show Price: \$531.00



Chandler Chair
31"W x 7"D x 35"H
Trade Show Price: \$415.00



Chandler Bench Ottoman
60"W x 24"D x 17"H
Trade Show Price: \$284.00

Regale



Regale Sofa
78"W x 35"D x 39"H
Trade Show Price: \$777.00



Regale Chaise
26"W x 73"D x 39"H
Trade Show Price: \$672.00



Regale Chair
24"W x 22"D x 40"H
Trade Show Price: \$336.00



Regale Bench Ottoman
48"W x 24"D x 18"H
Trade Show Price: \$336.00

Parma



Parma Sofa
79"W x 37"D x 36"H
Trade Show Price: \$552.00



Parma Loveseat
56"W x 37"D x 36"H
Trade Show Price: \$531.00



Parma Chair
33"W x 37"D x 36"H
Trade Show Price: \$415.00



Parma Bench Ottoman
60"W x 24"D x 17"H
Trade Show Price: \$284.00

Winston



Winston Sofa
93"W x 39"D x 34"H
Trade Show Price: \$777.00



Winston Chair
47"W x 38"D x 33"H
Trade Show Price: \$447.00



Winston Ottoman
48"W x 25"D x 16"H
Trade Show Price: \$284.00

Chateau



Chateau Sofa
82"W x 35"D x 36"H
Trade Show Price: \$777.00



Dijon Chair
24"W x 29"D x 35"H
Trade Show Price: \$336.00



Elan Chair
30"W x 29"D x 37"H
Trade Show Price: \$336.00



Marteen Chair
23"Square x 40"H
Trade Show Price: \$336.00

Imperial



Imperial Sofa
82"W x 36"D x 36"H
Trade Show Price: \$483.00



Imperial Chair
28"W x 36"D x 36"H
Trade Show Price: \$284.00



Imperial Bench
48"W x 21"D x 18"H
Trade Show Price: \$221.00

Tangerine



Tangerine Sofa
84"W x 36"D x 33"H
Trade Show Price: \$483.00



Tangerine Chair
40"W x 36"D x 33"H
Trade Show Price: \$342.00



Tangerine Ottoman
31"W x 25"D x 20"H
Trade Show Price: \$179.00



Tangerine Bench
62"W x 24"D x 18"H
Trade Show Price: \$221.00

Grass



Grass Loveseat
49"W x 32"D x 48"H
Trade Show Price: \$662.00



Grass Bench
48"W x 21"D x 18"H
Trade Show Price: \$457.00



Use the built-in shelf to
add your own décor.

Costa



Costa Sofa
83"W x 36"D x 27"H
Trade Show Price: \$693.00



Costa Chair
38"W x 35"D x 26"H
Trade Show Price: \$373.00



Costa Cocktail Table
41"W x 26"D x 15"H
Trade Show Price: \$216.00



Suave Midnight



Suave Midnight Sofa
77"W x 36"D x 33"H
Trade Show Price: \$483.00



Suave Midnight Loveseat
54"W x 36"D x 33"H
Trade Show Price: \$420.00



Suave Midnight Chair
32"W x 36"D x 33"H
Trade Show Price: \$315.00



Suave Midnight Ottoman
31"W x 25"D x 20"H
Trade Show Price: \$179.00

Bella Chocolate



Bella Chocolate Sofa
84"W x 38"D x 34"H
Trade Show Price: \$483.00



Bella Chocolate Loveseat
61"W x 38"D x 34"H
Trade Show Price: \$420.00



Bella Chocolate Chair
38"Square x 34"H
Trade Show Price: \$315.00

Montana Mocha



Montana Mocha Sofa
79"W x 35"D x 34"H
Trade Show Price: \$520.00



Montana Mocha Loveseat
57"W x 35"D x 34"H
Trade Show Price: \$457.00



Montana Mocha Chair
35"Square x 34"H
Trade Show Price: \$352.00

Boca



Boca Armless Chair -
Charged* ⚡
22"W x 27"D x 30"H
Trade Show Price: \$389.00



Boca Corner -
Charged* ⚡
27"Square x 30"H
Trade Show Price: \$420.00



Boca Armless Chair -
Black
22"W x 27"D x 30"H
Trade Show Price: \$342.00



Boca Corner -
Black
27"Square x 30"H
Trade Show Price: \$368.00

Special Event & Trade Show Furnishings



Niko



Niko Sofa
81"W x 30"D x 38"H
Trade Show Price: \$683.00



Niko Loveseat
58"W x 30"D x 38"H
Trade Show Price: \$625.00



Niko Chair
31"W x 30"D x 38"H
Trade Show Price: \$520.00

Grammercy



Grammercy Sofa
82"W x 36"D x 36"H
Trade Show Price: \$615.00



Grammercy Loveseat
57"W x 36"D x 36"H
Trade Show Price: \$536.00



Grammercy Chair
28"W x 36"D x 36"H
Trade Show Price: \$342.00



Grammercy Corner
36"Square x 36"H
Trade Show Price: \$375.00



Grammercy Bench
60"W x 24"D x 17"H
Trade Show Price: \$284.00



Grammercy Square Ottoman
40"Square x 17"H
Trade Show Price: \$284.00



Grammercy Round Ottoman
46"Round x 17"H
Trade Show Price: \$284.00



Grammercy Chaise
63"W x 28"D x 36"H
Trade Show Price: \$435.00

Metro



Metro Sofa
85"W x 35"D x 35"H
Trade Show Price: \$552.00



Metro Loveseat
60"W x 35"D x 35"H
Trade Show Price: \$531.00



Metro Chair
35"Square x 35"H
Trade Show Price: \$415.00



Metro Cube
18"Square x 18"H
Trade Show Price: \$111.00



Metro Bench
60"W x 24"D x 17"H
Trade Show Price: \$284.00



Metro Square Ottoman
40"Square x 17"H
Trade Show Price: \$284.00

Special Event & Trade Show Furnishings



Plaza



Plaza Sofa
86"W x 38"D x 30"H
Trade Show Price: \$777.00



Plaza Chaise
74"W x 28"D x 32"H
Trade Show Price: \$615.00



Plaza Chair
56"W x 38"D x 30"H
Trade Show Price: \$447.00

Continental



Continental Curved Loveseat
82"W x 34"D x 31"H
Trade Show Price: \$662.00



Continental Reverse Curved Loveseat
72"W x 34"D x 31"H
Trade Show Price: \$641.00



Continental Wedge Ottoman
30"W x 34"D x 19"H
Trade Show Price: \$284.00



Continental Curved Bench
70"W x 26"D x 19"H
Trade Show Price: \$336.00



Continental Half Moon Ottoman
33"W x 19"D x 19"H
Trade Show Price: \$284.00

Whisper



Whisper Sofa
87"W x 37"D x 35"H
Trade Show Price: \$641.00



Whisper Loveseat
61"W x 37"D x 35"H
Trade Show Price: \$615.00



Whisper Chair
35"W x 37"D x 35"H
Trade Show Price: \$510.00



Whisper Bench
60"W x 24"D x 17"H
Trade Show Price: \$284.00



Whisper Square Ottoman
40"Square x 17"H
Trade Show Price: \$284.00



Whisper Round Ottoman
46"Round x 17"H
Trade Show Price: \$284.00



Whisper Cube
18"Square x 18"H
Trade Show Price: \$111.00

Special Event & Trade Show Furnishings



Function



Function Armless Chair
28"Square x 29"H
Trade Show Price: \$342.00



Function Corner
28"Square x 29"H
Trade Show Price: \$368.00

Blanc



Blanc Sofa
75"W x 35"D x 35"H
Trade Show Price: \$672.00



Blanc Loveseat
54"W x 35"D x 35"H
Trade Show Price: \$641.00



Blanc Chair
33"W x 35"D x 35"H
Trade Show Price: \$536.00



Blanc Bench Ottoman
48"W x 24"D x 18"H
Trade Show Price: \$321.00



Blanc Cube
17"Square x 17"H
Trade Show Price: \$111.00

Stage Chairs



Monarch Bright White
Chair
28"Square x 30"H
Trade Show Price: \$420.00



Empire Chair Black
28"W x 32"D x 32"H
● ○
Trade Show Price: \$368.00



Ibizia Chair White
31"W x 35"D x 32"H
○ ●
Trade Show Price: \$510.00



Jumangi Chair
29"W x 33"D x 34"H
Trade Show Price: \$336.00



Chamois Stage Chair
25"W x 26"D x 37"H
Trade Show Price: \$205.00



Buckskin Stage Chair
25"W x 26"D x 37"H
Trade Show Price: \$205.00



Midnight Stage Chair
25"W x 26"D x 37"H
Trade Show Price: \$205.00



Tulip Chair
27"W x 26"D x 35"H
Trade Show Price: \$221.00

Special Event & Trade Show Furnishings

Cubes, Ottomans & Benches



EXPO
EVENT SERVICES



Vinyl Cube Ottomans

18"Square x 18"H

From left to right: White Leather, Black Leather, Red Vinyl, Green Vinyl, Blue Vinyl, Purple Vinyl

Trade Show Price: \$111.00



Regency Cube Ottomans

18"Square x 18"H

From left to right: Orange Fabric, Teal Fabric, Ruby Fabric, Camel Fabric, Apple Fabric, Fuchsia Fabric

Trade Show Price: \$111.00



Udder Madness Cube
Ottoman

18"Square x 18"H

Trade Show Price: \$111.00



Zambia Cube Ottoman

18"Square x 18"H

Trade Show Price: \$111.00



Evoke Cube

18"Square x 18"H

Trade Show Price: \$179.00



Whisper Cube

18"Square x 18"H

Trade Show Price: \$111.00



Metro Cube

18"Square x 18"H

Trade Show Price: \$111.00



Blanc Cube

17"Square x 17"H

Trade Show Price: \$111.00



Madison Ottoman

Sand Dollar

24"Square x 17"H

Trade Show Price: \$168.00



Madison Ottoman

Apricot

24"Square x 17"H

Trade Show Price: \$168.00



Madison Ottoman

Sunflower

24"Square x 17"H

Trade Show Price: \$168.00



Madison Ottoman

Willow

24"Square x 17"H

Trade Show Price: \$168.00

Round Ottomans & Banquettes



Grammercy Round Ottoman
46"Round x 17"H

Trade Show Price: \$284.00



Crystal Round Ottoman
43"Round x 20"H

Trade Show Price: \$447.00



Essentials Turning Bed
96"W x 48"D x 34"H
Trade Show Price:
\$777.00 without top
\$1,003.00 with top



Essentials Turning Bed
- Charged
96"W x 48"D x 25"H
Trade Show Price: \$1,113.00



1/4 Round Ottoman
34"W x 19"D x 17"H

Trade Show Price: \$174.00



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

Trade Show Price:
\$615.00 without top
\$835.00 with top



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

Trade Show Price: \$835.00



Whisper Banquette
59"Round x 38"H
(2 Pieces)

Trade Show Price: \$835.00



Occasional Tables



Greystone Cocktail Table
50"W x 30"D x 17"H
Trade Show Price: \$242.00



Greystone End Table
22"W x 22"D x 23"H
Trade Show Price: \$216.00



Greystone Console Table
50"W x 16"D x 29"H
Trade Show Price: \$263.00



Eden Accent Table - Large
14"Square x 28"H
Trade Show Price: \$174.00



Eden Accent Table - Small
14"Square x 18"H
Trade Show Price: \$158.00



Quasar Cocktail Table
39.5"Round x 16.5"H
Trade Show Price: \$242.00



Quasar End Table
17"Round x 22"H
Trade Show Price: \$216.00



Pentagram Cocktail Table
39.5"Round x 13.5"H
Trade Show Price: \$242.00



Pentagram End Table
20"Round x 22"H
Trade Show Price: \$216.00



Azaria Accent Table
16"Round x 18"H
Trade Show Price: \$221.00



Oyster Accent Table
16"Round x 18"H
Trade Show Price: \$221.00



Porto Accent Table
16"Round x 18" H
Trade Show Price: \$221.00



Fuze Cocktail Table
40"Square x 16"H
Trade Show Price: \$242.00



Fuze End Table
24"Square x 23"H
Trade Show Price: \$216.00



Fuze Console Table
60"W x 16"D x 34"H
Trade Show Price: \$263.00



Fuze Pedestal
16"Square x 44"H
Trade Show Price: \$226.00

Special Event & Trade Show Furnishings



Occasional Tables



Phoebe Table
Rose
17"Round x 22"H
Trade Show Price: \$132.00



Phoebe Table
Teal
17"Round x 22"H
Trade Show Price: \$132.00



Phoebe Table Lime
Green
17"Round x 22"H
Trade Show Price: \$132.00



Phoebe Table
Gold
17"Round x 22"H
Trade Show Price: \$132.00



Phoebe Table
Yellow
17"Round x 22"H
Trade Show Price: \$132.00



Phoebe Table
Hazelnut
17"Round x 22"H
Trade Show Price: \$132.00



Mon End Table
18"Round x 24"H
Trade Show Price: \$142.00



Java Accent Table
20"Round x 24"H
Trade Show Price: \$184.00



Woodland Small
Pedestal
12"Square x 20"H
Trade Show Price: \$142.00



Woodland Medium
Pedestal
12"Square x 28"H
Trade Show Price: \$153.00



Woodland Large
Pedestal
12"Square x 37"H
Trade Show Price: \$168.00



Hex Table
18"Round x 20"H
Trade Show Price: \$221.00



Rose Table
17"Round x 17"H
Trade Show Price: \$221.00



Zanzibar Table
17"Square
Trade Show Price: \$221.00



Gold Leaf Table*
20"W x 18"D x 17"H
Trade Show Price: N/A
*special event exclusive



Costa Cocktail Table
41"W x 26"D x 15"H
Trade Show Price: \$216.00



Broadway End Table
28"Square x 25"H
Trade Show Price: \$221.00



Broadway Cocktail Table
52"W x 26"D x 20"H
Trade Show Price: \$252.00



Evoke Cocktail Table
48"W x 24"D x 18"H
Trade Show Price: \$284.00



Evoke End Table
24"W x 28"D x 25"H
Trade Show Price: \$252.00

Occasional Tables



Brooklyn Round End Table

20"Round x 20"H

Trade Show Price: \$184.00

Brooklyn Round Cocktail Table
30"Round x 16"H

Trade Show Price: \$205.00



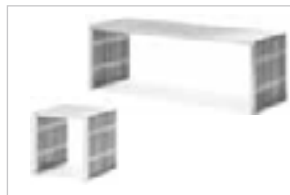
Brooklyn Square End Table

22"W x 22"D x 20"H

Trade Show Price: \$184.00

Brooklyn Rect. Cocktail Table
42"W x 24"D x 16"H

Trade Show Price: \$205.00



Novel End Table

15"Square x 16"H

Trade Show Price: \$252.00

Novel Cocktail Table
46"W x 15"D x 16"H

Trade Show Price: \$284.00



Civic End Table

20"Square x 18"H

Trade Show Price: \$205.00

Civic Cocktail Table
44"W x 24"D x 15"H

Trade Show Price: \$242.00



Tribeca End Table

24"W x 28"D x 22"H

Trade Show Price: \$200.00

Tribeca Cocktail Table

48"W x 28"D x 19"H

Trade Show Price: \$210.00

Tribeca Console Table

48"W x 18"D x 30"H

Trade Show Price: \$221.00



Harmony End Table

24"Round x 22"H

Trade Show Price: \$200.00

Harmony Cocktail Table

51"W x 28"D x 18"H

Trade Show Price: \$210.00

Harmony Console Table

52"W x 18"D x 30"H

Trade Show Price \$221.00



Vivid End Table

26"Square x 21"H

Trade Show Price: \$200.00

Vivid Cocktail Table

50"W x 24"D x 16"H

Trade Show Price: \$210.00

Vivid Console Table

50"W x 24"D x 30"H

Trade Show Price \$221.00



Club End Table

22"Square x 18"H

Trade Show Price: \$252.00

Club Cocktail Table

44"W x 22"D x 18"H

Trade Show Price: \$284.00

Includes built in Wireless LED Lighting



White Cube End Table

24"Square x 21"H

Trade Show Price: \$205.00

White Cube Cocktail Table

24"Square x 16"H

Trade Show Price: \$200.00



Black Cube End Table

24"Square x 21"H

Trade Show Price: \$205.00

Black Cube Cocktail Table

24"Square x 16"H

Trade Show Price: \$200.00



Aspen Cocktail Table

Charged

48"W x 24"D x 18"H

Trade Show Price: \$368.00



Hylton Tablet Table

18"W x 12"D x 28"H

Trade Show Price: \$179.00

Dining Tables



Brio Dining Table
96"W x 48"D x 30"H
Trade Show Price: \$641.00



Brooklyn Rectangle Dining Table
60"W x 36"D x 30"H
Trade Show Price: \$410.00



Brooklyn Round Dining Table
42"Round x 30"H
Trade Show Price: \$321.00



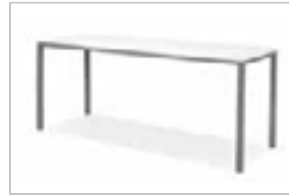
Tahoe Dining Table
96"W x 48"D x 30"H
Trade Show Price: \$725.00



Element Dining Table
79"W x 39"D x 30"H
Trade Show Price: \$489.00



Java Dining Table
42"Round x 30"H
Trade Show Price: \$342.00



Aspen Dining Table
72"W x 30"D x 30"H
Trade Show Price: \$478.00



Vermont Table
96"W x 48"D x 30"H
Trade Show Price: \$615.00



Club Dining Table
72"W x 36"D x 30"H
Trade Show Price: \$662.00
Includes built in Wireless LED Lighting

Café Tables



Fuze Cafe Table
36"Square x 30"H
Trade Show Price: \$221.00
Available in Black or Chrome Base



Vivid Square Café Table
42"Square x 30"H
Trade Show Price: \$342.00



Vivid Rectangle Café Table
60"W x 36"D x 30"H
Trade Show Price: \$394.00



6' Rectangle Café Table
72"W x 24"D x 29"H
Trade Show Price: \$310.00
Available in Black or Chrome Base

Café Tables



Spectrum Café Table Green
24"Square x 29"H
Trade Show Price: \$216.00
Available in Black or Chrome Base



Spectrum Café Table Blue
24"Square x 29"H
Trade Show Price: \$216.00
Available in Black or Chrome Base



Spectrum Café Table Purple
24"Square x 29"H
Trade Show Price: \$216.00
Available in Black or Chrome Base



Spectrum Café Table Red
24"Square x 29"H
Trade Show Price: \$216.00
Available in Black or Chrome Base



24"Square Cafe Table
24"Square x 29"H
Trade Show Price: \$200.00
Available in Black or Chrome Base



Café Table - Chrome Base
30"Round x 30"H
36"Round x 30"H
Trade Show Price:
\$200.00 (30")
\$205.00 (36")
Available in Black, Maple &
White Tops



Café Table - Black Base
30"Round x 30"H
36"Round x 30"H
Trade Show Price:
\$200.00 (30")
\$205.00 (36")
Available in Black, Maple &
White Tops



32" Walnut Cafe Table
32"Round x 30"H
Trade Show Price: \$284.00
Available with chrome or black
base

Café Chairs



Clara Chair
18"W x 21"D x 34"H
Trade Show Price: \$126.00



Nexus Chair
19"W x 22"D x 32"H
Trade Show Price: \$132.00



Regal Dining Chair
19"W x 23"D x 38"H
Trade Show Price: \$158.00



Elio Chair
17"Square x 33"H
Trade Show Price: \$111.00



Vienna Chair Orange
21"Square x 32"H
Trade Show Price: \$132.00



Vienna Chair Teal
21"Square x 32"H
Trade Show Price: \$132.00



Vienna Chair
Smoked Grey
21"Square x 32"H
Trade Show Price: \$132.00



Escape Chair
17"W x 16"D x 32"H
Trade Show Price: \$111.00

Café Chair s



Silk Back Armless Chair
Red
17"W x 18"D x 34"H
Trade Show Price: \$111.00



Silk Back Armless Chair
Blue
17"W x 18"D x 34"H
Trade Show Price: \$111.00



Silk Back Armless Chair
Purple
17"W x 18"D x 34"H
Trade Show Price: \$111.00



Silk Back Armless Chair
Green
17"W x 18"D x 34"H
Trade Show Price: \$111.00



Silk Back Armless Chair
Black
17"W x 18"D x 34"H
Trade Show Price: \$111.00



Silk Back Armless Chair
White
17"W x 18"D x 34"H
Trade Show Price: \$111.00



Leslie Chair
17"W x 21"D x 31"H
Trade Show Price: \$100.00



Ghost Chair
21"W x 16"D x 36"H
Trade Show Price: \$126.00



Caprice Chair
25"W x 24"D x 32"H
Trade Show Price: \$111.00



Sonic Chair
20"W x 21"D x 32"H
Trade Show Price: \$111.00



Criss Cross Chair White
17"W x 21"D x 35"H
Trade Show Price: \$126.00



Criss Cross Chair Espresso
17"W x 21"D x 35"H
Trade Show Price: \$126.00



Bar Tables



Bar Table - Chrome Base
30"Round x 42"H
36"Round x 42"H
Trade Show Price:
\$200.00 (30")
\$205.00 (36")
Available in Black, Maple &
White Tops



Bar Table - Black Base
30"Round x 42"H
36"Round x 42"H
Trade Show Price:
\$200.00 (30")
\$205.00 (36")
Available in Black, Maple &
White Tops



Bar Table - Tulip Base
30"Round x 42"H
Trade Show Price: \$231.00
Available in Black, Maple &
White Tops



32" Walnut Bar Table
32"Round x 42"H
Chrome/Black Base
Trade Show Price: \$284.00
Tulip Base
Trade Show Price: \$315.00



Bar Stools



Clara Stool
17"W x 21"D x 41"H
Trade Show Price: \$189.00



Nexus Stool
19"W x 20"D x 44" H
Trade Show Price: \$163.00



Hourglass Stool - Black
18"W x 20"D x 43"H
Trade Show Price: \$195.00



Hourglass Stool - White
18"W x 20"D x 43"H
Trade Show Price: \$195.00



Euro Stool
21"W x 23"D x 44"H
Trade Show Price: \$179.00



Eclipse Stool*
18"Square x 30"H
Trade Show Price: N/A
*special event exclusive



Ghost Stool
18"Square x 30"H
Trade Show Price: \$179.00



Caprice Stool
25"W x 26"D x 44"H
Trade Show Price: \$195.00



Silk Back Stool Green
17"W x 18"D x 42"H
Trade Show Price: \$179.00



Silk Back Stool Red
17"W x 18"D x 42"H
Trade Show Price: \$179.00



Silk Back Stool Blue
17"W x 18"D x 42"H
Trade Show Price: \$179.00



Silk Back Stool Purple
17"W x 18"D x 42"H
Trade Show Price: \$179.00



Silk Back Stool White
17"W x 18"D x 42"H
Trade Show Price: \$179.00



Silk Back Stool Black
17"W x 18"D x 42"H
Trade Show Price: \$179.00



Equino Stool Black
15"W x 13"D x 35"H
Trade Show Price: \$195.00



Equino Stool White
15"W x 13"D x 35"H
Trade Show Price: \$195.00



Vienna Stool Teal
17"Square x 39"H
Trade Show Price: \$210.00



Vienna Stool Orange
17"Square x 39"H
Trade Show Price: \$210.00



Vienna Stool Smoke Grey
17"Square x 39"H
Trade Show Price: \$210.00



Marcus Bar Stool
18"W (at footbase) x 29"H
Trade Show Price: \$142.00

Bar Stools



Regal Bar Stool
19"W x 24"D x 45"H
Trade Show Price: \$195.00



Escape Stool
16"Square x 41"H
Trade Show Price: \$158.00



Criss Cross Stool Espresso
15"W x 19"D x 41"H
Trade Show Price: \$189.00



Criss Cross Stool White
15"W x 19"D x 41"H
Trade Show Price: \$189.00



Sonic Stool
22"W x 23"D x 42"H
Trade Show Price: \$158.00

Bars & Bar Backs



Provence Bar
72"W x 24"D x 42"H
Trade Show Price: \$835.00



Umber Bar 6'
72"W x 24"D x 42"H
Trade Show Price: \$730.00



VIP Glow Bar Curve**
86"W x 24"D x 42"H
Trade Show Price: \$951.00



VIP Glow Bar 8'***
96"W x 24"D x 42"H (Bar)
13"D x 18"H (Shelf)
Trade Show Price: \$835.00



VIP Glow Bar 6'**
72"W x 24"D x 42"H (Bar)
13"D x 18"H (Shelf)
Trade Show Price: \$730.00



VIP Glow Bar 4'**
48"W x 24"D x 42"H (Bar)
13"D x 18"H (Shelf)
Trade Show Price: \$615.00

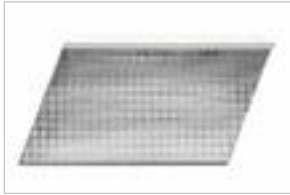


VIP Glow Bar Corner**
24"Square x 42"H
Trade Show Price: \$342.00

** VIP Glow Bars
Includes built in Wireless LED Lighting.

** Custom Branding
VIP Bars have the ability to be Custom Branded.

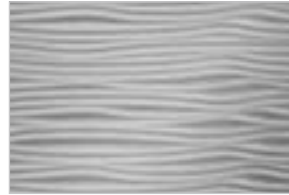
Bars & Bar Backs



Meridian Bar
88"W x 24"D x 42"H
(Includes LED Lighting)
Trade Show Price: \$951.00



Meridian Bar
Harlequin Front
Silver



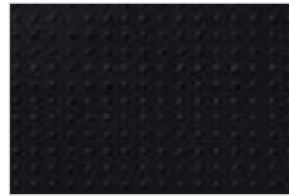
Meridian Bar
Wave Front
White



Noir Bar
72"W x 24"D x 43"H
(Includes LED Lighting)
Trade Show Price: \$951.00



Noir Bar
Gatsby Front
Gold



Noir Bar
Bubble Front
Black



Crystal Bar Surround
for 6' VIP BAR*
80"W x 24"D x 42"H
● ○
Trade Show Price: \$221.00
*VIP Glow Bar 6' rental required



Crystal Bar Surround
for 8' VIP BAR*
104"W x 24"D x 42"H
○ ●
Trade Show Price: \$252.00
*VIP Glow Bar 8' rental required



Agile Bar
48"W x 16"D x 42"H
○ ●
Trade Show Price: \$336.00



Blox Bar Back
30"W x 16"D x 86"H
Trade Show Price: \$420.00
Please inquire for shelf dimensions



Piazza Bar Back Black
44"W x 12"D x 80"H
13"W x 14"H (Shelf)
Trade Show Price: \$394.00



Piazza Bar Back White
44"W x 12"D x 80"H
13"W x 14"H (Shelf)
Trade Show Price: \$394.00



Provence Bar Back Large
36"W x 18"D x 84"H
Trade Show Price: \$672.00



Provence Bar Back Small
36"W x 14"D x 75"H
Trade Show Price: \$557.00

Lighted Tables



Cylinder Buffet Table 6'
21"D x 42"H (cylinders)
72"W x 24"D (top)
Trade Show Price: \$552.00



Cylinder Buffet Table 4'
21"D x 42"H (cylinders)
48"W x 24"D (top)
Trade Show Price: \$510.00



Cylinder End Table
22"Round x 18"H
Trade Show Price: \$221.00



Cylinder Bar Table 42"
21"D x 42"H (cylinder)
42"Round (top)
Trade Show Price: \$483.00



Cylinder Bar Table 30"
21"D x 42"H (cylinder)
30"Round (top)
Trade Show Price: \$336.00



Cylinder Dining Table
21"D x 30"H (cylinders)
72"W x 36"D (top)
Trade Show Price: \$552.00



Cylinder Café Table 42"
21"D x 30"H (cylinder)
42"Round (top)
Trade Show Price: \$336.00



Hourglass Bar Table
36"Round x 42"H
Trade Show Price: \$342.00



LED Acrylic High Top
Table
17"Square x 42"H (base)
30"Square (top)
Trade Show Price: \$447.00



LED Acrylic Pedestal
17"Square x 42"H
Trade Show Price: \$447.00



Light Cube
18"Square x 18"H
Trade Show Price: \$221.00

All tables are available in variety of colors through wireless LEDs powered by a wireless remote control

Special Event & Trade Show Furnishings



Accents Pillows



Abstract Magenta*
16"Square



Deco Gold*
16"Square



Hybrid Paradise*
16"Square



Jelly Rose*
16"Square



Onyx*
18"Square



Platinum*
18"Square



Sapphire*
18"Square



Topaz*
18"Square

Trade Show Price: \$37.00



Yellow
16"Square



White
16"Square



Baby Pink
16"Square



Red
16"Square



Chocolate Brown
16"Square



Purple
16"Square



Fiery Orange
16"Square



Royal Blue
16"Square



Fuchsia
16"Square



Gunmetal
16"Square



Lime Green
16"Square



Turquoise
16"Square



Silver
16"Square



Black
16"Square



Gold
16"Square



Damask
16"Square

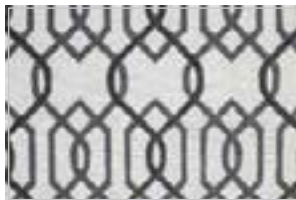
Trade Show Price: \$37.00

**Custom colors & screen printed logo pillows also available.

Rugs



Sawyer Rug
12'W x 15'L
Trade Show Price: \$552.00



Linq Rug
12'W x 15'L
Trade Show Price: \$552.00



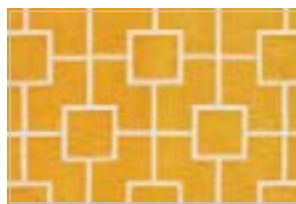
Paradigm Rug
12'W x 15'L
Trade Show Price: \$552.00



Athens Rug
6'W x 8'L
Trade Show Price: \$431.00



Marrakesh Rug
6'W x 8'L
Trade Show Price: \$431.00



Mod Rug
6'W x 8'L
Trade Show Price: \$431.00



Cow Hide Rug
6'W x 8'L (sizes vary)
Trade Show Price: \$394.00



Grass Rug
5'W x 8'L
Trade Show Price: \$394.00



Illusions Gray Rug
5'W x 8'L
Trade Show Price: \$394.00



Illusions Black Rug
5'W x 8'L
Trade Show Price: \$394.00



Sea Pearl White Rug
5'W x 8'L
Trade Show Price: \$394.00



Red Carpet
20'L x 5'W
35'L x 5'W
50'L x 5'W
Stanchions
41"H
Ropes
6'L

Trade Show Price:
20'L x 5'W \$284.00
35'L x 5'W \$342.00
50'L x 5'W \$394.00
Stanchions - Chrome
41"H \$63.00
Ropes - Red
6'L \$32.00

Accents & Lighting



Box Hedge
39"W x 12"D x 84"H
Trade Show Price: \$777.00



3' Box Hedge
72"W x 12"D x 36"H
Trade Show Price: \$672.00



Argento Literature Rack
15"W x 12"D x 54"H
(10 Pockets)
Trade Show Price: \$153.00



Nero Literature Rack
15"W x 12"D x 54"H
(10 Pockets)
Trade Show Price: \$153.00



Alto Literature Rack
11"W x 10"D x 57"H
(6 Pockets)
Trade Show Price: \$158.00



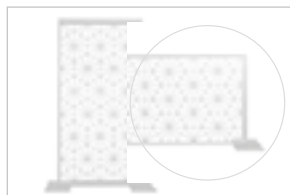
iPad® Stand
14.25" x 41.75"H
● ●
Fits 2nd, 3rd, or 4th iPad® generations. Can be positioned in portrait or landscape views.
Trade Show Price: \$179.00



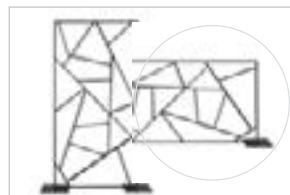
Pedestals
(Available in Black & White)
Trade Show Price:
14"Square x 30"H \$205.00
14"Square x 36"H \$231.00
14"Square x 42"H \$273.00
24"Square x 36"H \$331.00



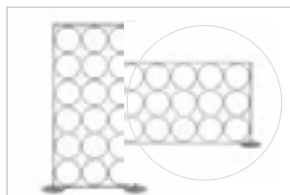
Pedestals
(Available in Black)
Trade Show Price:
24"Square x 30"H \$315.00
24"Square x 42"H \$331.00
18"Square x 30"H \$315.00
18"Square x 42"H \$304.50



Blaze Divider Wall
8'H x 1"D x 4'W or
4'H x 1"D x 8'W
Trade Show Price: \$419.00



Corbin Divider Wall
8'H x 1"D x 4'W or
4'H x 1"D x 8'W
Trade Show Price: \$419.00



Vortex Divider Wall
8'H x 1"D x 4'W or
4'H x 1"D x 8'W
Trade Show Price: \$419.00



Plexi Display Unit
17"Square x 68"H (Base & Top)
17"Square x 20"H (Top Only)
Trade Show Price: \$221.00



Alder Table Lamp
22"H
Trade Show Price: \$111.00

Alder Floor Lamp
63"H
Trade Show Price: \$153.00



Tripod Table Lamp
28"H
Trade Show Price: \$111.00

Tripod Floor Lamp
62"H
Trade Show Price: \$153.00



Winslow Table Lamp
37"H
Trade Show Price: \$111.00

Winslow Floor Lamp
70"H
Trade Show Price: \$153.00



Neutrino Floor Lamp
67"H
Trade Show Price: \$142.00

Office Furnishings



Bookcase
36"W x 12"D x 72"H

Trade Show Price: \$394.00



Executive Desk
72"W x 36"D x 29"H

Trade Show Price: \$436.00



Jr. Executive Desk
60"W x 30"D x 29"H

Trade Show Price: \$420.00



2 Drawer Lateral File
36"W x 20"D x 29"H

Trade Show Price: \$265.00



42"Round Conference Table
42"Round x 29"H

Trade Show Price: \$279.00



6' Conference Table
72"W x 36"D x 29"H

Trade Show Price:
\$499.00 white
\$473.00 black/mahogany



8' Conference Table
96"W x 48"D x 29"H

Trade Show Price:
\$536.00 white
\$510.00 black/mahogany



10' Conference Table
120"W x 48"D x 29"H

Trade Show Price:
\$615.00 white
\$588.00 black/mahogany



Storage Credenza
66"W x 20"D x 29"H

Trade Show Price: \$368.00



Conference Table White -
Charged ⚡
96"W x 48"D x 30"H
Trade Show Price: \$877.00



Computer Counter
48"W x 24"D x 42"H
Trade Show Price: \$205.00



Computer Desk
48"W x 24"D x 29"H
Trade Show Price: \$195.00



Training Table
48"W x 24"D x 29"H
Trade Show Price: \$447.00



Storage Cabinet
36"W x 18"D x 72"H
Trade Show Price: \$226.00



Locking Pedestal
24"Square x 42"H
Trade Show Price: \$410.00
Also Available in White



4 Drawer Lateral File
36"W x 18"D x 54"H
Trade Show Price: \$226.00

Special Event & Trade Show Furnishings



Office Furnishings



2 Drawer Lateral File
36"W x 18"D x 27"H
Trade Show Price: \$184.00



2 Drawer Vertical File
15"W x 25"D x 29"H
Trade Show Price: \$137.00
18"W x 25"D x 29"H
Trade Show Price: \$179.00

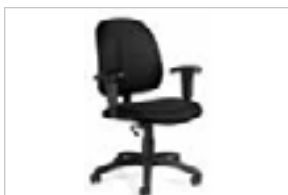


4 Drawer Vertical File
15"W x 25"D x 52"H
Trade Show Price: \$184.00
18"W x 25"D x 52"H
Trade Show Price: \$205.00

Executive Seating



Accord Hi-Back
Executive Chair
25"Square x 44"H
Trade Show Price: \$315.00
(Also Available in Black)



Goal Task Chair
25"W x 24"D x 39"H
Trade Show Price: \$168.00
Goal Task Chair Armless
21"W x 24"D x 39"H
Trade Show Price: \$153.00



Goal Drafting Stool
25"W x 24"D x 48"H
Trade Show Price: \$179.00
Goal Drafting Stool Armless
21"W x 24"D x 48"H
Trade Show Price: \$168.00



Tamiri Hi-Back Chair
25"W x 27"D x 45"H
Trade Show Price: \$252.00



Tamiri Mid-Back
Leather Chair
25"W x 27"D x 39"H
Trade Show Price: \$221.00



Tamiri Guest
Leather Chair
25"W x 27"D x 37"H
Trade Show Price: \$205.00



Enterprise Hi-Back
Fabric Chair
25"W x 27"D x 45"H
Trade Show Price: \$221.00



Enterprise Mid-Back
Fabric Chair
25"W x 27"D x 39"H
Trade Show Price: \$205.00



Enterprise Guest Chair
25"W x 27"D x 37"H
Trade Show Price: \$189.00



Space Hi-Back Chair
27"W x 26"D x 42"H
Trade Show Price: \$205.00



Space Guest Chair
25"Square x 37"H
Trade Show Price: \$174.00



Comet Stack Chair
23"W x 22"D x 32"H (With Arms)
Trade Show Price: \$153.00
19"W x 22"D x 32"H (Armless)
Trade Show Price: \$142.00



Travel & Adventure Show
October 23-24, 2021
Santa Clara Convention Center



Electrical & Lighting Order

Discount Deadline:
Order and Payment due by October 8, 2021

Important Information

- All outlets will be installed on the floor near the center back wall of the booth.
- Island booths that only need power delivered to one location incur one hour labor charge for install and dismantle. Return a floor plan layout of your booth space indicating outlet location and measurement orientation.
- Connections requiring additional labor for installation & dismantle, equipment connections, cords run under carpet or to specific locations within the booth, repairs to exhibitor equipment, etc. will require additional labor and is charged on a time and materials basis.
- 24 Hour Services – Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show close; show days only. If you require power at any other time, order 24 hour power at double the outlet rate.
- Charges for electrical service will be based on the maximum wattage in use at the time of audit.
- AES is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection, you should install a surge protector on your equipment.
- Under no circumstances shall anyone other than "AES Electrician" make special or direct wiring electrical connections.

Item	Quantity	Discount	Regular	Line Total
Standard 110/120 Volt				
Do you require 24 hour electricity? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, double the outlet rate)				
Up to 500 Watts or 5 Amps		x	\$166.86	\$216.92 = \$
Up to 1000 Watts or 10 Amps		x	\$284.28	\$369.56 = \$
Up to 2000 Watts or 20 Amps		x	\$449.08	\$583.80 = \$
208 Volt Single Phase 1Ø (labor required for connection)				
20 Amp		x	\$700.40	\$910.52 = \$
30 Amp		x	\$911.55	\$1185.02 = \$
60 Amp		x	\$1212.31	\$1576.00 = \$
100 Amp		x	\$1516.16	\$1971.01 = \$
208 Volt Three Phase 3Ø (labor required for connection)				
20 Amp		x	\$932.15	\$1211.80 = \$
30 Amp		x	\$1211.28	\$1574.66 = \$
60 Amp		x	\$1612.98	\$2096.87 = \$
100 Amp		x	\$2015.71	\$2620.42 = \$
200 Amp		x	\$3425.78	\$4453.51 = \$
Transformer to Boost 208V to Approx. 230V - \$5.00/Amp (20 Amp minimum)		x	\$5.00	\$5.00 = \$
480 Volt Three Phase 3Ø (labor required for connection)				
20 Amp		x	\$1787.37	\$2323.58 = \$
30 Amp		x	\$2120.77	\$2575.00 = \$
60 Amp		x	\$2484.26	\$3229.54 = \$
100 Amp		x	\$3651.14	\$4746.48 = \$
200 Amp		x	\$4239.98	\$5511.97 = \$
Accessories & Lighting				
Single Light Stand (200 watt)		x	\$173.64	\$260.46 = \$
Double Light Stand (400 watt)		x	\$225.73	\$338.60 = \$
Extension Cord – 25'		x	\$30.09	\$39.12 = \$
Power Strip (not surge protected)		x	\$30.09	\$39.12 = \$

Exhibiting Company:

Booth #:

Contact Name:

Email:

Cell Phone:

Cancellation. Electrical outlets cancelled after move-in begins will be nonrefundable. Refunds will not be issued for materials and/or labor charges related to the installation.

Estimated Total: \$



Travel & Adventure Show
October 23-24, 2021
Santa Clara Convention Center



Electrical Labor Order

Discount Deadline:
Order and Payment due by October 8, 2021

Important Information

- Straight Time: 8:00am – 4:30 pm, Monday-Friday
Overtime: 4:30pm – 8:00am, Monday-Friday, all hours Sat, Sun, Holidays
- Labor orders placed after discount deadline or on show site, add 30%.
- AES bills one hour minimum per person; thereafter ½ hour increments. Labor charges for dismantle will be one half of the installation charge and automatically added to your invoice.
- Crew size for labor is at the final discretion of the Official Service Contractor.
- Starting time can be guaranteed only when labor is requested for the start of the working day.
- Exhibitor must check in at the AES Service Desk to begin installation and check out upon completion of work.
- All labor must be cancelled in writing 24 hours in advance to avoid a one- hour cancellation fee per worker.
- Labor requiring a lift will incur a 1 hour minimum for both installation and dismantle. For safety reasons, lifts require a 2 man crew.

Service	Straight Time	Overtime	Double Time
Electrician Labor	\$157.50	\$315.00	N/A
AES Supervised Labor (labor rate plus 30%)	\$204.75	\$409.50	N/A
Scissor or Boom Lift per Hour (added to labor rate)	\$150.00	\$150.00	N/A

Orders for Labor placed after the discount deadline or on show site will be charged an additional 30%

	Requested Date/Time	# of Laborers	# of Hours	Hourly Rate	Line Total
Installation		x			=\$
		x			=\$
		x			=\$
Dismantle		x			=\$
		x			=\$
		x			=\$

For Lift Orders

Type of Work Requested

- ☐ Connections to power in ceiling (as required by venue)
☐ Assembly & Install/Dismantle of hanging sign
☐ Build exhibit structure
☐ Other: _____

For Electrical Labor

- ☐ Exhibitor Supervised On site / after-hours contact name: _____
Contact cell phone: _____
- ☐ AES Supervised On site / after-hours contact name: _____
Contact cell phone: _____

For AES Supervised Labor, we charge 30% of the exhibitor's total labor bill with a minimum charge of \$50.00. Work is completed prior to Exhibitor's arrival. For power distribution under the carpet, AES must receive detailed set-up instructions (see Electrical Layout).

Exhibiting Company: _____

Booth #: _____

Contact Name: _____

Email: _____

Cell Phone: _____

Cancellation. All Labor must be cancelled in writing 24 hours in advance to avoid a one-hour cancellation fee per worker.

+ Late Order 30%: \$ _____

Estimated Total: \$ _____

Electrical Services Information

ELECTRICAL CHECKLIST

- ☐ **Save money!** Place your order before the advance rate deadline date and save up to one-third on your electrical order. Please place all orders on our online marketplace.
- ☐ Check rating plates on your equipment to ensure that you will have the proper power to operate your display.
- ☐ Order 24-hour power if required for refrigeration, computer systems, water pumps, heaters, etc.
- ☐ Indicate your electrical labor requirements for equipment hook-ups and/or power distribution in the Electrical Labor area of the online system. **Listed outlet rates do not include labor and material for hookups, disconnects, and/or distribution.**
- ☐ If distribution is required, include a detailed electrical floor plan (attached). Indicate **both** main power location(s) and distribution location(s). You may use the Outlet Location Grid Form for this purpose, or provide your own floor plan. **Labor must be ordered for all under carpet distribution of electrical wiring.**
- ☐ You may provide your own power panel distribution system, grounded extension cords, grounded plug strips and/or grounded cube taps within your display area.
- ☐ You may pre-wire your equipment to match our receptacles. **Labor is required to inspect equipment pre-wired to plug into our system / one half-hour minimum.**
- ☐ Avoid code violations. Check the electrical code requirements below.
- ☐ Additional regulations can be found in the outlet ordering section of the online marketplace.
- ☐ Do you require additional lighting? We can handle a variety of lighting options to enhance your display.

If you have any questions, please call us at 916-925-3976 or email info@american-expo.com.

ELECTRICAL CODE

Electrical requirements for an exhibit at all convention facilities are for the safety of all exhibitors and are based on national electrical codes and local ordinances.

Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding of the risks involved. In the interest of public safety, exhibits at all convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and materials basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected.

If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to convention facilities.

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 a 3-wire grounded cord with a minimum of #14 gauge.
- Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
- The use of clip-on sign 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. **Please leave all 2-wire cords at home!**
- "Daisy-chaining" or plugging multiple extension cords and/or outlet strips together is prohibited. You may plug one grounded power strip into a single, grounded extension cord.



Travel & Adventure Show
October 23-24, 2021
Santa Clara Convention Center



Payment Authorization

Discount Price Deadline:
Order and Payment due by October 8, 2021

Important Information

Payments by check or wire transfer require a Credit Card backup to process orders.

Credit card accounts will be charged for orders placed if intended method of payment is not received prior to the discount deadline.

Wire Transfer fees:
Domestic \$20.00
International \$30.00

Accepted Credit Cards:
Visa / MasterCard / AMEX

AES will use this credit card authorization to charge your account for any additional or subsequent orders placed by you or your company representatives for services rendered at this event.

By submitting this form or ordering services or materials from AES, you agree to be bound by all terms & conditions included in your service manual.

Orders received without full payment or after the discount price deadline will be charged at the standard show rates. No exceptions.

Cancellation fees are applicable to many of the services within this kit. Please refer to the cancellation policy for each.

Exhibitor Information

Exhibiting Company:		Booth #:
Street Address:	City / State / Zip:	
Contact Name:	Email Address:	
Cell Phone:	Fax:	

Service Totals

Material Handling	Floor Covering	Furniture & Accessories	Labor	Utilities	Rental Exhibits	Other	Estimated Total:
\$	\$	\$	\$	\$	\$	\$	\$

Method of Payment

☐ **Company Check** (Checks must be in U.S. Funds)

Please make check payable to: American Exposition Services
1341 N. Market Blvd. Suite 300
Sacramento, CA 95834

☐ **Wire Transfer** (Bank Transfer to Bank of America, N.A., California)

Domestic Wire Transfer

ABA#026009593 / ACCT#325123740249 American Exposition Services, Inc.

International Wire Transfer

Swift Code: BOFAUS3N / ACCT#325123740249 American Exposition Services, Inc.

Note: Reference Name of Show & Booth #

☐ **Credit Card Payment**

Exhibiting Company:		Booth #:
Cardholder Name:	Email Address:	
Account Number:	Expiration Date:	Security Code:
Signature:		
Cardholder Billing Address:		
City / State / Zip		

For third party billing, please refer to the Third Party Payment Authorization form.

2021 EXHIBITOR AUDIO VISUAL RENTAL ORDER FORM



An email confirmation will be sent once your order is received and processed. If you have a special request or need additional equipment, please email or call.

Computer Equipment		Qty	DAILY RATE		Days	Total	Customer Information	
			Advanced	Onsite	Used			
PC Laptop			\$225	\$270			Show Name:	
Mac Laptop			\$225	\$270			Company Name:	
Color Printer			\$400	\$480			Address:	
B&W printer			\$205	\$246				
Audio Equipment		Qty	DAILY RATE		Days	Total	City:	
			Advanced	Onsite	Used		State:	Zip:
Small Audio mixer			\$120	\$144			Ordered By:	
Wireless Microphone: Handheld or Clip-on. (Circle one)			\$200	\$240			Email Address:	
Powered Speaker with stand			\$115	\$138			Telephone #:	
							Fax #:	
Complete Sound System #1, 2-powered speakers on stands, mixer and 1-wired microphone on a stand			\$493	\$592			5 Business days prior will be subject to the ON-SITE DAILY RATE.	
Complete Sound System #2, 2-powered speakers with stands, mixer and 1-wireless microphone. Hand held, headset or clip-on. (Circle one).			\$693	\$832				
LCD/Plasma Monitors		Qty	DAILY RATE		Days	Total	Ordering Instructions	
			Advanced	Onsite	Used			
20"-24" Multisync Color Monitor			\$190	\$228			⇒ THE TOTAL CHARGE PER ITEM IS DETERMINED BY MULTIPLYING THE QUANTITY BY THE DAILY RATE BY THE NUMBER OF SHOW DAYS TO BE USED.	
32" Plasma LCD Display: Tabletop only			\$235	\$282			⇒ TAX EXEMPT STATUS - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state of California.	
40"-42" Plasma LCD Display: Floor stand only, included			\$465	\$558				
50"-55" Plasma LCD Display: Floor stand only, included			\$645	\$774				
Projection Equipment		Qty	DAILY RATE		Days	Total		
			Advanced	Onsite	Used			
LCD Projector 3K Lumens			\$425	\$510			⇒ To guarantee the advanced rate, the order should reach us 5 working days prior to delivery. Equipment availability is subject to change without notice.	
6' tripod screen			\$90	\$108				
8' tripod screen			\$90	\$108				
10' cradle screen			\$165	\$198				
Misc. Equipment		Qty	DAILY RATE		Days	Total	CANCELLATIONS:	
			Advanced	Onsite	Used			
HDMI cable/ adaptor				\$25			A) Cancellation of equipment ordered must be received 24 hours prior to delivery date to avoid a one day equipment charge plus all Delivery/Set-up/Pick-up Labor.	
Flip Chart with pens and paper			\$60	\$72			B) If services have already been provided at the time of cancellation, 100% of original charges will be applied.	
54" Rolling Cart w/Black Drape			\$40	\$48				
42" Rolling Cart w/Black Drape			\$30	\$36				
32" Rolling Cart w/Black Drape			\$30	\$36				
Wireless Presenter			\$45	\$54			⇒ The equipment is the responsibility of the client from delivery until it is picked up after show closing.	
Tripod Poster Easel			\$20	\$24				
Additional Computer Equipment Available - Call For Quote								
Rental Totals		PRE-PAYMENT IS REQUIRED ON ALL ORDERS					Delivery Information	
EQUIPMENT TOTAL	1						On-Site Contact:	
Service Charge & Loss Damage Waiver (REQUIRED) - 24% of line 1	2						Cell#	
SUB-TOTAL	3						Show Start Date:	Time:
SANTA CLARA SALES TAX -8.75% of Equipment Total line 3	4						Booth #:	Room:
TOTAL AMOUNT DUE	5						Delivery Date:	Time:
Method of Payment		PLEASE CHECK ONE					Pick-up Date:	
Card Number:		American Express <input type="checkbox"/>					Time:	
PSAV will call for CC number		Exp Date ____ / ____						
Cardholder's Name (as appears on card):		Visa <input type="checkbox"/>						
Cardholder's Address:		MasterCard <input type="checkbox"/>						
Postal zip (required)								
Cardholder's Signature:		Security Code					Checks Not Accepted	
Return for Processing		Toby Laufer						
		PSAV - Santa Clara Convention Center						
		5001 Great America Pkwy, Santa Clara, CA 95054						
		Email: tlaufer@psav.com						
		Phone: 408.748.7090						
		Fax: 408.748.7089						



Smart City Wireless Services

Santa Clara Convention Center

Wifi Connection Guide

1

CONNECT

Connect to the network name (i.e., Exhibitor Internet or Instant Internet) by following your computer's procedure for choosing available wireless networks.

2

OPEN BROWSER

Open your browser (Internet Explorer, Firefox, Safari, or other browser). You should see a page resembling the graphic shown below. If you do not see the graphic shown, please refresh your browser.

3

BUY NOW

If this is your initial purchase, enter your username (email address) and password, then click BUY NOW. Follow prompts to complete your purchase or log-in. Refer to service options and limitations shown to the right.

4

LOGIN

If you have already created an account and are returning for additional sessions, click LOGIN.



Wireless Options

Depending on where you are in the facility, you will see one or both of the following SSIDs (network names). Although you may see both Exhibitor and Instant Internet, they are not actually supported in all areas. These networks are supported only in the areas designated below. Choose the option which best suits your location and requirements.

Exhibitor Internet

Available in exhibit halls A, B, C, and D, and full facility

*Connectivity speeds up to 1.54Mbps up/down

5 GHz wireless frequency only

1 day for \$79.99

3 day for \$227.97
5% discount

5 day for \$359.95
10% discount

Instant Internet

Available throughout entire facility with exception of the exhibit halls

*Connectivity speeds up to 768k up/down

1 day for \$12.95

Free Internet

Available in Lobby Pre-Function

*Connectivity speeds up to 512k up/down

* Each purchase is limited to one device. One account cannot be shared among multiple devices simultaneously.

Questions

For questions regarding wireless services of any of the other wired internet and telephone services we provide, please call Smart City at 888-446-6911 or visit us online at www.smartcitynetworks.com

Booth Service Menu

Bakery/Snack Items

Assorted Breakfast Pastries (dozen)	\$48.00
Assorted Bagels & Cream Cheese (dozen)	\$48.00
Fresh Baked Cookies (dozen)	\$48.00
Double Fudge Brownies (dozen)	\$50.00
Granola Bars or Power Bars (dozen)	\$96.00
Haagen Dazs Ice Cream Bars (dozen)	\$96.00

Boxed Lunches

(Choice of up to 3 of the following. Includes bag of chips, Whole Fruit, Bottled Water, Salad & Fresh Baked Cookie)

Roast Beef Sandwich on Artisan Ciabatta	\$42.00
House Roasted Turkey Breast on Nine Grain Bread	\$42.00
Tomato, Basil, Mozzarella Sandwich	\$42.00
Cobb Salad	\$42.00
Italian Club Sandwich	\$42.00

Reception Displays

(Minimum 25. Chef Required @ \$175 each)

Artisan Cheese Display (per person)	\$15.00
Neto's Artisan Sausage Table (per person)	\$18.00
Antipasti Display (per person)	\$18.00
Bruschetta d'Italia (per person)	\$18.00
Mashed Potato Bar (per person)	\$17.00
Garden Fresh Vegetables (per person)	\$14.00

Specialty Booth Stations

(Attendant Required @ \$175 each)

Popcorn

Popcorn Machine* **\$150.00/day**

Popcorn Kit (serves 18) **\$50.00**

Attendant Required **\$175.00 per four hours**

\$50.00 each additional hour

House Made Pretzel Station

Served with Warm Stone Ground Honey Mustard & Beer Cheese

\$80.00 per dozen

Warm House-baked “Signature”

Cookies, Brownies & Milk

Assortment Warm, Fresh Baked Jumbo Cookies!

Assortment of Fresh Baked Brownies

Accompanied by Ice Cold Milk

\$13.00 per person

Hummus Trio

Traditional Chickpea, White Bean and Edamame Hummus

With Warm Pita & Pickled Vegetables

\$14.00 per person

Mini Cupcake Bar

A Variety of Flavors Including Red Velvet, Carrot-Pecan, Chocolate
Chip and Vanilla Bean Served w/ Ice Cold Milk

\$12.00 per person

Beverages

Non-Alcoholic

Fresh Brewed Peet's Coffee, Decaf, Hot Tea (Per Gallon)	\$110.00
Assorted Soft Drinks, 12oz. cans (24/case)	\$96.00
Spring Water (Electric Cooler Required)	\$40.00
Electric Water Cooler	\$35.00
Bottled Spring Water, 16oz. (24ct. case)	\$96.00
Individual Fruit Juice, 8oz (24ct. case)	\$120.00

Alcoholic

House Wine, 750 ml bottle (each) (Red/White)	\$40.00
Imported Or Craft Beer, 12oz. bottles (case)	\$192.00
Domestic Beer, 12 oz. bottle (case)	\$168.00
Domestic Beer, Keg <i>(Bud Light, Budweiser, Miller Lite, Miller, Coors Light, Coors)</i>	\$650.00
Imported Beer, Keg <i>(Lagunitas IPA, Anchor Steam, Blue Moon, Fat Tire, etc.)</i>	\$700.00

*Alcoholic Beverages Must Be Distributed by a Levy TIPS Certified Staff.
A \$175.00 per bartender fee will apply for up to the first (4) hours of
service; \$50 each additional hour.*

FULL MENUS AND ADDITIONAL IDEAS ARE AVAILABLE UPON REQUEST

*All Orders Include High Grade Disposable Service ware and Appropriate
Condiments*

Call Our Sales Department at (408) 748-7030 for further inquiries.

*Please note: If you would like your catering order set-up in a specific location within your
booth, please provide a diagram of your booth layout 7 days prior to your event. All
power required for catered service WITHIN the booth must be secured/provided by the
Exhibitor.*

Minimum Order \$300.00 per delivery

All Prices Subject to 22% Service Charge and 9% Sales Tax

*Please note: Menu, Service Charge and Tax are subject to change at any time and without
prior notice.*

****We Accept Visa, MasterCard, Discover, American Express and Company Checks****
****Please submit your order 7 business days prior to your event. A 20% surcharge will be applied for late orders****

SHOW NAME:

COMPANY:

CONTACT NAME:

ADDRESS:

E-MAIL ADDRESS:

TEL #: _____ CELL #: _____ FAX #: _____

BOOTH #: _____ # OF GUESTS: _____

DAY/DATE	TIME	QTY	ITEM DESCRIPTION	ITEM PRICE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

20% La/te Fee (if applicable)
 (less than 7 business days before
 start of event)

No Cancellations or Decreases After the Final
 Guarantee Deadline.
Minimum Order \$300.00++ per delivery.

22% Service Charge : _____
 9% Sales Tax: _____
 Total Amount Due: _____

Full payment is required in advance. A credit card MUST be on file to re-order on site.
 To submit your order, please call (408) 748-7030 and be connected to a Catering Sales Manager.
 LEVY, Santa Clara Convention Center, 5001 Great America Pkwy, Santa Clara, CA 95054

*****This does not confirm your food and beverage order. Additional catering documents are required to be completed and signed prior to order confirmation.**



**AUTHORIZATION REQUEST
SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION**

Levy has **exclusive** food and beverage distribution rights within the Santa Clara Convention Center. Exposition organizations and/or their exhibitors ("Exhibiting Firm(s)") may distribute sample food and/or beverage products and food / beverage giveaways ("Sample Products") only with the written approval of Levy.

GENERAL CONDITIONS:

- 1) Sample Products dispensed are limited to products manufactured, processed or distributed by Exhibiting Firm.
- 2) All Sample Products are limited to SAMPLE SIZE and must be distributed from exhibit location.
 - a. Beverage Sample Products are limited to maximum four (4) ounce containers and two (2) fluid ounces of product
 - b. Food Sample Products are limited to "Bite Size" portions (one cubic inch or less).
 - c. All Sample Products as traffic promoters (i.e. popcorn, coffee, bar service) MUST be purchases through Levy.
 - d. Any Exhibition Firm wanting to distribute sample Products at non-industry related events must pay Levy a waiver fee.
- 3) Exhibiting Firms who wish to dispense alcoholic beverage Sample Products must ship product through Levy. Appropriate corkage fees will apply.
- 4) Exhibiting Firm must provide Levy no later than three days before the first day of the event with a certificate of liability with coverage of 1,000,000 per occurrence and including Levy, the City of Santa Clara and the Santa Clara Convention Center as additional insureds.
- 5) Exhibiting Firm must complete and submit the application for a Temporary Food Facility Permit to the Show Organizer along with the application fee prior to the first day of the event. Please visit the link below for further details:
<https://www.sccgov.org/sites/cpd/programs/TE/Pages/home.aspx>
- 6) Exhibiting Firm will serve Sample Products in accordance with industry standard sanitation, food safety and food temperature guidelines (i.e., Hazard Analysis Critical Control Point or "HACCP").
- 7) Exhibiting Firm agrees to indemnify, defend and hold harmless, and release Levy and its subsidiaries, affiliates, employees, agents, officers and directors, and the successors and assigns of them and each of them, from and against any liabilities, damages, losses, claims, suits, judgments, fines, costs and expenses, including without limitation, attorneys' fees and expense, and worker's compensation claims or unemployment compensation claims incurred by Levy and arising out of or relating to the preparation, serving and consumption of the Sample Products, including, without limitation, any liabilities, damages or such other matters arising from injury to or death of any person, or damage to or destruction of any property.

EXCEPTIONS:

Occasionally exhibitors who do not meet the conditions set forth in Item (1) may wish to dispense items of food that are unique to the exhibitor's company, i.e., "logoed" items. In the event that Levy is unable to provide those items, and said items are truly bite-size or one cubic inch or less, permission will generally be given to distribute said items. Items that exceed one cubic inch in volume will be assessed a fee. The fee will be determined by Levy and based on item size and content. Beverages that exceed the 2oz maximum will be assessed with a Waiver Fee.

Name of Event: _____
Event Date: _____
Exhibiting Firm Name: _____
Booth Number: _____
Address: _____
City: _____
State & Zip Code: _____

Contact Name/Title: _____
Phone: () _____
Fax: () _____
e-mail: _____

Product(s) you wish to dispense: _____
Size of Portion to be dispensed: _____ Proposed method of dispersion: _____
Quantity to be dispensed: _____
Explain purpose for offering samples _____

Before sending/e-mailing, please sign under 'Agreed', indicating you have read and agree with the conditions above.

Approved: _____ Agreed: _____

Levy Manager: _____

Return To: Levy Sales Department
Santa Clara Convention Center
5001 Great America Parkway · Santa Clara, CA 95054
Fax: 408-748-7047 Phone: 408-748-7039
erapajon@levyrestaurants.com

Cleaning Services Order Form



Bay Travel & Adventure Show

Santa Clara Convention Center

October 23 - 24, 2021

Deadline Date
October 13, 2021

Payment Policy: All invoices must be settled at our service desk prior to the closing of the show. For your convenience, we accept MasterCard, American Express and Visa credit cards. Absolutely no credits will be issued after the closing date of the show.

Important: To obtain discount prices, payment must be received in full by the published "order deadline date." All orders must be received no later than ten (10) working days prior to the show opening.

Vacuuming of rugs, washing of floor tile, sweeping of booths and emptying of wastebaskets are not included in your space rental for this convention. To insure your booth is show ready, please order cleaning services.

NOTE: EXPO EVENT SERVICES is the exclusive cleaning contractor. No other cleaning services contractor will be allowed on the exhibit floor, including exhibitor appointed contractors.

NOTE: There will be an additional charge for cleaning carpets that are subject to excessive wear and tear such as wood or metal shavings generated by demonstration in the booth or floor sampling.

Vacuuming of Booth includes emptying of wastebasket.

1. Cleaning

	Discount Price	Standard Price
<input type="checkbox"/> Vacuuming Booth Carpet - Daily (100 sq.ft. min)	\$0.95 sq.ft.	\$1.25 sq.ft.
<input type="checkbox"/> Vacuuming Booth Carpet - Daily (over 1000 sq.ft.)	\$0.70 sq.ft.	\$0.90 sq.ft.
<input type="checkbox"/> Shampoo Carpet - One Time Only	\$1.50 sq.ft.	\$2.00 sq.ft.
<input type="checkbox"/> Damp Mop Only	\$0.95 sq.ft.	\$1.25 sq.ft.

All rates based on gross booth area (100 sq.ft. minimum)

_____ Ft. X _____ Ft. = _____ x \$ _____ x _____ = \$ _____
Length Width Total Sq.Ft. Price per Sq.ft. # of Days Total

For One-Time Service only, please specify show date: ____/____/____

2. Porter Service (Trash Removal and Emptying Wastebaskets)

	Discount Price	Standard Price
<input type="checkbox"/> Periodic Porter Service (2 hour intervals during show hours)	\$216.50	\$238.20

_____ X _____ = \$ _____
Rate # of Days Total

<input type="checkbox"/> Full Time Porter Service (M-F 8:00 am - 4:30 pm - 4 hour daily min)	\$77.00	\$84.70
---	---------	---------

_____ X _____ X _____ = \$ _____
Rate # of Hours # of Days Total

<input type="checkbox"/> Full Time Porter Service (M-F after 4:30 pm, Sat/Sun/Holidays - 4 hour daily min)	\$99.10	\$109.00
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_____ X _____ X _____ = \$ _____
Rate # of Hours # of Days Total

Please specify dates for Porter Service: ____/____/____ - ____/____/____



SUB TOTAL \$ _____
TAX (9.00%) \$ _____
TOTAL \$ _____

Please enter this amount on the "Payment/Charge Authorization" Form