



EXPO  
EVENT SERVICES

# Exhibitor Services Manual

Dallas Travel & Adventure Show  
September 11 - 12, 2021  
Dallas Market Hall Center  
Dallas, TX

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## Dallas Travel & Adventure Show

Dallas Market Hall Center

September 11 - 12, 2021

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## Dallas Travel & Adventure Show

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### Welcome to Dallas, TX and Dallas 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](mailto: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 9/9/2021	8:00am - 5:00pm
Exhibitor Move-In:	Friday 9/10/2021	9:00am - 5:00pm
Event Open:	Saturday 9/11/2021	9:30am - 5:00pm/ Travel Advisors 10:00am - 5:00pm/ Public
Event Open:	Sunday 9/12/2021	11:00am - 4:00pm
Exhibitor Move-Out:	Sunday 9/12/2021	Close of Show – 8:00pm.

\*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*

#### Dallas Travel & Adventure Show

Shipments Should Arrive on or between: ..... AUGUST 2 - SEPTEMBER 1, 2021  
c/o Expo Event Services  
(ONLY IF TS SHIPPER IS USED, The Official Show Carrier) see Pages 21 - 25

*Direct Shipments  
to Show Site*

#### Dallas Travel & Adventure Show

Shipments Should Arrive on: SEPTEMBER 9, 2021 (1PM - 5PM)  
SEPTEMBER 10, 2021 (8AM - 4PM)  
c/o Expo Event Services  
Dallas Market Hall Center  
2100 N. Stemmons Freeway  
Dallas, TX 75207

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### 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

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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](http://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](http://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](mailto: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](mailto:success@unicomm.org)



# OFFICIAL CONTRACTORS & EXHIBITOR APPOINTED CONTRACTORS



## Dallas Travel & Adventure Show

Dallas Market Hall Center

September 11 - 12, 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 ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**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 CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. 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	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	ABC 12345		2021	EACH OCCURRENCE \$ 1,000,000
					FIRE DAMAGE (Any one fire) \$ 50,000
					MED EXP (Any one person) \$ 5,000
					PERSONAL & ADV INJURY \$ 1,000,000
					GENERAL AGGREGATE \$ 2,000,000
					PRODUCTS-COMP/OP AGG \$ 2,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	ABC 12345		2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
					BODILY INJURY (Per person) \$
					BODILY INJURY (Per accident) \$
					PROPERTY DAMAGE (Per accident) \$
	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY-EA ACCIDENT \$
					OTHER THAN EA ACC \$
					AUTO ONLY: AGG \$
	<b>EXCESS LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				EACH OCCURRENCE \$
					AGGREGATE \$
					\$
					\$
					\$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>	ABC 12345		2021	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
					E.L. EACH ACCIDENT \$ 1,000,000
					E.L. DISEASE-EA EMPLOYEE \$ 1,000,000
					E.L. DISEASE-POLICY LIMIT \$ 1,000,000
	<b>OTHER</b>				

**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  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 30 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



## Dallas Travel & Adventure Show

Dallas Market Hall Center

September 11 - 12, 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 <b>X</b>	AUTHORIZED CONTACT - PLEASE PRINT	DATE

*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)

# 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 of 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



## Dallas Travel & Adventure Show

Dallas Market Hall Center

September 11 - 12, 2021

Deadline Date

September 1, 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 <http://blog.dallasmarketcenter.com/plan-ahead-safely>

**REMEMBER: SAFETY DOESN'T HAPPEN BY ACCIDENT!**

# PAYMENT POLICY



## Dallas Travel & Adventure Show

Dallas Market Hall Center

September 11 - 12, 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



## Dallas Travel & Adventure Show

Dallas Market Hall Center

September 11 - 12, 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
	Account Number:	*Include Security Code (3 Digit on reverse side of card)		
PLEASE SIGN	CARDHOLDER'S BILLING ADDRESS - IF DIFFERENT FROM ABOVE		CITY	STATE
	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.

# THIRD PARTY BILLING REQUEST



## Dallas Travel & Adventure Show

Dallas Market Hall Center

September 11 - 12, 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**

The exhibiting firm is primarily responsible for the payment of charges. In the event you have arranged for an exhibit house or other party to handle your display and be billed for services, we will agree to this third party billing if they supply the appropriate credit card information below. Advance payment in full must accompany your order including estimated labor and drayage charges. Additionally, both firms must sign the following statement: **WE UNDERSTAND AND AGREE THAT WE, THE EXHIBITING FIRM, ARE PRIMARILY RESPONSIBLE FOR PAYMENT OF CHARGES. IN THE EVENT THE NAMED THIRD PARTY FAILS TO PAY ALL CHARGES, SUCH CHARGES WILL BE PAID BY THE EXHIBITING FIRM ON DEMAND, INCLUDING ANY AND ALL FEES CONNECTED WITH THE COLLECTION OF THIS ACCOUNT.**

\_\_\_\_\_ (Exhibiting Firm) \_\_\_\_\_ (Display House/3rd Party)

By: \_\_\_\_\_ (Authorized Signatures)

### Exhibiting Firm

EXHIBITING FIRM		
ADDRESS		
CITY	STATE	ZIP
PHONE	FAX	
AUTHORIZED SIGNATURE	TITLE	
AUTHORIZED NAME (PRINT)		

### Third Party

EXHIBITING FIRM		
ADDRESS		
CITY	STATE	ZIP
PHONE	FAX	
AUTHORIZED SIGNATURE	TITLE	
AUTHORIZED NAME (PRINT)		

### Credit Charge Authorization (Information Must Be Provided)

<b>PROVIDE EXPIRATION DATE</b>	<b>EXPIRATION DATE</b>	MASTERCARD VISA* American Express	
	<input type="checkbox"/> Corporate <input type="checkbox"/> Personal	*Include Security Code (3 Digit on reverse side of card)	
Account Number	<input style="width:100%;" type="text"/>		

### Credit Charge Authorization (Information Must Be Provided)

<b>PROVIDE EXPIRATION DATE</b>	<b>EXPIRATION DATE</b>	MASTERCARD VISA* American Express	
	<input type="checkbox"/> Corporate <input type="checkbox"/> Personal	*Include Security Code (3 Digit on reverse side of card)	
Account Number	<input style="width:100%;" type="text"/>		

CARDHOLDERS NAME		PLEASE PRINT
CARDHOLDERS BILLING ADDRESS		CITY
STATE	ZIP	COUNTRY
All Services I & D Labor Signs		Rental Furniture Material Handling In & Out Signs
Other (Please Specify) _____		

CARDHOLDERS NAME		PLEASE PRINT
CARDHOLDERS BILLING ADDRESS		CITY
STATE	ZIP	COUNTRY
All Services I & D Labor Signs		Rental Furniture Material Handling In & Out Signs
Other (Please Specify) _____		

**PLEASE SIGN** **X** \_\_\_\_\_  
CARDHOLDER'S SIGNATURE

**PLEASE SIGN** **X** \_\_\_\_\_  
CARDHOLDER'S SIGNATURE



# SHIPPING INFORMATION



## Dallas Travel & Adventure Show

Dallas Market Hall Center

September 11 - 12, 2021

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### 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.

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#### 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:**  
**Dallas 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:**  
**Dallas Travel & Adventure Show**

**C/O:**  
Expo Event Services  
2100 N. Stemmons Freeway  
Dallas, TX 75207

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

# SHIPPING GUIDELINES



## Dallas Travel & Adventure Show

Dallas Market Hall Center

September 11 - 12, 2021

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### 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.

**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 need to make their own arrangements for pickup.

# MATERIAL HANDLING ORDER FORM



## Dallas Travel & Adventure Show

Dallas Market Hall Center

September 11 - 12, 2021

**Arrival Date On Or Before  
August 2 - September 1, 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 <b>X</b>	AUTHORIZED CONTACT - PLEASE PRINT	DATE

- All shipments must be sent prepaid. Collect shipments will not be accepted. Certified weight packets required for unloading.
- 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.
- 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.
- 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.
- 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	
ST/OT OT/OT	Per 100 lbs / Minimum
	<b>\$185.00 / \$370.00</b>
	<b>\$229.00 / \$458.00</b>

**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	\$
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We will be shipping approximately	number of pieces.
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Our shipment will be sent to	Exhibit Site	Warehouse on:	via:
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1. Total Estimated Charges	\$
2. 30% Late Arrival Surcharge	\$
3. Excess Declared Value	\$
4. Payment Enclosed	\$

# KEY INFORMATION FORM



## Dallas Travel & Adventure Show

Dallas Market Hall Center

September 11 - 12, 2021

Deadline Date

September 1, 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 <b>X</b>	AUTHORIZED CONTACT - PLEASE PRINT	DATE

### 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 \_\_\_\_\_  
Method      Common Carrier      AirFreight      Vanline      Other \_\_\_\_\_  
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

SHOW SITE LABEL

**RUSH!**

**RUSH!**

EXHIBITION FREIGHT

EXHIBITION FREIGHT

**MUST ARRIVE ON OR BEFORE  
AUGUST 2 - SEPTEMBER 1, 2021**

**MUST ARRIVE  
BY SEPT 9, 2021 (1PM - 5PM)  
SEPT 10, 2021 (8AM - 4PM)**

TO: \_\_\_\_\_  
(EXHIBITOR'S NAME)

TO: \_\_\_\_\_  
(EXHIBITOR'S NAME)

C/O: EXPO EVENT SERVICES



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)

Dallas Market Hall Center  
2100 N. Stemmons Freeway  
Dallas, TX 75207

Booth: \_\_\_\_\_ Number \_\_\_\_\_ of \_\_\_\_\_ Pcs.  
Carrier: TS SHIPPER

Booth: \_\_\_\_\_ Number \_\_\_\_\_ of \_\_\_\_\_ Pcs.  
Carrier: \_\_\_\_\_

WAREHOUSE LABEL

SHOW SITE LABEL

**RUSH!**

**RUSH!**

EXHIBITION FREIGHT

EXHIBITION FREIGHT

**MUST ARRIVE ON OR BEFORE  
AUGUST 2 - SEPTEMBER 1, 2021**

**MUST ARRIVE  
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TO: \_\_\_\_\_  
(EXHIBITOR'S NAME)

TO: \_\_\_\_\_  
(EXHIBITOR'S NAME)

C/O: EXPO EVENT SERVICES



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)

Dallas Market Hall Center  
2100 N. Stemmons Freeway  
Dallas, TX 75207

Booth: \_\_\_\_\_ Number \_\_\_\_\_ of \_\_\_\_\_ Pcs.  
Carrier: TS SHIPPER

Booth: \_\_\_\_\_ Number \_\_\_\_\_ of \_\_\_\_\_ Pcs.  
Carrier: \_\_\_\_\_

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. COPIES OF LABELS ARE ACCEPTABLE IF ADDITIONAL LABELS ARE NEEDED.

WAREHOUSE LABEL

SHOW SITE LABEL

**RUSH!**

**RUSH!**

EXHIBITION FREIGHT

EXHIBITION FREIGHT

**MUST ARRIVE ON OR BEFORE  
AUGUST 2 - SEPTEMBER 1, 2021**

**MUST ARRIVE  
BY SEPT 9, 2021 (1PM - 5PM)  
SEPT 10, 2021 (8AM - 4PM)**

TO: \_\_\_\_\_  
(EXHIBITOR'S NAME)

TO: \_\_\_\_\_  
(EXHIBITOR'S NAME)

C/O: EXPO EVENT SERVICES  EXPO  
EVENT SERVICES

C/O: EXPO EVENT SERVICES  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)

Dallas Market Hall Center  
2100 N. Stemmons Freeway  
Dallas, TX 75207

Booth: \_\_\_\_\_ Number \_\_\_\_\_ of \_\_\_\_\_ Pcs.  
Carrier: TS SHIPPER

Booth: \_\_\_\_\_ Number \_\_\_\_\_ of \_\_\_\_\_ Pcs.  
Carrier: \_\_\_\_\_

WAREHOUSE LABEL

SHOW SITE LABEL

**RUSH!**

**RUSH!**

EXHIBITION FREIGHT

EXHIBITION FREIGHT

**MUST ARRIVE ON OR BEFORE  
AUGUST 2 - SEPTEMBER 1, 2021**

**MUST ARRIVE  
BY SEPT 9, 2021 (1PM - 5PM)  
SEPT 10, 2021 (8AM - 4PM)**

TO: \_\_\_\_\_  
(EXHIBITOR'S NAME)

TO: \_\_\_\_\_  
(EXHIBITOR'S NAME)

C/O: EXPO EVENT SERVICES  EXPO  
EVENT SERVICES

C/O: EXPO EVENT SERVICES  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)

Dallas Market Hall Center  
2100 N. Stemmons Freeway  
Dallas, TX 75207

Booth: \_\_\_\_\_ Number \_\_\_\_\_ of \_\_\_\_\_ Pcs.  
Carrier: TS SHIPPER

Booth: \_\_\_\_\_ Number \_\_\_\_\_ of \_\_\_\_\_ Pcs.  
Carrier: \_\_\_\_\_

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. COPIES OF LABELS ARE ACCEPTABLE IF ADDITIONAL LABELS ARE NEEDED.



# Reserve Your Shipment Today with the Official Show Carrier

*Fast, Reliable, Secure Trade Show Transportation!*



**Dallas, TX**  
Dallas Market Hall Center  
September 11 - 12, 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](mailto:INFO@TSSHIPPER.COM)



CALL US AT 216-566-5953



GO ONLINE AT [WWW.TSSHIPPER.COM](http://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 <sup>nd</sup> Day Air
Overnight Air	Economy / Standard Group	3 <sup>rd</sup> Day Air

**ADDITIONAL SERVICES**

Lift Gate	Residential	Inside Pick Up
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Declared Value \$ \_\_\_\_\_ (Declared Value can not exceed \$10,000)

Phone: 216-566-5953

Email: [info@tsshipper.com](mailto:info@tsshipper.com)

Quick Quote: [Tsshipper.com](http://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](http://www.tsshipper.com)  
 Send completed form to [info@tsshipper.com](mailto: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](mailto:info@tsshipper.com)

Quick Quote: [Tsshipper.com](http://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: \_\_\_\_\_



**TS SHIPPER OUTBOUND FORM**

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

Show Name \_\_\_\_\_

Show Dates \_\_\_\_\_

Venue \_\_\_\_\_

Company Name \_\_\_\_\_

Booth Number \_\_\_\_\_

**OUTBOUND SHIPMENT DETAILS**

<b>Company / Business Name</b>		
<b>Street Address</b>		
<b>Show Name (if applicable)</b>	<b>City</b>	<b>State</b>
<b>Contact Name &amp; Number</b>	<b>Zip/Postal Code</b>	

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



## Dallas Travel & Adventure Show

Dallas Market Hall Center

September 11 - 12, 2021

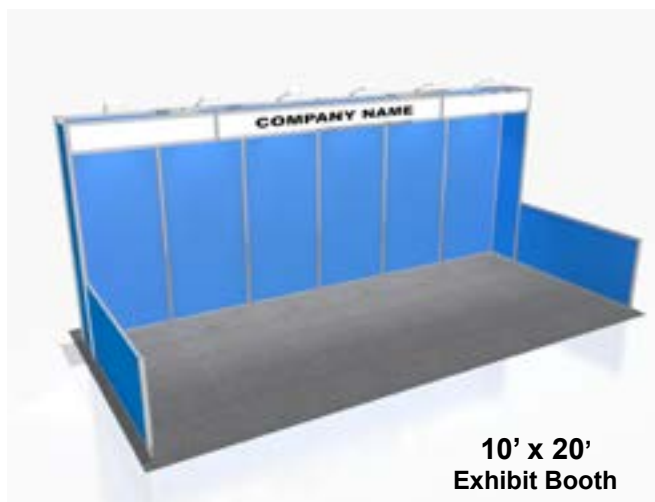
Deadline Date

September 1, 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@expoeventservices.com](mailto:orders@expoeventservices.com)

# BOOTH PACKAGE ACCESSORIES



## Dallas Travel & Adventure Show

Dallas Market Hall Center

September 11 - 12, 2021

Deadline Date  
September 1, 2021

### SHELVES / GONDOLAS

	Qty	Price	Total
12" Deep x 1 Meter Straight Shelf	_____	x \$84.00	_____
12" Deep x 1 Meter Angled Shelf	_____	x \$107.00	_____
12" Deep x 1 Meter x 5' One-Sided Gondola	_____	x \$299.00	_____
12" Deep x 1 Meter x 5' Two-Sided Gondola	_____	x \$384.00	_____



### CABINETS / COUNTERS

	Qty	Price	Total
1 Meter x 1/2 Meter 36" _____ 42" _____ Panel Color _____	_____	x \$487.00	_____
2 Meter x 1/2 Meter 36" _____ 42" _____ Panel Color _____	_____	x \$683.00	_____
1 Meter Radius 36" _____ 42" _____ Panel Color _____	_____	x \$683.00	_____



### LIGHT FIXTURES (Electricity Not Included)

	Qty	Price	Total
Clip On Light (75 watt)	_____	x \$57.00	_____
Stem Light (75 wall halogen)	_____	x \$120.00	_____
Track Light (300 watt)	_____	x \$ 325.00	_____
4' Fluorescent Fixture	_____	x \$82.00	_____
6' Fluorescent Fixture	_____	x \$127.00	_____
8' Fluorescent Fixture	_____	x \$160.00	_____



[orders@expoeventservices.com](mailto:orders@expoeventservices.com)

# BOOTH PACKAGE RENTAL ORDER FORM



## Dallas Travel & Adventure Show

Dallas Market Hall Center

September 11 - 12, 2021

**Deadline Date**  
**September 1, 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

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The completed Booth Rental Order Form should be emailed to [info@expoeventservices.com](mailto: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



## Dallas Travel & Adventure Show

Dallas Market Hall Center

September 11 - 12, 2021

Deadline Date

September 1, 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"	\$44.00	\$57.00	
	11" x 17"	\$51.00	\$67.00	
	14" x 22"	\$63.00	\$67.00	
	22" x 28"	\$77.00	\$100.00	
	24" x 36"	\$155.00	\$201.00	
	30" x 40"	\$168.00	\$211.00	
	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 @ 8.25% = \_\_\_\_\_ = 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



## Dallas Travel & Adventure Show

Dallas Market Hall Center

September 11 - 12, 2021

Deadline Date

September 1, 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.



EXPO  
EVENT SERVICES



EXPO  
EVENT SERVICES

gif@400%

.ai / .eps@400%

### 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.



### 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



## Dallas Travel & Adventure Show

Dallas Market Hall Center

September 11 - 12, 2021

\*\*\* NON - ELECTRICAL SIGNS & BANNERS ONLY

Deadline Date

September 1, 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)?

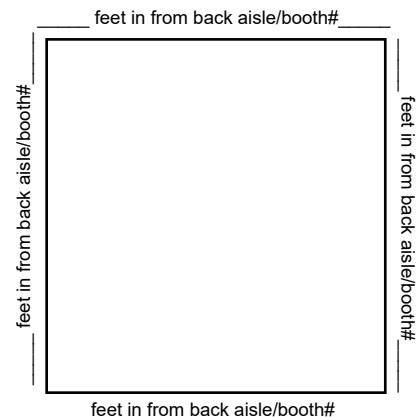
No  
 Yes (Quantity: \_\_\_\_\_ )  
     Expo Events Provided  
     Exhibitor Provided

CHAIN MOTORS				
QTY	ITEM	ADVANCE	STANDARD	TOTAL
	1/2 Ton Chain Motor	\$520.00	\$676.00	
	1 Ton Chain Motor	\$650.00	\$845.00	

- 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



## Dallas Travel & Adventure Show

Dallas Market Hall Center

September 11 - 12, 2021

Deadline Date

September 1, 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	
<b>X</b>			

### 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

Please indicate who will supervise DISASSEMBLY:

EES Supervision     
  Exhibitor/Display House Supervision

SIGN ASSEMBLY LABOR				
EST TOTAL HOURS	ITEM	ADVANCE	STANDARD	TOTAL
	ST	\$147.00	\$191.00	
	OT	\$242.00	\$315.00	
	Holiday	\$298.00	\$368.00	
EES Supervision: _____ x 30% =				
<small>(Assembly total)</small>		<small>(\$40.00 minimum)</small>		

SIGN DISASSEMBLY LABOR				
EST TOTAL HOURS	ITEM	ADVANCE	STANDARD	TOTAL
	ST	\$147.00	\$191.00	
	OT	\$242.00	\$315.00	
	Holiday	\$298.00	\$368.00	
EES Supervision: _____ x 30% =				
<small>(Assembly total)</small>		<small>(\$40.00 minimum)</small>		

Date of Assembly: \_\_\_\_\_  
 Requested Start Time: \_\_\_\_\_

Date of Disassembly: \_\_\_\_\_  
 Requested Start Time: \_\_\_\_\_

### OVERHEAD SIGN RIGGING LABOR

RIGGING INSTALLATION				
EST TOTAL HOURS	ITEM	ADVANCE	STANDARD	TOTAL
	ST	\$643.00	\$836.00	
	OT	\$834.00	\$1,084.00	
	Holiday	\$1,000.00	\$1,301.00	

Date of Assembly: \_\_\_\_\_  
 Requested Start Time: \_\_\_\_\_

RIGGING REMOVAL				
EST TOTAL HOURS	ITEM	ADVANCE	STANDARD	TOTAL
	ST	\$643.00	\$836.00	
	OT	\$834.00	\$1,084.00	
	Holiday	\$1,000.00	\$1,301.00	

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



## Dallas Travel & Adventure Show

Dallas Market Hall Center

September 11 - 12, 2021

**Deadline Date**  
**September 1, 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)

<b>Forklift and Operator</b>	<b>ST</b>	<b>\$167.00</b>	<b>\$184.00</b>
	<b>OT</b>	<b>\$234.00</b>	<b>\$257.00</b>
	<b>DT</b>	<b>\$337.00</b>	<b>\$370.00</b>
<b>Additional Rigger</b>	<b>ST</b>	<b>\$134.00</b>	<b>\$147.00</b>
	<b>OT</b>	<b>\$220.00</b>	<b>\$242.00</b>
	<b>DT</b>	<b>\$271.00</b>	<b>\$298.00</b>

### 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



## Dallas Travel & Adventure Show

Dallas Market Hall Center

September 11 - 12, 2021

**Deadline Date**  
**September 1, 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
<b>X</b>			

**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.

Labor		Rates: per person/per hour	
		Discount Price	Standard Price
Straight Time	8:00 a.m. to 4:30 p.m. Monday through Friday	\$134.00	\$147.00
Over Time	4:30 p.m. to 8:00 a.m. Monday through Friday; all day Saturday	\$220.00	\$242.00
Double Time	Sundays and Holidays	\$270.00	\$297.00

### 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



## Dallas Travel & Adventure Show

Dallas Market Hall Center

September 11 - 12, 2021

**Deadline Date**  
**September 1, 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.**

### 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



## Dallas Travel & Adventure Show

Dallas Market Hall Center

September 11 - 12, 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	\$213.00	\$277.00	
	10' x 20' Booth Carpet	\$426.00	\$553.00	
	10' x 30' Booth Carpet	\$638.00	\$830.00	

#### 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	\$4.70 sq.ft.	\$6.10 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.	\$2.50 sq.ft.	
Booth Size: Length _____ ft. x Width _____ ft. = _____ sq.ft.				

SUBTOTAL = \_\_\_\_\_ + TAX @ 8.25% = \_\_\_\_\_ = 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

## Dallas Travel & Adventure Show

Dallas Market Hall Center

September 11 - 12, 2021

Deadline Date  
September 1, 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



## Dallas Travel & Adventure Show

Dallas Market Hall Center

September 11 - 12, 2021

**Deadline Date**  
**September 1, 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	\$91.00	\$118.00	N/A	
		Tall Black Stool	\$116.00	\$150.00	N/A	
UNDRAPED TABLES		4' x 24" x 30" Undraped Table	\$84.00	\$109.00	N/A	
		6' x 24" x 30" Undraped Table	\$92.00	\$120.00	N/A	
		8' x 24" x 30" Undraped Table	\$105.00	\$137.00	N/A	
UNDRAPED COUNTERS		4' x 24" x 42" Undraped Counter	\$92.00	\$120.00	N/A	
		6' x 24" x 42" Undraped Counter	\$103.00	\$134.00	N/A	
		8' x 24" x 42" Undraped Counter	\$112.00	\$146.00	N/A	
DRAPED TABLES	<b>Drape Table Colors: Black, Blue, Burgundy, Green, Gray, Red, White</b>					
		4' x 24" x 30" High Draped Table	\$150.00	\$195.00		
		6' x 24" x 30" High Draped Table	\$168.00	\$219.00		
		8' x 24" x 30" High Draped Table	\$190.00	\$247.00		
		4th side Draped – 30"	\$64.00	\$83.00		
DRAPED COUNTERS	<b>Drape Counter Colors: Black, Blue, Burgundy, Green, Gray, Red, White</b>					
		4' x 24" x 42" High Draped Counter	\$169.00	\$220.00		
		6' x 24" x 42" High Draped Counter	\$196.00	\$255.00		
		8' x 24" x 42" High Draped Counter	\$224.00	\$291.00		
		4th side Draped – 42"	\$78.00	\$101.00		
DRAPE	<b>Drape Counter Colors: Black, Blue, Burgundy, Green, Gray, Red, White</b>					
		3' High Banjo Drape (4 ft. min. order)	\$19.00 /ft	\$24.00 /ft		
		8' High Banjo Drape (4 ft. min. order)	\$21.00 /ft	\$28.00 /ft		
PEDESTAL TABLES		30" x 30" High Pedestal Table	\$245.00	\$318.00	N/A	
		30" x 42" High Pedestal Table	\$278.00	\$361.00	N/A	
ACCESSORIES		Chrome Easel	\$59.00	\$77.00	N/A	
		Wastebasket	\$39.00	\$50.00	N/A	
		Retractable Stanchion	\$144.00	\$187.00	N/A	
		Coat Tree	\$59.00	\$77.00	N/A	

SUBTOTAL = \_\_\_\_\_ + TAX @ 8.25% = \_\_\_\_\_ = 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



## Dallas Travel & Adventure Show

Dallas Market Hall Center

September 11 - 12, 2021

Deadline Date  
September 1, 2021



1A



1B



1C

### PLEXI SHIELDS

Description

Description	Discount	Standard	Qty.	Total
1A: 36" Self-Standing Standard Plexi Shield	\$305.00	\$355.00	_____	_____
1B: 44" Plexi Shield (counter not included)	\$380.00	\$440.00	_____	_____
1C: 56" Curved Plexi Shield (counter not included)	\$305.00	\$355.00	_____	_____

### COMPLETE THE PACKAGE!

Description

Description	Discount	Standard	Qty.	Total
1B: Plexi Shield and Counter	\$600.00	\$685.00	_____	_____
1C: Curved Plexi Shield and Counter	\$700.00	\$805.00	_____	_____

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



D1



D2



D3



D4

### WALLS AND DIVIDERS

Description

Description	Discount	Standard	Qty.	Total
D1: Large Divider Wall (79" x 96")	\$475.00	\$550.00	_____	_____
D2: Plexi/Solid Wall Divider (39" x 96")	\$325.00	\$375.00	_____	_____
D3: Solid Wall Divider (39" x 96")	\$275.00	\$325.00	_____	_____
D4: Rolling/Clear Plexi Wall (39" x 96")	\$600.00	\$750.00	_____	_____



### SANITIZER KIOSK

Description

Description	Discount	Standard	Qty.	Total
SK: Sanitizer Kiosk (graphics Included)	\$375.00	\$425.00	_____	_____

(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



Ibiza 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



EXPO  
EVENT SERVICES

## Cubes, Ottomans & Benches



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

# Special Event & Trade Show Furnishings



## 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



# Special Event & Trade Show Furnishings



## 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.

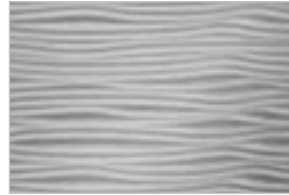
Bars & Bar Backs



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



Bloxx 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

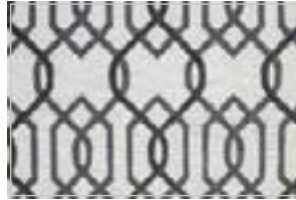
Trade Show Price: \$37.00

\*\*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



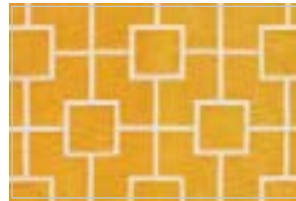
Paradigm Rug  
12'W x 15'L  
Trade Show Price: \$552.00



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



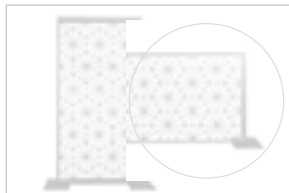
iPad® Stand  
14.25" x 41.75"H  
● ●  
Fits 2nd, 3rd, or 4th iPad®  
generations. Can be positioned  
in portrait or landscape views.  
Trade Show Price: \$179.00



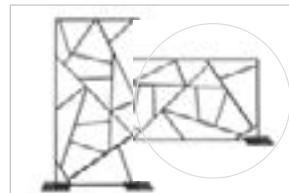
Pedestals  
(Available in Black & White)  
Trade Show Price:  
14"Square x 30"H \$205.00  
14"Square x 36"H \$231.00  
14"Square x 42"H \$273.00  
24"Square x 36"H \$331.00



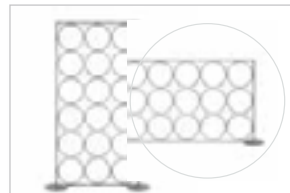
Pedestals  
(Available in Black)  
Trade Show Price:  
24"Square x 30"H \$315.00  
24"Square x 42"H \$331.00  
18"Square x 30"H \$315.00  
18"Square x 42"H \$304.50



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



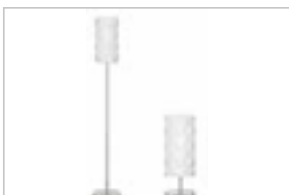
Corbin Divider Wall  
8'H x 1"D x 4'W or  
4'H x 1"D x 8'W  
Trade Show Price: \$419.00



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



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



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



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

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

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

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

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

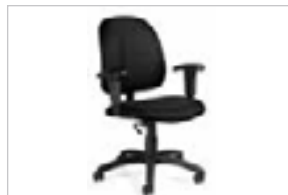


4 Drawer Vertical File  
15"W x 25"D x 52"H  
Trade Show Price: \$184.00  
18"W x 25"D x 52"H  
Trade Show Price: \$205.00

### 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

## **Wireless Internet**

The Dallas Market Hall offers free wireless internet service throughout. Open your internet browser and look for the Dallas Market Hall Wireless Network. This service is designed for casual users and not guaranteed. If you are relying on the internet to showcase your product or services we strongly recommend you bring a dedicated hot spot for guaranteed service.



# Exhibitor Order Form 2021



To place an order for AV equipment for your exhibit booth, please fill out this form and return it via email to [exhibitservices@turningpointav.com](mailto:exhibitservices@turningpointav.com) or fax to 320-341-2270.

You may also fill out and submit the order form online at: [www.TurningPointAV.com/exhibitor-orders](http://www.TurningPointAV.com/exhibitor-orders)

### Onsite Contact Information

Company Name:

Booth Number:

Onsite Contact Name:

Set up Date:

Onsite Contact Phone Number:

Removal Date:

Equipment All equipment is charged on a per event basis	Advance Price ordered prior to 10 days of show start date	Standard Price ordered within 10 days of show start date, subject to availability	Quantity
32" LED Monitor (HDMI input) w/ tripod pole stand <small>Monitors come with the ability to play video via laptop or jump drive</small>	\$500.00	\$900.00	
50" LED Monitor (HDMI input) w/tripod pole stand <small>Monitors come with the ability to play video via laptop or jump drive</small>	\$900.00	\$1,900.00	
3,000 Lumen LCD Projector Package (Includes LCD projector and 6' Tripod Screen)	\$700.00	\$1,400.00	
Wireless Handheld Microphone w/floor stand and (1) Powered Speaker	\$550.00	\$1,100.00	
DVD Player*	\$200.00	\$400.00	
Blu-Ray Player**	\$200.00	\$400.00	
PC Laptop Computer w/ Microsoft Office	\$500.00	\$1,000.00	

**Labor** - All exhibit hall AV setups will be charged a \$100.00 set up and removal fee.

All orders will be set by end of day Friday and struck by end of day Sunday.

**Power** - All power needs should be directed to your exhibit contractor at the venue.

Turning Point AV does not provide power.

Please list any additional items you may require and Turning Point AV will contact you with availability and pricing:

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\*DVD player playback is for **REGION 1 ONLY** (U.S., U.S. Territories, Canada, and Bermuda). Please contact us at [exhibitservices@TurningPointAV.com](mailto:exhibitservices@TurningPointAV.com) if you need to make special arrangements for locations outside of those listed.

\*\*Blu Ray player playback is for **REGION A/1 ONLY** (North America, Central America, South America, Japan, North Korea, South Korea, Taiwan, Hong Kong and Southeast Asia). Please contact us at [exhibitservices@TurningPointAV.com](mailto:exhibitservices@TurningPointAV.com) if you need to make special arrangements for locations outside of those listed.

Please ensure there are no playback restrictions attached to your media. Turning Point AV is not responsible for media not formatted for replay on US consumer grade players.

### Payment

**I would like to pay with company check**



An invoice with total amount due will be emailed to you.

Contact Name:

Email Address:

Company Name:

Telephone Number:

Billing Street Address:

City:

State:

Postal Code:

**I would like to pay with credit card**



A 3.5% processing fee will be charged to all credit card payments. A receipt with total amount paid will be emailed to you.

Contact Name:

Email Address:

Company Name:

Telephone Number:

Billing Street Address:

City:

State:

Postal Code:

Credit Card Type:



MasterCard

Visa

American Express

Discover

Credit Card Number

Expiration Month:

Expiration Year

Security Code:

Customer Service Inquires: Call: 855-487-2811 x213 | Email: [exhibitservices@turningpointav.com](mailto:exhibitservices@turningpointav.com)



## Exhibitor Rental Terms and Conditions

Turning Point AV agrees to rent equipment and provide service in accordance with the following stipulations:

- The rental period is all or any portion of 3days. Client agrees to pay rental fee stipulated for the period stated. If equipment is used for a longer period, additional rental fees will be accrued.
- This contract supersedes any and all previous verbal or written contracts and is held inviolable unless mutually agreed in writing.
- These terms and conditions supersede all previous representations, understanding, or agreements and shall prevail notwithstanding any variance with terms and conditions of any order submitted. These terms and conditions may be modified by Turning Point AV at any time.
- Equipment cancellation charges will be incurred at 100% for cancellations within 7 days of your event.
- The cancelation at any time of custom made products, such as gobos or items imprinted with custom logos, will be charged at 100%.
- Turning Point AV is not responsible for contractual agreements between Client and venue regarding audio visual.
- All request for services after your arrival are subject to the availability of the equipment and the services of our technicians.
- Emergency service will be billed at the prevailing rate.
- If you are uncertain of your requirements or for any changes you must notify the Turning Point AV Event Production Manager.
- PAYMENT TERMS: All payment must be received in full before delivery of equipment. A 3.5% processing fee will be added to all credit card payments.
- Neither party shall be liable in damages or have the right to terminate this Agreement for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including, but not limited to Acts of God, Government restrictions (including the denial or cancellation of any export or other necessary license), wars, insurrections and/or any other cause beyond the reasonable control of the party whose performance is affected.
- In the event of a dispute between parties, payment due period will be extended until the dispute between parties is resolved. The prevailing party in such a dispute shall recover attorney's fees and cost incurred.
- If necessary to enforce the collection of amount due under this contract, Client agrees to pay all collection costs and charges including court costs and attorney's fees.
- If you are bringing a computer that will be used for presentation purposes during your event, the computer should be tested with the show equipment. Turning Point AV recommends testing the equipment to ensure compatibility and a smooth show. Please be sure you are familiar with the operation of both your computer and software.
- All equipment rentals are based upon a per room basis and not to be taken out of initial set up room for use elsewhere, unless other arrangements have been agreed to by client and Turning Point AV.

DALLAS MARKET CENTER  
MARKET HALL  
EXHIBITOR FOOD SAMPLING PERMISSION FORM

I \_\_\_\_\_, of \_\_\_\_\_,  
request to serve samples of \_\_\_\_\_ in exhibitor booth \_\_\_\_\_  
for the upcoming \_\_\_\_\_ trade show.

I understand that all food and beverage sampling must be pre-approved two weeks prior to the date of the show by the Levy Restaurants Food and Beverage Division Market center and comply with the food sampling requirements outlined below. All food and beverages samples must be given away and not sold by the Exhibitor. Levy Restaurants at Dallas Market Center Food & Beverage is the exclusive caterer at Market Hall.

Any food vendor wanting to sell their products at Market Hall is required to pay 30% Commission on Sales.

A Temporary Food Establishment permit must be purchased through the Health and Human Services Office of Dallas either by the Exhibitor or Tradeshow Management Company no later than 48 hours prior to the date of the show; however, Exhibitors distributing manufactured pre-packaged food samples do not require a Temporary Food Establishment permit. Failure to display required permit during the show will result in omitting the food or beverage item offered in the exhibit. You can contact The Dallas Health Department at 214-670-8083 for detail requirement.

Per the Texas Alcoholic Beverage Commission, all alcoholic beverages must be purchased through Levy Restaurants at Dallas Market Center Food and Beverage.

Please comply with the following approved maximum food and beverage sample sizes.

Maximum 2 fluid oz. Liquid Food Sample (yogurt, chili, etc)

Maximum 1” Cube Food Sample

Maximum 4 fluid oz. Non Alcoholic Beverage Sample & 2 fluid oz Alcoholic Beverages Sample

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

Please mail or fax this form to :

Levy Restaurants at Dallas Market Center  
2100 North Stemmons Freeway  
Dallas, Texas 75207  
Phone: 972-215-6286  
Fax: 214-744-7435

# Cleaning Services Order Form



## Dallas Travel & Adventure Show

Dallas Market Hall Center

September 11 - 12, 2021

**Deadline Date**  
**September 1, 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.

### I. Cleaning

	Discount Price	Standard Price
<input type="checkbox"/> Vacuuming Booth Carpet - Daily (100 sq.ft. min)	\$0.80 sq.ft.	\$1.05 sq.ft.
<input type="checkbox"/> Vacuuming Booth Carpet - Daily (over 1000 sq.ft.)	\$0.50 sq.ft.	\$0.70 sq.ft.
<input type="checkbox"/> Shampoo Carpet - One Time Only	\$1.20 sq.ft.	\$1.60 sq.ft.
<input type="checkbox"/> Damp Mop Only	\$0.80 sq.ft.	\$1.05 sq.ft.

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

$$\underline{\hspace{2cm}} \text{ Ft.} \times \underline{\hspace{2cm}} \text{ Ft.} = \underline{\hspace{2cm}} \times \$ \underline{\hspace{2cm}} \times \underline{\hspace{2cm}} = \$ \underline{\hspace{2cm}}$$

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)	\$187.00	\$205.70
$\underline{\hspace{2cm}} \times \underline{\hspace{2cm}} = \$ \underline{\hspace{2cm}}$ <p style="text-align: center; font-size: small;">Rate                      # of Days                      Total</p>		
<input type="checkbox"/> Full Time Porter Service (M-F 8:00 am - 4:30 pm - 4 hour daily min)	\$66.50	\$73.20
$\underline{\hspace{2cm}} \times \underline{\hspace{2cm}} \times \underline{\hspace{2cm}} = \$ \underline{\hspace{2cm}}$ <p style="text-align: center; font-size: small;">Rate                      # of Hours                      # of Days                      Total</p>		
<input type="checkbox"/> Full Time Porter Service (M-F after 4:30 pm, Sat/Sun/Holidays - 4 hour daily min)	\$85.60	\$94.20
$\underline{\hspace{2cm}} \times \underline{\hspace{2cm}} \times \underline{\hspace{2cm}} = \$ \underline{\hspace{2cm}}$ <p style="text-align: center; font-size: small;">Rate                      # of Hours                      # of Days                      Total</p>		

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



SUB TOTAL                      \$ \_\_\_\_\_  
TAX (8.25%)                      \$ \_\_\_\_\_  
TOTAL                              \$ \_\_\_\_\_

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



# Order Electrical for the Dallas T&A Show

**GES Electrical Booth Order Link:** <https://ordering.ges.com/042695601>

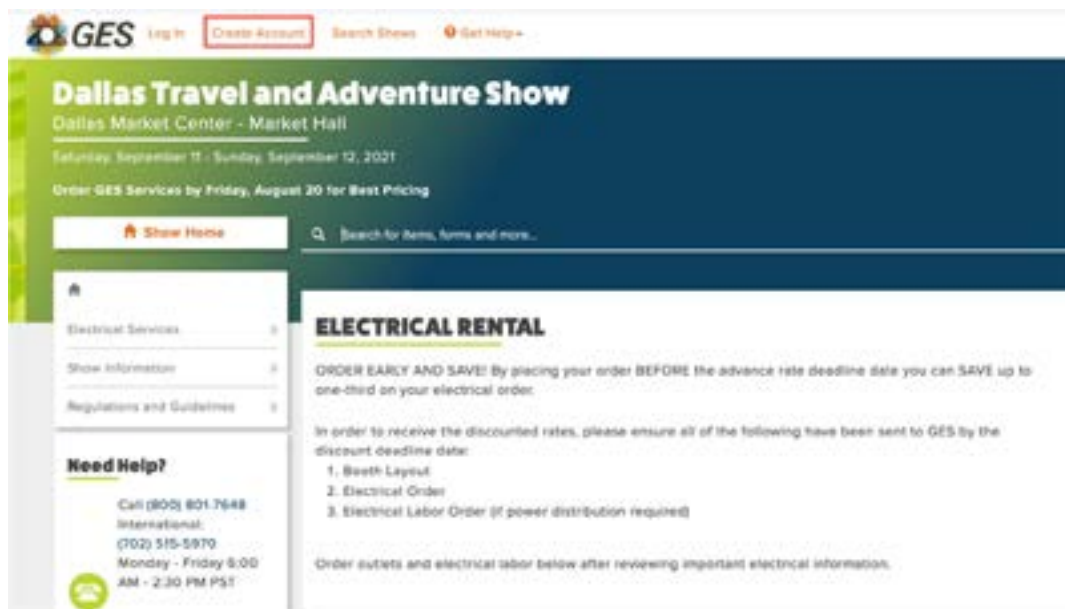
## ORDER EARLY AND SAVE!

SAVE up to one-third on your electrical order by placing your FULL order BEFORE the advance rate deadline date of: **FRIDAY, AUGUST 20**

In order to receive the discounted rates, please ensure all of the following have been sent to GES by the discount deadline date:

1. Booth Layout
2. Electrical Order
3. Electrical Labor Order (if power distribution required)

GES no longer offers a pdf of the electrical order form; the exhibitor ordering link is above. Clicking the link will bring you to this page. You can create an account through the menu at the top:



Should an exhibitor have an issue, please contact Roberta Madden at [rmadden@ges.com](mailto:rmadden@ges.com)

**Roberta Madden | Account Manager**  
Mobile 214.243.4866 | Fax 702.294.8619



1415 N. Cockrell Hill Rd., Suite 300  
Dallas, Texas 75211  
[www.ges.com](http://www.ges.com) | [rmadden@ges.com](mailto:rmadden@ges.com)