

EXHIBITOR SERVICE MANUAL



Texas EMS Conference

Austin Convention Center
Exhibit Halls 2-4

November 19-20, 2023



TEXAS XPO
TEXAS EXPOSITION SERVICES

Show Name: Texas EMS Conference

Show Dates: November 19-20, 2023

Show Venue: Austin Convention Center

Deadline to Receive Discount Pricing: Friday, November 3, 2023



TEXAS XPO
TEXAS EXPOSITION SERVICES

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QUICK FACTS

EVENT SCHEDULE:

	Day	Date	Time
Exhibitor Move-In	Saturday	November 18, 2023	7:00 AM - 6:00 PM
	Sunday	November 19, 2023	7:00 AM - 11:00 AM
Show Hours	Sunday	November 19, 2023	12:00 PM - 6:00 PM (Exhibit Hall Open) 4:00 PM - 6:00 PM (Welcome Reception)
	Monday	November 20, 2023	9:00 AM - 4:00 PM (Exhibit Hall Open) 11:30 AM - 1:00 PM (Lunch Reception)
Exhibitor Move-Out	Monday	November 20, 2023	4:00 PM - 9:00 PM

BOOTH PACKAGE:

Each 10' x 10' booth will be provided with:
8' - **RED/WHITE/BLUE** backwall drape
3' - **BLUE** sidewall drapes
ID Sign

Exhibit Hall Carpet

Aisles will be carpeted in **BLUEJAY**

This facility **is not** carpeted.

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

SHIPPING:

Materials should be shipped to ARRIVE at our warehouse **no later than: Friday, November 10, 2023**. Any shipments received more than 30-days prior to the move-in or after the deadline will incur additional charges. Please refer to the Material Handling Order Form for more details.

ADVANCE WAREHOUSE:

Texas EMS Conference
Exhibiting Company Name / Booth Number
c/o AEX Services / Texas XPO
c/o LibertyCFS
1916 Waukesha Drive
Pflugerville, TX 78660

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

DIRECT TO FACILITY:

Austin Convention Center
Texas EMS Conference
Exhibiting Company Name / Booth Number
c/o AEX Services / Texas XPO
500 E Cesar Chavez St
Austin, TX 78701

Shipments will be received at the exhibit facility **ONLY** on: **Saturday, November 18, 2023 between 7:00 AM - 6:00 PM and Sunday, November 19, 2023 between 7:00 AM - 11:00 AM.**

Move-Out Note: All carriers must check in no later than **6:30 PM on Monday, November 20, 2023** or freight will be shipped via the house carrier.

Customer Service

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

Show Management

Texas EMS Conference
Teresa Sladek
Phone: (512) 759-1720
Email: tsladek@tex-ems.com

23-TX1102-T

LIMITS AND LIABILITIES

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

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

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

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

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

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

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

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

ORDER NOW!

Follow these simple steps to order Online:

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

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

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CREDIT CARD AUTHORIZATION & AGREEMENT

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

Exhibiting Company Name

Booth#

Cardholder Name (please print)

Billing Address

City, State, Zip

Cardholder Email

Phone

METHOD OF PAYMENT

☐ Personal Card ☐ Corporate Card

☐ AMEX

☐ VISA

☐ MASTERCARD

☐ DISCOVER

☐ CHECK*

Card Number:

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

Exp. Date:

M	M	Y	Y

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

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

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

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

PAYMENT INFORMATION

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

An Authorized Signature is required for orders to be processed

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

Sign Here

X

Authorized Signature

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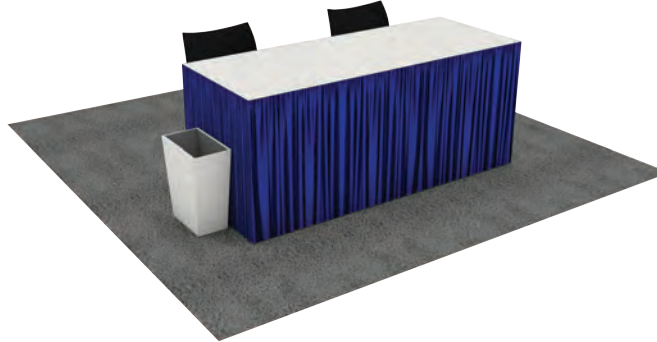
BOOTH PACKAGE ORDER FORM

BOOTH PACKAGES

Please be sure to order booth packages before **Friday, November 3, 2023** as these packages will not be available after the deadline date.

Package 1 - 10' x 10' booth

- 1 - 6' x 30' skirted table
- 1 - Wastebasket
- 2 - Side chairs
- 1 - 10 x 10 carpet



Please select skirt color:

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

Please select standard carpet color:

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

Description

Booth Package 1 (per 10' x 10')

Discount

\$ 559.00

Qty.

Total

\$ _____

Package 1 - 10' x 20' booth

- 1 - 6' x 30' skirted table
- 1 - Wastebasket
- 2 - Side chairs
- 1 - 10 x 20 carpet



Please select skirt color:

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

Please select standard carpet color:

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

Description

Booth Package 1 (per 10' x 20')

Discount

\$ 791.00

Qty.

Total

\$ _____

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

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

23-TX1102-T

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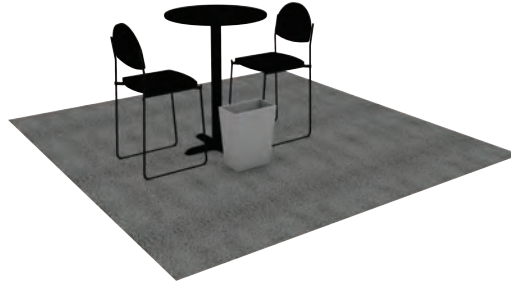


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BOOTH PACKAGE ORDER FORM

Package 2 - 10' x 10' booth

- 1 - Vaspoli Cocktail Table 42"H
- 1 - Wastebasket
- 2 - Bradford Padded Counter Stools
- 1 - 10 x 10 Carpet



Please select standard carpet color:

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

Description

Booth Package 2 (per 10' x 10')

Discount

\$ 546.00

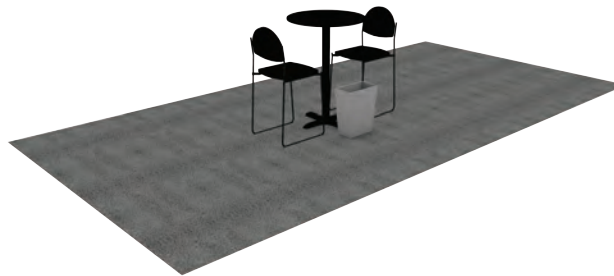
Qty.

Total

\$ _____

Package 2 - 10' x 20' booth

- 1 - Vaspoli Cocktail Table 42"H
- 1 - Wastebasket
- 2 - Bradford Padded Counter Stools
- 1 - 10 x 20 Carpet



Please select standard carpet color:

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

Description

Booth Package 2 (per 10' x 20')

Discount

\$ 778.00

Qty.

Total

\$ _____

Package 3 - 10' x 20' booth

- 1 - Metro Chair
- 1 - Metro Loveseat
- 1 - Tribeca Cocktail Table (Glass Top)
- 1 - Wastebasket
- 1 - 10 x 20 Carpet



Please select standard carpet color:

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

Description

Booth Package 3 (per 10' x 20')

Discount

\$1,560.00

Qty.

Total

\$ _____

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VEHICLE SPOTTING ORDER FORM

VEHICLE SPOTTING FEE

(This charge is per vehicle booth and covers floor marking, the direction of vehicle to proper location and move-out. This charge applies whether we, or you, drive your vehicle to its location)

ALL VEHICLE BOOTHS WILL BE CHARGED A SPOTTING FEE

- NO EXCEPTIONS -

THIS CHARGE IS PER BOOTH

Description	Standard	# of Booths	Total
Vehicle Booth Spotting Fee (Round Trip)	\$300.00	_____	\$ _____
Helicopter Booth Spotting Fee (Round Trip)	\$400.00	_____	\$ _____
Tractor Trailer Booth Spotting Fee (Round Trip)	\$600.00	_____	\$ _____

Description	# of Vehicles, Helicopters, & Tractor Trailers
Vehicle Booth Spotting Fee (Round Trip)	_____
Helicopter Booth Spotting Fee (Round Trip)	_____
Tractor Trailer Booth Spotting Fee (Round Trip)	_____

*Please be advised display vehicles require inspection by the Austin Convention Center. The city will be checking the vehicles for fuel levels prior to moving from the service yard to your booth space.

REQUIREMENTS FOR THE INDOOR DISPLAY OF MOTOR VEHICLES:

All vehicles and equipment containing fuel must meet and comply with the following requirements before entry into the facility:

- There is to be no more than five (5) gallons of fuel or 1/4 the capacity of the fuel tank, whichever is less.
- Fuel tanks used for storage of excess fuel must meet applicable federal, state, and local fuel storage requirements.
- Fuel tanks are to be locked and all portable tanks removed. Locking the vehicle will be sufficient for cars in which the gas cap cover may only be detached from inside the vehicle.
- Ignition keys are to be removed and placed in a central location on-site.
- Vehicles and similar exhibited products with more than three hundred square feet (300 sq. ft.) of roofed area are to have a smoke detector.

SUBTOTAL VEHICLE SPOTTING: \$ _____

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Company Name: _____ Booth#: _____

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FURNITURE RENTAL ORDER FORM



FURNITURE

Item #	Description	Discount	Standard	Qty.	Total
F10	Plastic Side Chair	\$ 80.50	\$112.75	_____	\$ _____
F20	Padded Side Chair	\$110.00	\$154.00	_____	\$ _____
F30	Padded Arm Chair	\$121.25	\$169.75	_____	\$ _____
F40	Padded Counter Stool	\$140.00	\$196.00	_____	\$ _____
F60	Cocktail Table 30\"H	\$154.00	\$215.50	_____	\$ _____
F70	Cocktail Table 42\"H	\$181.25	\$253.75	_____	\$ _____
F3104	Black Spandex Drape 42\" Cocktail Table	\$ 46.75	\$ 65.50	_____	\$ _____



(actual products may vary)

ACCESSORIES

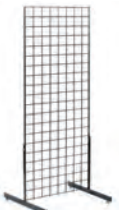
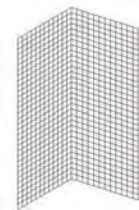
Item #	Description	Discount	Standard	Qty.	Total
F80	Literature Rack	\$153.50	\$215.00	_____	\$ _____
F100	Wastebasket	\$ 25.25	\$ 35.25	_____	\$ _____
F110	Easel	\$ 34.75	\$ 48.75	_____	\$ _____
F120	Chrome Sign Frame (22\"W x 28\"H)	\$125.75	\$176.00	_____	\$ _____
F130	Waterfall Bag Rack	\$140.00	\$196.00	_____	\$ _____
F150	Chrome Bag Holder	\$147.50	\$206.50	_____	\$ _____
F160	Chrome Clothes Tree	\$147.50	\$206.50	_____	\$ _____
F191	6' Garment Rack w/Wheels	\$ 84.75	\$118.75	_____	\$ _____

GRID WALL

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

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

Item #	Description	Discount	Standard	Qty.	Total
F550	2' x 8' Grid Wall	\$151.25	\$211.75	_____	\$ _____
F5501	Pair of feet	\$ 59.25	\$ 83.00	_____	\$ _____



TACK BOARD

Item #	Description	Discount	Standard	Qty.	Total
F640	Style A - 4' w x 8' h Panel	\$260.00	\$364.00	_____	\$ _____
F660	Style B - 8' w x 4' h Panel	\$260.00	\$364.00	_____	\$ _____



Vertical to Floor

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

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

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TABLE RENTAL ORDER FORM



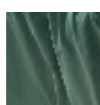
Blue



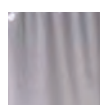
Burgundy



Black



Green



Gray



Red



White



Yellow

(actual colors may vary)

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

Description	Discount	Standard	Qty.	Total
4' L x 24" W x 30" H	\$156.75	\$219.50	_____	\$ _____
4' L x 24" W x 42" H	\$203.25	\$284.50	_____	\$ _____
6' L x 24" W x 30" H	\$178.50	\$250.00	_____	\$ _____
6' L x 24" W x 42" H	\$231.50	\$324.00	_____	\$ _____
8' L x 24" W x 30" H	\$216.00	\$302.50	_____	\$ _____
8' L x 24" W x 42" H	\$263.25	\$368.50	_____	\$ _____
4th Side Skirt 30"	\$ 53.00	\$ 74.25	_____	\$ _____
4th Side Skirt 42"	\$ 59.25	\$ 83.00	_____	\$ _____

Please select skirt color:

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

Undraped Tables - 25% off of skirted rate.

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

Description	Discount	Standard	Qty.	Total
4' Long, Single Step Riser	\$ 67.00	\$ 93.75	_____	\$ _____
6' Long, Single Step Riser	\$100.75	\$141.00	_____	\$ _____

MASKING DRAPE (Drape rates are per linear foot)

Description	Discount	Standard	Qty.	Total
Side Rail Drape 3'	\$ 24.50	\$ 34.25	_____	\$ _____
8' Background Drape	\$ 28.00	\$ 39.25	_____	\$ _____

Please select drape color:

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

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

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SELECTION

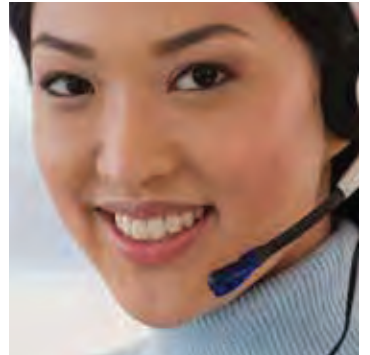


DESIGN

TRUSTED



SOLUTIONS



MODERN



SERVICE


To place your order for speciality furniture please email:

Orders@TexasXPO.com



TEXAS XPO
TEXAS EXPOSITION SERVICES

Power Up In Style.

Denotes Powered Products 

Powered Seating

Empower attendees at your next show with functional charging furniture and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities.



HEDGE
HDG4FT
4' Boxwood Hedge
46"L 9"D 47"H



NAPLES
NPLSOP
Naples Sofa, Powered
(black vinyl)
87"L 30"D 33.25"H



POWERED
DETAIL

NAPLES
NPLCHP
Naples Chair, Powered
(black vinyl)
36"L 30"D 33.25"H



NAPLES
NPLL0P
Naples Loveseat, Powered
(black vinyl)
62"L 30"D 33.25"H



Powered Tables

Use
Ventura 6'
Bar or Café Tables
in your design to
facilitate conversations
while social
distancing.



Ventura Powered
Bar Tables
72.25"L 26.25"D 42"H
(silver frame)
A) VNTBLK (black top)
B) VNTWHT (white top)



POWERED
DETAIL



Ventura Powered
Café Tables
72.25"L 26.25"D 30"H
(silver frame)
C) VNTCBK (black top)
D) VNTCWH (white top)



POWERED
DETAIL




Please Note: Customer is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.


Take Charge.

Powered Tables

Empower attendees at your next show with functional charging furniture and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities.


SYDNEY 
Sydney Powered Cocktail Tables
48"L 26"D 18"H (brushed steel)
E) C1WP (white)
F) C1YP (black)



Denotes Powered Products 

Powered Pedestals



Denoted AC and USB charging outlets 

Powered Locking Pedestal
(white)
A) PDL36W 24"L 24"D 36"H
B) PDL42W 24"L 24"D 42"H (black)
C) PDL36B 24"L 24"D 36"H
D) PDL42B 24"L 24"D 42"H

(The flip top electrical units rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface.)

Powered Tech Desk



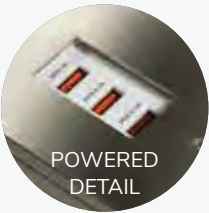
A) TECH3B Tech Desk, Powered w/ 3 Drawer File Cabinet
(black metal, laminate)
60"L 30"D 30"H
B) TECH Tech Desk, Powered
(black metal, laminate)
60"L 30"D 30"H
C) TECH3 3 Drawer File Cabinet on Castors
(black metal, laminate)
16"L 20"D 28"H

Please Note: Customer is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

Take Charge.

Powered Tech Tablet Chair

Create an engaged learning environment at your next exhibit with the exclusive, powered Tech Tablet Chair. The soft dove gray vinyl chair features a removable white swivel tablet, an under-seat shelf for personal storage and an in-arm charging panel with three USB ports. An additional AC outlet is located at the base of the chair.




A) TCHGRY Tech Tablet Chair
(gray vinyl, white metal tablet, chrome base)
30.5"L 29"D 33.5"H
B) TCHP Tech Chair, No Tablet



Please Note: Customer is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

Powered Products

Denoted AC and USB charging outlets 

Wireless Charging Table



CUBPOW Wireless Charging Table, Powered
(white, AC plug-in)
20"L 20"D 18"H
Mobile devices must have Qi wireless charging capability.



Village Charging Hub

VILHUB Village Charging Hub
(cream)
12"L 12"D 28.25"H



Please Note: Customer is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

Soft Seating

Create Engaging Booth Environments

VALENCIA
VALCHA Chair
(spice orange velvet)
28"L 30.5"D 31"H
VALSOF Sofa
(coffee brown velvet)
63"L 30.5"D 31"H

HEDGE
HDG4FT
4' Boxwood Hedge
46"L 9"D 47"H

MARCHE
MAR001 Swivel Ottoman
(Forest Green Vinyl)
17"RND 18"H



Valencia Sofa & Chair 10 'x10' Booth

A.



A.



VALENCIA
A) VALCHA Chair
(spice orange velvet)
28"L 30.5"D 31"H
B) VALSOF Sofa
(coffee brown velvet)
63"L 30.5"D 31"H

Soft Seating Collections

A.



B.



C.



BAJA
A) BSFWHT Sofa
(white vinyl)
86"L 28"D 30"H
B) BCHWHT Chair
(white vinyl)
36"L 30.5"D 28"H
C) BLVWHT Loveseat
(white vinyl)
61"L 30.5"D 28"H

A.



B.



STERLING
A) STESOF Sofa
(gray fabric)
82"L 33.5"D 32"H
B) STECHA Chair
(gray fabric)
33"L 33.5"D 32"H

A.



B.




C.



KEY LARGO
A) KEYSOF Sofa
(black fabric)
79"L 35"D 34"H
B) KEYCHR Chair
(black fabric)
35"L 35"D 34"H
C) KEYLOV Loveseat
(black fabric)
57"L 35"D 34"H

Soft Seating

Create Engaging Booth Environments

Denotes Powered Products 



HEDGE
HDG4FT
4' Boxwood Hedge
46"L 9"D 47"H

SWANSON
SWAN Swivel Chair
(white vinyl)
28"L 25"D 30"H


PALM BEACH
PALSOF Sofa
(white vinyl, brushed metal)
69"L 29"D 33"H

Palm Beach Sofa & Swanson Chairs 10 'x10' Booth



PALM BEACH
PALSOF Sofa
(white vinyl, brushed metal)
69"L 29"D 33"H

Soft Seating Collections

Available in Power 



A.



B.

ALLEGRO
A) CHR002 Chair
(blue fabric)
36"L 34.5"D 30"H
B) SFA002 Sofa
(blue fabric)
73"L 34.5"D 30"H



A.



B.

FAIRFAX
A) FAIRCW Sofa
(white vinyl, brushed metal)
62"L 26"D 30"H
B) FAIRCW Chair
(white vinyl, brushed metal)
27"L 26"D 30"H



B.



A.



C.

NAPLES
A) NPLCHR Chair
(black vinyl)
36"L 30"D 33.25"H
NPLCHP (Powered)
B) NPLSOF Sofa
(black vinyl)
87"L 30"D 33.25"H
NPLSOP (Powered)
C) NPLLOV Loveseat
(black vinyl)
62"L 30"D 33.25"H
NPLLOP (Powered)

Accent Chairs

Create Space

Swivel chairs maximize functionality and allow you to engage safely with those all around. They're particularly helpful in smaller spaces!

BOWCHA
Bowery Swivel Chair
(ochre fabric, chrome)
29.75"L 31"D 27.25"H



SWAN
Swanson Swivel Chair
(white vinyl)
28"L 25"D 30"H



LABREA
La Brea Chair
(charcoal gray, fabric)
35"L 27"D 40"H



WENCHA
Wentworth Chair
(brown vinyl)
32.1"L 26"D 31.5"H



Meeting & Stage Chairs



Marina Chair
17.5"L 19.5"D 35"H
A) MARCWH (white vinyl)
B) MARCBK (black vinyl)
C) MARCBR (brown fabric)



OCMWHT
Meeting Chair
25.5"L 23.5"D 34"H
(white vinyl)

Accent Chairs

Accent Chair Styles



Madrid
BCW Chair
(white, chrome)
30"L 30"D 31"H



Montreal
MONCHA Chair
(blue, black metal)
30"L 23.25"D 30"H



Accent Tables | pg 11



Lena
LENCHA Chair
(moss green leather, bronze)
27"L 25"D 31"H



FAIRCW
Fairfax Chair
(white vinyl, brushed metal)
27"L 26"D 30"H



A) MNCHCH
Munich Armless Chair
(gray fabric)
22.5"L 27"D 28.5"H



A.



B.



C.



D.



E.

B) CNTCHR
Century Chair
(gray velvet)
30"L 30"D 31"H

C) ATHCHA
Atherton Chair
(distressed brown leather, blackened steel)
27"L 31"D 30"H

D) PROGB
Pro Executive Guest Chair
(black vinyl)
24"L 26"D 36"H

E) PASCHR
Pasadena Chair
(white molded plastic w/ chrome tower base)
27"L 25"D 26"H

F) STECHA
Sterling Chair
(gray fabric)
33"L 33.5"D 32"H

Group Seating

Lounges

Carefully designed lounges deliver a safe and effective setting for casual and relaxed connections. The strategic placement of other furniture pieces—like coffee tables, room dividers, and large plants—helps to maintain order and preserve social distancing protocols while delivering comfortable and safe networking.

ZENITH

A) ZENCHR Chair
(white, chrome)
18.25"L 22"D 32"H

**B) 30MAHC
Madison Hydraulic
Café Table**
(chrome base, gray
acajou top)
30"RND 29"H



LAGUNA

C) LMCHR Chair
(maple, chrome)
18"L 19"D 34"H

**D) 30WHHC
Round Café Table**
(white laminate top,
chrome hydraulic base)
30" RND 29"H



MALBA

20"L 20"D 32"H
A) 810131 Chair (gray)
B) 810130 Chair (green)



A.

MARINA

17.5"L 19.5"D 35"H
A) MARCWH (white vinyl)
B) MARCBK (black vinyl)
C) MARCBR (brown fabric)
D) MARCBE (ocean blue fabric)
E) MARCRD (red fabric)



Styles & Shapes



A.



B.



C.



D.



E.



F.

**A) XCHR
Christopher Chair**
(white vinyl, chrome)
17"L 19"D 35"H

**B) RSTDIN
Rustique Chair w/arms**
(gunmetal)
20"L 18"D 31"H

**C) LUCHCL
Lucent Chair**
(frosted, acrylic)
19.5"L 19.75"D 32.5"H

**D) F20
Bradford Padded Side Chair**
Black Fabric
25"L 24"D 32"H

**E) F30
Bradford Padded Arm Chair**
Black Fabric
25"L 24"D 32"H

**F) SC10
Razor Armless Chair**
(white)
15.38"L 15.5"D 30.5"H

**G) BLDCSB
Blade Chair**
(sky blue)
20.5"L 19"D 30.5"H

**H) BLDCRD
Blade Chair**
(red)
20.5"L 19"D 30.5"H



G.



H.

Mix & Match

Create the ultimate seating configuration. Choose from a variety of shapes and sizes to design the perfect look.

I. F10 Malaga Side Chair
(gray) 18"W x 17.75"D x 33H"

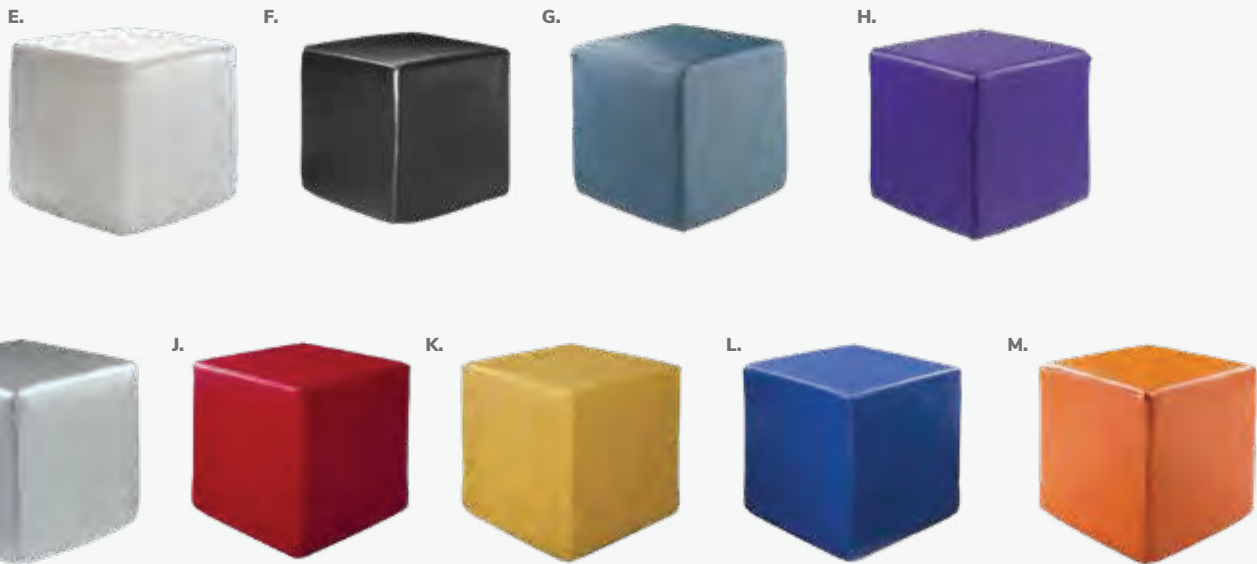


Ottomans

Vibe Cube

18”L 18”D 18”H

- A) VIB01 (citrus green vinyl)
- B) VIB16 (spice orange vinyl)
- C) VIB17 (desert rose vinyl)
- D) VIB15 (taupe vinyl)
- E) VIB09 (white vinyl)
- F) VIB10 (black vinyl)
- G) VIB11 (steel blue vinyl)
- H) VIB13 (purple vinyl)
- I) VIB12 (silver vinyl)
- J) VIB04 (red vinyl)
- K) VIB05 (yellow vinyl)
- L) VIB02 (blue vinyl)
- M) VIB08 (orange vinyl)

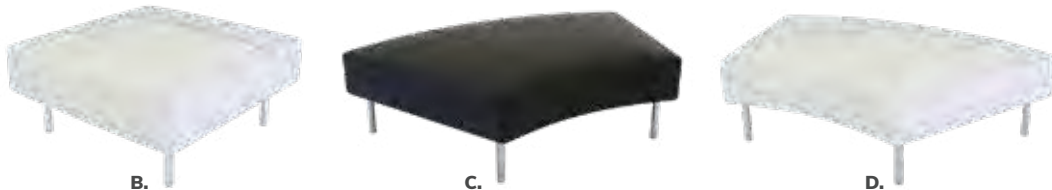


Beverly Bench Ottomans



- Beverly Bench**
60”L 20”D 18”H
- A) BVLYWH (white vinyl)
 - B) BVLYBK (black vinyl)
 - C) BVLYGR (gray fabric)
 - D) BVLYRD (red fabric)
 - E) BVLYOB (ocean blue fabric)
 - F) BVLYLN (linen fabric)
 - G) BVLYBN (brown fabric)

Styles & Shapes



- ENDLESS Square**
34”L 34”D 15”H
- A) END02B (black)
 - B) END02W (white)
- ENDLESS Curved**
60.5”L 37.5”D 15”H
- C) END01B (black)
 - D) END02B (white)

Ottomans

Beverly Small Bench Ottomans

30"L 20"D 18"H

- A) BVSMOR (orange fabric)
- B) BVSMGN (olive green fabric)
- C) BVSMWH (white vinyl)
- D) BVSMBK (black vinyl)
- E) BVSMBL (ocean blue fabric)
- F) BVSMBN (brown fabric)
- G) BVSMGY (gray fabric)
- H) BVSMLN (linen fabric)
- I) BVSMLV (lavender fabric)
- J) BVSMRD (red fabric)
- K) BVSMYL (yellow fabric)



Marche Swivel Ottomans



- Marche Swivel Ottomans**
17" RND 18"H
- A) MAR001 (white vinyl)
 - B) MAR005 (red fabric)
 - C) MAR016 (Ivory Faux Sheep Fur)
 - D) MAR009 (pear yellow fabric)
 - E) MAR007 (plum fabric)
 - F) MAR010 (blue fabric)
 - G) MAR002 (gray fabric)
 - H) MAR006 (rose quartz fabric)
 - I) MAR003 (linen fabric)
 - J) MAR004 (raspberry fabric)
 - K) MAR008 (meadow green fabric)
 - L) MAR011 (orange fabric)
 - M) MAR015 (black vinyl)
 - N) MAR012 (forest green vinyl)
 - O) MAR013 (teal velvet)
 - P) MAR014 (distressed brown vinyl)

Accent Tables

Tables and Meeting Rooms

When you want to facilitate more in-depth conversations and provide work surfaces, be sure to use appropriately-sized tables. As always, create generous aisleways between meetings spaces; this will help individuals feel comfortable networking.



MESA

A) MESETW End Table
20.5"RND 21.25"H (wood top, bronze)
B) MESCTW Cocktail Table
32.25"RND 17.25"H (wood top, bronze)

C) MESETG End Table
24"RND 21.25"H (glass top, bronze)
D) MESCTG Cocktail Table
36"RND 17.25"H (glass top, bronze)

E) MESETB End Table
20.5"RND 21.25"H (black top, bronze)
F) MESCTB Cocktail Table
32.25"RND 17.25"H (black top, bronze)

Styles & Shapes



ALONDRA

Cocktail Table
47"L 24"D 16"H
A) ALC100 (glass, chrome)
B) ALC200 (wood, chrome)

End Table
20"L 20"D 20"H
C) ALE100 (glass, chrome)
D) ALE200 (wood, chrome)

GEO

Cocktail Table
50"L 22"D 16"H
A) C1C (glass, chrome)
B) C1FWB (wood, black)

End Table
26"L 26"D 20"H
C) CE2 (glass, chrome)
D) E1FWB (wood, black)

Accent Tables

Tables and Meeting Rooms

TAOS SIDE TABLES

15.75"L 15.75"D 24"H
A) TAOWH
(white top, bronze)
B) TAOWBK
(black top, bronze)
C) TAOWD
(wood top, bronze)



SEDONA SIDE TABLE

15.75"L 15.75"D 24"H
D) SEDWH
(white top, bronze)
E) SEDWBK
(black top, bronze)
F) SEDWD
(wood top, bronze)



Styles & Shapes



Available in Power

SYDNEY

Cocktail Tables
(brushed steel)
48"L 26"D 18"H
A) C1W (white)
C1WP (powered)
B) C1Y (black)
C1YP (powered)
C) SYDBEC (blue)
D) SYDWDC(wood)

End Tables
27"L 23"D 22"H
E) E1W (white)
F) E1Y (black)
G) SYDBEE (blue)
H) SYDWDE (wood)

REGIS

(brushed metal)
I) REGBEN Bench Table
47"L 15.5"D 16"H
J) REGOTT End Table
16"L 15.5"D 16.5"H

SILVERADO

(glass, chrome)
K) E1E End Table
24" RND 22"H
L) C1E Cocktail Table
36" RND 17"H

WIRELESS

M) Charging Table, Powered
N) CUBPOW
(white, AC plug-in)
20"L 20"D 18"H

AURA

Round Table
N) AURA
(white metal)
15" Round 22"H

Café Tables



A) 30BEHC Blue Hydraulic Café Table
(chrome base, blue top) 30" RND 29"H
B) MALGRY Malba Chair
(gray) 20"L 20"D 32"H



A) 30MAHC Madison Hydraulic Café Table
(chrome base, gray acajou top) 30" RND 29"H
B) MALGRN Malba Chair
(green) 20"L 20"D 32"H

Customize and Create

Choose your base, black or chrome, then pick a color that suits your design.



GRAPHITE NEBULA	MAPLE	RED
WHITE	MADISON/GRAY ACAJOU	BLUE
WOOD	BLACK	BRUSHED GUN-
ORANGE	BRUSHED YELLOW	GREEN

Café Tables

Standard Black Base
30" RND 29"H

A) 30WH29 (white)
also available
ZTA (Madison/gray acajou)
30BEBC (blue)
30WDBC (wood)
30BKSC (black)
30AGBC (brushed gunmetal)
30YSHC (brushed yellow)
30GSBC (green)
30OSBC (orange)

36" RND 29"H
36BKSB (black)

Café Tables

Hydraulic Chrome Base
30" RND 29"H

B) 30GRHC (graphite nebula) also available
30MTHC (maple)
30BRHC (red)
30BEHC (blue)
30WDBB (wood)
30WHHC (white)
30BKHC (black)
30AGHC (brushed gunmetal)
30YSBC (brushed yellow)
30GSHC (green)
30OSHC (orange)

36" RND 29"H
36WTHC (white)
36GRHC (graphite nebula)
36MTHB (maple)
36BKHC (black)

Mix & Match

Create your look. Choose from a wide variety of tables and seating options.



C) BLDCRD Blade Chair
(red) 20.5"L 19"D 30.5"H
D) MARCWH Marina Chair
(white vinyl) 17.5"L 19.5"D 35"H



30" Round Café Table
A) 30BEBC Standard Black Base (blue top) 30" RND 29"H
B) LUCHCL Lucent Chair (frosted, acrylic) 19.5"L 19.75"D 32.5"H



A) 30OSHC Hydraulic Cafe Table
(orange top, chrome) 30" RND 29"H
B) LMCHR Laguna Chair
(maple, chrome) 18"L 19"D 34"H

E. F30 Bradford Padded Arm Chair
Black Fabric
25"L 24"D 32"H
F. F60 Vaspoli Cocktail Table
Black / Chrome
30" RND 30"H
G. F10 Malaga Side Chair
(gray) 18"W x 17.75"D x 33"H



Bar Tables

A) 30WHHB 30" Round Bar Table
(white top, chrome hydraulic base) 30" RND 45"H
B) BLDBRD Blade Barstool (red) 20.5"L 20.125"D 40.5"H



C) RSTSQT Rustique Square Metal Bar Table
(gunmetal) 23.75"L 23.75"D 41.25"H
D) RSTSTL Rustique Barstool
(gunmetal) 13"L 13"D 30"H



E) 30BEHB 30" Round Bar Table
(blue top, chrome hydraulic base) 30" RND 45"H
F) LMBAR Laguna Barstool (maple, chrome) 18"L 20"D 47"H



G) F70 Vaspoli Cocktail Table Black / Chrome 30" RND 42"H
H) XBAR Christopher Barstool (white vinyl, chrome) 19"L 15"D 41"H



Customize and Create

Choose your base, black or chrome, then pick a color that suits your design.



GRAPHITE NEBULA	MAPLE	RED
WHITE	MADISON/GRAY ACAJOU	BLUE
WOOD	BLACK	BRUSHED GUN-
ORANGE	BRUSHED YELLOW	GREEN

Bar Tables

Standard Black Base
30" RND 42"H

A) 30WH42 (white)
B) 30YBBB (brushed yellow)
also available
VTA
(Madison/gray acajou)
30AGBB (brushed gunmetal)
30BKSB (black)
30GSBB (green)
30OSBB (orange)
30BEBB (blue)
30WDDB (wood)

36" RND 42"H
36BKSB (black)

Bar Tables

Hydraulic Chrome Base
30" RND 45"H

C) 30BRHB (red)
also available
30MTHB (maple)
30GRHB
(graphite nebula)
30AGHB (brushed gunmetal)
30BKHB (black)
30GSHB (green)
30OSHB (orange)
30YSHB (brushed yellow)
30BEHB (blue)
30WDHB (wood)
30BKHB (black)

36" RND 45"H
36WTHB (white)
36GRHC (graphite nebula)
36MTHC (maple)
36BKHC (black)

Style & Design

Choose from a variety of table top colors and styles for the perfect look.



D) F75 Vaspoli Cocktail Table with Black Linen
Black / Chrome
30" RND 42"H

E) F40 Bradford Padded Stool
Black Fabric
25"L 26"D 44"H

F) LUBSCL Lucent Barstool
(frosted, acrylic) 22"L 22.5"D 45.5"H

G) F70 Vaspoli Cocktail Table
Black / Chrome
30" RND 42"H

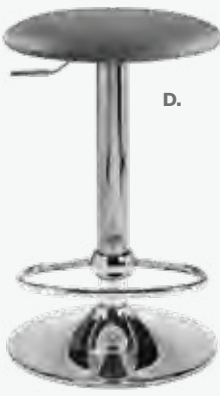
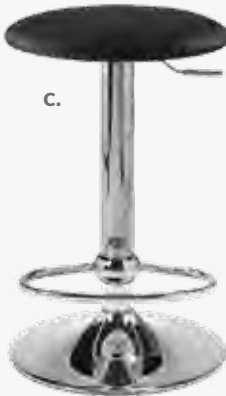
H) BS002 Zoey Barstools
(white, chrome)
15"L 16"D 30-34.75"H



Barstools

LIFT Barstools

15" RND 23-33.5"H
A) ROLLWH (white vinyl)
B) ROLLRD (red vinyl)
C) ROLLBL (black vinyl)
D) ROLLGY (gray vinyl)



Marina Barstools



Marina Barstools
21"L17.5"D41.5"H

- A) MARBBE (ocean blue fabric)
- B) MARBBR (brown fabric)
- C) MARBRD (red fabric)
- D) MARBWH (white vinyl)
- E) MARBBK (black vinyl)

All frames brushed metal

Barstools

Mix & Match

A) BS002
Zoey Barstools
(white, chrome)
15"L 16"D 30-34.75"H

Banana Barstools
21"L 22"D 41.75"H
B) BSS (black, chrome)
C) BST (white, chrome)

D) XBAR
Christopher Barstool
(white vinyl, chrome)
19"L 15"D 41"H

E) BS001
Shark Barstool
(white, chrome)
22"L 19"D 34-44"H

F) ZENBAR
Zenith Barstool
(white, chrome)
19"L 20"D 44"H

G) LUBSCL
Lucent Barstool
(frosted, acrylic)
22"L 22.5"D 45.5"H



Barstools Styles & Shapes



H) LMBAR
Laguna Barstool
(maple, chrome)
18"L 20"D 47"H

Blade Barstool
20.5"L 20.125"D 40.5"H
I) BLDBRD (red)
J) BLDBSB (sky blue)

K) F40 Bradford Padded Stool
Black Fabric
25"L 26"D 44"H

L) RSTSTL
Rustique Barstool
(gunmetal)
13"L 13"D 30"H



Conference Tables

42” Round Conference Table

42”RND 29”H
A) CONF42 (white laminate)
B) CB8 (Madison/gray acajou)
C) 42BKCT (black top, black)



Atomic Round Tables
(glass, chrome)
42ATO 42” RND 30”H
36ATO 36” RND 30”H

Pro Executive Mid
Back Chair
24”L 22”D 40”H
A) PROMID (white vinyl)
B) PROMDB (black vinyl)
Adjustable height



Geo Tables



Geo Rectangular Tables
60”L 36”D 29”H
E) CF2 (glass, black)
F) CE2 (glass, chrome)

Geo Rounded Square
Tables
42”L 42”D 29”H
G) CE1 (glass, chrome)
H) CF1 (glass, black)

Work Space



I) WD3 Work Table
(white laminate, white)
48”L 24”D 30”H

Conference Tables

Madison

- (Madison/gray acajou)
A) MADC05 5' Table
60"L 48"D 29"H
- B) MADC08 8' Table**
96"L 60"D 29"H
- C) MADC10 10' Table**
120"L 48"D 29"H



GENCHA Genesis Chair
(black fabric, black)
27.5"L 27.5"D 40-43.5"H Adjustable

Black Rectangular Conference Table



Black Rectangular Conference Table
(black top, silver)

- A) BKCT5N 5' Table**
60"L 48"D 29"H
BKCT5P Powered
- B) BKCT8N 8' Table**
96"L 48"D 29"H
BKCT8P Powered
- C) BKCT10N 10' Table**
120"L 48"D 29"H
BKCT10P Powered

CUPCHA Cupertino Mid Back Chair
(black vinyl, chrome)
27"L 30.5"D 40-43"H Adjustable.

Executive Seating

Pro Executive High Back Chair
25"L 24"D 48"H
A) PROEXE (white vinyl)
B) PROEXB (black vinyl)
Adjustable height



Cupertino Mid Back Chair
A) CUPCHA (black vinyl, chrome) 27"L 30.5"D 40-43"H Adjustable.
Genesis Chair
B) GENCHA (black fabric, black) 27.5"L 27.5"D 40-43.5"H Adjustable.

Pro Executive Mid Back Chair
24"L 22"D 40"H
A) PROMID (white vinyl)
B) PROMDB (black vinyl)
Adjustable height



Pro Executive Guest Chair
24"L 22"D 36"H
PROGB (black vinyl)



Task Stool
TASKST (black fabric)
27.5"L 27.5"D 32.75"-40.25"H
Adjustable height



Communal and Powered Tables

Denotes AC and USB charging outlets



POWERED
DETAIL

Table Top Options



Colors not available in all table options. Please check options listed to the right.

Bar Tables



Ventura Powered Bar Tables (silver frame)
72.25"L 26.25"D 42"H
A) VNTBLK (black top)
B) VNTWHT (white top)

Ventura Communal Bar Tables (silver frame)
72.25"L 26.25"D 42"H
Maple Top
B) VNTMNP (solid)
VNTBMW (grommets)
White Top
C) VNTBWW (grommets)
VNTWNP (solid)
Black Top
VNTBNP (solid)

Café Tables



Ventura Powered Café Tables (silver frame)
72.25"L 26.25"D 30"H
A) VNTCBK (black top)
B) VNTCWH (white top)

Ventura Communal Café Tables (silver frame)
72.25"L 26.25"D 30"H
Maple Top
C) VNTCMN (solid)
VNTCMW (grommets)
White Top
D) VNTCWW (grommets)
VNTCWN (solid)
Black Top
E) VNTCBN (solid)

Please Note: Customer is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

Office Essentials



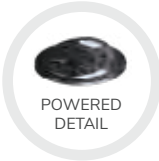
A.
DESK BACK

B.



MADISON
A) JD8 Madison Executive Desk
(gray acajou) 60"L 30"D 29"H

B) PROEXE Pro Executive High Back Chair
(white classic vinyl) 25"L 24"D 48"H Adjustable



A. ⚡




C.

B. ⚡



Please Note: Customer is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

Denotes AC and USB charging outlets 

A) TECH3B Tech Desk, Powered, w/ 3 Drawer File Cabinet
(black metal, laminate) 60"L 30"D 30"H

B) TECH Tech Desk, Powered
(black metal, laminate) 60"L 30"D 30"H

C) TECH3 3 Drawer File Cabinet on Castors
(black metal, laminate) 16"L 20"D 28"H

Lighting & Shelving

A.



B.



SHELVING
A) PSHCCS Posh Shelving
(chrome, acrylic) 36"L 18"D 72"H
B) BC8 Madison Bookcase
(gray acajou) 36"L 12"D 72"H

Show Essentials

Denotes AC and USB charging outlets



Midtown Powered Counter

Metallic pewter gray curved counter with taupe-colored glass top features two AC outlets, three USB charging outlets, locking storage cabinet and two shelves.

Midtown Powered Counter
60"L 18"D 42"H (pewter/glass)
MTCPUL (unlighted)
MTCLPI (lighted with plug-in)



POWERED
DETAIL

HDG7FT 7' Boxwood Hedge
36.5"L 12"D 84"H



LMBAR Laguna Barstool
(maple, chrome)
18"L 20"D 47"H



Midtown Bar

Metallic pewter gray curved bar with taupe-colored glass top features locking cabinet for storage and two shelves.

Midtown Bar
60"L 18"D 42"H (pewter)
A) MTBUUL (unlighted)
B) MTBLPI (lighted with plug-in)
C) BS002 Zoey Barstools
(white, chrome)
15"L 16"D 30-34.75"H



(lit-white)



(lit-green)



(lit-blue)



(lit-red)

Please Note: Customer is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

Show Essentials

Greenery and Dividers

Metallic pewter gray curved counter with taupe-colored glass top features two AC outlets, three USB charging outlets, locking storage cabinet and two shelves.

HEDGE

- A) HDG7FT
7' Boxwood Hedge
36.5"L 12"D 84"H
- B) HDG4FT
4' Boxwood Hedge
46"L 9"D 47"H



Miramar Dividers



- B) 30BEHB
30" Round Bar Table
(blue top, chrome hydraulic base)
30" RND 45"H
- C) LMBAR Laguna Barstool
(maple, chrome)
18"L 20"D 47"H

Miramar Dividers
(molded plastic)
A) MIRWHT (white)
Vertical: 63"L 23"D 83"H
Horizontal: 83"L 23"D 63"H

DELIVERY INFORMATION				<div>HOUSTON DISTRICT</div> <div>SERVICE AREA: TX (HOUSTON)</div> <div>AEX/TEXAS XPO 3089 English Creek Ave. Egg Harbor Township, NJ 08234 (609)272-1600 Please email both pages to: orders@aexservices.com</div>	
Show Name:					
Contractor:					
Booth Number(s):		Show Date:			
Venue:					

ORDER INFORMATION	
Exhibiting Co:	
Address:	
City, State, Zip:	
Phone:	
Fax:	
Contact:	
Email:	
Authorized By:	

PAYMENT INFORMATION	
Order Total:	
Ordering within 14 days of show open?	Late Order Fee: (Add 30% of Order Total)
State Tax: (excluding NV, CA & OR)	
TOTAL DUE:	
<i>*Specialty Furniture Delivery Fee - \$75.00</i>	
<i>*Please note that on site orders will not be accepted</i>	
<i>*All payments must be made through our secure online payment portal or send the Credit Card Authorization form to our secure email - orders@aexservices.com</i>	

PAYMENT: In order to guarantee delivery, all orders must be received and full payment made no later than 14 days prior to the show.

LATE ORDERS: Orders received after the discount deadline date are subject to a 30% late order fee.

CANCELLATIONS: If canceled within 14 days prior to move-in, a 50% charge will be applied. Cancellations made after move-in begins receive no refund.

NEW 2023

CODE	QT	ITEM	DESCRIPTION	2023	TOTAL
POWERED					
BKCT5P	5'	Table, Powered	Black Top, Silver	\$ 541	
C5PWR	5'	Table, Powered	White Top, Silver	\$ 541	
BKCT8P	8'	Table, Powered	Black Top, Silver	\$ 1116	
C8PWR	8'	Table, Powered	White Top, Silver	\$ 1116	
BKC10P	10'	Table, Powered	Black Top, Silver	\$ 1116	
C10PWR	10'	Table, Powered	White Top, Silver	\$ 1116	
P30BWH	30"	Bar Table, Powered	White Top, Black	\$ 701	
P30CWH	30"	Cafe Table, Powered	White Top, Black	\$ 701	
ADCTBP		Adelaide Powered Cocktail Table	Black Top, Silver	\$ 365	
ADCTWP		Adelaide Powered Cocktail Table	White Top, Silver	\$ 365	
NPLCHP		Naples Chair, Powered	Black Vinyl	\$ 742	
NPLLOP		Naples Loveseat, Powered	Black Vinyl	\$ 918	
NPLSOP		Naples Sofa, Powered	Black Vinyl	\$ 1084	
C1YP		Sydney Powered Cocktail Table	Black Top, Brushed Steel	\$ 365	
C1WP		Sydney Powered Cocktail Table	White Top, Brushed Steel	\$ 365	
TCHP		Tech Chair, No Tablet	Gray Vinyl, Chrome Base	\$ 375	
TCHGRY		Tech Tablet Chair	Gray Vinyl, White Metal Tablet, Chrome Base	\$ 375	
VNTBLK		Ventura Communal Bar Table, Powered	Black Top, Silver	\$ 956	
VNTWHT		Ventura Communal Bar Table, Powered	White Top, Silver	\$ 956	
VNTCBK		Ventura Communal Cafe Table, Powered	Black Top, Silver	\$ 780	
VNTCWH		Ventura Communal Cafe Table, Powered	White Top, Silver	\$ 780	
CUBPOW		Wireless Charging Table	White, AC Plug In	\$ 431	
VILHUB		Village Charging Hub	Cream	\$ 287	
SOFT SEATING COLLECTIONS					
CHR002		Allegro Chair	Blue Fabric, Brushed Metal	\$ 599	
SFA002		Allegro Sofa	Blue Fabric, Brushed Metal	\$ 773	
BCHWHT		Baja Chair	White Vinyl	\$ 599	
BLVWHT		Baja Loveseat	White Vinyl	\$ 758	
BSFWHT		Baja Sofa	White Vinyl	\$ 910	
COCHTP		Cordoba Chair	Taupe Fabric, Black	\$ 478	
COLVTP		Cordoba Loveseat	Taupe Fabric, Black	\$ 684	
FAIRCW		Fairfax Chair	White Vinyl, Brushed Metal	\$ 407	
FAIRSW		Fairfax Sofa	White Vinyl, Brushed Metal	\$ 525	
KEYCHR		Key Largo Chair	Black Fabric, Wood	\$ 407	
KEYLOV		Key Largo Loveseat	Black Fabric, Wood	\$ 478	
KEYSOF		Key Largo Sofa	Black Fabric, Wood	\$ 525	
MONCHA		Montreal Chair	Blue, Black Metal	\$ 599	
MONLOV		Montreal Loveseat	Blue, Black Metal	\$ 758	
NPLCHR		Naples Chair	Black Vinyl	\$ 599	
NPLLOV		Naples Loveseat	Black Vinyl	\$ 758	
NPLSOF		Naples Sofa	Black Vinyl	\$ 910	
PALSOV		Palm Beach Sofa	White Vinyl	\$ 773	
STESOF		Sterling Chair	Gray Fabric	\$ 742	
STESOF		Sterling Sofa	Gray Fabric	\$ 1084	
VALCHA		Valencia Chair	Spice Orange Velvet	\$ 407	
VALSOF		Valencia Sofa	Coffee Brown Velvet	\$ 525	
ACCENT CHAIRS					
ATHCHA		Atherton Chair	Brown Leather, Black Metal	\$ 550	
BOWCHA		Bowery Chair	Ochre Fabric	\$ 550	
BNMCSB		Brooklyn Meeting Chair	Black Vinyl, Black Swivel Base	\$ 318	
BNMCOW		Brooklyn Meeting Chair	White Vinyl, Black Swivel Base	\$ 318	

CODE	QT	ITEM	DESCRIPTION	2023	TOTAL
ACCENT CHAIRS (continued)					
BNMCOB		Brooklyn Meeting Chair	Black Vinyl, Oak-look Base	\$ 318	
BNMCSW		Brooklyn Meeting Chair	White Vinyl, Oak-look Base	\$ 318	
CNTCHR		Century Chair	Gray Velvet	\$ 550	
LABREA		La Brea Swivel Chair	Charcoal Gray Fabric, Chrome	\$ 478	
LENCHA		Lena Chair	Moss Green Leather, Bronze	\$ 478	
BCW		Madrid Chair	White Vinyl, Chrome	\$ 550	
MNCHCH		Munich Armless Chair	Gray Fabric, Black	\$ 375	
SWAN		Swanson Swivel Chair	White Vinyl, Chrome	\$ 375	
WENCHA		Wentworth Swivel Chair	Brown Vinyl	\$ 375	
GROUP SEATING					
BLDCBK		Blade Chair	Black	\$ 78	
BLDCRD		Blade Chair	Red	\$ 78	
BLDCSB		Blade Chair	Sky Blue	\$ 78	
SC3		Brewer Chair	Onyx, Chrome	\$ 135	
CCSCAZ		Chelsea Chair	Azure Blue, Black Swivel Base w/ Casters	\$ 135	
CCSCBK		Chelsea Chair	Black, Black Swivel Base w/ Casters	\$ 135	
CCSCYL		Chelsea Chair	Goldenrod Yellow, Black Swivel Base w/ Casters	\$ 135	
CCSCGY		Chelsea Chair	Gray, Black Swivel Base w/ Casters	\$ 135	
CCSCOR		Chelsea Chair	Orange, Black Swivel Base w/ Casters	\$ 135	
CCSCWL		Chelsea Chair	Walnut-look, Black Swivel Base w/ Casters	\$ 135	
CCBTAZ		Chelsea Chair	Azure Blue, Black Tower Base	\$ 135	
CCBTBK		Chelsea Chair	Black, Black Tower Base	\$ 135	
CCBTYL		Chelsea Chair	Goldenrod Yellow, Black Tower Base	\$ 135	
CCBTGY		Chelsea Chair	Gray, Black Tower Base	\$ 135	
CCBTOR		Chelsea Chair	Orange, Black Tower Base	\$ 135	
CCBTWL		Chelsea Chair	Walnut-look, Black Tower Base	\$ 135	
XCHR		Christopher Chair	White Vinyl, Chrome	\$ 135	
DUET		Duet Stack Chair	Black, Chrome	\$ 78	
LMCHR		Laguna Chair	Maple, Chrome	\$ 135	
LUCHCL		Lucent Chair	Frosted Acrylic, Chrome	\$ 206	
MALGRY		Malba Chair	Gray, Chrome	\$ 78	
MALGRN		Malba Chair	Green, Chrome	\$ 78	
MARCBK		Marina Chair	Black Vinyl, Brushed Metal	\$ 159	
MARCBR		Marina Chair	Brown Fabric, Brushed Metal	\$ 159	
MARCBE		Marina Chair	Ocean Blue Fabric, Brushed Metal	\$ 159	
MARCRD		Marina Chair	Red Fabric, Brushed Metal	\$ 159	
MARCWH		Marina Chair	White Vinyl, Brushed Metal	\$ 159	
PASCHR		Pasadena Chair	White Molded Plastic, Chrome	\$ 318	
SC10		Razor Armless Chair	White	\$ 78	
RSTDIN		Rustique Chair w/ Arms	Gunmetal	\$ 135	
CS4		Syntax Chair	Black, Chrome	\$ 190	
ZENCHR		Zenith Chair	White, Chrome	\$ 135	
OTTOMANS					
BVLYBK		Beverly Bench Ottoman	Black Vinyl	\$ 343	
BVLYBN		Beverly Bench Ottoman	Brown Fabric	\$ 343	
BVLYGR		Beverly Bench Ottoman	Gray Fabric	\$ 343	
BVLYLN		Beverly Bench Ottoman	Linen Fabric	\$ 343	
BVLYOB		Beverly Bench Ottoman	Ocean Blue Fabric	\$ 343	
BVLYRD		Beverly Bench Ottoman	Red Fabric	\$ 343	
BVLYWH		Beverly Bench Ottoman	White Vinyl	\$ 343	
BVSMBK		Beverly Small Bench Ottoman	Black Vinyl	\$ 287	
BVSMBL		Beverly Small Bench Ottoman	Ocean Blue Fabric	\$ 287	

SHOW NAME:							BOOTH:				
CODE	QT	ITEM	DESCRIPTION	2023	TOTAL	CODE	QT	ITEM	DESCRIPTION	2023	TOTAL
OTTOMANS (continued)						ACCENT TABLES (continued)					
BVSMBN		Beverly Small Bench Ottoman	Brown Fabric	\$ 287		C1E		Silverado Cocktail Table	Glass Top, Chrome	\$ 263	
BVSMGN		Beverly Small Bench Ottoman	Olive Green Fabric	\$ 287		E1E		Silverado End Table	Glass, Chrome	\$ 206	
BVSMGY		Beverly Small Bench Ottoman	Gray Fabric	\$ 287		C1Y		Sydney Cocktail Table	Black Top, Brushed Steel	\$ 263	
BVSMLN		Beverly Small Bench Ottoman	Linen Fabric	\$ 287		SYDBEC		Sydney Cocktail Table	Blue Top, Brushed Steel	\$ 263	
BVSMLV		Beverly Small Bench Ottoman	Lavender Fabric	\$ 287		C1W		Sydney Cocktail Table	White Top, Brushed Steel	\$ 263	
BVSMOR		Beverly Small Bench Ottoman	Orange Fabric	\$ 287		SYDWDC		Sydney Cocktail Table	Barnwood Top, Brushed Steel	\$ 263	
BVSMRD		Beverly Small Bench Ottoman	Red Fabric	\$ 287		E1Y		Sydney End Table	Black Top, Brushed Steel	\$ 254	
BVSMWH		Beverly Small Bench Ottoman	White Vinyl	\$ 287		SYDBEE		Sydney End Table	Blue Top, Brushed Steel	\$ 254	
BVSMYL		Beverly Small Bench Ottoman	Yellow Fabric	\$ 287		E1W		Sydney End Table	White Top, Brushed Steel	\$ 254	
END01B		Endless Curved Ottoman	Black Vinyl, Chrome	\$ 446		SYDWDE		Sydney End Table	Barnwood Top, Brushed Steel	\$ 254	
END01W		Endless Curved Ottoman	White Vinyl, Chrome	\$ 446		TAOBBK		Taos Side Table	Black Top, Bronze	\$ 142	
END02B		Endless Square Ottoman	Black Vinyl, Chrome	\$ 391		TAOBWH		Taos Side Table	White Top, Bronze	\$ 142	
END02W		Endless Square Ottoman	White Vinyl, Chrome	\$ 391		TAOBWD		Taos Side Table	Wood Top, Bronze	\$ 142	
MAR001		Marche Swivel Ottoman	White Vinyl	\$ 206		TMBTBL		Timber Table	Wood	\$ 142	
MAR002		Marche Swivel Ottoman	Gray Fabric	\$ 206		CAFÉ TABLES W/ STANDARD BLACK BASE					
MAR003		Marche Swivel Ottoman	Linen Fabric	\$ 206		30BKSC	30"	Round Bar Table	Black Top	\$ 231	
MAR004		Marche Swivel Ottoman	Raspberry Fabric	\$ 206		30BEBE	30"	Round Bar Table	Blue Top	\$ 231	
MAR005		Marche Swivel Ottoman	Red Fabric	\$ 206		30AGBC	30"	Round Bar Table	Brushed Gunmetal Top	\$ 231	
MAR006		Marche Swivel Ottoman	Rose Quartz Fabric	\$ 206		30YSBC	30"	Round Bar Table	Brushed Yellow Top	\$ 231	
MAR007		Marche Swivel Ottoman	Plum Fabric	\$ 206		ZTJ	30"	Round Bar Table	Graphite Nebula Top	\$ 231	
MAR008		Marche Swivel Ottoman	Meadow Green	\$ 206		ZTA	30"	Round Bar Table	Gray Acajou Top	\$ 231	
MAR009		Marche Swivel Ottoman	Pear Yellow Fabric	\$ 206		30GSBC	30"	Round Bar Table	Green Top	\$ 231	
MAR010		Marche Swivel Ottoman	Blue Fabric	\$ 206		ZTK	30"	Round Bar Table	Maple Top	\$ 231	
MAR011		Marche Swivel Ottoman	Orange Fabric	\$ 206		30OSBC	30"	Round Bar Table	Orange Top	\$ 231	
MAR012		Marche Swivel Ottoman	Forest Green Vinyl	\$ 206		ZTB	30"	Round Bar Table	Red Top	\$ 231	
MAR013		Marche Swivel Ottoman	Teal Velvet	\$ 206		30WH29	30"	Round Bar Table	White Top	\$ 231	
MAR014		Marche Swivel Ottoman	Distressed Brown Vinyl	\$ 206		30WDBC	30"	Round Bar Table	Barnwood Top	\$ 231	
MAR015		Marche Swivel Ottoman	Black Vinyl	\$ 206		36BKSC	36"	Round Bar Table	Black Top	\$ 240	
MAR016		Marche Swivel Ottoman	Ivory Faux Sheep Fur	\$ 206		ZTN	36"	Round Bar Table	Graphite Nebula Top	\$ 240	
VIB01		Vibe Cube Ottoman	Green Vinyl	\$ 110		ZTP	36"	Round Bar Table	Maple Top	\$ 240	
VIB02		Vibe Cube Ottoman	Blue Vinyl	\$ 110		ZTQ	36"	Round Bar Table	White Top	\$ 240	
VIB04		Vibe Cube Ottoman	Red Vinyl	\$ 110		CAFÉ TABLES W/ HYDRAULIC CHROME BASE					
VIB05		Vibe Cube Ottoman	Bright Yellow Vinyl	\$ 110		30MAHC	30"	Round Bar Table	Gray Acajou Top	\$ 286	
VIB08		Vibe Cube Ottoman	Orange Vinyl	\$ 110		30BRHC	30"	Round Bar Table	Red Top	\$ 286	
VIB09		Vibe Cube Ottoman	White Vinyl	\$ 110		30WHHC	30"	Round Bar Table	White Top	\$ 286	
VIB10		Vibe Cube Ottoman	Black Vinyl	\$ 110		30WDHC	30"	Round Bar Table	Barnwood Top	\$ 286	
VIB11		Vibe Cube Ottoman	Steel Blue Vinyl	\$ 110		30BKHC	30"	Round Bar Table	Black Top	\$ 286	
VIB12		Vibe Cube Ottoman	Silver Vinyl	\$ 110		30BEHC	30"	Round Bar Table	Blue Top	\$ 286	
VIB13		Vibe Cube Ottoman	Purple Vinyl	\$ 110		30AGHC	30"	Round Bar Table	Brushed Gunmetal Top	\$ 286	
VIB14		Vibe Cube Ottoman	Citrus Green Vinyl	\$ 110		30YSHC	30"	Round Bar Table	Brushed Yellow Top	\$ 286	
VIB15		Vibe Cube Ottoman	Taupe Vinyl	\$ 110		30GRHC	30"	Round Bar Table	Graphite Nebula Top	\$ 286	
VIB16		Vibe Cube Ottoman	Spice Orange Vinyl	\$ 110		30GSHC	30"	Round Bar Table	Green Top	\$ 286	
VIB17		Vibe Cube Ottoman	Desert Rose Vinyl	\$ 110		30MTHC	30"	Round Bar Table	Maple Top	\$ 286	
ACCENT TABLES						30OSHC	30"	Round Bar Table	Orange Top	\$ 286	
ADCTBK		Adelaide Cocktail Table	Black Top, Silver	\$ 263		36BKHC	36"	Round Bar Table	Black Top	\$ 336	
ADCTGL		Adelaide Cocktail Table	Glass Top, Silver	\$ 263		36GRHC	36"	Round Bar Table	Graphite Nebula Top	\$ 336	
ADCTWH		Adelaide Cocktail Table	White Top, Silver	\$ 263		36MTHC	36"	Round Bar Table	Maple Top	\$ 336	
ADETBK		Adelaide End Table	Black Top, Silver	\$ 254		36WTHC	36"	Round Bar Table	White Top	\$ 336	
ADETGL		Adelaide End Table	Glass Top, Silver	\$ 254		BAR TABLES W/ STANDARD BLACK BASE					
ADETWH		Adelaide End Table	White Top, Silver	\$ 254		30BKSB	30"	Round Bar Table	Black Top	\$ 231	
ALC100		Alondra Cocktail Table	Glass Top, Chrome	\$ 318		30BEBB	30"	Round Bar Table	Blue Top	\$ 231	
ALC200		Alondra Cocktail Table	Brandy Maple Top, Chrome	\$ 318		30AGBB	30"	Round Bar Table	Brushed Gunmetal Top	\$ 231	
ALE100		Alondra End Table	Glass Top, Chrome	\$ 254		30YBBB	30"	Round Bar Table	Brushed Yellow Top	\$ 231	
ALE200		Alondra End Table	Brandy Maple Top, Chrome	\$ 254		VTJ	30"	Round Bar Table	Graphite Nebula Top	\$ 231	
AURA		Aura Round Table	White Metal	\$ 142		VTA	30"	Round Bar Table	Gray Acajou Top	\$ 231	
C1C		Geo Cocktail Table	Glass Top, Chrome	\$ 263		30GSBB	30"	Round Bar Table	Green Top	\$ 231	
C1FWB		Geo Cocktail Table	Brandy Maple Top, Black	\$ 263		VTK	30"	Round Bar Table	Maple Top	\$ 231	
E1C		Geo End Table	Glass Top, Chrome	\$ 206		30OSBB	30"	Round Bar Table	Orange Top	\$ 231	
E1FWB		Geo End Table	Brandy Maple Top, Black	\$ 206		VTB	30"	Round Bar Table	Red Top	\$ 231	
MESCTB		Mesa Cocktail Table	Black Top, Bronze	\$ 263		30WH42	30"	Round Bar Table	White Top	\$ 231	
MESCTG		Mesa Cocktail Table	Glass Top, Bronze	\$ 263		30WDBB	30"	Round Bar Table	Barnwood Top	\$ 231	
MESCTW		Mesa Cocktail Table	Barnwood Top, Bronze	\$ 263		36BKSB	36"	Round Bar Table	Black Top	\$ 240	
MESETB		Mesa End Table	Black Top, Bronze	\$ 206		VTN	36"	Round Bar Table	Graphite Nebula Top	\$ 240	
MESETG		Mesa End Table	Glass Top, Bronze	\$ 206		VTP	36"	Round Bar Table	Maple Top	\$ 240	
MESETW		Mesa End Table	Barnwood Top, Bronze	\$ 206		VTW	36"	Round Bar Table	White Top	\$ 240	
REGBEN		Regis Bench/Table	Brushed Metal	\$ 287		BAR TABLES W/ HYDRAULIC CHROME BASE					
REGOTT		Regis End Table	Brushed Metal	\$ 254		30BKHB	30"	Round Bar Table	Black Top	\$ 286	
SEDBBK		Sedona Side Table	Black Top, Bronze	\$ 142		30BEHB	30"	Round Bar Table	Blue Top	\$ 286	
SEDBWH		Sedona Side Table	White Top, Bronze	\$ 142		30AGHB	30"	Round Bar Table	Brushed Gunmetal Top	\$ 286	
SEDBWD		Sedona Side Table	Wood Top, Bronze	\$ 142		30YSHB	30"	Round Bar Table	Brushed Yellow Top	\$ 286	

SHOW NAME:					BOOTH:						
CODE	QT	ITEM	DESCRIPTION	2023	TOTAL	CODE	QT	ITEM	DESCRIPTION	2023	TOTAL
BAR TABLES W/ HYDRAULIC CHROME BASE (continued)						CONFERENCE TABLES (continued)					
30GRHB		30" Round Bar Table	Graphite Nebula Top	\$ 286		CB8		42" Round Madison Table	Gray Acajou, Black	\$ 382	
30GSHB		30" Round Bar Table	Green Top	\$ 286		CONF42		42" Round Table	White Top	\$ 382	
30MTHB		30" Round Bar Table	Maple Top	\$ 286		42BKCT		42" Round Table	Black Top, Black	\$ 382	
30OSHB		30" Round Bar Table	Orange Top	\$ 286		BKCT5N		5' Table	Black Top, Silver	\$ 478	
30BRHB		30" Round Bar Table	Red Top	\$ 286		CONF5		5' Table	White Top, Silver	\$ 478	
30WHHB		30" Round Bar Table	White Top	\$ 286		BKCT8N		8' Table	Black Top, Silver	\$ 876	
30WDHB		30" Round Bar Table	Barnwood Top	\$ 286		CONF8		8' Table	White Top, Silver	\$ 876	
30MAHB		30" Round Bar Table	Gray Acajou Top	\$ 286		BKC10N		10' Table	Black Top, Silver	\$ 876	
36BKHB		36" Round Bar Table	Black Top	\$ 336		CONF10		10' Table	White Top, Silver	\$ 876	
36GRHB		36" Round Bar Table	Graphite Nebula Top	\$ 336		CF2		Geo Table, Rectangle	Glass Top, Black	\$ 478	
36MTHB		36" Round Bar Table	Maple Top	\$ 336		CE2		Geo Table, Rectangle	Glass Top, Chrome	\$ 478	
36WTHB		36" Round Bar Table	White Top	\$ 336		CF1		Geo Table, Rounded Square	Glass Top, Black	\$ 286	
BAR TABLE						CE1		Geo Table, Rounded Square	Glass Top, Chrome	\$ 286	
RSTSQT		Rustique Square Metal Bar Table	Gunmetal	\$ 302		MADC05		Madison 5' Table	Gray Acajou, Chrome	\$ 478	
BARSTOOLS						MADC08		Madison 8' Table	Gray Acajou, Chrome	\$ 876	
BSS		Banana Barstool	Black, Chrome	\$ 263		MADC10		Madison 10' Table	Gray Acajou, Chrome	\$ 876	
BST		Banana Barstool	White, Chrome	\$ 263		WD3		Work Table	White Top, White	\$ 295	
BLDBBK		Blade Barstool	Black	\$ 120		EXECUTIVE CHAIRS					
BLDBRD		Blade Barstool	Red	\$ 120		CUPCHA		Cupertino Mid Back Chair	Black Vinyl	\$ 248	
BLDBSB		Blade Barstool	Sky Blue	\$ 120		GENCHA		Genesis Chair	Black	\$ 184	
CBSBAZ		Chelsea Barstool	Azure Blue, Black Tower Base	\$ 184		PROGB		Pro Executive Guest Chair	Black Vinyl, Chrome	\$ 222	
CBSBBK		Chelsea Barstool	Black, Black Tower Base	\$ 184		PROEXB		Pro Executive High Back Chair	Black Vinyl, Chrome	\$ 263	
CBSBYL		Chelsea Barstool	Goldenrod Yellow, Black Tower Base	\$ 184		PROEXE		Pro Executive High Back Chair	White Vinyl, Chrome	\$ 263	
CBSBGY		Chelsea Barstool	Gray, Black Tower Base	\$ 184		PROMDB		Pro Executive Mid Back Chair	Black Vinyl, Chrome	\$ 248	
CBSBOR		Chelsea Barstool	Orange, Black Tower Base	\$ 184		PROMID		Pro Executive Mid Back Chair	White Vinyl, Chrome	\$ 248	
CBSBWL		Chelsea Barstool	Walnut-look, Black Tower Base	\$ 184		TASKST		Task Stool	Black Fabric, Black	\$ 159	
XBAR		Christopher Barstool	White Vinyl, Chrome	\$ 206		OFFICE & PRODUCT DISPLAY					
LMBAR		Laguna Barstool	Maple, Chrome	\$ 184		TECH3		3 Drawer File Cabinet on Castors	Black Top, Black Metal	\$ 174	
ROLLBL		Lift Barstool	Black Vinyl, Chrome	\$ 206		JD8		Madison Executive Desk	Gray Acajou, Chrome	\$ 573	
ROLLGY		Lift Barstool	Gray Vinyl, Chrome	\$ 206		TECH		Tech Desk, Powered	Black Metal, Black Laminate w/electrical unit	\$ 375	
ROLLRD		Lift Barstool	Red Vinyl, Chrome	\$ 206		TECH3B		Tech Desk, Powered w/ 3 Drawer File Cabinet	Black Metal, Black Laminate w/electrical unit	\$ 567	
ROLLWH		Lift Barstool	White Vinyl, Chrome	\$ 206		BC8		Madison Bookcase	Gray Acajou, Chrome	\$ 446	
LUBSCL		Lucent Barstool	Frosted Acrylic, Chrome	\$ 263		PSHCCS		Posh Shelving	Chrome, Acrylic	\$ 365	
MARBBE		Marina Barstool	Ocean Blue Fabric, Brushed Metal	\$ 263		PDL36B		Powered Locking Pedestal, 36"	Black	\$ 509	
MARBBK		Marina Barstool	Black Vinyl, Brushed Metal	\$ 263		PDL36W		Powered Locking Pedestal, 36"	White	\$ 509	
MARBBR		Marina Barstool	Brown Fabric, Brushed Metal	\$ 263		PDL42B		Powered Locking Pedestal, 42"	Black	\$ 599	
MARBRD		Marina Barstool	Red Fabric, Brushed Metal	\$ 263		PDL42W		Powered Locking Pedestal, 42"	White	\$ 599	
MARBWH		Marina Barstool	White Vinyl, Brushed Metal	\$ 263		LAMPS					
RSTSTL		Rustique Barstool	Gunmetal	\$ 120		LA15		Mason Floor Lamp	Brushed Silver	\$ 254	
BS001		Shark Barstool	White, Chrome	\$ 286		LA14		Mason Table Lamp	Brushed Silver	\$ 135	
BSR		Syntax Barstool	Black, Chrome	\$ 206		BARS & COUNTERS					
ZENBAR		Zenith Barstool	White, Chrome	\$ 184		MTBLPI		Midtown Bar, Lighted w/ Plug In	Taupe Glass Top, Pewter	\$ 1435	
BS002		Zoei Barstool	White, Chrome	\$ 263		MTBUUL		Midtown Bar, Unlighted	Taupe Glass Top, Pewter	\$ 1211	
COMMUNAL TABLES W/ SOLID TOPS & SILVER FRAME						MTCLPI		Midtown Powered Counter, Lighted w/ Plug In	Taupe Glass Top, Pewter	\$ 1435	
VNTBNP		Ventura Communal Bar Table	Black Top, Silver	\$ 742		MTCPUL		Midtown Powered Counter, Unlighted	Taupe Glass Top, Pewter	\$ 1354	
VNTMNP		Ventura Communal Bar Table	Maple Top, Silver	\$ 742		GREENERY					
VNTWNP		Ventura Communal Bar Table	White Top, Silver	\$ 742		HDG4FT		Boxwood Hedge, 4'	Green, Black	\$ 557	
VNTCBN		Ventura Communal Cafe Table	Black Top, Silver	\$ 557		HDG7FT		Boxwood Hedge, 7'	Green, Black	\$ 876	
VNTCMN		Ventura Communal Cafe Table	Maple Top, Silver	\$ 557		DIVIDERS					
VNTCWN		Ventura Communal Cafe Table	White Top, Silver	\$ 557		DIVBAR		Clear Divider, Bar/Counter	Clear, Black	\$ 190	
COMMUNAL TABLES W/ GROMMET HOLES & SILVER FRAME						DIVFRE		Clear Divider, Freestanding	Silver, Clear	\$ 318	
VNTBMW		Ventura Communal Bar Table w/ Grommet Holes	Maple Top, Silver	\$ 742		DIVFCR		Clear Divider, Freestanding Corner	Silver, Clear	\$ 635	
VNTBWW		Ventura Communal Bar Table w/ Grommet Holes	White Top, Silver	\$ 742		DIVFWL		Clear Divider, Freestanding Wall	Silver, Clear	\$ 318	
VNTCMW		Ventura Communal Cafe Table w/ Grommet Holes	Maple Top, Silver	\$ 557		DIVFST		Clear Divider, Sofa/Table	Silver, Clear	\$ 238	
VNTCWW		Ventura Communal Cafe Table w/ Grommet Holes	White Top, Silver	\$ 557		DIVFWB		Divider, Freestanding Whiteboard	Silver, White	\$ 429	
CONFERENCE TABLES						MIRWHY		Miramar Divider, White	Molded Plastic	\$ 461	
36ATO		Atomic 36" Round Table	Glass Top, Chrome	\$ 254		STNSGN		Stanchion Sign Holder	Chrome	\$ 63	
42ATO		Atomic 42" Round Table	Glass Top, Chrome	\$ 254		STNCH1		Stanchion w/ Retractable Belt	Black, Chrome	\$ 72	

Show Name: Texas EMS Conference

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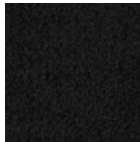


TEXAS XPO
TEXAS EXPOSITION SERVICES

CARPET RENTAL ORDER FORM



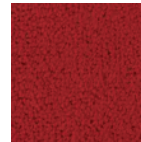
Blue



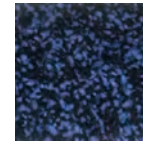
Black



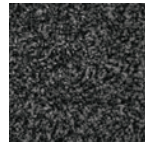
Gray



Red



Bluejay



Tuxedo

(actual colors may vary)

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

Description	Discount	Standard	Total
10' x 10'	\$216.25	\$ 302.75	\$ _____
10' x 20'	\$432.50	\$ 605.50	\$ _____
10' x 30'	\$648.75	\$ 908.25	\$ _____
10' x 40'	\$865.00	\$1,211.00	\$ _____

Please select standard or cut & lay carpet color:

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

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

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

Description	Discount	Standard	Total
_____sq. ft.	\$5.50	\$7.75	\$ _____

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

Description	Discount	Standard	Total
_____sq. ft.	\$7.75	\$10.75	\$ _____

Please select plush carpet color:

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

Please call if you don't see your color.



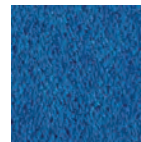
White



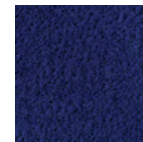
Ivory



Beige



Big Blue Top



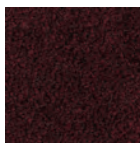
Royal Blue



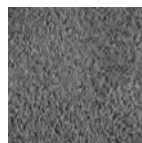
Navy Blue



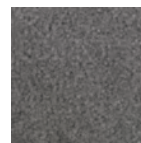
Red



Burgundy



Charcoal



Pewter Gray



Black



Emerald Green

(actual colors may vary)

PADDING & COVERING (per sq. ft.)

Sq Ft.	Description	Discount	Standard	Total
_____	Padding	\$.92 sq ft	\$1.29 sq ft	\$ _____
_____	Double Padding	\$1.84 sq ft	\$2.58 sq ft	\$ _____
_____	Plastic Covering	\$0.50 sq ft	\$0.70 sq ft	\$ _____

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

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

23-TX1102-T

Show Name: Texas EMS Conference

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Deadline to Receive Discount Pricing: Friday, November 3, 2023



TEXAS XPO
TEXAS EXPOSITION SERVICES

CLEANING SERVICE ORDER FORM

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

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



VACUUMING

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

Please check preference below:

		Discount	Standard
<input type="radio"/>	Daily Vacuum carpet before initial opening of event and daily thereafter	\$.54/sq. ft./day	\$.76/sq. ft./day
<input type="radio"/>	One Time Vacuum carpet before initial opening of event	\$.67/sq. ft.	\$.94/sq. ft.

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

PORTER SERVICE

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

	Discount	Standard
Empty wastebasket, tidy and spot clean exhibit space during show hours.	\$159.00	\$222.50

Daily Service: _____ (Specify Days) Date: _____

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

SUBTOTAL ESTIMATED CLEANING ORDER: \$ _____

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

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TEXAS XPO
TEXAS EXPOSITION SERVICES

TURNKEY MODULAR EXHIBIT RENTAL

The Briarwood - 10' Pop Up

\$2,119.25

10' Pop Up Design Includes:

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

Additional Options Available:

Lighting and Carpet Padding



The Crestwood - 3 Meter Hardwall

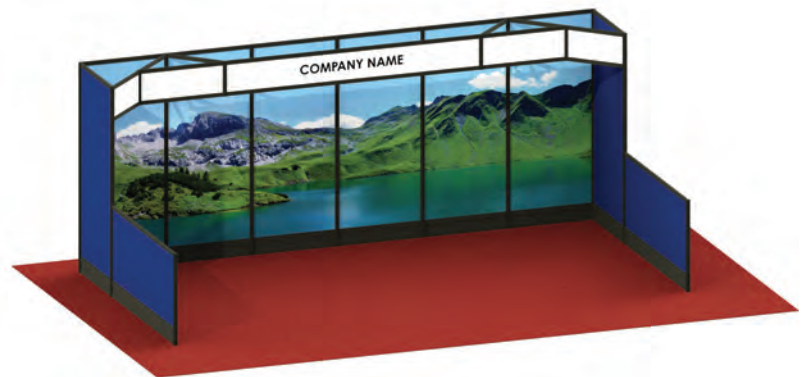
\$3,773.75

Classic 3 Meter Hardwall Includes:

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

Additional Options Available:

Lighting, Back Wall Graphics, and Carpet Padding



The Frankford - 6 Meter Hardwall

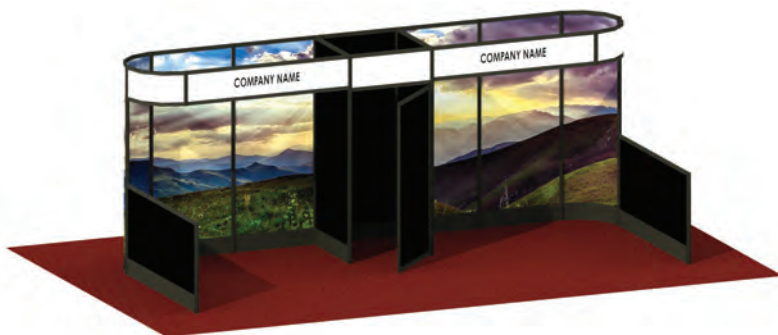
\$6,371.75

6 Meter Hardwall Design Includes:

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

Additional Options Available:

Lighting, Back Wall Graphics, and Carpet Padding



The Magnolia - 6 Meter Hardwall

\$7,445.75

6 Meter Hardwall Design Includes:

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

Additional Options Available:

Lighting, Back Wall Graphics, Shelving and Carpet Padding

23-TX1102-T

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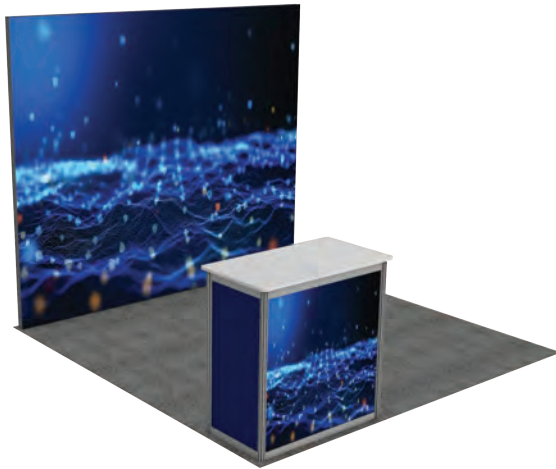
Show Venue: Austin Convention Center

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TEXAS XPO
TEXAS EXPOSITION SERVICES

TURNKEY MODULAR EXHIBIT RENTAL



The Lakeview - 3 Meter Display

\$3,836.75

3 Meter Fabric Design Includes:

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

Additional Options Available:

Cabinet Graphics and Carpet Padding

The Kensington - 3 Meter Hard Wall & Closet

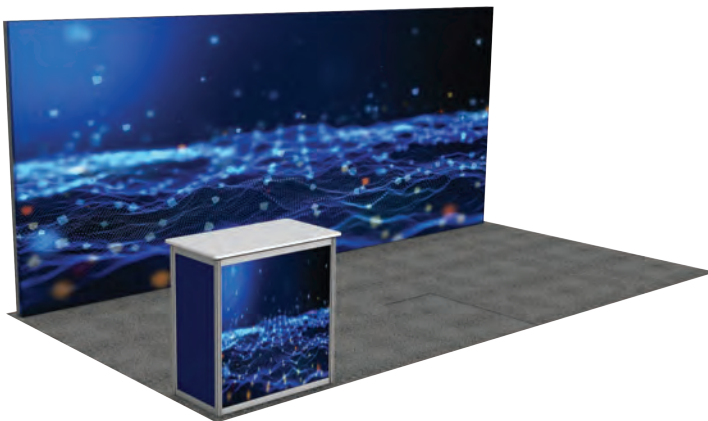
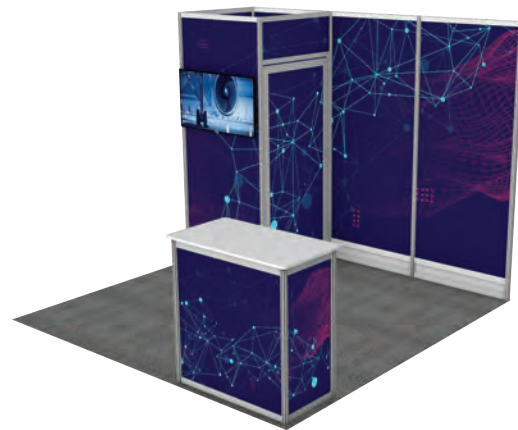
\$6,890.50

3 Meter Hardwall with Closet Includes:

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

Additional Options Available:

Lighting, Monitor, Shelving, Graphics for Cabinet



The Hillside - 6 Meter Hardwall Display

\$7,583.50

6 Meter Fabric Display Includes:

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

Additional Options Available:

Lighting, Graphics for Cabinet, and Carpet Padding

The Mayflower - 6 Meter Display

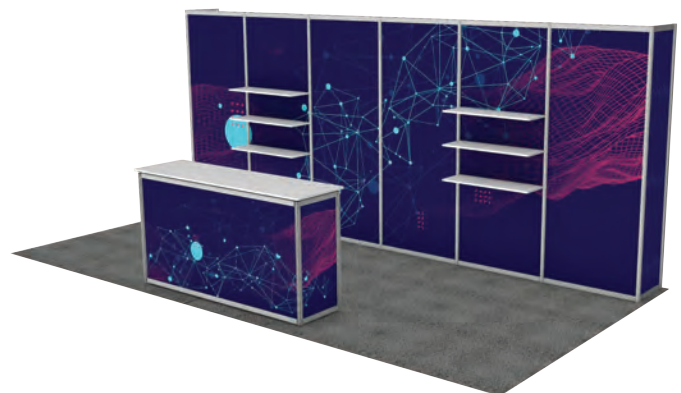
\$6,562.50

6 Meter Fabric Display Includes:

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

Additional Options Available:

Lighting, Graphics for Cabinet, and Carpet Padding



23-TX1102-T

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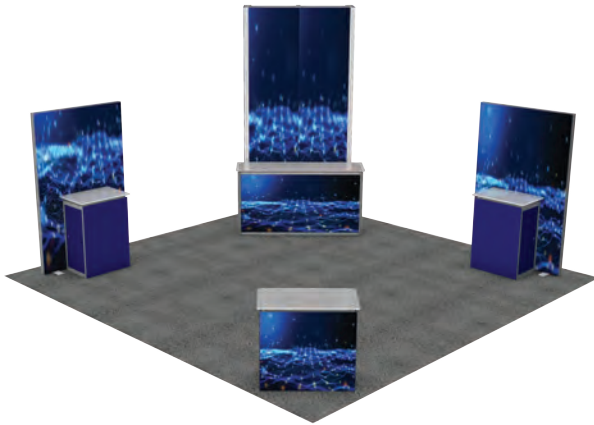
Show Venue: Austin Convention Center

Deadline to Receive Discount Pricing: Friday, November 3, 2023



TEXAS XPO
TEXAS EXPOSITION SERVICES

TURNKEY MODULAR EXHIBIT RENTAL



The Ridgewood - 20' x 20' Open Concept Display

\$14,215.25

20' x 20' Fabric Open Concept Includes:

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

Additional Options Available:

Monitors, Lighting, Graphics for Cabinets, and Carpet Padding

The Fairview - 20' x 20' Z Shaped Display

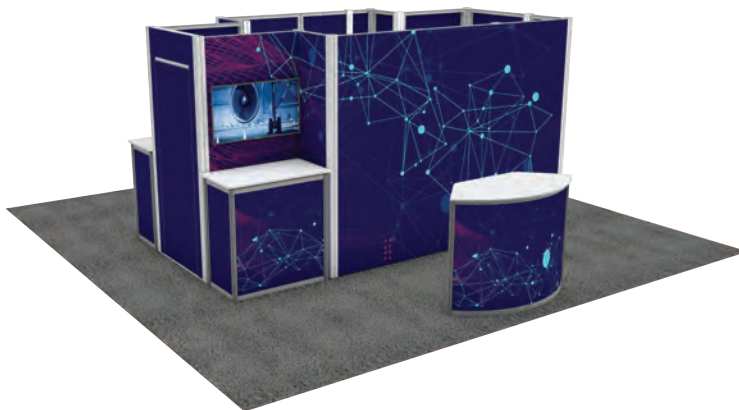
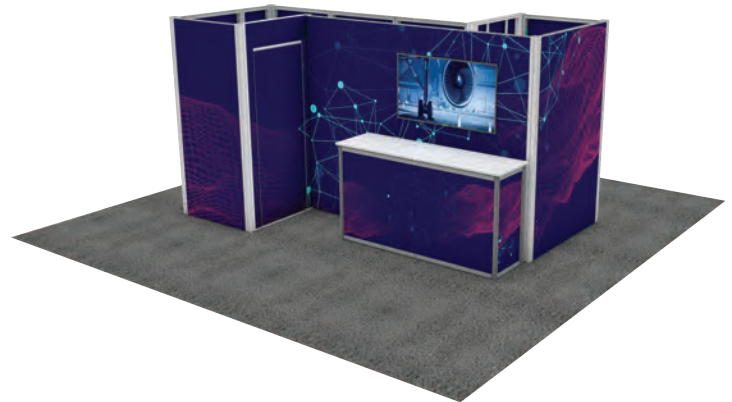
\$16,473.50

20' x 20' Fabric Open Concept Includes:

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

Additional Options Available:

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



The Lexington - 20' x 20' Fabric Display

\$17,468.00

20'x x 20' Fabric Display Includes:

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

Additional Options Available:

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

• Additional Lights	Qty. _____	Light	@ \$136.75 each	=	\$ _____
• Additional Hardware Shelves	Qty. _____	Shelves	@ \$ 68.00 each	=	\$ _____
• Slatwall Per Panel	Qty. _____	Slatwall	@ \$223.00 each	=	\$ _____
• Units 3, 5, 6, & 7 are provided in white hard wall unless colored or Velcro compatible panels are ordered.					
<input type="radio"/> Red <input type="radio"/> Blue <input type="radio"/> Black <input type="radio"/> Gray	Qty. _____	Colored panels	@ \$ 23.75 each	=	\$ _____
	Qty. _____	Velcro panels	@ \$ 53.75 each	=	\$ _____

- Additional charges for custom graphic panels, please call for pricing.
- If you require a Custom Exhibit Design not shown above, please call (281) 800-1600.
- Electric service IS NOT included. Please make arrangements in advance with exhibit facility.
- Add 30% if ordered after discount deadline

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

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

23-TX1102-T

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TEXAS XPO
TEXAS EXPOSITION SERVICES

COUNTER OPTIONS

Giving You More Options

Order Your Custom Counter

Add Graphics for Additional Branding

1 Meter Square Counters



Curved Counters



2 Meter Rectangle Counters



COUNTER OPTIONS

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

CUSTOM GRAPHICS

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

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

SUBTOTAL CUSTOM COUNTER ORDER: \$ _____

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

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TEXAS XPO
TEXAS EXPOSITION SERVICES

GRAPHICS ORDER FORM



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

BOOTH PANELS • BANNERS • GRAPHIC CLINGS • POSTERS • SIGNAGE

For more information call the contractor at 609.272.1600

☐ I AM SUPPLYING MY OWN ART

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

FULL COLOR POSTER AND COUNTER CARD

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

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

FULL COLOR BANNER

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

CUSTOM SIZE GRAPHICS

SIZE	QUOTED PRICE	TOTAL
_____	_____	\$ _____

COPY AND LAYOUT SPECIFICATIONS

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

E-mail address for proofing is required: _____

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

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

SUBTOTAL GRAPHICS ORDER: \$ _____

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

Company Name: _____ Booth#: _____

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TEXAS XPO
TEXAS EXPOSITION SERVICES

CUSTOM HANGING SIGNS

Invest in Your Company's Success!

Order your Custom Hanging Sign Today

- More Visibility on the Show Floor
- Great Branding
- Draw More Attention to Your Booth Location

Circular Design



Size	Discount Rate	Standard Rate
10' x 36"	\$2,764.50	\$ 3,870.25
10' x 48"	\$3,688.00	\$ 5,163.25
15' x 36"	\$3,992.25	\$ 5,589.25
15' x 48"	\$5,462.50	\$ 7,647.50
20' x 48"	\$7,272.50	\$10,181.50

Square Design



Size	Discount Rate	Standard Rate
10' x 36"	\$3,506.00	\$ 4,908.50
10' x 48"	\$4,679.00	\$ 6,550.50
15' x 36"	\$5,190.00	\$ 7,266.00
15' x 48"	\$6,828.75	\$ 9,560.25
20' x 48"	\$8,988.00	\$12,583.25

Wave Design



Size	Discount Rate	Standard Rate
10' x 48"	\$2,214.25	\$3,100.00
15' x 48"	\$3,472.50	\$4,861.50
20' x 48"	\$4,742.00	\$6,638.75

Triangular Design



Size	Discount Rate	Standard Rate
10' x 48"	\$3,520.25	\$ 4,928.25
15' x 48"	\$5,280.75	\$ 7,393.00
20' x 48"	\$7,192.00	\$10,068.75

CUSTOM SIGNS INCLUDE:

- Rental Frame
- Basic Harness
- Printed Fabric Pillow Case (Dye Sublimation)
- Blockout Liner
- Carrying Case
- Delivery to Show Site

ASSEMBLY AND HANGING ARE NOT INCLUDED

To receive the discount rate, order form, payment authorization and artwork must be received by the discount deadline. Cancellations will not be accepted once your graphic artwork has been approved for production. Additional shapes/sizes are available.

SUBTOTAL CUSTOM HANGING SIGN ORDER: \$ _____

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

Company Name: _____ Booth#: _____

23-TX1102-T

The contractor is the exclusive provider of Material Handling.

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

Shipping to the ADVANCE WAREHOUSE?

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

Shipping DIRECT TO SHOW SITE?

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

How should I LABEL MY FREIGHT?

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

How Do I ESTIMATE MY MATERIAL HANDLING CHARGES?

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



What are the FREIGHT CATEGORIES?

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

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

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

SPECIAL HANDLING Definitions

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

What happens to my EMPTY CONTAINERS?

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

Do I need INSURANCE?

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

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

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

\$\$ MONEY SAVING TIPS \$\$

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

Show Name: Texas EMS Conference

Show Dates: November 19-20, 2023

Show Venue: Austin Convention Center

Deadline to Receive Discount Pricing: Friday, November 3, 2023



TEXAS XPO
TEXAS EXPOSITION SERVICES

MATERIAL HANDLING ORDER FORM

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

ADVANCE - WAREHOUSE SHIPMENTS - 200 LB. MINIMUM

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

Description

A1 - ON TIME Crated or Skidded shipments
(LTL Carriers with established local terminals)

O.T. In / O.T. Out

\$230.50 per cwt.
\$461.00 minimum

A2 - SPECIAL HANDLING
(FedEX, UPS, DHL)

\$330.00 per cwt.
\$660.00 minimum

DIRECT - SHOW SITE SHIPMENTS - 200 LB. MINIMUM

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

Description

B1 - ON TIME Crated or Skidded shipments
(LTL Carriers with established local terminals)

O.T. In / O.T. Out

\$219.00 per cwt.
\$438.00 minimum

B2 - SPECIAL HANDLING
(FedEX, UPS, DHL)

\$313.50 per cwt.
\$627.00 minimum

C - *Small Package Rates

\$ 96.50

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

Labor Hours

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

Early/Late Shipments to Warehouse

50% Surcharge

Re-weigh of Shipments

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

Outbound Shipments

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

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

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

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

SUBTOTAL MATERIAL HANDLING ORDER: \$ _____

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

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement
Form and I understand that all orders are subject to State Sales Tax 8.25%.

23-TX1102-T

Show Name: Texas EMS Conference

Show Dates: November 19-20, 2023

Show Venue: Austin Convention Center

Deadline to Receive Discount Pricing: Friday, November 3, 2023



TEXAS XPO
TEXAS EXPOSITION SERVICES

CART SERVICE ORDER FORM

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



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

\$165.00 round trip

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

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

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

SUBTOTAL CART SERVICE ORDER: \$ _____

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

Company Name: _____ Booth#: _____

23-TX1102-T

Priority Empty Container Storage

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

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

Estimated number of containers/skids _____

Total = \$ _____

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

Accessible Storage

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

The charge for storage space is as follows:

Accessible Storage Rates \$125.00 per container/skid _____

Estimated number of containers/skids _____

Total = \$ _____

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

Show Name: Texas EMS Conference

Show Dates: November 19-20, 2023

Show Venue: Austin Convention Center

Deadline to Receive Discount Pricing: Friday, November 3, 2023



TEXAS XPO
TEXAS EXPOSITION SERVICES

ADVANCE/WAREHOUSE SHIPPING LABEL

ADVANCE/WAREHOUSE SHIPPING LABEL



Texas EMS Conference
C/O AEX Services / Texas XPO
C/O LibertyCFS
1916 Waukesha Drive
Pflugerville, TX 78660

EXHIBITOR/COMPANY NAME: _____

BOOTH NUMBER: # _____

DELIVER NO LATER THAN: **FRIDAY, NOVEMBER 10, 2023**

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

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

ADVANCE/WAREHOUSE SHIPPING LABEL



Texas EMS Conference
C/O AEX Services / Texas XPO
C/O LibertyCFS
1916 Waukesha Drive
Pflugerville, TX 78660

EXHIBITOR/COMPANY NAME: _____

BOOTH NUMBER: # _____

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Show Name: Texas EMS Conference

Show Dates: November 19-20, 2023

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Deadline to Receive Discount Pricing: Friday, November 3, 2023



TEXAS XPO
TEXAS EXPOSITION SERVICES

DIRECT/SHOW SITE SHIPPING LABEL

DIRECT/SHOW SITE SHIPPING LABEL



Austin Convention Center
Texas EMS Conference
C/O AEX Services / Texas XPO
500 E Cesar Chavez St
Austin, TX 78701

EXHIBITOR/COMPANY NAME: _____

BOOTH NUMBER: # _____

DELIVER ONLY ON: **SATURDAY, NOVEMBER 18, 2023 BETWEEN 7:00 AM - 6:00 PM**
AND SUNDAY, NOVEMBER 19, 2023 BETWEEN 7:00 AM - 11:00 AM

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

DIRECT/SHOW SITE SHIPPING LABEL



Austin Convention Center
Texas EMS Conference
C/O AEX Services / Texas XPO
500 E Cesar Chavez St
Austin, TX 78701

EXHIBITOR/COMPANY NAME: _____

BOOTH NUMBER: # _____

DELIVER ONLY ON: **SATURDAY, NOVEMBER 18, 2023 BETWEEN 7:00 AM - 6:00 PM**
AND SUNDAY, NOVEMBER 19, 2023 BETWEEN 7:00 AM - 11:00 AM

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

Show Name: Texas EMS Conference

Show Dates: November 19-20, 2023

Show Venue: Austin Convention Center

Deadline to Receive Discount Pricing: Friday, November 3, 2023



TEXAS XPO
TEXAS EXPOSITION SERVICES

HANGING BANNER LABEL

HANGING BANNER LABEL



Texas EMS Conference
C/O AEX Services / Texas XPO
C/O LibertyCFS
1916 Waukesha Drive
Pflugerville, TX 78660

EXHIBITOR/COMPANY NAME: _____

BOOTH NUMBER: # _____

DELIVER NO LATER THAN: **FRIDAY, NOVEMBER 10, 2023**

Receiving 9:00 AM - 3:00 PM, Monday-Friday

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

HANGING BANNER LABEL



Texas EMS Conference
C/O AEX Services / Texas XPO
C/O LibertyCFS
1916 Waukesha Drive
Pflugerville, TX 78660

EXHIBITOR/COMPANY NAME: _____

BOOTH NUMBER: # _____

DELIVER NO LATER THAN: **FRIDAY, NOVEMBER 10, 2023**

Receiving 9:00 AM - 3:00 PM, Monday-Friday

TRADE SHOW SHIPMENT - PLEASE EXPEDITE



"Delivering Freedom®"



MOVE YOUR EXHIBIT WITH PEACE OF MIND

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

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



Transportation Services

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



Customized Solutions

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

Dedicated to delivering safely and on time every time.

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



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

LAS VEGAS | TORONTO





LibertyCFS NV, Inc.

*A Veteran Owned Company
Delivering Freedom*

exhibitorservices@libertycfs.us

www.libertycfs.us

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

FREIGHT & CUSTOMS ORDER FORM

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

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

Print

Show Name: Texas EMS Conference

Show Dates: November 19-20, 2023

Show Venue: Austin Convention Center

Deadline to Receive Discount Pricing: Friday, November 3, 2023



TEXAS XPO
TEXAS EXPOSITION SERVICES

UNION JURISDICTIONS & RULES

UNION REGULATION

To assist you in planning your participation in your show, we are certain you will appreciate knowing in advance that union labor may 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:

BOOTH ERECTION & DISMANTLING

Exhibitors may, at their option, erect and dismantle their own booths using their own full-time employees. If their own employees are not available, labor can be ordered using the "Labor Order Form" in the kit.

MATERIAL HANDLING

Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. Texas XPO will control access to the loading docks in order to provide for a safe and orderly move-in / move-out.

TIPPING

Texas XPO request that exhibitors do not tip our employees. They are paid an excellent wage scale denoting a professional stature, and we feel that tipping is not necessary. This applies to all Texas XPO employees. Any request for such should be brought to the attention of an Texas XPO representative.

SAFETY

Standing on chairs, tables, or other rental equipment is prohibited. This equipment is not engineered to support your weight. Texas Exposition Services cannot be responsible for injuries or falls caused by the improper use of this equipment. If assistance is required in assembling your booth, please use the "Labor Order Form" and the necessary ladders and/or tools will be provided.

Show Name: Texas EMS Conference

Show Dates: November 19-20, 2023

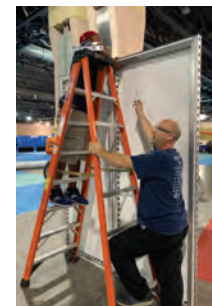
Show Venue: Austin Convention Center

Deadline to Receive Discount Pricing: Friday, November 3, 2023



TEXAS XPO
TEXAS EXPOSITION SERVICES

LABOR SERVICE FORM



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

☐ Install Labor ☐ Dismantle Labor

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

Supervisor Contact: _____ Phone: _____

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

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

☐ Install Labor ☐ Dismantle Labor

Show Site Contact: _____ Phone: _____

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

LABOR RATES:

		Discount	Standard
Straight Time - ST:	Monday - Friday, 8:00 AM - 4:30 PM	\$128.50 per hour	\$180.00 per hour
Overtime - OT:	Monday - Friday, Before 8:00 AM, After 4:30 PM Anytime Saturday/Sunday	\$192.75 per hour	\$270.00 per hour
Double Time - DT:	Anytime on holidays	\$257.00 per hour	\$360.00 per hour

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

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

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

SUBTOTAL ESTIMATED LABOR SERVICE ORDER: \$ _____

☐ **YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.**

Company Name: _____ Booth#: _____

23-TX1102-T

Show Name: Texas EMS Conference

Show Dates: November 19-20, 2023

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TEXAS XPO
TEXAS EXPOSITION SERVICES

SUPERVISED INSTALLATION & DISMANTLE

COMPLETE THIS FORM ONLY IF YOU HAVE SELECTED

SUPERVISED - INSTALL/DISMANTLE LABOR

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

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

Date Shipped: _____ Via: _____ (freight carrier)

Display shipped from: _____ (address)

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

Estimated Weight: _____

Display Includes: _____

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

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

Graphics: ☐ With display ☐ Shipped separately

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

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING:

Return Display to the following address:

Via: _____ (carrier)

YOU MUST COORDINATE/SCHEDULE YOUR OUTBOUND SHIPMENT WITH YOUR CARRIER

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

☐ Re-route via house carrier _____

☐ Transfer to warehouse at exhibitor's expense _____

EMERGENCY CONTACT AT SHOW SITE:

Name: _____ Phone: _____

Hotel: _____ Arrival Date: _____

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

Company Name: _____ Booth#: _____

23-TX1102-T

GUIDELINES AND SERVICE CONTRACTOR RESPONSIBILITIES

- The contractor certified employees ONLY will be allowed in aerial lifts.
- The contractor employees are the ONLY personnel allowed to operate mechanized equipment.
- The contractor certified employees must assemble and disassemble ALL overhead rigging including:
 - Overhead Truss
 - Attachment and removal of light fixtures for truss or signs
 - Assembly of hanging sign frame and graphics
- Additional installation required for chain motors, span sets and other packages.
- Exhibitors are REQUIRED to include hanging/setup instructions and orientation diagrams in advance.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- Overhead hanging signs are to be sent in a separate container directly to the advanced warehouse using the Advanced Hanging Sign shipping labels included in this manual. The container must arrive no later than advanced warehouse deadline date. If these procedures are not followed, the contractor cannot guarantee the hanging of your sign and additional fees may apply.
- Structures weighing over 200 lbs. per point must have a rigging plot plan approved in advance.
- Electrical signs must be in working order and in accordance with National Electric Code. Electrical services must be ordered through the Electrical Service Provider (form included in manual).
- Additional charges may be applied by the contractor due to regulations at the facility, weight limits, union jurisdictions, facility contacts, and in house providers. Including but not limited to: spanner truss for load points, additional labor for power and / or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in house exclusive labor charges, etc.

CHECKLIST FOR ORDERING HANGING SIGNS

- ☐ Submit Credit Card Authorization Form
(Or Third Party Payment Authorization if paying for this service on behalf of an exhibiting company)
- ☐ Order Assembly Labor to have your sign built by the contractor riggers
(Fill out top section of the Hanging Sign/Banner Order Form)
- ☐ Order Install and Dismantle for all Hanging Signs, Truss and Motors
- ☐ Order any necessary Chain Motors, Rotating Motors and Truss
(Remember to place separate electrical order to power any motors!)
- ☐ Submit diagrams with orientation, dimensions and placement for ALL materials that will be flown overhead
- ☐ Package Hanging Sign(s) in a separate container from exhibit materials
- ☐ Label Hanging Sign(s) using the Hanging Sign Shipping Label from this service manual
- ☐ Ship Hanging Sign(s) to the Advanced Warehouse by: **Friday, November 10, 2023**

Show Name: Texas EMS Conference

Show Dates: November 19-20, 2023

Show Venue: Austin Convention Center

Deadline to Receive Discount Pricing: Friday, November 3, 2023



TEXAS XPO
TEXAS EXPOSITION SERVICES

HANGING SIGN/BANNER ORDER FORM

USE THIS FORM TO PLACE ORDERS FOR HANGING SIGNS & BANNERS FROM CEILING

- The contractor will install and disassemble non-electrical "Hanging Signs & Banners" with approved devices and the type of cable needed to safely handle the banner.
- All Signs & Banners Hanging Orders must be received by **Friday, November 10, 2023**. Orders received after the deadline or at the Service Desk are subject to availability and a 30% surcharge.
- Complete plans for hanging must be provided and forwarded to The contractor with this "Hanging Sign/Banner Order Form" form completed.
- Any signs requiring additional equipment will be billed accordingly.
- If your sign requires electrical connections, please also contact the Electrical Services Provider.

RATES:

Straight Time - ST: Monday - Friday, 8:00 AM - 4:30 PM
Overtime - OT: Monday - Friday, Before 8:00 AM, After 4:30 PM
Anytime Saturday/Sunday
Double Time - DT: Anytime on holidays

THE FOLLOWING INFORMATION MUST BE COMPLETED FOR ACCURATE HANGING OF YOUR BANNER:

Size of Sign: Height _____ Length _____ Width _____ Weight _____

Shape of Sign: ☐ Square ☐ Rectangle ☐ Circle ☐ Triangle ☐ Other _____

RATES FOR HANGING SIGNS:

Please Note: The Contractor's Certified employees are required to assemble all hanging signs to ensure structural integrity.

SIGN ASSEMBLY / DISASSEMBLY LABOR

Straight time (8:00 am to 4:30 pm, Monday through Friday):

One (1) Hour minimum, One (1) hour increments there after

Discount

\$173.75 hr/person

Standard

\$243.25 hr/person

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

OVERHEAD SIGN HANGING CREW

Straight time (8:00 am to 4:30 pm, Monday through Friday):

One (1) Hour minimum, One (1) hour increments there after

Discount

\$668.50 hr/crew

Standard

\$936.00 hr/crew

	Start Date	Start Time	Approx. Hours	Hanging Crew Rate	Hourly Rate	Estimated Total Cost
Installation				\$	\$	\$
Dismantle				\$	\$	\$

SUBTOTAL ESTIMATED OVERHEAD SIGN LABOR ORDER: \$ _____

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

Company Name: _____ Booth#: _____

23-TX1102-T

Show Name: Texas EMS Conference

Show Dates: November 19-20, 2023

Show Venue: Austin Convention Center

Deadline to Receive Discount Pricing: Friday, November 3, 2023



TEXAS XPO
TEXAS EXPOSITION SERVICES

HANGING SIGN/BANNER EQUIPMENT

USE THIS FORM TO ORDER RIGGING EQUIPMENT FOR HANGING SIGNS & BANNERS FROM CEILING

The contractor will install and disassemble non-electrical "Hanging Signs & Banners" with approved devices and the type of cable needed to safely handle the banner. Any signs requiring additional equipment will be billed accordingly. If your sign requires electrical connections, please also contact the Electrical Services Provider.

INCLUDE THE FOLLOWING ITEMS WITH YOUR TRUSS/MOTOR ORDER:

- ☒ Overhead Rigging / Sign Hanging Order Form
- ☒ Sign/Hanging Diagram
- ☒ Placement Grid
- ☒ Hanging Sign Instructions

TRUSS (A motor must be ordered to hoist a truss)

Description	Discount	Standard	Qty.	Total
12" Silver Box Truss, per ft.	\$ 35.25	\$ 49.25	_____	\$ _____
12" Black Box Truss, per ft.	\$ 35.25	\$ 49.25	_____	\$ _____
12" Silver Corner Block	\$132.25	\$185.25	_____	\$ _____
12" Black Corner Block	\$132.25	\$185.25	_____	\$ _____
Design Fee, per hour	\$220.00	\$308.00	_____	\$ _____

Truss Details (Quantity & Size): _____

MOTORS (A motor must be ordered to hoist a truss) ☐ Rotate Clockwise (Right) ☐ Rotate Counterclockwise (Left)

Description	Discount	Standard	Qty.	Total
One Ton Hoist/Chain Motor	\$748.25	\$1,047.50	_____	\$ _____
Half Ton Hoist/Chain Motor	\$660.25	\$924.25	_____	\$ _____
1/4 Ton Hoist/Chain Motor	\$396.00	\$554.50	_____	\$ _____
Rotating Motor 500 LB limit	\$704.00	\$985.50	_____	\$ _____
Rotating Motor 200 LB limit	\$396.00	\$554.50	_____	\$ _____

SUBTOTAL MATERIAL HANDLING ORDER: \$ _____

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

Company Name: _____ Booth#: _____

23-TX1102-T

Show Name: Texas EMS Conference

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TEXAS XPO
TEXAS EXPOSITION SERVICES

HANGING SIGN LAYOUT

HANGING SIGN LAYOUT

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.

Back of Booth

Booth:

Booth:

Front of Booth

1 box = NaN square foot

Number of feet from floor to top of sign: _____

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

Company Name: _____ Booth#: _____

23-TX1102-T

Show Name: Texas EMS Conference

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TEXAS XPO
TEXAS EXPOSITION SERVICES

FORKLIFT/RIGGING CREW

LET US DO THE HEAVY LIFTING!

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

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



TYPE OF WORK:

Description: _____

RATES:

		Discount	Standard
Straight Time - ST:	Monday - Friday, 8:00 AM - 4:30 PM	\$371.50 hr/crew	\$ 520.00 hr/crew
Overtime - OT:	Monday - Friday, Before 8:00 AM, After 4:30 PM Anytime Saturday/Sunday	\$557.25 hr/crew	\$ 780.25 hr/crew
Double Time - DT:	Anytime on holidays	\$743.00 hr/crew	\$1,040.25 hr/crew

Rigging Crew consists of a forklift and operator.

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

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

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

INSTRUCTIONS:

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

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

Show Site Contact: _____ Phone: _____

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

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

SUBTOTAL ESTIMATED FORKLIFT AND RIGGING CREW ORDER: \$ _____

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.

Company Name: _____ Booth#: _____

23-TX1102-T

Show Name: Texas EMS Conference

Show Dates: November 19-20, 2023

Show Venue: Austin Convention Center

Deadline to Receive Discount Pricing: Friday, November 3, 2023



TEXAS XPO
TEXAS EXPOSITION SERVICES

REQUEST FOR SET-UP BY AN EXHIBITOR-APPOINTED CONTRACTOR

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

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

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

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

Contracting Company Agent _____

Contracting Company Name _____

Contracting Company Address _____

City _____ State/Country _____ Zip _____

Phone _____ Fax _____

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

Contractor's Cell Phone: _____ Date _____

Exhibiting Company _____ Booth No _____

Mailing Address _____ Fax No _____

City/State/Zip _____ Phone _____

Authorized by: _____ Title _____

Print Name _____ E-mail _____

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

23-TX1102-T

Show Name: Texas EMS Conference

Show Dates: November 19-20, 2023

Show Venue: Austin Convention Center

Deadline to Receive Discount Pricing: Friday, November 3, 2023



TEXAS XPO
TEXAS EXPOSITION SERVICES

AUTHORIZATION FOR EXHIBITOR'S AGENT BILLING

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

Please provide complete information:

Authorized Agent: _____

Street Address: _____

City, State & Zip: _____

Email Address: _____

Phone No. _____ Fax No. _____

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

☐ Statement to Exhibitor

☐ Statement to Authorized Agent

Both parties must indicate acceptance below or request may be denied

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

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

Exhibiting Firm

Agent _____

Title _____

Signature _____

Exhibitor's Agent

Agent _____

Title _____

Signature _____

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

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

Exhibiting Company _____ Booth No _____

Mailing Address _____ Fax No _____

City/State/Zip _____ Phone _____

Print Name _____ E-mail _____

23-TX1102-T

ACORD 1.		CERTIFICATE OF LIABILITY INSURANCE			DATE			
PRODUCER Insurance Company Name Fax: (212) 555-6100 Insurance Company Address 1 Insurance Company Address 2 Attn: Agent Name (212) 555-6102 ext. 1234				THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. <div style="text-align: center;">INSUREERS AFFORDING COVERAGE</div>				
INSURED 2. Exhibiting Company Name Exhibiting Company Address 1 Exhibiting Company Address 2 Attn: Exhibiting Company Contact Name Phone Number: Fax Number:				INSURER A: Hartford Insurance Company of Illinois INSURER B: Aetna Casualty & Surety Company INSURER C: Travelers Insurance Company INSURER D: Royal Insurance Company INSURER E:				
COVERAGES								
3. THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.								
INSR LTR	4. TYPE OF INSURANCE	POLICY NUMBER	7. POLICY EFFECTIVE DATE (MM/DD/YY)	8. POLICY EXPIRATION DATE (MM/DD/YY)	9. LIMITS			
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-AI1	01/01/23	01/0/23	EACH OCCURENCE	\$1,000,000		
					FIRE DAMAGE (Any one fire)	\$ 50,000		
					MED EXP (Any one person)	\$ 5,000		
					PERSONAL & ADV INJURY	\$1,000,000		
					GENERAL AGGRREGATE	\$2,000,000		
					PRODUCTS-COMP/OP AGG	\$2,000,000		
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	SKLS-029499S	01/01/23	01/01/23	COMBINED SINGLE LIMIT	\$1,000,000		
					(Ea accident)			
					BODILY INJURY	\$		
					(Per person)			
					BODILY INJURY	\$		
					(Per accident)			
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____				PROPERTY DAMAGE	\$		
					(Per accident)			
A	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	XL1234567	01/01/23	01/01/23	EACH OCCURENCE	\$1,000,000		
					AGGREGATE	\$1,000,000		
						\$		
						\$		
						\$		
						\$		
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/23	01/01/23	X	WC STATU- ORY LIMITS	OTHER	
							E.L. EACH ACCIDENT	\$1,000,000
							E.L. DISEASE-EA EMPLOYEE	\$1,000,000
							E.L. DISEASE -POLICY LIMIT	\$1,000,000
D	OTHER				Each Occurrence & Aggregate			
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS 5. (Show Management), Texas Exposition Services (Official Service Provider), the (Facility), and (Show) are hereby named as additional insured, except for Workers' Compensation. (Show Management) and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Emerald, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by (Show Management) shall be excess and non-contributory. Show date(s) are: (00/00/0000) in (CITY, STATE).								
CERTIFICATE HOLDER		X	ADDITIONAL INSURED; INSURER LETTER: <u> X </u>		CANCELLATION			
6. AEX/Texas XPO 3089 English Creek Ave Ste. A Egg Harbor Township, NJ 08234				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS AUTHORIZED REPRESENTATIVE <div style="text-align: center;"> 10. </div>				

1. PRODUCER: Name, address and phone number of insurance carrier.
2. INSURED: Company name, address, phone number and booth number of company insured.
3. COVERAGES: Coverage must be provided for Comprehensive General Liability, Automotive Liability (if applicable), and Workmen's Compensation, complete with policy numbers, effective dates of Coverage and limits of coverage.
4. FORM OF COVERAGE: Must be "occurrence" form of coverage.
5. NAME OF ADDITIONAL INSUREDS: (Show Management), Texas Exposition Services (Official Service Provider), (Show) and the(Facility) as additional insureds on a primary and non-contributory basis. Show dates are (00/00/0000).

6. CERTIFICATE HOLDER: (SHOW MANAGEMENT), ADDRESS:
7. POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
9. LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Insurance Requirements.
10. AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.

AUSTIN



CONVENTION CENTER

PALMER



E V E N T S C E N T E R

ACCD Exhibitor Services Division
500 East Cesar Chavez Street
Austin, TX 78701
Phone: 512-404-4233
Fax: 512-404-4220
Eddy.Yanez@austintexas.gov

2023 ACCD Exhibitor Services – Information Packet

Event: 2023 Texas EMS Conference

Event Dates: 11/17/23 to 11/22/23

Discount Rate Deadline: 11/03/23

Standard Rate Deadline: 11/13/23

Floor Rate Applies: 11/14/23

Dear Exhibitor,

Welcome to the Austin Convention Center Department (ACCD) Exhibitor Services Division. We are the exclusive provider of utility services for the Austin Convention Center and the Palmer Events Center. Enclosed is an information packet containing service descriptions, order forms and service terms and conditions. Please read this document in its entirety. Pay special attention to the deadline dates for pricing and restrictions for services.

The ACCD Exhibitor Services Division offers services at a discount, standard and floor rate. To qualify for the discount rate, services must be completed online fourteen (14) days before the first contract date of the event with payment in full. Orders received thirteen (13) days to four (4) days before the first contract date of the event, with payment in full, will qualify for the standard rate. Orders received within three (3) days of the first contract date of the event will be charged at the floor rate, no exceptions. Services will not be installed until full payment is received. All outstanding balances will be collected on-site and settled prior to the close of your event.

Online ordering is available at our website www.austinconventioncenter.com under the Exhibit tab.

This is the fastest, most convenient way to order and is completely PCI compliant.

Utility Services Provided:

- Electrical
- Water and Drainage
- Compressed Air

Should you have questions or require services not listed online or on our order forms, please call in advance. We will do our best to facilitate your needs. Thank you for using our facility.

Sincerely,

Eddy Yanez
Senior Events & Exhibitor Services Representative
eddy.yanez@austintexas.gov
512-404-4233

Ordering Instructions

Online Ordering – The Preferred Method: To place your order online please visit our website www.austinconventioncenter.com under the **Exhibit** tab.

Request an Invoice: An invoiced order can be requested through the Utility Coordinator if preferred payment will be by check or bank transfer. This method should only be used if you are unable to order online. Invoices must be requested prior to the discount rate deadline on the first page of this document (14 days prior to the first contracted date of the event).

Payment Method: Payment in full must accompany order. Payment may be made by check, bank transfer, or credit card. DO NOT SEND CASH. Make check payable to 'Austin Convention Center.' Orders without payment will not be installed. Bank transfer details can be requested through the Utility Coordinator.

Cancellation: Cancellation of services must be made 3 days prior to the first contract date of the event.

Questions: Please call 512-404-4000 and request the ACCD Exhibitor Services Division if you have any questions regarding our services or ordering procedures.

Payment Terms and Conditions

- Payment in full is required prior to service connection. All outstanding balances must be paid by the end of your event.
- Advance orders paid in full will have priority over floor orders. **ACCD cannot guarantee floor orders.**
- Exhibitor booths will be audited during the event and charged for any additional services. The additional charges will be included in the exhibitor's final bill at the floor rate.
- Any work not covered under ACCD's price schedule will be done on a time and materials basis.
- All material and equipment damaged or lost shall be the responsibility of the exhibitor and will be billed to the exhibitor for the full replacement value at the close of the event.
- All prices are rental only. All materials remain the property of ACCD unless otherwise specified.
- All rates are subject to change without notice.

Refund Terms and Conditions

- No credit will be issued to services or equipment installed but not used.
- Claims and/or Refunds will not be considered nor honored unless filed by exhibitor prior to close of event at the Utility Service Desk.
- All questions on billing must be settled prior to the closing of event.
- Refunds of less than \$50.00 will not be considered.
- Refunds for canceled services must be made 3 days prior to the first contracted day of the event.
- No refunds will be processed after the event closes. NO EXCEPTIONS

General Terms and Conditions

- All floor order services (or changes to installed services) must be placed at the Utility Service Desk. The ACCD service staff is not permitted to accept orders directly from exhibitors.
- ACCD cannot guarantee service prior to the opening of the show for floor orders.

General Terms and Conditions Continued

- Wall and permanent building electrical outlets are not to be used by exhibitors.
- Access to all wall outlets and floor pockets is restricted to ACCD personnel.
- Under no circumstance shall anyone other than ACCD personnel make service connections.
- The ACCD offers a limited inventory of utility services connections and rental equipment to our clients for their exclusive use on a first come first served basis. The ACCD cannot guarantee availability of utility services or rental equipment.
- ACCD is not responsible for power failures or fluctuations in voltage, air, or water pressures. Equipment with strict tolerances may require regulating devices. Exhibitors must arrange regulatory valves, line conditioners, backflow prevention devices, etc.
- All equipment and connections regardless of source of power must comply with federal, state and local safety codes.
- Special equipment connections requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without ACCD personnel. All service connections to ACCD utilities must be made by ACCD personnel only.
- Exhibitor agrees to indemnify and hold harmless the ACCD, City of Austin, and their respective officers, agents and employees, against and from any and all claims for property damage and personal injury including death, arising out of or in any way caused by exhibitor's negligence in the use or misuse of the utility outlets, equipment, etc., supplied to exhibitor by the ACCD under this order.
- The exhibitor will be responsible for damage to electrical, water, compressed air, and drainage network or equipment caused by exhibitor's equipment, acts, and/or omissions.
- If by any reason of default on the part of the exhibitor hereunder, it becomes necessary to engage an attorney, the exhibitor agrees to pay all costs, expenses, and attorney's fee expended or incurred by the ACCD in connection herein.

Electrical Terms and Conditions

- A standard electrical outlet is a single female plug. Multi-outlet fixtures are available for purchase.
- Labor
 - A. Labor is charged for:
 1. Any four (4) utility services in one (1) booth.
 2. Installation of utilities after booth display and/or carpet has been installed.
 3. Relocating/moving installed services.
 4. Re-taping electrical cords.
 5. Resetting breakers due to exhibitor equipment.
 - B. Labor (if required) is charged in increments of one (1) hour with a one (1) hour minimum.
 - C. Labor charges are NOT available at a discount.
- If special electrical connections are required, the exhibitor is responsible for furnishing the associated wiring schematics and required connectors. Exhibitor will be responsible for all labor charges involved in connecting and disconnecting wires. Please contact the ACCD Exhibitor Services Division @ 512-404-4000 with any special wiring requirements.
- Use of open clip sockets, latex or lamp cord wire, duplex or triplex plug is prohibited.
- All exhibitor provided cords must be of the three (3) wire grounded type. All exposed non-current carrying metal parts or fixed equipment which are liable to be energized shall be grounded.
- Electrical equipment is to be installed, operated, and maintained in a manner which does not create a hazard to life or property.
- Connection rates cover bringing the service to the booth in the manner and location most convenient to the ACCD and do not include adapters or special wiring.
- Each exhibitor must order power separately. Exhibitors are not allowed to share power.
- Unauthorized use of electrical services will be terminated, or exhibitor must pay utility service charges associated with service.

Installation Notice – 208/220 Volt Electrical Services

- Connecting ACCD wires directly to exhibitor equipment is prohibited. Examples include, but are not limited to, hot tubs, stoves/ovens and RV's.
- Connection rates include bringing service to the booth from the floor pocket. Does not apply to 200/400amp services.
- Connection rates do not include adaptors or special wiring.
- **200/400amp services are available in specific locations. Exhibitor is responsible for providing the cable and rigging services required to connect.**
- **200/400amp services terminate in cam-lock connections.**
- If special electrical adaptors or plugs are required, exhibitor must provide the wiring schematics with required connectors (male & female).
- If adaptors or plugs are not provided, exhibitors must provide bare-end tails for hardwiring to disconnect boxes.
- Customers are responsible for labor charges required to connect and disconnect wires and/or adaptors.
- Please call 512-404-4000 and request the ACCD Exhibitor Services Division if you have any questions.

ADAPTER TYPE BY PRODUCT

Electrical Outlets		
Product ID	Product Description	Receptacle
E104	120 Volts 30 AMP (Only one device)	L5-30R
E203	120 Volts 20 AMP Ceiling Power	Standard
Product ID	Product Description	Receptacle
P202	208 Volts/Single Phase 20 AMP	NEMA L6-20R
P203	208 Volts/Single Phase 30 AMP	NEMA L6-30R
P206	208 Volts/Single Phase 60 AMP	Cam Locks
P210	208 Volts/Single Phase 100 AMP	Cam Locks
P302	120/208 Volts/3 Phase 20 AMP	NEMA L21-20R
P303	120/208 Volts/3 Phase 30 AMP	NEMA L21-30R
P306	120/208 Volts/3 Phase 60 AMP	Cam Locks
P310	120/208 Volts/3 Phase 100 AMP	Cam Locks
P320	120/208 Volts/3 Phase 200 AMP	Cam Locks
P340	120/208 Volts/3 Phase 400 AMP	Cam Locks
Product ID	Product Description	Receptacle
L102	Extension Cord w/ Single Plug	Standard

AUSTIN



CONVENTION CENTER

PALMER



E V E N T S C E N T E R

ACCD Exhibitor Services Division
500 East Cesar Chavez Street
Austin, TX 78701
Phone: 512-404-4233
Fax: 512-404-4220
Eddy.Yanez@austintexas.gov

Compressed Air Terms and Conditions

- Exhibitor is responsible for providing the cubic feet per minute (CFM) and the pounds per square inch (PSI) requirements. Without this information, we will be unable to provide service to your exhibit. Please call ACCD Exhibitor Services Division for assistance.
- Exhibitor is responsible for providing compatible adaptors to hose lines.

Water/Drain Terms and Conditions

- **Water**
 1. All equipment using water must have an inlet and outlet properly tagged by the exhibitor and must connect to a 3/4" hose coupler.
 2. All equipment using water must include a backflow prevention device. Without this device, the ACCD will be unable to provide service to your booth.
 3. All water supplies must be set to the off position at the end of each day.
 4. Availability of water services are subject to restrictions imposed by the City of Austin Water/Wastewater Utility.
- **Drainage**
 1. Drains are not designed to handle the discharge of large volumes of water.
 2. Drains are strictly for water. Other arrangements must be made for the disposal of materials such as grease, food products, etc.
 3. Any exhibitor using 5 gallons or more for their exhibit is required to purchase a water and drain connection.
 4. Any exhibitor that is found draining water directly into our floor pockets will automatically have the water and drain service accessed to their invoice, at the floor rate in effect.

Rigging / Ceiling Power Guidelines

- **Rigging Services** – Freeman Audio Visual is the exclusive provider of rigging services for the Austin Convention Center, and preferred rigging provider for Palmer Events Center.
 - **Please contact Phil Sherrod with Freeman Audio Visual at 512-827-3200 / phillip.sherrod@freemanco.com.**
- ACCD must be made aware of any rotating signs, any signs that use a hoist/motor and any signs.
- All ceiling electrical services must be ordered through the Austin Convention Center Department Exhibitor Services Division. Online ordering is available at www.austinconventioncenter.com.
- Electrical cabling is provided for basic 120V electrical services.
- The Austin Convention Center Department does not provide labor to run cabling overhead. Please contact your General Service Contractor.
- **Electrical cabling is NOT provided for services included in the "Power for Motors or Special Equipment" price list below.** Exhibitors are responsible for providing electrical cabling and contacting Freeman Audio Visual for Rigging Services.
- Please refer to the table on page 4 of this packet for the receptacle that will be provided with each service.

AUSTIN



CONVENTION CENTER

PALMER



E V E N T S C E N T E R

ACCD Exhibitor Services Division
500 East Cesar Chavez Street
Austin, TX 78701
Phone: 512-404-4233
Fax: 512-404-4220
Eddy.Yanez@austintexas.gov

2023 Exhibitor Price List

Code	Description	U/M	Incentive Price	Standard Price	Floor Price
Electrical Services - Utilities (EL)					
Electrical Outlets					
E101	120 Volt Outlet 0-1000 Watts (8AMP)	EA	88.00	110.00	165.00
E102	120 Volts 15 AMP	EA	104.00	130.00	195.00
E103	120 Volts 20 AMP	EA	112.00	140.00	210.00
E104	120 Volts 30 AMP (NEMA L5-30R)	EA	152.00	190.00	285.00
E203	120 Volts 20 AMP - Ceiling Power	EA	180.00	225.00	385.00
Equipment					
L106	Adaptor	EA	50.00	50.00	50.00
L102	Extension Cord w/Single Plug	EA	25.00	25.00	25.00
L103	Multi-Outlet Strip - 6 Outlets	EA	25.00	25.00	25.00
Power for Motors or Special Equipment					
P202	208 Volts/Single Phase 20 AMP	EA	216.00	270.00	405.00
P203	208 Volts/Single Phase 30 AMP	EA	264.00	330.00	495.00
P206	208 Volts/Single Phase 60 AMP	EA	416.00	520.00	780.00
P210	208 Volts/Single Phase 100 AMP	EA	640.00	800.00	1,200.00
P302	120/208 Volts/3 Phase 20 AMP	EA	320.00	400.00	600.00
P303	120/208 Volts/3 Phase 30 AMP	EA	368.00	460.00	690.00
P306	120/208 Volts/3 Phase 60 AMP	EA	600.00	750.00	1,125.00
P310	120/208 Volts/3 Phase 100 AMP	EA	960.00	1,200.00	1,800.00
Facilities - Maintenance (FA)					
Air/Water/Gas/Drainage					
A200	Sink (Includes Water & Drain)	EA	360.00	450.00	675.00
A501	Water & Drainage	EA	240.00	300.00	450.00
A101	Compressed Air (Per connection)	EA	180.00	225.00	340.00
Labor - Standard (LA)					
Labor - Operations					
M101	Event Electrical Labor per hour	EA	65.00	65.00	65.00

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Eddy.Yanez@austintexas.gov

ACCD Exhibitor Services – Floor & Booth Layout

Event: 2023 Texas EMS Conference

Event Dates: 11/19/23 to 11/22/23

Discount Deadline: 11/03/23

Floor Rate Applies: 11/14/23

Company Name	Booth Number	Booth Size

SCALE (check one)

- ☐ 1 Square = 1 Ft (Default)
- ☐ 1 Square = _____ Ft
- ☐ X = 10 x 10 Booth
- ☐ X + Y = 10 x 20 Booth
- ☐ X + Y + Z = 20 x 20 Booth

IMPORTANT INFORMATION

- Labor charges apply to orders with four (4) or more services.
- Mark the adjoining booth number and/or aisles for orientation.
- Use the coordinates or the boxes as a scale for placement of services.
- Grids submitted without orientation will default to marked "FRONT" and "BACK" booth orientation shown below.

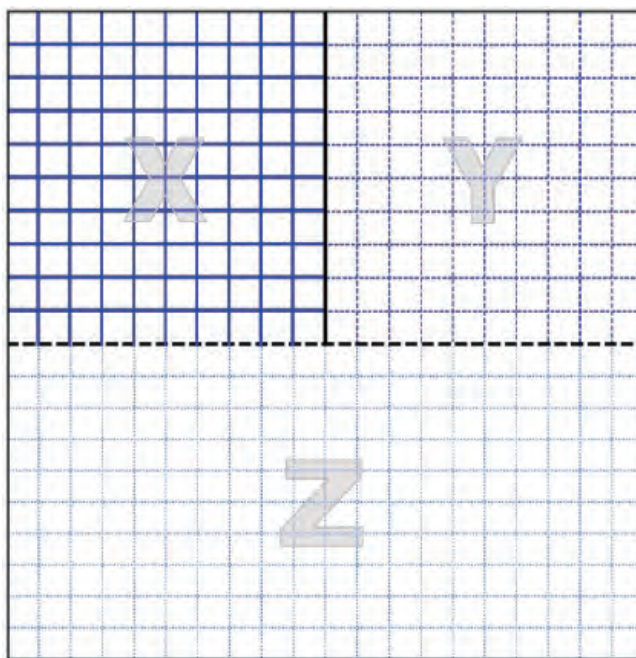
LEGEND

- X** Power Outlet
- I** Internet
- P** Phone
- Water
- ▲** Air

Exhibitors may contact show management for a copy of the exhibit show floor plan

Adjacent booth or aisle

FRONT



Adjacent booth or aisle

Adjacent booth or aisle

BACK

Adjacent booth or aisle

AUSTIN



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Client & Exhibitor Service Yard and Entry Rules

PLEASE ENSURE EXHIBITORS ARE PROVIDED WITH THESE RULES

- ID or credentials required to enter at the services entrance of the ACCD – all persons entering must check in with ACCD Security.
- No possession or use of alcohol or illegal substances.
- All containers, packages and vehicles subject to inspection.
- The unlicensed possession of weapons by persons on ACCD property is a felony.
- Event or show requests to demonstrate, trade, display or sell any firearms, simulated firearms, or dangerous weapons must be made in writing to the ACCD (90) days prior to the first contract date.
- Children under 17 are prohibited from ACCD service yards and Exhibit Halls during move in/out.
- The ACCD service yard is closed during show hours except for ACCD business. Due to safety and security, exhibitors and attendees are prohibited from using the service yard entrances and exits while the show is in progress.
- No animals other than trained service dogs or with prior ACCD approval
- All pedestrians must use the pedestrian gate when entering the service yard.
- No speeding or reckless use of vehicles, forklifts, carts or equipment. Clients, service contractors and exhibitors must comply with all federal, state and municipal fire codes that apply to a place of public assembly, as well as Occupational Safety and Health Association (OSHA) regulations.

Questions? Please contact a Security Coordinator or Austin Convention Center Security Control at (512) 404-4111.





EXHIBITOR AUDIO VISUAL ORDER FORM

DISCOUNT DEADLINE: OCTOBER 20TH, 2023

CUTOFF: CALL TO CONFIRM AVAILABILITY AFTER NOVEMBER 1ST



Event Name: **TEXAS EMS CONFERENCE**
Event Dates: **November 19 - 20, 2023**
Venue: **Austin Convention Center**

PROJ #11680
SR-NU-1118_TES

Customer Information	
ORGANIZATION NAME	
ORDERED BY NAME	
ADDRESS	
CITY	
STATE	ZIP
PHONE #	
EMAIL	
NOTES:	

Delivery Information	
HALL	
BOOTH #	
ON-SITE CONTACT	
ON-SITE CELL	
ON-SITE EMAIL	
SHOW START	November 19th - 12:00 pm
SHOW END	November 20th - 4:00 pm
DELIVERY DATE	TIME
PICKUP DATE	TIME

SOMEONE MUST BE PRESENT FOR DELIVERY

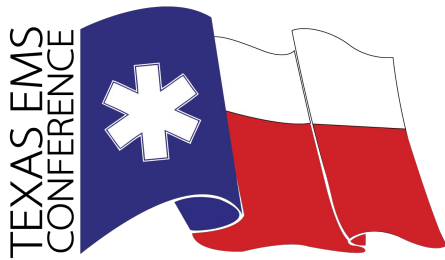
470-939-4778 or
orders-av@shepardav.com

NOTE: POWER & INTERNET SERVICES ARE PROVIDED BY FACILITY

	SHOW RATE					
COMPUTERS & ACCESSORIES - Show Rate	Discounted	Regular	Qty	Total	Ordering Instructions	
PC laptop computer (with Windows/Microsoft Office)	\$285.00	\$370.00			Orders received after 10/20/23 will be charged at the regular rate. Orders received after 11/1/23 (cutoff date) will be based on availability and are subject to 20% upcharge. CALL TO CONFIRM.	
Apple iPad	\$180.00	\$234.00				
iPad Floor Stand (white)	\$155.00	\$200.00				
Apple 15" MacBook Pro	\$465.00	\$605.00				
Apple 17" MacBook Pro	\$540.00	\$702.00				
Apple 27" iMac Retina 5K, I-9, 8-Core	\$525.00	\$580.00				
Mac Mini Computer	\$255.00	\$335.00				
Wired USB Keyboard and Mouse	\$30.00	\$40.00				
Wireless keyboard and Mouse	\$45.00	\$60.00				
Laser printer (black & white)	\$155.00	\$180.00				
AUDIO - Show Rate	Discounted	Regular	Qty	Total	The total charge per item is determined by multiplying the Quantity x Rate. Prices are for the duration of the show.	
Small Sound System (2 spkrs w/stands, wired mic, mixer, pcdi)	\$410.00	\$510.00				
Large Sound System (4 spkrs w/stands, wired mic, mixer, pcdi)	\$585.00	\$650.00				
Wireless Microphone Select: Handheld or Lavalier	\$260.00	\$335.00				
Computer Audio Interface	\$35.00	\$45.00				
ACCESSORIES - Show Rate	Discounted	Regular	Qty	Total	Operator labor, if requested, is subject to the prevailing hourly rate with a four (4) hour minimum.	
HDMI Cable (4')	\$25.00	\$32.50				
Monitor Floor Stand Dual Post w/shelf (requires monitor rental)*	\$230.00	\$300.00				
Media Player	\$75.00	\$95.00				
			Page 1 Total		We will attempt to accommodate requested delivery times, but cannot guarantee due to the volume of orders.	

Page 1 of 2

Page 1 of 2



EXHIBITOR AUDIO VISUAL ORDER FORM

DISCOUNT DEADLINE: OCTOBER 20TH, 2023

CUTOFF: CALL TO CONFIRM AVAILABILITY AFTER NOVEMBER 1ST

Event Name: **TEXAS EMS CONFERENCE**

Event Dates: **November 19 - 20, 2023**

Venue: **Austin Convention Center**

PROJ #11680

SR-NU-1118_TES

FLATSCREEN MONITORS - Show Rate	SHOW RATE		Qty	Total	Ordering Instructions
	Discounted	Regular			
Monitor mounting - select from 3 options-Floor stand below or complimentary table or wall mount <i>*Monitor floor stands are available for rent and for use with monitors 32" to 65" and require monitor rental.</i>					<p>If you don't see what you're looking for, contact your Shepard AV Team to discuss the possibilities!</p> <p>We have a wide range of services and solutions to help deliver your message.</p> <p>We offer custom LED walls, truss, lighting, concert sound, and the experts to make it all work!</p> <p>SEND BOTH PAGES TO orders-av@shepardav.com</p> <p>ORDER IS NOT CONFIRMED UNTIL PAYMENT IS RECEIVED IN FULL AND CONFIRMATION HAS BEEN SENT</p>
Monitor Floor Stand w/shelf (requires monitor rental)*	\$230.00	\$300.00			
24" HDTV Monitor * Select: Table Stand or Wall Mount	\$230.00	\$300.00			
32" HDTV Monitor * Select: Table Stand or Wall Mount	\$385.00	\$500.00			
43" HDTV Monitor * Select: Table Stand or Wall Mount	\$460.00	\$598.00			
55" HDTV Monitor * Select: Table Stand or Wall Mount	\$720.00	\$935.00			
65" HDTV Monitor * Select: Table Stand or Wall Mount	\$925.00	\$1,200.00			
75" HDTV Monitor * w/wall mounting bracket	\$1,280.00	\$1,450.00			
Special Installations					
Touchscreen Monitors- Windows OS	Call for Quote	Call for Quote			
Touchscreen Kiosks- Windows OS	Call for Quote	Call for Quote			
Digital Signage	Call for Quote	Call for Quote			
LED Video Wall	Call for Quote	Call for Quote			
Custom Theatrical Lighting Packages	Call for Quote	Call for Quote			
Page 1 Total					
Page 2 Total					
(add Page 1 & Page 2 totals) SUBTOTAL:					
(30% of subtotal or \$190.00 minimum, whichever is greater) DELIVERY/SETUP/PICKUP					
TOTAL AMOUNT DUE					

If monitor is ordered, what is your content source? ☐ Laptop ☐ Flash drive ☐ Media Player ☐ Other _____

Exhibitor is responsible for all necessary electrical/internet services needed (provided by facility).

All prices quoted for the duration of the show.

PAYMENT	
ADVANCE PAYMENT IS DUE TO CONFIRM ORDER	
<p>You will receive an e-mail with a link for secure online credit card payment.</p> <p>Order is not finalized without full payment and confirmation email from Shepard AV.</p>	
<p>RENTAL AGREEMENT: It is agreed that the customer is renting the equipment for a specific period only and is responsible for its safe return. Customer agrees to be billed for any loss or damage to equipment other than caused by normal operation.</p>	
Signature _____	Date _____

SOMEONE MUST BE PRESENT AT BOOTH AT TIME OF DELIVERY

Catherine Bachman
Exhibit Planning Manager
470-939-4778

orders-av@shepardav.com



Texas EMS Conference 2023
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Austin Convention Center
Austin, TX



LEAD RETRIEVAL ORDER FORM

[Order Online](#)

DISCOUNT DEADLINE: Oct. 19, 2023

ExpoBadge Lead Retrieval Equipment <i>Equipment descriptions on Page 2</i>	DISCOUNT	REGULAR	QUANTITY	TOTAL
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Handheld Scanners:

(Battery operated scanners; no electricity required)

ExpoBadge Ninja	\$370	\$385		
ExpoBadge Panoptic	\$395	\$415		
ExpoBadge Panoptic with Printer	\$410	\$430		

Mobile Application:

ExpoBadge Lead Retrieval App <i>(one license)</i>	\$350	\$370		
Additional Licenses	\$210	\$210		

ExpoBadge Extras:

Digital Literature Kiosk	\$275	\$275		
Delivery, Setup, and Training	\$95	\$125		
Personalized Action Codes	\$75	\$100		
USB Flash Drive	\$100	\$125		
Paper: Additional Roll	\$17	\$22		
ExpoBadge Badge Kit	\$450	\$450		
ExpoBadge API Developers Kit	\$775	\$775		

Federal Tax ID # 20-8676699

Sub Total:

TX Sales Tax: 8.25%

Processing Fee: \$15.00

Grand Total:

Company Information

COMPANY	CONTACT	BOOTH #
ADDRESS 1	CITY	ZIP CODE
ADDRESS 2	STATE	COUNTRY
EMAIL	PHONE	ONSITE PHONE

ONLINE ORDERS:
[TEXASEMS2023](#)

EMAIL ORDERS TO:
orders@expobadge.com

MAIL ORDERS TO:
ExpoBadge, Inc.
1075 N. Tustin St. #6250
Orange, CA 92863, USA

Payment Information *Billing Zip Code Required

AMERICAN EXPRESS	MASTERCARD	VISA	CHECK
CREDIT CARD #	EXPIRATION DATE		
NAME ON CARD	*BILLING ZIP CODE		

FOR ASSISTANCE CALL:

toll free 800-490-9941
+1-714-630-2945

Terms and Conditions:

I have read and agreed to the following terms and conditions.

All equipment ordered must be picked up at the service desk prior to the start of the show, unless you have ordered Delivery and Set-up. Failure to pick up equipment does not entitle you to a refund. All equipment must be returned to the service desk within 1 hour of show close to avoid additional \$100.00 charge. A non-refundable charge of \$2,500.00 will be applied for each piece of equipment not returned to ExpoBadge, Inc. at the close of show. There will be a \$100.00 charge for the loss or damage of ExpoBadge data card. All cancellations must be submitted in writing 2 weeks prior to the start of the show; there are no refunds or cancellations after this time. There is a \$75.00 fee for all cancellations prior to 2 weeks before show. There is no refund on paper or badge kits. ExpoBadge, Inc. will not be responsible for the type or amount of data provided by show management. Liability for damage of any cause whatsoever will be limited to the total price of goods and services provided by ExpoBadge, Inc.




Please feel free to review our Privacy Policy and commitment to GDPR compliance [here](#).




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Austin, TX



ELECTRONIC LEADS DELIVERY: An email containing a link to your leads will be sent to the email address on file within 24 hours of the close of the show. Your leads will be available in multiple formats: Excel, .CSV, and .TXT

HANDHELD SCANNERS	DETAILS	LEADS FORMAT
ExpoBadge Ninja 	The ExpoBadge Ninja is a handheld, battery-operated device with a modest design. It features one button with no screen to quickly capture and store your lead data. Your leads will be downloaded and emailed at the close of the show (within 24-48 hours).	Electronic
ExpoBadge Panoptic 	The ExpoBadge Panoptic is a wireless, handheld device (Android). Uploads lead detail in real-time. Includes an easy-to-use notes option for quickly recording notes specific to each lead. Leads can be accessed anytime from ExpoBadge's secure website. (Requires nightly charging).	Electronic
ExpoBadge Panoptic with printer 	The ExpoBadge Panoptic with printer is a printer with a scanner connected <i>wirelessly</i> . This allows you the flexibility for multiple sales people to capture leads in your booth. With all the features of the ExpoBadge Panoptic, you will receive a paper and electronic copy of your leads. (ExpoBadge Panoptic requires nightly charging.)	Paper and Electronic

MOBILE APP	DETAILS	LEADS FORMAT
	The ExpoBadge Lead Retrieval App is lead retrieval made smart. Scan, qualify, and survey attendees at events using smart phones or tablets (compatible with most Apple and Android devices). Works with or without an active internet connection or data plan; internet connectivity required for activation.	Electronic

EXTRAS	DETAILS
Delivery, Setup & Training	ExpoBadge staff will deliver your order to your booth, set-up the devices and train all exhibit booth personnel. [There is no charge for pick-up at ExpoBadge lead retrieval service desk.]
USB Flash Drive	Portable USB ver. 2.0 memory device. Leads will be downloaded to your Flash Drive upon return of equipment at the end of the show.
Digital Literature Kiosk	Use the Digital literature Kiosk to deliver digital documents to your booth visitors. Target your marketing and leverage your collateral investment by uploading your promotional material onto the Digital Literature Kiosk. You may post up to 10 unique pdfs.
ExpoBadge Badge Kit	The ExpoBadge Badge Kit is an encoding package intended for exhibitors that will be utilizing their own scanning equipment at the show. This kit will enable you to map the data scanned to the appropriate fields in your software. As soon as the badge has completed the approval process, the Badge Kit will be sent.
API Developers Kit	If you own your own Lead Retrieval system and would like to capture full attendee contact information in real time, our ExpoBadge API Developers Kit will allow you to retrieve each attendee's contact information via a direct API link to our registration database. We will send you API documentation, including instructions for your IT department to set up the data transfer and all credentials necessary to access our database. This will allow you to scan a badge on the tradeshow floor and send an ID to our database, which will immediately return the attendee's full contact information, making it available for direct import into your CRM or lead capture software. *This item also include our Badge Kit product.



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November 19-22, 2023
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Austin, TX



STANDARD ACTION CODES

ExpoBadge offers each exhibitor a complimentary list of standard qualifiers.

ADD TO MAILING LIST	HOT LEAD!	PRODUCT B	SCHEDULE DEMONSTRATION
CURRENT CUSTOMER	INQUIRY ONLY	PRODUCT C	SEND LITERATURE
DISTRIBUTOR	INTERESTED BUYER	PRODUCT D	SEND PRICING INFO
HAS PURCHASING AUTHORITY	OEM	PRODUCT E	VAR
HAVE SALES REP CALL	PRODUCT A	PRODUCT F	WANTS PRESENTATION

PERSONALIZED ACTION CODES

For an additional fee, you can personalize your action codes in order to better qualify each lead.
Enter personalized action codes using our online order form or complete the template below.

Your codes will be ready with your equipment at our service desk. Maximum 35 characters per code.

Custom Action Codes cannot include these characters: apostrophe ('), slash (/), backslash (\), period (.), carat (^), or quote (").

1	_____	11	_____
2	_____	12	_____
3	_____	13	_____
4	_____	14	_____
5	_____	15	_____
6	_____	16	_____
7	_____	17	_____
8	_____	18	_____
9	_____	19	_____
10	_____	20	_____