



# RULES & REGULATIONS

March 3–5, 2020  
Pennsylvania Convention Center  
Philadelphia, PA USA



# > YOUR EAST COAST PACKAGING CONNECTION

[PACKEXPOEAST.COM](http://PACKEXPOEAST.COM)

# RULES & REGULATIONS



Exhibitors understand and agree that the **PACK EXPO East Rules & Regulations** are an integral and binding part of the show and contracts. Following these guidelines will help lead to a successful show for all **PACK EXPO East** exhibitors.

**SPACE RATE:** All drayage/material handling is included in your space rate, provided your shipment/truck checks in at the Pennsylvania Convention Center by 2:00 pm on your assigned targeted move-in date. See the Exhibitor Service Manual for the Targeted Move-in Schedule.

A special assessment will apply to any inbound shipments which arrive after 2:00 pm Monday–Friday, all day Saturday (inbound only), and on any advanced warehouse shipments. See the Exhibitor Service Manual for pricing of special assessments.

The space rate will include a one-time spot of

equipment and display material. Any additional rigging or booth work will be at the exhibitor's expense—see the Exhibitor Service Manual for pricing. All outbound drayage is included in the space rate and no overtime charges and no special assessments will apply.

**NOTE: Space rate includes drayage for the Primary Exhibitor's\* display material and equipment only. Any additional product or equipment is subject to additional billing.**

**\*Primary Exhibitor is defined as the exhibitor who signs the Exhibit Space Application.**



## RULE CHANGES

The following rules have been revised and/or added to the Rules & Regulations since PACK EXPO East 2018:

**REVISED. Exhibiting Products or Machinery Not of Your Manufacture (page 3):** As a general rule, exhibitors may display products (equipment, machinery, etc.), whether new or used, only of their own manufacture, unless they have prior written approval of the OEM. Should an exhibitor require the use of machines or materials that are not of their own manufacture in order to demonstrate properly the product(s) being exhibited, then additional rules apply. See page 3 for more information.

**REVISED. Cancellation or Reduction of Space (page 4):** Exhibitors may cancel from the show or reduce their space subject to the following conditions and restrictions:

**A.** The exhibitor shall give Show Management notice in writing of his intention to cancel or withdraw from the show and shall forfeit his 25% non-refundable deposit fee, with a maximum forfeiture of \$10,000.

**B. In the event the said notice of cancellation is received by PMMI after August 16, 2019, and by November 15, 2019, the exhibitor will forfeit any monies paid to date up to 75% of the total booth cost, with a maximum forfeiture of \$10,000.**

**C. In the event a notice of cancellation is received after November 15, 2019, the exhibitor shall be obligated and agrees to pay the total cost of space assigned.**

*\*Payments made above the \$10,000 forfeiture fee will be reserved as a credit towards a future show within 24 months. In the event that the exhibitor does not participate in a PACK EXPO/PMMI show within 24 months, the credit will be forfeited.*

**D. In the event of cancellation, Show Management has the right to use this space to suit its own convenience, including selling the space to another exhibitor, without any rebate or allowance to the canceled exhibitor.** Show Management assumes no responsibility for having included the name of the canceled exhibitor or descriptions of his products in the printed show guide, online exhibitor directory, brochures, news releases, website or other materials.

**E.** In the event any exhibitor requests a **space reduction** from the originally assigned space (this includes mergers, acquisitions, or other similar scenarios whereas one exhibitor reduces or releases originally assigned space to co-locate with another exhibitor), the reduction will be

treated as a cancellation and the exhibitor will be subject to the same conditions and restrictions set forth in Rule 7 A, B and C above.

**F. Any exhibitor requesting a reduction in space is subject to reassignment.**

**REVISED. Admission (page 5):** No one under 14 years of age (including infants) will be permitted onto the exhibit floor at any time during move-in, show days, or move-out.

In accordance with Pennsylvania state law, children under the age of sixteen (16) are not permitted on the exhibit floor and/or any area of the Pennsylvania Convention Center where scaffolding or heavy equipment is in operation during move-in and move-out periods.

**REVISED. Booth Height Restrictions for in-line, aisle-to-aisle, peninsula, and island booths (pages 6-7):** Booths 599 sq. ft. and under are allowed a maximum height of 12' for all display material including logos and graphics. Hanging signs are NOT permitted. Booths 600 - 1,499 sq. ft. are allowed a maximum height of 14' for all display material including logos, graphics and hanging signs, and booths 1,500 sq. ft. and over are allowed a maximum height of 18' for all display material including logos, graphics and hanging signs. All display material and machinery must be set back at least 1' from all aisles.

**NEW. Harassment (page 15):** PMMI wishes to create a welcoming environment at PACK EXPO East and expects all participants to refrain from harassing behavior and speech. Any person who has been subjected to harassment, or who has witnessed harassment, is encouraged to notify PMMI staff. PMMI reserves the right to take any action it deems appropriate in response to such conduct by any person, including removal of that person from PACK EXPO East and prohibiting attendance at future events.

**NEW. Competitors (page 15):** Because it is not possible for PMMI to know which exhibitors may be competitors, PMMI is not able to take such relationships into consideration in connection with the assignment or selection of space. PMMI therefore cannot be responsible if an exhibitor is assigned or selects booth spaces near a competitor, nor is that a basis for booth space reassignment.

**Note: All text in bold indicates new revisions to pre-existing rules.**

# RULES & REGULATIONS

**1. SHOW MANAGEMENT** – PACK EXPO East is the property of PMMI—The Association for Packaging and Processing Technologies, Incorporated, hereinafter referred to as PMMI or Show Management. PMMI will provide all show management functions and establish all show policies. Rulings by Show Management (PMMI) shall, in all instances, be final with regard to use of any exhibit space.

Each prospective exhibitor is required to submit an **Exhibit Space Application**. By doing so, the exhibitor subscribes to the **PACK EXPO East Rules and Regulations** and PMMI's Privacy Policy, which are part of the **Exhibit Space Application**.

Each exhibitor will be provided access to the online Exhibitor Service Manual, which will also be considered an extension of the Exhibit Space Application.

**2. DIGNITY** – It is intended that **all PACK EXPO East Shows** be a serious and dignified offering of products and services of value to the packaging and processing industries.

Further, Show Management (PMMI) may take any action it deems appropriate (including, but not limited to, expulsion from a show and/or suspension or elimination of seniority) against an exhibitor for conduct detrimental to the show, as determined in the sole discretion of Show Management.

**3. WHAT MAY BE EXHIBITED** – The show is designed for display and demonstration of processing and packaging machinery, packaging-related converting machinery, packaging materials used with such machinery, materials used for protective purposes, contract packaging, containers that hold a product for industrial or consumer distribution, material handling equipment that is of a “fixed installation” nature, processing and packaging related publications, and certain machinery sub-assemblies and/or sub-systems (including computer hardware/software) which will be demonstrated in a significant processing and packaging application. The phrase “demonstrated in a significant processing and packaging application” means that the product(s) must be displayed at the show as an integral part of the processing and packaging related equipment that the product(s) was designed for, or must be shown on a demonstrating unit illustrating the processing and packaging function. This may be accomplished by demonstrating the function on a monitor providing the plans comply with Item 19.

**REVISED. Exhibiting Products or Machinery Not of Your Manufacture:** As a general rule, exhibitors may display products (equipment, machinery, etc.), whether new or used, only of their own manufacture, unless they have prior written approval of the OEM. Should an exhibitor

require the use of machines or materials that are not of their own manufacture in order to demonstrate properly the product(s) being exhibited, for instance, to demonstrate a wrapping machine, an exhibitor may need to use materials he does not himself manufacture or sell; conversely, a film manufacturer may need to use a machine he does not manufacture or sell, then under such conditions the following rules shall apply:

**A. Equipment** – Equipment being shown may not be displayed for comparison purposes (such as retrofitting the machine with new parts to show improved operating efficiency, etc.) without the approval of the OEM.

**B. Machines** – Machines used to demonstrate a product must, if possible, be obtained from another exhibitor in the show. If no machine is available from another exhibitor, a machine obtained from a non-exhibitor may be used. In no case will promotion of the non-exhibitor machine be permitted in any way, nor shall personnel of the non-exhibiting company be allowed to work in the exhibitor's booth.

**C. Materials** – Exhibitors shall use materials manufactured by other exhibitors wherever possible. Non-exhibitor materials may not be promoted in any way other than an imprint of the manufacturer's name on the material.

**D. Other Items** – Some exhibitors demonstrate machines or materials by wrapping candy, gum, food products, clothing, etc. No special permission is required for such items. Only products that fall under a PMMI Product Category can be admitted and exhibited. Exhibitors may not write-in text or a new product category code on the listing form, as these entries will not be considered approved. Show Management and the Eligibility Committee reserve the right to determine the eligibility of all exhibit space applicants and individual products to be exhibited.

Show Management reserves the right to group certain products in specific areas or pavilions.

(Also see Rule 6, SUBLETTING OF SPACE.)

**4. SPACE ALLOWANCE** – Minimum booth size is 100 sq. ft. per exhibitor, except where Show Management has developed a booth of lesser size. Show Management will cooperate with each exhibitor to provide the desired type of booth, but cannot guarantee the availability of any particular booth size or configuration.

**NOTE: A booth may have a main aisle frontage of not more than 3 times its depth.**

Combinations of two or more of the spaces shown in the space diagram may be selected to make up one booth subject to limitations set forth above. Where the utility core is included in the booth, such as in a three-sided booth,

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the total area occupied will be charged at the regular space rate and the utility core footage should be included under "Total Square Feet" in the Exhibit Space Application.

**Non-Contiguous Space:** No exhibitor may choose more than one space using their own priority number if the booths are not contiguous. To choose additional space, PMMI members have to wait until all PMMI members have had the opportunity to choose and non-members have to wait until all non-members have chosen space. (Note: The committee defines contiguous space to mean a booth that is adjoining or can cross a cross aisle but not a main aisle.)

**5. COST OF SPACE** – The cost of booth space is set annually by the PMMI Board of Directors. The cost of booth space includes: \$5.00/sq. ft. paid to PACK EXPO Services for drayage/material handling; attendance promotion and publicity; customer invitations; printed show guide listing, online directory listing; Exhibitor Service Manual; perimeter guard service; and general illumination.

Exhibit space rental fees will be paid as follows:

- 25% non-refundable deposit to accompany Exhibit Space Application.
- 50% payment due by August 16, 2019.
- Final payment due November 15, 2019.

Show Management will provide pipe and drape of a standard color not to exceed 8' in height for back walls and 3' side dividers only. Those exhibitors desiring pipe and drape of a different color or size, other than what Show Management deems "standard," shall do so at their own expense.

In the event that an exhibitor has any overdue or outstanding balance on any other PMMI product or service, PMMI reserves the right to apply any payments made by the exhibitor toward any Show to satisfy those outstanding past due balances.

**6. SUBLETTING OF SPACE** – The exhibitor **agrees not to assign, sublet, share,** or apportion space or any part thereof allotted to the exhibiting company, nor to exhibit, advertise, or offer for sale goods other than those manufactured or sold by the exhibiting company in the regular course of business.

Exhibitors are not allowed to trade booth spaces. The original contract on file with Show Management denotes which exhibitor is entitled to any given space.

(Also see Rule 3, WHAT MAY BE EXHIBITED.)

**REVISED. 7. Cancellation or Reduction of Space:** Exhibitors may cancel from the show or reduce their space subject to the following conditions and restrictions:

**A.** The exhibitor shall give Show Management notice in writing of his intention to cancel or withdraw from the show and shall forfeit his 25% non-refundable deposit fee, with a maximum forfeiture of \$10,000.

**B. In the event the said notice of cancellation is received by PMMI after August 16, 2019, and by November 15, 2019, the exhibitor will forfeit any monies paid to date up to 75% of the total booth cost, with a maximum forfeiture of \$10,000.**

**C. In the event a notice of cancellation is received after November 15, 2019, the exhibitor shall be obligated and agrees to pay the total cost of space assigned.**

*\*Payments made above the \$10,000 forfeiture fee will be reserved as a credit towards a future show within 24 months. In the event that the exhibitor does not participate in a PACK EXPO/PMMI show within 24 months, the credit will be forfeited.*

**D. In the event of cancellation, Show Management has the right to use this space to suit its own convenience, including selling the space to another exhibitor, without any rebate or allowance to the canceled exhibitor.**

Show Management assumes no responsibility for having included the name of the canceled exhibitor or descriptions of his products in the printed show guide, online exhibitor directory, brochures, news releases, website or other materials.

**E.** In the event any exhibitor requests a **space reduction** from the originally assigned space (this includes mergers, acquisitions, or other similar scenarios whereas one exhibitor reduces or releases originally assigned space to co-locate with another exhibitor), the reduction will be treated as a cancellation and the exhibitor will be subject to the same conditions and restrictions set forth in Rule 7 A, B and C above.

**F. Any exhibitor requesting a reduction in space is subject to reassignment.**

**8. DEFAULT OF OCCUPANCY** – Any exhibitor failing to occupy by noon, Monday, March 2, 2020, the space contracted for but not canceled is obligated to pay the full cost of such space. In that event, Show Management shall have the right to regard the space as canceled and have the privileges described in Rule 7D.

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**9. OUTSIDE ACTIVITIES AND EXHIBITS** – Exhibitors agree, subject to expulsion of their exhibit from the show, not to exhibit their products outside the Pennsylvania Convention Center in the City of Philadelphia during the exposition. Exhibitors also agree not to conduct any activity that would induce visitors to leave the exhibit building during show hours.

Exhibitors are not permitted to hand out promotional items in aisles or common areas inside and/or immediately surrounding the Pennsylvania Convention Center.

**10. BUILDING OCCUPANCY/CANCELLATION OF EVENT** – In case the premises of the Pennsylvania Convention Center are destroyed or damaged, or if the show fails to take place as scheduled or is interrupted and/or discontinued, or access to the premises is prevented or interfered with by reason of any strike, lockout, injunction, act of war, act of God, emergency declared by any governmental agency or by Show Management, or for any other reason, this contract may be terminated by PMMI. In the event of such termination, the exhibitor waives any and all damages and claims for damages, and agrees that the sole liability of PMMI shall be to return to each exhibitor his space payment, less his pro-rata share of all costs and expenses incurred and committed by PMMI.

**11. EXHIBIT HOURS** – Each exhibitor is required to keep at least one attendant in his booth during all show hours, subject to removal of his exhibit from the show at his expense. The official show schedule is as follows:

**March 3, 2020, Tuesday, 10:00 am – 4:00 pm**

**March 4, 2020, Wednesday, 10:00 am – 4:00 pm**

**March 5, 2020, Thursday, 10:00 am – 4:00 pm**

**REVISED. A. Admission** – **No one under 14 years of age (including infants) will be permitted onto the exhibit floor at any time during move-in, show days, or move-out.**

**B.** No one will be permitted in any exhibitor's booth at any time during installation or dismantling of the show or during the hours the show is not open to visitors on show days, unless he himself is, or is accompanied by, a person able to identify himself positively as an employee or authorized representative of the exhibitor **and is badged accordingly.** Violators will be subject to expulsion for the balance of the show, and subject to be ruled ineligible for the next Show.

In accordance with Pennsylvania state law, children under the age of sixteen (16) are not permitted on the exhibit floor and/or any area of the Pennsylvania Convention Center where scaffolding or heavy equipment is in operation during move-in and move-out periods.

**12. INSTALLATION AND DISMANTLING** – Exhibitors will be assigned a targeted move-in date on which their shipment must be delivered to the Pennsylvania Convention Center. Penalties will be assessed for failure to meet this schedule. Show Management reserves the right to schedule deliveries. All exhibits must be installed by 2:00 pm, Monday, March 2, 2020, for inspection by the PMMI Show Committee. If installation of exhibit has not been started by 2:00 pm, Monday, March 2, 2020, Show Management reserves the right to authorize the official contractor to affect the necessary installation of the exhibit at the exhibitor's expense.

**NOTE: Crates must be kept within the confines of the exhibitor's booth and may not stand in the aisle or service core.**

Dismantling will start only after the close of the show at 4:00 pm, Thursday, March 5, 2020. Penalties may be invoked for violation of this provision. Exhibitors will be notified of the date and time by which their exhibit materials must be removed from the Pennsylvania Convention Center. Show Management reserves the right to schedule removal of all exhibit materials from the Pennsylvania Convention Center.

**NOTE: In the event any exhibitor fails to remove his exhibit in the allotted time, Show Management reserves the right to authorize the official contractor to ship the exhibit materials through a carrier of Show Management's choosing, or to a storage warehouse, subject to the exhibitor's disposition, or make such other disposition on this property as it may deem desirable without any liability to Show Management.**

**13. SERVICE ORGANIZATION** – Show Management and the Pennsylvania Convention Center will designate contractors to perform work at the exhibitor's expense. Where union personnel are required by the Pennsylvania Convention Center or by contractors involved, it shall be the exhibitor's responsibility to comply with such requirements. In no event shall PMMI be responsible for the conduct of contractors or their employees. PMMI assumes no responsibility for failure to perform by contractors, their charges, or any other matter relating to contractors or the Pennsylvania Convention Center. The foregoing includes services rendered to the exhibitor including but not limited to drayage, machinery moving and erecting, rental of furniture, booth and floral decorating, photography, drinking water, telephone service, electricians, plumbers, carpenters, special sign work, etc.

**14. ARRANGEMENT OF EXHIBITS** – All exhibitors shall arrange their displays so they utilize only the booth area contracted for, and in such manner as to recognize the

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rights of other exhibitors and show visitors, and to conform to the overall pattern developed by Show Management.

## There are two types of aisles:

- **Main Aisles:** Aisles that are perpendicular to the main entrance of any given hall.
- **Cross Aisles:** Aisles that are non-parallel to the main aisles.

## There are five types of booths:

- **In-Line Booth:** A booth facing a main aisle with another exhibitor on each side or an exhibitor on one side and a cross aisle on the other (a corner booth).
- **Perimeter Wall Booth:** A booth that backs against a wall of the exposition hall.
- **Aisle-to-Aisle Booth:** A combination of in-line booths back-to-back, facing two aisles but not on cross aisles.
- **Peninsula Booth:** A booth facing two main aisles and a cross aisle with two exposed corners.
- **Island Booth:** A single block of space facing two main aisles and two cross aisles with four exposed corners.

## A. Height Regulations:

**REVISED. a.1. In-Line Booth:** Booths 599 sq. ft. and under are allowed a maximum height of 12' for all display material including logos and graphics. Hanging signs are NOT permitted. Booths 600 - 1,499 sq. ft. are allowed a maximum height of 14' for all display material including logos, graphics and hanging signs, and booths 1,500 sq. ft. and over are allowed a maximum height of 18' for all display material including logos, graphics and hanging signs. All display material and machinery must be set back at least 1' from all aisles.

All display material and machines over 4' in height must be placed 5' from the main aisle and 10' from any adjoining exhibits. (See illustration on page 8 further showing the 5' x 10' setback area.)

**NOTE: Any logo or graphics facing a neighboring exhibit (including the neighbor behind you) must be set at least 10' from the adjacent exhibit. All back walls over 8' and all sidewalls must be finished and free of graphics and/or logos on the side facing a neighboring exhibit. (See illustration on page 8.)**

(Also see Rule 14.a.6 NOTE GOVERNING ALL EXHIBITS.)

**a.2. Perimeter Wall Booth:** Back wall cannot be more than 12' high. All display material and machinery must be set back at least 1' from the main aisle so as not to obstruct the sightline of adjoining booths.

All display material and machines over 4' in height must be placed 5' from the main aisle and 10' from any adjoining exhibits. (See illustration on page 9 further showing the 5' x 10' setback area.)

**NOTE: Any logo or graphics facing a neighboring exhibit (including the neighbor behind you) must be set at least 10' from the adjacent exhibit. All sidewalls over 8' must be finished and free of graphics and/or logos on the side facing a neighboring exhibit. (See illustration on page 9.)**

(Also see Rule 14.a.6 Note Governing All Exhibits.)

**REVISED. a.3. Aisle-to-Aisle Booth:** Booths 599 sq. ft. and under are allowed a maximum height of 12' for all display material including logos and graphics. Hanging signs are NOT permitted. Booths 600 - 1,499 sq. ft. are allowed a maximum height of 14' for all display material including logos, graphics and hanging signs, and booths 1,500 sq. ft. and over are allowed a maximum height of 18' for all display material including logos, graphics and hanging signs. All display material and machinery must be set back at least 1' from all aisles.

All display material and machines over 4' in height must be placed 5' from both main aisles and 10' from the adjoining exhibits. (See illustration on page 10 further showing the 5' x 10' setback area.)

**NOTE: Any logo or graphics facing a neighboring exhibit (including the neighbor behind you) must be set at least 10' from the adjoining exhibits. All back walls over 8' and all sidewalls must be finished and free of graphics and/or logos on the side facing a neighboring exhibit. (See illustration on page 10.)**

(Also see Rule 14.a.6 NOTE GOVERNING ALL EXHIBITS.)

**REVISED. a.4. Peninsula Booth:** Booths 599 sq. ft. and under are allowed a maximum height of 12' for all display material including logos and graphics. Hanging signs are NOT permitted. Booths 600 - 1,499 sq. ft. are allowed a maximum height of 14' for all display material including logos, graphics and hanging signs, and booths 1,500 sq. ft. and over are allowed a maximum height of 18' for all display material including logos, graphics and hanging signs. All display material and machinery must be set back at least 1' from all aisles.

All display material and machines over 4' in height must be placed 5' from the main aisle and 10' from any adjoining exhibit. (See illustration on page 10 further showing the 5' x 10' setback area.)

**NOTE: Any logo or graphics facing a neighboring exhibit (including the neighbor behind you) must be set at least 10' from the**

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**adjoining exhibit. All back walls over 8' and all sidewalls must be finished and free of graphics and/or logos on the side facing a neighboring exhibit. (See illustration on page 10.)**

(Also see Rule 14.a.6 NOTE GOVERNING ALL EXHIBITS.)

**REVISED. a.5. Island Booth:** Booths 599 sq. ft. and under are allowed a maximum height of 12' for all display material including logos and graphics. Hanging signs are NOT permitted. Booths 600 - 1,499 sq. ft. are allowed a maximum height of 14' for all display material including logos, graphics and hanging signs, and booths 1,500 sq. ft. and over are allowed a maximum height of 18' for all display material including logos, graphics and hanging signs. All display material and machinery must be set back at least 1' from all aisles. (See illustration on page 11.)

(For double-decking privileges and for note governing all exhibits, see Rule 14.a.6)

## **a.6. Note Governing All Exhibits:**

**1.** Exhibitors are required to provide carpet and/or alternative **floor covering** in their booth.

**2.** All **hanging signs** will be governed by the same height restrictions as display material and the size of the booth. Hanging signs are not permitted in booths 599 sq. ft. and under. (See Height Regulations 14.a.1 to 14.a.5.)

**NOTE: Any logo or graphics facing a neighboring exhibit (including the neighbor behind you) must be set back at least 10' from the adjacent booth. All back walls over 8' and all sidewalls must be finished and free of graphics and/or logos on the side facing a neighboring exhibit.**

**3.** Any back walls/dividers/fixtures facing adjoining in-line displays shall be "finished" or draped at the exhibitor's expense and shall not carry any lettering, logo, or promotional material that would obviously detract from a neighbor's display.

**4.** Permission to double-deck may be granted by Show Management provided the exhibitor is in compliance with ALL of the following:

- Only those exhibits which are 2,000 sq. ft. or over in total rented space provided ceiling height allows sufficient clearance in any given area.
- Double-decking (viewing platforms) must not be placed within 10 linear feet of any main aisle, cross aisle, or neighboring exhibit.
- The top of the platform deck including guardrails, chairs, tables, umbrellas, streamers, logos, signs, advertising, or display materials may not exceed 18'.
- Elevated platforms must have guardrails and toe boards so as to prevent injury to persons working on

or below such platforms. Railings must consist of a top rail, intermediate rail, and posts, and must have a vertical height of at least 42" from the upper surface of the top rail and the floor. The intermediate rail must be approximately halfway between the top rail and the floor. Openings between the top rail surface and any other surface (such as an intermediate rail or a toe board) shall not exceed 19". Toe boards 4" high shall be installed on each platform unless the space between the top rail and platform floor is enclosed with some type of material (such as Plexiglas) that provides protection from falling objects to persons working or walking below the platform.

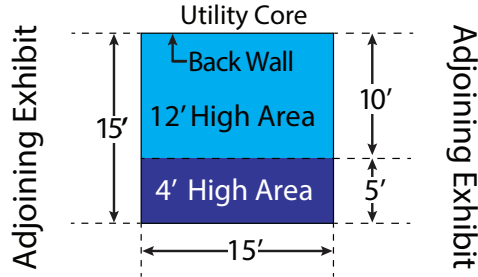
- A detailed exhibit plan must be signed by a structural engineer and must be submitted to Show Management 60 days prior to move-in of the show, and must follow the Philadelphia County fire ordinances. In addition, this drawing must be available for inspection on-site.
- A sign or signs must be clearly posted indicating the maximum number of people the structure will hold.
- Fire extinguishers and smoke detectors must be placed on lower level in each sectionalized area or each area that is covered.
- The exhibit must have 2 stairways leading to the viewing platform if there are 10 or more people at any given time, and must be 3' in width and cannot spiral or wind.
- If the exhibit structure is over 1,000 sq. ft., a fire guard watch must be hired.
- Builder of exhibit must be able to supply documentation that the structure passes the NFPA Standard 703 Class A Code.

**B. Display Material:** Defined as any item other than the exhibitor's product used in the booth. This especially refers to such items as **hanging signs, graphics**, light standards, signs, mirrors, display racks, counters, display cases, planters and plants, and similar items which are not normally sold by the exhibitor. (See Rule 19 for DVDs, motion pictures, or sound system restrictions.)

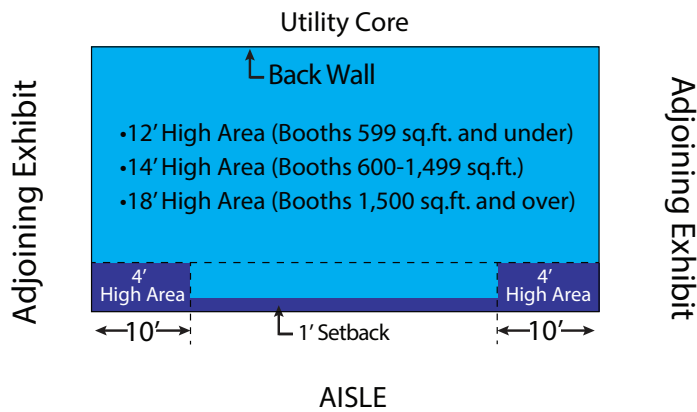
**C. Machines:** Machines may be exhibited in their normal commercial form, regardless of height, but no portion of any machine or skid may be closer than one foot (1') from any aisle. **(See rule governing size of booth.)** The height may not be artificially increased except that the machines may be on skids or platforms of a reasonable size. However, all companies that display machines **over 4' in height must place said machines 5' from the main aisle and 10' from any adjoining exhibits to avoid blocking the view of a neighboring booth.** Show Management will review the location of these machines in the exhibitor's booth prior to or during the show.



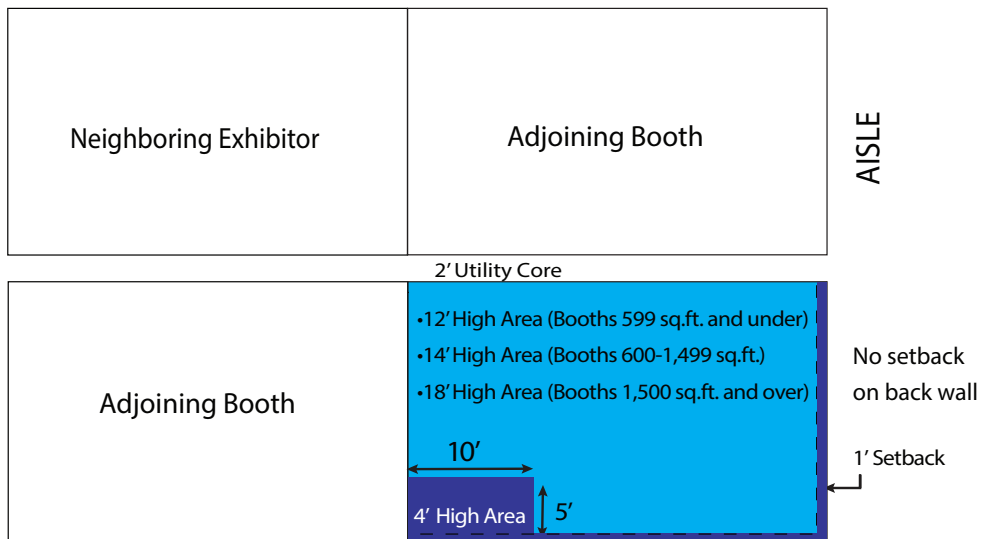
## SAMPLE IN-LINE BOOTHS



SAMPLE IN-LINE BOOTH 14.A.1\*  
(MORE THAN 20' IN WIDTH)



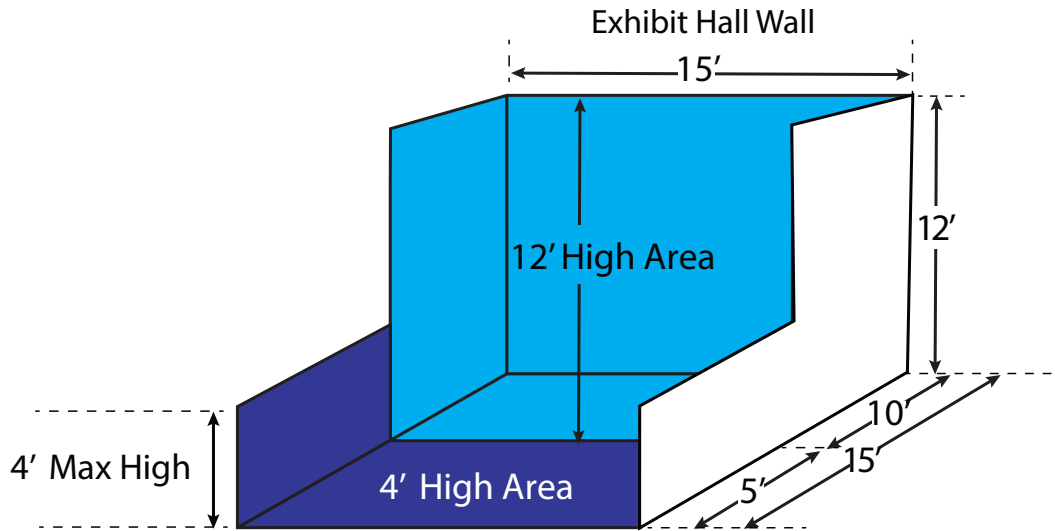
SAMPLE IN-LINE CORNER BOOTH 14.A.1\*



• See Rule 14.a.1 on page 6 •

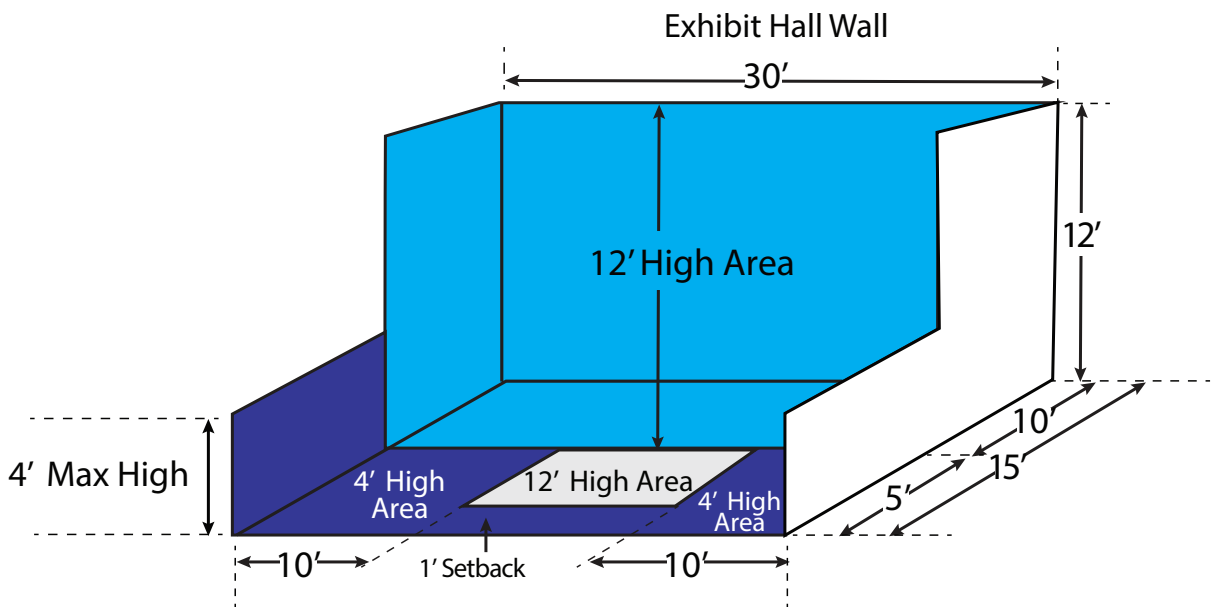
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SAMPLE PERIMETER WALL BOOTH 14.A.2\*  
(15' X 15' BOOTH)



AISLE

SAMPLE PERIMETER WALL BOOTH 14.A.2\*  
(30' X 15' BOOTH)

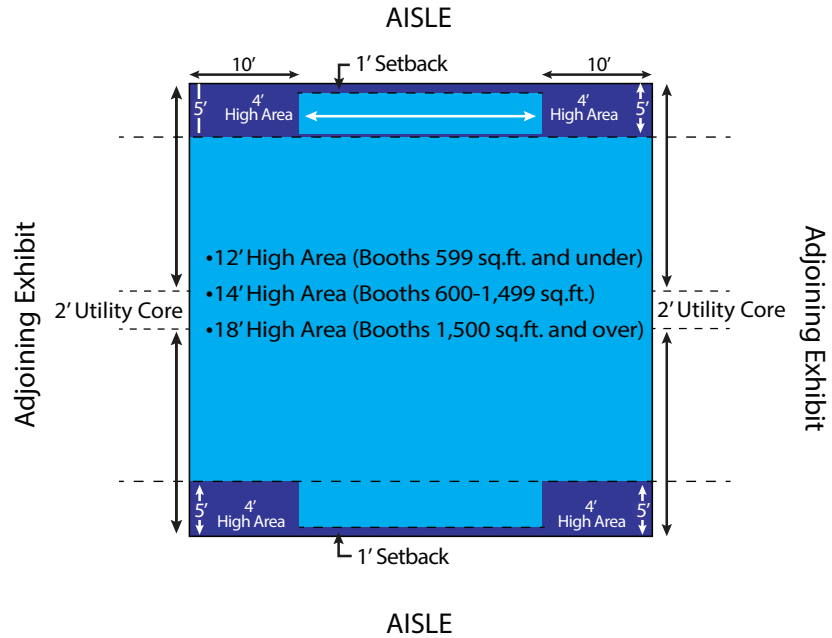


AISLE

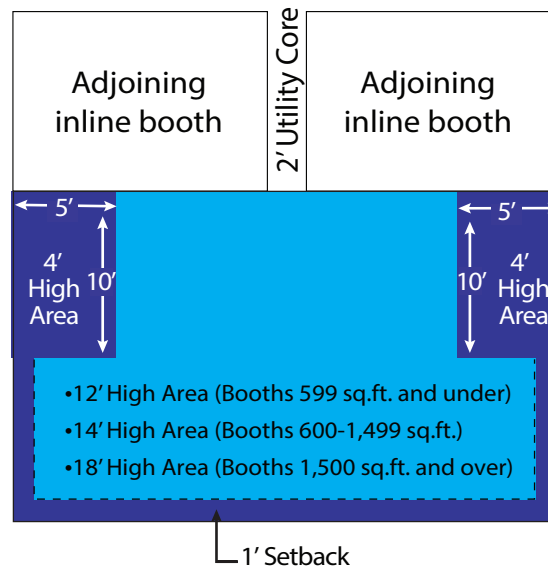
• See Rule 14.a.2 on page 6 •

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## SAMPLE AISLE- TO-AISLE BOOTH 14.A.3\*



## SAMPLE PENINSULA BOOTH 14.A.4\*

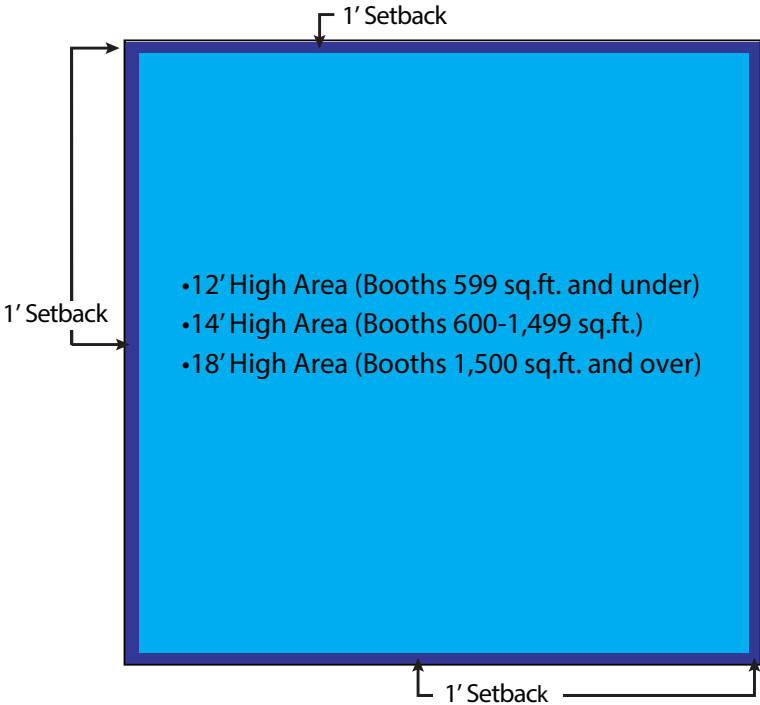


- See Rule 14.a.3 on page 6 •
- See Rule 14.a.4 on page 6 •

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## SAMPLE ISLAND BOOTH 14.A.5\*

AISLE



AISLE

• See Rule 14.a.5 on page 7 •

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**D. Building Columns:** If a building column falls within the exhibit area that is restricted to 4' height, it may be decorated or used for display purposes, provided:

1. The decorative or display material is not over 12' high, (otherwise the column will be governed by the same height restrictions as display material), and;
2. The diameter of the column is not increased by more than 24".

**REVISED. E. Lighting:** Show Management reserves the right to restrict the use of glaring or irregular lighting effects, including track lights. Light bulbs or other intense light sources must not be visible from aisles. **The use of halogen lights, strobe lights or other flashing signs is not permitted. The use of neon, fiber optic, and rotating signs are permitted as long as they are not flashing or a distraction to neighboring booths.**

All lights/standards shall be governed by the same height restrictions as display material.

**REVISED. F. Appearance:** An exhibitor is responsible for keeping his booth sightly. Displaying an unfinished surface to neighboring booths is not permitted. Surfaces facing neighboring booths must be single color with no exposed ribbing. Exhibitors must arrange to remove excessive amounts of trash or waste materials during show hours.

**G. Aisles:** Aisles belong to the show and may not be used by an exhibitor. All business must be conducted within the booth and equipment must be so arranged that show visitors do not stand in the aisle while examining equipment or watching demonstrations. No exhibit or advertising matter will be allowed to extend beyond the space allotted to the exhibitor. **No exhibitor's product, equipment, or booth construction may be so placed as to exclude the view of the neighboring exhibits from visitors passing through the aisles, as determined by Show Management.**

**H. Utility Core:** Utility cores belong to the show and may not be used by the exhibitor for any purpose except connecting equipment to utilities. Any property found in the utility core before, during, or after the show will be removed without notice at the exhibitor's expense.

**I. Fire Regulations:** All booth materials shall be fire resistant. No exhibitor shall have more than one day's supply of materials in booth or storage area. This is in compliance with the Philadelphia County laws, ordinances, and regulations pertaining to health, fire prevention, and public safety. Compliance with such laws is mandatory and the sole responsibility of the exhibitor.

**J. Storage:** Exhibitors shall provide needed storage within their own booths. Supplies for more than one day's requirements may be stored in the special area provided

by Show Management (See Rule 20, Supplies or Operating Equipment. Also see above fire regulations.)

**K. Attire:** In keeping with the business-like atmosphere, all booth personnel shall wear acceptable business attire or corporate identity uniforms. Show Management considers as inappropriate apparel and/or costumes not normally worn by most business people in offices or factories. This rule applies to company personnel and any exhibit personnel hired for the show period. Decision of Show Management is final in this regard.

**L. Approval:** All exhibitors are required to submit their plans in advance for approval by Show Management if such plans include the use of unusual effects or methods of presentations of the product.

**15. GAMES, ATTENTION-GETTERS** – The purpose of the show is to present a serious, business-like atmosphere for the promotion or display of exhibitor products. Activities such as games, on-site drawings/giveaways, motorcycles, automobiles, putting games, and animated devices are allowed but must be conducted so as to not be disruptive to attendees and neighboring exhibitors. All attention-getting activities must be set back into the booth a minimum of 5' from all aisles and neighboring exhibitors in order to allow sufficient room for viewing, and under no circumstances can such activities block aisles or a neighboring booth. Exhibitors are responsible for the cleaning of any excessive amount of trash or garbage in or around the exhibitor's booth and the exhibit hall caused by such activities.

Any device or activity that Show Management considers to be objectionable, unsafe, or disruptive to neighboring exhibitors or attendees is prohibited and will be halted. It is impossible to list every conceivable idea which would fall under this proscription, but included, and not limited to, would be live performances, magicians, well-known personalities not regularly employed by the exhibitor, photographic facilities, popcorn machines, fortune tellers, dart games, live music, live animals, fish tanks, golf simulators, strobe lights, and any other activities which creates an excessive or disruptive amount of noise. Show Management, at its sole discretion, may take any action it deems appropriate (including, but not limited to, expulsion from a show and/or suspension or elimination of priority/seniority) against an exhibitor for conduct detrimental to the show.

**16. SALES SOLICITATIONS** – An exhibitor shall not solicit sales from another exhibitor except within his own booth. Any exhibitor found to be in violation of this rule would be subject to expulsion of his exhibit from the show.

An exhibitor shall not be permitted to solicit sales from another exhibitor or visitor on a "cash and carry" basis.

# RULES & REGULATIONS

Exhibitors shall be permitted to take written orders for a sale within the confines of their booths. Items can be shipped following the show.

**17. SIGNS** – Every exhibitor must identify his booth by company name and location in a manner readily visible from the aisle. Lighted signs must conform to the requirements of Rule 14, Arrangement of Exhibits. “Sold To” signs are limited to a size of 8 1/2 x 11 inches. If a machine or other items in a booth have been borrowed from another exhibitor, visitors may be referred to that other exhibitor by a sign, not over 8 1/2 x 11 inches. This sign may give the name of the machine, the words “Loaned By” or “Supplied By” and the name and booth number of the other exhibitor. Products of a non-exhibitor may not be so identified. All other signs shall conform to the height limitations applicable to display material in the area of the booth in which the sign is used. (See Rule 14.a.6. Note Governing All Exhibits, paragraph 2).

**18. HEADROOM, UTILITIES** – See space diagram for information on headroom. Utilities such as electricity, compressed air, water, drain, internet, and telephone are available from the Pennsylvania Convention Center, but Show Management makes no guarantees as to the availability of such utilities and the exhibitor agrees not to hold Show Management responsible for any failure or unavailability of utilities or installation personnel.

**19. DVDs, MOTION PICTURES, SOUND SYSTEMS, NOISE** – All sound systems used with demonstrations, motion pictures, and product presentations, etc., **must be constructed to contain the sound.** Motion pictures relating to the exhibitor’s product will be permitted, as will DVDs and self-contained audio visual devices, but the sound systems **must not** be audible in a neighboring booth or from the aisle. **Machines or devices that create excessive noise may be restricted to periodic operation. The decision of Show Management in this regard shall be final.**

All motion pictures, sound systems, DVDs and audiovisual devices shall be governed by the same height restrictions as display materials (see Rule 14.a.1. - a.5., Height Restrictions), **and** must be set back 5’ from any aisle.

Any oversized multimedia/image devices presentation must be 10 linear feet from a cross aisle or neighboring booth.

**Music Performance:** The exhibitor acknowledges that any live or recorded performance of copyrighted music, which occurs in their booth, must be licensed from the appropriate copyright owner or agent. The exhibitor undertakes full responsibility for obtaining any necessary

licenses and agrees to indemnify and hold harmless PMMI from any damages or expenses incurred by PMMI due to the exhibitor’s failure to obtain such licenses. Devices that create excessive noise may be restricted to periodic operation. The decision of Show Management in this regard shall be final.

**20. SUPPLIES OR OPERATING EQUIPMENT** – Arrangements must be made with the official Show Contractor before March 2, 2020, for delivery, during non-show hours, of supplies such as flexible materials, cartons, and products to be packaged. No deliveries may be made during the show hours.

**21. DELIVERY AND REMOVAL DURING SHOW** – Under no circumstances will the delivery or removal of any portion of an exhibit be permitted during the show unless permission is first secured in writing from Show Management.

**22. SOUVENIRS AND REFRESHMENTS** – Exhibitors may dispense promotional items such as sales literature, buttons, stickers, lapel pins, etc., but only from within the confines of their booth.

Refreshments, including alcoholic beverages, may be distributed and served from within an exhibitor’s booth at the exhibitor’s own risk and expense. The serving of all refreshments must be confined within the exhibitor’s booth so as not to block aisles or a neighboring exhibitor.

Exhibitors must comply with all applicable Federal, State, and Local Sanitary and Safety laws and must comply with the Pennsylvania Convention Center’s Catering Department’s food and beverage distribution and sampling regulations.

Exhibitors are responsible for the cleaning of any excessive amount of trash or garbage in or around the exhibitor’s booth and the exhibit hall caused by such activities. **The serving of popcorn and shell peanuts and the use of a popcorn machine are prohibited.**

**23. PHOTOGRAPHY AND SKETCHING** – Cameras or recording equipment\*, including cell phone cameras, may be carried in exhibit area by exhibitors or their official representatives, but under no circumstances may photographs or videos\* be taken without express authority of the exhibitor concerned in each case. Sketching or drawing of machinery on display is prohibited. Use of photographic equipment with tripod or other aisle obstruction will not be permitted during show hours.

\* Additional recording guidelines will be provided in your

# RULES & REGULATIONS

Exhibitor Service Manual, formulated to specify required labor and to monitor electrical safety as specified by the Philadelphia County electrical code.

**24. SAFETY, FIRE AND HEALTH** – The exhibitor must comply with all safety, fire, and health ordinances regarding installation and operation of equipment. All display, exhibit materials, and equipment must be reasonably located and protected by safety guards and fireproofing to prevent fire hazards and accidents. All product demonstrations involving any moving or potentially hazardous machines, displays or parts must have hazard barriers to prevent accidental injury to spectators. The decision of Show Management in this regard shall be final.

**Rejected Displays:** Exhibitor agrees that his exhibit shall be admitted and shall remain from day to day solely on compliance with the Rules and Regulations herein specified. Show Management reserves the right to reject, eject, or prohibit any exhibit in whole or in any part, or exhibitor or his representatives, for non-compliance with these Rules and Regulations.

**25. CARE OF BUILDING** – No exhibitor may allow an article to be brought into, or permit any act to be done in the Pennsylvania Convention Center, which will increase the premiums or void policies of insurance held by PMMI. No exhibitor may permit any act by its employees by which the premises shall in any manner be marred or defaced. Exhibitor must surrender the space occupied by him in the same condition as at the commencement of occupation. Any damage done to the premises by the exhibitor shall be made good to PMMI or the building owners, as their interests may appear.

**26. THIRD-PARTY BILLING** – All exhibitors who request third-party billing for any services will receive a copy of their final invoice post-show. This will apply to the PACK EXPO Exposition Services (PES) and Pennsylvania Convention Center billing.

**27. EXHIBITOR BADGES** – Show Management will provide exhibitors with one free exhibitor badge for each 75 sq. ft. of contracted exhibit space, or fraction thereof. Example: 100 sq. ft. = 2 badges; 200 sq. ft. = 3 badges, etc.

Exhibitor badges in excess of the free allotment and received by PMMI before the designated cut-off date will be at a cost determined by PMMI, pre-paid only. Badge requests received after the designated cut-off date will be handled on-site and will be charged a fee with payment due at that time. These badges are only for personnel

assigned by the exhibitor to staff his booth and are not transferable. Pre-registered exhibitor badges may not be replaced or exchanged on-site. No refunds will be made on badges ordered.

Exhibitor badges will admit wearer to hall during set-up, show days, and teardown. Special buttons or badges will be issued to other individuals properly identified as authorized to work in the hall during installation and dismantling. Badges must be worn in the hall at all times.

**28. REGISTRATION AND ADMISSION** – The show is not open to the general public. A registration fee will be charged for all visitors. An official badge, issued upon registration and not transferable, entitles the wearer to unlimited attendance during scheduled show hours and must be worn at all times in the hall.

Show Management shall have sole control of all admission policies at all times.

Visitor registration will be conducted in advance and at the Pennsylvania Convention Center starting no later than 9:00 am, Tuesday, March 3, 2020.

**29. HOUSING** – The designated Housing Agent for the show, Expovision, will accept requests for advance hotel reservations and assignment. A reservation form and website containing a list of cooperating hotels will be furnished to exhibitors.

**30. INSURANCE** – PMMI and the Pennsylvania Convention Center may take precautions to safeguard exhibitor's property by means of regular perimeter guard service. However, they will not be liable for damage or loss to exhibitor's property through theft, fire, accident, or any other cause. Exhibitor should insure his own exhibit and display materials. PMMI will not assume liability for any injury that may occur to show visitors, exhibitors, or their agents and employees, or others.

The exhibitor shall maintain at all times during the show the following insurance coverage and shall furnish a certificate of insurance to PMMI as proof of same.

- A.** Commercial General Liability of at least \$1,000,000;
- B.** Worker Compensation which meets all requirements of the State of Pennsylvania including Employers Liability of not less than \$100,000;
- C.** Commercial Automobile Liability of at least \$1,000,000 combined single limit for all owned, non-owned, hired and rented vehicles operating in or near the facility;
- D.** PMMI and the Pennsylvania Convention Center are

# RULES & REGULATIONS

named as additional insured on all policies, coverage to apply as primary and noncontributory;

**E.** Exhibitors general liability insurance carrier agrees to waive its right of subrogation against PMMI and the Pennsylvania Convention Center;

**F.** Exhibitor insurance carriers must currently maintain a minimum AM Best rating of AVIII;

**G.** Exhibitor's insurers will provide PMMI with thirty days written notice in the event of cancellation or material reduction in coverage.

PMMI reserves the right to refuse setup to an exhibitor that does not provide evidence of appropriate coverage.

**31. LIABILITY** – PMMI shall not be liable to the exhibitor in any respect for any claims, losses, expenses, injuries, or damages arising out of or related to the event or the exhibitor's participation in the event due to any act or omission of PMMI or their respective employees or agents, or any third person, whether based on breach of contract or warranty, negligence or other tort, or strict liability, unless directly and solely caused by the gross negligence or willful misconduct of PMMI. PMMI disclaims all warranties, express or implied, including, without limitation, warranties of merchantability and fitness for a particular purpose. PMMI shall not be liable to the exhibitor for any indirect, special or consequential damages, including lost profits, whether based upon a claim or action of contract, warranty, negligence, strict liability or other tort, even if PMMI is aware of the possibility thereof. Notwithstanding any other provision of this agreement, the maximum liability of PMMI to the exhibitor will in no event exceed the lesser of (i) the amount of exhibit fees paid by the exhibitor to PMMI or (ii) \$5,000; recovery of such amount shall be the exhibitor's sole and exclusive legal remedy. Any claim against PMMI by the exhibitor not submitted to, as applicable, PMMI within thirty (30) days of the close of the event shall be forever waived, and no suit or action shall be brought against PMMI more than one (1) year after the event.

**32. INDEMNIFICATION** – The exhibitor shall indemnify and hold harmless PMMI and their respective officers, directors, agents and employees from and against any and all liabilities, damages, actions, losses, claims, costs, and expenses (including reasonable attorney's fees) on account of personal injury, death, or damage to or loss of property arising out of or contributed to by any act, omission, negligence, fault, or violation of a law or ordinance by the exhibitor, its employees, agents, contractors, members, exhibitors, patrons, or invitees. The foregoing shall not apply with respect to any liability, damage, or loss directly and solely caused by the gross negligence or willful misconduct of the entity or person seeking indemnification.

**33. GENERAL** – All matters and questions not covered by the Rules and Regulations are subject to the decision of Show Management. Rules and Regulations may be amended at any time by Show Management, and all amendments or additions that may be so made shall be as equally binding on all parties affected as the original General Information, Rules and Regulations. Each exhibitor will be provided access to the Exhibitor Service Manual, which will also be considered an extension of the Exhibit Space Application.

**34. CONFORMITY WITH CONVENTION CENTER LEASE** – This agreement is subject to all the terms and conditions that PMMI and/or exhibitors, either individually or as a result of being sub-lessees of PMMI, must comply with as a lessee of the Pennsylvania Convention Center. In the event of any conflict between the rights or obligations granted or imposed on exhibitors by the Rules and Regulations and PMMI's lease with the Pennsylvania Convention Center, the terms of PMMI's lease with the Pennsylvania Convention Center shall take precedence and govern.

**35. COMMERCIAL DISPUTES WITH OTHER EXHIBITORS** – PMMI has no obligation to screen, evaluate, or exclude as an exhibitor any company based on its business practices. The exhibitor will not attempt to compel PMMI to take action against a company with which the exhibitor has a patent, trademark, or other commercial dispute. The exhibitor will not seek legal recourse or remedy against PMMI, and PMMI will not be liable, for the display of a product that infringes the patent, trademark, or other rights of exhibitor.

**NEW. 36. HARASSMENT** – PMMI wishes to create a welcoming environment at PACK EXPO East and expects all participants to refrain from harassing behavior and speech. Any person who has been subjected to harassment, or who has witnessed harassment, is encouraged to notify PMMI staff. PMMI reserves the right to take any action it deems appropriate in response to such conduct by any person, including removal of that person from PACK EXPO East and prohibiting attendance at future events.

**NEW. 37. COMPETITORS** – Because it is not possible for PMMI to know which exhibitors may be competitors, PMMI is not able to take such relationships into consideration in connection with the assignment or selection of space. PMMI therefore cannot be responsible if an exhibitor is assigned or selects booth spaces near a competitor, nor is that a basis for booth space reassignment.





▶ **FOR QUESTIONS ON THE RULES  
& REGULATIONS, OR TO SUBMIT  
YOUR BOOTH LAYOUT FOR  
APPROVAL, CONTACT:**

**Merideth Newman**

mnewman@pmmi.org  
571-612-3208

**Ben Spencer**

bspencer@pmmi.org  
571-287-6805



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**March 3–5, 2020**  
**Pennsylvania Convention Center**  
**Philadelphia, PA USA**

**Find more information and  
up-to-date floor plan at:**

**[PACKEXPOEAST.COM/EXHIBITING](http://PACKEXPOEAST.COM/EXHIBITING)**



March 3-5, 2020  
Pennsylvania Convention Center  
Philadelphia, PA USA

## Insurance Information

### ATTENTION EXHIBITORS IMPORTANT INSURANCE INFORMATION

Per the space rental agreement between PMMI, the sponsor and producer of PACK EXPO East, and the Pennsylvania Convention Center, exhibiting companies are *required* to provide a certificate of insurance to PMMI as proof that you meet the following insurance coverage:

1. Commercial General Liability of at least \$1,000,000;
2. Worker compensation which meets all requirements of the State of Pennsylvania including Employers Liability of not less than \$100,000; **Contact your Broker/Carrier as to how your Home State coverage applies to this event.**
3. Commercial Automobile Liability of at least \$1,000,000 combined single limit for all owned, non-owned, hired or rented vehicles operating in or near the facility;
4. PMMI, the Pennsylvania Convention Center and PACK EXPO Services are named as additional insured on all policies, except worker's compensation, coverage to apply as primary and noncontributory;
5. Exhibitors general liability insurance carrier agrees to waive its rights of subrogation against PMMI, the Pennsylvania Convention Center and PACK EXPO Services;
6. Exhibitor insurance carriers must currently maintain a minimum AM Best rating of AVIII;
7. Exhibitor's insurers will provide PMMI with thirty days written notice in the event of cancellation or material reduction in coverage.

PMMI reserves the right to refuse setup to an exhibitor that does not provide evidence of appropriate coverage. Please refer to the PACK EXPO East Rules and Regulations page 14 for further information.

If you have not done so already, please forward a copy of your insurance coverage to:

Kathy Queen / Insurance Coverage  
PMMI  
11911 Freedom Drive, Suite 600  
Reston, VA 20190  
Email: [kathy@pmmi.org](mailto:kathy@pmmi.org)  
Fax: 703-243-8556

**The areas of coverage mentioned above may not be the only ones to be considered. Therefore, we advise you to consult with your insurance carrier to make sure you have the protection you need. You should consult your Insurance Advisor with regards to any specific coverage that you may need while attending this event.**



5931 West Campus Circle Drive  
Irving, Texas 75063  
Phone: (972) 751-9400  
Fax: (972) 751-9500  
[www.packexpeast.com](http://www.packexpeast.com)



March 3-5, 2020  
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Philadelphia, PA USA

## Exhibitor Liability Coverage

Discount Deadline:  
January 27, 2020  
(excludes labor)

**To Submit an Application for Exhibitor Liability Coverage, go to**  
[https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?  
eid=hcxfW1cATbw\\$](https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=hcxfW1cATbw$)



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March 3-5, 2020  
Pennsylvania Convention Center  
Philadelphia, PA USA

## Online Exhibitor Listing

Discount Deadline:  
January 27, 2020  
(excludes labor)

**To Update Your Online Exhibitor Listing, go to**  
[https://packexpo19.exh.mapyourshow.com/6\\_0/login.cfm](https://packexpo19.exh.mapyourshow.com/6_0/login.cfm)



March 3-5, 2020  
 Pennsylvania Convention Center  
 Philadelphia, PA USA

# Affiliated Company(ies) Listing Order Form

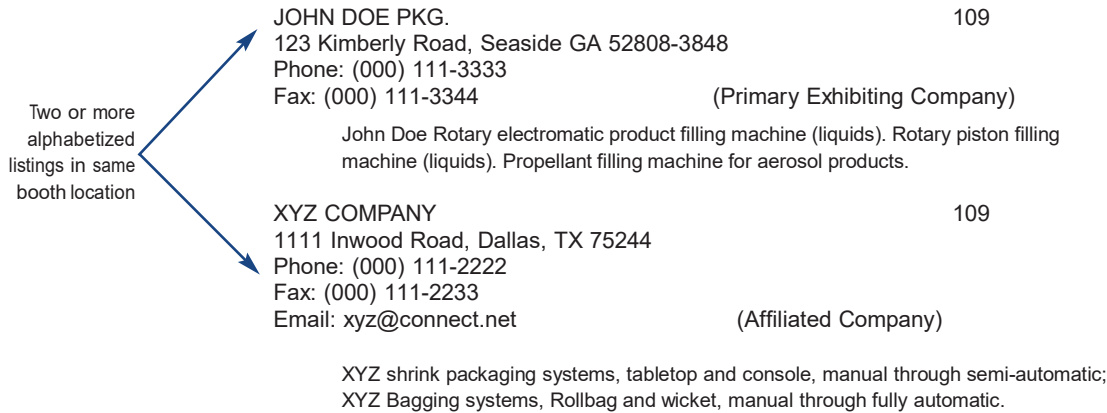
**Deadline: January 20, 2020**

There is a U.S. \$750.00 charge for each additional listing requested for affiliated\* companies. (See sample scenario below.)

## Affiliated Company(ies) Listings

### Exhibitors with Affiliated\* Company(ies) requesting Multiple Show Listings:

Booth occupants would be listed as separate entities in the same booth location. The rate for this listing would be U.S. \$750.00. \*Affiliated companies are defined as two or more companies that are legally related entities, e.g. a parent and a subsidiary, subsidiaries of the same parent, a corporation and a division, a partnership and a partner. Affiliated companies do not receive priority points for participating in the show.



**Affiliated Company(ies) Listing forms will not be processed without payment.  
 NOTE: Affiliated Company(ies) are not entitled to a booth sign.**

**Primary Company**  
*The undersigned represents that he/she is authorized to sign on behalf of the Affiliated Company(ies) and agrees that the Affiliated Company(ies) is subject to the PACK EXPO Rules and Regulations.*

Primary Exhibitor Company \_\_\_\_\_  
 Name/Contact \_\_\_\_\_  
 Title \_\_\_\_\_  
 Booth Number \_\_\_\_\_  
 Signature \_\_\_\_\_

**# of additional listings at \$750.00 each**

**METHOD OF PAYMENT (Check One):**

Total Payment Amount \$ \_\_\_\_\_  
 Check or money order payable to PMMI must be in \$US drawn on U.S. Bank only.  
 VISA    MasterCard    AMEX    DISCOVER

Credit card number: \_\_\_\_\_ Exp. date: \_\_\_\_\_

Cardholder name \_\_\_\_\_

Affiliated Company \_\_\_\_\_  
 Name/Contact \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_  
 Country \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_ Web \_\_\_\_\_

**Once you submit the affiliated company(ies) listing order form with full payment you will receive a password to enter the product information for each company online.**

Please submit form to expo@pmmi.org or to our secure fax line, 571-222-1163.

(over)

Affiliated Company Information

Affiliated Company

Name/Contact

Address

City

State

Zip/Postal Code

Country

Phone

Fax

Email

Web

Affiliated Company Information

Affiliated Company

Name/Contact

Address

City

State

Zip/Postal Code

Country

Phone

Fax

Email

Web

Affiliated Company Information

Affiliated Company

Name/Contact

Address

City

State

Zip/Postal Code

Country

Phone

Fax

Emal

Web

Affiliated Company Information

Affiliated Company

Name/Contact

Address

City

State

Zip/Postal Code

Country

Phone

Fax

Email

Web

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**Once you submit the affiliated company(ies) listing order form with full payment you will receive a password to enter the product information for each company online.**

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Please submit form to [expo@pmmi.org](mailto:expo@pmmi.org) or to our secure fax line, 571-222-1163.



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March 3-5, 2020  
Pennsylvania Convention Center  
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## PCC Emergency Response Plan

Discount Deadline:  
January 27, 2020  
(excludes labor)

**For the Pennsylvania Convention Center Emergency Response  
Plans, go to**

<https://www.paconvention.com/meeting-professionals/safety-emergency-procedures>



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March 3-5, 2020  
Pennsylvania Convention Center  
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## PCC Exhibitor FAQs

Discount Deadline:  
January 27, 2020  
(excludes labor)

**For the Pennsylvania Convention Center Exhibitor FAQs, go to**  
<https://www.paconvention.com/exhibitors/faqs-exhibitors>





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March 3-5, 2020  
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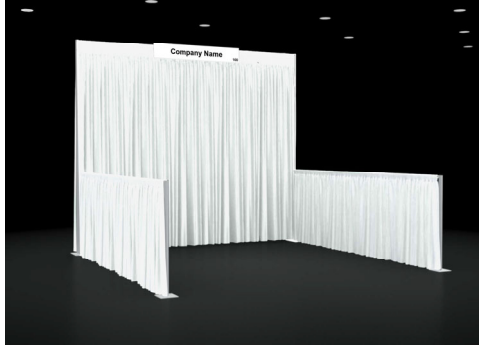
## Quick Facts

**Discount Deadline:**  
**January 27, 2020**  
 (excludes labor)

# 1 Exhibit Hall Carpet/ Drape

**Please contact your Customer Account Manager (CAM) if you have any questions on your Booth Drape or Aisle Carpet colors.**

All in-line booth spaces will be automatically set with 8' high back drape and 36" high side dividers.



All exhibitors will be provided a 7" x 44" Identification Sign with company name and booth number (at No Charge).

- Island Booths  
 Booth Drape will NOT be automatically set for Island Booths. If drape is required, please use the Furniture and Accessories forms to order.
- Peninsula Booths  
 Booth Drape will automatically be set at 8' high along the backwall for all peninsula booths according to the show rules and regulations. Setbacks apply to peninsula-end cap booths.
- See Rules and Regulations for setback guidelines.

For planning purposes, aisle carpet is Blue Jay (a blue and black mix) and booth drape is gray.

Show Management requires all booth space to be carpeted. Booth carpet is the responsibility of exhibitors. **Please note: If you are bringing your own carpet/flooring for your booth, it is your responsibility to remove it from the show floor at the close of show. If you leave your flooring behind and PACK EXPO Services disposes of it, you will be charged Excess Trash Removal of \$100.00, plus a (1) one hour labor charge for getting flooring ready for removal.**

**If you are using an Exhibitor Appointed Contractor (EAC) please notify your EAC of the rules regarding any excess trash left behind in the booth.**

# 2 Discount Deadline Date

One deadline to remember for all services! Mark your calendar now. Place your order and payment by **January 27, 2020** to take advantage of discounted prices for all services excluding labor and material handling.

**Exhibitors in Hall E with an assigned Saturday or Sunday targeted move in date will receive a credit toward the installation labor costs for the following services provided by PACK EXPO Services. (Booth Labor, Electrical Labor, Forklift Rigging Labor) The credit amount will be equal to the difference between straight time (ST) and overtime (OT) if the labor occurs on Saturday. The credit amount will equal the difference between overtime (OT) and double time (DT) if the labor occurs on Sunday. To qualify for the installation labor credits you must preorder your labor and submit all requirements (including utility floorplan) for these services by February 17, 2020.**



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March 3-5, 2020  
 Pennsylvania Convention Center  
 Philadelphia, PA USA

## Quick Facts

**Discount Deadline:**  
**January 27, 2020**  
 (excludes labor)

# 3 Show Schedule

### Exhibitor Move-In

Thursday	February 27, 2020	Hall D ONLY	12:00 pm - 4:30 pm
Friday	February 28, 2020	Hall D ONLY	8:00 am - 4:30 pm
Saturday	February 29, 2020	All Halls	8:00 am - 4:30 pm
Sunday	March 1, 2020	All Halls	8:00 am - 4:30 pm
Monday	March 2, 2020	All Halls	8:00 am - 1:00 pm

**See Target Move-In Schedule in Section 6 for your target day and time.**

**IMPORTANT:** All drayage/material handling is included in your space rate, provided your shipment/truck checks in at the PACK EXPO Services Marshalling Yard by 2:00 pm on your assigned targeted move-in date and time.

**All exhibits must be fully installed by Monday, March 2, 2020 at 1:00 pm.**

*If the installation of an exhibit has not started by 10:00 am on Monday, March 2, 2020, Show Management reserves the right to authorize PACK EXPO Services to begin the installation process at the exhibitor's expense.*

**Any special equipment needed for unloading will be charged separately including cranes and 15,000 pound fork trucks.**

### Exhibit Hours

#### All Halls

Tuesday	March 3, 2020	10:00 am - 4:00 pm
Wednesday	March 4, 2020	10:00 am - 4:00 pm
Thursday	March 5, 2020	10:00 am - 4:00 pm

### Exhibitor Move-Out

#### All Halls

Thursday	March 5, 2020	4:00 pm - 10:00 pm
Friday	March 6, 2020	8:00 am - 4:30 pm
Saturday	March 7, 2020	8:00 am - 2:30 pm

The **Exhibit Halls** must be cleared by 2:30 pm on Saturday, March 7, 2020.

The return of empty crates will take approximately seven (7) to nine (9) hours. If riggers were used to remove machinery from crates or skids, these items will not be returned automatically. Your dismantle rigging crew will return empty skids and machinery crates.

All outbound carriers must check-in no later than 9:00 am on Saturday, March 7, 2020, at PACK EXPO Services Marshalling Yard. If your outside carriers do not check-in prior to 9:00 am on Saturday, March 7, 2020, PACK EXPO Services will reroute the shipment via the most convenient manner available. Please refer to Sections 6 and 7 for more shipping and target time information.

**NOTE TO EXHIBITORS:** If the carrier's name listed on the outbound Material Handling Agreement (Bill of Lading) DOES NOT MATCH the name of the carrier that checks into the Marshalling Yard to pick up your company's freight - **THE FREIGHT WILL NOT BE RELEASED.** Please make sure there is a phone number where we can reach you to help solve this problem, or keep a company representative onsite through move-out to ensure freight is successfully picked up.



5931 West Campus Circle Drive  
 Irving, Texas 75063  
 Phone: (972) 751-9400  
 Fax: (972) 751-9500  
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March 3-5, 2020  
 Pennsylvania Convention Center  
 Philadelphia, PA USA

## Quick Facts

**Discount Deadline:**  
**January 27, 2020**  
 (excludes labor)

### 4 Warehouse Shipments

#### **Advance Receiving at the Warehouse**

Warehouse Shipping Address:

PACK EXPO EAST 2020  
 Exhibiting Company Name  
 Booth # \_\_\_\_\_  
 c/o Marano Trucking and PACK EXPO Services  
 9820 Bluegrass Road  
 Philadelphia, PA 19114

PACK EXPO Services will accept crated, boxed or skidded materials beginning on Monday, January 27, 2020, at the above address. To avoid additional charges, materials must arrive to the warehouse by Monday, February 24, 2020. The warehouse will receive shipments Monday through Friday during the hours of 9:00 am to 3:00 pm.

Please be advised of the following guidelines for warehouse shipments and make sure the person responsible for your shipping arrangements has this information.

1. Warehouse Dock Door size: 9' wide x 10' high
2. Dimensions of freight should not exceed 8'-4" wide x 8'-5" high
3. Heaviest piece should not exceed 5,000 lbs.
4. Only crated, boxed, or skidded shipments will be accepted at the warehouse. NO loose or uncrated shipments or bulk carpet shipments.
5. All carpet must be skidded and separated by booth.

Any shipments that are unable to meet these guidelines will need to ship direct to show site.

**NOTE: Cranes cannot be used at the warehouse. If you need special equipment to unload your materials at the warehouse, please contact PACK EXPO Services at 972-751-9400.**

**IMPORTANT:** All warehouse shipments will be charged a special assessment of \$15.00/ cwt with a \$150.00 minimum. See Material Handling Information forms in Section 3.

#### **Show Site Shipments**

Show Site Shipping Address:

PACK EXPO EAST 2020  
 Exhibiting Company Name  
 Booth # \_\_\_\_\_  
 Pennsylvania Convention Center  
 c/o PACK EXPO Services  
 1101 Arch Street  
 Philadelphia, PA 19107

- Show site freight must be delivered on the assigned target date. Reference target move-in floor plans in Section 6.
- All drayage/material handling is included in your space rate, provided your shipment/truck checks-in at the PACK EXPO Services Marshalling Yard by 2:00 pm on your assigned-targeted move-in date and time.
- All vehicles, including privately owned vehicles (POVs), with materials for delivery must check-in at the Marshalling Yard located at 9820 Bluegrass Road just off of E. Roosevelt Blvd . (See map in Section 6 for more information.)

### 5 Show Site Shipments



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## Individual Booth Layout Request

**Discount Deadline:**  
**January 27, 2020**  
 (excludes labor)

To order an individual scaled layout of your booth, please supply the following information:

Booth Number:	
Booth Size:	
Company Name:	
Street Address:	
City, State, Zip:	
Telephone Number:	
Email Address:	
Return to the Attention of:	

Individual booth layouts will be emailed to the address above.

Return form to:           PACK EXPO Services  
 5931 W. Campus Circle Drive  
 Irving, TX 75063  
 Phone: (972) 751-9400  
 Fax: (972) 751-9500  
 Email: [Pack.east@packexposervices.com](mailto:Pack.east@packexposervices.com)



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# Order Summary

**Discount Deadline:**  
**January 27, 2020**  
 (excludes labor)

Complete and submit the order forms listed below before the deadline date to take advantage of Advance Pricing.

## PACK EXPO Services Order Forms

FORM NAME	FORM	ORDER TOTAL
Exhibitor Data	2	<b>SUBMIT WITH FIRST ORDER (if not ordering online)</b>
Payment Information	3a-b	<b>SUBMIT WITH FIRST ORDER (if not ordering online)</b>
Terms and Conditions	4	<b>SUBMIT WITH FIRST ORDER (if not ordering online)</b>
Third Party Authorization	5	\$ _____
Exhibiting Packages	6a-f	\$ _____
Carpet - Custom	7a-b	\$ _____
Carpet - Standard and Special Cut	7c-d	\$ _____
Cleaning Service	8a-b	\$ _____
Standard Furniture and Accessories	9a-l	\$ _____
Custom Furniture and Accessories	9a-l	\$ _____
Specialty Services/Illuminated Showcases	9m-n	\$ _____
Modular Rental Exhibits	10a-c	\$ _____
Design Your Own Rental Booth	10d-e	\$ _____
Basic Digital Graphics and Signs	11a-d	\$ _____
Fabric Graphics and Signs	11e	\$ _____
Material Handling Rates	12a-c	\$ _____
Hanging Sign Labor, Placement Grid, Label	14a-l	\$ _____ <b>(Floorplan required.)</b>
Labor Planning	15a	\$ _____
Rigging Labor	15b	\$ _____
Rigging Questionnaire	15c-d	\$ _____
Millwright/Machine Assembly Labor	16	\$ _____
Exhibitor Supervised Labor	17a	\$ _____
PACK EXPO Services Supervised Labor	17b-c	\$ _____
Electrical Service	19a-r	\$ _____ <b>(Floorplan required.)</b>
Lighting	19m-r	\$ _____
Telephone Service	20a-e	\$ _____ <b>(Floorplan required.)</b>
Internet Service	21a-e	\$ _____ <b>(Floorplan required.)</b>
Air and Water Service	22a-g	\$ _____ <b>(Floorplan required.)</b>
Audio Visual/Computers	23a-f	\$ _____
Meeting Room Audio Visual/Computers	24a-b	\$ _____
Floral	25	\$ _____
Hostess/Booth Talent	26a-c	\$ _____
Photography	27a-g	\$ _____
Booth Security Services	28	\$ _____

**Total Amount Due:** \$ \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



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# Exhibitor Data

**EACH EXHIBITOR MUST COMPLETE AND RETURN THIS FORM REGARDLESS IF NOTHING IS ORDERED.**

**REQUIRED FORM**

PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:

**Company Information**

Exhibiting Company: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Website: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

I consent to allow PACK EXPO Services and parties involved in the production of this show to send facsimiles and email communications to the fax numbers and email addresses listed herein. (Declining to consent will result in you not receiving important show information in a timely manner.)

Signature: \_\_\_\_\_

**Company Contact Information**

**Pre-Show**

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Cell Number: \_\_\_\_\_

**On-Site**

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Cell Number: \_\_\_\_\_  
 Contact Hotel: \_\_\_\_\_  
 Date of Arrival: \_\_\_\_\_ Date of Departure: \_\_\_\_\_

(This representative from your company will be at show site for the duration of the show and must have authorization to endorse and provide payment for all your customer orders.)

**Booth Information**

Booth Dimensions: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ Total Square Feet



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## Payment Options and Policy

**Discount Deadline:**  
**January 27, 2020**  
 (excludes labor)

### Payment Options

*Please note, we require a completed Credit Card Authorization form on file regardless of your preferred method of payment.*

- **Payment by Credit Card**

For your convenience, we accept MasterCard, Visa, Discover and American Express. Please go online to cyberservices and input your credit card information under Billing Info.

- **Payment by Company Check**

Please mail your check along with your order forms to PACK EXPO Services. If you are faxing your order forms, please include a signed Credit Card Authorization form and a photocopy of your check. Your orders will be processed immediately upon receipt of your original check. Checks must include Exhibiting Company Name, Booth Number, and Name of Show.

- **Payment by Wire Transfer**

Please contact PACK EXPO Services directly for wire payment details.

- **Payment by Third Party**

If PACK EXPO Services will be invoicing a third party, please complete and submit the Third Party Authorization form. Please note, the exhibiting firm is ultimately responsible for payment of all charges by show closing.

- **International Exhibitors**

International exhibitors must make payments to PACK EXPO Services for all amounts due in USD funds prior to show closing. If payment has not been received or arranged, your material handling form will be withheld from you causing your carrier not to be able to pick up your freight. Your freight will be shipped back to the advance warehouse and held there until payment has been made. All shipping costs and storage fees will be at exhibitors expense.

### Payment Policy

- **General**

In order for us to process your orders, we must have your Credit Card information and full payment in advance of the show. Current Account Summaries will be prepared at the PACK EXPO Services Service Desk for your review at show site. No order will be processed without a credit card on file and this will cause a delay in processing your order which may cause you to miss the advanced rates on your orders.

- **Tax Exempt Status**

If you claim tax exempt status, please submit a copy of your Tax Exempt Certificate issued by the federal government or state in which your event is taking place with your initial order.

- **Billing Discrepancies**

**All billing discrepancies must be resolved with PACK EXPO Services within 30 days of the close of the show.**

- **Advance Pricing**

To qualify for advance pricing, full payment must be included with your order on or before the advance deadline date.

- **Standard Pricing**

Order forms submitted after the advance deadline date will be processed at standard prices.

- **Cancellation of Items or Services**

NOTE: Some services require a longer cancellation notice for full refund. Please see individual service pages for further details.

**All Labor Types** - Two days notice is required for cancellation of all labor services. If such notice is not provided, a (1/2) half-hour minimum per laborer ordered will be charged the applicable rate.

**Standard Furniture and Carpet** - Cancellations received less than 2-weeks prior to the first day of exhibitor scheduled move-in will be billed at 50%. Cancellations received on site will be billed 100%.

**Custom Furniture** - Cancellations received after February 13, 2020 will be billed at 50%. Cancellations after February 20, 2020 will be billed at 100%.

**Custom Exhibits and Accessories** - Orders cancelled prior to February 10, 2020 will be charged 50% of the original price. No refunds will be made thereafter.

**Exhibitor Graphics** - Orders cancelled after production will be charged 100% of the original price.

## Credit Card Payment

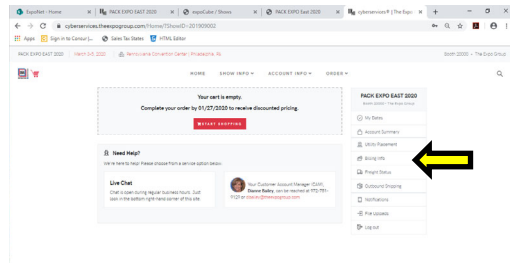
- Please read Payment Options and Policy page.
- This Credit Card Authorization MUST be on file with PACK EXPO Services before any goods or services will be rendered regardless of your method of payment.
- All accounts must be settled at a PACK EXPO Services Desk on show site prior to the close of the show. Your credit card will be processed for any current or previous outstanding balance at that time.
- PACK EXPO Services will process all charges through its parent company. Purchase orders and invoices are not considered proper forms of payment.
- All billing discrepancies must be resolved with PACK EXPO Services within 30 days of the close of the show.

## Credit Card Authorization

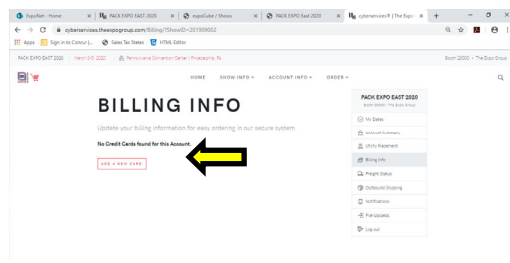
- Please go online to cyberservices and input your credit card information under Billing Info.

### To enter your information:

- Go to your [cyberservices account](#).
- Enter your password to log into your account.
- Once you are in your account, look to the right on the main page and click on the “Billing Info” tab.



- Input your name, or the name who authorizes the credit card charges for the card being entered, and hit agree.
- Click on “Add New Card.”



- Input the credit card information and click “Add This Card.”

**Your credit card is now on file and you can proceed online to place your orders or you can now fax or email your order to PACK EXPO Services to be processed.**





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**PLEASE READ CAREFULLY**

**Terms and Conditions**

**PACK EXPO EAST 2020**

**YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.**

The terms and conditions set forth below become a part of the Contract between PACK EXPO SERVICES, INC. and you, the EXHIBITOR. EXHIBITOR is deemed to have accepted these terms and conditions when any of the following conditions are met:

- THE MATERIAL HANDLING SERVICE AGREEMENT IS SIGNED;
- EXHIBITOR'S MATERIALS ARE DELIVERED TO PES'S WAREHOUSE OR TO A SHOW OR EXPOSITION SITE FOR WHICH PES IS THE OFFICIAL SHOW CONTRACTOR, OR
- AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH PES, OR THE ON-SITE EXHIBITOR DATA AGREEMENT IS SIGNED.

1. Customer and Exhibitor are used interchangeably and shall refer one to the other. PACK EXPO Services and PES are also used interchangeably and shall be deemed to refer one to the other. Show refers to the event referenced above, with location, facility and date.

2. Payments are due prior to delivery of services or equipment to Customer unless other credit arrangements have been made. All payments shall be in U.S. currency, MasterCard, VISA, American Express, and Discover credit cards, or check, provided there is sufficient customer credit in the Customer's form of payment to completely satisfy the amount owed by Customer to PES. Undersigned authorizer acknowledges that all applicable charges for services rendered to the Exhibitor will be applied to the credit card on file in the event another form of payment is not tendered prior to the close of the trade show. In no instance shall any Customer be extended credit beyond 30 days after the close of the Show. If there are any outstanding balances owed by the Customer to PES which have not been paid 30 days after the close of the Show, then these shall bear an interest rate of 1-1/2% per month (18% per annum).

3. **Any discrepancy in items ordered and items received or any complaint or question concerning services, etc., must be reported to the PES Service Center at the Show, in writing, immediately upon noting same. Problems will be resolved and/or any valid adjustments in Customer's account will be made at that time, and approved by the PES Project Manager in charge. No credits shall be extended for any individual service (including material handling and labor services) in excess of 15% of the billings for that service. Credits and adjustments will not be made based on information received after the Show. Exhibitors who cancel up to fourteen (14) days prior to Exhibitor Move-In will be refunded 50% of their advance payment. No refunds will be made for cancellations received less than 14 days prior to Exhibitor move-in or at show site, unless otherwise noted on specific service form.**

EXHIBITOR should be advised that routine audits of Exhibitor booths for service usage are conducted during the Show. Should the result of such an audit indicate that equipment or services is in fact being used that has not been paid for, the Exhibitor will be charged for the equipment or service at the applicable rate.

4. PES reserves the right to discontinue one or all services or equipment delivery to Customer for non-payment of one or more outstanding bills should such bill not be paid before the close of the first day of the Show. Payment for any one or more of the services rendered does not in anyway release Customer from payment on the other remaining services upon presentation of invoice.

Should it become necessary after all discrepancies are resolved to employ a collection agency, then Customer agrees that all reasonable and customary collection fees shall be borne by Customer. Furthermore, should litigation ensue, the Customer and PES agree that all reasonable attorney's fees shall be borne by the non-prevailing party.

5. **PES shall not be liable to Exhibitor in any respect for any claims, losses, expenses, injuries, or damages arising out of or related to the Show or Exhibitor's participation in the Show, due to any act or omission of PES, its employees or agents, or any third person, whether based on breach of contract or warranty, negligence or other tort, or strict liability.** PES disclaims all warranties, express or implied, including, without limitation, warranties of merchantability and fitness for a particular purpose. PES shall not be liable to Exhibitor for any indirect, special or consequential damages, including lost profits, whether based upon a claim or action of contract, warranty, negligence, strict liability or other tort, even if PES is aware of the possibility thereof. Notwithstanding any other provision of this Agreement, the maximum liability of PES to Exhibitor will in no event exceed the lesser of (i) the amount of exhibit fees paid by Exhibitor to PES for the Show or (ii) \$5,000; recovery of such amount shall be Exhibitor's sole and exclusive legal remedy. Any claim against PES not submitted to PES within thirty (30) days of the close of the Show shall be forever waived, and no suit or action shall be brought against PES more than one (1) year after the Show.

6. **Insurance and liability against theft and property damage or any costs for repair or neglect for the full replacement cost of equipment or exhibit material owned or rented by the Customer remain the complete and sole responsibility of the Customer.** Insurance and liability against theft, property damage, or bodily injury occurring within the confines of the Exhibitor's booth remain the sole and complete responsibility of the Exhibitor. Without limiting the foregoing, to the extent that the performance of PES is impeded by Acts of God, fire, flood, weather, strikes or labor disruptions, civil unrest, public health risks, governmental law or action, third party conduct, or other circumstances beyond PES's reasonable control, PES shall be excused from such performance.

7. **Without limiting the provisions contained in Section 5, PES shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage, nor shall PES be responsible in any manner for loss, theft or disappearance of Exhibitor's materials while Exhibitor's materials are in Exhibitor's possession or are located within or near the confines of the Exhibitor's booth.** PES's liability shall be limited to any loss or damage which results solely from PES's negligence in the actual physical handling of the Exhibitor's materials and not for any other type of loss or damage. PES's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged while in the possession of PES, and, in any event, PES's maximum liability for any cause shall be limited to \$0.30 per pound per article with a maximum liability, of \$50.00 per item or \$1,000.00 per shipment.

Exhibitor recognizes that PES provides services as Exhibitor's agent and not as bailee or shipper unless Exhibitor contracts with PES Transportation. If any employee or subcontractor of PES shall sign a delivery receipt bill-of-lading, or other document, Exhibitor agrees that these signatories will do so as Exhibitor's agent, and Exhibitor accepts the responsibility thereof. PES or its subcontractors are authorized to note the quantities or condition of items on the Exhibitor's bill-of-lading when the actual count or condition of such items do not conform to the amount or amounts recorded by exhibitor. Correct weights with Weight Certificate must be provided, otherwise PES's or its subcontractor's estimate shall prevail in the event of any weight discrepancy.

PES shall not be responsible for loss, theft, or disappearance of materials before they are picked up from Exhibitor's booth for reloading after the Show. Bills-of-lading covering outgoing shipments, which are furnished to PES by Exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.

8. Exhibitor shall indemnify and hold harmless, PES and its employees and affiliated companies and organizations from and against all claims, demands, liabilities, suits, judgments and decrees, losses and costs and/or expenses of any kind or nature whatsoever (including costs of defense, settlement, and reasonable attorneys' fees) on account of injuries to or death of any person or damage to any property occurring directly or indirectly from the acts or omissions of Exhibitor or its employees, agents, or contractors, however such injuries or death or damage to property may be caused. Upon the request of PES, Exhibitor shall promptly defend any such demand, claim, cause of action, or suit.

9. In the case of bills submitted to parties other than the Customer, Exhibitor, or Exhibiting Company (Third Parties): such arrangements in no way release Customer, Exhibitor, or Exhibiting Company from any and all of the terms and conditions outlined herein.

10. **REFUNDS:** In the event that the Show is not held for any reason, Customer shall receive a refund of the exhibitor services payment, less Customer's pro-rata share of all costs and expenses incurred and committed by PES in connection with the Show. Customer shall receive full and complete refund of overpayments following final audit after the close of the Show. PES will remit refunds to Customer at the name and address indicated on the Exhibitor Data Sheet. Customer will receive a refund for any extra overpayment above and beyond the amount which Customer owes to PES. Also provided for the Customer with the final refund shall be a final accounting showing the services or equipment ordered.

11. **CREDIT CARD:** We are pleased to accept orders for services, with payment being made by a credit card. By paying for these services in advance, and adhering to the deadline date, you have taken advantage of the 30% discount offered.

12. **Insurance: It is understood that PACK EXPO Services is not an insurer. Insurance should be obtained by the exhibitor. It is highly recommended that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show.**

13. **PES does not involve itself in patent infringement or trademark disputes before, during, or after the Show. Exhibitors should seek their own legal counsel to resolve such issues. Nevertheless, PES reserves the right to remove any equipment that is the subject of a patent or trademark challenge.**

14. **These terms and conditions shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia, without regard to conflicts principles. Any litigation between the parties shall, at the option of PES, be filed and prosecuted exclusively in a State or federal court in or for Fairfax County, Virginia.**

15. If any provision in these Terms and Conditions is held to be invalid or unenforceable, that provision shall be construed, limited, modified or, if necessary, severed, to the extent necessary to eliminate its invalidity or unenforceability, and the other provisions shall remain unaffected.

Authorizer acknowledges reading and accepting all Terms and Conditions and agrees that Authorizer and Exhibiting company will be fully governed by the provisions described therein.

Exhibiting Company: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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# Third Party Authorization

Use this form if you authorize a third party to invoice for some or all services.

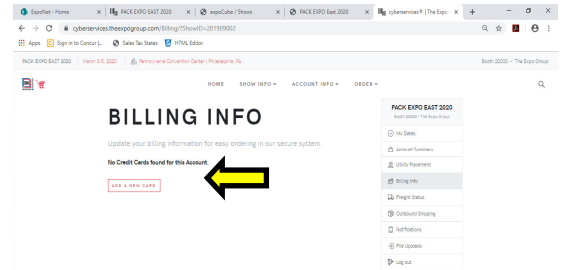
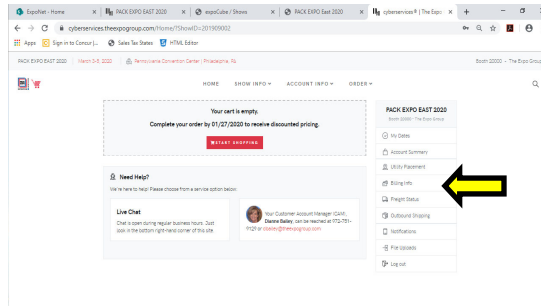
Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

## Third Party Information

Name: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Website: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

## Third Party Payment Policy

- The payment record of the Third Party must be acceptable to PACK EXPO Services.
- Form is completed and signed by both parties and returned to PACK EXPO Services at least 14 days prior to show move-in.
- PACK EXPO Services will provide an online password for third party after account is set-up.
- Provide your credit card online at <https://cyberservices.theexpogroup.com/>, and Login with your Show ID and Password.
- Once logged in, go to "Billing Info" then Add A New Card.



- The exhibiting firm is ultimately responsible for payment of all charges by show conclusion.
- **All billing discrepancies must be resolved with PACK EXPO Services within 30 days of the close of the show.**

## Services to be Invoiced to Third Party

All Services     
  Furniture/Carpet     
  Forklift Labor     
  Booth Labor  
 Hanging Sign Labor     
  Booth Cleaning     
  Material Handling  
 Other: \_\_\_\_\_

## Acknowledgement by Exhibiting Company

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event Third Party named above does not make payment, such charges will be presented to the exhibiting firm, and the exhibiting firm will make payment to PACK EXPO Services prior to the close of the show. (Authorized Firms Representative's signature required below.)

**PLEASE SIGN**

X \_\_\_\_\_



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# EAC Requirements

Discount Deadline:  
 January 27, 2020  
 (excludes labor)

**You must submit your EAC paperwork. Submission Deadline: February 13, 2020**

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

**EAC Information:**

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

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Please read, complete, and submit this authorization form with required documentation for each contractor (see below) to PACK EXPO Services if hiring a service contractor(s) other than the official contractor selected by show management. Note: For services such as electrical, plumbing, telephone, cleaning and material handling, no contractor other than the official contractor will be approved. This regulation is enforced as equipment and facilities are the sole responsibility of the respective owner. The exhibitor shall control only the material and equipment that he/she owns and that is to be used in the exhibit space.**

Official Service Contractors are appointed to perform and provide necessary services and equipment. The Official Service Contractor will provide all usual trade show services, including labor. Supervision, however, may be provided by the exhibitor. The exhibitor may appoint either the official contractor for supervision or a qualified non-official contractor.

Official Show Contractors:

- Ensure orderly and efficient installation and removal of exhibits.
- Assure the distribution of labor to all exhibitors according to need.
- Provide sufficient labor to satisfy the requirements of exhibitors and for the show itself.
- See that the proper type and limit of insurance are in force.
- Avoid any conflict with local union regulations and requirements.

Should an exhibitor wish to employ the services of a contractor other than the Official Show Contractor, the following conditions must be met:

- The exhibitor must inform PACK EXPO Services of the name and address of the contractor and the work to be performed by completing the Authorization below. The Authorization must be received by PACK EXPO Services no later than 14 days prior to the show. If notification is not received 14 days prior to the show, PACK EXPO Services labor must be used for all work and the exhibitor appointed contractor will be permitted to supervise only.

The contractor hired by the exhibitor must:

- Provide no later than 14 days prior to the show a Certificate of Insurance with at least the following limits:
- Commercial Liability not less than \$1,000,000 each occurrence/\$2,000,000 general aggregate, Workers Compensation Insurance, including Employer's Liability coverage, in a minimum amount not less than \$1,000,000; Auto Liability not less than \$1,000,000 each occurrence, naming PACK EXPO Services (the General Contractor), PMMI, Pennsylvania Convention Center as additional insured, except for Workers Compensation.
- Agree to abide by all rules and regulations of the show and union rules and regulations.
- Wear identification badges at all times. Temporary labor badges will be provided. Badges will be issued only to representatives of said contractor assigned to supervise, install, dismantle, or maintain exhibits and exhibit-related equipment.

**This form must be accompanied by the insurance certificate. Please obtain this certificate from your insurance carrier and send with this form.**

**INCOMPLETE OR UNSIGNED FORMS WILL NOT BE ACCEPTED.**

Signature of Exhibitor: \_\_\_\_\_ Date: \_\_\_\_\_

Service to be Performed: \_\_\_\_\_

Exhibiting Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Authorizer acknowledges reading and accepting all Terms and Conditions and agrees that Authorizer and Exhibiting Company will be fully governed by the provisions described therein.

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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 Pennsylvania Convention Center  
 Philadelphia, PA USA

# EAC Requirements

**Discount Deadline:  
 January 27, 2020  
 (excludes labor)**

**Exhibitor Appointed Contractor (EAC) Access to the Show Floor.** Wristbands give approved EACs access to the show floor during Exhibitor move-in and move-out hours only. Wristbands will only be distributed to EACs with an EAC Work Authorization form, a valid Certificate of Insurance, and a copy of the additional insured endorsements required on the primary and excess/umbrella general liability policies on file. Wristbands must be worn at all times and visible to security and show management personnel. After hours work passes are available for access to the exhibit floor at PACK EXPO Services Service Center desk.

**Certificate of Insurance.** Each EAC shall provide PACK EXPO Services with a valid Certificate of Insurance and a copy of the additional insured endorsements required on the primary and excess/umbrella general liability policies. The insurance form must list as Additional Insureds and/or Covered Locations:

**PACK EXPO Services**

**PMMI**

**Pennsylvania Convention Center**

Exhibitor(s) Represented (all Exhibitors represented by the contractor must be named as additional insured)

**PACK EXPO EAST 2020 - February 27-March 7, 2020**

The insurance form must list as the Certificate Holder:

PACK EXPO Services, Inc.  
 5931 West Campus Circle Drive  
 Irving, TX 75063

**Minimum Coverage Requirements for Primary & Excess/Umbrella Commercial General Liability.** Each EAC shall maintain insurance coverage of the types and in the minimum amounts as follows:

Limits: Primary: Each Occurrence \$1,000,000; Products - COMP/OP AGG \$2,000,000; Personal & Adv Injury \$1,000,000; General Aggregate \$2,000,000

Excess/Umbrella: Each occurrence \$1,000,000; Aggregate \$1,000,000

Coverage for contractual liability and products liability

The following entities shall be named as Additional Insureds for all ongoing operations:

**PACK EXPO Services**

**PMMI**

**Pennsylvania Convention Center**

Exhibitor(s) Represented (all Exhibitors represented by the contractor must be named as additional insured)

**PACK EXPO EAST 2020 - February 27-March 7, 2020**

Insurer shall waive any right of subrogation against **PACK EXPO Services** and PACK EXPO Services, their officers, directors, agents or employees. Coverage cannot be cancelled or reduced without at least 30 days prior written notice to **PACK EXPO Services**.

**Workers' Compensation Insurance.** Each EAC shall maintain Workers' Compensation and Occupational Disease Insurance in full compliance with all federal and state laws, covering all of the EAC's employees engaged in the performance of any work for the Exhibitor. Coverage for Workers' Compensation and Employers' Liability shall be insured for the following limit:

Each Accident \$1,000,000

Disease - Each Employee \$1,000,000

Disease - Policy Limit \$1,000,000

WCI Insurer shall waive any right of subrogation against **PMMI** and PACK EXPO Services, their officers, directors, agents or employees. Coverage cannot be cancelled or reduced without at least 30 days prior written notice to **PMMI** and PACK EXPO Services, Inc.

**Automobile Liability.** Automobile liability must be covered whether the EAC has a vehicle on-site or not. Each EAC shall maintain insurance coverage in the minimum amounts as follows:

Combined Single Limit \$1,000,000

**EAC acknowledges reading and accepting this Agreement and agrees that it will be fully governed by the provisions described herein.**

Name of EAC: \_\_\_\_\_  
 By (print name): \_\_\_\_\_  
 Signature: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
 Date: \_\_\_\_\_

# CERTIFICATE OF LIABILITY INSURANCE

# SAMPLE

DATE (MM/DD/YYYY)

00/00/0000

PRODUCER (000) 000-0000

FAX

**AGENTS NAME**  
**AGENTS ADDRESS**
**THIS CERTIFICATE IS ISSUED AS A MOTTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.**
**INSURERS AFFORDING COVERAGE NAIC #**
**INSURED YOUR COMPANY NAME**
**YOUR COMPANY ADDRESS**

INSURER A:

INSURER B:

INSURER C:

**EAC FOR:**

INSURER D:

INSURER E:

**COVERAGES**

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

INSL LTR	ADD'L INSRD	TYPES OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
	X	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	<b>POLICY #</b>	<b>EFF DATE</b>	<b>EXP DATE</b>	EACH OCCURRENCE	\$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
						MED EXP (Any one person)	\$ 5,000
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 2,000,000
						PRODUCTS-COMP-OP AGG	\$ 2,000,000
		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	<b>POLICY #</b>	<b>EFF DATE</b>	<b>EXP DATE</b>	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY-EA ACCIDENT	\$
						OTHER THAN EA ACC	\$
						AUTO ONLY: ACC	\$
		EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000	<b>POLICY #</b>	<b>EFF DATE</b>	<b>EXP DATE</b>	EACH OCCURRENCE	\$ 1,000,000
						AGGREGATE	\$ 1,000,000
		WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	<b>POLICY #</b>	<b>EFF DATE</b>	<b>EXP DATE</b>	<input checked="" type="checkbox"/> WC STATUTORY LIMITS	\$
						E.L. EACH ACCIDENT	\$ 1,000,000
						E.L. DISEASE-EA EMPLOYEE	\$ 1,000,000
						E.L. DISEASE- POLICY LIMIT	\$ 1,000,000

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

**ADDITIONAL INSURED AS RESPECTS LIABILITY PER WRITTEN CONTRACT:**
**CERTIFICATE HOLDER**

 PACK EXPO Services  
 5931 West Campus Circle Drive  
 Irving, TX 75063

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



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# EAC Form

**Discount Deadline:**  
**January 27, 2020**  
 (excludes labor)

**You must submit your EAC paperwork. Forms may be submitted via email to [Pack.East@packexpo.com](mailto:Pack.East@packexpo.com). Submission Deadline: February 13, 2020**

## Exhibitor Appointed Contractor (EAC) Work Authorization Form

Return completed forms 6a and 6b to PACK EXPO Services via email to your Customer Account Manager by the Discount Deadline. **Please forward a copy of the Certificate of Liability Insurance sample to your EAC.**

**This form must be completed by the exhibiting company.** No EAC will be granted access to the show floor without this form **AND** completion of requirements and signature by your EAC on Forms 6a and 6b. Please check the appropriate boxes below of the products and/or services you will have outside of those provided by the designated official contractor.

**For insurance and safety reasons, the official contractor designated in the service manual must be used for services such as:**

Electrical    Booth Cleaning    Plumbing    Material Handling    Telecommunications    Suspended Signs    Rigging

**Services:**

<input type="checkbox"/> Installation & Dismantle	<input type="checkbox"/> Installation & Dismantle - Supervision Only
<input type="checkbox"/> Photography	<input type="checkbox"/> Security
<input type="checkbox"/> Personnel/Models	<input type="checkbox"/> Other (please identify): _____

**Products:**

<input type="checkbox"/> Flooring/Carpet Rental	<input type="checkbox"/> Audio Visual - Rental/Production/Lighting
<input type="checkbox"/> Furniture/Signs/Accessories	<input type="checkbox"/> Computer Rental
<input type="checkbox"/> Floral	<input type="checkbox"/> Other (please identify): _____

Indicate Type of Service Performed for the Above Checked Boxes (i.e. installation, supervision, etc.):

\*\*Note Other Products/Services Here:

**Please Type or Print**

**Exhibitor Information:**

Exhibiting Company: _____	Booth Number: _____
Exhibitor Contact: _____	Title: _____
Exhibitor Email: _____	Exhibitor Phone: _____
Exhibitor Signature: _____	Date: _____

**EAC Information:**

EAC Company Name: _____	City/State/Zip: _____
Address: _____	Fax Number: _____
EAC Company Phone: _____	Contact Cell: _____
EAC Contact Name: _____	
EAC Contact Email: _____	
Product/Service Description: _____	

**\*\*ALL EAC COMPANY INFORMATION MUST BE COMPLETED.**



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 Philadelphia, PA USA

## Contact Info

**Discount Deadline:**  
**January 27, 2020**  
 (excludes labor)

### PACK EXPO Services

972-751-9400 (Main Phone)

972-751-9500 (Main Fax)

### Email Contacts

#### 2020 Customer Account Managers (CAM)

Role	Name	Booths	Direct Phone	Email
CAM	Matt Sinclair	100-399	972-751-9404	<a href="mailto:msinclair@packexposervices.com">msinclair@packexposervices.com</a>
CAM	Janessa Jones	400-1499	972-751-9429	<a href="mailto:jjones@packexposervices.com">jjones@packexposervices.com</a>
CAM	Tori Davis	1500-2499	972-751-9423	<a href="mailto:tdavis@packexposervices.com">tdavis@packexposervices.com</a>

### Target Date Questions and Change Requests

If your company is unable to adhere to the scheduled inbound and/or outbound dates as assigned, please send an email to [jroche@packexposervices.com](mailto:jroche@packexposervices.com) and [lgibasjr@packexposervices.com](mailto:lgibasjr@packexposervices.com) ASAP to request a change.

### Rigging Questions

[rigging@packexposervices.com](mailto:rigging@packexposervices.com)

### Custom Exhibit Design and Quotes

[PES.custombooths@packexposervices.com](mailto:PES.custombooths@packexposervices.com)

### Organizer Web Address

PACK EXPO

[www.packexpoeast.com](http://www.packexpoeast.com)


# Attention PACK EXPO East Exhibitors

## 225 Square Feet and Under:


### **PACK EXPO Services (PES) has just made EXHIBITING EASY FOR YOU!**

We created three new comprehensive booth packages especially for booths 225 square feet and under. All of your booth needs are now bundled together in one—easy to order—package. Now you don't have to read and complete multiple forms, simply contact your Customer Account Manager (CAM) select a package and you are done!

Enclosed are the new packages including furniture, drape or hardwall display, company identification sign, carpet, cleaning and basic electrical. For booths 225 square feet or less, this could be the perfect solution.



**BASIC PACKAGE** has the furniture and booth setup that you need to hit the ground running when you arrive at the show.



**TURNKEY PACKAGE** adds hard wall rental exhibit options to enhance your booth space

These Packages will be set up and ready for you by 5:00 P.M. on your company's inbound target date.

Contact your CAM today to select the package that best suites your needs and budget. Then you can focus on pre-show promotion to increase your company's return on investment from PACK EXPO East.

We look forward to helping you have a **SUCCESSFUL PACK EXPO East!**

Call your CAM today at **972-751-9400**  
or Email your CAM team

[pack.east@packexposervices.com](mailto:pack.east@packexposervices.com)

**PACK EXPO Services**



Please  
**PLACE YOUR ORDER**  
with your CAM  
by Monday,  
January 27<sup>th</sup>  
2020



March 3–5, 2020  
Pennsylvania Convention Center  
Philadelphia, PA USA

**YOUR EAST COAST  
PACKAGING CONNECTION**







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## Basic Furniture Packages

Discount Deadline:  
**January 27, 2020**  
 (excludes labor)

### Basic Furniture Package

Complete and return this form to take advantage of the Basic Furniture Package for booths 225 sq. ft. and under. To upgrade your Basic Package with a Modular Rental Exhibit, please complete the Turnkey Package Form.

The Basic Furniture Package includes the following items:

- 8' high backwall drape
- 3' high sidewall drape
- 7" x 44" company identification sign
- 9' x 10', 9' x 15', 9' x 20' or 15' x 15' - 16oz Standard Cut Carpet as appropriate for your booth (indicate carpet color choice below)
 

<input type="checkbox"/>	Black	<input type="checkbox"/>	Blue	<input type="checkbox"/>	Gray	<input type="checkbox"/>	Dark Green
<input type="checkbox"/>	Red	<input type="checkbox"/>	Blue Jay*	<input type="checkbox"/>	Cayenne*	<input type="checkbox"/>	Pepper*
- Daily Booth Vacuuming
- One 6' (30" high) draped table (indicate table drape color choice below)
 

<input type="checkbox"/>	Black	<input type="checkbox"/>	Blue	<input type="checkbox"/>	Burgundy	<input type="checkbox"/>	Green
<input type="checkbox"/>	Gray	<input type="checkbox"/>	Teal	<input type="checkbox"/>	Red	<input type="checkbox"/>	White
- Two Black Side Chairs
- One Wastebasket
- One 120 volt 500 watt electrical outlet (standard placement)

**\*Green Options**

**Additional outlets, electrical labor and materials are not included in these packages.**

**If applicable, the electrical package credit will be applied to your final invoice. See form 19a for details.**

**Prices below include tax.**

1 Basic Furniture Package		Advance Price	Standard Price	Total
	10' x 10'	\$1,048.50	\$1497.75	=
	10' x 15'	\$1,233.30	\$1,785.15	=
	10' x 20'	\$1,459.70	\$2,085.30	=
	15' x 15'	\$1,799.85	\$2,571.25	=

**Cancellation Policy:** Cancellations received less than 2-weeks prior to the first day of exhibitor scheduled move-in will be billed at 50%. Cancellations received after 2/20/20 will be billed 100%.

### ADDITIONAL INFORMATION

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

### CALCULATING YOUR TOTAL

Subtotal of Basic Furniture Package \_\_\_\_\_

**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



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Designating Custom Placement  
 will incur additional  
 electrical labor costs.

# Furniture Package Electrical Floor Plan Template

Discount Deadline:  
 January 27, 2020  
 (excludes labor)

Using the legend below, please complete this form for all utility services you order. A change of location on an installed or partially installed utility service may result in additional costs to you. If you are submitting your own detailed drawing, please be sure to include the following items:

- 1. Location of the main power drop.** Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please provide specific dimensions.
- 2. Location and load of all outlets.** Please provide specific dimensions and wattages/amperages. *Please do not simply place an X where power is required.*
- 3. Booth orientation.** Please provide surrounding aisle and/or booth numbers, particularly for Island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

Aisle or Booth # \_\_\_\_\_ (Back of Booth)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
20																					20
19																					19
18																					18
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5																					5
4																					4
3																					3
2																					2
1																					1
0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	

Adjacent Booth#  
 \_\_\_\_\_

Adjacent Booth#  
 \_\_\_\_\_

↑  
 Feet Back

→ Aisle # \_\_\_\_\_ (Front of Booth)

Feet Over

ELECTRICAL

COMMENTS



480V ELECTRICAL OUTLET

\_\_\_\_\_



208V ELECTRICAL OUTLET

\_\_\_\_\_



120V ELECTRICAL OUTLET

\_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

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



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## Turnkey Exhibit Packages

**Discount Deadline:**  
**January 27, 2020**  
 (excludes labor)

### Turnkey Packages

Complete and return this form to take advantage of the Turnkey Package for booths 225 sq. ft. and under. The Turnkey Package includes all of the items from the Basic Furniture Package as well as one of the Modular Rental Exhibits listed below. The Modular Rental Exhibits are available in both Basic and Designer (Digital Graphics) versions. For a more detailed description and pictures of each rental booth, please review the Exhibit Solutions brochure at the end of this section.

The Basic Furniture Package includes the following items:

- 8' high backwall drape
- 3' high sidewall drape
- 7" x 44" company identification sign
- 9' x 10', 9' x 15', 9' x 20' or 15' x 15' - 16oz Standard Cut Carpet as appropriate for your booth (indicate carpet color choice below)

<input type="checkbox"/>	Black
<input type="checkbox"/>	Red

<input type="checkbox"/>	Blue
<input type="checkbox"/>	Blue Jay*

<input type="checkbox"/>	Gray
<input type="checkbox"/>	Cayenne*

<input type="checkbox"/>	Dark Green
<input type="checkbox"/>	Pepper*

**\*Green Options**

- Daily Booth Vacuuming
- One 6' (30" high) draped table (indicate table drape color choice below)

<input type="checkbox"/>	Black
<input type="checkbox"/>	Gray

<input type="checkbox"/>	Blue
<input type="checkbox"/>	Teal

<input type="checkbox"/>	Burgundy
<input type="checkbox"/>	Red

<input type="checkbox"/>	Green
<input type="checkbox"/>	White

- Two Black Side Chairs
- One Wastebasket
- One 120 volt 500 watt electrical outlet (standard placement)
- One Modular Rental Exhibit (indicate panel color choice for Basic units)

<input type="checkbox"/>	White
--------------------------	-------

<input type="checkbox"/>	Blue
--------------------------	------

<input type="checkbox"/>	Black
--------------------------	-------

**Additional outlets, electrical labor and materials are not included in these packages.**

**If applicable, the electrical package credit will be applied to your final invoice. See form 19a for details.**

**To further enhance a Basic version booth, consider upgrading to a custom graphic header. Please contact your Customer Account Manager for details and pricing. Information for this item is also located in the Modular Rental section.**

**TURNKEY PACKAGE PRICING NOT AVAILABLE AFTER FEBRUARY 10, 2020.**

**GRAPHICS FOR DESIGNER PACKAGES MUST BE RECEIVED AND APPROVED BY FEBRUARY 10, 2020 OR EXPEDITE FEES MAY APPLY.**



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# Turnkey Exhibit Packages

Discount Deadline:  
**January 27, 2020**  
 (excludes labor)

These prices include tax.

		Advance Price	Standard Price	Total
<b>1</b> 10 x 10 Turnkey Package	A100 Basic Version	\$ 3,267.05	\$ 4,689.05	=
	A100 Designer Version	\$ 5,081.60	\$ 7,299.30	=
	B100 Basic Version	\$ 3,713.95	\$ 5,331.90	=
	B100 Designer Version	\$ 5,889.35	\$ 8,461.15	=
	C100 Basic Version	\$ 3,713.95	\$ 5,331.90	=
	C100 Designer Version	\$ 5,889.35	\$ 8,461.15	=
	D100 Basic Version	\$ 3,929.35	\$ 5,641.80	=
	D100 Designer Version	\$ 6,293.20	\$ 9,042.10	=
	F100 Light Box	\$ 6,139.50	\$ 8,821.00	=
	<b>2</b> 10 x 15 Turnkey Package	A150 Basic Version	\$ 4,343.35	\$ 6,258.85
A150 Designer Version		\$ 6,887.25	\$ 9,918.20	=
B150 Basic Version		\$ 4,969.15	\$ 7,159.10	=
B150 Designer Version		\$ 8,019.55	\$11,546.95	=
C150 Basic Version		\$ 5,707.60	\$ 8,221.30	=
C150 Designer Version		\$ 8,836.85	\$12,722.60	=
D150 Basic Version		\$ 5,670.30	\$ 8,167.65	=
D150 Designer Version		\$ 9,283.40	\$13,365.00	=
E150 Basic Version		\$ 5,670.30	\$ 8,167.65	=
E150 Designer Version		\$ 9,283.40	\$13,365.00	=
<b>3</b> 10 x 20 Turnkey Package	A200 Basic Version	\$ 6,785.15	\$ 9,745.80	=
	A200 Designer Version	\$11,141.35	\$16,012.10	=
	B200 Basic Version	\$ 6,785.15	\$ 9,745.80	=
	B200 Designer Version	\$11,141.35	\$16,012.10	=
	C200 Basic Version	\$ 6,785.15	\$ 9,745.80	=
	C200 Designer Version	\$11,141.35	\$16,012.10	=
	D200 Basic Version	\$ 6,785.15	\$ 9,745.80	=
	D200 Designer Version	\$11,141.35	\$16,012.10	=
	F200 Light Box	\$10,623.45	\$15,267.05	=

- Graphics for designer packages must be received and approved by February 10, 2020 or expedite fees may apply.

**Cancellation Policy:** Cancellations received less than 2-weeks prior to the first day of exhibitor scheduled move-in will be billed at 50%. Cancellations received after 2/20/20 will be billed 100%.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	Subtotal of Turnkey Package _____
	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
 Date: \_\_\_\_\_



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 Philadelphia, PA USA

## Turnkey Exhibit Packages

Discount Deadline:  
 January 27, 2020  
 (excludes labor)

These prices include tax.

4 15 x 15 Turnkey Package		Advance Price	Standard Price	Total
		A150 Basic Version	\$ 4,909.90	\$ 7,044.95
A150 Designer Version	\$ 7,453.80	\$10,704.30	=	
B150 Basic Version	\$ 5,535.70	\$ 7,945.20	=	
B150 Designer Version	\$ 8,586.10	\$12,333.05	=	
C150 Basic Version	\$ 6,274.15	\$ 9,007.40	=	
C150 Designer Version	\$ 9,403.40	\$13,508.70	=	
D150 Basic Version	\$ 6,236.85	\$ 8,953.75	=	
D150 Designer Version	\$ 9,849.95	\$14,151.10	=	
E150 Basic Version	\$ 6,236.85	\$ 8,953.75	=	
E150 Designer Version	\$ 9,849.95	\$14,151.10	=	

Consider adding a Custom Header to Basic Version Booths — See Modular Rental forms for details.

- Graphics for designer packages must be received and approved by February 10, 2020 or expedite fees may apply.

**Cancellation Policy:** Cancellations received less than 2-weeks prior to the first day of exhibitor scheduled move-in will be billed at 50%. Cancellations received after 2/20/20 will be billed 100%.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	Subtotal of Turnkey Package _____
	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
 Date: \_\_\_\_\_



5931 West Campus Circle Drive  
 Irving, Texas 75063  
 Phone: (972) 751-9400  
 Fax: (972) 751-9500  
 www.packexpoeast.com

Designating Custom Placement  
 will incur additional  
 electrical labor costs.

# Turnkey Package Electrical Floor Plan Template

Discount Deadline:  
 January 27, 2020  
 (excludes labor)

Using the legend below, please complete this form for all utility services you order. A change of location on an installed or partially installed utility service may result in additional costs to you. If you are submitting your own detailed drawing, please be sure to include the following items:

- 1. Location of the main power drop.** Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please provide specific dimensions.
- 2. Location and load of all outlets.** Please provide specific dimensions and wattages/amperages. *Please do not simply place an X where power is required.*
- 3. Booth orientation.** Please provide surrounding aisle and/or booth numbers, particularly for Island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

Aisle or Booth # \_\_\_\_\_ (Back of Booth)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
20																					20
19																					19
18																					18
17																					17
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6																					6
5																					5
4																					4
3																					3
2																					2
1																					1
0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	

Adjacent Booth#  
 \_\_\_\_\_

Adjacent Booth#  
 \_\_\_\_\_

↑  
 Feet Back

→ Aisle # \_\_\_\_\_ (Front of Booth)

Feet Over

ELECTRICAL

COMMENTS



480V ELECTRICAL OUTLET

\_\_\_\_\_



208V ELECTRICAL OUTLET

\_\_\_\_\_



120V ELECTRICAL OUTLET

\_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

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

# Exhibit Solutions



PACK EXPO Services can provide you a complete rental exhibit in a style that fits your needs and at a price that fits your budget. You pay no design fees, no shipping fees, no material handling fees and no repair or refurbishing fees. Make a bigger splash and order the Designer version which includes graphics designed just for you.

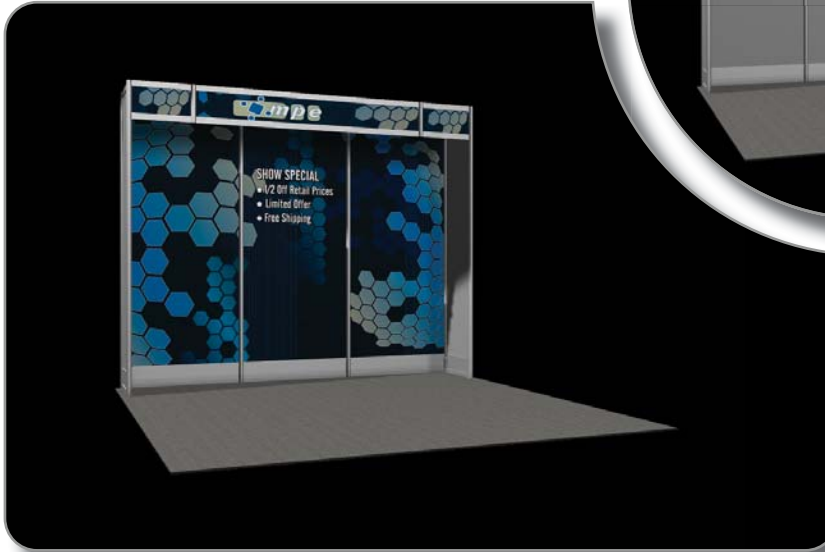
Each rental includes the header, lights, and installation and dismantle labor. Designer versions include custom graphics. See item descriptions for more details. If you should have any questions or to place an order, please feel free to contact your Customer Account Manager for additional assistance.

You may combine any rental booth with a PES Exhibiting Package to create a true turnkey exhibit.

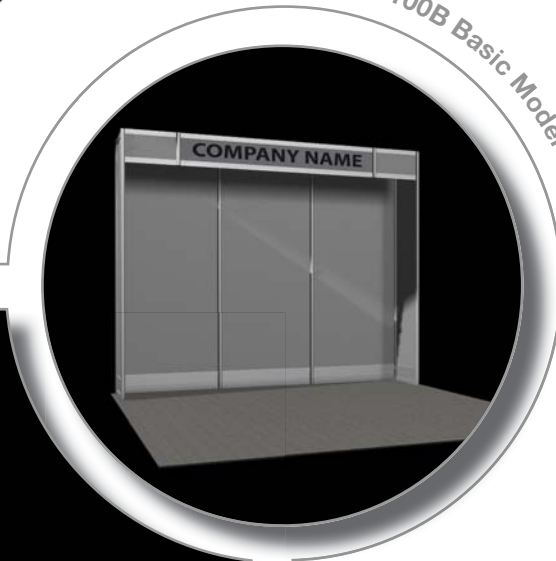
# 8' High – 10' Wide Units

exhibit solutions

A100D Designer Model



A100B Basic Model



**Rental Includes:**

- Header (Custom Header Additional Cost)
- (3) Spot Lights
- Custom Graphics (Designer Only Option)

Refer to page 11 & 12 for various counters, shelves, and other accessories.

B100D Designer Model



B100B Basic Model



**Rental Includes:**

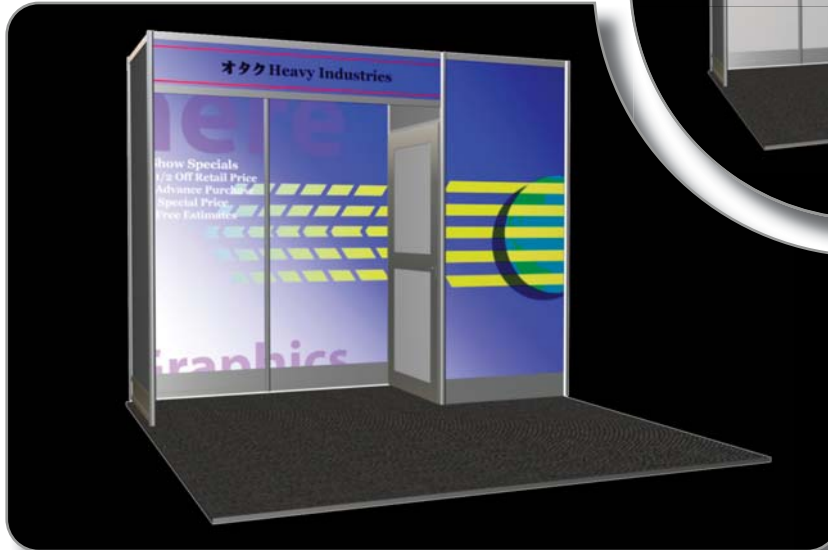
- Flat Surface Backwall
- (3) Spot Lights
- Custom Graphics (Designer Only Option)



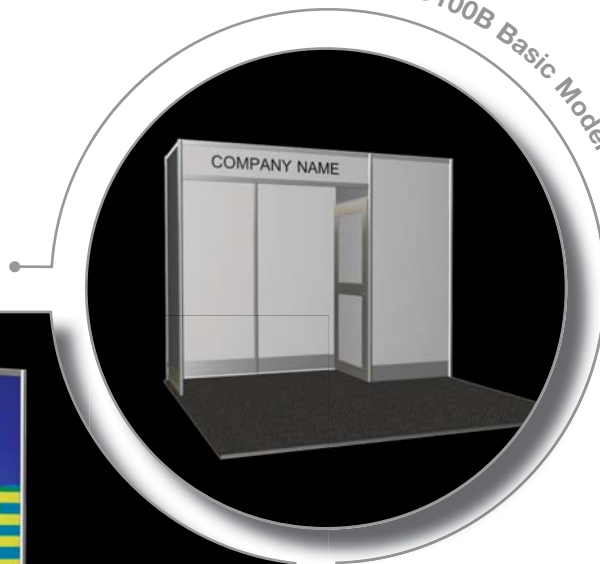
# 8' High – 10' Wide Units

exhibit solutions

D100D Designer Model



D100B Basic Model



**Rental Includes:**

- Header (Custom Header Additional Cost)
- (2) Spot Lights
- Storage Room
- Custom Graphics (Designer Only Option)

Refer to page 11 & 12 for various counters, shelves, and other accessories.

F100 Model

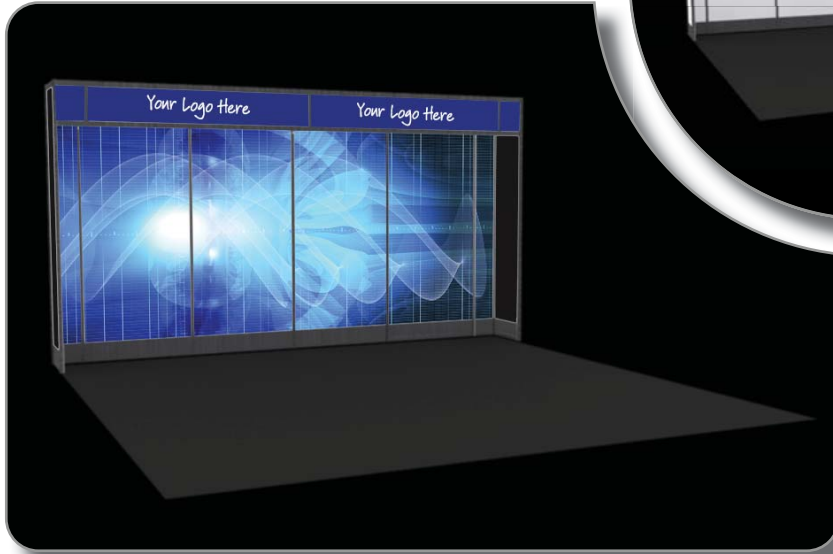


**Rental Includes:**

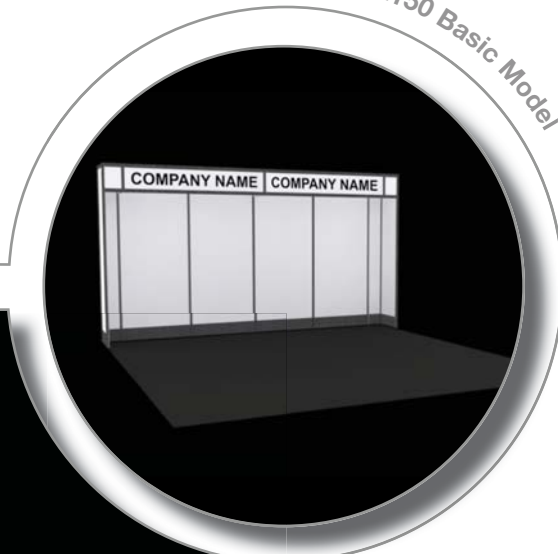
- Backlit Plexiglass Graphics
- Internal Lights
- Available as a Designer Version Only

# 8' High – 15' Wide Units

A150 Designer Model



A150 Basic Model

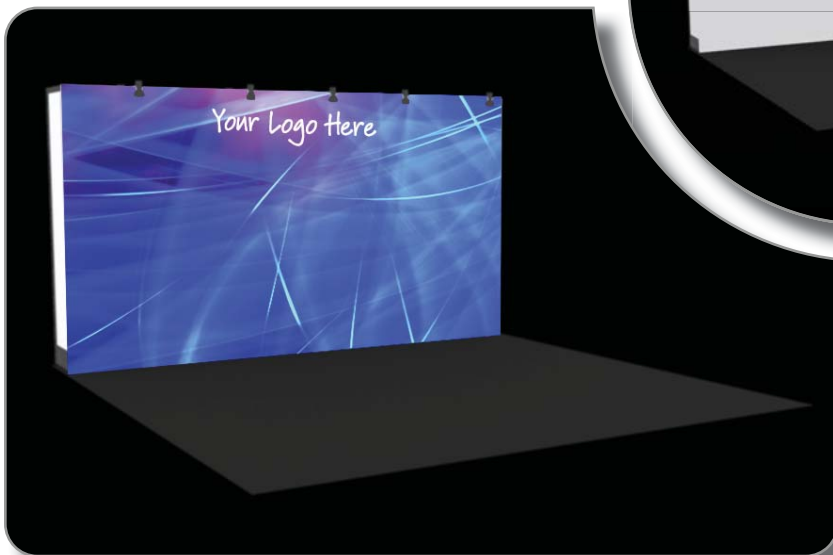


**Rental Includes:**

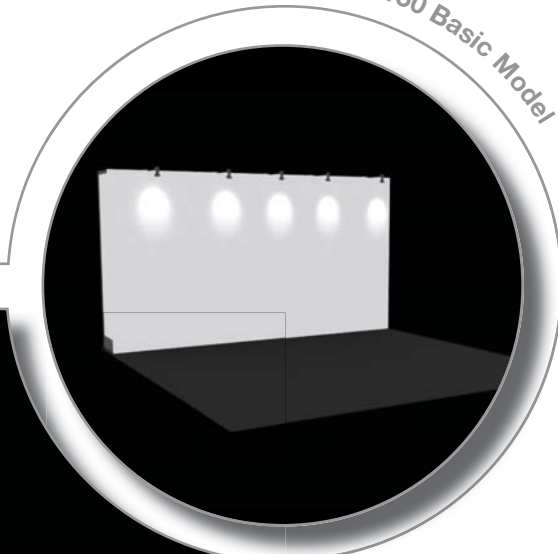
- 2 Headers (Custom Header Additional Cost)
- (4) Spot Lights
- Custom Graphics (Designer Only Option)

Refer to page 11 & 12 for various counters, shelves, and other accessories.

B150 Designer Model



B150 Basic Model



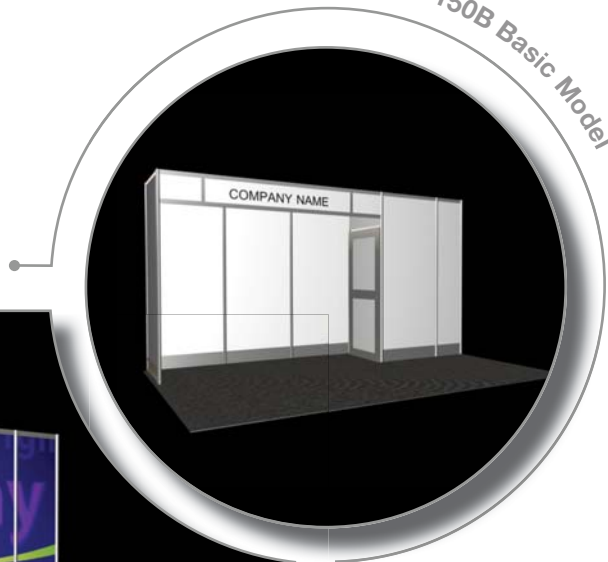
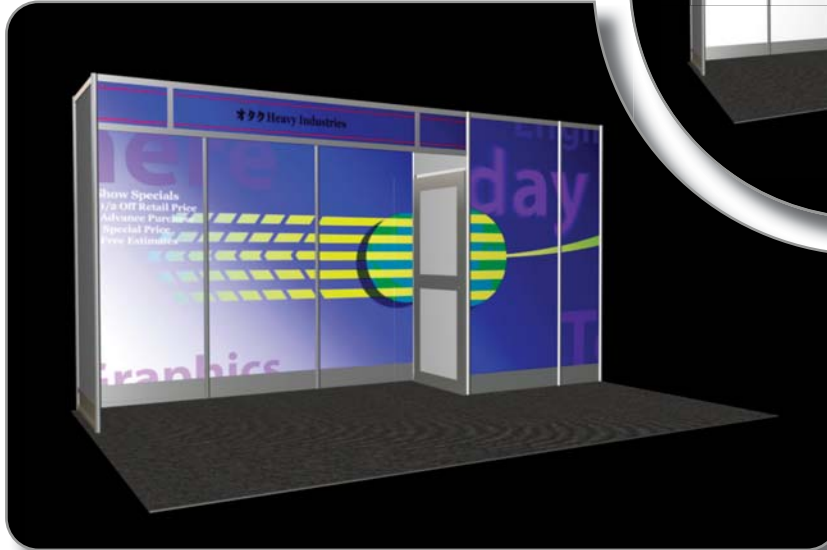
**Rental Includes:**

- Flat Surface Backwall
- (5) Spot Lights
- Custom Graphics (Designer Only Option)

# 8' High – 15' Wide Units

exhibit solutions

D150D Designer Model

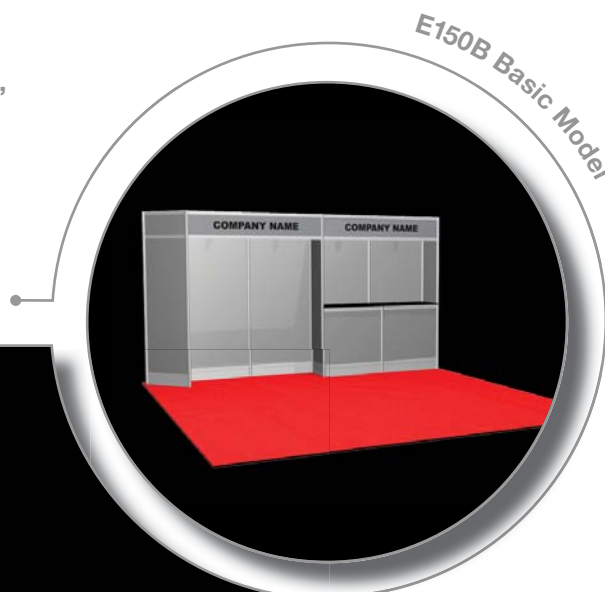


**Rental Includes:**

- Header (Custom Header Additional Cost)
- (3) Spot Lights
- Storage Room
- Custom Graphics (Designer Only Option)

Refer to page 11 & 12 for various counters, shelves, and other accessories.

E150D Designer Model



**Rental Includes:**

- (2) Headers (Custom Headers Additional Cost)
- (4) Spot Lights
- (2) Counters with storage
- Custom Graphics (Designer Only Option)

# 8' High – 20' Wide Units

exhibit solutions

B200B Basic Model



B200D Designer Model

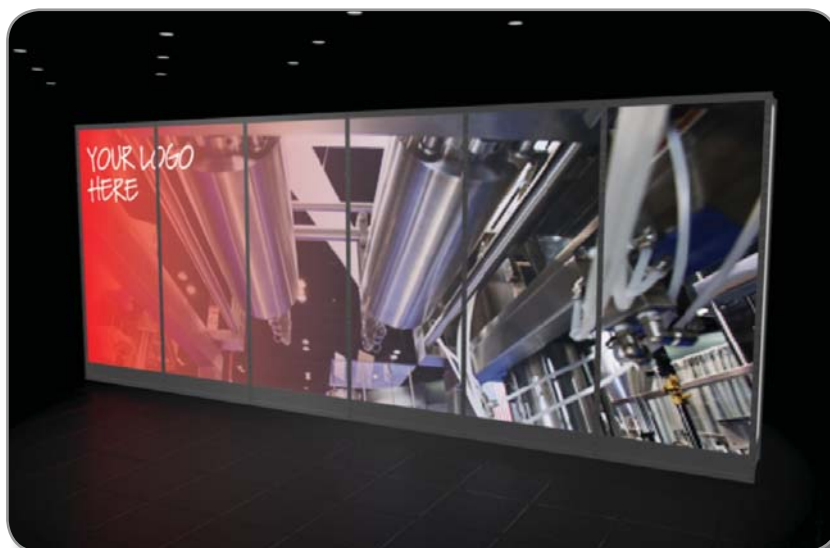


**Rental Includes:**

- Flat Surface Backwall
- (6) Spot Lights
- Custom Graphics (Designer Only Option)

Refer to page 11 & 12 for various counters, shelves, and other accessories.

F200 Designer Model



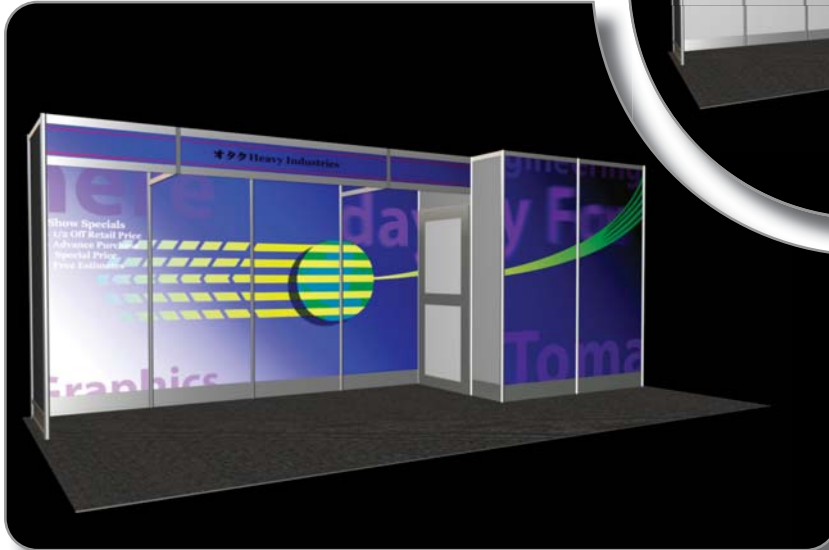
**Rental Includes:**

- Backlit Plexiglass Graphics
- Internal Lights
- Available as a Designer Version Only

# 8' High – 20' Wide Units

exhibit solutions

D200D Designer Model



D200B Basic Model

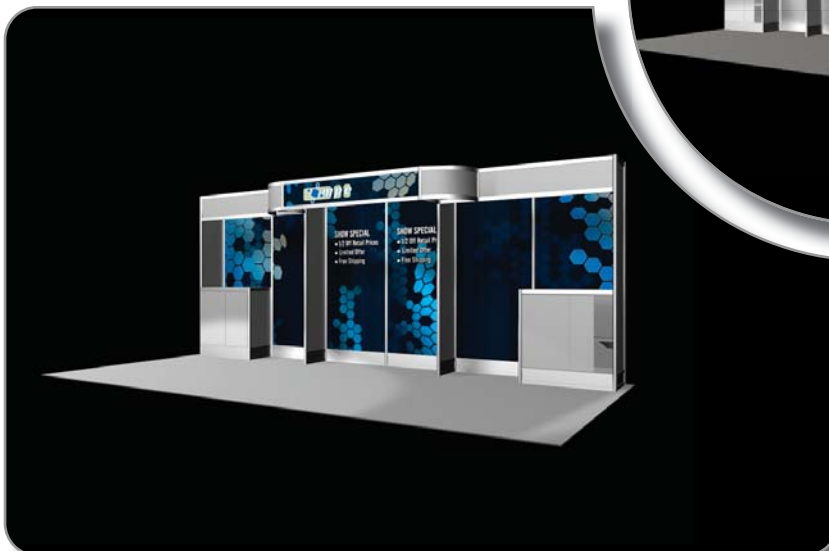


**Rental Includes:**

- Header (Custom Header Additional Cost)
- (4) Spot Lights
- Storage Room
- Custom Graphics (Designer Only Option)

Refer to page 11 & 12 for various counters, shelves, and other accessories.

A200D Designer Model



A200B Basic Model



**Rental Includes:**

- Header (Custom Header Additional Cost)
- (6) Spot Lights
- (2) Counters with storage
- Custom Graphics (Designer Only Option)

# 12' High Options

C100 Designer Model (10' Wide)



C100 Basic Model

**Rental Includes:**

- Header (Custom Header Additional Cost)
- (3) Spot Lights
- Custom Graphics (Designer Only Option)

Refer to page 11 & 12 for various counters, shelves, and other accessories.

C150 Designer Model (15' Wide)



C150 Basic Model

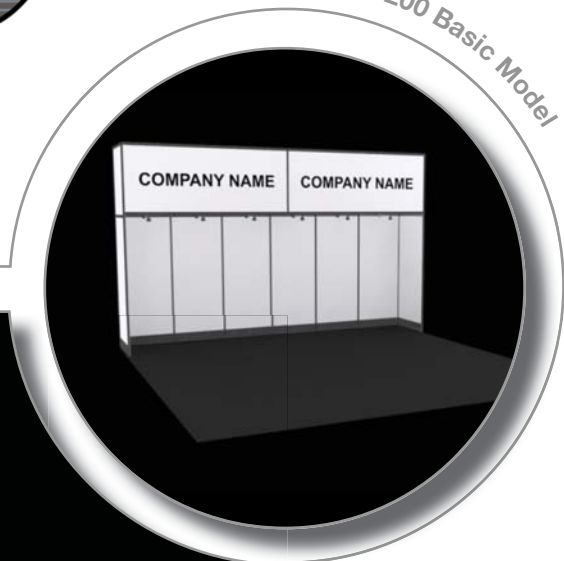
**Rental Includes:**

- 2 Headers (Custom Header Additional Cost)
- (4) Spot Lights
- Custom Graphics (Designer Only Option)

# 12' High Options

exhibit solutions

C200 Basic Model



C200 Designer Model (20' Wide)



**Rental Includes:**

- 2 Headers (Custom Header Additional Cost)
- (6) Spot Lights
- Custom Graphics (Designer Only Option)

Refer to page 11 & 12 for various counters, shelves, and other accessories.

## Custom Headers:

Add a custom graphic header to any booth rental for a fraction of the cost of a full designer option rental. Logos and company branding will add that custom look without breaking your budget. See order forms for pricing and contact your CAM to finalize your graphic look.

# Have your own idea?

We can help you design your own booth.

It's easy!

Configure a booth to meet your specific needs.

Our design department will bring it to life.



Using the same materials as the drawings in the previous pages, you can design your own booth layout. Reference the order form on the following pages, sketch out your idea and submit your order. Your Customer Account Manager will review the drawing for any questions and quote you a cost...it's that easy!

Once you approve the quote, a detailed drawing will be created and reviewed by a Modular Systems Expert. This expert will confirm the booth design is structurally sound and follows all Show Management

guidelines. The drawings are sent to you for one last review and you're done. The next time you see the design again will be when it's standing in your booth.

It's a quick and easy option providing exactly what you want at an affordable price. You design it, we build it. Order it today.



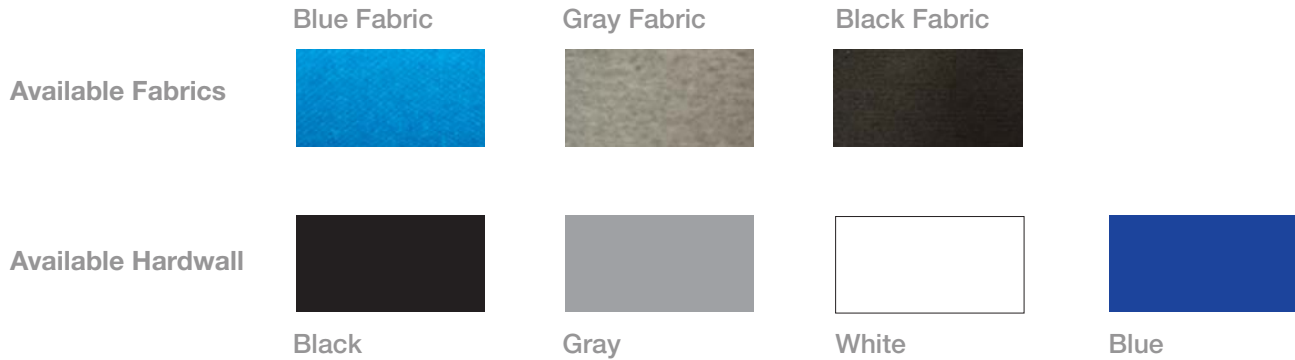
PACK Expo Services  
5931 W. Campus Circle Dr.  
Irving, TX 75063  
Ph: 972-751-9400



# Color Selections

exhibit solutions

Rental options and accessories can help attract attention on the show floor. Different panel and carpeting colors emphasize your marketing message. Shelving, credenzas, and display cases help you showcase the products or literature you want attendees to notice.



## Standard Header Font Styles

**Arial Black**

**Cooper Black**

**Times New Roman Bold**

**Castle T Bold**

Header fonts available in red, blue, and black.  
Custom headers are available.

# Accessories

exhibit solutions



**ACC11**  
Stem Light



**ACC33**  
Straight White Laminate Shelf  
Size: 39" wide x 12" deep



**ACC13**  
Straight White Laminate Shelf  
Size: 39" wide x 8" deep



**ACC14**  
Straight Black Laminate Shelf  
Size: 39" wide x 8" deep



**ACC15**  
Straight Clear Shelf  
Size: 39" wide x 8" deep



**ACC34**  
12" Straight Black Laminate Shelf  
Size: 39" wide x 12" deep

## ACC22

Information Station Credenza  
Size: 58 1/4" wide x 34 3/4" x 42" high  
Comes with lockable door.  
Black only.

## ACC23

Information Station Tower with  
Digital Graphics  
Size: 58 1/4" wide x 34 3/4" x 11' high  
Comes with lockable door.  
Black only.



ACC22

## ACC24

Freestanding Panel with  
Digital Graphics  
Size: 40" wide x 8' high



# Accessories

exhibit solutions

All accessories on this page (ACC1-ACC10) can be ordered with Digital Graphics and are available in your choice of fabric or hardwall color. Refer to the Color Selections page for examples of panel colors.



**ACC1**  
Curved Reception Counter with Open Back  
Size: 60 1/2" wide x 20" deep x 42" high  
Open back - no shelf or door.



**ACC6**  
Contemporary Credenza with Standoff Sign  
Size: 38" wide x 30" deep x 46" high  
Comes with lockable door and a shelf.



**ACC2**  
Essential Credenza  
Size: 40" wide x 30" deep x 42" high  
Comes with lockable door and a shelf.



**ACC8**  
Essential Pedestal  
Size: 30" wide x 30" deep x 42" high  
Pedestal only - closed back.



**ACC3**  
Cosmopolitan Credenza  
Size: 66" wide x 40" deep x 42" high  
Comes with lockable door and a shelf.



**ACC9**  
Reception Counter with Open Back  
Size : 78" wide x 20" deep x 42" high  
Open back - no shelf or door.



**ACC5**  
Contemporary Credenza  
Size: 38" wide x 30" deep x 46" high  
Comes with lockable door and a shelf.



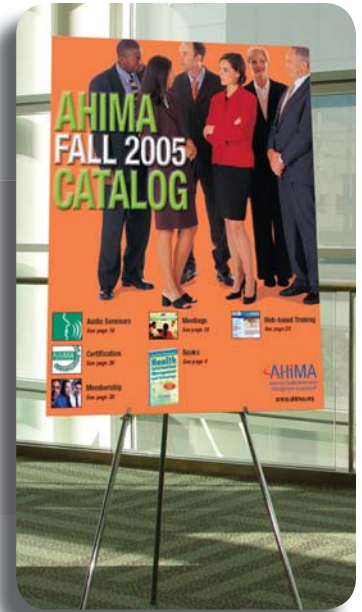
**ACC10**  
Essential Extended Credenza  
Size : 78" wide x 20" deep x 42" high  
Comes with lockable door and a shelf.

# Graphics

exhibit solutions

## Signs

In addition to the panels that line your exhibit, you might also need a specific sign promoting your latest product, announcing a giveaway, or an invitation to a demonstration. Popular sizes are 22"x 28" and 28"x 44"; these sizes work best on easels. Small signs measuring 7"x 11" are also great on tabletops. Large signs also can be made, measuring 40"x 60" or more.



## Headers

Each modular Rental Exhibit includes a standard header with your company name. When upgrading to a custom header, our design team can assist you in visually attracting the attention your booth deserves.



## Graphic Panels

Standard graphic panels can be created to fit any modular rental exhibit, or custom panels can be built. PES also offers backlit graphic panels. A perfect way to capture the attention of potential business.



## Banners

Another way to promote your company and your products are wide banners across your booth, or perhaps in a sponsored conference room. Vinyl, cloth, and foamcore banners are available at any size.





5931 West Campus Circle Drive  
 Irving, Texas 75063  
 Phone: (972) 751-9400  
 Fax: (972) 751-9500  
 www.packexpoeast.com

**Floor covering is required for all exhibitors in the show.**  
**Standard visqueen is included with all 28oz. and 40oz. carpet rentals.**  
**\*Exhibitors must remove their own visqueen prior to show open or PES will do it at a cost.**

## Custom Carpet

**Discount Deadline:**  
**January 27, 2020**  
**(excludes labor)**

Prices are for rental only. If you plan to bring your own carpet, please note how you will be shipping it below.

Will bring our own carpet     
  Shipping to Warehouse     
  Shipping Direct to Show Site  
 Using a material other than carpet. It is: \_\_\_\_\_

If you bring your own carpet or flooring and you need labor to install and/or dismantle it, please refer to the Exhibitor Supervised Labor or PES Supervised Labor forms and indicate "carpet" in the task section.

Custom Carpet Orders placed after February 3, 2020 will incur a 30% surcharge.

\*Additional carpet colors are available. Please contact your CAM for offerings and price quotes.

\*Custom inlays and designs are available. Please contact your CAM for design and price quotes.

**Colors may vary due to facility lighting, printing limitation, and dye lot differences.**

<h3>1 Custom Carpet Ultra 40oz. Plush</h3>	Rental includes installation, standard visqueen covering and pick up at close of show. You may upgrade the visqueen covering for your custom carpet by ordering mesh poly in section 3.				
	Booth Dimensions _____ x _____				
		<b>Total Sq. Ft.</b>	<b>Advance Price</b>	<b>Standard Price</b>	<b>Total</b>
	Custom Carpet - Rental	_____	X \$5.65 per sq. ft.	\$8.07 per sq. ft. =	_____
<b>Check color.</b> <input type="checkbox"/> Cobalt Blue <input type="checkbox"/> Dove <input type="checkbox"/> Navy <input type="checkbox"/> Royal Blue <input type="checkbox"/> Red <input type="checkbox"/> Black <input type="checkbox"/> White** <input type="checkbox"/> Silver Cloud <input type="checkbox"/> Cement <input type="checkbox"/> Charcoal					
**Add 30% for White Carpet					

<h3>2 Custom Carpet Premium 28oz. Plush</h3>	Rental includes installation, standard visqueen covering and pick up at close of show. You may upgrade the visqueen covering for your custom carpet by ordering mesh poly in section 3.				
	Booth Dimensions _____ x _____				
		<b>Total Sq. Ft.</b>	<b>Advance Price</b>	<b>Standard Price</b>	<b>Total</b>
	Custom Carpet - Rental	_____	X \$5.20 per sq. ft.	\$7.43 per sq. ft. =	_____
<b>Check color.</b> <input type="checkbox"/> Cobalt Blue <input type="checkbox"/> Dove <input type="checkbox"/> Navy <input type="checkbox"/> Royal Blue <input type="checkbox"/> Red <input type="checkbox"/> Black <input type="checkbox"/> White** <input type="checkbox"/> Silver Cloud <input type="checkbox"/> Cement <input type="checkbox"/> Charcoal					
**Add 30% for White Carpet					

**Excessive channeling into rented padding after the first man hour will result in additional labor fees.**

**Cancellation Policy:** Cancellations received less than 2-weeks prior to the first day of exhibitor scheduled move-in will be billed at 50%. Cancellations received on site will be billed 100%.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
If you would like PACK EXPO Services to install your own carpet, please use the Exhibitor Supervised Labor or PES Supervised Labor forms in this manual to order installation and dismantle labor and indicate for carpet installation.	Subtotal _____
	30% Surcharge if Ordered and Paid after 2/3/20 _____
	Add 8% Rental Tax _____
	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_



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 Irving, Texas 75063  
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 Fax: (972) 751-9500  
 www.packexpoeast.com

**Floor covering is required for all exhibitors in the show. Standard visqueen is included with all 28oz. and 40oz. carpet rentals.**

## Custom Carpet

**Discount Deadline:  
 January 27, 2020  
 (excludes labor)**

Prices are for rental only. If you plan to bring your own carpet, please note how you will be shipping it below.

Will bring our own carpet     
  Shipping to Warehouse     
  Shipping Direct to Show Site  
 Using a material other than carpet. It is: \_\_\_\_\_

If you bring your own carpet or flooring and you need labor to install and/or dismantle it, please refer to the Exhibitor Supervised Labor or PES Supervised Labor forms and indicate "carpet" in the task section.

Custom Carpet Orders placed after February 3, 2020 will incur a 30% surcharge.

\*Additional carpet colors are available. Please contact your CAM for offerings and price quotes.

\*Custom inlays and designs are available. Please contact your CAM for design and price quotes.

**Colors may vary due to facility lighting, printing limitation, and dye lot differences.**

<h3>3 Custom Carpet 40oz. &amp; 28oz Visqueen &amp; Padding</h3>	Exhibitors are responsible for removing visqueen for their Carpets. All visqueen must be removed by 1:00 pm, Monday, March 2, 2020. If not removed, show management reserves the right to authorize PACK EXPO Services to remove visqueen at the exhibitor's expense. To order visqueen removal, see the Cleaning Service form.				
	Booth Dimensions _____ x _____				
		<b>Total Sq. Ft.</b>	<b>Advance Price</b>	<b>Standard Price</b>	<b>Total</b>
	Upgrade to mesh poly reinforced visqueen	_____ X	\$0.50 per sq. ft.	\$0.71 per sq. ft. =	_____
	1/2" Padding	_____ X	\$1.50 per sq. ft.	\$2.14 per sq. ft. =	_____
1" Padding	_____ X	\$2.55 per sq. ft.	\$3.64 per sq. ft. =	_____	

<h3>4 Custom Vinyl Wood Grain Flooring</h3>	Flooring is available in 12 ft. Widths. Partial booth coverage is available. Please contact your CAM to confirm desired coverage and layout within your booth space.				
	Booth Dimensions _____ x _____				
		<b>Total Sq. Ft.</b>	<b>Advance Price</b>	<b>Standard Price</b>	<b>Total</b>
	Custom Vinyl Wood Grain Flooring - Rental	_____ X	\$5.00 per sq. ft.	\$7.14 per sq. ft. =	_____
	Vinyl Padding - Rental	_____ X	\$2.85 per sq. ft.	\$4.07 per sq. ft. =	_____
<b>Check color.</b> <input type="checkbox"/> Dark Maple <input type="checkbox"/> Light Maple <input type="checkbox"/> White Washed <input type="checkbox"/> Rain Cloud <input type="checkbox"/> Charred Oak					

**Excessive channeling into rented padding after the first man hour will result in additional labor fees.**

**Cancellation Policy:** Cancellations received less than 2-weeks prior to the first day of exhibitor scheduled move-in will be billed at 50%. Cancellations received on site will be billed 100%.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
If you would like PACK EXPO Services to install your own carpet, please use the Exhibitor Supervised Labor or PES Supervised Labor forms in this manual to order installation and dismantle labor and indicate for carpet installation.	Subtotal _____
	30% Surcharge if Ordered and Paid after 2/3/20 _____
	Add 8% Rental Tax _____
	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
 Date: \_\_\_\_\_

## Create a great first impression with quality rental carpet ordered directly from PACK EXPO Services.

No other carpet provider can offer the superior customer service and one-invoice, one-payment features of PACK EXPO Services, Your Single Source Solution®.

Please make your selections on the corresponding order form.  
Actual carpet colors may vary.

### Custom Carpet

10 colors available in 40oz. or 28oz. weights.



Dove

Cobalt Blue

Royal Blue

Navy

Red



Black

White

Silver Cloud

Cement

Charcoal

### Standard Carpet

#### Standard Cut Carpet

Available in a variety of sizes to fit standard booth spaces.



Blue

Dark Green

Black



Red

Charcoal Gray

Burgundy

#### Green Option Carpet

Made from recycled products and cut as custom or standard sizes.



Blue Jay



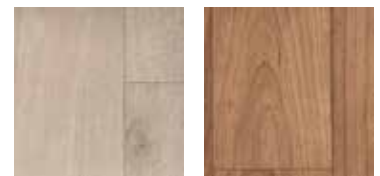
Pepper



Cayenne

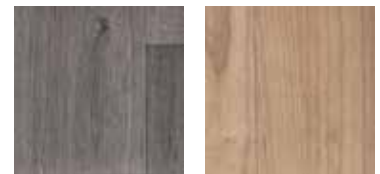
### Vinyl Flooring

5 colors available



White Washed

Dark Maple



Rain Cloud

Light Maple



Charred Oak



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 Fax: (972) 751-9500  
 www.packexpoeast.com

**Floor covering is required for all exhibitors in the show.**  
**Standard visqueen is included with all 16oz. Custom Cut carpet rentals.**

## Standard Carpet

**Discount Deadline:**  
**January 27, 2020**  
 (excludes labor)

Prices are for rental only. If you plan to bring your own carpet, please note how you will be shipping it below.

Will bring our own carpet     
  Shipping to Warehouse     
  Shipping Direct to Show Site  
 Using a material other than carpet, it is: \_\_\_\_\_

If you bring your own carpet or flooring and you need labor to install and/or dismantle it, please refer to the Exhibitor Supervised Labor or PES Supervised Labor forms and indicate "carpet" in the task section.

**Colors may vary due to facility lighting, printing limitation, and dye lot differences.**

1 Standard Cut Carpet		Advance Price	Standard Price	Total
9' x 10'	<input type="checkbox"/> X	\$ 268.20	\$ 383.14	= _____
9' x 15'	<input type="checkbox"/> X	\$ 402.30	\$ 574.71	= _____
9' x 20'	<input type="checkbox"/> X	\$ 579.65	\$ 828.07	= _____
9' x 25'	<input type="checkbox"/> X	\$ 670.45	\$ 957.79	= _____
9' x 30'	<input type="checkbox"/> X	\$ 804.55	\$1,149.36	= _____
9' x 40'	<input type="checkbox"/> X	\$1,072.75	\$1,532.50	= _____

**Check color.**  
  Blue  
  Red  
  Burgundy  
  Black  
  Gray  
 Dark Green  
 \*Blue Jay  
 \*Cayenne  
 \*Pepper

**\*Green Options - made from recycled products**

2 Special Cut Carpet	You may order standard rental carpet cut and configured to your exact booth dimensions. Price includes labor to lay and tape carpet on-site. Please indicate color choice above.			
	Booth Dimensions _____ x _____			
		<b>Total Sq. Ft.</b>	<b>Advance Price</b>	<b>Standard Price</b>
Special Cut Carpet		X	\$3.90 per sq. ft.	\$5.57 per sq. ft. = _____

**Cancellation Policy:** Cancellations received less than 2-weeks prior to the first day of exhibitor scheduled move-in will be billed at 50%. Cancellations received on site will be billed 100%.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
If you would like PACK EXPO Services to install your own carpet, please use the Exhibitor Supervised Labor or PES Supervised Labor forms in this manual to order installation and dismantle labor and indicate for carpet installation.	Subtotal _____
	Add 8% Rental Tax _____
	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
 Date: \_\_\_\_\_





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**Floor covering is required for all exhibitors in the show. Standard visqueen is included with all 16oz. Custom Cut carpet rentals.**

## Standard Carpet

**Discount Deadline:  
 January 27, 2020  
 (excludes labor)**

Prices are for rental only. If you plan to bring your own carpet, please note how you will be shipping it below.

Will bring our own carpet       Shipping to Warehouse       Shipping Direct to Show Site  
 Using a material other than carpet, it is: \_\_\_\_\_

If you bring your own carpet or flooring and you need labor to install and/or dismantle it, please refer to the Exhibitor Supervised Labor or PES Supervised Labor forms and indicate "carpet" in the task section.

**Colors may vary due to facility lighting, printing limitation, and dye lot differences.**

	Description	Qty	Advanced Price	Standard Price	Total
<b>3</b>	<b>Visqueen/ Padding for 16oz. Carpets Only</b>	Exhibitors are responsible for removing visqueen from their carpets. All visqueen must be removed by 1:00 pm, Monday, March 2, 2020. If not removed, show management reserves the right to authorize PACK EXPO Services to remove visqueen at the exhibitor's expense. To order visqueen removal, see our Cleaning Service form.			
	Visqueen Plastic Covering (price per sq. ft.)	X	\$0.70	\$1.00	=
	1/2" Carpet Padding (price per sq. ft.)	X	\$1.50	\$2.14	=
	1" Carpet Padding (price per sq. ft.)	X	\$2.55	\$3.64	=

**Excessive channeling into rented padding after the first man hour will result in additional labor fees.**

**Cancellation Policy:** Cancellations received less than 2-weeks prior to the first day of exhibitor scheduled move-in will be billed at 50%. Cancellations received on site will be billed 100%.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
If you would like PACK EXPO Services to install your own carpet, please use the Exhibitor Supervised Labor or PES Supervised Labor forms in this manual to order installation and dismantle labor and indicate for carpet installation.	Subtotal _____
	Add 8% Rental Tax _____
	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_

## Create a great first impression with quality rental carpet ordered directly from PACK EXPO Services.

No other carpet provider can offer the superior customer service and one-invoice, one-payment features of PACK EXPO Services, Your Single Source Solution<sup>®</sup>.

Please make your selections on the corresponding order form.  
Actual carpet colors may vary.

### Custom Carpet

10 colors available in 40oz. or 28oz. weights.



Dove

Cobalt Blue

Royal Blue

Navy

Red



Black

White

Silver Cloud

Cement

Charcoal

### Standard Carpet

#### Standard Cut Carpet

Available in a variety of sizes to fit standard booth spaces.



Blue

Dark Green

Black



Red

Charcoal Gray

Burgundy

#### Green Option Carpet

Made from recycled products and cut as custom or standard sizes.



Blue Jay



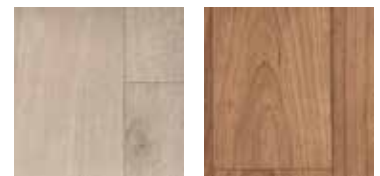
Pepper



Cayenne

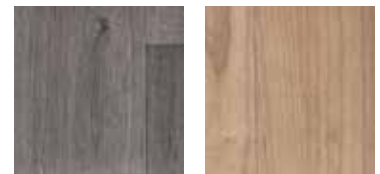
### Vinyl Flooring

5 colors available



White Washed

Dark Maple



Rain Cloud

Light Maple



Charred Oak



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**Booth Cleaning is calculated on a  
 100 sq. ft. minimum.**

## Cleaning Service

**Discount Deadline:  
 January 27, 2020**

1	Booth Cleaning	<p>IF ORDERED, A ONE TIME CLEANING WILL BE DONE THE NIGHT PRIOR TO SHOW OPENING.</p> <p>PES is the exclusive cleaning service provider for PACK EXPO East 2020 and as such will provide vacuuming, floor care and cleaning services as well as all labor to remove refuse and/or excess material created by machines in production. Full-time employees of the exhibiting company are allowed to clean their own booth. Third party vendors, display houses and EAC's are prohibited from providing this service.</p>																								
		<table border="1" style="width: 100%; border-collapse: collapse; margin: 10px auto;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 35%;">Booth Sq. Ft.</th> <th style="width: 15%;">Advance Rate</th> <th style="width: 15%;">Standard Rate</th> <th style="width: 35%;">Total</th> </tr> </thead> <tbody> <tr> <td>One Time Vacuuming</td> <td style="text-align: center;">X</td> <td>\$0.25 per sq. ft.</td> <td>\$0.36 per sq. ft. =</td> </tr> <tr> <td>Daily Vacuuming</td> <td style="text-align: center;">X</td> <td>\$0.75 per sq. ft.</td> <td>\$1.07 per sq. ft. =</td> </tr> <tr> <td>One Time Shampooing</td> <td style="text-align: center;">X</td> <td>\$0.50 per sq. ft.</td> <td>\$0.71 per sq. ft. =</td> </tr> <tr> <td>One Time Non-Carpet Cleaning*</td> <td style="text-align: center;">X</td> <td>\$0.35 per sq. ft.</td> <td>\$0.50 per sq. ft. =</td> </tr> <tr> <td>Daily Non-Carpet Cleaning*</td> <td style="text-align: center;">X</td> <td>\$1.00 per sq. ft.</td> <td>\$1.43 per sq. ft. =</td> </tr> </tbody> </table>	Booth Sq. Ft.	Advance Rate	Standard Rate	Total	One Time Vacuuming	X	\$0.25 per sq. ft.	\$0.36 per sq. ft. =	Daily Vacuuming	X	\$0.75 per sq. ft.	\$1.07 per sq. ft. =	One Time Shampooing	X	\$0.50 per sq. ft.	\$0.71 per sq. ft. =	One Time Non-Carpet Cleaning*	X	\$0.35 per sq. ft.	\$0.50 per sq. ft. =	Daily Non-Carpet Cleaning*	X	\$1.00 per sq. ft.	\$1.43 per sq. ft. =
Booth Sq. Ft.	Advance Rate	Standard Rate	Total																							
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Daily Non-Carpet Cleaning*	X	\$1.00 per sq. ft.	\$1.43 per sq. ft. =																							
		<p><b>*Indicate Type</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Wood</td> <td style="width: 33%;"><input type="checkbox"/> Tile</td> <td style="width: 33%;"><input type="checkbox"/> Laminate</td> </tr> <tr> <td><input type="checkbox"/> Vinyl/ Linoleum</td> <td colspan="2"><input type="checkbox"/> Rubberized Flooring</td> </tr> </table>	<input type="checkbox"/> Wood	<input type="checkbox"/> Tile	<input type="checkbox"/> Laminate	<input type="checkbox"/> Vinyl/ Linoleum	<input type="checkbox"/> Rubberized Flooring																			
<input type="checkbox"/> Wood	<input type="checkbox"/> Tile	<input type="checkbox"/> Laminate																								
<input type="checkbox"/> Vinyl/ Linoleum	<input type="checkbox"/> Rubberized Flooring																									

2	Visqueen Removal	<p>Exhibitors are responsible for removing visqueen for their Carpets. All visqueen must be removed by 1:00 pm, Monday, March 2, 2020. If not removed, show management reserves the right to authorize PACK EXPO Services to remove visqueen at the exhibitor's expense.</p>				
		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 70%;">Price</th> <th style="width: 30%;">Total</th> </tr> </thead> <tbody> <tr> <td>Visqueen Removal (No Discount)</td> <td style="text-align: right;">\$ 99.00 =</td> </tr> </tbody> </table>	Price	Total	Visqueen Removal (No Discount)	\$ 99.00 =
Price	Total					
Visqueen Removal (No Discount)	\$ 99.00 =					

3	Excessive Trash Removal	<p>Exhibitors are responsible for removal of their exhibits, product and floor covering. If they are not removed, show management reserves the right to charge the exhibitor for labor to remove the excess trash.</p>				
		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 70%;">Price per Hour</th> <th style="width: 30%;">Total</th> </tr> </thead> <tbody> <tr> <td>Excess Trash Removal (2-hour minimum)</td> <td style="text-align: right;">\$100.00 =</td> </tr> </tbody> </table>	Price per Hour	Total	Excess Trash Removal (2-hour minimum)	\$100.00 =
Price per Hour	Total					
Excess Trash Removal (2-hour minimum)	\$100.00 =					

**Cancellation Policy:** Cancellations received less than 2-weeks prior to the first day of exhibitor scheduled move-in will be billed at 50%. Cancellations received on site will be billed 100%.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	Subtotal _____ (Transfer Subtotal to Form 8b)

Exhibiting Company: _____ Print Name: _____ Authorizer's Signature: _____	Booth Number: _____ Date: _____
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Booth Cleaning is calculated on a  
 100 sq. ft. minimum.

## Cleaning Service

Discount Deadline:  
 January 27, 2020

<b>4</b>	<b>Full Time Porter Service</b>	Porter Service (empty wastebaskets, clean floor area by full time attendant during show hours). Vacuuming not included.			
			<b>Number of Workers</b>	<b>Daily Hours</b>	<b>Total Hours</b>
		Tuesday, 3/3	X	=	=
		Wednesday, 3/4	X	=	=
	Thursday, 3/5	X	=	=	
		<b>Number of Hours</b>	<b>Advance Rate</b>	<b>Standard Rate</b>	<b>Total</b>
	Full Time Porter Service (4 hour minimum)	X	\$37.00/ Hour	\$52.86/ Hour	=
	Full Time Porter Service-OT (2 hour minimum)	X	\$55.00/ Hour	\$78.57/ Hour	=

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ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	Subtotal Form 8a _____
	Subtotal Porter Service _____
	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
 Date: \_\_\_\_\_



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March 3-5, 2020  
 Pennsylvania Convention Center  
 Philadelphia, PA USA

## Furniture and Accessories

Discount Deadline:  
 January 27, 2020

		Quantity	Advanced Price	Standard Price	Total
<b>1 Furniture</b>	Slimline Chair	X	\$ 97.45	\$139.21	=
	Arm Chair	X	\$116.05	\$165.79	=
	Side Chair	X	\$125.30	\$179.00	=
	Barstool	X	\$153.15	\$218.79	=
	30" Round, 30" High Pedestal Table	X	\$218.10	\$311.57	=
	30" Round, 42" High Pedestal Table	X	\$232.05	\$331.50	=
	Bag Rack	X	\$134.60	\$192.29	=
	Wastebasket	X	\$ 27.85	\$ 39.79	=
	Tripod Easel	X	\$ 78.90	\$112.71	=
	Literature Stand	X	\$208.85	\$298.36	=
	<b>2 Tables</b>	Draping includes white vinyl top and taffeta skirting on 3 sides. Please circle the color of your choice. <b>white black red teal blue gray burgundy green</b>			
4' Long x 2' x 30"		X	\$185.65	\$265.21	=
6' Long x 2' x 30"		X	\$222.75	\$318.21	=
8' Long x 2' x 30"		X	\$259.90	\$371.29	=
4' Long x 2' x 42"		X	\$218.10	\$311.57	=
6' Long x 2' x 42"		X	\$255.20	\$364.57	=
8' Long x 2' x 42"		X	\$292.35	\$417.64	=
Add'l 4th Side Draping for 6' & 8' Items Only:					
30"		X	\$ 32.50	\$ 46.43	=
42"		X	\$ 39.00	\$ 55.71	=
<b>3 Undraped Tables</b>	4' Long x 2' x 30"	X	\$111.35	\$159.07	=
	6' Long x 2' x 30"	X	\$143.85	\$205.50	=
	8' Long x 2' x 30"	X	\$171.70	\$245.29	=
	4' Long x 2' x 42"	X	\$139.25	\$198.93	=
	6' Long x 2' x 42"	X	\$167.10	\$238.71	=
	8' Long x 2' x 42"	X	\$194.90	\$278.43	=
<b>4 Accessories</b>	Free-Standing Tackboard				
	4' x 8' Horizontal	X	\$278.45	\$397.79	=
	4' x 8' Vertical	X	\$278.45	\$397.79	=

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### ADDITIONAL INFORMATION

### CALCULATING YOUR TOTAL

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

Subtotal \_\_\_\_\_

(Transfer Subtotal to Form 9c)

Exhibiting Company: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



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March 3-5, 2020  
 Pennsylvania Convention Center  
 Philadelphia, PA USA

## Furniture and Accessories

Discount Deadline:  
 January 27, 2020

Description		Quantity	Advance Price	Standard Price	Total						
<b>5</b> Special Drapery	Draping includes white vinyl top and taffeta skirting on three sides. <b>Please circle the color of your choice.</b>										
			<b>white</b>	<b>black</b>	<b>red</b>	<b>teal</b>	<b>blue</b>	<b>gray</b>	<b>burgundy</b>	<b>green</b>	
	8' high drape (4' minimum)						X	\$ 26.10	\$ 37.29	=	
3' high drape						X	\$ 17.55	\$ 25.07	=		
<b>6</b> Grids (See Form 9c for pictures.)	Chrome Grid Panel					X	\$185.65	\$265.21	=		
	Black Grid Panel					X	\$185.65	\$265.21	=		
	Grid Legs - Chrome					X	\$ 29.10	\$ 41.57	=		
	Grid Legs - Black					X	\$ 29.10	\$ 41.57	=		
	Grid Connectors					X	\$ 35.85	\$ 51.21	=		
	3-Ball Waterfall (for grids)					X	\$ 30.00	\$ 42.86	=		
	5-Ball Waterfall (for grids)					X	\$ 32.00	\$ 45.71	=		
	Cleaver Clip (for grids)					X	\$ 6.55	\$ 9.36	=		
	4" Single Hook (for grids)					X	\$ 3.30	\$ 4.71	=		
6" Single Hook (for grids)					X	\$ 3.30	\$ 4.71	=			
8" Single Hook (for grids)					X	\$ 3.30	\$ 4.71	=			
<b>7</b> Miscellaneous	2-Way Straight Arm (for gridwall)					X	\$138.65	\$198.07	=		
	4-Way Straight Arm (for gridwall)					X	\$174.25	\$248.93	=		
	Ticket Tumbler - Small					X	\$127.50	\$182.14	=		
	Garment Rack					X	\$139.00	\$198.57	=		
	Collapsible Security Container					X	\$347.35	\$496.21	=		

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### ADDITIONAL INFORMATION

### CALCULATING YOUR TOTAL

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

Subtotal \_\_\_\_\_

(Transfer Subtotal to Form 9c)

Exhibiting Company: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

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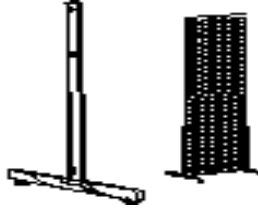
## Furniture and Accessories

Discount Deadline:  
 January 27, 2020

2 x 8 Grid Panels



Grid Legs



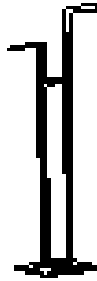
4-Way Connectors



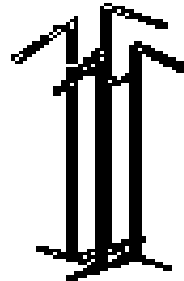
Grid Accessories



2-Way Straight Arm



4-Way Straight Arm



**Cancellation Policy:** Cancellations received less than 2-weeks prior to the first day of exhibitor scheduled move-in will be billed at 50%. Cancellations received on site will be billed 100%.

### ADDITIONAL INFORMATION

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

### CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_  
 Add 8% Rental Tax \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_

**Create a great first impression with quality rental furniture ordered directly from PACK EXPO Services.**

No other furniture provider can offer the superior customer service and one-invoice, one-payment features of PACK EXPO Services, Your Single Source Solution®.

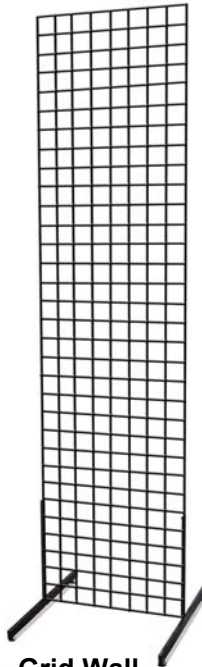
Please make your selections on the corresponding order form. Actual furniture styles and carpet colors may vary.



**Literature Stand**



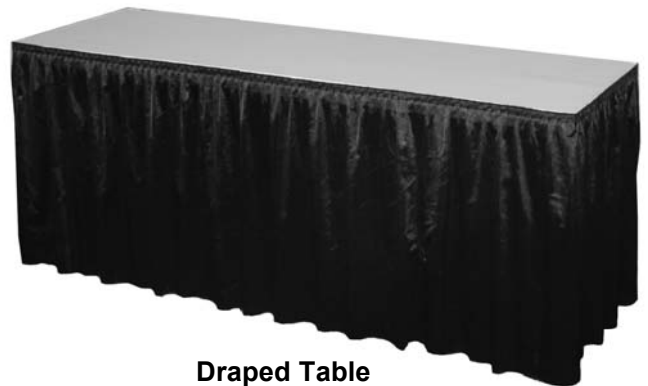
**Bag Rack**



**Grid Wall**



**Round Tables**



**Draped Table**



**Wastebasket**



**Easel**



**Padded Barstool**



**Arm Chair**



**Side Chair**



**Slimline Chair**





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March 3-5, 2020  
Pennsylvania Convention Center  
Philadelphia, PA USA

## Custom Furniture

Discount Deadline:  
January 27, 2020

Any custom furniture items ordered less than 2-weeks before exhibitor move-in are not guaranteed to be in stock and/or available. Please contact your Customer Account Manager for assistance or questions.

	Description	Qty	Advance Price	Standard Price	Total
<b>1</b> Powered Seating	CHRPWR Roma Chair, Powered, White	X	\$ 554.72	\$ 792.45	=
	SFAPWR Roma Sofa, Powered, White	X	\$ 892.45	\$1,274.93	=
	NPLCHP Naples Chair, Powered, Black	X	\$ 554.72	\$ 792.45	=
	NPLSOP Naples Sofa, Powered, Black	X	\$ 892.45	\$1,274.93	=
	NPLLOP Naples Loveseat, Powered, Black	X	\$ 767.93	\$1,097.04	=
<b>2</b> Powered Tables	VNTWHT Ventura Powered Bar Table, White	X	\$ 515.10	\$ 735.85	=
	VNTBLK Ventura Powered Bar Table, Black	X	\$ 515.10	\$ 735.85	=
	VNTCBK Ventura Powered Café Table, Black	X	\$ 632.07	\$ 902.96	=
	VNTCWH Ventura Powered Café Table, White	X	\$ 632.07	\$ 902.96	=
	C1WP Sydney Cocktail Tbl., Powered, Wh.	X	\$ 313.21	\$ 447.44	=
	C1YP Sydney Cocktail Tbl., Powered, Blk.	X	\$ 313.21	\$ 447.44	=
<b>3</b> Powered Banquettes	BNQ417 Full Banquette, Powered, White	X	\$2,277.36	\$3,253.37	=
	BNQTL7 Center Cone, Powered, White	X	\$ 718.86	\$1,026.95	=
	BNQR17 Ottoman Ring, White	X	\$1,750.94	\$2,501.35	=
	BNQ7 Quarter Curve Ottoman, White	X	\$ 488.68	\$ 698.11	=
	WHT12 Half Bench Ottoman, White	X	\$ 373.58	\$ 533.69	=
<b>4</b> Powered Pedestals	PDL36W 36"H Powered Locking Pedestal, W.	X	\$ 398.11	\$ 568.73	=
	PDL42W 42"H Powered Locking Pedestal, W.	X	\$ 475.48	\$ 679.25	=
	PDL36B 36"H Powered Locking Pedestal, Bl.	X	\$ 398.11	\$ 568.73	=
	PDL42B 42"H Powered Locking Pedestal, Bl.	X	\$ 475.48	\$ 679.25	=
	CUBPOW Wireless Charging Table, Powered	X	\$ 469.81	\$ 671.16	=
<b>5</b> Powered Tech Desk	TECH3B Tech Desk, Pwr., w/3 Drawer File	X	\$ 488.68	\$ 698.11	=
	TECH Tech Desk Powered, Black	X	\$ 396.23	\$ 566.04	=
	TECH3 3 Drawer File Cabinet, Black	X	\$ 132.08	\$ 188.68	=

**Cancellation Policy:** Cancellations received after February 13, 2020 will be billed at 50%. Cancellations after February 20, 2020 will be billed at 100%.

### ADDITIONAL INFORMATION

### CALCULATING YOUR TOTAL

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

Subtotal

(Transfer Subtotal to Form 9m)

Exhibiting Company: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



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## Custom Furniture

Discount Deadline:  
 January 27, 2020

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		Description	Qty	Advance Price	Standard Price	Total
<b>6</b>	Soft Seating Collections	HOPCH Hopi Chair, Gray Linen	X	\$ 237.73	\$ 339.62	=
		HOPLV Hopi Loveseat, Gray Linen	X	\$ 369.81	\$ 528.30	=
		BCHWHT Baja Chair, White	X	\$ 454.72	\$ 649.60	=
		BSFWHT Baha Sofa, White	X	\$ 924.52	\$1,320.75	=
		BLVWHT Baja Loveseat, White	X	\$ 664.15	\$ 948.79	=
		FAIRSW Fairfax Sofa, White	X	\$ 418.87	\$ 598.38	=
		FAIRCW Fairfax Chair, White	X	\$ 301.89	\$ 431.27	=
		NPLCHR Naples Chair, Black	X	\$ 486.79	\$ 695.42	=
		NPLSOF Naples Sofa, Black	X	\$ 698.11	\$ 997.30	=
		NPLLOV Naples Loveseat, Black	X	\$ 586.79	\$ 838.27	=
		MNCHSC Munich Sectional (3pcs.), Gray	X	\$1,843.39	\$2,633.42	=
		MNCHLV Munich Armless Loveseat, Gray	X	\$ 820.76	\$1,172.51	=
		MNCHCC Munich Corner Chair, Gray	X	\$ 560.38	\$ 800.54	=
		MNCHCH Munich Armless Chair, Gray	X	\$ 462.27	\$ 660.38	=
		CHR002 Allegro Chair, Blue	X	\$ 409.44	\$ 584.91	=
		SFA002 Allegro Sofa, Blue	X	\$ 583.02	\$ 832.88	=
		TANSOF Tangiers Sofa, Beige	X	\$ 552.83	\$ 789.76	=
		TANCHR Tangiers Chair, Beige	X	\$ 360.37	\$ 514.82	=
		TANLOV Tangiers Loveseat, Beige	X	\$ 686.79	\$ 981.13	=
		KEYCHR Key Largo Chair, Black	X	\$ 275.47	\$ 393.53	=
		KEYLOV Key Largo Loveseat, Black	X	\$ 320.75	\$ 458.22	=
		KEYSOF Key Largo Sofa, Black	X	\$ 415.09	\$ 592.99	=
		SO1 South Beach Sofa, Platinum	X	\$ 552.83	\$ 789.76	=
		OTS South Beach Ottoman, Platinum	X	\$ 266.03	\$ 380.05	=
SO2 South Beach Sofa Sectional (3 pcs.)	X	\$1,328.30	\$1,897.57	=		

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	Description	Qty	Advance Price	Standard Price	Total
<b>7</b> Accent Chairs	SWAN Swanson Swivel Chair, White	X	\$ 298.12	\$ 425.88	=
	OCB Key West Chair, Black	X	\$ 332.07	\$ 474.39	=
	LABREA La Brea Swivel Chair, Charcoal	X	\$ 343.40	\$ 490.57	=
	WENCHA Wentworth Chair, Brown	X	\$ 358.49	\$ 512.13	=
	BCW Madrid Chair, White	X	\$ 537.73	\$ 768.19	=
	OCH Madrid Chair, Black	X	\$ 537.73	\$ 768.19	=
	PROGB Pro Executive Guest Chair, Black	X	\$ 228.31	\$ 326.15	=
<b>8</b> Meeting & Stage Chairs	MARCBK Marina Chair, Black	X	\$ 160.38	\$ 229.11	=
	MARCBR Marina Chair, Brown	X	\$ 160.38	\$ 229.11	=
	MARCWH Marina Chair, White	X	\$ 160.38	\$ 229.11	=
	OCMESP Meeting Chair, Espresso	X	\$ 228.30	\$ 326.15	=
	OCMTAU Meeting Chair, Taupe	X	\$ 228.30	\$ 326.15	=
	OCMWHT Meeting Chair, White	X	\$ 228.30	\$ 326.15	=
<b>9</b> Group Seating	ZENCHR Zenith Chair, White, Chrome	X	\$ 166.04	\$ 237.20	=
	LMCHR Laguna Chair, Maple, Chrome	X	\$ 147.17	\$ 210.24	=
	MALGRY Malba Chair, Gray	X	\$ 113.21	\$ 161.73	=
	MALGRN Malba Chair, Green	X	\$ 113.21	\$ 161.73	=
	MARCWH Marina Chair, White	X	\$ 160.38	\$ 229.11	=
	MARCBK Marina Chair, Black	X	\$ 160.38	\$ 229.11	=
	MARCBR Marina Chair, Brown	X	\$ 160.38	\$ 229.11	=
	MARCBE Marina Chair, Ocean Blue	X	\$ 160.38	\$ 229.11	=
	MARCRD Marina Chair, Red	X	\$ 160.38	\$ 229.11	=
	CS8 Berlin Chair, Black, White	X	\$ 105.66	\$ 150.94	=
	CS4 Syntax Chair, Black, Chrome	X	\$ 205.66	\$ 293.80	=
	XCHR Christopher Chair, White, Chrome	X	\$ 88.68	\$ 126.68	=
	SC3 Brewer Chair, Onyx, Black	X	\$ 145.29	\$ 207.55	=
	XC6 Altura Guest Chair, Black	X	\$ 137.74	\$ 196.77	=
	RSTDIN Rustique Chair w/ Arms, Gunmetal	X	\$ 92.46	\$ 132.08	=
	SC10 Razor Armless Chair, White	X	\$ 66.04	\$ 94.34	=

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	Description	Qty	Advance Price	Standard Price	Total
<b>9</b> Group Seating (cont.)	BLDCSB Blade Chair, Sky Blue	X	\$ 73.58	\$ 105.12	=
	BLDCRD Blade Chair, Red	X	\$ 73.58	\$ 105.12	=
	LUCHCL Lucent Chair, Frosted	X	\$ 198.11	\$ 283.02	=
	DUET Duet Chair, Black, Chrome	X	\$ 54.72	\$ 78.17	=
<b>10</b> Ottomans	VIB09 Vibe Cube Ottoman, White	X	\$ 116.98	\$ 167.12	=
	VIB10 Vibe Cube Ottoman, Black	X	\$ 116.98	\$ 167.12	=
	VIB11 Vibe Cube Ottoman, Steel Blue	X	\$ 116.98	\$ 167.12	=
	VIB13 Vibe Cube Ottoman, Purple	X	\$ 116.98	\$ 167.12	=
	VIB12 Vibe Cube Ottoman, Silver	X	\$ 116.98	\$ 167.12	=
	VIB07 Vibe Cube Ottoman, Beige	X	\$ 116.98	\$ 167.12	=
	VIB04 Vibe Cube Ottoman, Red	X	\$ 116.98	\$ 167.12	=
	VIB06 Vibe Cube Ottoman, Gold/Bronze	X	\$ 116.98	\$ 167.12	=
	VIB01 Vibe Cube Ottoman, Green	X	\$ 116.98	\$ 167.12	=
	VIB03 Vibe Cube Ottoman, Pink	X	\$ 116.98	\$ 167.12	=
	VIB05 Vibe Cube Ottoman, Yellow	X	\$ 116.98	\$ 167.12	=
	VIB02 Vibe Cube Ottoman, Blue	X	\$ 116.98	\$ 167.12	=
	VIB08 Vibe Cube Ottoman, Orange	X	\$ 116.98	\$ 167.12	=
	BVLYWH Beverly Bench, White	X	\$ 400.00	\$ 571.43	=
	BVLYBK Beverly Bench, Black	X	\$ 400.00	\$ 571.43	=
	BVLYGR Beverly Bench, Gray	X	\$ 400.00	\$ 571.43	=
	BVLYRD Beverly Bench, Red	X	\$ 400.00	\$ 571.43	=
	BVLYOB Beverly Bench, Ocean Blue	X	\$ 400.00	\$ 571.43	=
	BVLYLN Beverly Bench, Linen	X	\$ 400.00	\$ 571.43	=
	BVLYBN Beverly Bench, Brown	X	\$ 400.00	\$ 571.43	=
	WHT12 Half Bench, White	X	\$ 373.58	\$ 533.69	=
	END02B Endless Square Ottoman, Black	X	\$ 298.12	\$ 425.88	=
	END02W Endless Square Ottoman, White	X	\$ 298.12	\$ 425.88	=
END01B Endless Curved Ottoman, Black	X	\$ 366.04	\$ 522.91	=	
END01W Endless Curved Ottoman, White	X	\$ 366.04	\$ 522.91	=	
BNQ7 Quarter Curve, White	X	\$ 488.68	\$ 698.11	=	

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	Description	Qty	Advance Price	Standard Price	Total
<b>10</b> Ottomans (cont.)	BNQR17 Ring (4 Ottoman seats), White	X	\$1,750.94	\$2,501.35	=
	SAL Sally Stool, White	X	\$ 58.49	\$ 83.56	=
	CUBL20 Edge LED Cube Ottoman, White	X	\$ 166.04	\$ 237.20	=
	REGBEN Regis Bench, Brushed Metal	X	\$ 213.21	\$ 304.58	=
	MAR001 Marche Swivel Ottoman, White	X	\$ 184.90	\$ 264.15	=
	MAR005 Marche Swivel Ottoman, Red	X	\$ 184.90	\$ 264.15	=
	MAR009 Marche Swivel Ottoman, Pear Yellow	X	\$ 184.90	\$ 264.15	=
	MAR007 Marche Swivel Ottoman, Plum	X	\$ 184.90	\$ 264.15	=
	MAR010 Marche Swivel Ottoman, Blue	X	\$ 184.90	\$ 264.15	=
	MAR002 Marche Swivel Ottoman, Gray	X	\$ 184.90	\$ 264.15	=
	MAR006 Marche Swivel Otmn., Rose Quartz	X	\$ 184.90	\$ 264.15	=
	MAR003 Marche Swivel Ottoman, Linen	X	\$ 184.90	\$ 264.15	=
	MAR004 Marche Swivel Ottoman, Raspberry	X	\$ 184.90	\$ 264.15	=
	MAR008 Marche Swivel Otmn., Meadow Grn.	X	\$ 184.90	\$ 264.15	=
MAR011 Marche Swivel Ottoman, Orange	X	\$ 184.90	\$ 264.15	=	
<b>11</b> Accent Tables	ALC100 Alondra Cocktail Table, Glass, Chrm.	X	\$ 332.07	\$ 474.39	=
	ALC200 Alondra Cocktail Table, Wood, Chrm.	X	\$ 332.07	\$ 474.39	=
	ALE100 Alondra End Table, Glass, Chrome	X	\$ 239.62	\$ 342.32	=
	ALE200 Alondra End Table, Wood, Chrome	X	\$ 239.62	\$ 342.32	=
	C1C Geo Cocktail Table, Glass, Chrome	X	\$ 209.43	\$ 299.19	=
	C1FWB Geo Cocktail Table, Wood, Black	X	\$ 290.56	\$ 415.09	=
	E1C Geo End Table, Glass, Chrome	X	\$ 173.59	\$ 247.98	=
	E1FWB Geo End Table, Wood, Black	X	\$ 252.83	\$ 361.19	=
	C1W Sydney Cocktail Table, White	X	\$ 235.85	\$ 336.93	=
	C1Y Sydney Cocktail Table, Black	X	\$ 235.85	\$ 336.93	=
	SYDBEC Sydney Cocktail Table, Blue	X	\$ 311.32	\$ 444.74	=
	SYDWDC Sydney Cocktail Table, Wood	X	\$ 311.32	\$ 444.74	=
	E1W Sydney End Table, White	X	\$ 213.21	\$ 304.58	=
	E1Y Sydney End Table, Black	X	\$ 213.21	\$ 304.58	=

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	Description	Qty	Advance Price	Standard Price	Total
<b>11</b> Accent Tables	SYDBEE Sydney End Table, Blue	X	\$ 273.59	\$ 390.84	=
	SYDWDE Sydney End Table, Wood	X	\$ 273.59	\$ 390.84	=
	REGBEN Regis Bench, Brushed Metal	X	\$ 213.21	\$ 304.58	=
	REGOTT Regis End Table, Brushed Metal	X	\$ 147.17	\$ 210.24	=
	E1E Silverado End Table, Glass, Chrome	X	\$ 184.91	\$ 264.15	=
	C1E Silverado Cocktail Table, Glass, Chrm.	X	\$ 232.08	\$ 331.54	=
	EOLI Oliver End Table, Walnut	X	\$ 177.36	\$ 253.37	=
	COLI Oliver Cocktail Table, Walnut	X	\$ 200.00	\$ 285.71	=
	ETBL E-Table, Wood	X	\$ 149.06	\$ 212.94	=
	TMBTBL Timber Table, Wood	X	\$ 126.41	\$ 180.59	=
	AURA Aura Round Table	X	\$ 120.76	\$ 172.51	=
	CUBTBL Edge LED Cube Table, White, Plexi	X	\$ 166.04	\$ 237.20	=
CUBPOW Wireless Charging Table, Powered	X	\$ 469.81	\$ 671.16	=	

<b>12</b> Café Tables	30BEHC 30"Rx29"H Blue, Hydraulic Chrm. Base	X	\$ 330.19	\$ 471.70	=
	30MAHC 30"Rx29"H Mad. Gry., Hyd, Chr. Base	X	\$ 298.12	\$ 425.88	=
	30WDBC 30"Rx29"H Wood, Standard Blk Base	X	\$ 245.28	\$ 350.40	=
	ZTB 30"Rx29"H Red, Standard Blk. Base	X	\$ 167.92	\$ 239.89	=
	30WHHC 30"Rx29"H Wh. Lam., Hyd. Chr. Base	X	\$ 264.15	\$ 377.36	=
	30STHC 30"Rx29"H Silver, Hyd. Chrome Base	X	\$ 264.15	\$ 377.36	=
	ZTG 30"Rx29"H Silver, Standard Black Bs.	X	\$ 167.92	\$ 239.89	=
	ZTK 30"Rx29"H Maple, Std. Black Base	X	\$ 167.92	\$ 239.89	=
	30WH29 30"Rx29"H White Lam., Std. Blk. Base	X	\$ 235.85	\$ 336.93	=
	ZTA 30"Rx29"H Mad. Gry, Std. Blk. Base	X	\$ 230.19	\$ 328.84	=
	30BEBC 30"Rx29"H Blue, Standard Black Base	X	\$ 245.28	\$ 350.40	=
	ZTQ 36"Rx29"H Wh. Lam., Std. Blk. Base	X	\$ 205.66	\$ 293.80	=
	ZTN 36"Rx29"H Graphite Neb. Std. Blk. Bs.	X	\$ 205.66	\$ 293.80	=
	ZTP 36"Rx29"H Maple, Std. Black Base	X	\$ 205.66	\$ 293.80	=
	30GRHC 30"Rx29"H Grpht. Neb., Hyd. Chr. Bs.	X	\$ 264.15	\$ 377.36	=
	30MTHC 30"Rx29"H Maple, Hyd. Chrome Base	X	\$ 264.15	\$ 377.36	=

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	Description	Qty	Advance Price	Standard Price	Total
<b>12</b> Café Tables (cont.)	30BRHC 30"Rx29"H Red, Hydraulic Chr. Base	X	\$ 264.15	\$ 377.36	=
	30WDHC 30"Rx29"H Wood, Hydr. Chrome Base	X	\$ 330.19	\$ 471.40	=
	36WTHC 36"Rx29"H Wh. Lam., Hyd. Chr. Base	X	\$ 286.79	\$ 409.70	=
	36GRHC 36"Rx29"H Grpht. Neb., Hyd. Chr. Bs.	X	\$ 286.79	\$ 409.70	=
	36MTHC 36"Rx29"H Maple, Hyd. Chrome Base	X	\$ 286.79	\$ 409.70	=
<b>13</b> Bar Tables	30WHHB 30"Rx45"H Wh. Lam., Hyd. Chr. Base	X	\$ 264.15	\$ 377.36	=
	RSTSQT Rustique Square Metal Bar Table	X	\$ 271.70	\$ 388.14	=
	30BEHB 30"Rx45"H Blue, Hydraulic Chr. Base	X	\$ 330.19	\$ 471.70	=
	VTK 30"Rx42"H Maple, Std. Black Base	X	\$ 181.13	\$ 258.76	=
	VTG 30"Rx42"H Silver, Standard Black Bs.	X	\$ 181.13	\$ 258.76	=
	VTB 30"Rx42"H Red, Standard Blk. Base	X	\$ 181.13	\$ 258.76	=
	30WH42 30"Rx42"H White Lam., Std. Blk. Bs.	X	\$ 258.49	\$ 369.27	=
	VTA 30"Rx42"H Mad. Gray, St. Black Base	X	\$ 245.28	\$ 350.40	=
	30BEBB 30"Rx42"H Blue, Standard Black Base	X	\$ 273.59	\$ 390.84	=
	30WDBB 30"Rx42"H Wood, Standard Black Base	X	\$ 273.59	\$ 390.84	=
	VTW 36"Rx42"H White Lam., Std., Blk. Bs.	X	\$ 220.75	\$ 315.36	=
	VTN 36"Rx42"H Graphite Neb, Std. Blk. Bs.	X	\$ 220.75	\$ 315.36	=
	VTP 36"Rx42"H Maple, Std. Black Base	X	\$ 220.75	\$ 315.36	=
	30GRHB 30"Rx45"H Grpht. Neb, Hyd. Chr. Bs.	X	\$ 264.15	\$ 377.36	=
	30MTHB 30"Rx45"H Maple, Hyd. Chrome Base	X	\$ 264.15	\$ 377.36	=
	30STHB 30"Rx45"H Silver, Hydraulic Chr. Bs.	X	\$ 264.15	\$ 377.36	=
	30BRHB 30"Rx45"H Red, Hydraulic Chr. Base	X	\$ 264.15	\$ 377.36	=
	30WDHB 30"Rx45"H Wood, Hydraulic Chr. Base	X	\$ 330.19	\$ 471.70	=
	36WTHB 36"Rx45"H Wh. Lam., Hyd. Chr. Base	X	\$ 286.79	\$ 409.70	=
	36GRHB 36"Rx45"H Grpht. Neb., Hyd., Chr. Bs.	X	\$ 286.79	\$ 409.70	=
36MTHB 36"Rx45"H Maple, Hyd. Chrome Base	X	\$ 286.79	\$ 409.70	=	
30MAHB 30"Rx45"H Mad.Gry. Hyd. Chr. Base	X	\$ 298.12	\$ 425.88	=	

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Description		Qty	Advance Price	Standard Price	Total
<b>13</b> Barstools	ROLLWH Lift Barstool, White Vinyl	X	\$ 177.36	\$ 253.37	=
	ROLLRD Lift Barstool, Red Vinyl	X	\$ 177.36	\$ 253.37	=
	ROLLBL Lift Barstool, Black Vinyl	X	\$ 177.36	\$ 253.37	=
	ROLLGY Lift Barstool, Gray Vinyl	X	\$ 177.36	\$ 253.37	=
	APS08 Apex Barstool, Black Vinyl	X	\$ 196.22	\$ 280.32	=
	APS59 Apex Barstool, Red Vinyl	X	\$ 196.22	\$ 280.32	=
	APS75 Apex Barstool, White Vinyl	X	\$ 196.22	\$ 280.32	=
	APS12 Apex Barstool, Blue Ultra Suede	X	\$ 196.22	\$ 280.32	=
	BS002 Zoey Barstool, White, Chrome	X	\$ 243.40	\$ 347.71	=
	BS003 Zoey Barstool, Black, Chrome	X	\$ 243.40	\$ 347.71	=
	BSS Banana Barstool, Black, Chrome	X	\$ 209.43	\$ 299.19	=
	BST Banana Barstool, White, Chrome	X	\$ 209.43	\$ 299.19	=
	BSC Oslo Barstool, White	X	\$ 218.87	\$ 312.67	=
	XBAR Christopher Barstool, White, Chrome	X	\$ 158.49	\$ 226.42	=
	BS001 Shark Barstool, White Chrome	X	\$ 266.04	\$ 380.05	=
	BSR Syntax Barstool, Black, Chrome	X	\$ 224.53	\$ 320.75	=
	ZENBAR Zenith Barstool, White, Chrome	X	\$ 166.04	\$ 237.20	=
	RSTSTL Rustique Barstool, Gunmetal	X	\$ 111.32	\$ 159.03	=
	LUBSCL Lucent Barstool, Frosted	X	\$ 283.02	\$ 404.31	=
	LMBAR Laguna Barstool, Maple, Chrome	X	\$ 184.91	\$ 264.15	=
BLDBRD Blade Barstool, Red	X	\$ 141.51	\$ 202.16	=	
BLDBSB Blade Barstool, Sky Blue	X	\$ 141.51	\$ 202.16	=	

<b>14</b> Conference Tables	PWRUSB Powered Conference Table Module*	X	\$ 67.93	\$ 97.04	=
	<i>*Not available for Geo, Merlin, and Work Tables</i>				
	CONF42 42"R White Laminate Conf. Table	X	\$ 320.75	\$ 458.22	=
	CB1 42"R Graphite Nebula Conf. Table	X	\$ 320.75	\$ 458.22	=
	CB8 42"R Madison, Gray Acajou Conf. Tbl.	X	\$ 320.75	\$ 458.22	=
	MADC05 5' Madison, Gray Acajou Conf. Table	X	\$ 477.36	\$ 681.94	=
	MADC08 8' Madison, Gray Acajou Conf. Table	X	\$ 952.83	\$1,361.19	=
	MADC10 10' Madison, Gray Acajou Conf. Table	X	\$ 952.83	\$1,361.19	=

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		Description	Qty	Advance Price	Standard Price	Total
<b>14</b> Conference Tables (cont.)	42ATO	42"R Atomic Conf. Table, Glass, Chr.	X	\$ 315.09	\$ 450.13 =	
	36ATO	36"R Atomic Conf. Table, Glass, Chr.	X	\$ 315.09	\$ 450.13 =	
	CE1	Geo Rounded Sq. Tbl., Glass, Chr.	X	\$ 266.04	\$ 380.05 =	
	CF1	Geo Rounded Sq. Tbl., Glass, Black	X	\$ 266.04	\$ 380.05 =	
	CF2	Geo Rectangular Tbl., Glass, Black	X	\$ 377.36	\$ 539.08 =	
	CE2	Geo Rectangular Tbl., Glass, Chrome	X	\$ 377.36	\$ 539.08 =	
	MERLIN	Merlin Multi-Use Table	X	\$ 288.68	\$ 412.40 =	
	WD3	Work Table	X	\$ 277.36	\$ 396.23 =	
	CB3	8' Graphite Nebula Conference Table	X	\$ 466.04	\$ 665.77 =	
	CB2	6' Graphite Nebula Conference Table	X	\$ 394.34	\$ 563.34 =	
	C508GR	8' Granite Conference Table	X	\$ 466.04	\$ 665.77 =	
	CT10GR	10' Granite Conference Table	X	\$ 698.11	\$ 997.30 =	
	CT06GR	6' Granite Conference Table	X	\$ 394.34	\$ 563.34 =	
<b>15</b> Executive Seating	TASKST	Task Stool, Black Fabric	X	\$ 160.38	\$ 229.11 =	
	PROEXE	Pro Executive High Back Chair, White	X	\$ 271.70	\$ 388.14 =	
	PROEXB	Pro Executive High Back Chair, Black	X	\$ 271.70	\$ 388.14 =	
	PROGB	Pro Executive Guest Chair, Black	X	\$ 228.31	\$ 326.15 =	
	PROMID	Pro Executive Mid Back Chair, White	X	\$ 207.55	\$ 296.50 =	
	PROMDB	Pro Executive Mid Back Chair, Black	X	\$ 207.55	\$ 296.50 =	
<b>16</b> Communal Tables	VNTMNP	Ventura Bar Table, Maple, Solid	X	\$ 552.83	\$ 789.76 =	
	VNTBMW	Ventura Bar Table, Maple, w/ Grom.	X	\$ 552.83	\$ 789.76 =	
	VNTBWW	Ventura Bar Table, White, w/ Grom.	X	\$ 552.83	\$ 789.76 =	
	VNTWNP	Ventura Bar Table, White, Solid	X	\$ 552.83	\$ 789.76 =	
	VNTBNP	Ventura Bar Table, Black, Solid	X	\$ 552.83	\$ 789.76 =	
	VNTCMN	Ventura Café Table, Maple, Solid	X	\$ 556.61	\$ 795.15 =	
	VNTCMW	Ventura Café Table, Maple, w/ Grom.	X	\$ 556.61	\$ 795.15 =	
	VNTCWW	Ventura Café Table, White, w./ Grom.	X	\$ 556.61	\$ 795.15 =	
	VNTCWN	Ventura Café Table, White, Solid	X	\$ 556.61	\$ 795.15 =	
	VNTCBN	Ventura Café Table, Black, Solid	X	\$ 556.61	\$ 795.15 =	

**Cancellation Policy:** Cancellations received after February 13, 2020 will be billed at 50%. Cancellations after February 20, 2020 will be billed at 100%.

### ADDITIONAL INFORMATION

### CALCULATING YOUR TOTAL

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

Subtotal  
 (Transfer Subtotal to Form 9m)

Exhibiting Company: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



5931 West Campus Circle Drive  
 Irving, Texas 75063  
 Phone: (972) 751-9400  
 Fax: (972) 751-9500  
 www.packexpoeast.com



March 3-5, 2020  
 Pennsylvania Convention Center  
 Philadelphia, PA USA

## Custom Furniture

Discount Deadline:  
 January 27, 2020

Any custom furniture items ordered less than 2-weeks before exhibitor move-in are not guaranteed to be in stock and/or available. Please contact your Customer Account Manager for assistance or questions.

		Description	Qty	Advance Price	Standard Price	Total
<b>17</b>	Office Essentials	JD8 Executive Desk, Madison Gray Acajou	X	\$ 601.89	\$ 859.84 =	
		CR8 Credenza, Madison Gray Acajou	X	\$ 509.43	\$ 727.76 =	
<b>18</b>	Lighting and Product Display	LA15 Mason Floor Lamp	X	\$ 183.02	\$ 261.46 =	
		LA14 Mason Table Lamp	X	\$ 120.76	\$ 172.51 =	
		PSHCCS Posh Shelving, Chrome / Acrylic	X	\$ 511.32	\$ 730.46 =	
		BC8 Bookcase, Madison Gray Acajou	X	\$ 435.85	\$ 622.64 =	
<b>19</b>	Show Essentials	MTCPUL Midtown Powered Counter, Pewter/Glass, Unlighted	X	\$ 1,518.87	\$ 2,169.81 =	
		MTCLPI Midtown Powered Counter, Pewter/Glass, Lighted w/ Plug -in	X	\$ 1,613.21	\$ 2,304.58 =	
		MTBUUL Midtown Bar, Pewter, Glass, Unlighted	X	\$ 1,509.43	\$ 2,156.33 =	
		MTBLPI Midtown Bar, Pewter, Gl., Lighted w/ Plug-in	X	\$ 1,613.21	\$ 2,304.58 =	
		HDG7FT Boxwood Hedge, 7' (36.5"Lx12"Dx84"H)	X	\$ 783.02	\$ 1,118.60 =	
		HDG4FT Boxwood Hedge, 4' (46"Lx9"Dx47"H)	X	\$ 481.13	\$ 687.33 =	

**Cancellation Policy:** Cancellations received after February 13, 2020 will be billed at 50%. Cancellations after February 20, 2020 will be billed at 100%.

### ADDITIONAL INFORMATION

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

### CALCULATING YOUR TOTAL

Subtotal	_____
Taxes and Fees Multiplied by 8%	_____
Delivery Charge	<b>\$75.00</b>
<b>TOTAL</b>	_____

Exhibiting Company: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_

**9m**

TRADE SHOW FURNISHINGS 2020

# Product Guide




## FEATURING:

- POWERED Collections
- Modular Seating
- Executive Seating
- Communal Tables
- Barstools



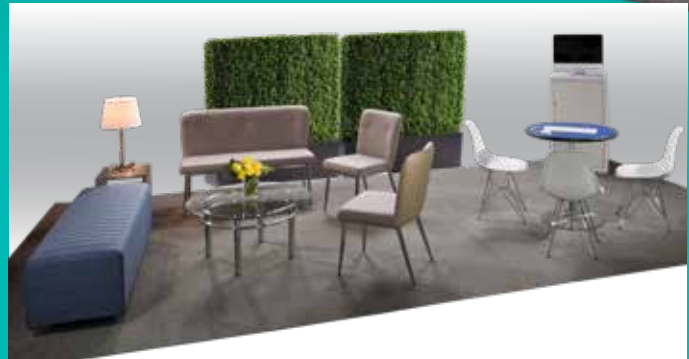
# ROMA

10'x20' Powered Chair & Sofa Booth

 Denotes AC and USB charging outlets



10'x10' Fairfax & La Brea Booth



10'x20' Hopi Lounge & Zenith Café Booth

DELIVERING TRADE SHOW SOLUTIONS YOU CAN COUNT ON.



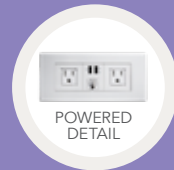
10'x10' Munich Sectional Booth



10'x20' Malba Café & Bench Theater Booth


# Power Up In Style.

Denotes Powered Products



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



**ROMA**   
SFAPWR Sofa, Powered  
(white vinyl) 78"L 31"D 33"H

**ROMA**   
CHRPWR Chair, Powered  
(white vinyl) 37"L 31"D 33"H



 **WIRELESS  
CHARGING TABLE,  
POWERED**  
CUBPOW  
(white, ac plug-in)  
20"L 20"D 18"H



# Powered Seating

**Please Note:** Client 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.



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

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

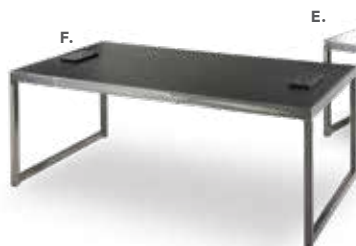
**C) NPLLOP**  
**Naples Loveseat, Powered**  
 (black vinyl)  
 62"L 30"D 33.25"H

# Powered Tables



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

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



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

# Powered Banquettes.

Denotes Powered Products



## MODULAR SYSTEM

Create round banquettes or custom serpentine seating. The Power Banquette system has three AC and two USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free standing charging station.



POWERED  
DETAIL

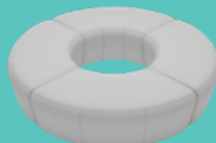
Detail of Electrical  
Charging Outlet



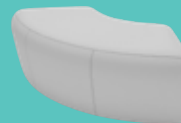
**BNQ417 Full Banquette**  
w/ Electrical Charging Outlet  
(white vinyl)  
72"RND 51"H



**BNQTL7 Center Cone**  
w/ Electrical Charging Outlet  
(white vinyl)  
38"RND 51"H



**BNQR17 Ottoman Ring**  
(4 ottoman seats)  
(white vinyl)  
72"RND 18"H




**BNQ7 Quarter Curve Ottoman**  
(white vinyl)  
53"L 22"D 18"H

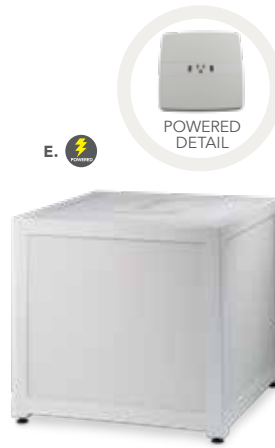


**WHT12 Half Bench Ottoman**  
(white vinyl)  
39"L 22"D 18"H



# Powered Pedestals

 Denotes AC and USB charging outlets



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

(Mobile devices must be compatible with Qi wireless charging pad.)

## Powered Locking Pedestal


- A) PDL36W** (white)  
24"L 24"D 36"H
- B) PDL42W** (white)  
24"L 24"D 42"H
- C) PDL36B** (black)  
24"L 24"D 36"H
- D) PDL42B** (black)  
24"L 24"D 42"H

## Wireless Charging Table, Powered

- E) CUBPOW**  
(white, AC plug-In)  
20"L 20"D 18"H

**Please Note:** Client 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 Tech Desk

 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

# Soft Seating

Create Engaging Booth Environments

## HOPI

(gray linen)  
**HOPCH, Chair**  
 21"L 25"D 34"H  
**HOPLV, Loveseat**  
 48"L 25"D 34"H



## HEDGE

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

## PEDESTAL

**PDL42W**  
**Powered Locking**  
 (white)  
 24"L 24"D 42"H

## CAFÉ TABLE

**30WHHC**  
**Hydraulic Chrome Base**  
 (laminated white top)  
 30"Round 29"H

## REGIS

**REGOTT End Table**  
 (brushed metal)  
 16"L 15.5"D 16.5"H

## MARCHE

**MAR010 Swivel Ottoman**  
 (blue fabric)  
 17"RND 18"H



10'x20' Hopi Lounge & Zenith Café Booth

# Soft Seating Collections

Available in Power 



## BAJA

**A) BCHWHT Chair**  
(white vinyl)  
36"L 30.5"D 28"H

**B) BSFWHT Sofa**  
(white vinyl)  
86"L 28"D 30"H

**C) BLVWHT Loveseat**  
(white vinyl)  
61"L 30.5"D 28"H

## FAIRFAX

**A) FAIRSW Sofa**  
(white vinyl, brushed metal)  
62"L 26"D 30"H

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

## 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)

Denotes Powered Products



# Munich Collection

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

Modular Seating to Design  
Custom Exhibits

## MUNICH

**MNCHSC Sectional 3pc.**  
(gray fabric)  
93.5"L 27"D 28.5"H



**MNCHLV Munich Armless Loveseat**  
(gray fabric)  
45"L 27"D 28.5"H



**MNCHCC Munich Corner Chair**  
(gray fabric)  
26"L 27"D 28.5"H



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

# Soft Seating Collections



A.



B.



A.



B.



C.



A.



B.



C.



A.

B.

C.

## 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

## TANGIERS

### A) TANSOF Sofa

(beige textured)  
78"L 37"D 36"H

### B) TANCHR Chair

(beige textured)  
34"L 37"D 36"H

### C) TANLOV Loveseat

(beige textured)  
57.5"L 37"D 37"H

## KEY LARGO

### A) KEYCHR Chair

(black fabric)  
35"L 35"D 34"H

### B) KEYLOV Loveseat

(black fabric)  
57"L 35"D 34"H

### C) KEYSOF Sofa

(black fabric)  
79"L 35"D 34"H

## SOUTH BEACH

(platinum suede)

### A) SO1 Sofa

69"L 29"D 33"H

### B) OTS Ottoman

25"L 31"D 18"H

### C) SO2 Sofa

Sectional 3pc.  
152"L 40"D 33"H

# Accent Chairs



## SWANSON

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

## KEY WEST

**OCB Chair**  
(black)  
31"L 31"D 31"H



## LA BREA

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



## WENTWORTH

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



## AURA

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



# Accent Chairs



A.



B.



C.



D.



E.



F.

**Madrid Chair**  
**A) BCW**  
 (white vinyl)  
 30"L 30"D 31"H  
**B) OCH**  
 (black vinyl)  
 30"L 30"D 31"H

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

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

**E) HOPCH**  
**Hopi Chair**  
 (gray linen)  
 21"L 25"D 34"H

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

# Meeting & Stage Chairs



A.



B.



C.



D.



E.



F.

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

**Meeting Chair**  
 25.5"L 23.5"D 34"H  
**D) OCMESP** (espresso vinyl)  
**E) OCMTAU** (taupe fabric)  
**F) OCMWHT** (white vinyl)

# Group Seating

## 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" Round 29"H



A.



B.

## MALBA

20"L 20"D 32"H

**A) MALGRY Chair** (gray)  
**B) MALGRN Chair** (green)

B.



C.



D.



E.



## 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)

A.





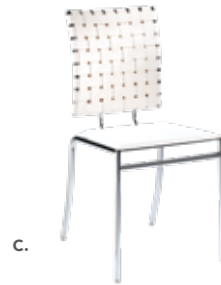
# Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.

**A) CS8  
Berlin Chair**  
(black, white)  
18"L 22"D 32"H

**B) CS4  
Syntax Chair**  
(black, chrome)  
23"L 19"D 32.25"H

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

**D) SC3  
Brewer Chair**  
(onyx, black)  
20"L 20"D 32"H

**E) XC6  
Altura Guest Chair**  
(black crepe)  
25"L 20"D 34"H

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

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

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

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

## Mix & Match

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

**J) LUCHCL Lucent Chair** (frosted, acrylic) 19.5"L 19.75"D 32.5"H  
**K) DUET Duet Chair** (black, chrome) 21"L 23"D 33"H





# Ottomans

## VIBE CUBE

18" L 18" D 18" H

- A) VIB09 (white vinyl)
- B) VIB10 (black vinyl)
- C) VIB11 (steel blue vinyl)
- D) VIB13 (purple vinyl)
- E) VIB12 (silver vinyl)
- F) VIB07 (beige vinyl)
- G) VIB04 (red vinyl)
- H) VIB06 (gold/bronze vinyl)
- I) VIB01 (green vinyl)
- J) VIB03 (pink vinyl)
- K) VIB05 (yellow vinyl)
- L) VIB02 (blue vinyl)
- M) VIB08 (orange vinyl)

# Styles & Shapes



C.



F.



I.



L.



O.



A.



D.



G.



J.



M.



P.



B.



E.



H.



K.



N.



Q.

## 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)

## H) WHT12 Half Bench

(white vinyl)

39"L 22"D 18"H

## ENDLESS Square

34"L 34"D 15"H

**I) END02B** (black)

**J) END02W** (white)

## ENDLESS Curved

60.5"L 37.5"D 15"H

**K) END01B** (black)

**L) END01W** (white)

## M) BNQ7 Quarter Curve

(white vinyl)

53"L 22"D 18"H

## N) BNQR17 Ring

(4 ottoman seats)

(white vinyl)

72"RND 18"H

## O) SAL Sally Stool

(white)

12" Round 17"H

## P) CUBL20 Edge LED Cube

(white plastic)

19"L 19"D 19"H

A/C power only

## Q) REGBEN

### Regis Bench

(brushed metal)

47"L 15.5"D 16"H

# Marche Swivel



## Marche Swivel Ottomans

17"RND 18"H

**A) MAR001** (white vinyl)

**B) MAR005** (red fabric)

**C) MAR009**

(pear yellow fabric)

**D) MAR007** (plum fabric)

**E) MAR010** (blue fabric)

**F) MAR002** (gray fabric)

**G) MAR006**

(rose quartz fabric)

**H) MAR003** (linen fabric)

**I) MAR004**

(raspberry fabric)

**J) MAR008**

(meadow green fabric)

**K) MAR011**

(orange fabric)

# Accent Tables

## ALONDRA

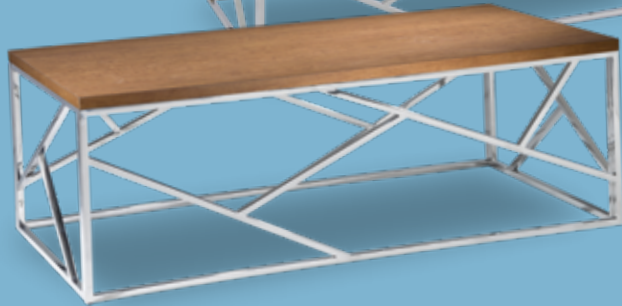
### Cocktail Table

47"L 24"D 16"H

- A) ALC100 (glass, chrome)
- B) ALC200 (wood, chrome)



B.



C.



D.



## ALONDRA

### End Table

20"L 20"D 20"H

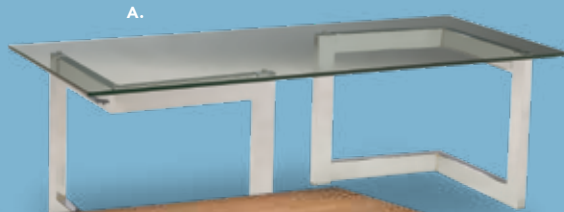
- C) ALE100 (glass, chrome)
- D) ALE200 (wood, chrome)

## GEO

### Cocktail Table

50"L 22"D 16"H

- A) C1C (glass, chrome)
- B) C1FWB (wood, black)



B.



C.



D.



## GEO

### End Table

26"L 26"D 20"H

- C) E1C (glass, chrome)
- D) E1FWB (wood, black)

# 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)

## Sydney End Tables

27"L 23"D 22"H

- E) E1W (white)
- F) E1Y (black)
- G) SYDBEE (blue)
- H) SYDWDE (wood)

## Regis Tables

(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 Tables

(glass, chrome)

- K) E1E End Table  
24" Round 22"H
- L) C1E Cocktail Table  
36" Round 17"H

## Oliver Tables

(walnut finish)

- M) EOLI End Table  
22" Round 22"H
- N) COLI Cocktail Table  
47"L 27"D 19"H

## Rustic Tables

(wood)

- O) ETBL E-Table  
21"L 15.5"D 27.5"H
- P) TMBTBL Timber Table  
16" Round 17"H

## Aura Round Table

Q) AURA  
(white metal)  
15" Round 22"H

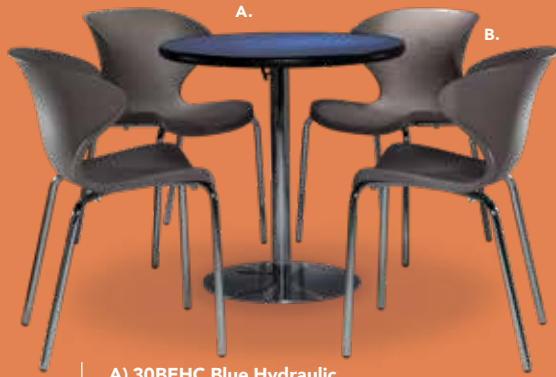
## Edge LED Cube Table

R) CUBTBL  
(plexi top, white plastic)  
19"L 19"D 19"H  
A/C power only

## Wireless Charging

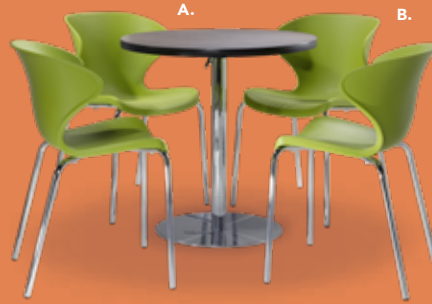
Table, Powered  
S) CUBPOW  
(white, AC plug-In)  
20"L 20"D 18"H

# 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

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

## 30" Round Café Tables

- Standard Black Base**  
30" RND 29" H  
**A) 30WDBC** (wood top)  
**B) ZTB** (red top)

- Hydraulic Chrome Base**  
30" RND 29" H  
**C) 30WHHC** (white top)  
**D) 30STHC** (silver textured)

- E) CS4 Syntax Chair**  
(black, chrome)  
23" L 19" D 32.25" H



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

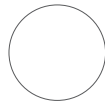


# Customize and Create

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



MAPLE



WHITE LAMINATE



SILVER TEXTURED



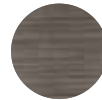
GRAPHITE NEBULA



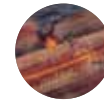
BLUE LAMINATE



RED



MADISON/GRAY ACAJOU



WOOD LAMINATE

## Café Tables

Standard Black Base  
30" RND 29"H

- A) ZTG (silver textured)
- B) ZTJ (graphite nebula)
- C) ZTK (maple)
- D) 30WH29 (white)
- E) ZTA (Madison/gray acajou)
- F) 30BEBC (blue)
- G) 30WDBC (wood)

36" RND 29"H

- H) ZTQ (white)
- I) ZTN (graphite nebula)
- J) ZTP (maple)

## Café Tables

Hydraulic Chrome Base  
30" RND 29"H

- K) 30GRHC (graphite nebula)
- L) 30MTHC (maple)
- M) 30BRHC (red)
- N) 30BEHC (blue)
- O) 30WDHC (wood)

36" RND 29"H

- P) 36WTHC (white)
- Q) 36GRHC (graphite nebula)
- R) 36MTHC (maple)



# Mix & Match

**Create the ultimate look.** Choose from a wide variety of colorful group seating options for the perfect style.

- S) ZENCHR Zenith Chair (white, chrome) 18.25"L 22"D 32"H
- T) BLDCRD Blade Chair (red) 20.5"L 19"D 30.5"H



# Bar Tables



**A) 30WHHB**  
**30" Round Bar Table**  
(white top, chrome hydraulic base)  
30" RND 45"H

**B) APS12**  
**Apex Barstool**  
(blue ultra suede)  
21"L 21"D 33"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



**HDG4FT**  
**Boxwood Hedge, 4'**  
46"L 9"D 47"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

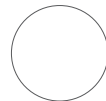


# Customize and Create

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



MAPLE



WHITE LAMINATE



SILVER TEXTURED



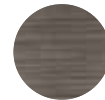
GRAPHITE NEBULA



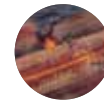
BLUE LAMINATE



RED



MADISON/GRAY ACAJOU



WOOD LAMINATE



A. | J.



B. | K.



C.



D.



E. | I.



F.



G.



H.



L. | S.



M. | T.



N.



O.



P.



Q.



R.

## Bar Tables

Standard Black Base  
30" RND 42"H

- A) VTJ (graphite nebula)
- B) VTK (maple)
- C) VTG (silver textured)
- D) VTB (red)
- E) 30WH42 (white)
- F) VTA (Madison/gray acajou)
- G) 30BEBB (blue)
- H) 30WDBB (wood)

36" RND 42"H

- I) VTW (white)
- J) VTN (graphite nebula)
- K) VTP (maple)

## Bar Tables

Hydraulic Chrome Base  
30" RND 45"H

- L) 30GRHB (graphite nebula)
- M) 30MTHB (maple)
- N) 30STHB (silver textured)
- O) 30BRHB (red)
- P) 30BEHB (blue)
- Q) 30WDHB (wood)

36" RND 45"H

- R) 36WTHB (white)
- S) 36GRHB (graphite nebula)
- T) 36MTHB (maple)

# Style & Design

Choose from a wide variety of table tops and colors for the perfect look.

U) 30MAHB 30" Round Bar Table w/ Hydraulic Chrome Base (Madison/gray acajou) 30" RND 45"H

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



# Barstools



A.

B.

C.

D.

## LIFT BARSTOOLS

15" Round 23–33.5"H

**A) ROLLWH** (white vinyl)

**B) ROLLRD** (red vinyl)

**C) ROLLBL** (black vinyl)

**D) ROLLGY** (gray vinyl)

# Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.

## Apex Barstools

21"L 21"D 33"H

**A) APS08** (black vinyl)

**B) APS59** (red vinyl)

**C) APS75** (white vinyl)

**D) APS12** (blue ultra suede)

## Zoey Barstools

15"L 16"D 30-34.75"H

**E) BS002** (white, chrome)

**F) BS003** (black, chrome)

## Banana Barstools

21"L 22"D 41.75"H

**G) BSS** (black, chrome)

**H) BST** (white, chrome)

## I) BSC Oslo Barstool

(white)

17"L 20"D 45"H

## J) XBAR Christopher Barstool

(white vinyl, chrome)

19"L 15"D 41"H

## K) BS001 Shark Barstool

(white, chrome)

22"L 19"D 34-44"H

## L) BSR Syntax Barstool

(black, chrome)

23"L 19"D 43.25"H

## M) ZENBAR Zenith Barstool

(white, chrome)

19"L 20"D 44"H

## N) RSTSTL Rustique Barstool

(gunmetal)

13"L 13"D 30"H

O.



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

P.



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

Q.



**Q) BLDBRD Blade Barstool** (red) 20.5"L 20.125"D 40.5"H

R.



**R) BLDBSB Blade Barstool** (sky blue) 20.5"L 20.125"D 40.5"H

# Conference Tables

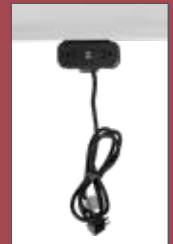


## PWRUSB

### Powered Conference Table Module

(black) 5"L 2.25"D 2"H

Includes two AC and two USB outlets. Available for all conference tables except the Geo, Merlin, Atomic and Work Tables.



## 42" Round Conference Table

42"RND 29"H

A) CONF42 (white laminate)

B) CB1 (graphite nebula)

C) CB8 (Madison/gray acajou)



## MADISON

(Madison/gray acajou)

D) MADC05 5' Table

60"L 48"D 29"H

E) MADC08 8' Table

96"L 60"D 29"H

F) MADC10 10' Table

120"L 48"D 29"H



# Styles & Shapes

A. | B.



C.



D.



E.



F.



G.



H.



I.



J.



K. | L.



M.



## Atomic Round Tables

(glass, chrome)  
**A) 42ATO** 42"RND 30"H  
**B) 36ATO** 36"RND 30"H

## Geo Rounded Square Tables

42"L 42"D 29"H  
**C) CE1** (glass, chrome)  
**D) CF1** (glass, black)

## Geo Rectangular Tables

60"L 36"D 29"H  
**E) CF2** (glass, black)  
**F) CE2** (glass, chrome)

## G) MERLIN Merlin Multi Use Table

(gray laminate, black)  
 46"L 29"D 30"H

**H) WD3 Work Table**  
 (white laminate, white)  
 48"L 24"D 30"H

## Conference Tables

(graphite nebula)

**I) CB3 8'**  
 96"L 48"D 29"H

**J) CB2 6'**  
 72"L 42"D 29"H

## Conference Tables

(granite)

**K) C508GR 8'**  
 96"L 44"D 29"H

**L) CT10GR 10'**  
 120"L 46"D 29"H

**M) CT06GR 6'**  
 72"L 36"D 29"H

# Mix & Match

**N) PROEXB Pro Executive High Back Chair** (black vinyl) 25"L 24"D 48"H Adjustable.

**O) PROMID Pro Executive Mid Back Chair** (white vinyl) 24"L 22"D 40"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



## Task Stool

**TASKST**

(black fabric)

27.5" L 27.5" D 32.75" - 40.25" H

Adjustable height

## Pro Executive Guest Chair

24" L 22" D 36" H

**PROGB** (black vinyl)



## Pro Executive Mid Back Chair

24" L 22" D 40" H


**A) PROMID** (white vinyl)

**B) PROMDB** (black vinyl)

Adjustable height



# Communal and Powered Tables

Denotes AC and USB charging outlets 

## Ventura BAR TABLES

Choose from Powered, Solid or Grommet Hole Table Tops.



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



### Table Top Options

BLACK WHITE MAPLE

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

## Ventura CAFÉ TABLES



### Ventura Powered Bar Tables

(silver frame)  
72.25"L 26.25"D 42"H

**A) VNTBLK** (black top)  
**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)

### 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)

# Office Essentials



## MADISON

**A) JD8 Madison Executive Desk**

(gray acajou) 60"L 30"D 29"H

**B) CR8 Madison Credenza**

(gray acajou) 60"L 20"D 29"H

**C) TASKST Task Stool**

(black fabric)

27.5"L 27.5"D 32.75"-40.25"H Adjustable

**D) PROEXE Pro Executive High Back Chair**


(white classic vinyl)

25"L 24"D 48"H Adjustable

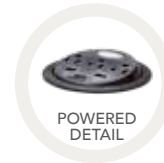




## TECH POWERED DESK

 Denotes AC and USB charging outlets

A. 



B. 



C.



**A) TECH3B Tech Desk, Powered, w/3 Drawer File Cabinet**

(black metal, laminate)  
60"L 30"D 30"H

**B) TECH Tech Desk, Powered**

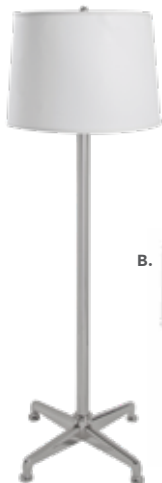
(black metal, laminate)  
60"L 30"D 30"H

**C) TECH3 3 Drawer File Cabinet on Castors**

(black metal, laminate)  
16"L 20"D 28"H

## LIGHTING & PRODUCT DISPLAY

A.



B.



C.



D.



## ACCENT LAMPS

**Mason Lamps**  
(brushed silver)

**A) LA15 Floor Lamp**  
18" RND 55"H

**B) LA14 Table Lamp**  
16" RND 26"H

## SHELVING

**C) PSHCCS**  
**Posh Shelving**  
(chrome, acrylic)  
36"L 18"D 72"H

**D) 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 & three USB charging outlets, locking storage cabinet and two shelves.

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



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



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



(back)

# 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/glass)

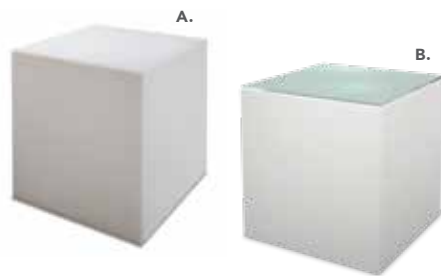
**A) MTBUUL**  
(unlighted)

**B) MTBLPI**  
(lighted with plug-in)

## Apex Barstool

**C) APS12**  
(blue ultra suede)  
21"L 21"D 33"H

## LIGHTED & GREENERY PRODUCTS



LED light available in white, red, green, blue and rolling color.



## A) CUBL20 Edge LED Cube Ottoman

(white plastic)  
19"L 19"D 19"H  
A/C power only

## B) CUBTBL Edge LED Cube Table

(plexi top, white plastic)  
19"L 19"D 19"H  
A/C power only

## C) HDG7FT Boxwood Hedge, 7'

36.5"L 12"D 84"H

## D) HDG4FT Boxwood Hedge, 4'

46"L 9"D 47"H



SELECTION



DESIGN

TRUSTED



SOLUTIONS



MODERN



SERVICE



5931 West Campus Circle Drive  
 Irving, Texas 75063  
 Phone: (972) 751-9400  
 Fax: (972) 751-9500  
 www.packexpoeast.com



March 3-5, 2020  
 Pennsylvania Convention Center  
 Philadelphia, PA USA

## Specialty Showcases

Discount Deadline:  
 January 27, 2020  
 (excludes labor)

Description		Quantity	Advance Price	Standard Price	Total
<b>17 Showcases</b> (PES is not responsible for any damage or theft to any items left or stored in locked or unlocked showcases. See Form 9m for pictures.)	<b>FULL VISION Showcase</b> - includes (1) 8" and (1) 10" glass shelves with adjustable brackets, and 26" high front glass display section				
	4' Length	X	\$430.50	\$615.00	=
	5' Length	X	\$430.50	\$615.00	=
	6' Length	X	\$430.50	\$615.00	=
	<b>HALF VISION Showcase</b> - includes (1) 10" glass shelf with adjustable brackets, 18" high front glass display section				
	4' Length	X	\$430.50	\$615.00	=
	5' Length	X	\$430.50	\$615.00	=
	6' Length	X	\$430.50	\$615.00	=
	<b>QUARTER VISION Showcase</b> - with 12" high front glass display section				
	4' Length	X	\$430.50	\$615.00	=
	5' Length	X	\$430.50	\$615.00	=
	6' Length	X	\$430.50	\$615.00	=
	<b>CORNER VISION Showcase</b> - rear access, glass shelves				
	Full Vision	X	\$496.75	\$709.64	=
	Half Vision	X	\$496.75	\$709.64	=
	Quarter Vision	X	\$496.75	\$709.64	=
	<b>WALL Showcase</b> - 48"L x 20"D x 66"H, with (4) 12" glass shelves, adjustable brackets, lights, locks and a 60" high sliding glass door				
	Solid	X	\$567.10	\$810.14	=
	See-Thru	X	\$567.10	\$810.14	=
	<b>TOWER Showcases</b> - 20"L x 20"D x 80"H, with 3 glass shelves, lights, and locks				
20" x 20" Square	X	\$567.10	\$810.14	=	

- UNLESS SPECIFIED ABOVE, ALL SHOWCASES ARE 20"D X 38"H AND HAVE LIGHTS, LOCKS, SLIDING MIRROR DOORS, GREY EXTERIOR, OFF-WHITE INTERIOR ALUMINUM FRAMES. SHOWCASES ARE AVAILABLE WITH BLACK BASES BY REQUEST.
- A \$100.00 CHARGE PER SHOWCASE FOR ONSITE ORDERS AND CHANGES MADE AT SHOW SITE.
- ALL KEYS MUST BE LEFT WITH SHOWCASE OR A CHARGE OF \$10.00 WILL BE ASSESSED.
- ELECTRICAL OUTLETS AND ELECTRICAL LABOR FOR SHOWCASE LIGHTS ARE NOT INCLUDED. SEE OUR ELECTRICAL SERVICE FORMS TO ORDER ELECTRICAL.

**Cancellation Policy:** Cancellations received less than 2-weeks prior to the first day of exhibitor scheduled move-in will be billed at 50%. Cancellations received on site will be billed 100%.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	Subtotal _____
	Add 8% Rental Tax _____
	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_

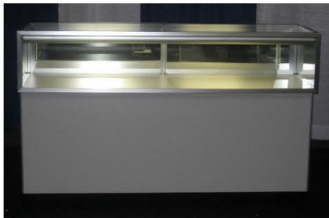
Full Vision Case

Available in 4 ft., 5ft., and 6ft. lengths. Includes 1-8" and 1-10" glass shelf with adjustable brackets with a 26" high front glass display section.



Quarter Vision Case:

Available in 4 ft., 5ft., and 6ft. lengths, and has a 12" high front glass display section.



Half Vision Case:

Available in 4 ft., 5ft., and 6ft. lengths. Includes 1-10" glass shelf with adjustable brackets, with 18" high front glass display section.



Corner Vision Case:

Available in full, half, and quarter sizes. Includes rear access, and glass shelves as seen in the other vision cases.



Cases on sides not included.

Tower Case:

Available in a 20X20 square only. The dimensions are 20" LX 20" DX 80" H. Includes 3 glass shelves, lights, and locks.



Wall Case:

Available in solid and see-thru (pictured). Dimensions are 48" LX 20" DX 66" H. Includes 4-12" glass shelves, adjustable brackets, lights, locks, and 60" high sliding glass.





5931 West Campus Circle Drive  
 Irving, Texas 75063  
 Phone: (972) 751-9400  
 Fax: (972) 751-9500  
 www.packexposeast.com

**Submit Designer booth graphics to PES prior to 2/3/20 in order to avoid the 50% expedite fee on rental package.**

**A Digital Setup Fee of \$125 will be charged for all Designer Models.**

## Modular Rental Exhibits

**Discount Deadline:  
 January 27, 2020  
 (excludes labor)**

Prices for Modular Rental Exhibits include the exhibit, stem lights, and labor to install and dismantle structure. To order a full turnkey exhibit, please review the PES exhibiting packages order forms and information. PES exhibiting packages include carpet, a wastebasket, electrical outlet, daily cleaning and furniture.

**Electrical outlets and electrical labor and materials are NOT included for Modular Rental Exhibits.**

Description			Qty	Advance Price	Standard Price	Total
<b>1</b> 8 Ft. High x 10 Ft. Wide Units	A100B	Essential Basic	X	\$ 2,049.45	\$ 2,927.79 =	
	A100D	Essential Designer (includes graphics)	X	\$ 3,725.75	\$ 5,322.50 =	
	B100B	Overlay Basic	X	\$ 2,462.30	\$ 3,517.57 =	
	B100D	Overlay Designer (includes graphics)	X	\$ 4,471.90	\$ 6,388.43 =	
	D100B	Storage Room Basic	X	\$ 2,661.30	\$ 3,801.86 =	
	D100D	Storage Room Designer (includes graphics)	X	\$ 4,845.00	\$ 6,921.43 =	
	F100	Designer Light Box (includes graphics)	X	\$ 4,703.00	\$ 6,718.57 =	
<b>2</b> 8 Ft. High x 15 Ft. Wide Units	A150B	Essential Basic	X	\$ 2,873.00	\$ 4,104.29 =	
	A150D	Essential Designer (includes graphics)	X	\$ 5,223.05	\$ 7,461.50 =	
	B150B	Overlay Basic	X	\$ 3,451.15	\$ 4,930.21 =	
	B150D	Overlay Designer (includes graphics)	X	\$ 6,269.05	\$ 8,955.79 =	
	D150B	Storage Room Basic	X	\$ 4,098.85	\$ 5,855.50 =	
	D150D	Storage Room Designer (includes graphics)	X	\$ 7,436.60	\$10,623.71 =	
	E150B	Storage Counter Basic	X	\$ 4,098.85	\$ 5,855.50 =	
E150D	Storage Counter Designer (includes graphics)	X	\$ 7,436.60	\$10,623.71 =		
<b>3</b> 8 Ft. High x 20 Ft. Wide Units	A200B	Essential Basic	X	\$ 4,919.60	\$ 7,028.00 =	
	A200D	Essential Designer (includes graphics)	X	\$ 8,943.80	\$12,776.86 =	
	B200B	Overlay Basic	X	\$ 4,919.60	\$ 7,028.00 =	
	B200D	Overlay Designer (includes graphics)	X	\$ 8,943.80	\$12,776.86 =	
	D200B	Storage Room Basic	X	\$ 4,919.60	\$ 7,028.00 =	
	D200D	Storage Room Designer (includes graphics)	X	\$ 8,943.80	\$12,776.86 =	
	F200	Designer Light Box (includes graphics)	X	\$ 8,465.35	\$12,093.36 =	

**Cancellation Policy:** A 50% penalty is charged for cancellations prior to 2/10/20. No refunds will be made thereafter.

### ADDITIONAL INFORMATION

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs, or special requests.

Exhibit Booth Rental orders requested on-site are subject to availability and may incur additional fees.

### CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_  
 50% Expedite Fee if ordered after 2/10/20 \_\_\_\_\_  
 100% Expedite Fee if ordered after 2/17/20 \_\_\_\_\_  
 Add 8% Rental Tax \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



5931 West Campus Circle Drive  
 Irving, Texas 75063  
 Phone: (972) 751-9400  
 Fax: (972) 751-9500  
 www.packexposeast.com

**Submit Designer booth graphics to PES prior to 2/3/20 in order to avoid the 50% expedite fee on rental package.**

**A Digital Setup Fee of \$125 will be charged for all Designer Models.**

## Modular Rental Exhibits

**Discount Deadline:  
 January 27, 2020  
 (excludes labor)**

Prices for Modular Rental Exhibits include the exhibit, stem lights, and labor to install and dismantle structure. To order a full turnkey exhibit, please review the PES exhibiting packages order forms and information. PES exhibiting packages include carpet, a wastebasket, electrical outlet, daily cleaning and furniture.

**Electrical outlets and electrical labor and materials are NOT included for Modular Rental Exhibits.**

Description		Qty	Advance Price	Standard Price	Total
<b>4</b> 12 Ft. High Options	C100B 12ft. High Basic (10ft. Wide)	X	\$ 2,462.30	\$ 3,517.57 =	
	C100D 12ft. High Designer (10ft. Wide)	X	\$ 4,471.90	\$ 6,388.43 =	
	C150B 12ft. High Basic (15ft. Wide)	X	\$ 4,133.30	\$ 5,904.71 =	
	C150D 12ft. High Designer (15ft. Wide)	X	\$ 7,024.05	\$10,034.36 =	
	C200B 12ft. High Basic (20ft. Wide)	X	\$ 4,919.60	\$ 7,028.00 =	
	C200D 12ft. High Designer (20ft. Wide)	X	\$ 8,944.60	\$12,778.00 =	

**5 Booth Details** Choose ONE Panel Type and Color.

Hardwall:  Black  Gray  White  Blue  
 Fabric:  Blue Fabric  Gray Fabric  Black Fabric

(Pegboard, Slat Wall and Grid Wall are available. Contact your Customer Account Manager.)

**6 Booth Header Options**  Standard Header Copy (Please type or print.)

Letter Color:  Black  Red  Blue  
 Font Type:  Times New Roman Bold  Castle T Bold  Arial Black  Cooper Black

**OR**

Custom Header - See below to order and our Graphics Information form for sending artwork.

<b>7 Custom Headers</b>	10ft. Wide Custom Header Option (8ft. High Booths)	X	\$ 281.75	\$ 402.50 =
	10ft. Wide Custom Header Option (12ft. High Booths)	X	\$ 479.00	\$ 684.29 =
	15ft. Wide Custom Header Option (8ft. High Booths)	X	\$ 422.65	\$ 603.79 =
	15ft. Wide Custom Header Option (12ft. High Booths)	X	\$ 716.45	\$ 1,023.50 =
	20ft. Wide Custom Header Option (8ft. High Booths)	X	\$ 563.50	\$ 805.00 =
	20ft. Wide Custom Header Option (12ft. High Booths)	X	\$ 957.95	\$ 1,368.50 =

**Add a custom graphic header to any booth rental for a fraction of the cost of a full designer option rental. Logos and company branding will add the custom look without breaking your budget. See order forms for pricing and contact your CAM to finalize your graphic look.**

**Cancellation Policy:** A 50% penalty is charged for cancellations prior to 2/10/20. No refunds will be made thereafter.

### ADDITIONAL INFORMATION

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs, or special requests.

Exhibit Booth Rental orders requested on-site are subject to availability and may incur additional fees.

### CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_  
 50% Expedite Fee if ordered after 2/10/20 \_\_\_\_\_  
 100% Expedite Fee if ordered after 2/17/20 \_\_\_\_\_  
 Add 8% Rental Tax \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

Print Name: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_





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**Use this page to add accessories to your rental booth or PES exhibiting package or as upgrades to your existing booth design.**

**A Digital Setup Fee of \$125 will be charged for all units with graphics.**

## Modular Rental Exhibits

**Discount Deadline:  
 January 27, 2020  
 (excludes labor)**

PACK EXPO Services Exhibit Rental Division offers exhibitors a quick and cost effective solution for trade show participation. Price includes shipping, and installation and dismantle labor of your Modular Rental.

		Qty	Advance Price	Standard Price	Total
<b>8 Accessories</b> (Please see the following page for panel color and graphic options.)	ACC1	Curved Reception w/ Open Back	X \$ 614.85	\$ 878.36 =	
	ACC1	Curved Reception w/ Open Back (graphics)	X \$ 694.40	\$ 992.00 =	
	ACC2	Essential Credenza	X \$ 435.55	\$ 622.21 =	
	ACC2	Essential Credenza (graphics)	X \$ 512.40	\$ 732.00 =	
	ACC3	Cosmopolitan Credenza	X \$ 666.10	\$ 951.57 =	
	ACC3	Cosmopolitan Credenza (graphics)	X \$ 742.95	\$1,061.36 =	
	ACC5	Contemporary Credenza	X \$ 512.40	\$ 732.00 =	
	ACC5	Contemporary Credenza (graphics)	X \$ 563.30	\$ 804.71 =	
	ACC6	Contemporary Credenza w/ Standoff Sign	X \$ 538.05	\$ 768.64 =	
	ACC6	Contemporary Credenza w/ Standoff Sign (graphics)	X \$ 614.85	\$ 878.36 =	
	ACC8	Essential Pedestal	X \$ 435.55	\$ 622.21 =	
	ACC8	Essential Pedestal (graphics)	X \$ 512.40	\$ 732.00 =	
	ACC9	Reception Counter w/ Open Back	X \$ 614.85	\$ 878.36 =	
	ACC9	Reception Counter w/ Open Back (graphics)	X \$ 701.95	\$1,002.79 =	
	ACC10	Essential Extended Credenza w/ Shelf	X \$ 666.10	\$ 951.57 =	
	ACC10	Essential Extended Credenza w/ Shelf (graphics)	X \$ 819.80	\$1,171.14 =	
	ACC11	Additional Stem Light	X \$ 81.40	\$ 116.29 =	
	ACC12	Floor Can Light	X \$ 58.65	\$ 83.79 =	
	ACC13	8" Straight White Laminate Shelf	X \$ 76.90	\$ 109.86 =	
	ACC14	8" Straight Black Laminate Shelf	X \$ 76.90	\$ 109.86 =	
	ACC15	8" Straight Clear Shelf	X \$ 76.90	\$ 109.86 =	
	ACC22	Information Station Credenza	X \$ 818.50	\$1,169.29 =	
	ACC23	Information Station Tower	X \$ 818.50	\$1,169.29 =	
	ACC23	Information Station Tower (graphics)	X \$ 999.40	\$1,427.71 =	
	ACC24	Freestanding Meter Panel Graphic (Single Sided)	X \$ 596.95	\$ 852.79 =	
	ACC24	Freestanding Meter Panel Graphic (Double Sided)	X \$ 596.95	\$ 852.79 =	
	ACC33	12" Straight White Laminate Shelf	X \$ 76.90	\$ 109.86 =	
	ACC34	12" Straight Black Laminate Shelf	X \$ 76.90	\$ 109.86 =	
	ACC35	12" Straight Clear Shelf	X \$ 76.90	\$ 109.86 =	

**Cancellation Policy:** A 50% penalty is charged for cancellations prior to 2/10/20. No refunds will be made thereafter.

### ADDITIONAL INFORMATION

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs, or special requests.

Exhibit Booth Rental orders requested on-site are subject to availability and may incur additional fees.

### CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_  
 50% Expedite Fee if ordered after 2/10/20 \_\_\_\_\_  
 100% Expedite Fee if ordered after 2/17/20 \_\_\_\_\_  
 Add 8% Rental Tax \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



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**Use this page to add accessories to your rental booth or PES exhibiting package or as upgrades to your existing booth design.**

**A Digital Setup Fee of \$125 will be charged for all units with graphics.**

## Design Your Own Booth

**Discount Deadline:  
 January 27, 2020  
 (excludes labor)**

PACK EXPO Services Exhibit Rental Division offers exhibitors a quick and cost effective solution for trade show participation. Price includes shipping, and installation and dismantle labor of your Modular Rental.

	Qty	Advance Price	Standard Price	Total
<b>9 Components</b>		X \$ 125.00	\$ 125.00	=
		X \$ 425.50	\$ 607.86	=
		X \$ 516.85	\$ 738.36	=
		X \$ 678.35	\$ 969.07	=
		X \$ 852.75	\$ 1,218.21	=
		X \$ 516.85	\$ 738.36	=
		X \$ 645.15	\$ 921.64	=
		X \$ 298.50	\$ 426.43	=
		X \$ 407.00	\$ 581.43	=
		X		=
		X Call for quote	Call for quote	=
		X Call for quote	Call for quote	=
		X \$ 97.75	\$ 139.64	=
		X \$ 86.25	\$ 123.21	=

**10 Panel Color** Choose ONE Panel Type and Color.

Hardwall:  Black  Gray  White  Blue

Fabric:  Blue Fabric  Gray Fabric  Black Fabric

**11 Graphic Options** Please send your logo and artwork to your CAM and include the Show Name, Exhibitor Name and booth number. For best results please send a vector image. See the Graphic Information form for specific setup instructions.

**Cancellation Policy:** A 50% penalty is charged for cancellations prior to 2/10/20. No refunds will be made thereafter.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs, or special requests.	Subtotal _____
Exhibit Booth Rental orders requested on-site are subject to availability and may incur additional fees.	50% Expedite Fee if ordered after 2/10/20 _____
	100% Expedite Fee if ordered after 2/17/20 _____
	Add 8% Rental Tax _____
	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
 Date: \_\_\_\_\_





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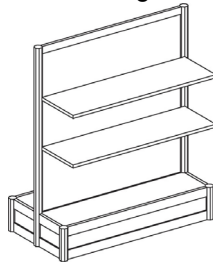


March 3-5, 2020  
 Pennsylvania Convention Center  
 Philadelphia, PA USA

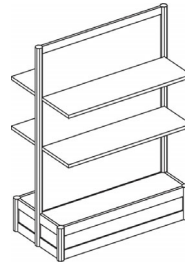
**Discount Deadline:**  
**January 27, 2020**  
 (excludes labor)

		Description	Quantity	Advance Price	Standard Price	Total	
<b>12</b>	Gondolas (See below for pictures.)	Single Sided Gondola - 1 meter x 4 ft. high	X	\$474.85	\$678.36	=	
		Single Sided Gondola - 1 meter x 6 ft. high	X	\$565.30	\$807.57	=	
		Single Sided Gondola - 1 meter x 8 ft. high	X	\$655.75	\$936.79	=	
		<i>Double Sided Gondolas include Base and 2 shelves per side.</i>					
		Double Sided Gondola - 1 meter x 4 ft. high	X	\$542.70	\$ 775.29	=	
		Double Sided Gondola - 1 meter x 6 ft. high	X	\$633.10	\$ 904.43	=	
		Double Sided Gondola - 1 meter x 8 ft. high	X	\$723.55	\$1,033.64	=	
<b>Circle Color:</b> Black Fabric Blue Fabric Grey Fabric White Perfboard White PVC							

Gondola - Single Sided



Gondola - Double Sided



Includes Base and 2 shelves per side.

**Cancellation Policy:** A 50% penalty is charged for cancellations prior to 2/10/20. No refunds will be made thereafter.

**ADDITIONAL INFORMATION**

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs, or special requests.

Exhibit Booth Rental orders requested on-site are subject to availability and may incur additional fees.

**CALCULATING YOUR TOTAL**

Subtotal	_____
50% Expedite Fee if ordered after 2/10/20	_____
100% Expedite Fee if ordered after 2/17/20	_____
Add 8% Rental Tax	_____
<b>TOTAL</b>	_____

Exhibiting Company: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_

# Exhibit Solutions



PACK EXPO Services can provide you a complete rental exhibit in a style that fits your needs and at a price that fits your budget. You pay no design fees, no shipping fees, no material handling fees and no repair or refurbishing fees. Make a bigger splash and order the Designer version which includes graphics designed just for you.

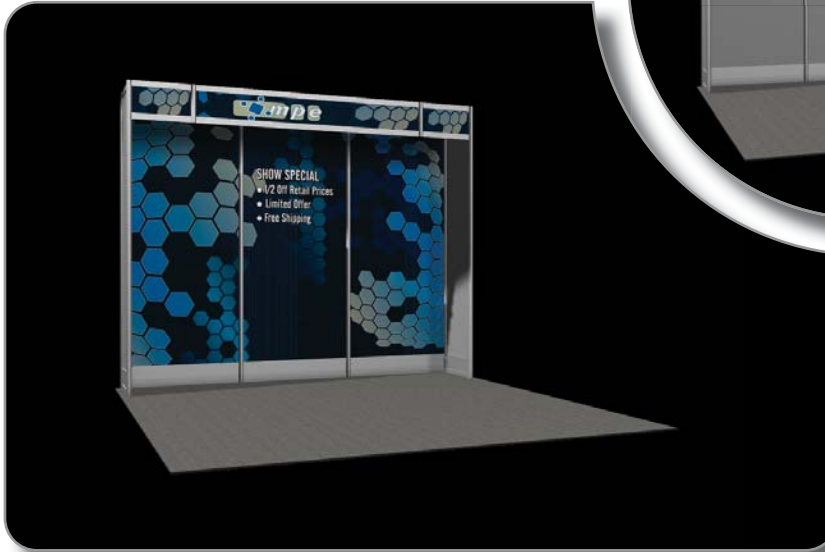
Each rental includes the header, lights, and installation and dismantle labor. Designer versions include custom graphics. See item descriptions for more details. If you should have any questions or to place an order, please feel free to contact your Customer Account Manager for additional assistance.

You may combine any rental booth with a PES Exhibiting Package to create a true turnkey exhibit.

# 8' High – 10' Wide Units

exhibit solutions

A100D Designer Model



A100B Basic Model



**Rental Includes:**

- Header (Custom Header Additional Cost)
- (3) Spot Lights
- Custom Graphics (Designer Only Option)

Refer to page 11 & 12 for various counters, shelves, and other accessories.

B100D Designer Model



B100B Basic Model



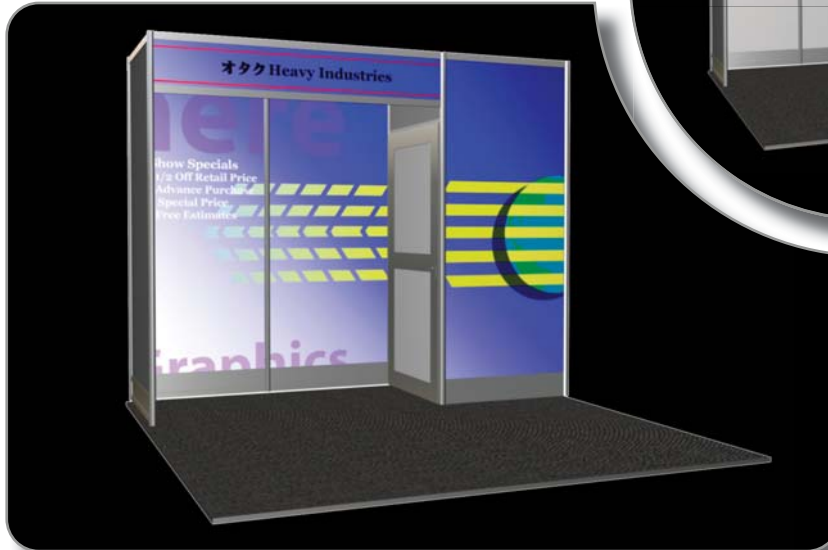
**Rental Includes:**

- Flat Surface Backwall
- (3) Spot Lights
- Custom Graphics (Designer Only Option)

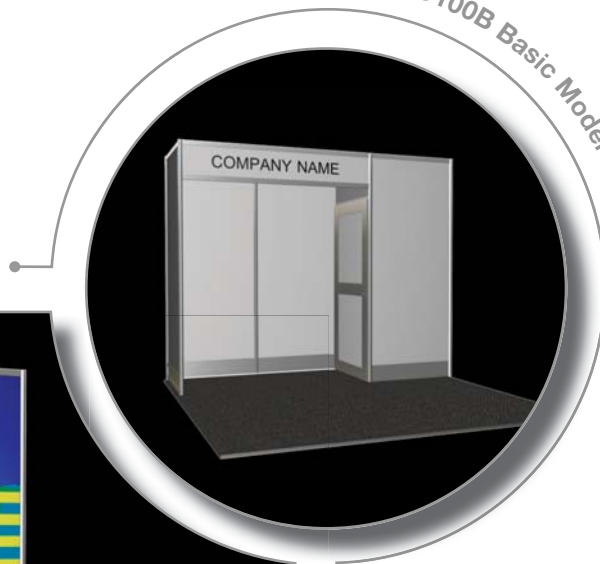
# 8' High – 10' Wide Units

exhibit solutions

D100D Designer Model



D100B Basic Model



**Rental Includes:**

- Header (Custom Header Additional Cost)
- (2) Spot Lights
- Storage Room
- Custom Graphics (Designer Only Option)

Refer to page 11 & 12 for various counters, shelves, and other accessories.

F100 Model

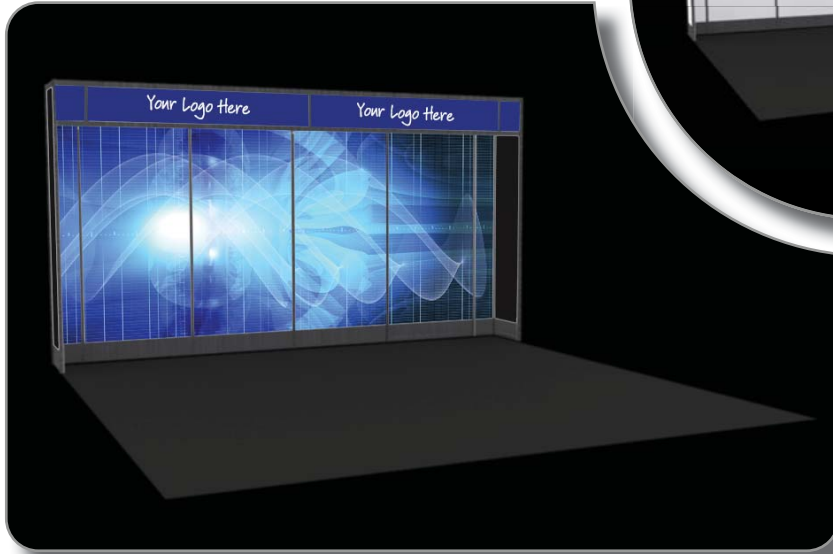


**Rental Includes:**

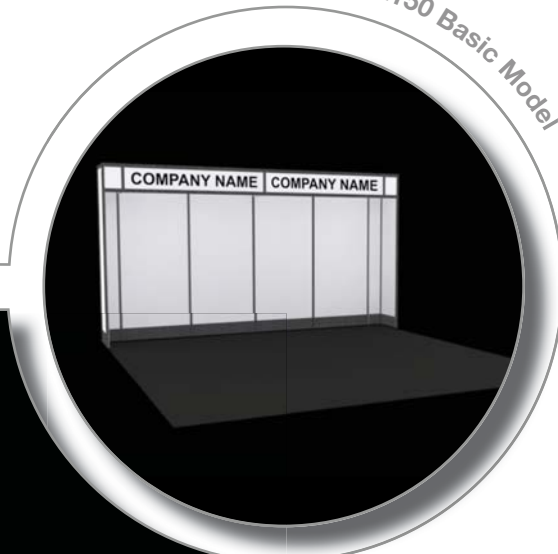
- Backlit Plexiglass Graphics
- Internal Lights
- Available as a Designer Version Only

# 8' High – 15' Wide Units

A150 Designer Model



A150 Basic Model

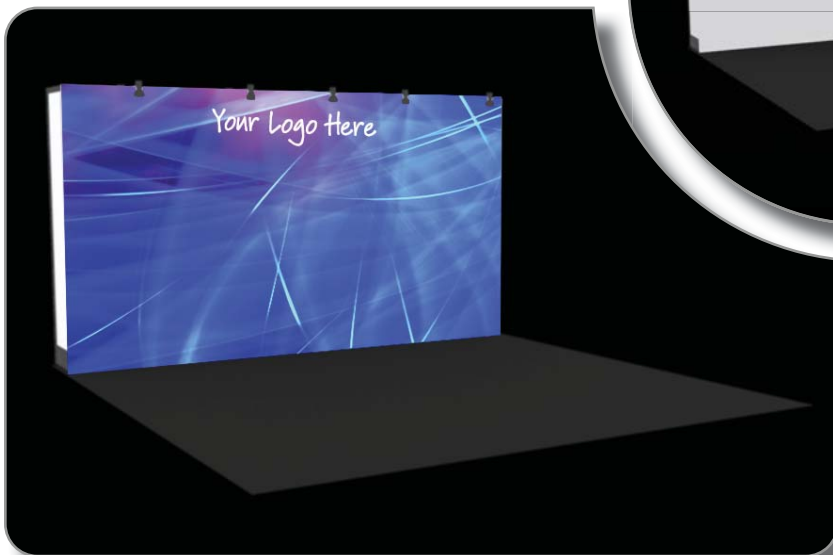


**Rental Includes:**

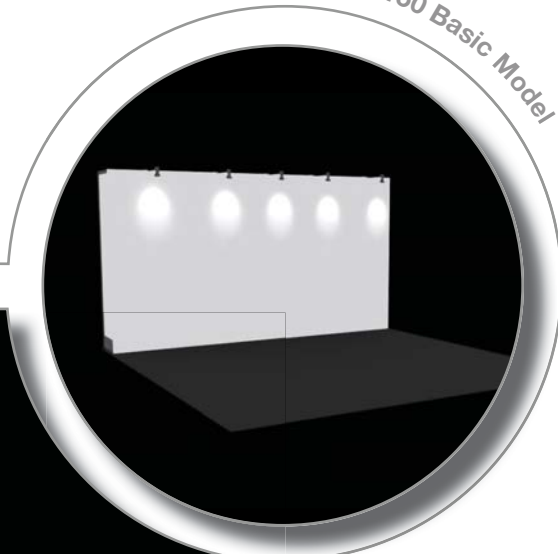
- 2 Headers (Custom Header Additional Cost)
- (4) Spot Lights
- Custom Graphics (Designer Only Option)

Refer to page 11 & 12 for various counters, shelves, and other accessories.

B150 Designer Model



B150 Basic Model



**Rental Includes:**

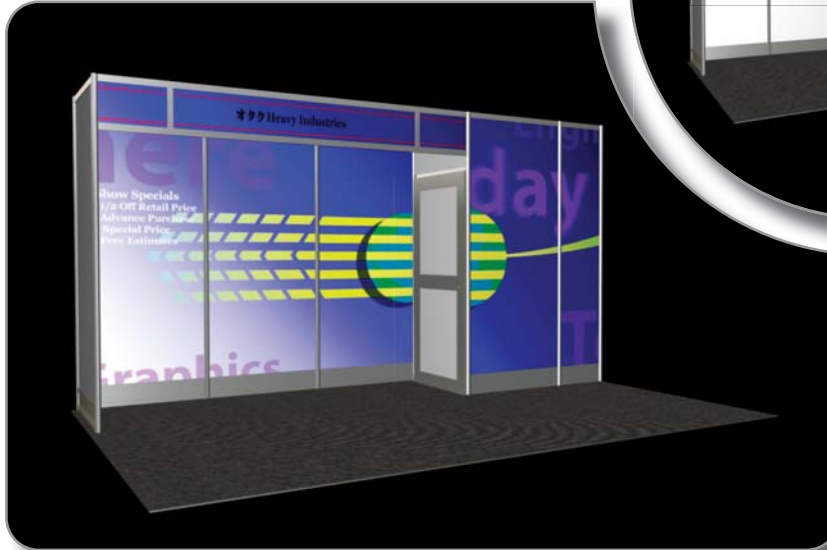
- Flat Surface Backwall
- (5) Spot Lights
- Custom Graphics (Designer Only Option)



# 8' High – 15' Wide Units

exhibit solutions

D150D Designer Model



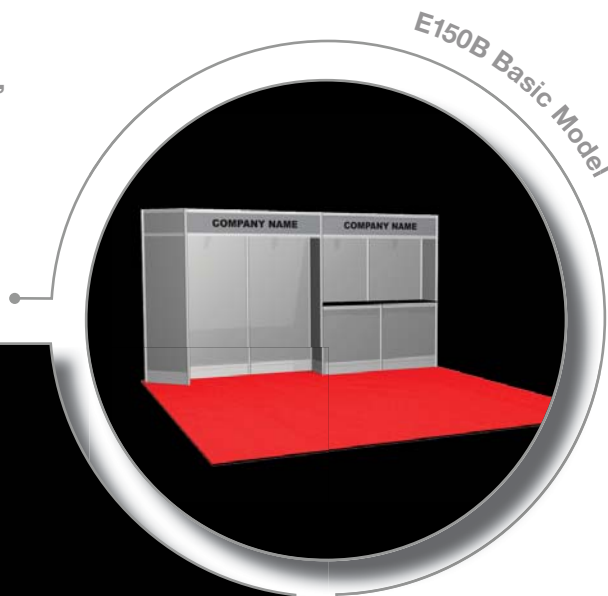
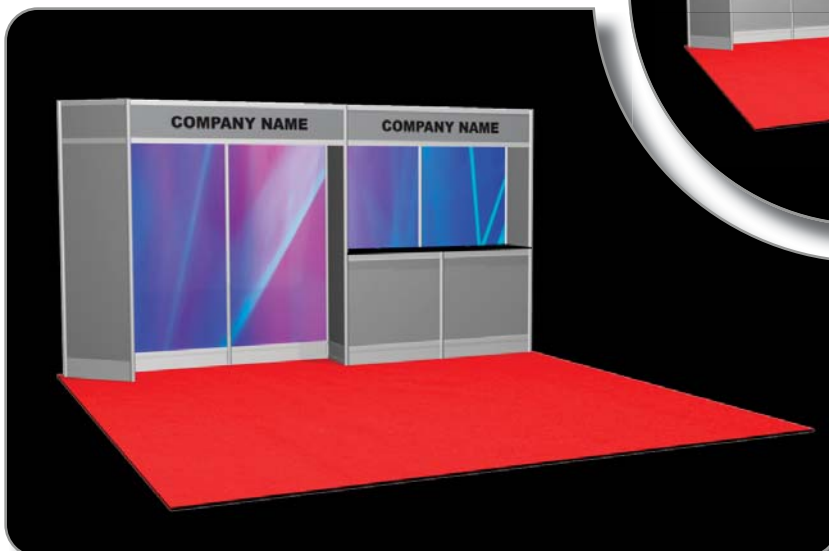
D150B Basic Model

**Rental Includes:**

- Header (Custom Header Additional Cost)
- (3) Spot Lights
- Storage Room
- Custom Graphics (Designer Only Option)

Refer to page 11 & 12 for various counters, shelves, and other accessories.

E150D Designer Model



E150B Basic Model

**Rental Includes:**

- (2) Headers (Custom Headers Additional Cost)
- (4) Spot Lights
- (2) Counters with storage
- Custom Graphics (Designer Only Option)

# 8' High – 20' Wide Units

exhibit solutions

B200B Basic Model



B200D Designer Model

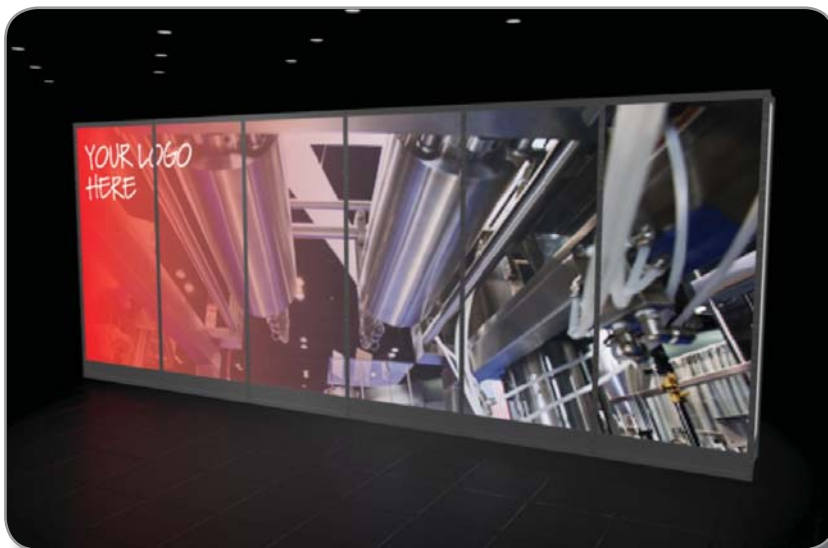


**Rental Includes:**

- Flat Surface Backwall
- (6) Spot Lights
- Custom Graphics (Designer Only Option)

Refer to page 11 & 12 for various counters, shelves, and other accessories.

F200 Designer Model



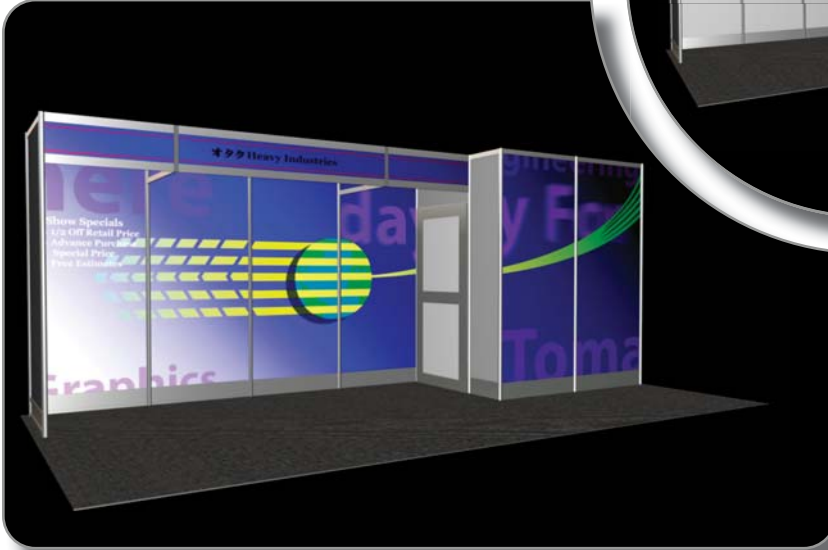
**Rental Includes:**

- Backlit Plexiglass Graphics
- Internal Lights
- Available as a Designer Version Only

# 8' High – 20' Wide Units

exhibit solutions

D200D Designer Model

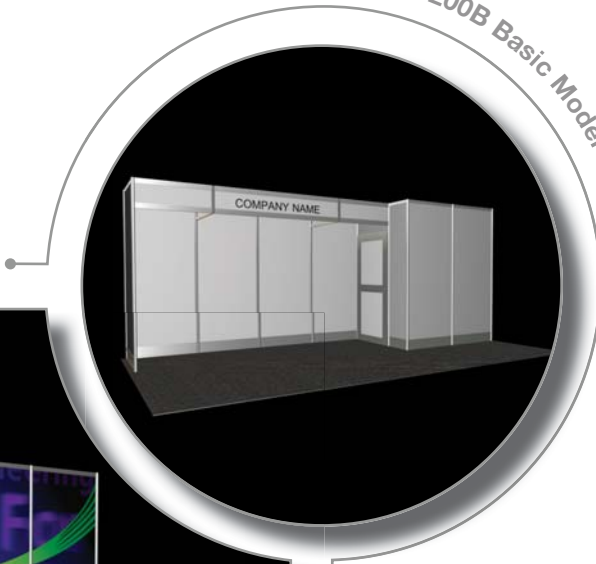


Refer to page 11 & 12 for various counters, shelves, and other accessories.

A200D Designer Model



D200B Basic Model



**Rental Includes:**

- Header (Custom Header Additional Cost)
- (4) Spot Lights
- Storage Room
- Custom Graphics (Designer Only Option)

A200B Basic Model



**Rental Includes:**

- Header (Custom Header Additional Cost)
- (6) Spot Lights
- (2) Counters with storage
- Custom Graphics (Designer Only Option)

# 12' High Options

C100 Designer Model (10' Wide)



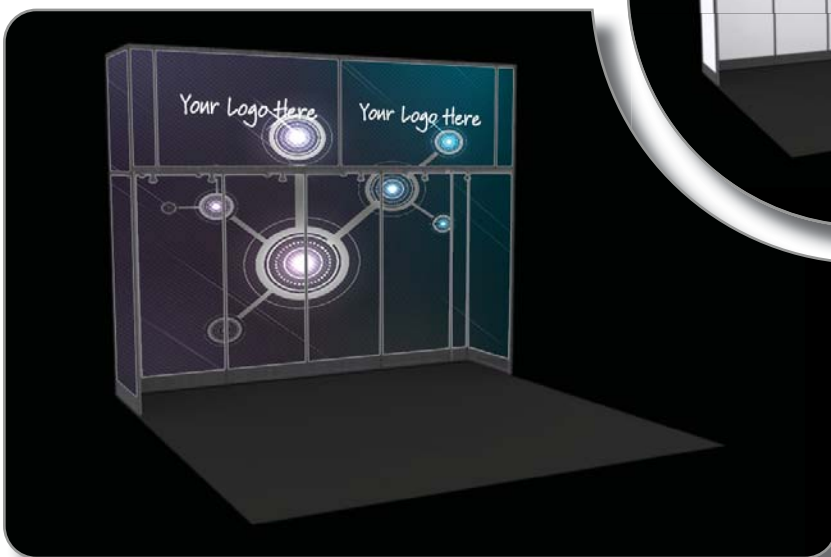
C100 Basic Model

**Rental Includes:**

- Header (Custom Header Additional Cost)
- (3) Spot Lights
- Custom Graphics (Designer Only Option)

Refer to page 11 & 12 for various counters, shelves, and other accessories.

C150 Designer Model (15' Wide)



C150 Basic Model

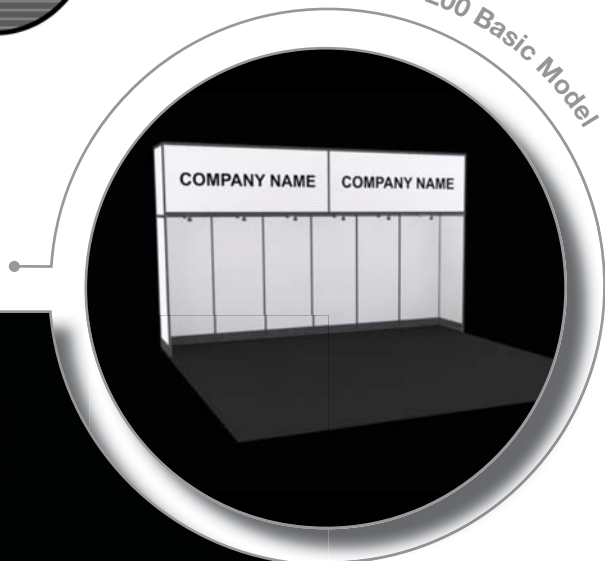
**Rental Includes:**

- 2 Headers (Custom Header Additional Cost)
- (4) Spot Lights
- Custom Graphics (Designer Only Option)

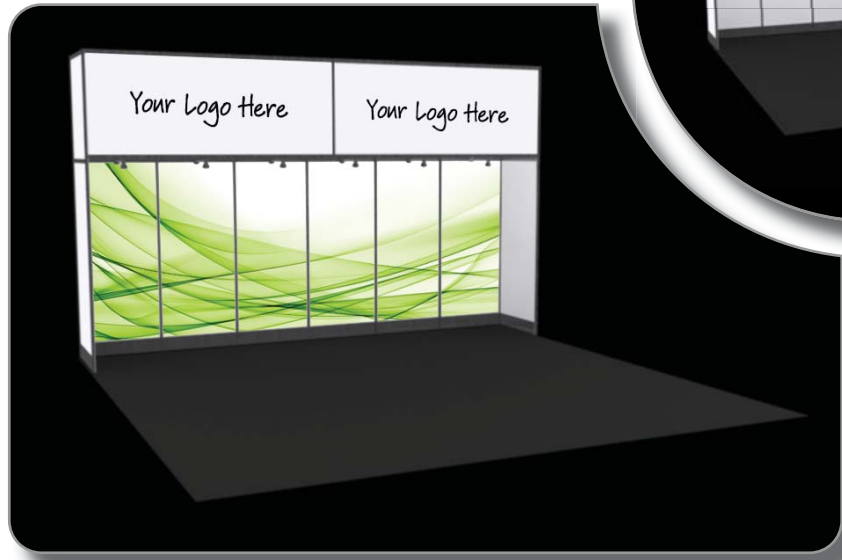
# 12' High Options

exhibit solutions

C200 Basic Model



C200 Designer Model (20' Wide)



**Rental Includes:**

- 2 Headers (Custom Header Additional Cost)
- (6) Spot Lights
- Custom Graphics (Designer Only Option)

Refer to page 11 & 12 for various counters, shelves, and other accessories.

## Custom Headers:

Add a custom graphic header to any booth rental for a fraction of the cost of a full designer option rental. Logos and company branding will add that custom look without breaking your budget. See order forms for pricing and contact your CAM to finalize your graphic look.

# Have your own idea?

We can help you design your own booth.

It's easy!

Configure a booth to meet your specific needs.

Our design department will bring it to life.



Using the same materials as the drawings in the previous pages, you can design your own booth layout. Reference the order form on the following pages, sketch out your idea and submit your order. Your Customer Account Manager will review the drawing for any questions and quote you a cost...it's that easy!

Once you approve the quote, a detailed drawing will be created and reviewed by a Modular Systems Expert. This expert will confirm the booth design is structurally sound and follows all Show Management

guidelines. The drawings are sent to you for one last review and you're done. The next time you see the design again will be when it's standing in your booth.

It's a quick and easy option providing exactly what you want at an affordable price. You design it, we build it. Order it today.

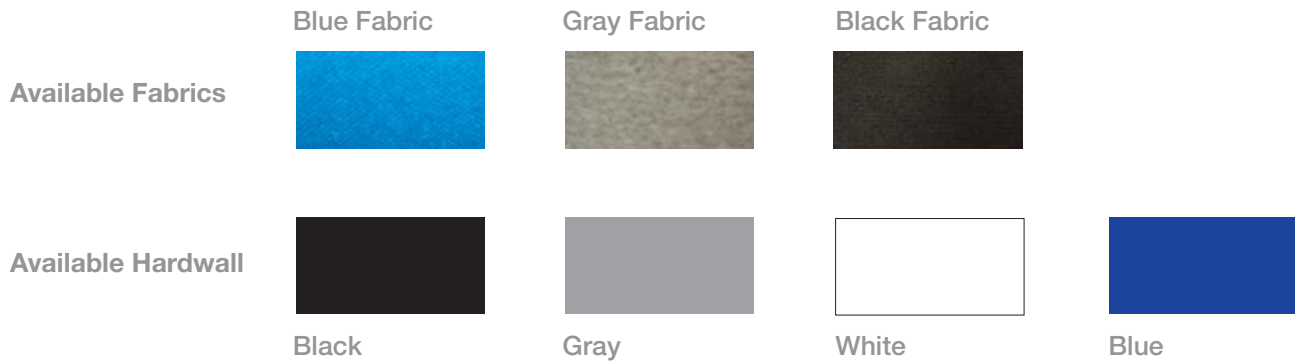


PACK Expo Services  
5931 W. Campus Circle Dr.  
Irving, TX 75063  
Ph: 972-751-9400

# Color Selections

exhibit solutions

Rental options and accessories can help attract attention on the show floor. Different panel and carpeting colors emphasize your marketing message. Shelving, credenzas, and display cases help you showcase the products or literature you want attendees to notice.



## Standard Header Font Styles

**Arial Black**

**Cooper Black**

**Times New Roman Bold**

**Castle T Bold**

Header fonts available in red, blue, and black.  
Custom headers are available.

# Accessories

exhibit solutions



**ACC11**  
Stem Light



**ACC33**  
Straight White Laminate Shelf  
Size: 39" wide x 12" deep



**ACC13**  
Straight White Laminate Shelf  
Size: 39" wide x 8" deep



**ACC14**  
Straight Black Laminate Shelf  
Size: 39" wide x 8" deep



**ACC15**  
Straight Clear Shelf  
Size: 39" wide x 8" deep



**ACC34**  
12" Straight Black Laminate Shelf  
Size: 39" wide x 12" deep

## ACC22

Information Station Credenza  
Size: 58 1/4" wide x 34 3/4" x 42" high  
Comes with lockable door.  
Black only.

## ACC23

Information Station Tower with  
Digital Graphics  
Size: 58 1/4" wide x 34 3/4" x 11' high  
Comes with lockable door.  
Black only.



ACC22

## ACC24

Freestanding Panel with  
Digital Graphics  
Size: 40" wide x 8' high





# Accessories

exhibit solutions

All accessories on this page (ACC1-ACC10) can be ordered with Digital Graphics and are available in your choice of fabric or hardwall color. Refer to the Color Selections page for examples of panel colors.



**ACC1**  
Curved Reception Counter with Open Back  
Size: 60 1/2" wide x 20" deep x 42" high  
Open back - no shelf or door.



**ACC6**  
Contemporary Credenza with Standoff Sign  
Size: 38" wide x 30" deep x 46" high  
Comes with lockable door and a shelf.



**ACC2**  
Essential Credenza  
Size: 40" wide x 30" deep x 42" high  
Comes with lockable door and a shelf.



**ACC8**  
Essential Pedestal  
Size: 30" wide x 30" deep x 42" high  
Pedestal only - closed back.



**ACC3**  
Cosmopolitan Credenza  
Size: 66" wide x 40" deep x 42" high  
Comes with lockable door and a shelf.



**ACC9**  
Reception Counter with Open Back  
Size : 78" wide x 20" deep x 42" high  
Open back - no shelf or door.



**ACC5**  
Contemporary Credenza  
Size: 38" wide x 30" deep x 46" high  
Comes with lockable door and a shelf.



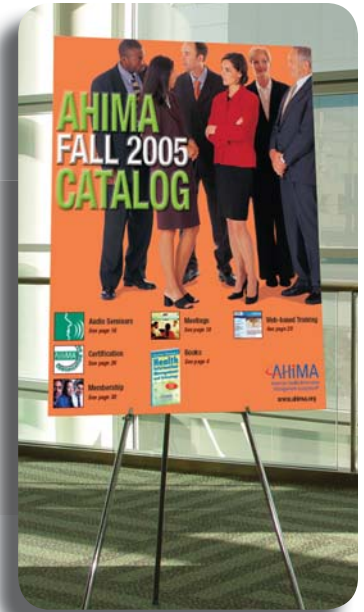
**ACC10**  
Essential Extended Credenza  
Size : 78" wide x 20" deep x 42" high  
Comes with lockable door and a shelf.

# Graphics

exhibit solutions

## Signs

In addition to the panels that line your exhibit, you might also need a specific sign promoting your latest product, announcing a giveaway, or an invitation to a demonstration. Popular sizes are 22"x 28" and 28"x 44"; these sizes work best on easels. Small signs measuring 7"x 11" are also great on tabletops. Large signs also can be made, measuring 40"x 60" or more.



## Headers

Each modular Rental Exhibit includes a standard header with your company name. When upgrading to a custom header, our design team can assist you in visually attracting the attention your booth deserves.



## Graphic Panels

Standard graphic panels can be created to fit any modular rental exhibit, or custom panels can be built. PES also offers backlit graphic panels. A perfect way to capture the attention of potential business.



## Banners

Another way to promote your company and your products are wide banners across your booth, or perhaps in a sponsored conference room. Vinyl, cloth, and foamcore banners are available at any size.





5931 West Campus Circle Drive  
Irving, Texas 75063  
Phone: (972) 751-9400  
Fax: (972) 751-9500  
www.packexpoeast.com



March 3-5, 2020  
Pennsylvania Convention Center  
Philadelphia, PA USA

## Portable Solutions FOR SALE

The Expo Group Exhibit Modular Solutions Division offers exhibitors a quick and cost effective solution to showcase your booth for trade show participation. **Please note items listed below are available for purchase, not rental. However, rental pricing is available for marked items (\*\*). Please contact your Customer Account Manager for details.**

**Installation and Dismantle labor is not included. To order labor, please see Labor forms.**

**Electrical service is not included. To order electrical service, please see Electrical Service form.**

	Item Number	Description	Qty	Price	Total
<b>1</b> Exhibit Backwalls	<b>All backwalls include the frame, fabric graphic, and travel bag.</b>				
	CMIL-00-002	10 ft. D5 Milan FlatWall**	X	\$2,720.75 =	
	CMIL-00-005	10 ft. D5 Milan Curve**	X	\$2,389.00 =	
	FAM-00-009	8 ft. Flat Fabric Mural w/ End Caps	X	\$1,616.75 =	
	FAM-00-010	10 ft. Flat Fabric Mural w/ End Caps	X	\$2,050.50 =	
<b>2</b> Light Boxes/ Towers	<b>All light boxes come with frame, fabric graphic, and rotomoulded wheeled case.</b>				
	10WRF100	10 ft. Single Sided Litex Frame 116" x 94"***	X	\$4,281.75 =	
	10BL115	10 ft. Double Sided Litex Frame 116" x 94" **	X	\$5,128.00 =	
	7WRF100	Single Sided Backlit Tower 30"w x 84"h**	X	\$1,715.00 =	
	7BL115	Double Sided Backlit Tower 30"w x 84"h**	X	\$2,599.50 =	
<b>3</b> Counters	<b>All counters include the frame, fabric graphic, and travel bag.</b>				
	CMIP-00-001	Curved Podium	X	\$1,066.25 =	
	BLC-00-002	Rectangular Counter w/ SilverGray Counter	X	\$ 871.75 =	
	BCS-05-004	Case to Counter (Full Oval Case and Counter Top)	X	\$ 417.25 =	
	BCS-02-004	Case to Counter Conversion (Full Oval Graphic Wrap Only)	X	\$ 184.75 =	
<b>4</b> Banner Stands	<b>All stands include the frame, fabric graphic, and travel bag.</b>				
	BSI-00-002	Single Sided Pull Up Banner	X	\$ 425.75 =	
	BTW-00-018	Single Sided Quickstand Banner (Non-Retractable)	X	\$ 336.50 =	

**Cancellation Policy:** A 50% penalty is charged for cancellations prior to 2/10/20. No refunds will be made thereafter.

### ADDITIONAL INFORMATION

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs, or special requests.

Exhibit Booth Rental orders requested on-site are subject to availability and may incur additional fees.

### CALCULATING YOUR TOTAL

Subtotal	_____
50% Expedite Fee if ordered after 2/10/20	_____
100% Expedite Fee if ordered after 2/17/20	_____
Add 8% Rental Tax	_____
<b>TOTAL</b>	_____

Exhibiting Company: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



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**Electrical service is not included. To order electrical service, please see Electrical Service form.**

Item Number	Description	Qty	Price	Total
<b>5</b> Hanging Signs	<b>All Signs include the frame, fabric graphic, harness kit, and traveling bag.</b>			
	CHHA-00-005	8' Single Sided Circular Hanging Sign**	X	\$2,953.00 =
	CHHA-00-006	8' Double Sided Circular Hanging Sign**	X	\$3,276.25 =
	CHHA-00-013	10' Single Sided Circular Hanging Sign**	X	\$3,522.75 =
	CHHA-00-014	10' Double Sided Circular Hanging Sign**	X	\$4,030.50 =
	CHHA-00-019	12' Single Sided Circular Hanging Sign**	X	\$4,239.25 =
	CHHA-00-020	12' Double Sided Circular Hanging Sign**	X	\$4,847.00 =
	CHSQ-00-003	8' Single Sided Square Hanging Sign**	X	\$3,589.25 =
	CHSQ-00-004	8' Double Sided Square Hanging Sign**	X	\$4,106.25 =
	CHSQ-00-005	10' Single Sided Square Hanging Sign**	X	\$4,338.25 =
	CHSQ-00-006	10' Double Sided Square Hanging Sign**	X	\$4,984.50 =
	CHSQ-00-007	12' Single Sided Square Hanging Sign**	X	\$5,112.25 =
	CHSQ-00-008	12' Double Sided Square Hanging Sign**	X	\$5,887.75 =
<b>6</b> Accessories	LRS-00-007	Literature Stand—includes stand & travel bag	X	\$ 535.75 =
	ELI-05-001	LED Light 150W Equivalent Spotlight (Silver)	X	\$ 169.25 =
	ELI-05-002	LED Light 150W Equivalent Spotlight (Black)	X	\$ 169.25 =

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ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs, or special requests.	Subtotal _____
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	100% Expedite Fee if ordered after 2/17/20 _____
	Add 8% Rental Tax _____
	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



## Portable Solutions

**Simple, yet impactful designs created and built just for you. Yours to own after the show, making them a terrific value. All options are:**

- Big Branding. Lots of creative space to show off your marketing message.
- Easy to set up and dismantle. Do it yourself, or hire labor to assist you.
- Lightweight. Saves money in shipping and material handling.
- Durable. Use them show after show and great for internal events too.
- Good Value. Well priced investment.

**Exhibit Backwalls**



**Light Boxes and Towers**



**Counters**



**Banner Stands**



**Hanging Signs**



**Accessories**



## Exhibit Backwall

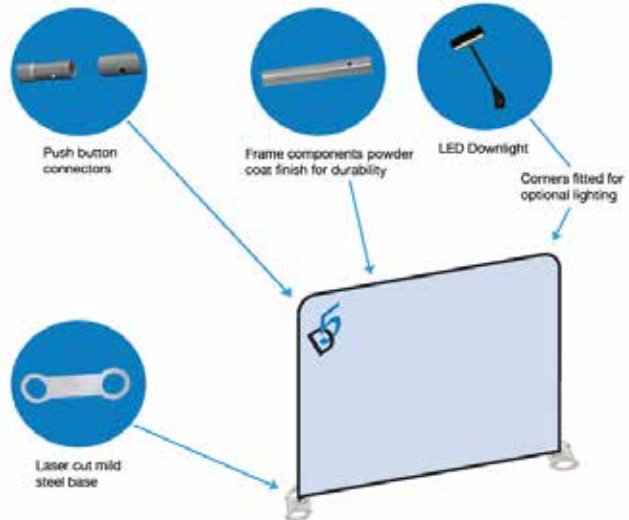
### D5 Milan FlatWall



#### D5 MILAN FLATWALL (CMIL-00-002)

Seamless photorealistic fabric graphic wall on a lightweight aluminum frame with push button fit connections. Graphic is pillow case fit with a zipper closure along the bottom. Assembly time approx 8 minutes. Travel bag included. Lighting options available.

Dimensions: 115" w x 88" h  
Weight: 29 lbs  
Packed size: 13" w x 13" d x 33" l



### D5 Milan Curve



#### CURVED BACKWALL (CMIL-00-005)

Seamless curved fabric graphic wall fitted on a lightweight aluminum frame with push button fit connections. Graphic is pillow case fit with a zipper closure along the bottom. Assembly time approx 8 minutes. Travel bag included. Lighting options available.

Dimensions: 114" w x 88" h  
Weight: 29 lbs  
Packed size: 13" w x 13" d x 33" l



## Exhibit Backwall

### 8ft Flat Fabric Mural with End Caps



#### 8FT FLAT FABRIC MURAL (FAM-00-009)

This portable billboard makes a big impression, with the end caps giving 3D depth. The high resolution fabric graphic velcro mounts to the frame and can be left attached for shipping at the end of the show. Assembly time approx 5 minutes. Travel bag included. Shipping case & lighting options available.

Dimensions: 88.5" w x 88.5" h  
Weight: 30lbs  
Packed size: 13" w x 13" d x 33" l



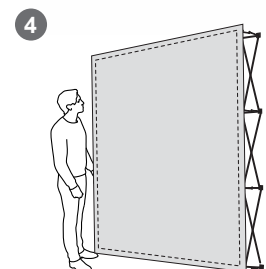
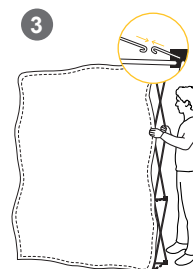
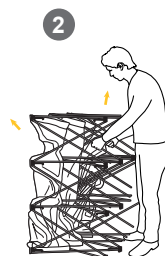
### 10ft Flat Fabric Mural with End Caps



#### 10FT FLAT FABRIC MURAL (FAM-00-010)

For an even bigger impact this display provides over 86 sq ft of image. The high resolution fabric graphic velcro mounts to the frame and can be left attached for shipping at the end of the show. Assembly time approx 5 minutes. Travel bag included. Shipping case & lighting options available.

Dimensions: 117" w x 88.5" h  
Weight: 35lbs  
Packed size: 13" w x 19" d x 33" l



## Light Boxes

### 10ft Light Box with frame (Single or Double Sided)



\* Light Box uses  
LED bright  
lighting

#### 10FT LIGHT BOX

Single Sided - (10 WRF 100)

Double Sided - (10 BL 115)

Our 10 foot wide LED lightboxes incorporate the latest trend in signage synonymous with deluxe brands and services. High-impact colors, sleek modular design and full custom capability empowers you to transform your design concepts into real life visual experiences. Internal LED Lighting maximizes visual impact of the graphic.

Dimensions: 116" w x 94" h

## Light Towers

### Back lit tower and frame (Single or Double Sided)



\* Light Tower  
uses LED bright  
lighting

#### BACK LIT TOWER

Single Sided - (7 WRF 100)

Double Sided - (7 BL 115)

Add an LED Lightbox Tower to your exhibit. The simple groove channel is great for retrofitting fabric graphics (either single or double sided) right on the tower framing. Simple change out graphics for future use. Perfect for those just needing a little extra boost to complete an exhibit area or define a space or message.

Dimensions: 30" w x 84" h



# Counters

## Curved Podium



Fabric wrap simply connects with rear zippers providing easy access for storage.

### CURVED PODIUM (CMIP-00-001)

Lightweight aluminum frame with a wrapped seamless full color graphic. Frame, graphic, counter top and travel bag included. Cable management for ipads, monitors ect. is optional.

Load Bearing Capacity: 200 lbs  
 Dimensions: 30" w x 39" h x 15" d  
 Weight: 15 lbs  
 Packed size: 13" w x 19" d x 33" l



## Rectangular Counter



### RECTANGULAR COUNTER (BLC-002)

Easy to set up pop up counter that combines good looks with strength. The full color fabric wrap attaches with velcro and can stay attached for shipping in its padded trolley bag with wheels.

The open back provides access to one storage shelf and laminated counter top in silver/gray.

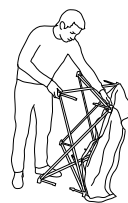
Load bearing: 75lbs  
 Dimensions: 41.75" w x 40" h x 15.75 d  
 Weight: 35 lbs  
 Packed size: 9" w x 17" d x 47" l



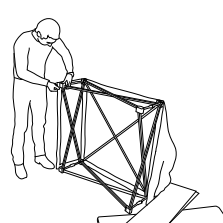
1



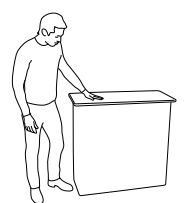
2



3



4



# Counters

## Case to Counter Conversion



### **CASE TO COUNTER CONVERSION (BCS-05-004)**

Our oval rotomoulded shipping case with wheels provides secure shipping for your lighting accessories D5 Milan or Fabric Mural display and can become a counter with a full fabric graphic wrap that simply slips over the case and has a laminated wood counter top insert.

Load Bearing Capacity: 100 lbs  
Dimensions: 22" w x 37.5" h x 12" d  
Weight: 18 lbs  
Packed size: 24" w x 16" d x 38" l



# Banner Stands

## Single Sided Pull Up Banner

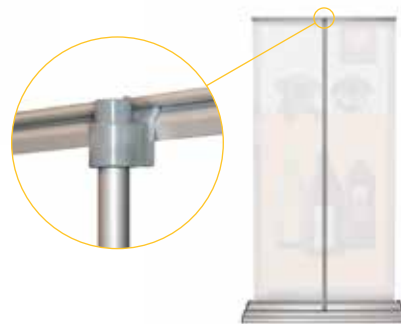


### PULL UP BANNER (BSI-00-002)

The sleek polished aluminum base unit provides all the stability for this stylish display. They can be used in pairs and threes to create back walls. The full color Poly Satin fabric graphic is included.

Simple to set up with a 3 part connected pole, the display comes complete with a durable padded travel bag that has a shoulder strap for carrying.

Dimensions: 33.5" w x 86" h  
Packed Weight: 13 lbs  
Packed size 9" w x 4" d x 36" l



Hook up to the top profile easily by inserting the end of the pole to the slot of the profile.

# Banner Stands

## Quick Stand

### QUICK STAND (BSQ-00-001)

The QuickStand is a non-retractable banner stand designed with simplicity and portability in mind. It travels well, making it perfect for all levels of marketing. Graphics are easily changed making this a great lightweight banner impact.

Dimensions: 35" w x 88" h

- ▶ Velcro graphics make it easy to exchange on the fly
- ▶ Simple to install
- ▶ Lightweight
- ▶ Telescopic pole to accommodate various heights



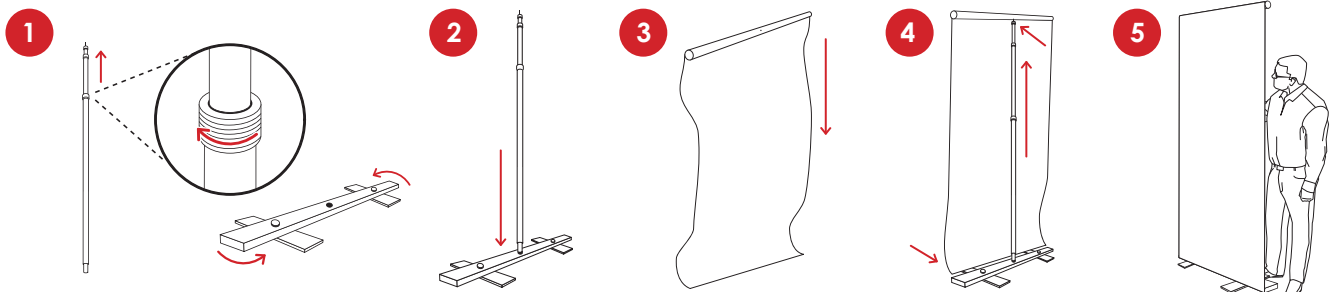
TRAVEL CASE



TOP BAR



BASE



## Hanging Signs

Aluminum frame structure with push fit connection top and bottom frames and simple allen key screws for the uprights. All components are powder coated for durability and to prevent marking of the graphic. The seamless full color fabric graphic can be printed one or both sides and have an integral internal light blocker to prevent any shadowing effects from overhead lighting. Every kit includes the frame, graphic, harness kit and travel bag. Assembly time 15 minutes.

### Circular Hanging Sign



#### CIRCULAR HANGING SIGN DIMENSIONS:

Circular Frame 96" w x 42" h      Hanging weight 38lbs  
**CHHA-00-005, 006**

Circular Frame 120" w x 42" h      Hanging weight 45lbs  
**CHHA-00-013, 014**

Circular Frame 144" w x 42" h      Hanging weight 53lbs  
**CHHA-00-019, 020**

### Square Hanging Sign



#### SQUARE HANGING SIGN DIMENSIONS:

Square Frame 96" w x 96" d x 42" h      Hanging weight 49lbs  
**CHSQ-00-003, 004**

Square Frame 120" w x 120" d x 42" h      Hanging weight 58lbs  
**CHSQ-00-005, 006**

Square Frame 144" w x 144" d x 42" h      Hanging weight 71lbs  
**CHSQ-00-007, 008**

## Accessories

### Literature Stand



#### LITERATURE STAND (LRS-00-007)

This brochure stand is simple to set up, just lift and snap the lock in place. To take down, squeeze to release the lock and it will effortlessly lower to the floor. Literature can even be left in the pockets when collapsed. Pockets are made from shatter resistant polycarbonate for durability.



The locking mechanism is fully engaged.

Disengage the locking mechanism by squeezing both ends.

### LED Milan Light



#### LED MILAN LIGHT (ELI-05-001) SILVER (ELI-05-002) BLACK

- ▶ 150W equivalent
- ▶ Cool to the touch
- ▶ Compliant with many show rules
- ▶ On/Off switch
- ▶ Fits wide variety of systems
- ▶ Available in black or silver

# The all-new Perspective™ Series from PACK EXPO Services



Exhibit  
Catalog



# Change your Perspective™

**The way you look at rental exhibits is about to change forever.**

The Perspective™ Series line of exhibit rentals for PACK EXPO Services offers you unmatched quality, price and flexibility to effectively and affordably meet your exhibit goals.

An exhibit rental can be a great choice if you are a new exhibitor, exhibit only occasionally, or change your look often. You can also add Perspective™ rental elements to your existing exhibit for a larger presence on the show floor.

The Perspective™ Series from PACK EXPO Services can provide you with the exhibits of all sizes and designs. With custom modular components, your exhibit can be built up to 12' in height and expanded to any width to fit your booth.

**No longer are you boxed into the same configuration.** Powered by the beMatrix system, these exhibit options have the look and design of a custom-build exhibit, while having the modularity and possibilities of a system.

The underlying structure is hardly visible, leaving more space for graphics and giving you a near-seamless design. Imagine: the polished look of custom for the price of a rental.

**It's time to change your rental exhibit Perspective™**







Enable close-up networking around fresh looking counters or launch your product demo to new heights with a sleek and curvy configuration. Every Perspective™ Series exhibit can be customized to your specific needs.

Pricing before the PACK EXPO discount deadline begins as low as \$3800 for 10'x10' units and includes backwall unit with custom graphics printing, along with counters and shelves as shown. Call your Customer Account Manager to discuss adding carpet, cleaning, furniture, electrical and AV services.

Questions? Contact Philip Ramirez at 972-580-9000 or [pramirez@packexposervices.com](mailto:pramirez@packexposervices.com)



PACK EXPO Services is offering several **NEW** options for your booth design that may suit your needs. However, if you are still uncertain on the best way to brand your company and product, give us a call or email [pes.custombooths@packexposervices.com](mailto:pes.custombooths@packexposervices.com). A PACK EXPO Custom Booth representative will work with you to design a custom rental booth specifically for you at a cost that will fit within your budget.

Here are the advantages to working with PES:



1. **Show Experience.** We are PES. We are familiar with the show, its special requirements, the facility, local personnel and show logistics. Other companies don't have this inside view and experience, which are invaluable to saving you money.
2. **Onsite Personnel.** Your booth team is onsite from move-in through move-out, and with you every step of the way.
3. **Shipping.** Several customers have already confirmed, which means that you will save money on shipping because we'll have multiple exhibits on our trucks.
4. **Access.** All the vendors, personnel, materials and show equipment are at your disposal, so any onsite change can be managed without worry. Only we can make you a VIP Exhibitor providing you with special attention throughout the show.
5. **Flexible Custom Exhibit Designs.** Showcase your products and services in a customized fashion, not with a package design you might see in your competitor's booth a few aisles over. Your objectives and your ROI remain at the top of our agenda.



**So, let us help you.** Call 972-751-9400 and ask for a PACK EXPO Custom Booth representative or email [pes.custombooths@packexposervices.com](mailto:pes.custombooths@packexposervices.com) for assistance. We look forward to working with you to save you time and money.

# SEEING IS BELIEVING

Quality graphics contribute significantly to the impact of your exhibit. With state-of-the-art design and printing capabilities, **PACK EXPO Services** brings your banners, signage, and exhibit graphics to life in a larger-than-life way. Our graphics products redefine “high definition,” which means your brand has never been seen like this before.

- Photo-quality / high-resolution printing on a variety of rigid and rolled material including honeycomb, foam, Polyfoam, PVC, acrylic, fabric, vinyl and mesh materials
- Grand Format printers provide high-resolution digital printing of single and double-sided banners in virtually any size
- Electronic file transfer, in-house printing, and company-wide procedure standardization allow us to control quality, cost and scheduling on a nationwide basis
- Extensive resources ensure that last minute repairs and replacements are handled efficiently as needed, no matter where your event may be located



## CREATING VISUAL EXCITEMENT

Quality graphics contribute significantly to the impact of your exhibit. Vivid colors and sharp images attract attention, build traffic, and communicate messages more effectively. **PACK EXPO Services** has invested in the latest printing technology and has the skills to provide you with the finest high-resolution digital graphic reproduction available.

## STATE-OF-THE-ART CAPABILITIES

**PACK EXPO Services** can provide four-color, photo-quality, high-resolution digital printing in virtually any size for banners, signage, exhibit graphics, and more.

## SUPERIOR QUALITY CONTROL

Electronic file transfer, in-house printing, and company-wide standardization of procedures allow us to control quality, cost and scheduling for our customers on a nationwide basis. Last minute repairs and replacements are handled efficiently through our nationwide resources.

## DEPTH OF RESOURCES

- 5M UV roll printers provide grand format, four-color, high-resolution digital printing of single and double-sided banners up to 16' wide and virtually any size with seams.
- 3M Dye Sublimation printers provide 10' fabric graphics that work perfectly in our SmartWall panel system.
- UV flatbeds print directly to a variety of ridged materials and offer a 100% recyclable graphic when using a cardboard substrate.
- **PACK EXPO Services** offers 100% recyclable substrates that can save you money and the environment.
- Large format Eco-Solvent printers produce high quality graphics for wall, carpet and window applications.
- 3M high speed digital cutters allow for precise cutting of multiple panel applications and also custom router graphic panels.
- Computer-aided graphic design & layout available for your assistance.

## REPRODUCTION AND INSTALLATION

- Suspended banners
- Accent graphic photo panels
- Large format signage and banners
- Logo reproduction
- Backlit displays and murals
- Four-color carpet image printing





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March 3-5, 2020  
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 Philadelphia, PA USA

## Graphics Information

**Discount Deadline:**  
**January 27, 2020**  
 (excludes labor)

### CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

Our goal is to provide you with the best possible quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images and proper color matching information and proofs to ensure accurate color reproduction.

## 1 Please Provide the Following When Submitting Art

**RASTER ART** (photos, logos containing any continuous tone images):

- Art submitted at 1:1 (100%), resolution should be no less than 60 dpi (100 dpi preferred)
- Art submitted at 2:1 (50%), resolution should be no less than 120 dpi (200 dpi preferred)
- Art submitted at 4:1 (25%), resolution should be no less than 240 dpi (400 dpi preferred)

**VECTOR ART:**

- Logos should be vector and have outlined fonts (if provided as bitmap, please use high-res images)

**FONT AND LINKS:**

- Supply all fonts used in your design (zip Mac fonts). If unsure how to collect fonts, convert them to outlines.
- Supply all links used in your document. Use packaging feature if available. If unsure how to collect links, embed them in the file when saving.

**COLOR:**

- If PMS color matching is required, please use original Pantone + Solid Coated swatches in your artwork. Modifying Pantone names will result in printing default color (CMYK).
- CMYK artwork will be produced "As Is". Our color output is balanced and vibrant.
- Convert RGB art to CMYK if possible.
- If you are sending Certified Color Proofs (Gracol, Swop, Fogra), please provide ICC file information used to print your samples. Best option would be to include ICC chart on your prints.

**ARTWORK IN THE STRUCTURE:**

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

## 2 Acceptable File Software

We are capable of working with both PC and MAC based software, and can accept art created with the ADOBE Creative Suite - Illustrator, InDesign and Photoshop.

Always provide the following:

- Native files with fonts and links (zipped)
- High-res PDF-X/4 exports of the files



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## 3 Acceptable File Types and Support Files

### NATIVE FILES:

- AI CLOUD (CC) file with Packaged supporting links and fonts. You may keep images linked but Packaging feature must be used.
- AI (CS6, CS5, CS4...) file with embedded links and outlined fonts.
- EPS file with embedded links and outlined fonts.
- INDD file with Packaged supporting links and fonts.

### PRINT FILES:

- High-res PDF-X/4 (preferred).
- AI with PDF content (choose this option when saving file).
- EPS files with embedded links and outlined fonts.

### RASTER OF BITMAP ART:

- Photoshop EPS (preferred, use 8-bit preview, Max. Quality JPG compression).
- PSD (make sure font layers are rasterized).
- TIFF, JPG (quality 8 and higher).

MAC users: Use Zip or Stuffit programs when submitting fonts other than OTF (Open Type Fonts).

## 4 Ways to Send Artwork

Files below 10 MB can be delivered via email. Larger files may be posted to PACK EXPO Services' FTP site. You may get the password and other needed information from your Customer Account Manager in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please contact your Customer Account Manager for assistance.



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**All Basic Graphics are  
 for purchase, not rental.**

## Basic Graphics

**Discount Deadline:  
 January 27, 2020  
 (excludes labor)**

To order your graphics, complete this order form and attach your sign copy or electronic file. Please see guidelines for electronic files on the previous page.

		Quantity	Advanced Price	Standard Price	Total
<b>1 Standard Sizes</b>	File conversion, retouching, cloning or color correcting may incur an additional labor charge of \$82.75 per hour.				
	7" x 11"	X	\$ 34.70	\$ 49.57	=
	7" x 22"	X	\$ 37.00	\$ 52.86	=
	9" x 44"	X	\$ 67.00	\$ 95.71	=
	11" x 14"	X	\$ 37.00	\$ 52.86	=
	14" x 22"	X	\$ 51.85	\$ 74.07	=
	14" x 44"	X	\$103.75	\$148.21	=
	20" x 60"	X	\$209.50	\$299.29	=
	22" x 28"	X	\$ 97.10	\$138.71	=
	28" x 44"	X	\$196.00	\$280.00	=
<b>2 Digital Graphics</b>	PACK EXPO Services has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities include four-color, photo-quality, high-resolution digital printing in virtually any size for banners, signage, exhibit graphics and more.				
	_____ L x _____ W = _____ sq. ft.				
	<ul style="list-style-type: none"> <li>• Round sq. ft. to next whole increment.</li> <li>• Minimum order of 9 sq. ft. (1296 sq. in.)</li> <li>• Double sq. ft. for double-sided graphics.</li> <li>• File conversion, retouching, cloning or color correcting may incur additional labor charges.</li> </ul>				
	Digital Graphics up to 80 sq. ft.	X	\$19.95/ sq. ft.	\$28.50/ sq. ft.	=
Digital Graphics over 80 sq. ft.	X	Call for quote	Call for quote	=	

**Cancellation Policy:** A 50% penalty is charged for cancellations prior to sign fabrication. No refunds will be made thereafter.

### ADDITIONAL INFORMATION

Please fill out the Graphics Details form on the following page and return with your order.

**A 10% Rush Fee will be added to the above standard rates for all signs ordered after Exhibitor Move-In has begun.**

### CALCULATING YOUR TOTAL

Basic Graphics Subtotal \_\_\_\_\_

Add 8% Sales Tax \_\_\_\_\_

**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



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 Pennsylvania Convention Center  
 Philadelphia, PA USA

# Graphics Details

**Discount Deadline:**  
**January 27, 2020**  
 (excludes labor)

## Graphics Details

Sign Layout:  Vertical  Horizontal

SPECIFY COPY AND LAYOUT BELOW

Background Color: \_\_\_\_\_

Lettering Color: \_\_\_\_\_

Size: \_\_\_\_\_

Backing Material:  Foamcore  Masonite  PVC  
 Plexi  Gatorfoam  Other: \_\_\_\_\_

**File Information:**

Electronic File Name: \_\_\_\_\_

Application: \_\_\_\_\_

PMS Colors: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

---



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Exhibiting Company: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



### 1 What is Material Handling?

Material handling (drayage) is the process of receiving your materials or equipment, either at the warehouse in advance of the show or at show site during move-in; delivering them to your booth; removing empty containers for storage during the show; returning the empty containers to your booth after the show; delivering your materials back to the dock; and loading them for outbound shipping.

Material Handling charges are calculated per one hundred pounds (100 pounds = 1 cwt).

Each shipment will be rounded up to the next higher cwt (i.e. A 245lb. shipment will be counted as 3 cwts). There is a minimum charge of 10 CWT.

### 2 Standard Material Handling

- All material handling charges for direct shipments are already included in your space rate regardless of weight or number of shipments, provided your shipments/trucks check-in at the PACK EXPO Services Marshalling Yard by 2:00 pm on your assigned-targeted move-in date and time.
- **This pre-paid fee also includes a one-time spot of equipment and display material. Any additional rigging or booth work will be done at the exhibitor's expense. Exhibitor must be in the booth in order to take advantage of the one-time spot.**
- Any freight which requires assembly, unskidding, uncrating, unbolting, stacking or special equipment for unloading (including 30,000 pound forklifts and cranes) and anything else which makes your machinery/freight non-show ready is **NOT** eligible for the one-time spot. Additional Rigging and Material Handling charges could apply — See forms in Section 3 for more details.
- All outbound material handling is included in the space rate and no overtime charges will apply.
- Special Assessment fees will only be applied in certain circumstances and they are defined below.

**NOTE: Special rate includes material handling for the Primary Exhibitor's display material and equipment only. Any additional product or equipment is subject to additional billing. Primary Exhibitor is defined as the exhibitor who signs the Exhibit Space Application and Contract.**

### 3 Special Assessment Fees

- A special assessment may apply to any inbound shipment which checks-in after 2:00 pm Monday through Friday, or any off target shipments received Saturday or Sunday. The fee is \$15.00 per hundred weight (cwt) with a \$150.00 minimum.
- A special assessment will apply to all advance warehouse shipments which includes:
  - ⇒ Unloading and storage
  - ⇒ Storage prior to move-in
  - ⇒ Reloading and delivery to show siteThe fee is \$15.00 per cwt with a \$150.00 minimum
- A special assessment will apply to any shipment returning to the warehouse at the conclusion of the show. The fee is \$15.00 per cwt, with a \$150.00 minimum.

### 4 Insurance

**It is understood that PACK EXPO Services is not an insurer. Insurance should be obtained by the exhibitor. It is suggested that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show. Please contact your CAM for further information.**

## 5 Liability

### Exhibitor Liability

- PACK EXPO Services has Right of Preference into and out of the building to prevent tie-ups and provide an orderly operation of the show.
- PACK EXPO Services shall not be responsible for damage to uncrated materials, improperly packed materials or concealed damage.
- PACK EXPO Services shall not be responsible for loss, theft, or disappearance of materials after same has been delivered to the exhibitor's booth.
- Empty container labels will be available at all PACK EXPO Services Desks. Affixing the labels is the sole responsibility of the exhibitor or their representatives. All previous labels should be removed or obliterated. PACK EXPO Services assumes no responsibility for:
  - ⇒ Error to above procedures.
  - ⇒ Removal of containers with old empty labels and PACK EXPO Services labels.
  - ⇒ Improper information on empty labels.
  - ⇒ Materials stored in containers with empty labels.
- PACK EXPO Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
- Claims for loss or damage must be submitted to PACK EXPO Services prior to the close of the Show. No suit or action shall be brought against PACK EXPO Services more than one (1) year after the accrual of the cause of action.
- Any claims regarding material handling services will be adjudicated on its own merits and shall not impact payment for any other services due.

### Shipping to PACK EXPO East 2020

- Shipments delivered or consigned direct to dock or warehouse address are subject to the following: PACK EXPO Services shall not be liable for loss, damage or delay due to fire, acts of God, strikes or causes beyond control. Furthermore, PACK EXPO Services' maximum liability is limited to \$0.30 per pound per article, with a maximum of \$50.00 per item or \$1,000.00 per shipment, while these goods and materials are in the warehouse or in vehicles during delivery to or from the convention facility.
- Collect shipments will NOT be accepted. Send freight pre-paid.
- NO LIABILITY IS ASSUMED for shipments without receipts, freight bills, or specific counts such as UPS or van lines.
- **TARGET TIME IS FOR CHECK-IN AT THE MARSHALLING YARD ONLY! Actual unloading can take many hours. PES is not liable for wait time charges for carriers.**

### Shipping from PACK EXPO East 2020

- To expedite removal of materials, PACK EXPO Services shall have authority to change designated carriers.
- Exhibitors have the responsibility of arranging for outgoing shipments.
- Make sure materials are properly crated and labeled before turning in Material Handling Agreement (MHA) to a Service Desk. This prevents shipping out empty crates.
- Acceptance of MHAs by a PACK EXPO Services Desk does not represent acceptance of counts on the MHA. All outgoing freight will be counted by designated carrier at the booth, notifying PACK EXPO Services of any adjustments. PACK EXPO Services is not responsible for security of exhibitor freight that is left unattended in the booth while waiting for the designated carrier.



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You can prepay for your estimated  
 Material Handling costs. Any  
 unused portion will be refunded.

## Material Handling Rates

Discount does not apply to  
 additional Material Handling Rates.

Use the following rates to estimate your special assessment fees. Use the grid provided on the bottom of the page to pre-pay for any expected fees. Material handling charges are calculated per one hundred pounds (100 pounds = 1 CWT) (i.e. A 245lb. shipment will be counted as 3 CWTs). There is a minimum charge of 10 CWT.

		Price	Minimum
<b>1</b> Advance Shipments to Warehouse	All inbound warehouse shipments	\$15.00/ CWT	\$150.00
	Returning to Warehouse - Materials returned to warehouse after the conclusion of the show	\$15.00/ CWT	\$150.00
	Receiving Dates: Monday, January 27, 2020 to Monday, February 24, 2020		
<b>2</b> Shipments Direct to Show-Site	Overtime - Any shipment arriving past 2:00 pm Monday - Friday or anytime on Saturday or Sunday (OFF TARGET ONLY*)	\$15.00/ CWT	\$150.00
	Returning to Warehouse - Materials returned to warehouse after the conclusion of the show	\$15.00/ CWT	\$150.00
	<i>*Overtime excludes any exhibitors with Saturday or Sunday targeted move-in dates.</i>		
<b>3</b> Accessible Storage	<b>AVAILABLE AT SHOW SITE ONLY -</b>		
	Based on amount of trailer space used.		
	Labor charges will apply (see Rigging Information and Labor Planning forms for labor rates):		
	<ul style="list-style-type: none"> <li>• Minimum 1 hour - In</li> <li>• 1/2 hour each time product is accessed</li> <li>• Minimum 1 hour - Out</li> </ul>		
	1 Skid (minimum order)	\$ 100.00	N/A
	1/8 Trailer	\$ 200.00	N/A
	1/4 Trailer	\$ 295.00	N/A
	1/2 Trailer	\$ 590.00	N/A
	3/4 Trailer	\$ 885.00	N/A
	Full Trailer	\$1,180.00	N/A
During show days storage will only be accessed before 9:00 am and after 5:00 pm (overtime rates will apply). During move-in and move-out storage may be accessed at any time. You will need to contact your CAM at a Service Center to clarify what delivery dates and times you will need. Typically a minimum of a 1/2 hour will be applied to your account each time you access your stored items.			

### CALCULATE YOUR ESTIMATED MATERIAL HANDLING SPECIAL ASSESSMENTS HERE

Number of CWT's (100 lbs. Rounded Up)	Applicable Rate	Amount
_____ X	_____ =	_____
_____ X	_____ =	_____
_____ X	_____ =	_____
Storage Amount	Estimated Labor	Amount
_____ +	_____ =	_____
_____ +	_____ =	_____
_____ +	_____ =	_____

Exhibiting Company: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



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March 3-5, 2020  
Pennsylvania Convention Center  
Philadelphia, PA USA

Exhibitor  
Information

# EXHIBITOR RIGHTS

## Exhibitor's Rights

### Exhibitors' Booths

- In exhibit booths, an Exhibitor or a full-time company representative(s) **may erect and teardown booths**. The use of hand tools, power tools, battery-operated tools and ladders up to 6' are permitted.
- In exhibit booths, an Exhibitor or a full-time company representative of the exhibitor's company **may hang signs or graphics**.

### Loading and Unloading

- Exhibitors **may load and unload** non-commercial automobiles, station wagons, mini-vans, SUV's, and non-commercially registered 4 wheel pick-up trucks or vans.
- Exhibitors **may use equipment**, including but not limited to, carts, dollies, luggage carriers, 4 wheel flatbed carts and 2 wheel hand trucks. The use of any motorized or hydraulic devices is prohibited.
- Exhibitors cannot unload from the dock.

### Computers/Audio Visual

- All full-time regular employees of Exhibitors shall be **permitted to connect their personal computers** (desktop and laptop), computer components and peripherals with no limitation for non-public uses.
- Exhibitors can install monitors and A/V equipment that is not rented as long as you are a full-time employee of the booth.

### Exhibits

- I & D Exhibits (not set by the Exhibitor) are installed and dismantled by Stagehands.

### Electrical

- An exhibitor can run cords within a booth along the drape line or behind a display. Taping across the floor is not permitted.
- Only electricians are allowed to run electrical cords under carpet/flooring. Exhibitors are not allowed to run electrical cords under carpet/flooring.
- All cords within the booth must be grounded 3-wire, 12-gauge UL cords.
- No household ungrounded 2-wire extension cords allowed.

### Florists

- All commercial deliveries must utilize union unload labor to deliver floral arrangements and plants to exhibitors and meeting rooms.
- Exhibitors and Customers using a non-commercial vehicle can load, unload and deliver plants to their designated areas.
- Exhibitors and Customers and their employees at the organization can load and unload their plants or floral arrangements in non-commercial vehicles, i.e. automobiles, station wagons, minivan, SUV, and non-commercially registered four-wheel pickup truck or van. They may use their own equipment, including but not limited to, carts, dollies, luggage carriers, flat-bed carts and two-wheel hand trucks. They may not use motorized or hydraulic devices.

***These rights apply to PCC Customers and Exhibitors only. A PCC Customer is any organization that has entered into a lease agreement for the use of our facility and a PCC Exhibitor is any entity that is exhibiting at an event held within our facility.***



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March 3-5, 2020  
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## Exhibitor Information

# Frequently Asked Question

### Loading and Unloading

#### **As an exhibitor, can I unload my own vehicle?**

- Yes, as long as it does not have commercial tags or lettering on the vehicle. Vehicles must unload at the bottom of the ramp. They cannot unload at the dock.

### Product

#### **Can we open boxes and stock our shelves?**

- Exhibitors and customers may open boxes, stock shelves, distribute and set product, set-up, place, plug in, and hang from hooks product and literature within the booth space. Exhibitors may perform work on their own display equipment after the initial set-up and/or for maintenance.

### Booth Set-Up

#### Install

#### **As an exhibitor, do I have the right to install flooring and displays in my booth?**

- Exhibitors can set-up and/or tear-down a booth as long as they are a full-time employee of the company.

#### **With the new rules in the building am I able to use a step ladder and a screw gun in my booth?**

- You are permitted to use ladders up to 6' and power tools (including battery operated).

#### **I will be exhibiting in a few months at the PCCA.. Is it ok for me to set up scaffolding and paint my booth?**

- Yes, as long as you are a full-time employee. Only one level of scaffolding is permitted.

#### **As an exhibitor, can I also work in my booth if I hire stagehands to install my booth?**

- Yes, as long as they are full-time employees of the company for more than 6 months and have an exhibitor badge.

#### **I am an exhibitor coming in for an event next month and I was wondering if I can set up my personally owned 40 inch monitor with DVD player?**

- Exhibitors can install monitors and A/V equipment that is not rented as long as you are a full-time employee of the booth.

### Electric

#### **As an exhibitor, can I set up my own computers?**

- Yes, exhibitors may set up personally owned computers that are not to be used for public use. In addition, all rented equipment must be set up by electricians.

#### **As an exhibitor, can I run my own cords within my booth?**

- An exhibitor can run cords within a booth along the drape line or behind a display. All cords must be grounded 3-wire, 12-gauge. Taping across the floor cannot be permitted.

#### **Can I disconnect my battery from a vehicle in my booth?**

- Batteries shall be disconnected and reconnected by electricians regardless of booth size.

# **PCC SAFETY GUIDELINES FOR EXHIBITORS** **WORKING IN BOOTHS**

1. A ladder up to 6 feet may be used in accordance with the manufacturer guidelines.
2. Power actuated tools, such as Hilti guns and gas filled nailers, may not be used under any circumstances.
3. The use of gasoline powered equipment is prohibited.
4. The use of one scaffolding section will be permitted, multi-tier scaffolding is not permitted.
5. Rigging of heavy objects is not permitted. Riggers would be required for such work.
6. The use of safety protection is required when needed, such as safety glasses, gloves, etc.
7. The use of hoists will not be permitted.
8. The use of a device with an open flame, such as a propane torch, is prohibited.
9. No smoking shall be permitted inside the facility.
10. Exhibit booths or displays may not block fire equipment.



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 Pennsylvania Convention Center  
 Philadelphia, PA USA

## Hanging Sign Information

RETURN FORMS BY January 27, 2020  
 Advance Warehouse Freight  
 Deadline: February 24, 2020

# REVISED HANGING SIGN RULES FOR 2020

## Booth Height Restrictions for in-line, aisle-to-aisle, peninsula and island booths:

- Booths under 599 sq. ft. are allowed a maximum height of 12' for all display material including logos and graphics. Hanging signs are NOT permitted.
- Booths 600 - 1,499 sq. ft. are allowed a maximum height of 14' for all display materials including logos, graphics and hanging signs.
- Booths 1,500 sq. ft. and over are allowed a maximum height of 18' for all display material including logos, graphics and hanging signs.

## Hanging Sign Approval and Labor

All exhibitors must have approval from PES to install a hanging sign. Follow the steps below to ensure your sign(s) are approved and that your labor is ordered correctly.

1. Determine the type of sign that is being hung. Depending on the classification of sign, different labor unions may be required for assembly and hanging (See labor types on the following forms).
2. Fill out and submit forms 14e-g to PACK EXPO Services for approval.

Email: PRamirez@packexposervices.com  
 Mail to:  
 PACK EXPO Services  
 5931 W. Campus Circle Drive  
 Irving, TX 75063  
 Attn: Phillip Ramirez

\_\_\_\_\_  
 Company Name      Booth Number

3. Once your sign has been approved, fill out and submit the appropriate labor order form for assembly and hanging (see forms 14h-l).
4. **To take advantage of the guaranteed Advanced Rate pricing, please refer to the specific guidelines listed on form 14c.**



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## Hanging Sign Information

RETURN FORMS BY JANUARY 27, 2020  
Advance Warehouse Freight  
Deadline: February 24, 2020

### Hanging Sign / Truss Labor Types

#### Simple Hanging Sign/Banner Labor

Non-electrical hanging items under 200 pounds. Examples include banners and pipe-and-fabric signage that does not have lighting or rotators.

- Assembly/disassembly and install/dismantle done by laborers through PES only. See page 14h for assembly and condor crew labor rates.
- Advance pricing may apply. See page 14h for details.
- Requires PRIOR approval by Show Management. **Requests must be submitted for approval by January 27, 2020.**

#### Complex/Electrical Hanging Sign Labor

Includes all electrical hanging signs and any non-electrical hanging sign 200 pounds or more in weight.

- Assembly/disassembly and install/dismantle for non-electrical signs done by laborers through PES only.
- Signs requiring electricity are assembled and disassembled, and installed and dismantled, by a PES Electrician condor crew only. Contact your CAM if you have questions regarding which labor to order.
- Advance pricing may apply. See page 14i for details.
- Drawings must be reviewed, signed and stamped by a licensed structural engineer to CERTIFY STRUCTURAL INTEGRITY AND SAFETY.
- Requires PRIOR approval by Show Management. Requests must be submitted for approval by January 27, 2020.
- Will require sign to be hung using a chain motor—PES personnel will install chain hoist and attach sign to the hoist.
- Rotators are available. Please see Form 14j for pricing.

#### Truss (hanging and ground-supported) and Hoist Rental and Labor

- Assembly and hanging for all truss is done by Electricians through PES only.
- PES personnel must operate all chain motors, including the final trim.
- PES personnel only will be allowed in aerial lifts.
- PES personnel only will be allowed to operate mechanized equipment.
- PES personnel must assemble and disassemble any and all overhead rigging. This includes, but is not limited to the assembly of all truss; the attachment and disassembly of light fixtures to truss; the installation and dismantle of power sources, programmable dimmable lighting packages, chain motors and span sets.
- PES personnel will provide installation and dismantle labor of self-climbing and/or mechanized truss systems.
- PES personnel must install and dismantle any programmable dimmable lighting fixtures that are attached to any ground-supported truss.
- PES Electricians will run all initial power sources and make all connections to the dimmable power sources.
- PES Stagehands install/dismantle all programmable dimmable lighting fixtures, video walls, audio, and projection.
- See page 14l for assembly and condor crew pricing.
- Exhibitors may rent truss and hoists from PES, bring in from an outside vendor, or supply their own.
- All truss must be from a recognized manufacturer. Manufacturer load specifications for your truss must be at show prior to rigging.
- All lamps and fixtures attached to the truss must be in good working order and in compliance to the National Electrical Code. Place your order for overhead electrical services on the *Electrical Services Order Form*.
- All hoists must be from a recognized manufacturer and must be in good working order.
- Requires PRIOR approval by Show Management. Requests must be submitted for approval by January 27, 2020.





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## Hanging Sign Information

**RETURN FORMS BY JANUARY 27, 2020**  
**Advance Warehouse Freight**  
**Deadline: February 24, 2020**

# All exhibitors must have prior approval from PACK EXPO Services to install a hanging sign. Complete forms 14e-g.

To ensure proper routing to the correct assembly and hanging crew tradesmen, please request labor for your sign using the following forms:

- Simple Hanging Signs - Form 14h
- Electrical / Complex Hanging Signs - Form 14i
- Truss and Hoist - Form 14j-l

All hanging sign labor requests must be submitted with a completed Structural Integrity Statement (Form 14e), Hanging Sign Information (Form 14f) and Hanging Sign Grid (Form 14g) or floor plan.

## 1 Important Information

Defined as any materials, including but not limited to, signs and machinery, which are hung from or attached to ceilings, exhibit structures or building supports. PES will be responsible for installation, assembly and removal of all hanging signs.

### **Non-Electrical Hanging Items Under 200 lbs.:**

- Assembly by PES.
- Hung by PES.
- Requires PRIOR approval by Show Management. **Requests must be submitted for approval by January 27, 2020.**

### **Any electrical hanging signs and any non-electric hanging sign 200 lbs. or more:**

- Assembled and hung by PES.
- Drawings must be reviewed, signed and stamped by a licensed structural engineer to CERTIFY STRUCTURAL INTEGRITY AND SAFETY.
- Requires PRIOR approval by Show Management. **Requests must be submitted for approval by January 27, 2020.**
- Will require sign to be hung using a chain motor.
- Rotators are available. Please contact your Customer Account Manager for information.

**Approval Procedures:** All requests for hanging items must be reviewed and approved PRIOR TO MOVE-IN by Show Management. Hanging item forms (**and stamped drawings when required**) must be sent to:

Email: PRamirez@packexposervices.com  
 Mail to:  
 PACK EXPO Services  
 5931 W. Campus Circle Drive  
 Irving, TX 75063  
 Attn: Phillip Ramirez

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

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

**FAILURE TO SECURE ALL LISTED APPROVALS MAY RESULT IN A SERVICE DELAY AT THE SHOW OR A REFUSAL TO HANG REQUESTED ITEMS.**



All exhibitors must have prior approval from PACK EXPO Services to install a hanging sign. Complete forms 14e-g.

## 2 Rules and Regulations

**These rules and regulations provide absolute limits which cannot be exceeded under any circumstances or conditions.**

1. The top of the hanging material may not exceed the height limitation specific to your booth type, building, and/or specific show rules.
2. All hanging items, regardless of size, should be constructed of lightweight materials to allow greater flexibility and ease of installation.
3. Fire Retardant regulations also apply to hanging items.
4. Hanging material pick-points must be pre-fabricated and ready for use.
5. The exact placement of any hanging items shall be determined by PACK EXPO Services to ensure minimum stress to the supporting framework and avoid contact with fire retardant beams.
6. No hanging items are to be hung from any electrical fixtures, raceways, water, gas, air, fire protection, communications lines, piping, supports or hangers.
7. All electrical and neon items must conform to the National Electrical Code and Local Electrical Code.
8. We reserve the right to refuse to hang any items that do not meet safety specifications. We will only hang items with approved hanging devices and cables that meet our hanging items guidelines.

## 3 Electrical General Information

**PES is responsible for supervision, installation and removal of all electrical hanging signs.** Supervision of the hanging of your sign will be accomplished by PES. If you wish to be present during installation, it is the responsibility of your company to have a representative available at the time of construction and installation of the hanging sign.

**Remember:**

1. All signs must be designed to comply with Show Management rules and regulations and facility limitations.
2. Make sure all signs have structurally engineered rigging points as well as blueprints displaying a current structural engineer's stamp.
3. Make sure your electrical hanging sign is in working order and in accordance with the National Electric Code. Place your order for electrical services and electrical labor on the Electrical Services Order Form.
4. Include exhibitor contact information with the order.
5. Include engineer-stamped assembly and hanging instructions with the order. PES accepts no liability for any work completed without such instructions, when required. Work is done at exhibitor's risk and exhibitor shall indemnify and defend PES and Show Management from any claims arising out of or related to the installation of any sign without approval drawings.
6. Setup instructions must be provided for signs needing assembly.
7. All electrical sign rigging must be approved by PES.

## 4 Pricing

**The guaranteed Advanced Rate will be applied rather than the Standard Rate if the following conditions are met:**

1. Hanging Sign is received at the advanced warehouse by 2/24/20
2. Hanging sign is separated and clearly marked with the specific hanging sign labels included in this manual
3. All required paperwork is submitted to PES (forms 14 e-g) prior to 1/27/20
4. Your hanging sign request has been approved for install by show management  
 \*\*\*\*If these conditions are met your sign will be hung by PES at the most convenient time based on schedule and freight congestion.

**Standard Rates will apply if any of the conditions listed above are NOT met or if you specifically request to be present to supervise your sign installation.**



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Philadelphia, PA USA

## Hanging Sign Information

**RETURN FORMS BY JANUARY 27, 2020**  
**Advance Warehouse Freight**  
**Deadline: February 24, 2020**

# PENNSYLVANIA CONVENTION CENTER RIGGING REGULATIONS

**Please carefully read these regulations. The Pennsylvania Convention Center will strictly enforce these rules.**

1. Any object over 200 lbs. or requiring chain motors must be submitted to PES for approval by the Pennsylvania Convention Center.
2. All rigging plans must be submitted to the Rigging Manager at PES 21 days prior to the start of rigging installation for group submittal to the PCC.
3. All rigging plans must state the structure of rigging, weights and an overlay of the rigging within your booth space. PES is required to reflect the plot plan for all booths on the overall ceiling plan for each show. The exhibitor will be charged \$130.00 per hour straight time to transfer the plot plan to the overall ceiling grid that PES is required to submit to the Pennsylvania Convention Center for approval. All files should be in DWG format. VectorWorks and PDF format files are not acceptable. Any conversion to DWG will be charged to the exhibitor at \$130.00 per hour straight time.
4. The exhibitor will provide the certifications for all hoist motor and rigging apparatus to the Director of Engineering upon request by the Pennsylvania Convention Center.
5. All special and unusual weights, motors apparatus or items not normally hung must obtain written permission from the Director of Engineering. Exceedingly large rigs that support abnormal loads, or non-uniform distribution of weight or hardware, may require (at the exhibitor's expense) plans that have been approved and stamped by a licensed engineer selected by the PCC.
6. Any weight load exceeding the pre-approved limits is subject to removal at the exhibitor's expense.
7. PES cannot hang any object prior to approval from the Director of Engineering or his/her representative.
8. Weight on the catwalks will not exceed over 25 pounds per square foot.
9. There will be no rigging under the catwalk structures.



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March 3-5, 2020  
 Pennsylvania Convention Center  
 Philadelphia, PA USA

# Structural Integrity Statement

RETURN FORMS BY JANUARY 27, 2020  
 Advance Warehouse Freight  
 Deadline: February 24, 2020

REQUIRED IF SUBMITTING A HANGING SIGN LABOR FORM

REQUIRED FORM

## STRUCTURAL INTEGRITY STATEMENT THIS FORM MUST BE RETURNED FOR ALL CEILING-HUNG STRUCTURES

\_\_\_\_\_, the contracted exhibitor at **PACK EXPO East 2020** and (if applicable) \_\_\_\_\_, the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release **PACK EXPO East 2020, PMMI, Pennsylvania Convention Center, PACK EXPO Services**, and their contractors and agents from any liability in connection with this structure, and agree to indemnify and hold harmless from any loss, damage or injury arising from this equipment.

**Exhibitor**, as a material part of the consideration to PACK EXPO Services for material handling and rigging services under this agreement, waives and releases all claims against PACK EXPO Services, its subsidiaries and affiliated companies, their directors, officers, employees and agents with respect to all matters pursuant to this agreement.

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Authorized Name: \_\_\_\_\_ Date: \_\_\_\_\_

Display House/Builder: \_\_\_\_\_  
 (if applicable)

Authorized Signature: \_\_\_\_\_

Authorized Name: \_\_\_\_\_ Date: \_\_\_\_\_

Onsite Booth Contact: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_



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On-site contact: \_\_\_\_\_  
 On-site Cell Number: \_\_\_\_\_

## Hanging Sign Details

RETURN FORMS BY JANUARY 27, 2020  
 Advance Warehouse Freight  
 Deadline: February 24, 2020

# 1 Signage Specifications

Invoicing for sign hanging will be done on actual time and materials used.

### Must Be Completed (Select one sign type per order)

A. Is PACK EXPO Services authorized to assemble and hang your sign before you arrive?  
 OK To Proceed       Wait For Exhibitor

B. Is your hanging sign electrical?  
 Yes       No  
 (If yes, please remember to order electricity for your hanging sign.)  
 Lighted       Rotary

C. **Type of Sign**  
 Banner  
 Grommets       Pockets       1-Sided       2-Sided  
  
 Structural  
 Wood       Systems       Metal  
 Other: \_\_\_\_\_  
  
 Theatrical Truss  
 Manufacturer: \_\_\_\_\_  
 Triangle - size \_\_\_\_\_" x \_\_\_\_\_"       Box - size \_\_\_\_\_ x \_\_\_\_\_"  
 # of Structural Pick Points \_\_\_\_\_      Load @ Each Point \_\_\_\_\_ lbs/

D. **Total # of Signs in Booth**  
 Electrical \_\_\_\_\_  
 Non-Electrical \_\_\_\_\_

E. **Dimension & Weight of Sign**  
 Height \_\_\_\_\_      Length \_\_\_\_\_  
 Width \_\_\_\_\_      Weight \_\_\_\_\_ lbs.

F. **Shape of Sign**  
 Rectangle       Square       Triangle       Circle  
 Other: \_\_\_\_\_

G. **Number of Feet From Floor to Top of Sign**  
 (Must be in compliance with Show Rules and Regulations)  
 14' (Maximum for booths 600 sq. ft. to 1,499 sq. ft.)  
 18' (Maximum for booths 1500 sq. ft. and over)  
 Custom Height: \_\_\_\_\_ Feet  
 (Check above if you want your sign hung **lower** than the maximum height allowed.)

H. **Does Your Sign Require a Chain Motor?**  
 Yes       No

I. **Is Your Sign Fireproof?**  
 Yes       No

J. **Does Your Sign Require Assembly?**  
 (Please include detailed instructions with your request)  
 Yes       No

Exhibiting Company: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
 Date: \_\_\_\_\_



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On-site Contact: \_\_\_\_\_  
 On-site Cell Number: \_\_\_\_\_

## Hanging Sign Details

RETURN FORMS BY JANUARY 27, 2020  
 Advance Warehouse Freight  
 Deadline: February 24, 2020

### 2 Signage Location

**Must Be Completed** \*Please also review complete Rules and Regulations for the show.

Using the diagram below to represent your booth, indicate how far in from each boundary you would like your sign placed. Please fill in the booth numbers of all neighboring booths. (Placement subject to approval by Show Management. Please note Rules & Regulations prior to submitting this form).

Aisle or Booth # \_\_\_\_\_ (Back of Booth)  
 \_\_\_\_\_ Feet in from back aisle

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
20																						20
19																						19
18																						18
17																						17
16																						16
15																						15
14																						14
13																						13
12																						12
11																						11
10																						10
9																						9
8																						8
7																						7
6																						6
5																						5
4																						4
3																						3
2																						2
1																						1
0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		

Aisle # \_\_\_\_\_ (Front of Booth)  
 \_\_\_\_\_ Feet in from front aisle

Adjacent Booth# \_\_\_\_\_  
 \_\_\_\_\_ Feet from left aisle

Adjacent Booth# \_\_\_\_\_  
 \_\_\_\_\_ Feet from right aisle

↑ Feet Back

→ Feet Over

### 3 Inbound Shipping Information

Carrier: \_\_\_\_\_ Phone: ( ) - \_\_\_\_\_  
 Date to Arrive at Warehouse: \_\_\_\_\_  
 \*Must arrive at the advance warehouse by 2/24/20 to secure Advanced labor rate. See Forms 14a-14h.

### 4 Outbound Shipping Information

Ship To: \_\_\_\_\_  
 \_\_\_\_\_  
 Carrier: \_\_\_\_\_ Phone: ( ) - \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
 Date: \_\_\_\_\_



March 3-5, 2020  
Pennsylvania Convention Center  
Philadelphia, PA USA

# *RUSH HANGING OVERHEAD SIGN*

To: \_\_\_\_\_

(EXHIBITOR)

\_\_\_\_\_  
(BOOTH #)

## **PACK EXPO Services**

c/o Marano Trucking  
9820 Bluegrass Road  
Philadelphia, PA 19114

**Name of Convention:  
PACK EXPO East 2020**

**Do NOT Deliver Prior to January 27, 2020  
Must Arrive by February 24, 2020**

Carrier: \_\_\_\_\_ No. Pieces \_\_\_\_\_



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March 3-5, 2020  
 Pennsylvania Convention Center  
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# Simple Hanging Sign Labor

Use this form for hanging banners and signs under 200 lbs., that do not require electricity. Advance Rates apply only if the sign arrives at the Advance Warehouse by 2/24/20.

## ARRANGING FOR THE HANGING OF SIGNAGE

Additional charges will be calculated based on the information below as well as the number of rigging points.

Materials necessary for installing the signs will be billed accordingly.

PLEASE SHIP ALL SIGNS TO THE ADVANCE WAREHOUSE ADDRESS, SEPARATED AND CLEARLY MARKED AS A HANGING SIGN (MUST USE THE SHIPPING LABELS IN SECTION 7).

			Advanced Price	Standard Price
<b>1</b> Simple Hanging Sign Labor	Install/Dismantle	2 man condor crew	\$675.00	\$840.00
	Install/Dismantle	Additional Assembly - ST	\$150.50	\$150.50
	Install/Dismantle	Additional Assembly - OT	\$229.35	\$229.35
	Install/Dismantle	Additional Assembly - DT	\$300.90	\$300.90

**Advanced Rates Apply:** If your sign is approved by show management and has arrived at the advance warehouse and forms 14e-g are submitted prior to January 27, 2020, your sign will be hung by PES at the most convenient time which may be before your company's official target move-in date.

**Standard Rates Apply:** In the event that the order and sign are not received at the advance warehouse by February 24, 2020, the standard rates will apply. The sign will be assembled and hung when equipment and labor become available and any freight congestion is resolved. PES will begin the assembly and hanging of signs as soon as the hall is accessible.

Set-up instructions must be provided for signs.

For exhibitors wishing to be present to supervise the installation of your hanging sign, Standard Rates will apply. It will be the responsibility of your company to have a representative available at the time of construction and installation of the hanging sign. Please fill out Exhibitor Supervised below.

**Suspended Sign and Assembly Labor will be charged a minimum of one hour of installation with half hour increments thereafter. Dismantle of Suspended Sign services will be billed on actual hours. All materials needed for the rigging of sign elements supplied by PES will also be billed on actual usage.**

## EXHIBITOR SUPERVISED ONLY (Standard Rates will Apply)

Procedure	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

## EQUIPMENT AND 2 MAN CREW

Minimum: (1) hour

Straight Time: Monday through Friday, 8:00 am to 4:30 pm

Overtime: Monday through Friday, Before 8:00 am and After 4:30 pm; All day Saturday

Double Time: All day Sunday and Holidays

Crew Size: Minimum of 2 man crew under normal circumstances. However, at PES discretion, based on scope of work and safety, 3 or more men may be required.

Pennsylvania Convention Center will require at least one motorized hoist installed by electricians for signs weighing over 200lbs.

The Hanging Sign Details forms (Forms 14f-g) must be completed in order to learn more about the hanging sign.

## ADDITIONAL INFORMATION

All signs must be approved by Show Management to be hung. Signs without approval will **NOT** be hung.

## CALCULATING YOUR TOTAL

TOTAL \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_

**14h**





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March 3-5, 2020  
 Pennsylvania Convention Center  
 Philadelphia, PA USA

# Electrical/Complex Hanging Sign Labor

Use this form for signs over 200 lbs. and any sign that requires electrical services. Advance Rates apply only if the sign arrives at the Advance Warehouse by 2/24/20.

## ARRANGING FOR THE HANGING OF SIGNAGE

Additional charges will be calculated based on the information below as well as the number of rigging points.

Materials necessary for installing the signs will be billed accordingly.

PLEASE SHIP ALL SIGNS TO THE ADVANCE WAREHOUSE ADDRESS, SEPARATED AND CLEARLY MARKED AS A HANGING SIGN (MUST USE THE SHIPPING LABELS IN SECTION 7).

			Advanced Price	Standard Price
<b>1</b> Electrical/Complex Hanging Sign Labor	Install/Dismantle - ST	2 man condor crew	\$675.00	\$840.00
	Install/Dismantle - ST	Additional Assembly (Electrical)	\$167.20	\$167.20
	Install/Dismantle - OT	Additional Assembly (Electrical)	\$250.80	\$250.80
	Install/Dismantle - DT	Additional Assembly (Electrical)	\$334.40	\$334.40

**Advanced Rates Apply:** If your sign is approved by show management and has arrived at the advance warehouse and forms 14e-g are submitted prior to January 27, 2020, your sign will be hung by PES at the most convenient time which may be before your company's official target move-in date.

**Standard Rates Apply:** In the event that the order and sign are not received at the advance warehouse by February 24, 2020, the standard rates will apply. The sign will be assembled and hung when equipment and labor become available and any freight congestion is resolved. PES will begin the assembly and hanging of signs as soon as the hall is accessible.

Set-up instructions must be provided for signs needing assembly.

For exhibitors wishing to be present to supervise the installation of your hanging sign, Standard Rates will apply. It will be the responsibility of your company to have a representative available at the time of construction and installation of the hanging sign. Please fill out Exhibitor Supervised below.

**Suspended Sign and Assembly Labor will be charged a minimum of one hour of installation with half hour increments thereafter. Dismantle of Suspended Sign services will be billed on actual hours. All materials needed for the rigging of sign elements supplied by PES will also be billed on actual usage.**

## EXHIBITOR SUPERVISED ONLY (Standard Rates will Apply)

Procedure	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

## EQUIPMENT AND 2 MAN CREW

Minimum: (1) hour

Straight Time: Monday through Friday, 8:00 am to 4:30 pm

Overtime: Monday through Friday, Before 8:00 am and After 4:30 pm; All day Saturday

Double Time: All day Sunday and Holidays

Crew Size: Minimum of 2 man crew under normal circumstances. However, at PES discretion, based on scope of work and safety, 3 or more men may be required.

Pennsylvania Convention Center will require at least one motorized hoist installed by electricians for signs weighing over 200lbs.

The Hanging Sign Details forms (Forms 14f-g) must be completed in order to learn more about the hanging sign.

## ADDITIONAL INFORMATION

## CALCULATING YOUR TOTAL

All signs must be approved by Show Management to be hung. Signs without approval will **NOT** be hung.

TOTAL \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



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March 3-5, 2020  
 Pennsylvania Convention Center  
 Philadelphia, PA USA

# Truss and Hoist

No Discount Applies

## 1 Truss and Hoist Information

PES is responsible for supervision, assembly, installation, and removal of all truss. If you wish your representative to be present during the assembly, installation and removal of your truss, please check the appropriate box on the Hanging Sign/Truss Order Form.

Remember:

1. All truss must be designed to comply with Show Management rules and regulations and facility limitations.
2. All truss must be from a recognized manufacturer. Manufacturer load specifications for your truss must be at show site prior to rigging.
3. Climbing on truss is strictly prohibited.
4. All lamps and fixtures to be attached to truss must be in good working order and in compliance with the National Electrical Code. Place your order for electrical services and electrical labor on the Electrical Services Order Form.
5. All hoists must be from a recognized manufacturer and must be in good working order.
6. Hoist maintenance records should be available for inspection by PES.

Description		Quantity	Price	Total	
1 Truss and Motor Rental	Standard Motor Rental (1/2 Ton)	X	\$385.00	=	
	Rotating Motor Rental	X	\$275.00	=	
	12" Silver Truss - 10' Long	X	\$110.00	=	
	12" Silver Truss - 8' Long	X	\$ 99.00	=	
	12" Silver Truss - 5' Long	X	\$ 77.00	=	
	12" Silver Truss - 4' Long	X	\$ 77.00	=	
	12" Silver Truss - 2' Long	X	\$ 77.00	=	
	12" Silver Truss - Corner Blocks	X	\$110.00	=	
	20.5" Silver Truss - 10' Long	X	\$132.00	=	
	20.5" Silver Truss - 8' Long	X	\$132.00	=	
	20.5" Silver Truss - 5' Long	X	\$ 99.00	=	
	20.5" Silver Truss - Corner Blocks	X	\$132.00	=	
	<i>Black Truss available at an additional cost.</i>				

**\*Additional Rental Items are available. Please contact your Customer Account Manager (CAM) with specific needs to secure a rental quote.**

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
All signs must be approved by Show Management to be hung. Signs without approval will <b>NOT</b> be hung.	Subtotal _____
	Add 8% Rental Tax _____
	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
 Date: \_\_\_\_\_



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 Pennsylvania Convention Center  
 Philadelphia, PA USA

# Truss and Hoist Hanging Labor

Use this form for hanging truss rental and labor.  
 Advance Rates apply only if the sign arrives at the Advance Warehouse by 2/24/20.

## ARRANGING FOR THE HANGING OF SIGNAGE

Additional charges will be calculated based on the information below as well as the number of rigging points.

Materials necessary for installing the signs will be billed accordingly.

PLEASE SHIP ALL SIGNS TO THE ADVANCE WAREHOUSE ADDRESS, SEPARATED AND CLEARLY MARKED AS A HANGING SIGN (MUST USE THE SHIPPING LABELS IN SECTION 7).

		Advance Rate	Standard Rate
<b>1</b>	Truss and Hoist Labor		
	STAGEHAND-Install/Dismantle 2 Man Condor Crew	\$675.00	\$840.00
	STAGEHAND-Install/Dismantle Additional Assembly - ST	\$150.50	\$150.50
	STAGEHAND-Install/Dismantle Additional Assembly - OT	\$229.35	\$229.35
	STAGEHAND-Install/Dismantle Additional Assembly - DT	\$300.90	\$300.90

**Advanced Rates Apply:** If your sign is approved by show management and has arrived at the advance warehouse and forms 14e-g are submitted prior to January 27, 2020, your sign will be hung by PES at the most convenient time which may be before your company's official target move-in date.

**Standard Rates Apply:** In the event that the order and sign are not received at the advance warehouse by February 24, 2020, the standard rates will apply. The sign will be assembled and hung when equipment and labor become available and any freight congestion is resolved. PES will begin the assembly and hanging of signs as soon as the hall is accessible.

Set-up instructions must be provided for signs needing assembly.

For exhibitors wishing to be present to supervise the installation of your hanging sign, Standard Rates will apply. It will be the responsibility of your company to have a representative available at the time of construction and installation of the hanging sign. Please fill out Exhibitor Supervised below.

**Suspended Sign and Assembly Labor will be charged a minimum of one hour of installation with half hour increments thereafter. Dismantle of Suspended Sign services will be billed on actual hours. All materials needed for the rigging of sign elements supplied by PES will also be billed on actual usage.**

## EXHIBITOR SUPERVISED ONLY (Standard Rates will Apply)

Procedure	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

Describe work to be done: \_\_\_\_\_

## EQUIPMENT AND 2 MAN CREW

Minimum: (1) hour

Straight Time: Monday through Friday, 8:00 am to 4:30 pm

Overtime: Monday through Friday, Before 8:00 am and After 4:30 pm; All day Saturday

Double Time: All day Sunday and Holidays

Crew Size: Minimum of 2 man crew under normal circumstances. However, at PES discretion, based on scope of work and safety, 3 or more men may be required.

Pennsylvania Convention Center will require at least one motorized hoist installed by electricians for signs weighing over 200lbs.

The Hanging Sign Details forms (Forms 14f-g) must be completed in order to learn more about the hanging sign.

## ADDITIONAL INFORMATION

## CALCULATING YOUR TOTAL

All signs must be approved by Show Management to be hung. Signs without approval will **NOT** be hung.

TOTAL \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_

**14k**

## 1 Advance Planning

1. Rigging crews with forklifts or cranes should be ordered in advance to uncrate, unskid, position and reskid heavy machinery.
2. Millwrights should be ordered in advance to assemble machinery, conveyors and machinery parts, as well as for the leveling of machinery and conveyors.
3. **Crews do not need to be ordered to unload and reload inbound and outbound freight carriers.**
4. **Crews should not be requested for installation until your heavy equipment has been unloaded. For example: If your equipment is scheduled to be unloaded between 7:00 am and 12:30 pm on your assigned target date, you should not approximate your need for a rigging crew prior to 12:30 pm on that day.**
5. You should provide any special rigging equipment that may be needed to pick, uncrate or assemble your machinery, i.e. special picking bars, rolled steel shafts, special length slings, tested chains, etc. Make sure this equipment is on the back-end of the first truck to be unloaded.
6. Plan the layout of your machinery before you come to the show.
7. **Rigging crews will remove and return machinery crates and skids as part of fulfilling rigging labor orders placed by exhibitors.**

## 2 On-Site Execution

1. Rigging crews and millwrights ordered in advance for installation and dismantling of heavy machinery should be reconfirmed upon arrival to the exhibit hall at the Exhibitor Service Desk.
2. Union laborers are ordered by PACK EXPO Services prior to 2:30 pm daily for the next day. Therefore, you should place your order, or reconfirm your existing order at one of the PES Service Centers prior to 2:00 pm of the day preceding your need for a labor request.
3. You should provide any special tools, i.e. sock and allen wrenches, metric tools, etc. Riggers only carry a twelve-inch crescent wrench, knife and ruler.
4. Union laborers work according to the following schedule:
  - If you order crews for 8:00 am, they should be in your booth by 8:10 am.
  - Fifteen minute breaks at 9:30 am and 2:30 pm.
  - Thirty minute lunch break from 12:00 noon to 12:30 pm.
  - Return labor by 4:15 pm daily to avoid overtime charges, and allow time for wash-up.



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Submit forms 15c and 15d  
 with this form.

# Rigging Labor

No Discount on Labor

## EQUIPMENT AND 2 MAN CREW

Straight Time: 8:00 am to 4:30 pm, Monday through Friday.  
 Overtime: Before 8:00 am and After 4:30 pm, Monday - Friday; All Day Saturday.  
 Double Time: All day Sunday.

Crew Size: Install crew consists of (2) riggers. Dismantle crew consists of (1) rigger. Additional crew, equipment or larger equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and will be charged accordingly.

- Rigging labor is based on a one hour minimum.
- Start time guaranteed only at the start of working day.
- Supervisor must check-in at the service desk to pick-up labor.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.

		Price per Hour ST	Price per Hour OT	Price per Hour DT
<b>1</b> Forklift Labor (Includes lift and 2-man crew.)	Up to 5,000 lb. Forklift with 2-man Crew	\$486.00	\$599.40	\$ 723.50
	5,001 to 10,000 lb. Forklift with 2-man Crew	\$679.35	\$792.75	\$ 904.40
	Additional Rigger (One hour minimum per person.)	\$146.90	\$211.70	\$ 293.80
	ONSITE Up to 5,000 lb. Forklift with 2-man Crew	\$607.50	\$749.25	\$1,019.50
	ONSITE 5,001 to 10,000 lb. Forklift with 2-man Crew	\$849.15	\$990.90	\$1,274.35
	ONSITE Additional Rigger (One hour minimum per person.)	\$183.60	\$264.60	\$ 367.20

## RIGGING INSTALLATION

Description	Date	Start Time	Number of person/equip.	Approx. Hrs. per person	Total Hours	Hourly Rate	Total

Describe work to be done: \_\_\_\_\_  
 \_\_\_\_\_

## RIGGING DISMANTLE

Description	Date	Start Time	Number of person/equip.	Approx. Hrs. per person	Total Hours	Hourly Rate	Total

Describe work to be done: \_\_\_\_\_  
 \_\_\_\_\_

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	Rigging Labor Subtotal _____
	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_

Please complete this form to help us  
forecast your labor needs for the show.  
Return with forms 15b and 15d.

# Rigging Questionnaire

**EACH EXHIBITOR REQUIRING RIGGING LABOR MUST COMPLETE AND  
RETURN THIS FORM BY JANUARY 27, 2020**

**REQUIRED FORM**

SHOW NAME: \_\_\_\_\_ COMPANY NAME: \_\_\_\_\_ BOOTH: \_\_\_\_\_

WEIGHT	HEIGHT	SIZE AT BASE	CRATES		SKIDS			ASSEMBLY			EQUIPMENT REQUIRED					
			YES	NO	YES	NO	TO REMAIN	NONE	SOME	EXTENSIVE	SM FORK	LG FORK	4 STAGE LIFT	CRANE		

IMPORTANT: THE FOLLOWING INFORMATION MUST BE FILLED IN.

WE WILL UTILIZE THE FOLLOWING CARRIER(S): \_\_\_\_\_

CARRIER CONTACT: \_\_\_\_\_

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

YOUR SHIPPING DEPT. CONTACT: \_\_\_\_\_

SHIPPING CONTACT PHONE: \_\_\_\_\_

HOW MANY TRUCK LOADS OF DISPLAY WILL BE SHIPPED? \_\_\_\_\_

PLEASE MAIL OR FAX TO:

PACK EXPO SERVICES  
5931 W. CAMPUS CIRCLE DRIVE  
IRVING, TX 75063  
PHONE: 972.751.9400  
FAX: 97.751.9500  
EMAIL: pramirez@packexposervices.com



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Return this form with  
 forms 15b and 15c.

# Rigging Questionnaire

No Discount on Labor

<b>EACH EXHIBITOR REQUIRING RIGGING LABOR MUST COMPLETE AND RETURN THIS FORM BY JANUARY 27, 2020</b>	<b>REQUIRED FORM</b>
--	----------------------

PRE-SHOW CONTACT FOR BOOTH SETUP \_\_\_\_\_ PHONE # \_\_\_\_\_  
 E-MAIL ADDRESS \_\_\_\_\_  
 ONSITE CONTACT FOR BOOTH SETUP \_\_\_\_\_ PHONE # \_\_\_\_\_  
 E-MAIL ADDRESS \_\_\_\_\_  
 COMPANY NAME \_\_\_\_\_  
 BOOTH NUMBER \_\_\_\_\_ BOOTH SIZE \_\_\_\_\_  
 TARGET INBOUND DATE \_\_\_\_\_ TIME \_\_\_\_\_  
 TARGET OUTBOUND DATE \_\_\_\_\_ TIME \_\_\_\_\_

1. Are you shipping direct? \_\_\_\_\_ Or to Advance Warehouse? \_\_\_\_\_
2. Estimate the total number of pieces shipped:  
 Crated \_\_\_\_\_ Skidded \_\_\_\_\_ Machinery \_\_\_\_\_ Loose \_\_\_\_\_
3. Estimated weight of entire shipment \_\_\_\_\_
4. Estimated weight of heaviest piece shipped \_\_\_\_\_
5. Estimated size of largest piece shipped: Height \_\_\_\_\_ Width \_\_\_\_\_

LIST EACH CARRIER - SPECIFY TOTAL NUMBER OF TRUCKLOADS IN EACH CATEGORY						
Name	Phone #	Van Line	Common	Air Freight	Overseas	Company Truck

6. Will your shipments be going through customs? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Forwarders Name \_\_\_\_\_  
 Forwarders Phone # \_\_\_\_\_ Fax # \_\_\_\_\_
7. Please list any special material handling equipment needed to unload your equipment.  
 (extended forks, spreader bar, slings, cranes, heavy cap forklift, etc. ...) \_\_\_\_\_  
 \_\_\_\_\_
8. Will you require labor to unpack and assemble your equipment? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If the answer is yes, please pre-order your labor to ensure service will be available when needed. See the PES Supervised and Exhibitor Supervised forms, or previous forms in this section to order. Contact your CAM for additional information.
9. How many days will you require to set your booth? \_\_\_\_\_
10. What date \_\_\_\_\_ What time \_\_\_\_\_ are your exhibit personnel arriving at show site?

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_



5931 West Campus Circle Drive  
 Irving, Texas 75063  
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**Machine Assembly Labor**

**For booth assembly/installation,  
 please order from the Exhibitor  
 Supervised Labor or PES Supervised  
 Labor forms.**

**Millwright  
 Labor**

**No Discount on Labor**

On-site labor is available to assist you in the assembly of your machine before the show and dismantling your machine after the show.

**LABOR RATES - EXHIBITOR SUPERVISED**

Straight Time: Monday through Friday, 8:00 am to 4:30 pm  
 Overtime: Monday through Friday, Before 8:00 am and After 4:30 pm; All day Saturday  
 Double Time: All day Sunday and Holidays

		Price per Hour
<b>1</b>	<b>Millwright Labor</b>	\$150.50
	<b>Millwright Labor - Overtime</b>	\$229.35
	<b>Millwright Labor - Double Time</b>	\$300.90

**EXHIBITOR SUPERVISED LABOR**

Exhibitor Supervised Labor requires an on-site representative to supervise the installation and/or dismantle of the exhibit.

Procedure	Date	Start	End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

Task: \_\_\_\_\_  
 \_\_\_\_\_

**Onsite Contact Name:** \_\_\_\_\_ **Cell Phone #:** \_\_\_\_\_

**TERMS AND CONDITIONS**

- Insurance: It is understood that PACK EXPO Services is not an insurer. Insurance, if any, should be obtained by the exhibitor. It is highly recommended that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show.
- Whenever possible, all work will be performed during Straight Time hours. The minimum charge for labor is one hour per man ordered, and includes the time necessary for workmen to assemble tools, report to booth, have completed work checked by customer, and return with Exhibitor to the designated labor check-in areas. All on-site orders must be secured with a credit card on file at the time labor is signed out.
- Exhibitor is required to cancel labor at least two days prior to date for which labor was ordered. Otherwise, a one half-hour per man "No-Show" charge will be billed to the exhibitor.
- Exhibitors must pick up labor at a PACK EXPO Services Desk or labor desk at the requested time. Failure to do so will cause you to be assessed a one half-hour per man charge.

**ADDITIONAL INFORMATION**

**CALCULATING YOUR TOTAL**

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

Installation Labor Subtotal	_____
Dismantle Labor Subtotal	_____
<b>TOTAL</b>	_____

Exhibiting Company: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_





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**Booth Installation/Dismantle  
 Labor Order Form**

**For machine assembly, please order  
 from the Millwright Labor form.**

**Exhibitor  
 Supervised Labor**

**No Discount on Labor**

On-site labor is available to assist you in unpacking and assembly of your booth before the show and in dismantling and packing your booth after the show. You may choose to supervise the handling of these tasks yourself under Option 1 or you may choose to have those tasks supervised by PACK EXPO Services personnel under Option 2.

**LABOR RATES - EXHIBITOR SUPERVISED**

Straight Time: Monday through Friday, 8:00 am to 4:30 pm  
 Overtime: Monday through Friday, Before 8:00 am and After 4:30 pm; All day Saturday  
 Double Time: All day Sunday and Holidays

		Price per Hour
<b>1</b>	<b>Booth Labor</b>	
	Exhibitor Supervised Labor - Straight Time	\$150.50
	Exhibitor Supervised Labor - Overtime	\$229.35
	Exhibitor Supervised Labor - Double Time	\$300.90

**OPTION 1 - EXHIBITOR SUPERVISED LABOR**

Exhibitor Supervised Labor requires an on-site representative to supervise the installation and/or dismantle of the exhibit. If they are unable to do so, it may be required to order PACK EXPO Services Supervised Labor under Option 2 on the following page.

Procedure	Date	Start	End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

Task: \_\_\_\_\_  
 \_\_\_\_\_

**Onsite Contact Name:** \_\_\_\_\_ **Cell Phone #:** \_\_\_\_\_

**TERMS AND CONDITIONS**

- Insurance: It is understood that PACK EXPO Services is not an insurer. Insurance, if any, should be obtained by the exhibitor. It is highly recommended that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show.
- Whenever possible, all work will be performed during Straight Time hours. The minimum charge for labor is one hour per man ordered, and includes the time necessary for workmen to assemble tools, report to booth, have completed work checked by customer, and return with Exhibitor to the designated labor check-in areas. All on-site orders must be secured with a credit card on file at the time labor is signed out.
- Exhibitor is required to cancel labor at least two days prior to date for which labor was ordered. Otherwise, a one half-hour per man "No-Show" charge will be billed to the exhibitor.
- Exhibitors must pick up labor at a PACK EXPO Services Desk or labor desk at the requested time. Failure to do so will cause you to be assessed a one half-hour per man charge.

**ADDITIONAL INFORMATION**

**CALCULATING YOUR TOTAL**

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

Installation Labor Subtotal	_____
Dismantle Labor Subtotal	_____
Add 15% for orders placed at Show Site (After 2/26/20)	_____
<b>TOTAL</b>	_____

Exhibiting Company: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



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**Booth Assembly Only**

**Exhibitor must be present to order machine assembly/millwright labor.**

**PACK EXPO Services Supervised Labor**

**REQUIRES FORM 17c IF ORDERED.**

**No Discount on Labor**

**Want to Save Time and Money?**

- Select PACK EXPO Services to Supervise the installation and dismantle of your booth.
- Save on hotel nights and travel expenses by arriving the day before the show opens.
  - Leave when the show closes.
  - Spend your time developing leads.
  - Be rested and prepared to promote your product.

**LABOR RATES - EXHIBITOR SUPERVISED**

Straight Time: Monday through Friday, 8:00 am to 4:30 pm  
 Overtime: Monday through Friday, Before 8:00 am and After 4:30 pm; All day Saturday  
 Double Time: All day Sunday and Holidays

		Price per Hour
<b>2</b>	<b>Booth Labor</b>	
	<b>PACK EXPO Supervised Labor - Straight Time</b>	\$195.65
	<b>PACK EXPO Supervised Labor - Overtime</b>	\$298.15
	<b>PACK EXPO Supervised Labor - Double Time</b>	\$391.25

**OPTION 2 - PACK EXPO SERVICES SUPERVISED LABOR**

If you are unable to provide an on-site representative to supervise the installation and/or dismantle of your exhibit, take advantage of PACK EXPO Services to handle it all for you. We will supervise the labor, set the exhibit according to your instructions, dismantle and then ship it to the address of your choice. Please fill out the following form for further information. All orders are governed by PES Terms and Conditions.

Procedure	Date	Start	End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

**IMPORTANT: You must complete and return PACK EXPO Services Supervised Set Form 17c on the following page and return it with your order. In addition, install, dismantle and packing instructions must be included.**

**TERMS AND CONDITIONS**

- Insurance: It is understood that PACK EXPO Services is not an insurer. Insurance, if any, should be obtained by the exhibitor. It is highly recommended that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show.
- Whenever possible, all work will be performed during Straight Time hours. The minimum charge for labor is one hour per man ordered, and includes the time necessary for workmen to assemble tools, report to booth, have completed work checked by customer, and return with Exhibitor to the designated labor check-in areas. All on-site orders must be secured with a credit card on file at the time labor is signed out.
- Exhibitor is required to cancel labor at least two days prior to date for which labor was ordered. Otherwise, a one half-hour per man "No-Show" charge will be billed to the exhibitor.
- Exhibitors must pick up labor at a PACK EXPO Services Desk or labor desk at the requested time. Failure to do so will cause you to be assessed a one half-hour per man charge.

**ADDITIONAL INFORMATION**

**CALCULATING YOUR TOTAL**

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

Installation Labor Subtotal	_____
Dismantle Labor Subtotal	_____
Add 15% for orders placed at Show Site (After 2/26/20)	_____
<b>TOTAL</b>	_____

Exhibiting Company: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
 Date: \_\_\_\_\_



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March 3-5, 2020  
 Pennsylvania Convention Center  
 Philadelphia, PA USA

# PES Supervised Labor Set Exhibit Information

No Discount on Labor

## Complete only if ordering PACK EXPO Services Supervised Labor. (Form 17b)

<b>Inbound Shipping Information</b>	Carrier: _____ Phone: ( ) _____ - _____ Pro Number: _____
	Shipped To: <input type="checkbox"/> Warehouse <input type="checkbox"/> Show Site Date Shipped: _____
	Shipped From: City: _____ State: _____ Zip: _____
	Total Number of: _____ Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____

<b>Set-Up Information</b>	Company Representative to call for questions and confirm completion of booth set-up. Name: _____ Phone Number: ( ) _____ - _____
	Set-Up Plans/Photo: <input type="checkbox"/> Attached <input type="checkbox"/> To Be Sent <input type="checkbox"/> With Exhibit <input type="checkbox"/> In Crate # _____
	Carpet: <input type="checkbox"/> With Exhibit <input type="checkbox"/> Renting from PACK EXPO Services
	Electrical Placement: <input type="checkbox"/> Drawing Attached <input type="checkbox"/> Drawing with Exhibit <input type="checkbox"/> Electrical Under Carpet
	Graphics: <input type="checkbox"/> With Exhibit <input type="checkbox"/> Shipped Separately
	Special Tools/Hardware Required: _____

<b>Outbound Shipping Information</b>	PACK EXPO Services will <b>not</b> dismantle any machinery.
	Total Number of: _____ Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____
	are being shipped to the following outbound destination. Ship To: _____
	_____
	Telephone: ( ) _____ - _____ Must Arrive at Destination By: _____
	Method: <input type="checkbox"/> Air Freight <input type="checkbox"/> Van Line <input type="checkbox"/> Common Carrier <input type="checkbox"/> Other (Specify) _____
	Date Carrier is Scheduled to Pickup Freight: _____
	Name of Carrier: _____ Phone Number: ( ) _____ - _____
	Total Number of: _____ Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____
	Freight Charges: <input type="checkbox"/> Prepaid <input type="checkbox"/> Collect
	Bill To (Company Name & Address): _____
	_____
Telephone: ( ) _____ - _____ Cell Number: ( ) _____ - _____	
<b>NOTE:</b> PACK EXPO Services will not be responsible for product that is not properly packaged and labeled by the exhibitor.	
Company Name: _____ Booth Number: _____	
Emergency Contact Name: _____ Phone Number: ( ) _____ - _____	

Exhibiting Company: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



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## Stagehand Labor Guidelines - AV/Video Walls/ Lighting & Truss

### Stagehand Labor Guidelines for Video Walls, Lighting and Truss

Truss that is flown on the exhibit floor is assembled by the electricians. Ground supported truss is assembled by the stagehands. Sound equipment and hanging signs that are not powered by electric and do not need a motor, would be hung by the stagehands on the truss.

If you are renting AV/Lighting/Truss, there will be stagehand labor needed to install and dismantle. Exhibiting company may install/dismantle their own (non rented) equipment, if done by a full time employee of the company.

Anything higher than 6FT will require stagehand labor. Exhibitors may use ladders up to 6 feet in height.

If EAC is used, stagehand labor will be required for install and dismantle. Full time employees of the exhibit space are permitted to install/dismantle and stock shelves and inventory.

If video is on a 24 hour loop, generally no stagehand labor would be required in addition to any install or dismantle labor.

If a tech is onsite during show hours, generally stagehand labor will also be required during show hours.

If a mixer is used, generally stagehand labor will be required. A stagehand operates av equipment.

There is a daily minimum of 4 hours per person.

For wall mounted monitors, there is a minimum of 2 stagehands for an hour each. This would apply both on the install, and the dismantle.

This is not an all inclusive list, but is intended to answer some common questions in regards to stagehand labor.



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## Electrical Service Guide

### 1 Electrical FAQs

From under carpet wiring to overhead lighting, PACK EXPO Services has the power to simplify your electrical needs and installation. We've answered your most common questions below to help you place your order or prepare for a detailed discussion. Whether you require basic household/office power or a more technical installation for equipment, audio-visual presentations or truss lights, our electrical specialists and qualified electricians are always available to assist you.

#### **How do I know how much power I need?**

First, review a layout of your exhibit, noting all of the items in it that require power. Consider lighting, computer equipment, and your own product. Are you bringing or renting any a/v equipment or ordering catering services that might need power? Will you be using a lead retrieval machine? If it's an item that plugs into a standard wall outlet found in a home or office (in North America), it will require 110/120 volt power. 208 or 480 volt power is generally used for machinery or industrial cooking devices and is ordered by single or 3 phase.

Next, mark the voltage and wattage or amperage (referred to as "load") (100 watts = 1 amp) of each piece of equipment at its location in the booth. This information should be provided on a name plate or stamp usually located on the back or bottom of the equipment. If not indicated, check our accompanying electrical usage guide for estimated wattages for common items used at trade shows or call your rental company/caterer for specifics. For lighting, loads are dictated by the wattage of the bulbs. Arm lights included with exhibit packages use 200 watt bulbs. Keep in mind that you need to order power for any lighting within your booth unless the lights are ordered directly from the Electrical Department (those listed on the electrical order form).

Finally, total the wattage for the 120 volt devices in each area and select an outlet that meets or exceeds that total. Separate outlets should be ordered for each piece of equipment and/or each power location to help minimize tripping/power outages. It is always safer to slightly overestimate your power requirements. Wattage or amperages cannot be combined for 208 or 480 volt apparatus. Please order separate outlets for each.

#### **Do I need to order labor?**

Labor orders will automatically be input and scheduled upon receipt of an electrical layout for any under carpet installation (floor work). You do not need to order labor for floor work unless you wish to be present to supervise the install.

208 volt or higher services machine hook up labor will need to be scheduled or will revert to a "will call" system at showsite. Please schedule a date and time for these hookups to ensure we have enough labor scheduled to accommodate the request. Hookup Labor will be dispatched at the time specified. If you are not present at the time requested, a half hour "no-show" charge will be assessed and your hookup request will then be added to the queue with other exhibitors that are in need of labor.

If you wish to have electricians install personally owned stem lights for your booth properties, it is recommended to also schedule labor for this service to avoid delays at showsite.

Dismantle labor for electrical services is calculated at 50% of the installation time since much of the work is performed on a mass basis after booths are removed from the exhibit hall. Please see the electrical labor order form for further details, rules and regulations.

There is a one hour minimum on install labor, and a half hour minimum on dismantle labor.

**Please schedule the approximate date and time your machinery will be ready for hook up on form 19e or under electrical labor if ordering online.**

**Please refer to the union jurisdictions and exhibitor rights forms for more information.**



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## Electrical Service Guide

### 1 Electrical FAQs (cont.)

#### **What is an electrical layout and why do I need one?**

Like your own home, electrical boxes and wiring should not be visible once the exhibit is completed. At show site, they are the first things to be installed so that they can be hidden by drape, walls or counters and under flooring or carpet. Electricians, therefore, work on a blank slate. A good electrical layout or floor plan provides them with a simple overhead view of your booth indicating the locations and load of each electrical outlet and the orientation of your booth within the show itself. The layout should be to scale and provide specific measurements to each outlet along with surrounding aisle or booth numbers to ensure accuracy. For island booths, a main power location must also be indicated as it is the location from which other outlets are fed. Please see the sample layouts and electrical grid for further information.

When a layout and credit card are provided in advance, PACK EXPO Services makes every effort to ensure that the floor work is completed before you arrive so that there is no delay in assembling your booth. Once carpet is laid, installing or changing electrical services becomes much more difficult and potentially costly.

#### **Is the price for power per day?**

Outlet or connection prices are typically for an entire show.

#### **What is 24 hour power?**

Many facilities these days are energy conscious and therefore turn off power overnight during show days. Power is turned off 1/2 hour after the show closes at the earliest and restored no later than 1/2 hour before the show opens the following day. 24 hour power is, as it sounds, power that is continuously on 24 hours per day.

If your booth includes, for example, refrigeration equipment, an aquarium or programmable apparatus that depends on uninterrupted power, you should consider ordering 24 hour service. Power is usually not turned off during move-in or move-out.

#### **Where does the power come from?**

Depending on the facility, the power can come from overhead catwalks, floor ports, columns, wall outlets or a combination of these sources. Check with your Customer Account Manager for more information.

#### **Where will my power be located?**

In-line and peninsula booths will find their main power source on the floor somewhere along the rear drape line of their booth. Island booths need to submit an electrical layout. Please see the sample layouts and electrical grid for further information.

#### **What if I need power at another location besides the rear of my booth? What if I have multiple power locations?**

Exhibitors requiring power at any location other than a back wall must submit an electrical layout. Please see the sample layouts and electrical grid for further information.

#### **How many places will I have to plug in? How many things can I plug in?**

For planning purposes, you should always assume that there is only one connection point per outlet ordered. Power strips can provide additional sockets but do not confuse having more places to plug in with additional power. For example – An order is placed for a 500 watt outlet. A track light with 4 – 100 watt bulbs is plugged in to a power strip connected to the outlet, using 400 of the 500 watts. Any lighting or equipment now plugged in to a second socket may not exceed 100 watts.

Also keep in mind that power strips are designed, for safety purposes, to trip at 1500 watts or 15 amps. Using a power strip with a 2000 watt (20 amp) outlet will reduce it to a 1500 watt outlet.

All orders exceeding 120 volt/20 amps provide one connection point only, cannot accommodate power strips and require labor for installation.

**Please refer to the union jurisdictions and exhibitor rights forms for more information.**

## 1 Electrical FAQs (cont.)

### **Can I bring my own extension cords and power strips? (Also known as plug strips, multi strips, etc.)**

Exhibitors may use their own extension cords and power strips under the following conditions:

- The equipment must be 3 wire, 14 gauge minimum with a ground.
- The extension cords must be flat if they are to be laid under carpet. (Labor is required to lay the cords.)
- All power strips must have circuit protection.

### **Can I run my extension cords under the carpet myself?**

For safety reasons, exhibitors are not allowed to run any electrical wiring under any type of floor covering or where they may be concealed in the booth structure. The show's electrical contractor is liable for electrical installations and therefore must perform all floor or booth work.

### **Will my floor work be completed before I arrive?**

Every attempt is made to have floor work completed prior to carpet installation if you have submitted the following:

- A completed electrical order form.
- A valid and authorized credit card to be kept on file for the company.
- An electrical layout indicating the main power location, dimensions to each power location, the power required at each location, and surrounding aisle or booth numbers to determine orientation of the booth.

Labor and material charges apply.

### **When will my power be turned on?**

Power is only guaranteed to be installed before the show opens. If PACK EXPO Services is allowed early access to the facility, power is normally ready the first day of move-in for exhibitors but any special requests such as temporary chain motor power, programming machinery or testing equipment should be noted on your order.

### **Do I need lighting?**

Lighting can dramatically change the impact of an exhibit, no matter the size. Used effectively, lighting can emphasize specific areas of a booth or highlight products. Also, an exhibit will appear dark and uninviting if the surrounding booths are lit and yours is not.

### **Can I hang my own lights?**

Full time employees of the exhibiting company are allowed to hang lights in their booth. If a decorating company has been contracted to install a display, electrical labor is required to install the lights. Due to union contracts, no other union is allowed to install electrical equipment.

### **Do I need to order power for my lighting?**

Exhibitors ordering Electrical Services lighting (those listed on the electrical order form) do not need to order power. It is included in the rental. Exhibitors supplying their own lighting or renting lights need to order power. Labor may be required to hang the lights.

### **Do I need to order labor to plug in my lights or equipment?**

Most 120 volt connections do not require labor. Exhibitors are welcome to plug in their own standard office devices. Labor is required for all 208 or 480 volt connections and if lights or equipment need wiring or if electrical cords are to be run under the carpet or in concealed areas to ensure that all electrical codes and building rules are met.



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## Electrical Service Guide

### 1 Electrical FAQs (cont.)

#### **How can I save money and frustration when ordering electrical services?**

Most importantly, be sure to submit your order before the discount price deadline date. If an electrical layout is needed, it also must be received, complete with mandatory information, before the deadline date to be eligible for discount pricing. Late orders can be subject up to a 50% increase in cost because of the behind-the-scenes planning required to distribute power.

Don't underestimate your power requirements and work within the local rules, regulations and union jurisdictions. They have been implemented to avoid problems. While it may seem simple to plug in lights and equipment, it is not uncommon for exhibit or non electrical staff to overload circuits. Trouble calls can become expensive when it takes time to find the source of a problem.

If you require carryover electrical labor, you must confirm at the electrical desk that you wish to use labor again the following day. Carryover requests should be confirmed by 2:00 pm each day.

If unsure about labor, call us for direction and if necessary, place a "will call" order before the discount price deadline date. You will only incur a charge if labor is dispatched to your booth but you'll have secured the advance pricing. And, check in with the electrical or service desk as soon as you know you need labor, not at the time you want the electricians in your booth. It will help to avoid delays as we can schedule accordingly.

Lastly, try to resolve any disputes at show site. It is much easier to discuss electrical issues when both parties can physically review the installation.





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# Electrical Rental Information

## Step-by-Step Guidelines to Completing Your Electrical Order Forms

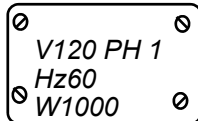
### 2 Guidelines

#### STEP 1

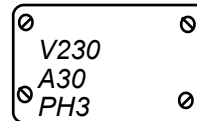
**Total the single phase or three phase power requirements on all nameplates on your equipment. Complete Form 19k-19l, Electrical Service.**

*How much power do I need?*

Calculate your lighting needs by adding wattage in each location. For other equipment, read the ratings from the metal plates attached to each unit.



120 Volt Single Phase  
 60 Cycle  
 1000 Watts



230 Volts  
 30 Amps  
 Three Phase

#### STEP 2

**If you require any under carpet distribution, machinery hooked up, or the combination of all outlets and booth power is greater than 20 amperes and/or with a voltage greater than 120 volts, then you will require electrical labor and we require a copy of the floor plan of your booth.**

#### STEP 3

**To receive the advance rate, the booth layout Form 19f or a scaled plan for electrical distribution must be attached to this form or e-mailed to your Customer Account Manager on or before January 27, 2020. PDF, CAD, or JPG files are preferred. Complete Forms 19b-19f, Electrical Service Order Form.**

*\*Remember these important facts when ordering labor:*

1. Labor is only guaranteed at 8:00 am.
2. There is a minimum 1 hour in, 1/2 hour out for all labor ordered.
3. Monday through Friday, 8:00 am to 4:30 pm is straight time. Holidays and weekends are billed at overtime and double time rates.
4. **Labor dismantle is charged at up to 50% of total labor in. Overtime rates may apply.**
5. **Labor on Friday-Saturday must be ordered prior to the first day of show move-in. If labor is ordered on Friday-Saturday, work will not be guaranteed on Straight Time.**

(For more details regarding Electrical Contractor's responsibilities see mid-section of Electrical Regulations.)

**\*A late floor plan fee of \$500.00 goes into effect February 17, 2020. This fee will be assessed if a final, scaled floor plan is not submitted for electrical services. Resubmitting changes to existing floor plans after this date will be treated as a new floor plan.**

NOTE: Additional information concerning electrical services will be sent to each exhibitor prior to move-in. If you have any questions concerning your electrical services (number of connections, labor estimates, etc.), please contact your Customer Account Manager (CAM).

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

## 3 Electrical Code and Safety Guidelines

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

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

Serious risks are involved which can be eliminated by understanding the basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:

- All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
- Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
- The use of clip-on sign sockets, romex, or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
- Cube taps and cobra heads are prohibited.
- Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.
- It is your responsibility to refer to your specific facilities rules and regulations.

**Please leave all 2-wire cords at home!**

## 4 Timesaving Wiring Methods and a Distribution System

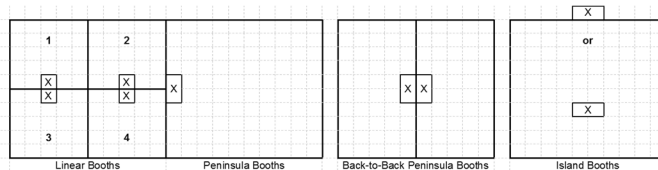
Whenever possible, in compliance with the electrical code, use multiconductor interconnecting cables with approved quick-connect plugs or fittings. For a list of the plugs that match our equipment receptacles, please see form 19j.

Exhibitors who require many standard outlets may wish to incorporate a power distribution system into their booth. Please contact your Customer Account Manager if you need more information at 972.751.9400.

## 5 Commonly Asked Questions

*Where will my outlet be located?*

There are four different types of trade show booths: Linear Booths, Peninsula Booths, Back-to-Back Peninsula Booths, and Island Booths. Each type of booth has its own standard method of installation. In the following diagrams, the symbol X represents the approximate location of the power outlets:



One drop within booth when power source is in ceiling or one location when power is in the floor.

**Linear Booths, Peninsula Booths, or Back-to-Back Peninsula Booths:** Your pre-ordered electrical outlet will be installed at the rear of your booth, at the drupe line.

**Island Booths:** You need to designate one location for each outlet you order. Multiple outlet locations will be charged on a labor and material basis. For facilities with power originating in the floor, your electrical outlet will be placed at one location at our discretion. All other distribution will be done on a time and materials basis. If you fail to provide us with a floor plan, we will bring power to one location at our discretion.

Electricity will be turned on thirty minutes prior to show opening and will be turned off within thirty minutes after show close.



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March 3-5, 2020  
Pennsylvania Convention Center  
Philadelphia, PA USA

## Electrical Regulations

### 6 Electrical Regulations and General Information

1. PACK Expo Services is not responsible for any voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on any sensitive electronic equipment. All electrical installations and connections to all electrical service should be made by a PACK EXPO Services electrician. PACK EXPO Services will not be responsible for any damage or loss of equipment, component, computer hardware or software and/or any damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by persons other than a PACK EXPO Services electrician. PES is not responsible for exhibitor supplied distribution equipment and materials.
2. Electricity will be turned on within 30 minutes of show opening and turned off 30 minutes after show closing.
3. 24-hour service to any outlet increases the cost of the outlet.
4. All electrical outlets will be installed on the floor at the draped backwall of in-line booths and peninsula spaces. Exhibitors with hardwall displays must arrange for power to be dropped inside the booth if necessary; this will be done on a time and materials basis. Overhead power to island booths will be dropped to one main location per the exhibitor's floor plan. If no plan is provided, the connection(s) to equipment is chargeable on a time and materials basis.
5. Local ordinances prohibit more than 2000 watts per lighting circuit and only one connection for power and motor outlets.
6. All wiring, motors, electrical installation, etc. must be approved. To prevent overloading circuits, exhibitors cannot add wattage except as ordered.
7. All electrical permits required by the Local Building and Safety Code will be obtained by the electrical contractor.
8. All flood light, column and wall outlets are not part of booth space. A separate outlet must be ordered at regular price for each piece of equipment to be connected.
9. Special hanging, hookups, repairs or installation of electrical will be done on a time and materials basis.
10. All equipment should be properly tagged and wired with full information as to current, voltage, phase, cycle, horsepower, etc. and "Ready for Connection."
11. All outlets over 20 amps and with a voltage of over 120 volts requires electrical labor. This includes a 1-hour minimum to inspect any exhibits that are pre-wired to plug into our system.
12. Any labor rates indicated on forms are based upon the current IBEW union contract at the time of printing forms. These rates are subject to change without notice based on prevailing union contract at the time of show.
13. Exhibitors are allowed to hang arm lights. Additionally, they may repair their own equipment that requires their technicians as long as the technician is a company employee.

### 7 Electrical Contractor's Responsibilities

As the Official Electrical Contractor, we will be responsible for:

- All under-carpet distribution of electrical wiring.
- All facility overhead distribution of electrical and the distribution of same from product to booth and from booth to booth.
- All motor and equipment hook-ups requiring hard wire connections.
- Installation and/or repair of electrical fixtures, track lights, arm lights and/or low voltage if requested.
- Installation of electrical motors to be energized and electrical apparatus.

The above items require electrical labor, which may be ordered in the Electrical Labor section.

**Please refer to the union jurisdictions and exhibitor rights forms for more information.**



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March 3-5, 2020  
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## Electrical Regulations

### 8 Electrical Code

Electrical requirements for an exhibit at all convention facilities are for the safety of all exhibitor and are based on national Electric Codes and local ordinances. Too frequently, fires have been traceable to faulty wiring, sometimes because of the carelessness and sometimes because of lack of understanding of the risks involved.

In the interest of public safety, exhibits at all convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and materials basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected.

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

Serious risks are involved which can be eliminated by understanding the basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:

- All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
- Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
- The use of clip-on sign sockets, romex, or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
- Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.

*Please leave all 2-wire cords at home!*

**Please note that there is a late fee of \$500.00 for any floorplans received after February 17, 2020.**



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March 3-5, 2020  
 Pennsylvania Convention Center  
 Philadelphia, PA USA

## Electrical Information

**Discount Deadline:**  
**January 27, 2020**  
 (excludes labor)

### 9 Special Notes and Important Ordering Information

**24-hour Power** - When ordered, 24-hour power begins the evening before the first show day and is turned off on the last day at the close of the show. 24-hour power is available before or after these times for an additional charge. Contact your Customer Account Manager at PACK EXPO Services.

**Labor Request** - If you need to work past 5:00 pm during set-up, you must notify your PACK EXPO Services Customer Account Manager no later than 1:30 pm that same day. If you need to schedule man-power prior to 8:00 am for the following day, you must notify your Customer Account Manager by 1:30 pm the day before.

Send detailed floor plans showing locations for the services ordered.

We have 1000 wat Par Can Fixtures (see form 19m) that mount on the building steel at a height of 40 feet. They are used to highlight a machine or panel. They throw an 8-10 foot elliptical circle and a medium amount of light (see form 19m).

PES will conduct an audit of service usage. Exhibitors will be required to pay for any additional or unauthorized use. Exhibitors are not permitted to use a neighboring booth's service. Exhibitors will be charged on-site prices for use.

### 10 Terms and Conditions

1. **Straight Time and Overtime rates apply. Please contact PACK EXPO Services at 972-751-9400 for details.**
2. Labor wages are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
3. A minimum charge of 1 hour is applicable to all labor requests. Additional time on the same day (and the same labor ticket) is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour. Labor charges for dismantle will be one-half of the installation charge and will be automatically applied to your invoice.
4. Charges for labor commence at the time of dispatch to service the labor call. A one half hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
5. Labor charges will include the time for electricians to gather necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
6. Every effort will be made to dispatch electricians as requested but start times cannot be guaranteed. 8:00 am calls will be filled on a first-come-first-served basis as orders are received.
7. Electrical services provided to Island booths require labor and material charges for distribution. Exhibitors may supply their own 14 gauge, 3 wire extension cords, and/or power strips, both of which must be grounded and UL approved.
8. Lift equipment required for installation and dismantle purposes can be rented on a one half hour basis, with a one hour minimum. At least one crew will be required to operate the equipment.
9. Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.
10. PACK EXPO Services is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold PACK EXPO Services, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL PACK EXPO SERVICES BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold PACK EXPO Services, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorney's fees) arising out of or in any way connected with Exhibitor's actions or omissions under this agreement.



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March 3-5, 2020  
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## Electrical Information

**Discount Deadline:**  
**January 27, 2020**  
**(excludes labor)**

### 11 Important Electrical Exhibiting Information

Exhibitors requiring electrical services should thoroughly read and understand the rules and regulations posted in the Exhibitor Service Manual.

All questions or concerns can be directed to your Customer Account Manager for clarification at 972-751-9400.

All exhibitor provided equipment for connection to PACK EXPO Services electrical or for distribution of power within the exhibit may require an inspection to ensure compliance with all Federal, State and Local Codes as listed on the Electrical Order Form.

Exhibitor provided equipment for distribution or equipment connection shall require PACK EXPO Services to make the final connection from PACK EXPO Services' power distribution equipment to the exhibit. This is required only to ensure proper voltage and connection prior to energizing any exhibits.

As an exhibitor, should you choose to provide equipment with electrical connectors to plug directly into PACK EXPO Services electrical equipment, the following list provided will ensure the proper connection:

500 Watts to 2000 Watts - Standard U-Ground 20 Amp Cord Cap

20/30 Amp 120 / 208 L2120P / L2130P

60 Amp 208v & 480v Mini-Cam - Male Leviton 15SDM

100 / 200 / 400 Amp 208v & 480v Large-Cam - Male Hubbel HBL 400PT EKE

If you have a 100, 200 or 400 Amp outlet, and you are using a distribution panel, a female connector will also be needed. All of the above listed items may be found at your local electrical wholesale houses. Should you require additional information, please contact your Customer Account Manager.

Hopefully you find this information useful in planning your event. If we can provide further assistance, please don't hesitate to contact us at 972-751-9400.



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## Electrical Terms and Conditions

**Discount Deadline:**  
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 (excludes labor)

# 1 Terms and Conditions

### ELECTRIC SERVICE ORDER TERMS & CONDITIONS

#### 1. INSTRUCTION FOR COMPLETING ORDER FORM

- a. Order must be typed or clearly printed, illegible forms will delay processing.
- b. Services requested at location other than back of booth must include proper forms and diagrams.
- c. For services and equipment not listed on the service order form, **call PES Services for availability and quotes at (972) 751-9400 or e-mail pack.east@packexposervices.com**

#### 2. PAYMENT TERMS & CONDITIONS

- a. **Full payment is due with service order.** Credit Card Pre-authorization for on site charges, labor and materials is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **PACK EXPO Services**, and accepted credit cards. Service orders will not be processed without payment.
- b. Advance rates will be applicable to service orders complete with payment in full received by January 27, 2020. Service orders received after January 27, 2020 or orders received without payment will be billed at the standard rate.
- c. Outstanding balance for services will be automatically billed to the credit card on file.
- d. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%. Credit will not be given after installation.
- e. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- f. Cancellation of services must be received by PACK EXPO SERVICES 21 days prior to the event.
- g. Rates are based on current wages and are subject to change without notice.
- h. **Claims** regarding services provided by PES will not be considered unless filed by customer issued prior to the close of show.
- i. **Refunds** of overpayments will be issued by submitting request to PES within 30 days of the close of final invoicing.
- j. **International** exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- k. For companies exempt from sales tax, PES requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

#### 3. EXPLANATION OF SERVICE

- a. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- b. Advance orders will be installed based on the schedule determined by PES. On site orders will be processed in the order that they are received at the PES Service Desk.
- c. Electrical services will be turned off one hour after the close of show each day and restored one hour prior to opening. 24 hour electrical service is available for refrigeration, electronics and circulation pumps.

#### 4. RULES & REGULATIONS FOR SERVICES

- a. Services provided may not be shared by multiple exhibits.
- b. All materials and equipment furnished by PES and/or its sub-contractors shall remain the property of PES and/or its Sub-contractors.
- c. PES and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
- d. PES or its sub-contractors are not responsible for interruption or fluctuation of services.
- e. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA/ASM safety standards. All equipment is subject to inspection and approval by PES prior to connection to service.
- f. Customer is responsible for any lost or damaged equipment supplied by PES.

**RATES SUBJECT TO CHANGE**



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**Exhibitor must supply a detailed scaled floor plan.**

**Please detail an approximate date and time for machine hookup to ensure labor is available. See form 19e to pre-pay for labor.**

## Electrical Service

**Discount Deadline:  
 January 27, 2020  
 (excludes labor)**

		Quantity	Advanced Rate	Standard Rate	Total
<b>1 Standard 120 Volt Service</b>	Service originates at back center in line booths. Electrical Labor required for other location, Island and Peninsula Exhibits.				
	500 Watt Service	X	\$ 132.00	\$ 188.55	=
	500 Watt Service - 24-Hour Power	X	\$ 205.70	\$ 293.85	=
	1000 Watt Service	X	\$ 170.50	\$ 243.55	=
	1000 Watt Service - 24-Hour Power	X	\$ 255.20	\$ 364.60	=
	2000 Watt Service	X	\$ 214.50	\$ 306.45	=
	2000 Watt Service - 24-Hour Power	X	\$ 321.20	\$ 458.85	=
	OTHER (Call for availability and quote)	X	Call for quote.		=

<b>2 208 Volt Motor/Machinery and Distribution Service</b>	Labor order and floor plans required for 208V Services. Labor and material charges will apply.				
	20 Amps Single Phase	X	\$ 451.00	\$ 644.30	=
	20 Amps Single Phase - 24-Hour Power	X	\$ 473.55	\$ 676.50	=
	30 Amps Single Phase	X	\$ 473.00	\$ 675.70	=
	30 Amps Single Phase - 24-Hour Power	X	\$ 496.65	\$ 709.50	=
	60 Amps Three Phase	X	\$ 880.00	\$1,257.15	=
	60 Amps Three Phase - 24-Hour Power	X	\$ 924.00	\$1,320.00	=
	100 Amps Three Phase	X	\$1,408.00	\$2,011.45	=
	100 Amps Three Phase - 24-Hour Power	X	\$1,478.40	\$2,112.00	=
	OTHER (Call for availability and quote)	X	Call for quote.		=
<b>Approximate Date and Time to Hook-Up 208V Equipment (Required) :</b> _____					

<b>Labor Rates (Order on form 19e)</b>	Straight Time:	Monday - Friday, (8:00 am - 4:30 pm)	\$167.20
	Overtime:	All other Weekday Times and All Day Saturday	\$250.80
	Double Time:	All Day Sunday and Holidays	\$334.40

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**Cancellation Policy:** Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%. Credit will not be given after installation.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
An electrical floor plan must be provided with this order.	Subtotal _____
See form 19f	8% Sales Tax _____
____ Attached	Late Floorplan Fee (received after 2/17/20) \$500.00
____ To Follow <i>(Must be received by Disc. Deadline for Advance Rate)</i>	<i>*See form 19d for requirements</i>
____ Standard Location	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_





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**Exhibitor must supply a detailed scaled floor plan.**

**Please detail an approximate date and time for machine hookup to ensure labor is available. See form 19e to pre-pay for labor.**

## Electrical Service

**Discount Deadline:  
 January 27, 2020  
 (excludes labor)**

		Quantity	Advanced Rate	Standard Rate	Total
<b>3</b> 480 Volt Motor/Machinery and Distribution Service	Labor order and floor plans required for 480V Services. Labor and material charges will apply.				
	20 Amps Three Phase	X	\$ 687.50	\$ 982.15	=
	20 Amps Three Phase - 24-Hour Power	X	\$ 721.60	\$1,030.85	=
	30 Amps Single Phase	X	\$ 825.00	\$1,178.60	=
	30 Amps Single Phase - 24-Hour Power	X	\$ 866.25	\$1,237.50	=
	30 Amps Three Phase	X	\$1,100.00	\$1,571.45	=
	30 Amps Three Phase - 24-Hour Power	X	\$1,155.00	\$1,650.00	=
	60 Amps Single Phase	X	\$1,100.00	\$1,571.45	=
	60 Amps Single Phase - 24-Hour Power	X	\$1,155.00	\$1,571.45	=
	60 Amps Three Phase	X	\$1,320.00	\$1,885.70	=
	60 Amps Three Phase - 24-Hour Power	X	\$1,386.00	\$1,980.00	=
	100 Amps Single Phase	X	\$1,430.00	\$2,042.85	=
	100 Amps Single Phase - 24-Hour Power	X	\$1,501.50	\$2,145.00	=
	100 Amps Three Phase	X	\$2,475.00	\$3,535.70	=
	100 Amps Three Phase - 24-Hour Power	X	\$2,598.75	\$3,712.50	=
	200 Amps Single Phase	X	\$2,970.00	\$4,242.85	=
	200 Amps Single Phase - 24-Hour Power	X	\$3,118.50	\$4,455.00	=
	200 Amps Three Phase	X	\$4,812.50	\$6,875.00	=
200 Amps Three Phase - 24-Hour Power	X	\$5,053.40	\$7,219.15	=	
OTHER (Call for availability and quote)	X	Call for quote.		=	
<b>Approximate Date and Time to Hook-Up 480V Equipment (Required) :</b> _____					

<b>Labor Rates</b> (Order on form 19e)	Straight Time:	Monday - Friday, (8:00 am - 4:30 pm)	\$167.20
	Overtime:	All other Weekday Times and All Day Saturday	\$250.80
	Double Time:	All Day Sunday and Holidays	\$334.40

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**Cancellation Policy:** Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%. Credit will not be given after installation.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
An electrical floor plan must be provided with this order. See form 19f	Subtotal _____
_____ Attached	8% Sales Tax _____
_____ To Follow <i>(Must be received by Disc. Deadline for Advance Rate)</i>	Late Floorplan Fee (received after 2/17/20) \$500.00
_____ Standard Location	*See form 19d for requirements
	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_



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**Exhibitor must supply a detailed scaled floor plan.**

**Please detail an approximate date and time for machine hookup to ensure labor is available. See form 19e to pre-pay for labor.**

## Electrical Service

**Discount Deadline:  
 January 27, 2020  
 (excludes labor)**

		Quantity	Advanced Rate	Standard Rate	Total
<b>4 Rental Lights</b>	Price includes power/installation/one time focus on Straight Time with lighting grid.				
	4' Track w/ 3 90 Watt Halogen Lamps	X	\$ 192.05	\$ 274.35	=
	8' Track w/ 3 90 Watt Halogen Lamps	X	\$ 255.20	\$ 364.60	=
	Each Additional Track Lamp	X	\$ 22.00	\$ 31.45	=
	LED Clamp Stem Light	X	\$ 143.00	\$ 204.30	=
	1000 Watt Par Can Mounted from Ceiling	X	\$ 737.00	\$1,052.85	=
	Power Strip	X	\$ 33.00	\$ 47.15	=
	OTHER (Call for availability and quote)	X	Call for quote.		=

**\*\*\* A floorplan is required for all custom placement and higher voltage (208v and 480v) outlets. The floorplan needs to show what booths are on each side of exhibitor booth, and indicate where each outlet type is needing to be installed. The quantity of each outlet type ordered needs to match the floorplan. A correct floorplan needs to be submitted by 2/17/20 or a \$500 fee will be added to your billing. Floorplan revisions after 2/17/20 will also be considered late, and will be charged the \$500 late floorplan fee. \*\*\***



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**Cancellation Policy:** Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%. Credit will not be given after installation.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
An electrical floor plan must be provided with this order.	Subtotal _____
See form 19f	8% Sales Tax _____
<input type="checkbox"/> Attached	Late Floorplan Fee (received after 2/17/20) \$500.00
<input type="checkbox"/> To Follow <i>(Must be received by Disc. Deadline for Advance Rate)</i>	<i>*See above for requirements</i>
<input type="checkbox"/> Standard Location	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



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PACK EXPO East 2020

**Exhibitor must supply a detailed scaled floor plan.**

**Please schedule a date and time for machine hookup to ensure labor is available.**

## Electrical Labor

**Discount Deadline:  
 January 27, 2020  
 (excludes labor)**

Exhibiting Firm: \_\_\_\_\_ Event Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Exhibitor Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Only PCC/ASM electricians under IBEW Jurisdiction perform the electrical installations listed below. Material (extension cords, feed cables, cord caps, etc.) and Lift Charges for overhead work will apply.

**PLEASE CHECK WORK REQUIRED**

Distribution of service under carpet from point of origin	Truss/Motors/Lights		
General & Deco Lighting	Exhibitor/Vendor Rental	PCC/SMG Rentals	
Hardware Lights & Electrical Equipment	Coax	VGA	Audio, Signal
208 & 480 Volt service connection/disconnection	Satellite Dish, Assembly/Dismantle/Cabling		
Suspended Electrical Signs w/ Lights and/or Motors	Computer Installation/Dismantle		
Network Data Cabling Distributions & Terminations	Close Circuit TV, Security Cameras/Monitors		
Install/Dismantle Booth Lighting	Overhead Service		

<b>Labor Rates</b>	Straight Time:	Monday - Friday, (8:00 am - 4:30 pm)	\$167.20
	Overtime:	Weekdays before 8:00 am and after 4:30 pm	\$250.80
	Overtime:	All Day Saturday	\$250.80
	Double Time:	All Day Sunday and Holidays	\$334.40

**ELECTRICAL TERMS AND CONDITIONS**

**A labor order and floor plan must be submitted with Electrical Service Order to complete order at advance rate.** Installation and dismantle labor is scheduled and billed at rates in accordance with show move-in/out. The minimum charge of 1 hour installation and 1/2-hour dismantle will apply. Scheduled supervised labor will result in 1/2-hour charge per electrician if supervision fails to report to the electrical labor desk or exhibit space on date and time requested. Time must be allowed for electrician(s) to gather necessary tools, materials, have work checked by exhibitor and to return to labor desk. ***Dismantle labor of floor power will be automatically charged at 50% of the total installation hours unless requested. Dismantle of overhead services, signs, truss, motors and lights will be billed on actual hours.***

**PROCEED WITHOUT EXHIBITOR SUPERVISION FOR DISTRIBUTION UNDER CARPET**  
 Electrical diagram is required with locations shown in measurements or over a 1'x1' grid.

**PROCEED UNDER SUPERVISION**       **EXHIBITOR'S**       **EAC**      Contact Name: \_\_\_\_\_  
 Contact Cell: \_\_\_\_\_

**Distribution of cords/cables under carpet/flooring**      Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 **Connection to 208/480 Service**      Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 **Overhead Electrical Sign/Spinning Motor**      Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 **Install/Dismantle booth lights**  
 **Exhibitor's truss/motor/lights**      Submit a detailed schedule/diagrams

**To make final connections to machine(s):**      Date: \_\_\_\_\_ Time: \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_



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 Fax: (972) 751-9500  
 www.packexpoeast.com

**On-Site Contact Information**

Name: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Cell Number: \_\_\_\_\_

**Electrical Floor Plan Template**

**Discount Deadline:  
 January 27, 2020  
 (excludes labor)**

Using the legend below, please complete this form for all utility services you order. A change of location on an installed or partially installed utility service may result in additional costs to you. If you are submitting your own detailed drawing, please be sure to include the following items:

- 1. Location of the main power drop.** Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please provide specific dimensions.
- 2. Location and load of all outlets.** Please provide specific dimensions and wattages/amperages. *Please do not simply place an X where power is required.*
- 3. Booth orientation.** Please provide surrounding aisle and/or booth numbers, particularly for Island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

Aisle or Booth # \_\_\_\_\_ (Back of Booth)

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Adjacent Booth# \_\_\_\_\_

Adjacent Booth# \_\_\_\_\_

↑ Feet Back

→ Aisle # \_\_\_\_\_ (Front of Booth)

Feet Over

ELECTRICAL

COMMENTS



480V ELECTRICAL OUTLET

\_\_\_\_\_



208V ELECTRICAL OUTLET

\_\_\_\_\_



120V ELECTRICAL OUTLET

\_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

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



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March 3-5, 2020  
 Pennsylvania Convention Center  
 Philadelphia, PA USA

## Telephone Terms and Conditions

Discount Deadline:  
 January 27, 2020  
 (excludes labor)

# 1 Terms and Conditions

## TELECOMMUNICATIONS SERVICE ORDER TERMS & CONDITIONS

### 1. INSTRUCTION FOR COMPLETING ORDER FORM

- a. Order must be typed or clearly printed, illegible forms will delay processing.
- b. Services requested at location other than back of booth must include proper forms and diagrams.
- c. For services and equipment not listed on the service order form, **call PES Services for availability and quotes at (972) 751-9400 or e-mail pack.east@packexposervices.com**

### 2. EXPLANATION OF SERVICE

- a. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- b. Advance orders will be installed based on the schedule determined by PES. On site orders will be processed in the order that they are received at the PES Service Desk.

### 3. RULES & REGULATIONS FOR SERVICES

- a. Services provided **may not be shared** by multiple exhibits.
- b. All materials and equipment furnished by PES and/or its sub-contractors shall remain the property of PES and/or its Sub-contractors.
- c. PES and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
- d. PES or its sub-contractors are not responsible for interruption or fluctuation of services.
- e. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA/ASM safety standards. All equipment is subject to inspection and approval by PES prior to connection to service.
- f. Customer is responsible for any lost or damaged equipment supplied by PES.

### 4. PAYMENT TERMS & CONDITIONS

- a. **Full payment is due with service order.** Credit Card Pre-authorization for on site charges, labor and materials is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **Pack Expo Services**, and accepted credit cards. **Service orders will not be processed without payment.**
- b. Advance rates will be applicable to service orders complete with payment in full received by January 27, 2020. Service orders received after January 27, 2020 or orders received without payment will be billed at the standard rate.
- c. Outstanding balance for services will be automatically billed to the credit card on file.
- d. Credit will not be given for service installed and not used. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%.
- e. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- f. **Claims** regarding services provided by PES will not be considered unless filed by customer issued prior to the close of show.
- g. **Refunds** of overpayments will be issued by submitting request to PES within 30 days of the close of final invoicing.
- h. For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by PACK EXPO Services shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms and Conditions agreement shall be governed by and construed in accordance to the laws of the Commonwealth of Pennsylvania.
- i. **International** exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- j. For companies exempt from sales tax, PES requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

**RATES SUBJECT TO CHANGE**



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March 3-5, 2020  
 Pennsylvania Convention Center  
 Philadelphia, PA USA

## Telephone Service

Discount Deadline:  
 January 27, 2020  
 (excludes labor)

		Quantity	Advance Price	Standard Price	Total
<b>1</b> Phone Service	Unlimited local and long distance calls at no additional charge.				
	Single Line Telephone Service	X	\$333.35	\$476.21	=
	Credit Card Line/Fax Line	X	\$333.35	\$476.21	=
	Multi-Line Telephone Service	X	\$500.00	\$714.29	=
<b>2</b> Phone Equipment And Features	Conference Phone (Single Line Telephone Service must be ordered.)	X	\$111.15	\$158.79	=
	Voice Mail	X	\$ 27.80	\$ 39.71	=

Phone Service originates at back of booth; please attach a floor plan if service is required in a location other than back of booth.

**Cancellation Policy:** Cancellation of services must be received 21 days prior to the event or a 25% Cancellation Fee will be charged. Refunds will not be issued for materials and/or labor charges related to the installation.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
A telecommunications floor plan must be provided with this order. See form 20c.	Subtotal _____
<input type="checkbox"/> Attached	Taxes and Fees Multiplied by 8% of Subtotal _____
<input type="checkbox"/> To Follow <i>(Must be received by Disc. Deadline for Advance Rate)</i>	Late Floorplan Fee (received after 2/17/20) \$500.00
<input type="checkbox"/> Standard Location	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



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**On-Site Contact Information**

Name: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Cell Number: \_\_\_\_\_

**Telephone Floor Plan Template**

**Discount Deadline:**  
**January 27, 2020**  
 (excludes labor)

Using the legend below, please complete this form for all utility services you order. A change of location on an installed or partially installed utility service may result in additional costs to you. If you are submitting your own detailed drawing, please be sure to include the following items:

- Add your company name, booth number, your office phone, e-mail and fax numbers, your on-site contact, their cell phone number and their expected arrival date, your equipment delivery date and your carpet (flooring) installation date.
- Submit one floor plan copy for each utility service ordered (e.g. 2 copies if ordering electrical and plumbing services).
- Be sure to check-in at a PACK EXPO Services Desk upon your arrival to notify our staff when you are ready for your services.

Aisle or Booth # \_\_\_\_\_ (Back of Booth)

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Adjacent Booth#  
 \_\_\_\_\_

Adjacent Booth#  
 \_\_\_\_\_

↑  
 Feet Back

→  
 Feet Over

Aisle # \_\_\_\_\_ (Front of Booth)

TELEPHONE JACKS \_\_\_\_\_

CABLE T.V. \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

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



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March 3-5, 2020  
Pennsylvania Convention Center  
Philadelphia, PA USA

## Internet Terms and Conditions

Discount Deadline:  
January 27, 2020  
(excludes labor)

# 1 Terms and Conditions

## INTERNET SERVICE ORDER TERMS & CONDITIONS

### 1. INSTRUCTION FOR COMPLETING ORDER FORM

- a. Order must be typed or clearly printed, illegible forms will delay processing.
- b. Services requested at location other than back of booth must include floor plan.
- c. For services and equipment not listed on the service order form, call PACK EXPO Services for availability and quotes at (972) 751-9400.

### 2. EXPLANATION OF SERVICE

- a. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- b. Advance orders will be installed based on the schedule determined by PACK EXPO Services. On site orders will be processed in the order that they are received at the PACK EXPO Services Desk.

### 3. RULES & REGULATIONS FOR INTERNET SERVICE

- a. Services provided may not be shared by multiple exhibits.
- b. All materials and equipment furnished by Pennsylvania Convention Center and/or PACK EXPO Services shall remain the property of PACK EXPO Services/Pennsylvania Convention Center and/or its sub-contractors.
- c. Pennsylvania Convention Center and PACK EXPO Services are authorized to cut floor coverings to gain access to utility floor ports should this be required during installation.
- d. The use of any wireless devices including, but not limited to, wireless routers and switches that interfere with the PES/PCC wireless frequency is prohibited.
- e. PACK EXPO Services does not guarantee the routing, throughput or performance expressed or implied of any data circuits with regards to Internet access, network backbones beyond any facility we service.
- f. PACK EXPO Services will not supply security services such as firewalls etc. for any data circuit we provide. It is the responsibility of exhibitors or customers to provide such security measures.
- g. PACK EXPO Services requires that all devices accessing the PCC Network have the latest virus scan software, windows security updates and any other precautions necessary to protect yourself and others from viruses, malicious programs and other disruptive applications. Any device that adversely impacts PCC's network will be disconnected from the network with or without prior notice at PES/PCC's discretion. Additional charges may apply for troubleshooting diagnosis and/or problem resolution.
- h. All Internet and equipment will be collected within 1 hour after close of show; exhibitors are responsible for loss or damage to PES/PCC equipment until PES/PCC staff receives said equipment.
- i. **It is the responsibility of the client to provide the following:**
  1. **Standard 10BaseT Ethernet adapter (RJ 45 Interface) for each computer.**
  2. **Network Driver: TCP/IP**
  3. **Proper configuration of computer equipment for TCP/IP connection.**
  4. **Electrical service for your booth, room, or service location.**





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March 3-5, 2020  
Pennsylvania Convention Center  
Philadelphia, PA USA

## Internet Definitions

**Discount Deadline:**  
**January 27, 2020**  
**(excludes labor)**

# 1 Terms and Conditions (continued)

## 4. PAYMENT TERMS & CONDITIONS

- a. **Full payment is due with service order.** Credit Card Pre-authorization for onsite charges is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to PACK EXPO Services, and accepted credit cards. **Service orders will not be processed without payment.**
- b. Advance rates will be applicable to service orders received by PACK EXPO Services by January 27, 2020. Service orders received after January 27, 2020 will be billed at the standard rate.
- c. Outstanding balance for services will be automatically billed to the credit card on file.
- d. Credit will not be given for service installed and not used. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%.
- e. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- f. Cancellation of services must be received by PACK EXPO Services 21 days prior to the event.
- g. Claims regarding services provided by PACK EXPO Services will not be considered unless filed by customer issued prior to the close of show.
- h. Refunds of overpayments will be issued by submitting request to PACK EXPO Services within 30 days of the close of final invoicing.
- i. International exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- j. For companies exempt from sales tax, PACK EXPO Services requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.



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March 3-5, 2020  
 Pennsylvania Convention Center  
 Philadelphia, PA USA

## Internet Service

**Discount Deadline:**  
**January 27, 2020**  
 (excludes labor)

		Qty	Advance Price	Standard Price	Total
<b>1 Dedicated Public Internet</b>	Dedicated Public Internet Service will accommodate internet functions such as: viewing streaming video, surfing the Internet, viewing websites and checking email. These services provide "real IPs", there are no blocked ports and they will support multiple users with VPN connections.				
	Dedicated Public 9Mb - includes (10) IP addresses, can expand to (28) total IP addresses	X	\$9,990.00	\$14,142.86	=
	Dedicated Public 6Mb - includes (10) IP addresses, can expand to (28) total IP addresses	X	\$7,777.80	\$11,111.14	=
	Dedicated Public 3Mb - includes (6) IP addresses, can expand to (11) total IP addresses	X	\$4,722.25	\$ 6,746.07	=
	Dedicated Public 1.5Mb - includes (6) IP addresses, can expand to (11) total IP addresses	X	\$2,777.80	\$ 3,968.29	=
	Additional Dedicated Public IP Address	X	\$ 177.80	\$ 254.00	=
<b>2 Private Internet Service</b>	Private Internet Service will accommodate general internet functions such as: viewing streaming video, surfing the Internet, viewing websites and checking email. These services will not support multiple users with VPN connections.				
	Private 9Mb - includes (4) IP addresses	X	\$2,000.00	\$ 2,857.14	=
	Private 6Mb - includes (4) IP addresses	X	\$1,333.35	\$ 1,904.79	=
	Private 3Mb - includes (4) IP addresses	X	\$1,111.15	\$ 1,587.36	=
	Additional Private IP Address	X	\$ 138.90	\$ 198.43	=
<b>3 Dry VLAN Connection</b>	THIS SERVICE IS NOT INTERNET ACCESS. This service is inclusive of the origination and destination points.				
	Dry VLAN connection	X	\$ 666.70	\$ 952.43	=
	ORIGINATION POINT:				
	DESTINATION POINT:				

Please see page 21b for Payment Terms and Conditions.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
An Internet floor plan must be provided with this order. See form 21d.	Subtotal _____
<input type="checkbox"/> Attached	Taxes and Fees Multiplied by 8% of Subtotal _____
<input type="checkbox"/> To Follow <i>(Must be received by Disc. Deadline for Advance Rate)</i>	Late Floorplan Fee (received after 2/17/20) \$500.00
<input type="checkbox"/> Standard Location	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
 Date: \_\_\_\_\_



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**On-Site Contact Information**

Name: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Cell Number: \_\_\_\_\_

**Internet Floor Plan Template**

**Discount Deadline:**  
**January 27, 2020**  
 (excludes labor)

Using the legend below, please complete this form for all utility services you order. A change of location on an installed or partially installed utility service may result in additional costs to you. If you are submitting your own detailed drawing, please be sure to include the following items:

- Add your company name, booth number, your office phone, e-mail and fax numbers, your on-site contact, their cell phone number and their expected arrival date, your equipment delivery date and your carpet (flooring) installation date.
- Submit one floor plan copy for each utility service ordered (e.g. 2 copies if ordering electrical and plumbing services).
- Be sure to check-in at a PACK EXPO Services Desk upon your arrival to notify our staff when you are ready for your services.

Aisle or Booth # \_\_\_\_\_ (Back of Booth)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
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Adjacent Booth# \_\_\_\_\_

Adjacent Booth# \_\_\_\_\_

Feet Back ↑

Feet Over →

Aisle # \_\_\_\_\_ (Front of Booth)

▽ INTERNET ACCESS \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_



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**NEW FOR 2020  
 AIRLINE SERVICE PACKAGE**

**Plumbing  
 Information**

**Discount Deadline:  
 January 27, 2020**

**1 General  
 Information**

Determine how many pieces of equipment will need to be connected to either Air, Water, or Drain.

**INCLUSIVE AIRLINE PACKAGE PRICING-** Includes: service outlet and airline hose. Floorwork, Tear Out and Final Connection labor are also included as long as a detailed floor plan is submitted and connection time is confirmed by February 17, 2020.

Air and Water are set up for **two secondary services** within 15 feet of original service. Floor option only. Further than 15 feet away, or more than two additional locations, you must order another primary drop.

All connections from service to equipment will be performed by PACK EXPO Services (PES) personnel only.

**Inline booths and Peninsula booths** will have service brought to center back at curtain line if no floor plan is submitted with order. Airline sizes must be confirmed when ordering.

**Island booths requesting service** need to submit a detailed floor plan with order showing where services need to be installed. Without a floor plan, services could be delayed and additional costs incurred.

After initial services are installed, any changes to installation will be on a new labor ticket and materials order.

Overhead services are available but will incur additional labor charges.

PES is not responsible for moisture, oil, water, drop or increase in pressure in lines to equipment.

Exhibitors should provide their own filters, dryers or other equipment as needed.

No compressors are allowed on the show floor other than those supplied by PES.

PES reserves the right to size air services by supplied CFM's required for each outlet:

- 1/4" Line = 75 SCFM @ 90 PSI
- 1/2" Line = 303 SCFM @ 90 PSI
- 3/4" Line = 682 SCFM @ 90 PSI

**You must specify line size used per outlet when placing your order.**

Minimum line size for water and/or drain service is 1/2" nominal.

All air services shut down one (1) hour after show close.

PES is not responsible for discoloration, taste, sediment or drop in water pressure.

**Pricing Excludes:** Ramping which is time and material cost, any applicable fees or taxes, any above and beyond the normal requests for hardware, specific brand products, pressure regulator valve installations, and/or major equipment/machinery retro fitting and assembly. Any and all work requested to be done outside of the outlet service scope of work. This will be done at the published hourly labor rates and thus noted on change order or supplemental work tickets which will be signed by the exhibitor(s) as the work is performed and completed.

**There is a late fee of \$500.00 for any floorplan received after February 17, 2020.**

**\*\*\* A floorplan is required for all airlines and water/drain outlets. The floorplan needs to show what booths are on each side of exhibitor booth, and indicate where each airline or outlet type is needing to be installed. The quantity of each outlet type ordered needs to match the floorplan. A correct floorplan needs to be submitted by 2/17/20 or a \$500 fee will be added to your billing. Floorplan revisions after 2/17/20 will also be considered late, and will be charged the \$500 late floorplan fee \*\*\***

Refer to the union jurisdictions and exhibitor rights forms for more information.



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March 3-5, 2020  
Pennsylvania Convention Center  
Philadelphia, PA USA

## Plumbing Information

Discount Deadline:  
January 27, 2020

## 2 Terms and Conditions

### 1. INSTRUCTION FOR COMPLETING ORDER FORM

- a. Order must be typed or clearly printed, illegible forms will delay processing.
- b. Services requested at location other than back of booth must include proper forms and floor plans with booth orientation.
- c. For services and equipment not listed on the service order form, call the PES Service for availability and quotes at (972) 751-9400 or e-mail [pack.east@packexpo.com](mailto:pack.east@packexpo.com).

### 2. PAYMENT TERMS & CONDITIONS

- a. Full payment is due with service order. Credit Card Pre-authorization for on site charges, labor and materials is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **PACK EXPO Services**, (PES) and accepted credit cards. Service orders will not be processed without payment.
- b. Advance rates will be applicable to service orders complete with payment in full received by January 27, 2020. Service orders received after January 27, 2020 or orders received without payment will be billed at the standard rate.
- c. Outstanding balance for services will be automatically billed to the credit card on file.
- d. Credit will not be given for service installed and not used. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%.
- e. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- f. Cancellation of services must be received by PES 21 days prior to the event.
- g. Rates are based on current wages and are subject to change without notice.
- h. **Claims** regarding services provided by PES will not be considered unless filed by customer issued prior to the close of show.
- i. **Refunds** of overpayments will be issued by submitting requests to PES within 30 days of the close of final invoicing.
- j. **International** exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- k. For companies exempt from sales tax, PES requires an exemption certificate for the Commonwealth of Pennsylvania. Resale Certificates are not valid unless re-billing charges to customers.

### 3. EXPLANATION OF SERVICE

- a. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- b. Advance orders will be installed based on the schedule determined by PES. On site orders will be processed in the order that they are received at the PES Service Desk.
- c. Air services will be turned off one hour after the close of show each day and restored one hour prior to opening. 24 hour electrical service is available for refrigeration, electronics and circulation pumps.

### 4. RULES & REGULATIONS FOR SERVICES

- a. Services provided may not be shared by multiple exhibits.
- b. All materials and equipment furnished by PCCA and/or PES shall remain the property of PCCA/ASM and/or PES.
- c. PES is authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
- d. PES is not responsible for interruption or fluctuation of services.
- e. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA safety standards. All equipment is subject to inspection and approval by PCCA prior to connection to service.
- f. Customer is responsible for any lost or damaged equipment supplied by the PCCA..

**RATES SUBJECT TO CHANGE**



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March 3-5, 2020  
 Pennsylvania Convention Center  
 Philadelphia, PA USA


# Plumbing Service

Discount Deadline:  
 January 27, 2020

	Qty	Advanced Rate per Unit	Standard Rate per Unit	Total
<b>1 Plumbing Service</b>				
		X	\$836.00	\$1,194.30 =
		X	\$495.00	\$ 707.15 =
		X	\$863.50	\$1,233.60 =
		X	\$522.50	\$ 746.45 =
		X	\$891.00	\$1,272.85 =
		X	\$550.00	\$ 785.70 =
		X	\$231.00	\$ 330.00 =
		X	\$126.50	\$ 180.70 =
		X	\$231.00	\$ 330.00 =
		X	\$126.50	\$ 180.70 =
		X	\$ 27.50	\$ 39.30 =
		X	\$187.00	\$ 267.15 =
	X	\$ 77.00	\$ 110.00 =	

**We do not stock any bottled gasses on premise. Please call your Customer Account Manager for a list of our available gases. Many of our gases require a minimum of two weeks advance notice, please plan accordingly.**

**Please schedule estimated machine hookup date/time on the following page.**

 PACK EXPO Services (PES) has been retained by PMMI to provide a single source contact for Exhibitor Services. The Utility Services provided by Pennsylvania Convention Center are being processed by PES. Pennsylvania Convention Center rates have been adjusted to include a cumulative Service Charge. Pennsylvania Convention Center is not responsible for errors or omissions for services requested, or payments made to PES or refunds due from PES.

**Cancellation Policy:** Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%. Cancellation onsite will be billed at 100%.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
An air and water floor plan must be provided with this order. See form 22e.	Subtotal
<input type="checkbox"/> Attached	Taxes and Fees Multiplied by 8% of Subtotal
<input type="checkbox"/> To Follow <i>(Must be received by Disc. Deadline for Advance Rate)</i>	Late Floorplan Fee (received after 2/17/20) <span style="float: right;">\$500.00</span>
<input type="checkbox"/> Standard Location	<i>*See form 22a for requirements</i>
	<b>Total</b>

Exhibiting Company: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



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March 3-5, 2020  
 Pennsylvania Convention Center  
 Philadelphia, PA USA

# Plumbing Labor

Discount Deadline:  
 January 27, 2020

<b>2</b> Labor Rates (Discount Rates Do Not Apply to Labor)	Straight Time:	Monday - Friday, (8:00 am - 4:30 pm)	\$157.50
	Overtime:	All other Weekday Times and All Day Saturday	\$236.25
	Double Time:	All Day Sunday and Holidays	\$315.00

**AUTHORIZED TO LAY LINES UNDER CARPET - PROCEED WITHOUT EXHIBITOR SUPERVISION**  
 PER ATTACHED FLOOR PLAN. CREDIT CARD AUTHORIZATION MUST BE COMPLETE AND PLUMBING FLOOR PLAN ATTACHED.

**PROCEED UNDER EXHIBITOR SUPERVISION**  
 PER ATTACHED FLOOR PLAN ON DATE AND TIME INDICATED BELOW. EXHIBITOR MUST REPORT TO THE PES SERVICE DESK TO SIGN OUT LABOR.

Install lines under carpet: Date: \_\_\_\_\_ Time: \_\_\_\_\_

To make final connections: Date: \_\_\_\_\_ Time: \_\_\_\_\_

It is important to schedule hookup labor to ensure that labor is available when needed.

**START TIMES REQUESTED GUARANTEED ONLY WHERE LABOR IS REQUESTED FOR THE START OF THE WORKDAY, 8:15 AM UNLESS THE OFFICIAL SET UP TIME BEGINS LATER IN THE DAY.**

PACK EXPO Services (PES) has been retained by PMMI to provide a single source contact for Exhibitor Services. The Utility Services provided by Pennsylvania Convention Center are being processed by PES. Pennsylvania Convention Center rates have been adjusted to include a cumulative Service Charge. Pennsylvania Convention Center is not responsible for errors or omissions for services requested, or payments made to PES or refunds due from PES.

**Cancellation Policy:** Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%. Cancellation onsite will be billed at 100%.

## ADDITIONAL INFORMATION

An air and water floor plan must be provided with this order. See form 22e.

- Attached
- To Follow *(Must be received by Disc. Deadline for Advance Rate)*
- Standard Location

## CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



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**On-Site Contact Information**

Name: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Cell Number: \_\_\_\_\_

**Air and Water  
 Floor Plan Template**

Discount Deadline:  
 January 27, 2020

Using the legend below, please complete this form for all utility services you order. A change of location on an installed or partially installed utility service may result in additional costs to you. If you are submitting your own detailed drawing, please be sure to include the following items:

- 1. Location, Type and Size of the primary connection.** Plumbing needs to be distributed from one location. It is recommended that this location be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please provide specific dimensions.
- 2. Location, Type and Size of all secondary connections.** Please provide specific dimensions. *Please do not simply place an X where a connection is required.*
- 3. Booth orientation.** Please provide surrounding aisle and/or booth numbers, particularly for Island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

Aisle or Booth # \_\_\_\_\_ (Back of Booth)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
20																					20
19																					19
18																					18
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6																					6
5																					5
4																					4
3																					3
2																					2
1																					1
0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	

Adjacent Booth #  
 \_\_\_\_\_

Adjacent Booth #  
 \_\_\_\_\_

↑  
 Feet Back

→ Aisle # \_\_\_\_\_ (Front of Booth)

Feet Over

COMMENTS

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PLUMBING**

- CAL COMPRESSED AIR LINE (Diameter in inches)
- WL WATER LINE (Diameter in inches)
- DL DRAIN LINE (Diameter in inches)

Exhibiting Company: \_\_\_\_\_

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





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March 3-5, 2020  
 Pennsylvania Convention Center  
 Philadelphia, PA USA

# Audio Visual/ Computer Information

**Discount Deadline:**  
**January 27, 2020**  
 (excludes labor)

## AUDIO VISUAL SERVICE ORDER (EXHIBIT BOOTHS) TERMS & CONDITIONS

### 1. INSTRUCTION FOR COMPLETING ORDER FORM AND PROCESSING REQUESTS.

- a. Service Order Forms must be typed or clearly printed. Incomplete order forms, including illegible print and missing information, will not be processed.
- b. For services and equipment not listed on the Service Order Form, please call PACK EXPO Services at (972) 751-9400 or e-mail [pack.east@packexposervices.com](mailto:pack.east@packexposervices.com).
- c. Completed Service Order Forms should be submitted to PACK EXPO Services.

### 2. PAYMENT TERMS & CONDITIONS

- a. Full payment is due with service order or the service order will not be processed. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **PACK EXPO Services (PES)**, and accepted credit cards. Credit Card pre-authorization for on-site charges, labor and equipment is required when placing an order. All Customers with outstanding balances from prior events must submit payment along with service orders, or the outstanding balance will be automatically billed to the approved credit card on file. If prior outstanding balances are not paid, services will not be provided.
- b. **A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.**
- c. Cancellation of services must be received by PES 72 hours prior to delivery date, or services and equipment will be billed at 100%.
- d. It is the Customer's responsibility to advise PES of any problems with any order, and to check invoices for accuracy prior to the close of the event.
- e. Claims regarding services provided by PES should be filed by Exhibitor onsite.
- f. Requests for refunds of overpayments must be submitted to PES within 30 days of receipt of the final invoice.
- g. International exhibitors are required to make payment by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- h. For companies exempt from sales tax, PES requires an exemption certificate issued by the Commonwealth of Pennsylvania or any state/ federal entity.

### 3. RENTAL TERMS AND CONDITIONS

- a. A representative of Customer must be present to sign for delivery of equipment.
- b. All materials and equipment furnished by PES and/or its sub-contractors shall remain the property of PES and/or its sub-contractors.
- c. All equipment provided by Customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PES safety standards.
- d. **All equipment is subject to inspection and approval by PES prior to connection to service.**
- e. It is understood and agreed that Customer is renting PES's equipment for a specified period of time and is responsible for its safe return. Customer hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to said property. All rental equipment must be returned to PES in the same condition as it was at the time of delivery to Customer, reasonable wear and tear excluded. Customer will immediately notify PES of any damage to the rental equipment and Customer hereby agrees to be billed for any damage to or loss of rental equipment while in Customer's care, custody and/or control. In no event shall Customer permit any equipment to be used and/or possessed by parties other than the named Customer without prior consent of PES in each instance. Services provided may not be shared by multiple exhibits.
- f. Installation services for advance orders will be completed according to the schedule determined by PES. On-site orders will be processed in the order that they are received at the PES Service Desk.
- g. PES will not be liable for any damages Customer may suffer arising out of acts of God, use or inability to use the audio-visual equipment or related products and/or services, unless such damages are caused by the intentional or willful act of PES. PES will not be liable for any special or consequential damages, or for losses, damages or expenses directly or indirectly arising from Customer's use or inability to use the audio-visual equipment or related products and/or services, based upon breach of contract, or any other legal theory, whether or not PCC, its suppliers or subcontractors have been advised of the possibility of such damage or loss.
- h. The terms and conditions of this agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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

Booth No: \_\_\_\_\_



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**ALL PRICING IS FOR THE LENGTH OF THE SHOW.**

**Audio Visual and Computer Rental Packages**

**Audio Visual/Computer Rental**

**Discount Deadline:  
 January 27, 2020  
 (excludes labor)**

No equipment will be left in unattended booths. Delivery of equipment to your booth will begin on Friday, February 28, 2020. Failure to receive equipment at scheduled time will result in an additional delivery charge.

Please select date of delivery:  Friday, Feb. 28  Saturday, Feb. 29  Sunday, Mar. 1  Monday, Mar. 2  
 Please select time of delivery:  8:00 am - 10:00 am  10:00 am - 12:00 Noon  1:00 pm - 3:00 pm  3:00 pm - 5:00 pm

Does your monitor require audio?  Yes  No

Onsite Contact: \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Please refer to full terms and conditions on Form 23a.

		Quantity	Advanced Show Rate	Standard Show Rate	Total
<b>1</b> Presentation Equipment	6' Tripod Screen	X	\$ 82.50	\$ 117.86	=
	8' Tripod Screen	X	\$ 124.30	\$ 177.57	=
	Projection Video Cart w/ Drape (Select 32" _____ or 54" _____)	X	\$ 69.30	\$ 99.00	=
	Flipchart w/ Markers and Pad	X	\$ 82.50	\$ 117.86	=

<b>2</b> LCD Flat Panel Displays	20" LCD Flat Panel Monitor (Data ONLY, not wall mountable)	X	\$ 129.80	\$ 185.43	=
	24" LCD Flat Panel Display (Data & Video)	X	\$ 412.50	\$ 589.29	=
	32" HD Flat Panel Display (Data & Video)	X	\$ 550.00	\$ 785.71	=
	40" HD Flat Panel Display (Data & Video)	X	\$ 825.00	\$1,178.57	=
	52" HD Flat Panel Display (Data & Video)	X	\$1,375.00	\$1,964.29	=
	60" HD Flat Panel Display (Data & Video)	X	\$1,787.50	\$2,553.57	=
	Floor Stand _____ or Table Top Stand _____	X	\$ 137.50	\$ 196.43	=
Wall Mounting	X	Please call for quote.		=	

**Exhibitors can install monitors and A/V equipment that is not rented as long as you are a full-time employee of the booth.**

**NOTE: Wall mounting or complex sets will incur additional labor charges.**

If required to mount a monitor above 5' from the floor, additional labor will be applied. PES is **NOT** responsible for attaching the hardware to the structure. Please insure the hardware is attached to the structure **PRIOR** to your installation.

**Labor Rates:**

Overtime labor rates will be charged after 4:30 pm daily and all day Saturday. Double Time labor rates will be charged after 8:30 pm daily, and all day Sunday.

ST - \$189.75/ hr. OT - \$280.50/ hr. DT - \$371.30/ hr.

**Cancellation Policy:** All cancellations must be submitted in writing. Cancellations received on or after February 21, 2020 are subject to a charge of 50% of the order total. Cancellations received after February 26, 2020 will be billed at 100%.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or for labor estimates.	Equipment Subtotal _____
Please list all AV equipment/sources you will be bringing to the show:	Taxes & Fees Multiplied by 8% _____
	28% Service Charge (includes delivery, install and dismantle) _____
	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



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**ALL PRICING IS FOR THE LENGTH OF THE SHOW.**

**Audio Visual and Computer Rental Packages**

**Audio Visual/ Computer Rental**

**Discount Deadline:  
 January 27, 2020  
 (excludes labor)**

No equipment will be left in unattended booths. Delivery of equipment to your booth will begin on Friday, February 28, 2020. Failure to receive equipment at scheduled time will result in an additional delivery charge.

Please select date of delivery:  Friday, Feb. 28  Saturday, Feb. 29  Sunday, Mar. 1  Monday, Mar. 2  
 Please select time of delivery:  8:00 am - 10:00 am  10:00 am - 12:00 Noon  1:00 pm - 3:00 pm  3:00 pm - 5:00 pm  
 Does your monitor require audio?  Yes  No

Onsite Contact: \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Please refer to full terms and conditions on Form 23a.

		Qty	Advanced Show Rate	Standard Show Rate	Total
3 LCD Projectors	4,500 Lumen LCD Projector	X	\$ 825.00	\$1,178.57	=
4 Laptop Computer	Laptop Computer w/ MS Office	X	\$ 344.30	\$ 491.86	=
5 Audio/ Video Equipment	160 Watt Self Powered Full Range Speaker w/ Stand	X	\$ 179.30	\$ 256.14	=
	300 Watt Self Powered Full Range Speaker w/ Stand	X	\$ 234.30	\$ 334.71	=
	Dynamic Microphone Floor Stand _____ or Podium _____ or Table Top _____	X	\$ 96.80	\$ 138.29	=
	Wireless Microphone Handheld _____ or Lavalier _____ or Headset _____	X	\$ 316.80	\$ 452.57	=
	DVD Player (single disk)	X	\$ 179.30	\$ 256.14	=
	Blu-Ray Player	X	\$ 275.00	\$ 392.86	=

**Exhibitors can install monitors and A/V equipment that is not rented as long as you are a full-time employee of the booth.**

**NOTE: Wall mounting or complex sets will incur additional labor charges.**

If required to mount a monitor above 5' from the floor, additional labor will be applied. PES is **NOT** responsible for attaching the hardware to the structure. Please insure the hardware is attached to the structure **PRIOR** to your installation.

**Labor Rates:**

Overtime labor rates will be charged after 4:30 pm daily and all day Saturday. Double Time labor rates will be charged after 8:30 pm daily, and all day Sunday.

ST - \$189.75/ hr. OT - \$280.50/ hr. DT - \$371.30/ hr.

**Cancellation Policy:** All cancellations must be submitted in writing. Cancellations received on or after February 21, 2020 are subject to a charge of 50% of the order total. Cancellations received after February 26, 2020 will be billed at 100%.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or for labor estimates.	Equipment Subtotal _____
Please list all AV equipment/sources you will be bringing to the show:  _____ _____ _____	Taxes & Fees Multiplied by 8% _____
	28% Service Charge (includes delivery, install and dismantle) _____
	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



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March 3-5, 2020  
 Pennsylvania Convention Center  
 Philadelphia, PA USA

# Floral

**Discount Deadline:**  
**January 27, 2020**  
 (excludes labor)

The pleasing accent of floral displays softens and enhances your exhibit space, creating a professional and comfortable environment for you and your customers to conduct business. **Special floral options are available on request.** All materials and plants available on a rental basis only, except for cut flower arrangements. Items missing from booth upon dismantling are the responsibility of the exhibitor and an additional charge will be applied. Orders placed on the show floor are subject to availability.

- Foliage plants and architectural containers are on a rental basis.
- Price includes **plant installation, architectural containers, servicing throughout show, and dismantling at end of show.**

	Description	Qty	Advance Price	Standard Price	Total	
<b>1 Green and Blooming Plants</b>	Containers: (Please check your choice) _____ White _____ Black					
	2' Plants	_____ X	\$ 45.55	\$ 65.07	= _____	
	3' Plants	_____ X	\$ 49.70	\$ 71.00	= _____	
	4' Plants	_____ X	\$ 62.10	\$ 88.71	= _____	
	5' Plants	_____ X	\$ 74.50	\$106.43	= _____	
	6'-7' Plants	_____ X	\$ 91.10	\$130.14	= _____	
	8'-9' Plants	_____ X	\$135.80	\$194.00	= _____	
	Taller plant material is available. Please call your Customer Account Manager.					
	Potted Mums	_____ X	\$ 31.50	\$ 45.00	= _____	
	_____ Yellow _____ White _____ Lavender					
	Potted Azaleas	_____ X	\$ 41.40	\$ 59.14	= _____	
	_____ Red _____ Pink _____ White					
	Potted Ferns, Small	_____ X	\$ 36.50	\$ 52.14	= _____	
Potted Ferns, Large	_____ X	\$ 39.75	\$ 56.79	= _____		
Hanging Plants	_____ X	\$ 39.75	\$ 56.79	= _____		
Bromeliads	_____ X	\$ 41.40	\$ 59.14	= _____		

<b>2 Lead Tracking</b>	Bubble Bowl	_____ X	\$ 34.80	\$ 49.71	= _____
	(Great for business card drawings.)				

<b>3 Professional Floral Services</b>	<b>Floral Arrangements</b> (Please check one) _____ Tropical _____ Seasonal				
	Height _____ Width _____ Colors _____				
	Small Arrangement (12" x 12")	_____ X	\$ 99.35	\$141.93	= _____
	Medium Arrangement (18" x 14")	_____ X	\$117.60	\$168.00	= _____
	Large Arrangement (24" x 18")	_____ X	\$140.75	\$201.07	= _____
	Single Stem Phalaenopsis Orchid Plant				
	_____ Fuchsia _____ White <b>Long Lasting!</b>	_____ X	\$ 98.55	\$140.79	= _____
	Double Stem Phalaenopsis Orchid Plant				
_____ Fuchsia _____ White <b>Long Lasting!</b>	_____ X	\$174.65	\$249.50	= _____	
Custom Arrangement (Please ask for quote)	_____ X	Please call	for quote	= _____	

**Cancellation Policy:** Cancellations received less than 2-weeks prior to the first day of exhibitor scheduled move-in will be billed at 50%. Cancellations received on site will be billed 100%.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs, or special requests.	Subtotal _____
	Add 8% Rental Tax _____
	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
 Date: \_\_\_\_\_



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March 3-5, 2020  
 Pennsylvania Convention Center  
 Philadelphia, PA USA

# Hostess/Booth Talent Terms and Conditions

## 1 Registration/ Badges for Associates

The Exhibitor is responsible for registering each associate for a badge that will gain them access to the show floor and also must absorb any/all costs associated with badge registration. The Exhibitor is also responsible for meeting the associate on opening day to give them the badge. If the Exhibitor prefers, the associate can pick up the badge provided by the Exhibitor at Exhibitor Registration and meet the Exhibitor at the booth.

## 2 Cancellation by Exhibitor

Cancellations received after a contract has been signed, will be charged at 50% of the Total Bill. Cancellations received 14 days or less before the show will be charged at 100% of the Total Bill. (a) Exhibitor acknowledges and agrees to the CANCELLATION CHARGES set forth in the contract. If Exhibitor, or Agent on behalf of Exhibitor, cancels prior to the event, the Exhibitor will be subject to this Agreement. Upon such cancellation, Exhibitor/Agent excuse Event Pros, LLC and Talent from further performance under the terms of this Agreement. (b) The Exhibitor acknowledges and agrees that the Exhibitor or its Agent may only terminate or cancel Talent after commencement of the event subject to the Agreement, upon showing a good cause. "Good cause" is defined as a willful breach of duty by the Talent in the course of his or her performance, or in the case of the Talent's habitual; neglect of duty or continued incapacity to perform that duty. In the event of good cause as defined above, prior to terminating cancelling the Talent, the Exhibitor must provide Event Pros with a reasonable opportunity to cure the inadequate performance of the Talent by allowing Event Pros to notify the Talent of the alleged breach of duty and/or replacing the Talent with an alternate in order to rectify any performance inadequacies. In the event Exhibitor terminates or cancels Talent without providing Event Pros with the aforementioned opportunity to cure, the Exhibitor agrees to pay the entire fee due and owing as if the Exhibitor and Talent fully performed under the Agreement.

## 3 Indemnifica- tion

The Exhibitor shall indemnify, defend and hold harmless Event Pros, LLC from and against any and all obligations, debts, liabilities, claims, demands, losses, damages, lawsuits, and expenses of any third party in any way arising out of the services to be provided; however, such indemnifications shall not apply to acts of omissions of Event Pros, LLC which constitute willful misconduct or gross negligence.

## 4 No Solicitation by Exhibitor

The Exhibitor shall not solicit for employment or employ, nor refer to a third party for employment or employ, whether as employee or independent contractor, any person who is or has been provided to the Exhibitor through the services of Event Pros, LLC for a period of (2) years after the completion of any event for which Event Pros, LLC served as the booking agent.

## 5 Services to be Performed

Personnel retained by the Exhibitor will perform the specific duties described in the work order confirmation and will not be subjected to any undue emotional, physical, or sexual harassment from the Exhibitor and/or the Exhibitors' guests. Any such harassment will necessitate the withdrawal of personnel. The Exhibitor shall remain fully liable for payment of the total fee should such a withdrawal occur.

## 6 Meal Breaks and Rest Periods

The retained personnel shall be entitled to take lunch and breaks as outlined in the Work Order.

## 7 Overtime

The retained personnel will be eligible for overtime pay for hours in excess of 9 hours per day.

## 8 Subsequent Contracts

All future Work Orders will be performed under the same terms and conditions stated herein unless amended by written agreement.



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March 3-5, 2020  
 Pennsylvania Convention Center  
 Philadelphia, PA USA

# Hostess/ Booth Talent

To receive a quote for booth talent, please complete the following information.

1	Staff		Number Required
		Please specify the number of staff required from each category:	
		Exhibit Hostess/Host	_____
		Narrator/Spokesperson	_____
		Demonstrator/Sales Assistant	_____
		Crowd Gatherer	_____
		Hospitality Suite Hostess/Host	_____
		Interpreter	_____
		Other	_____
		Type of Apparel: <input type="checkbox"/> Business <input type="checkbox"/> Cocktail <input type="checkbox"/> Other: _____	
		Special Talent/Qualification: _____	
		_____	
		Onsite Contact: _____	
		Cell Phone #: _____	

Dates Service is Required:

\_\_\_\_\_ From: \_\_\_\_\_ am to \_\_\_\_\_ pm  
 \_\_\_\_\_ From: \_\_\_\_\_ am to \_\_\_\_\_ pm  
 \_\_\_\_\_ From: \_\_\_\_\_ am to \_\_\_\_\_ pm

Additional Information: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Additional Charges

All orders placed within 10 days from first day of event are subject to a late order premium of \$100.00 per associate.

Additional Charges may also apply when requesting a specific associate, executive level of experience, and/or special requirements such as specified wardrobe, appearance (ethnicity, height), additional languages, and detailed training.

**Cancellation Policy:** Cancellations received after a contract has been signed will be charged 50% of the Total Bill.  
 Cancellations received 14 days or less before show will be charged at 100% of the Total Bill.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs, or special requests.	<b>PAYMENT IN FULL IS DUE WHEN CONTRACT IS SIGNED BY EXHIBITOR.</b>

Exhibiting Company: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
 Date: \_\_\_\_\_



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[www.packexpoeast.com](http://www.packexpoeast.com)



March 3-5, 2020  
 Pennsylvania Convention Center  
 Philadelphia, PA USA

## Hostess/ Booth Talent

### 1 Event Staffing Services

The foundation of our business is based upon our highly-trained and experienced event staffing professionals, who have earned us our winning reputation within the trade show industry.

**PROMOTIONAL ASSISTANTS** coordinate the trade show booth, hospitality suite, or a special event. These friendly and gracious professionals are at your service to greet customers, serve food/beverages and be available to assist your staff in any way possible.

**BOOTH ASSOCIATES** act as your booth ambassadors and quickly improve your results. Each associate is well versed in a wide range of booth activities such as running the front desk, distributing literature, greeting and directing visitors to appropriate areas and qualifying leads.

**CROWD GATHERERS** increase your booth traffic and gain exposure. The enthusiastic crowd gatherers will attract audiences for presentations or demonstrations, generate leads, collect/process lead forms, distribute and secure all theater promotional items.

**CROWD GATHERERS/EMCEES** are seasoned Associates who get on the microphone before each presentation to draw in the largest crowd possible as well as giving a brief description of the upcoming presentation in an informative and entertaining manner. They will continue to gather a crowd off microphone and on the show floor once the presentation has begun.

**LEAD EXECUTIVE ASSOCIATES** maintain all booth activities and is your "right hand" person. Familiar with all aspects of the trade show industry, the lead executive associate has a proven industry track record with the capacity to maximize booth effectiveness.

**BOOTH SUPERVISORS** manage every area of the booth as well as assisting in any booth needs. They can oversee the booth with no supervision and offer suggestions on how to get the optimum flow of traffic throughout the entire display. They have over 5 years of experience in the trade show and management areas.

**PRODUCT DEMONSTRATORS** connect and communicate with your target audience, explaining the nuances and subtleties of your concept with ease and comfort. Fully versed in your company, products, and services, they will convey the desired corporate message to your potential clients.

**INTERPRETERS** are versed in the language of your choice and familiar with international business practices. Our cordial and engaging bi-lingual and multi-lingual interpreters bridge the language gap with international clients, making them feel right at home.

**PRESENTERS/ACTORS** deliver your product message professionally and effectively. These highly-adept and confident public speakers will add clarity, style and sizzle to your presentation or video shoot. Audition videos demonstrating presenter/actor skills are available upon request.

**SPECIALTY TALENT** - We are a full service agency committed to meeting your needs. Therefore, we have access to providing you with Comedians, Celebrities, Musicians, Motivational Speakers, Performance Artists and more!

### 2 Enhanced Services

**EVENT PLANNING/MARKETING** Let our marketing experts help you plan every aspect of your event for flawless execution. From concept development, messaging, marketing campaigns and more, count on us to help you achieve event success.

**TECHNICAL WRITING** Our talented team of script and technical writers are available to develop creative, effective and innovative ways to deliver your message.

**PROJECT MANAGEMENT** Project Managers work with you on pre-show planning, on-site execution and post-show wrap-up. Consider these dedicated professionals as an extension of your own staff.

**BOOTH STAFF TRAINING** An executive can train your in-house booth staff on essential booth etiquette as well as tips on how to maximize the effectiveness of the entire booth to make your event a complete success.

**PRODUCTION SERVICES** The right presentation is critical to excite and maintain the attention of show attendees. Allow our team of production professionals to provide presentations that capture and build enthusiasm around your product.

**LEAD CAPTURE SYSTEM** Our cutting-edge technology ensures that each new business opportunity is followed through to its furthest potential. Leads are the most valuable asset of a trade show and are efficiently collected with this innovative system.

**POST-SHOW MEASUREMENT** Post-show measurement is an essential tool in evaluating our business. This valuable feedback offers a clear and precise analysis of every event, allowing you to evaluate overall success and build ideas for future programs.



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March 3-5, 2020  
 Pennsylvania Convention Center  
 Philadelphia, PA USA

# Photography Services

Discount Deadline:  
 January 27, 2020  
 (excludes labor)

		Qty	Advance Price	Standard Price	Total
<b>1 Exhibit Photography Packages</b>	<i>Includes color corrected, high resolution images with unlimited usage rights shipped via ground service within 7 business days from the end of the show unless otherwise stated below. E-Delivery of images and video reel will be uploaded to secure site for 10 days within 5 business days from the end of the show. For expedited delivery on any services, please contact your Customer Account Manager.</i>				
	Pro Pack A		X \$1,133.00	\$1,618.57	=
	<i>Includes 6 views of the exhibit delivered via E-Delivery.</i>				
	Up to 5 Additional Pro Pack Views		X \$ 75.00	\$ 107.14	=
	Pro Pack B		X \$2,240.00	\$3,200.00	=
<b>2 Single Exhibit Views</b>	<i>Includes 15 views of the exhibit delivered via E-Delivery.</i>				
	Up to 10 Additional Pro Pack Views		X \$ 75.00	\$ 107.14	=
	<i>E-Delivery of images will be uploaded to a secure site for 10 days after which the link will expire. A minimum cost of \$83.35 will be charged for re-uploading.</i>				
<b>3 Exhibit Photography With Video Packages</b>	<b>Pro Pack A w/ Videography Services</b>				
	Additional Time (per 30-minute interval)		X \$ 300.00	\$ 428.57	=
	<i>Includes 6 views of the exhibit and 5-10 minutes of video footage of booth delivered via E-Delivery. Video is without sound and unscheduled. Video booked in 30-minute intervals.</i>				
	<b>Pro Pack B w/ Videography Services</b>				
	Additional Time (per 30-minute interval)		X \$ 300.00	\$ 428.57	=
	<i>Includes 15 views of the exhibit and 5-10 minutes of video footage of booth delivered via E-Delivery. Video is without sound and unscheduled. Video booked in 30-minute intervals.</i>				
	<b>Videography Service of Booth (with 4 view min.)</b>				
	Additional Time (per 30-minute interval)		X \$ 300.00	\$ 428.57	=
	<i>10 minutes of video footage of booth, without sound, captured during photography session. Booked in 30-minute intervals.</i>				
	<b>Videography Service of Booth (No min. photo order)</b>				
	Additional Time (per 30-minute interval)		X \$ 300.00	\$ 428.57	=
	<i>5-10 minutes of video footage of booth, without sound, unscheduled before or during show hours. Please notate on Order Form 26c with or without people. Booked in 30-minute intervals.</i>				
<b>Video Footage Edit</b>					
<i>Includes either three-6 to 10 second clips for social media or one-30 to 45 second edited video from the above services with stock music and limited graphic. Delivered electronically within 10 business days from the final day of show.</i>					
<b>On-site Delivery of Exhibit Photography</b>					
<i>All unmanipulated digital images surrendered on-site on USB drive within 24 hours after image capture.</i>					
<b>Additional 8x10 Prints</b>					
<b>USB Drive of Images</b>					

**Cancellation Policy:** Cancellations received less than 1-week prior to the first day of exhibitor move-in will be billed at 50%.

## ADDITIONAL INFORMATION

## CALCULATING YOUR TOTAL

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

Subtotal \_\_\_\_\_

(Transfer Subtotal to Form 27c)

Exhibiting Company: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_





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March 3-5, 2020  
 Pennsylvania Convention Center  
 Philadelphia, PA USA

## Photography Services

Discount Deadline:  
 January 27, 2020  
 (excludes labor)

		Qty	Advance Price	Standard Price	Total
<b>4 Event Photography Services</b>	All event photography services are to be used for timed special events only and must be booked in consecutive hourly increments to obtain discounted pricing. Offsite and after 5pm two-hour minimum. <i>Does not include Exhibit or Product Photography.</i>				
	Event Photography (First Hour)	X	\$ 395.00	\$ 564.29	=
	Second Hour	X	\$ 345.00	\$ 492.86	=
	Any Additional Hours	X	\$ 300.00	\$ 428.57	=
<i>E-Delivery of color corrected, high-resolution images with unlimited usage rights within 7 business days from the end of the show.</i>					
Description of Event: _____					
Location: _____					
Date: _____ Time: _____					
<b>5 Dynamic Exhibit Photography</b>	<b><i>Ideal for Exhibit Builders and Product shots.</i></b>				
	Complete Studio Look with Post-Production and E-Delivery per view		X \$ 515.00	\$ 735.71	=
<i>Imaging technicians will remove background, distracting objects or wall graphics, in addition to color correction.</i>					

**Photo Booth and Professional Head Shot Lounge** - Packages start at \$1,200.00. Please contact your Customer Account Manager for further information.

**Cancellation Policy:** Cancellations received less than 1-week prior to the first day of exhibitor move-in will be billed at 50%.

### ADDITIONAL INFORMATION

### CALCULATING YOUR TOTAL

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

Subtotal \_\_\_\_\_

(Transfer Subtotal to Form 27c)

Exhibiting Company: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



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 Pennsylvania Convention Center  
 Philadelphia, PA USA

# Photography Contact Information

**Discount Deadline:**  
**January 27, 2020**  
 (excludes labor)

Booth Name: _____	On-site Instructions: _____
Booth Number: _____	_____
On-site Contact: _____	_____
Cell #: _____	_____
Email: _____	<b>Exhibit Photography/Video Reel Instructions</b>
	Monitors _____ ON _____ OFF
	Lights _____ ON _____ OFF
	With People _____ Without People _____ Staff Shot _____

Ship to Company: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Ship to Attention: \_\_\_\_\_

Ship to Phone: \_\_\_\_\_

Ship to Email: \_\_\_\_\_

To avoid shipping and handling costs, please supply Fed-Ex or UPS number for ground or overnight shipping.

Please indicate preference:

Overnight: \_\_\_\_\_ Ground: \_\_\_\_\_

Fed-Ex #: \_\_\_\_\_

UPS #: \_\_\_\_\_

*Photography Orders ship within 7 business days after closing date of show unless otherwise stated.  
 Claims must be in writing within 7 days of receiving materials.  
 Orders placed on-site will be subject to higher pricing.*

**Cancellation Policy:** Cancellations received less than 1-week prior to the first day of exhibitor move-in will be billed at 50%.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	Subtotal _____
	Tangible products delivered in IL subject to 10.25% sales tax _____
	<i>(Products delivered in TX and NY - applicable sales tax may apply)</i>
	Shipping and Handling via Ground Services \$20.00 _____
	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_

Print Name: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_



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## Video Services

Discount Deadline:  
 January 27, 2020  
 (excludes labor)

		Qty	Advance Price	Standard Price	Total
1 Video Production	<i>B Roll (general footage of action), testimonials, interviews, booth and event coverage, time lapse clips, etc.</i>				
	<b>All-Inclusive Video Package</b>		X \$2,275.00	\$3,250.00	=
	<i>Up to 2 consecutive hours (including setup and breakdown time) of in-booth HD shoot with 1 videographer and standard HD kit, 1 edited and produced video of up to 3 minutes long with rough cut and 1 revision. Includes intro, outro, stock music and titling. First draft delivered online within 15 days from the final day of the show. Final video delivered online upon final approval.</i>				
	<b>B Roll 120- Scheduled Raw Footage* Capture</b>		X \$1,590.00	\$2,271.43	=
	<i>Up to 2 consecutive hours (including setup and breakdown time) of in-booth HD shoot with 1 videographer and standard HD kit at the time of your choice during show hours. Delivery of raw footage* on a USB drive within 10 business days from the final day of the show.</i>				
<b>Half Day B Roll Shoot</b>		X \$2,125.00	\$3,035.71	=	
<i>Up to 4 consecutive hours (including setup and breakdown time) of in-booth HD shoot with 1 videographer and standard HD kit. Delivery of raw footage* on a hard disk drive within 10 business days from the final day of show.</i>					
<b>Full Day B Roll Shoot</b>		X \$3,250.00	\$4,642.86	=	
<i>Up to 8 consecutive hours (including setup and breakdown time) of in-booth HD shoot with 1 videographer and standard HD kit. Delivery of raw footage* on a hard disk drive within 10 business days from the final day of show.</i>					
<b>*NEW* LIVE STREAMING</b>		X Please call.	N/A	=	
<i>Stream to Facebook, YouTube, Vimeo or embedded into your own website. Pricing starts at \$2,222.20 and must be booked 21 days in advance. Please contact your Customer Account Manager for additional details and pricing.</i>					

### \*Raw Video Footage Disclaimer

All raw video footage is provided as is and may not be usable directly. It is meant to be edited by a professional before use and saved in the appropriate format.

For example of the video products, please visit [www.OscarAndAssociates.com/exhibitvideos](http://www.OscarAndAssociates.com/exhibitvideos).

Description of Video:	
Location:	
Date:	Time:
(Telephone confirmation to be provided upon receipt of form.)	

**Cancellation Policy:** Cancellations received less than 1-week prior to the first day of exhibitor move-in will be billed at 50%.

### ADDITIONAL INFORMATION

### CALCULATING YOUR TOTAL

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	Subtotal _____ (Transfer Subtotal to Form 27f)
---	---

Exhibiting Company: _____	Booth Number: _____
Print Name: _____	Date: _____
Authorizer's Signature: _____	



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March 3-5, 2020  
 Pennsylvania Convention Center  
 Philadelphia, PA USA

## Video Services

Discount Deadline:  
 January 27, 2020  
 (excludes labor)

		Qty	Advance Price	Standard Price	Total
2 Video Post Production	<i>Editing, animation, music and sound design. On site during show or post-show. Videos delivered electronically.</i>				
	<b>Post Show Editing</b> 2-3 minute video with 2 rounds of revisions.	X	\$1,500.00	\$2,142.86	=
	<b>*NEW* Editing</b> 3 to 5 videos running between 6 sec. & 20 sec. for social media.	X	\$1,500.00	\$2,142.86	=
	<b>On show site editing with 24-hour or less delivery</b> Per hour, 2-hour minimum	X	\$ 800.00	\$1,142.86	=
	<b>Raw Footage Delivery Options</b> (External hard disk drive)	X	\$ 200.00	\$ 285.71	=

### \*Raw Video Footage Disclaimer

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Description of Video:	
Location:	
Date:	Time:
(Telephone confirmation to be provided upon receipt of form.)	

**Cancellation Policy:** Cancellations received less than 1-week prior to the first day of exhibitor move-in will be billed at 50%.

### ADDITIONAL INFORMATION

### CALCULATING YOUR TOTAL

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

Subtotal \_\_\_\_\_  
 (Transfer Subtotal to Form 27f)

Exhibiting Company: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



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 Pennsylvania Convention Center  
 Philadelphia, PA USA

## Video Contact Information

**Discount Deadline:**  
**January 27, 2020**  
 (excludes labor)

Booth Name: _____	On-site Instructions: _____
Booth Number: _____	_____
On-site Contact: _____	_____
Cell #: _____	_____
Email: _____	<b>Exhibit Photography/Video Reel Instructions</b>
	Monitors _____ ON _____ OFF
	Lights _____ ON _____ OFF
	With People _____ Without People _____ Staff Shot _____

Ship to Company: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Ship to Attention: \_\_\_\_\_

Ship to Phone: \_\_\_\_\_

Ship to Email: \_\_\_\_\_

To avoid shipping and handling costs, please supply Fed-Ex or UPS number for ground or overnight shipping.

Please indicate preference:

Overnight: \_\_\_\_\_ Ground: \_\_\_\_\_

Fed-Ex #: \_\_\_\_\_

UPS #: \_\_\_\_\_

*Photography Orders ship within 7 business days after closing date of show unless otherwise stated.  
 Claims must be in writing within 7 days of receiving materials.  
 Orders placed on-site will be subject to higher pricing.*

**Cancellation Policy:** Cancellations received less than 1-week prior to the first day of exhibitor move-in will be billed at 50%.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	Subtotal _____
	Tangible products delivered in IL subject to 10.25% sales tax _____
	<i>(Products delivered in TX and NY - applicable sales tax may apply)</i> _____
	Shipping and Handling via Ground Services \$20.00 _____
	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_

Print Name: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_



## 1 Video Shoot

Actual filming times may be shorter than the time the videographer is scheduled to be at your booth. Scheduled times include setup and breakdown of videographer equipment and may vary depending on the type of shoot and the equipment. The amount of footage a videographer records depends on the amount of activity going on within the booth.

**Standard HD Kit** - includes 1 wireless mic, tripod and 1 light kit (on-camera or external, videographer's choice). The light kit is dependent on the shoot needs. We will only supply an on-camera light unless specifically requested. Please contact us for additional or specific equipment needs.

## 2 Delivery of Raw Footage

Raw footage is footage captured directly from the camera and is not typically used "as is." In most cases the footage will need to be transferred into an editing program to even be viewable. It is intended to be edited by a professional editor before a final usable version is produced. Raw footage file formats will vary depending on camera equipment and editing equipment used. We will charge \$300.00 for a Half-Day Shoot and up to \$350.00 for a Full-Day Shoot for the conversion of raw footage files to be viewable MOV files.

Raw footage such as B Roll is usually shipped (or electronically delivered) within 10 business days from the last day of the trade show.

Online delivery is by **yousendit.com** or **wetransfer.com**. The maximum file size for online delivery is 2 GB.

Raw footage can be delivered on USB drives or external hard disk drives as well. We generally will use a USB stick for data less than 8 GB and a hard disk drive for data over 8 GB in size.

## 3 Editing Services

We provide a variety of editing services for all videos we shoot. Please contact us for custom editing needs.

## 4 Production Services

We provide a complete suite of video production services for corporate events, product demonstrations, testimonial videos and others, in addition to videos we produce for you at trade shows. Please contact us for details.

## 5 Project Management

For videos being edited, we require feedback to our editors within 10 business days of the end of the show. All projects will be deemed completed if we do not receive customer feedback by that point. A project restart fee of \$225.00 will be assessed to reopen a project for 30 days.

We do not store your raw footage for more than 30 days past the completion of your project. We do offer raw footage/video storage for up to 1 year for \$350.00 per project. This storage will make it easier to edit a new video or modify an existing video that we have produced.

We provide email feedback and notifications. Please make sure to whitelist **support@igot2know.com** email address to ensure our emails do not go to your spam folder.



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March 3-5, 2020  
 Pennsylvania Convention Center  
 Philadelphia, PA USA

## Booth Security

**Discount Deadline:**  
**January 27, 2020**  
 (excludes labor)

		START TIME	STOP TIME	TOTAL HOURS	NO. OF GUARDS	TOTAL MAN HOURS
<b>1</b> In-Booth Security	Thurs., 2/27/20 - Fri., 2/28/20	_____	_____	_____	X	= _____
	Fri., 2/28/20 - Sat., 2/29/20	_____	_____	_____	X	= _____
	Sat., 2/29/20 - Sun., 3/1/20	_____	_____	_____	X	= _____
	Sun., 3/1/20 - Mon., 3/2/20	_____	_____	_____	X	= _____
	Mon., 3/2/20 - Tues., 3/3/20	_____	_____	_____	X	= _____
	Tues., 3/3/20 - Wed., 3/4/20	_____	_____	_____	X	= _____
	Wed., 3/4/20 - Thurs., 3/5/20	_____	_____	_____	X	= _____
	Thurs., 3/5/20 - Fri., 3/6/20	_____	_____	_____	X	= _____
	Fri., 3/6/20 - Sat., 3/7/20	_____	_____	_____	X	= _____
	Saturday, 3/7/2020	_____	_____	_____	X	= _____

**Minimum Order: 4 Hours per guard per day**

**Advance Rate: \$30.00/ Hour Standard Rate: \$42.86/ Hour**

**All Daily schedules must meet a 4 hr. minimum. No schedule can commence or end between the hours of 12:00 am (Midnight) and 6:00 am. Any same day cancellations will be subject to a four hour minimum charge.**

**On-Site Orders placed with less than a 48-hour advanced notification will be billed at \$50.00 an hour.**

Would you like the guard to wait until your company representative arrives at the booth to release the guard from duty?

YES

NO

If yes, please provide a list of the names of individuals for the guard to report to, and who is authorized to release them each morning:

Name: \_\_\_\_\_

Cell Number: \_\_\_\_\_

PES Security is not an insurer. Charges are based solely upon the value of services provided for, and are unrelated to the value of the client's operations, property, or the property of others. The amounts payable by the client are not sufficient to warrant PES assuming any risk of damage or loss to property due to PES's negligence or failure to perform. PES Security will not be responsible for any/all personal electronics including laptop computers. Uniformed security serves as a visual deterrent only, and the officers employed by PES Security, its agents and representatives, will provide all necessary safeguards and shall assume no liability for life, accident, theft of property, damage to property or any other loss due to factors beyond our control including acts of terrorism. The client, by signing this agreement indemnifies and holds PES Security harmless for any and all losses and claims by third parties and agrees to have in effect at the time of signing this agreement, insurance to cover all losses.

**Cancellation Policy:** Cancellations received less than 2-weeks prior to the first day of exhibitor move-in will be billed at 50%. Cancellations received on site will be billed 100%.

### ADDITIONAL INFORMATION

### CALCULATING YOUR TOTAL

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

In-Booth Security Subtotal \_\_\_\_\_

**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_



**Aramark/SFS**

1101 Arch Street, Philadelphia PA 19107

Pennsylvania Convention Center Exhibitor Menu

**SPECIALTY SERVICES**

**Old City Coffee Service**

Espresso Service, Specialty Coffee & Tea Service  
Contact an Aramark/SFS Sales Manager for additional information

**Electric Water Cooler\*\***

Electric Water Cooler, \$100 each  
Includes cooler, 5 gallon water tank and cone cups  
**Additional 5 gallon water**, \$35.00 each

**Frozen Novelties\*\***

Ice Cream Freezer, \$100 daily rental  
Assorted Ice Cream Novelties OR Assorted Water Ice Cups,  
\$54 per dozen

**Keurig Machine\*\***

Keurig Machine, \$200 per day  
Includes Keurig Machine, initial 5 gallon water tank, PC  
condiments, cups, stirrers, beverage napkins

**Box of 24 K-Cups**, \$95 each

Includes four varieties

**Additional 5 gallon water**, \$35 each

**Soft Pretzel Warmer\*\***

Pretzel Warmer, \$150 daily rental  
Super Pretzels, \$200 per case of 50  
Served with Spicy Mustard  
\$185 attendant fee for a minimum of 4 hours of service

**Hosted Bar**

Requires an Aramark bartender, \$185 for 2 hours of service  
Contact an Aramark/SFS Sales Manager for additional information



March 3-5, 2020  
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Philadelphia, PA USA

**Official Vendor**

**A LA CARTE ITEMS**

**Beverages**

- Coffee, Decaf, Hot Tea  
\$65 per gallon, *Serves approx. 12 10 oz. cups*
- Unsweetened Iced Tea \$45 per gallon
- Lemonade, \$50 per gallon
- Herb Infused Waters, \$40 per gallon
- Bottled Fruit Juice, \$5.50 each
- Assorted Soft Drinks, \$5.50 each
- Bottled Water, \$4 each
- Mineral Water, \$4 each
- Gatorade, \$6 each
- Energy Drinks, \$7 each
- 10 lb. ice, \$10 per bag

**Bakeries**

- Bagels, \$66 per dozen
- Danish, \$48 per dozen
- Muffins, \$48 per dozen
- Donuts, \$60 per dozen
- Breakfast Breads, \$65 per dozen
- Fresh Baked Cookies and Brownies, \$35 per dozen

**Boxed Lunches- \$30 each**

- Smoked Turkey and Gouda
- Veggies and Grilled Portobello
- Italian
- Roast Beef and Cheddar
- Mixed Greens Salad
- Add Protein to Salad-\$3 more
- Includes Chips, Cookie, Bottled Water*

**Snacks**

- Individual Bags of Snacks (Potato chips, Pretzels, Popcorn), \$30 per dozen
- Philadelphia Famous Tasty Kakes, \$57 per dozen
- Assorted Granola Bars, \$20 per dozen
- Philly Soft Pretzels, \$38 per dozen
- Miniature Soft Pretzels, \$25 per dozen
- Whole Fruit, \$31 per dozen
- Mini Cupcakes, \$38 per dozen
- M&M's or Hersey Kisses, \$38 per pound
- Chocolate Dipped Strawberries, \$65 per dozen
- Mini Italian Hoagies (3 in.), \$70 per dozen
- Rice Krispy Treats, \$35 per dozen



## ORDERING INFORMATION

### Ordering

Our 20-day deadline allows sufficient time to order, plan and prepare all of your food and beverage needs. All orders received after the deadline will be noted as late and will be processed after all on-time orders have been completed. All original catering orders must be received **20 business days** prior to the first show day or a 10% late charge will be applied. Changes and/or cancellations must be received **3 business days** prior to the first show day. **No** cancellations may be made after that time. Any changes made with less than 3 business days prior to the first show date will be subject to a 20% late fee. Late changes will also be subject to approval by the Aramark/SFS Sales Department based on availability of product and staff.

### Payment Policy

Aramark Corporate Policy requires full payment prior to commencement of services. Additionally a credit card must be on file for any re-orders made on site- no exceptions. A 3% processing fee will be charged to all credit card charges.

### Delivery Charge

A \$45 delivery charge will apply to all original orders subtotaling less than \$100

### Tax and Service Fee

All food and beverage pricing is subject to a 23% administrative fee and 8% tax. All equipment charges are subject to an 8% tax only.

### Pricing

All prices are subject to change without prior notification.

### Special Orders

We have designed this menu through years of experience with exhibitors in mind. However, should you have special menu needs, please feel free to contact our Sales Department. Any variance from this menu, including changes in quantity, menu context, etc. is subject to special pricing.

### Service Personnel

When ordering Aramark personnel for your booth, please consider set-up time. We recommend scheduling personnel one hour prior to the start of your service. Additionally, Aramark personnel will clean food and beverage related areas. They are not permitted to do general booth cleaning such as vacuuming, emptying non-food trash, dusting, etc.

### Service Ware

All booth services include the appropriate variety of high grade disposable service ware. No china service is allowed inside the exhibit halls. For any services outside of the exhibit halls, if china service is ordered, additional china charges and labor charges will apply. Please contact your Aramark/SFS Sales Manager for applicable pricing for your service.

### Beverage Service

Initial beverage delivery includes: bowl of ice, ice scoop, cups and napkins.

### Tables and Electric

Aramark/SFS does not provide skirted service tables or electrical hook-ups in your exhibit space, including meeting rooms utilized for exhibits. Please contact the appropriate contractor for these items. For electrical needs, please contact Utility Services with the Pennsylvania Convention Center.

### Unauthorized Food and Beverage

Aramark/SFS is the exclusive catering for the Pennsylvania Convention Center. Absolutely no food or beverage including candy, logo water, etc., are allowed in the Pennsylvania Convention Center without approval from Aramark/SFS and appropriate waiver/corkage fees. Contact an Aramark/SFS Sales manager for Sampling Guidelines and Corkage information.



<b>ORDER FORM</b>
-------------------

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

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

On-site Contact: \_\_\_\_\_ On-site Phone: \_\_\_\_\_

Booth/Room Number: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Day/Date	Start & End Time	Quantity	Item Description	Item Price

<b>Submit your order:</b> <b>Casey Weber</b> Email: weber-casey@aramark.com Fax: 215-418-2210 Phone: 215-418-2243	Subtotal	
	10% Late Fee (When Applicable)	
	23% Administrative Fee	
	Delivery Fee (When Applicable)	
	8% Sales Tax	
	3% Credit Card Processing Fee	
	<b>Total</b>	

Cardholder's Name: \_\_\_\_\_  Visa  MasterCard

Cardholder's Signature: \_\_\_\_\_  AmEx  Check

Card Number: \_\_\_\_\_

Exp. Date \_\_\_/\_\_\_ CVV: \_\_\_\_\_

<p><b>Important Information:</b> Aramark/SFS is the exclusive caterer for the Pennsylvania Convention Center. Absolutely no food or beverage, including candy, logo water, etc., is allowed into the Pennsylvania Convention Center without approval from and appropriate waiver/corkage fees paid to Aramark/SFS.</p> <p><b>Deadline:</b> All original orders must be received 20 business days prior to the first show day or a 10% late fee will apply. Changes and/or cancellations must be received 3 business days prior to service. No cancellations may be made after that time. Any changes made within 3 business days of service will be subject to a 20% late fee. Aramark/SFS will use disposable service ware on all food and beverage functions held in the exhibit halls.</p>	<p><b>Payment Policy:</b> Aramark/SFS Corporate Policy requires full payment prior to commencement of services. Credit card provided is authorized to be used for initial pre-show orders, and additional services ordered on-site will be automatically billed to customer's credit card. 3% credit card processing fee applies.</p> <p><b>Delivery Charge:</b> A \$45 charge will apply to all orders of less than \$100 per delivery</p> <p><b>Table and Electrical Requirements:</b> Aramark/SFS does not provide skirted service tables or electrical hook-ups in your exhibit space. Please contact the appropriate contractor for these items.</p>
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March 3-5, 2020  
Pennsylvania Convention Center  
Philadelphia, PA USA

## Lead Retrieval

Discount Deadline:  
January 27, 2020  
(excludes labor)

**To order Lead Retrieval, go to**

<https://www.xpressleadpro.com/fe2/expick.php?showcode=PACK0320>



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[www.packexpeast.com](http://www.packexpeast.com)



March 3-5, 2020  
Pennsylvania Convention Center  
Philadelphia, PA USA

## Exhibitor Sponsorship Opportunities

Discount Deadline:  
January 27, 2020  
(excludes labor)

**For Sponsorship Opportunities, go to**  
<http://sc.theexpogroup.com/packexpolv2019/>



## PACK EXPO EAST DIRECT MAIL LIST REQUEST

---

**March 3-5, 2020**  
**Pennsylvania Convention Center**  
**Philadelphia, PA USA**

### **Packaging End Users**

Targeting Machinery OEMs? Ask for our OEM targeting criteria.

### **Primary Industry**

- All Food & Beverage
- All Healthcare
- All Cosmetics/Personal Care
- All Household/Automotive
- All Other Packaged Products

Or you can drill down within a particular primary industry:

### **Within Food**

- Bakery/Snack
- Cereals, Breakfast Foods
- Confection/Candy
- Dairy
- Fruits/Vegetables (Fresh, Canned, Frozen)
- Grains/Seeds/Beans/Flour/Nuts
- Ingredients
- Meat/Poultry/Seafood
- Pet Food/Pet Care
- Prepared Foods
- Soups/Condiments/Sauces/Dips/Dressings
- Frozen/Refrigerated foods
- All Food

### **Within Beverage**

- Beer
- Coffee
- Drinks, nonalcoholic (energy, sport, etc.)
- Dairy
- Juice
- Powdered Beverages
- Soft Drinks

### **PRE SHOW**

Lists Available January 27, 2020

### **POST SHOW**

### **Within Beverage Cont.**

- Spirits/Liquors
- Tea
- Water
- Wine
- All Beverage

### **Within Healthcare**

- Pharmaceutical
- Biological/Biopharmaceutical
- Medical Devices
- Medical/Dental Instruments or Supplies
- Nutraceutical (Vitamin, Dietary Supplement)
- Contract Manufacturing Organization - Pharma/Biopharma
- Over-the-Counter Products
- Cannabis Products

### **Within Household/Automotive Products**

- Detergents/Cleaners
- Household/Auto Chemicals
- Tissues/Paper Towels

### **Within All Other Packaged Products**

- Building/Construction/Home Improvement Products
- Chemical
- Consumer Electronics/Appliances
- Hardware/Tools
- Paper/Printing
- Textiles/Apparel/Footwear
- Tobacco/Smoking Products
- Toy/Sports/Crafts
- Warehouse Distribution/E-commerce

## **Job Function**

Production/Operations/Quality  
Engineering  
Plant Management  
Package Design or Development/Brand Management  
CEO/Gen Mgr/Other Senior Mgmt  
Logistics/Supply Chain Management  
Regulatory Affairs, Validation/Compliance  
Procurement

## **Packaging Plant Processes**

Aseptic/cleanroom lines  
Bottling/jar lines  
Bulk packaging (drums, IBCs, 50+ lb bags, pails)  
Canning lines  
Cold chain solutions/temperature-controlled packaging  
Dry/powder/granule packaging line/protective  
Transport packaging  
Reusable transport packaging (bins, crates, pallets, etc.)  
Strapping  
Tablet/capsule line  
Thermoformed package containers  
Tray packaging (primary package)  
Unit-dose packaging  
Vial filling

## **Packaging Machinery Buying Interest**

Adhesive application  
Bag/pouch fill/seal (pre-made)  
Blisters/clamshells/skin packaging  
Bulk handling/filling equipment  
Capping  
Cartoning  
Case erect/seal  
Case/tray packing  
Coding/marketing  
Controls & machine components  
Converting equipment  
Conveying & accumulation  
Digital printing  
Feeding/inserting/unscrambling  
Filling/capping, dry  
Filling/capping, liquid and viscous  
Flow wrapping

## **Packaging Machinery Buying Interest Cont.**

Form/fill/seal - horizontal (pouches or bags)  
Form/fill/seal - vertical  
Inspect/vision/testing/checkweigh/x-ray  
Labeling  
Multipacking/shrink bundling/banding  
Palletizing/depalletizing  
Robotics  
Shrink wrapping  
Stretch wrapping/pallet load containment  
Tamper-evident machinery  
Thermoform/fill/seal  
Tray lidding/sealing  
Vacuum packaging/MAP  
Weighing/combination scales  
Wrapping

## **Packaging Materials Buying Interest**

Blisters/clamshells/thermoforming materials  
Cartons and boxes  
Closures  
Containers  
Flexible packaging  
Labels  
Multipacks/handles/carriers  
Retail display packaging

## **Food Processing Buying Interest**

Cleaning/sanitizing/CIP  
Coating/enrobing/seasoning equipment  
Conveying, mechanical  
Conveying, pneumatic  
Conveyor belting  
Depositors  
Facility engineering/design/construction  
Feeders, dry product  
Floors, doors, walls, ceilings forming  
Extruding equipment  
Freezing/chilling equipment  
Heat exchangers

**Food Processing Buying Influence Cont.**

Mixing and blending equipment  
Motors/drives/gearboxes  
Optical sorting/grading equipment  
Ovens/dryers/fryers  
Pumps/vacuum stuffers  
Pumps/valves/fittings  
Slice/dice/shred/mill equipment  
Software, plant floor  
Sterilization/pasteurization equipment  
Tanks/vessels/kettles

**Annual Company Revenues**

Less than \$1 million  
\$1 - \$9 million  
\$10 - \$49 million  
\$50 - \$249 million  
\$250 - \$499 million  
\$500 million - \$1 billion  
Over \$1 billion

**Packaging Supply Chain**

Contract Packagers  
Packaging Distributors

**Number Of Plants Attendee Is Involved With**

0  
1  
2-5  
6-19  
20+

All direct mail lists are assumed to be US only unless otherwise requested below

Lists can also be segmented by US  
State States requested -

**PRICING AS FOLLOWS**

\$1,750 for quantities up to 7,000

Please email list requests to:  
Wendy Sawtell  
WSawtell@pmmimediagroup.com

Date

Company Name

Contact Name

Email

Phone

Billing name and email (if different from above)

Lists are one time use only and will be sent directly to your third party mail house. Please list the name of the mail house and a contact with whom we should work below.

If you do not have a third party mail house we can provide an option to you.



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 Fax: (972) 751-9500  
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March 3-5, 2020  
 Pennsylvania Convention Center  
 Philadelphia, PA USA

## Target Information

### 1 Targeted Move-In and Move-Out Information

Target dates for all inbound and outbound freight have been assigned to each PACK EXPO East 2020 exhibitor for installation (move-in) and dismantle (move-out) of display material, equipment and machinery at the Pennsylvania Convention Center.

**Exhibitors in Hall E with an assigned Saturday or Sunday targeted move in dates will receive a credit toward the installation labor costs for the following services provided by PACK EXPO Services. (Booth Labor, Electrical Labor, Forklift Rigging Labor) The credit amount will be equal to the difference between straight time (ST) and overtime (OT) if the labor occurs on Saturday. The credit amount will equal the difference between overtime (OT) and double time (DT) if the labor occurs on Sunday. To qualify for the installation labor credits you must preorder your labor and submit all requirements (including utility floorplan) for these services by February 17, 2020.**

#### **MOVE-IN AND MOVE-OUT SCHEDULES ARE PROVIDED IN THIS SECTION.**

The PACK EXPO Services (PES) Marshalling Yard is located on Bluegrass Road just off E. Roosevelt Blvd. (see map in this section). **Operating hours for check-in are 5:00 am to 3:00 pm every day during the installation. NOTE:** Some exhibitors are scheduled for 7:00 am targets. If your target is 7:00 am, your carrier must arrive between 5:00 am and 7:00 am. If your target time is 12:30 pm, your carrier must arrive between 12:00 pm and 2:00 pm. If your carrier checks in any later than your allotted target time, they must wait until scheduled vehicles are unloaded first, thus increasing your chances of overtime charges.

Your carrier must arrive at the PACK EXPO Services Marshalling Yard and the driver must check in to receive an unloading / loading ticket and a window card prior to your designated target date / time, to guarantee same day unloading / loading.

**PACK EXPO Services is NOT responsible for waiting time charges.**

**The Marshalling Yard operating hours during dismantle are 5:00 am to 3:00 pm.**

**Important:** All drayage/material handling is included in your space rate, provided your shipment/truck checks in at the Marshalling Yard by 2:00 pm on your assigned-targeted move-in date and time. A special assessment will apply to off-target shipments (inbound only) and advance warehouse shipments. Exhibitors with an outbound target date of Saturday, March 7, 2020 must have their trucks checked-in by 9:00 am. See the Material Handling Rates form in Section 3 for cost.

**Advance Warehouse:** Those exhibitors who advance ship their display material, equipment or machinery to the Advance Warehouse, or by Schenker Freight Forwarders, will have their material automatically delivered to their booth on the assigned target date and time.

**International and Canadian Shipments:** Neither PES, PMMI nor the Pennsylvania Convention Center (PCC), can provide a tax ID number for customs clearance. It is the responsibility of a licensed customs broker to provide this service and ensure passage of the show materials into the United States. All freight should be consigned to a certified broker for customs clearance.

**If your company cannot adhere to the scheduled inbound and/or outbound dates as assigned, please send an email request for a date change to PACK EXPO Services by Tuesday, February 11, 2020.**

**PACK EXPO Services  
 Jim Roche and Larry Gibas, Jr.  
 Email: [jroche@packexposervices.com](mailto:jroche@packexposervices.com) and [lgibasjr@packexposervices.com](mailto:lgibasjr@packexposervices.com)**

PACK EXPO Services **cannot** guarantee that your scheduled date can be changed; however, we will try to accommodate your needs. PACK EXPO Services will notify the exhibitor in writing if their target date change has been approved.





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March 3-5, 2020  
Pennsylvania Convention Center  
Philadelphia, PA USA

## Inbound Target Information

## 2 Inbound Shipments

### INBOUND SHIPMENTS

The floor plan is color coded to indicate the freight receiving target date assigned to each booth. Please note that all exhibit halls are shown on this plan. Adhering to your assigned target date will save time and ensure an efficient move-in.

The following tips will help you understand and use the floor plan and the freight target program:

- To determine your assigned target date and time, find your booth and match the color to the key.
- **TARGET TIME IS FOR CHECK-IN AT THE MARSHALLING YARD ONLY. Actual unloading could take many hours. Target dates apply to machinery and display materials only. PES is not responsible for carrier wait time charges.**
- Certified weight tickets will be required. Separate weights for display materials and machinery equipment are required.
- If materials are not properly identified, they will be classified as Display Material.
- Off target display material and machinery will be subject to overtime charges if unloaded on overtime.
- Target assignments have been determined by booth size and location on the show floor.
- If you ship your materials to PACK EXPO Services advance warehouse by Monday, February 24, 2020, we will have your materials delivered to your booth on or prior to your assigned target date.
- Make certain that your shipping department, freight carrier, non-official contractor and/or display house receive copies of this page and map. Compliance with the installation target date will contribute greatly to cost and time efficient set-up.

**If your company cannot adhere to the scheduled inbound and/or outbound dates as assigned, please send an email request for a date change to PACK EXPO Services by Tuesday, February 11, 2020.**

**PACK EXPO Services  
Jim Roche and Larry Gibas, Jr.  
Email: [jroche@packexposervices.com](mailto:jroche@packexposervices.com) and [lgibasjr@packexposervices.com](mailto:lgibasjr@packexposervices.com)**

PACK EXPO Services **cannot** guarantee that your scheduled date can be changed; however, we will try to accommodate your needs. PACK EXPO Services will notify the exhibitor via email if the target date change has been approved.



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March 3-5, 2020  
Pennsylvania Convention Center  
Philadelphia, PA USA

## Outbound Target Information

### 3 Outbound Shipments

#### OUTBOUND SHIPMENTS

This floor plan is color coded to indicate the day your freight is scheduled to clear the exhibit hall.

- Your assigned target is the day your freight is to be removed from the exhibit hall. The PACK EXPO Services Marshalling Yard opens at 5:00 am for outbound shipments. All vehicles are handled on a first-come, first-served basis. Vehicles must check-in prior to 2:00 pm on their assigned target date.
- **Exhibitors with an outbound target date of Saturday, March 7, 2020 must have their trucks checked-in by 9:00 am.**
- Exhibitors are assigned a one (1) day outbound targeted move-out. If you need more than one (1) day, contact PACK EXPO Services.
- **If the carrier's name listed on the outbound material handling agreement does not match the name of the carrier that checks-in to pick up your company's freight, it will not be released.**
- **All drivers will be required to fill out an "Outbound Driver Information Sheet" before checking-in at the marshalling area office to load out. (This Form is for outbound only.)**
- **Exhibitor Freight: Exhibitor freight is under your care and responsibility until your carrier is pulled up to the dock and PES comes to your booth and picks up the freight. With a show this size and the amount of freight that is on the show floor at one time, staying with your freight is the best way to ensure that it is all loaded properly without damage. If you have multiple trucks, you must remain with your freight to insure all your freight is loaded properly and correctly to the designated trucks. If you choose to leave the show floor prior to your freight being picked up by PES and loaded onto your carrier's truck, you do so at your own risk. PES will not be responsible for any misloaded freight or damaged freight if the exhibitor is not there to supervise your freight being loaded. Please advise your carrier/carriers they must get out of their truck and supervise the loading of your freight. If they do not get out of their truck to supervise the loading, then your freight will not be loaded onto their truck.**

**If you cannot adhere to your assigned target date and wish to make a change, please send an email request to PACK EXPO Services by Tuesday, February 11, 2020.**

**PACK EXPO Services  
Jim Roche and Larry Gibas, Jr.  
Email: [jroche@packexposervices.com](mailto:jroche@packexposervices.com) and [lgibasjr@packexposervices.com](mailto:lgibasjr@packexposervices.com)**

PACK EXPO Services **cannot** guarantee that your scheduled date can be changed; however, we will try to accommodate your needs. PACK EXPO Services will notify the exhibitor via email if the target date change has been approved.

**PES is NOT responsible for carrier wait time charges.**



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March 3-5, 2020  
Pennsylvania Convention Center  
Philadelphia, PA USA

## Marshalling Yard Information

### 1 Delivery of Materials to and Pick Up of Materials from the Pennsylvania Convention Center

All vehicles, including cars, with materials for delivery, must check-in at the marshalling yard located on **Bluegrass Road** just off of E. Roosevelt Blvd. (see map in this section). The marshalling yard is located approximately 14 miles from the Pennsylvania Convention Center

#### The PACK EXPO Services Marshalling Yard Hours

Move-in:	5:00 am to 3:00 pm
Move-out:	5:00 am to 3:00 pm

#### Marshalling Yard Address

PACK EXPO Services  
c/o Marano Trucking  
9820 Bluegrass Road  
Philadelphia, PA 19114

**The driver of the vehicle will present his bill of lading or delivery receipt noting piece count, exact item(s) description and weight of materials to be loaded. Separate weight tickets for Display Materials and Machinery Equipment are required.**

An unloading document will be issued at the Marshalling Yard trailer by PACK EXPO Services personnel. The Receiving Report will be:

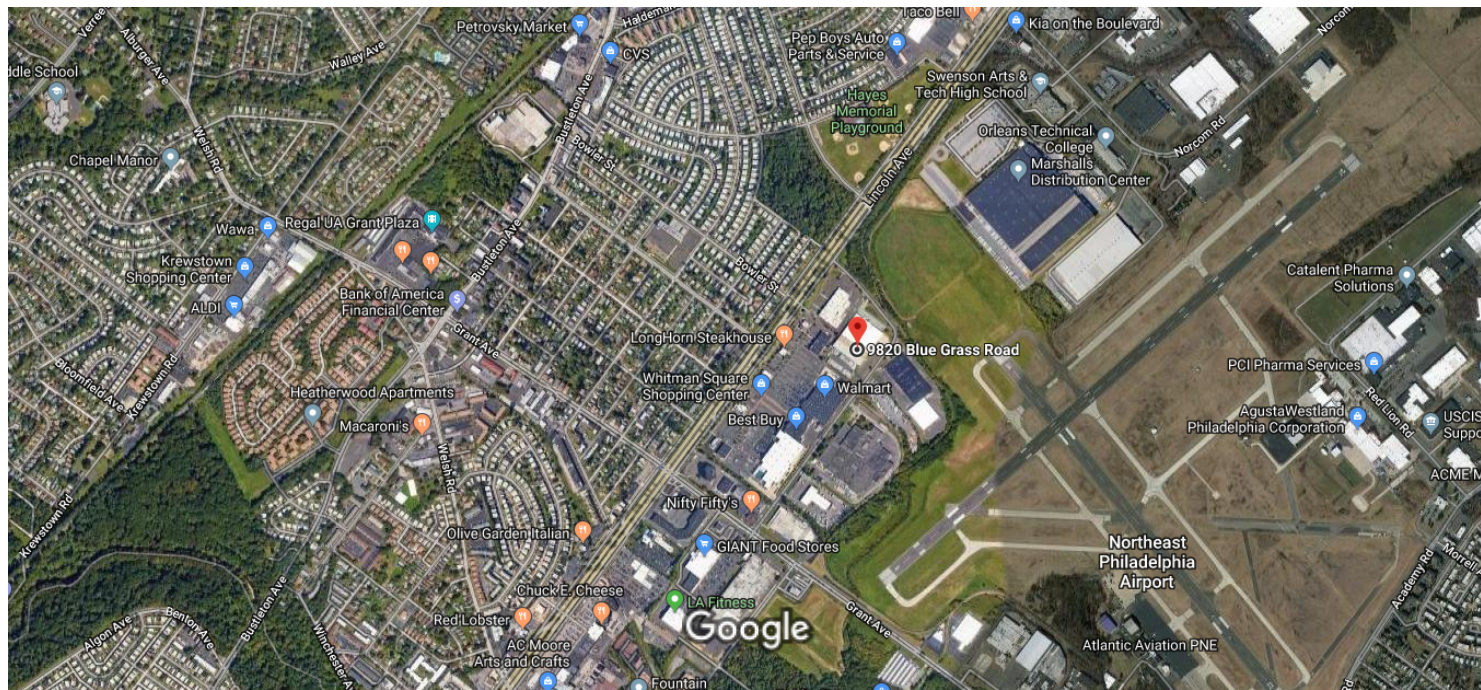
- Based on the information on bill of lading or delivery receipt.
- Date and time stamped.

**If the driver does not have a document with sufficient information describing the shipment(s), they will be delayed until we attain the proper information.**

**After the drivers are given a Receiving Report, a numbered card will be given to them for placement in the window of their vehicle. The numbered card identifies the building and area in which they will be unloaded. The driver will be advised when to proceed to their designated area. The numbered card must be displayed in the vehicle's windshield at all times.**

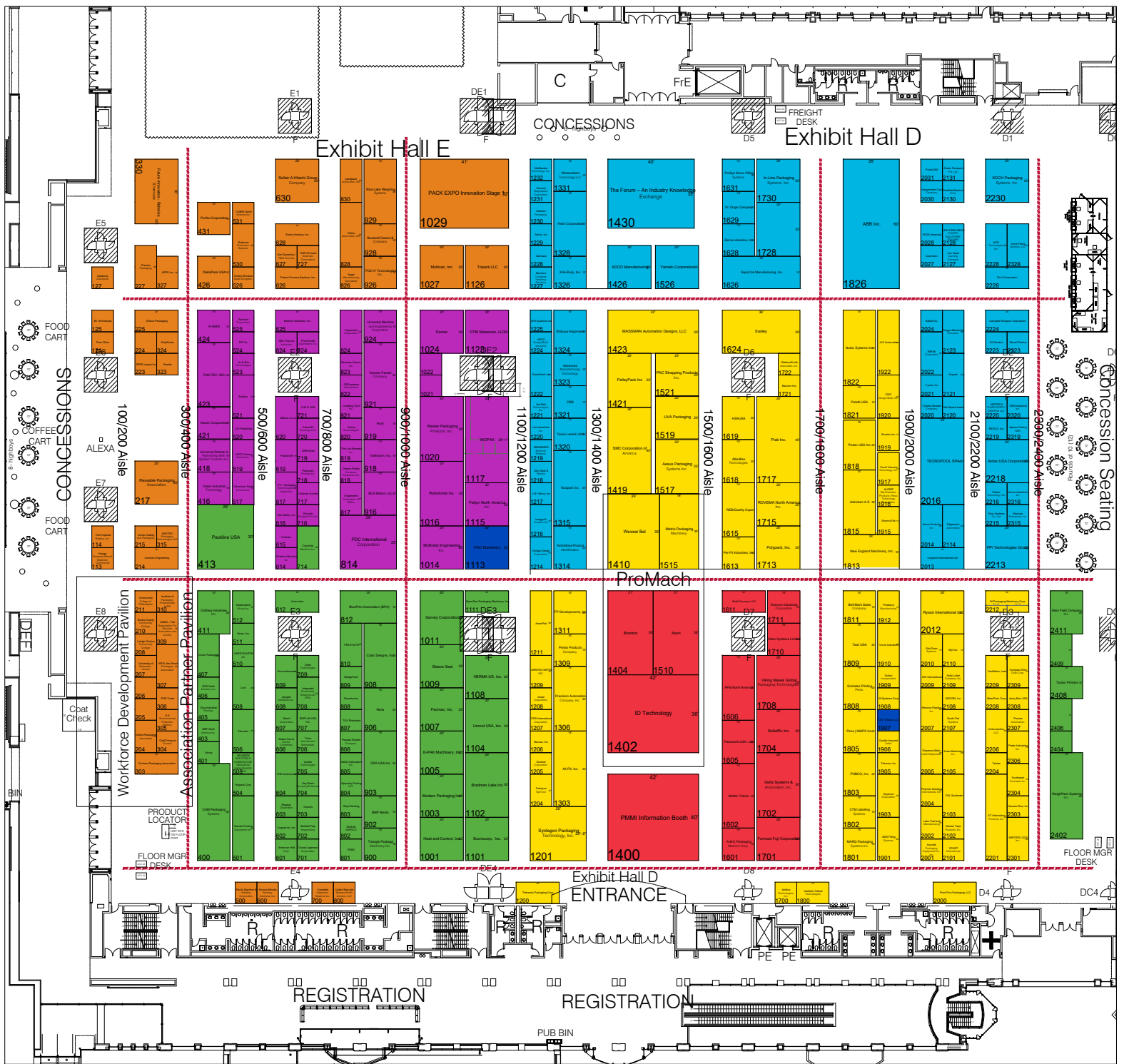
**Once unloaded and shipping documents have been signed, they may leave or return to the marshalling area.**

**Please make sure your trucking company has a copy of this information.**



# In-Bound Color Coding

- = Red Thurs, February 27th 12:30 PM
- = Yellow Fri, February 28th 7:00 AM
- = Blue Fri, February 28th 12:30 PM
- = Green Sat, February 29th 12:30 PM
- = Purple Sat, February 29th 2:30 PM
- = Orange Sat, February 29th 4:30 PM
- = Pink Sun, March 1st 8:00 AM
- = Dark Blue Mon, March 2nd 8:00 AM



AS OF 02-14-2020

NO FREIGHT AISLE

# Out-Bound Color Coding

- = Green Thurs, March 5th
- = Blue Fri, March 6th
- = Yellow Sat, March 7th



March 3-5, 2020  
 Pennsylvania Convention Center  
 Philadelphia, PA USA

Exhibitors with an outbound target date of Saturday, March 7, 2020 must have their trucks checked-in by 9:00 am at the marshalling yard or your freight will be re-routed by PES at your expense



AS OF 02-14-2020

NO FREIGHT AISLE



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**ADVANCE WAREHOUSE SHIPPING  
ALLOWS EXHIBITORS TO SHIP AND  
STORE THEIR FREIGHT IN  
PHILADELPHIA PRIOR TO THE  
PUBLISHED MOVE-IN DATES.**

**Advance  
Warehouse  
Shipping**

**1 Benefits**

**Benefits of using the Advance Warehouse:**

- Advance tracking of your show freight
- Shipments will be delivered by 10:00 am on your assigned target date
- Eliminate truck line waiting charges
- Inspection of your show freight if necessary, warehouse is approximately 4 miles from the Pennsylvania Convention Center (PCC)
- Exhibitors will be able to find out when their freight arrives at the warehouse.

**2 Guidelines**

**Guidelines for Warehouse Shipments**

- Advance shipments should not arrive before Monday, January 27, 2020
- Dimensions of the freight should not exceed 8'4" wide x 8'5" high
- The single heaviest piece should not exceed 5000 lbs.
- Warehouse Dock Door size: 9' wide x 10' high
- The warehouse will receive shipments Monday through Friday during the hours of 9:00 am to 3:00 pm, Central Time
- All advance shipments must arrive at the warehouse by Monday, February 24, 2020. After this date the shipments will be directed to the Pennsylvania Convention Center.
- Only crated, boxed or skidded shipments will be received at the warehouse. NO LOOSE OR UNCRATED SHIPMENTS.
- No Bulk or loose carpet shipments.
- All carpet must be skidded and separated by Booth Number

**3 Advance  
Warehouse  
Address**

**Advance Warehouse Address**

PACK EXPO East 2020  
Exhibiting Company Name  
Booth # ( \_\_\_\_\_ )  
c/o Marano Trucking  
9820 Bluegrass Road  
Philadelphia, PA 19114

**4 Cost**

**THE COST FOR ADVANCE WAREHOUSE SHIPPING IS \$15.00 PER CWT. (\$150.00 MINIMUM)**

**This Rate Includes:**

- Unloading and storage
- Reloading and delivery to show-site
- Shipping back to the warehouse at the conclusion of the show will incur an additional \$15.00 per cwt. charge with a \$150.00 minimum.

**5 International  
Shipments**

**International and Canadian Shipments:**

Neither PES, PMMI nor the Pennsylvania Convention Center can provide a tax ID number for customs clearance. It is the responsibility of a licensed customs broker to provide this service and insure passage of the show materials into the United States. All freight should be consigned to a certified broker for customs clearance.



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**THIS REFERS TO ALL  
SHIPMENTS SENT DIRECTLY  
TO THE PENNSYLVANIA  
CONVENTION CENTER.**

**Show-Site  
Shipments**

## 1 Show-Site Shipments

### Show-Site Shipping Address:

PACK EXPO East 2020  
Exhibiting Company Name  
Booth # ( \_\_\_\_\_ )  
Pennsylvania Convention Center - Halls D and E  
c/o PACK EXPO Services  
1101 Arch Street  
Philadelphia, PA 19107

## 2 Benefits

All drayage/material handling is included in your space rate, provided your shipment/truck checks-in at the PACK EXPO Services Marshalling Yard by 2:00 pm on your assigned targeted move-in date (see Targeted Move-In Schedule).

A special assessment will apply to any inbound shipments, which arrive after 2:00 pm Monday - Friday, all day Saturday and Sunday (inbound only), and on any advance warehouse shipments.

The space rate will include a one-time spot of equipment and display material, provided a representative is in the booth to spot the freight. All outbound drayage is included in the space rate and no overtime charges and no special assessments will apply.

**NOTE: Space rate includes drayage for the Primary Exhibitor's\* display material and equipment only. Any additional product or equipment is subject to additional billing. Please refer to the rates listed in Material Handling Information forms in Section 3 for pricing breakdown.**

\*Primary Exhibitor is defined as the exhibitor who signs the Exhibit Space Application and Contract.

## 3 Overtime

- Freight unloaded on overtime will be charged an additional \$15.00 per cwt. (\$150.00 min.)
- Overtime charges will be in effect if the exhibiting company does not meet the 2:00 pm check-in time on their assigned target date.
- Overtime charges will be in effect for any Saturday or Sunday shipments.
- Overtime charges will apply for inbound shipments only.
- Overtime charges do not apply for outbound shipments.
- Straight Time is 8:00 am to 4:30 pm, Monday through Friday.
- Overtime is before 8:00 am and after 4:30 pm, Monday through Friday.

## 4 Outbound Shipping

- Turn in you material handling form to the service desk when your exhibit is packed, labeled and ready to ship.
- Each item in your booth must be properly labeled.
- **When making shipping arrangements for your exhibit at the close of the show, make sure your carrier knows the company name, booth number, the destination of the shipments, and that the name of carrier is written on the Material Handling Agreement.**
- **A Material Handling Agreement is required for each and every truckload or shipment.**
- **Exhibitors with an Outbound Target Date of Saturday, March 7, 2020, must have their trucks checked-in at the marshalling area by 9:00 am.**
- **PACK EXPO Services is not responsible for waiting time charges.**
- **Exhibitor freight is under your care and responsibility until PACK EXPO Services comes to your booth and picks up your freight to load it onto your carrier's truck(s). If you choose to leave the show floor before this process, you do so at your own risk and expense. Exhibitors will not be compensated for any missing or misloaded freight if you are not there to supervise your freight.**





5931 West Campus Circle Drive  
Irving, Texas 75063  
Phone: (972) 751-9400  
Fax: (972) 751-9500  
[www.packexpoeast.com](http://www.packexpoeast.com)



March 3-5, 2020  
Pennsylvania Convention Center  
Philadelphia, PA USA

## Show-Site Shipments

### 5 One Time Spotting Requirements

On the assigned target date for the arrival of your equipment, the exhibitor must have a representative at show-site who will:

- Make sure electrical and plumbing is laid and complete.
- Make sure carpet has been laid prior to the spot.
- Mark the floor to show the exact location of each machine prior to its arrival.
- Be present when the machines are being spotted.
- Advise the rigging crew on the use of exhibitor's pre-rigging methods and accessories.

### 6 Empties

- **Before empties are removed, stack your skids and mark them for easy identification by color coding or stenciling, and using PES empty label stickers, which can be obtained at the PES Service Centers.** It is difficult to differentiate your skids from other exhibitors. Labels often tear and can become hard to read.
- Your installation rigging crew removes empty machinery skids and machinery crates from the booth and places them in storage as part of a rigging labor installation order.
- Your dismantle rigging crews will return your machinery skids and crates to your booth as part of a rigging labor dismantle order.

### 7 Additional Charges

#### **Additional Charges will be incurred:**

- If machine arrives in containers; and if blocking, reblocking, unstuffing, removing tarp or re-tarping is involved; if it is necessary to unskid machines before removing from container, labor times and equipment charges will be added to the standard rates.
- If skids an/or top of truck have to be removed by contractor; if machines are crated or skids require removal; if spotting of machines or handling of empty skids or machinery crates to and from storage area is required, labor time and equipment charges will be added to stated rates.
- If Exhibitor's representative does not comply with shipping instructions, machines will be placed in the booth without spotting. For spotting at a later time, charges based on labor time and equipment will be added to stated rates.
- PES will charge exhibitors on a time and material basis for the cost involved in cutting up and dismantling crates, skids and large pieces of lumber left in the storage area. If you do not intend to save your crates and skids, have your labor crew cut them up during the installation period.
- Certified weight tickets are required. Separate weight tickets for Display Material and Machinery Equipment are required.

### 8 International Shipments

#### **International and Canadian Shipments:**

Neither PES, PMMI nor the Pennsylvania Convention Center, can provide a tax ID number for customs clearance. It is the responsibility of a licensed customs broker to provide this service and insure passage of the show materials into the United States. All freight should be consigned to a certified broker for customs clearance.



5931 West Campus Circle Drive  
 Irving, Texas 75063  
 Phone: (972) 751-9400  
 Fax: (972) 751-9500  
 www.packexpoeast.com

**REQUIRED FORM**

**PLEASE RETURN BY  
 JANUARY 27, 2020**

**Shipping Data**

**Important, please return this form 30 days prior to move-in to facilitate the proper staff and equipment to unload your exhibit materials. Please copy for your reference.**

<b>1</b> Company Information	Exhibiting Company: _____ Booth Number: _____
	Corporate Name: _____
	Contact Name: _____
	Telephone Number: _____ Fax Number: _____
	What are the least number of work days to erect your booth? _____

<b>2</b> Shipping Information	Shipper: _____ (Name of Company if different from above, i.e., exhibitor appointed contractor, etc.)
	Address: _____ (From where materials are being shipped.)
	City: _____ State: _____ Zip: _____
	Contact Name: _____ Telephone Number: _____
	Date Shipment Sent: _____ Expected Arrival Date: _____
	Materials being shipped to: (Choose one) <input type="checkbox"/> Warehouse <input type="checkbox"/> Direct to Show
	If using a Customs or International forwarder, print name: _____
	Telephone Number: _____ Fax Number: _____

<b>3</b> Transportation	Shipped via: (Choose one) <input type="checkbox"/> Common Carrier <input type="checkbox"/> Van Line <input type="checkbox"/> Private Vehicle <input type="checkbox"/> Air Freight <input type="checkbox"/> Other: _____
	Mobile Units _____
	List Carrier Name(s): _____
	_____
	_____
	<b>Number of Pieces to be shipped:</b>
	<b>Largest Piece:      Size:      Weight:</b> _____
<b>Type of Packing:      Crated:      Uncrated:</b> _____	
<b>Machinery:      Misc.</b> _____	
<b>Estimated Total Weight of Booth:</b> _____	

<b>4</b> Shipping Problems	In case a problem occurs with shipment, please contact (in order of preference):
	Name: _____
	Phone Number: ( ) - - ( ) - - ( ) - - (Office) (Home) (Cell)
	Email Address: _____
	Name: _____
	Phone Number: ( ) - - ( ) - - ( ) - - (Office) (Home) (Cell)
Email Address: _____	

**All freight handling charges must be paid in full at show site by check or credit card.  
 Shipment of materials to warehouse or show site address indicates acceptance of these terms.**



**Warehouse Shipments**  
**EXHIBIT MATERIAL**



**Warehouse Shipments**  
**EXHIBIT MATERIAL**

To: \_\_\_\_\_  
(Exhibitor)

\_\_\_\_\_  
(Booth Number)

**PACK EXPO East 2020**

**c/o Marano Trucking**  
**9820 Bluegrass Road**  
**Philadelphia, PA 19114**

Please fill out the information below:

**TARGET DATE:** \_\_\_\_\_  
**TARGET TIME:** \_\_\_\_\_

**Do NOT Deliver Prior to January 27, 2020**  
**Must Arrive by February 24, 2020**

Carrier: \_\_\_\_\_ # Pieces: \_\_\_\_\_

To: \_\_\_\_\_  
(Exhibitor)

\_\_\_\_\_  
(Booth Number)

**PACK EXPO East 2020**

**c/o Marano Trucking**  
**9820 Bluegrass Road**  
**Philadelphia, PA 19114**

Please fill out the information below:

**TARGET DATE:** \_\_\_\_\_  
**TARGET TIME:** \_\_\_\_\_

**Do NOT Deliver Prior to January 27, 2020**  
**Must Arrive by February 24, 2020**

Carrier: \_\_\_\_\_ # Pieces: \_\_\_\_\_



**Direct Shipments**  
**EXHIBIT MATERIAL**



**Direct Shipments**  
**EXHIBIT MATERIAL**

To: \_\_\_\_\_  
(Exhibitor)

\_\_\_\_\_  
(Booth Number)

**PACK EXPO East 2020**

**Pennsylvania Convention Center -  
Halls D and E**  
**c/o PACK EXPO Services**  
**1101 Arch Street**  
**Philadelphia, PA 19107**

Please fill out the information below:  
**TARGET DATE:** \_\_\_\_\_  
**TARGET TIME:** \_\_\_\_\_  
**Do NOT Deliver Prior to February 27, 2020**

Carrier: \_\_\_\_\_ # Pieces: \_\_\_\_\_

To: \_\_\_\_\_  
(Exhibitor)

\_\_\_\_\_  
(Booth Number)

**PACK EXPO East 2020**

**Pennsylvania Convention Center -  
Halls D and E**  
**c/o PACK EXPO Services**  
**1101 Arch Street**  
**Philadelphia, PA 19107**

Please fill out the information below:  
**TARGET DATE:** \_\_\_\_\_  
**TARGET TIME:** \_\_\_\_\_  
**Do NOT Deliver Prior to February 27, 2020**

Carrier: \_\_\_\_\_ # Pieces: \_\_\_\_\_



March 3-5, 2020  
Pennsylvania Convention Center  
Philadelphia, PA USA

# ***RUSH HANGING OVERHEAD SIGN***

To: \_\_\_\_\_

(EXHIBITOR)

\_\_\_\_\_  
(BOOTH #)

## **PACK EXPO Services**

c/o Marano Trucking  
9820 Bluegrass Road  
Philadelphia, PA 19114

**Name of Convention:  
PACK EXPO East 2020**

**Do NOT Deliver Prior to January 27, 2020  
Must Arrive by February 24, 2020**

Carrier: \_\_\_\_\_ No. Pieces \_\_\_\_\_



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March 3-5, 2020  
Pennsylvania Convention Center  
Philadelphia, PA USA

## Marshalling Yard Information

### 1 Delivery of Materials to and Pick Up of Materials from the Pennsylvania Convention Center

All vehicles, including cars, with materials for delivery, must check-in at the marshalling yard located on **Bluegrass Road** just off of E. Roosevelt Blvd. (see map in this section). The marshalling yard is located approximately 14 miles from the Pennsylvania Convention Center

#### The PACK EXPO Services Marshalling Yard Hours

Move-in:	5:00 am to 3:00 pm
Move-out:	5:00 am to 3:00 pm

#### Marshalling Yard Address

PACK EXPO Services  
c/o Marano Trucking  
9820 Bluegrass Road  
Philadelphia, PA 19114

**The driver of the vehicle will present his bill of lading or delivery receipt noting piece count, exact item(s) description and weight of materials to be loaded. Separate weight tickets for Display Materials and Machinery Equipment are required.**

An unloading document will be issued at the Marshalling Yard trailer by PACK EXPO Services personnel. The Receiving Report will be:

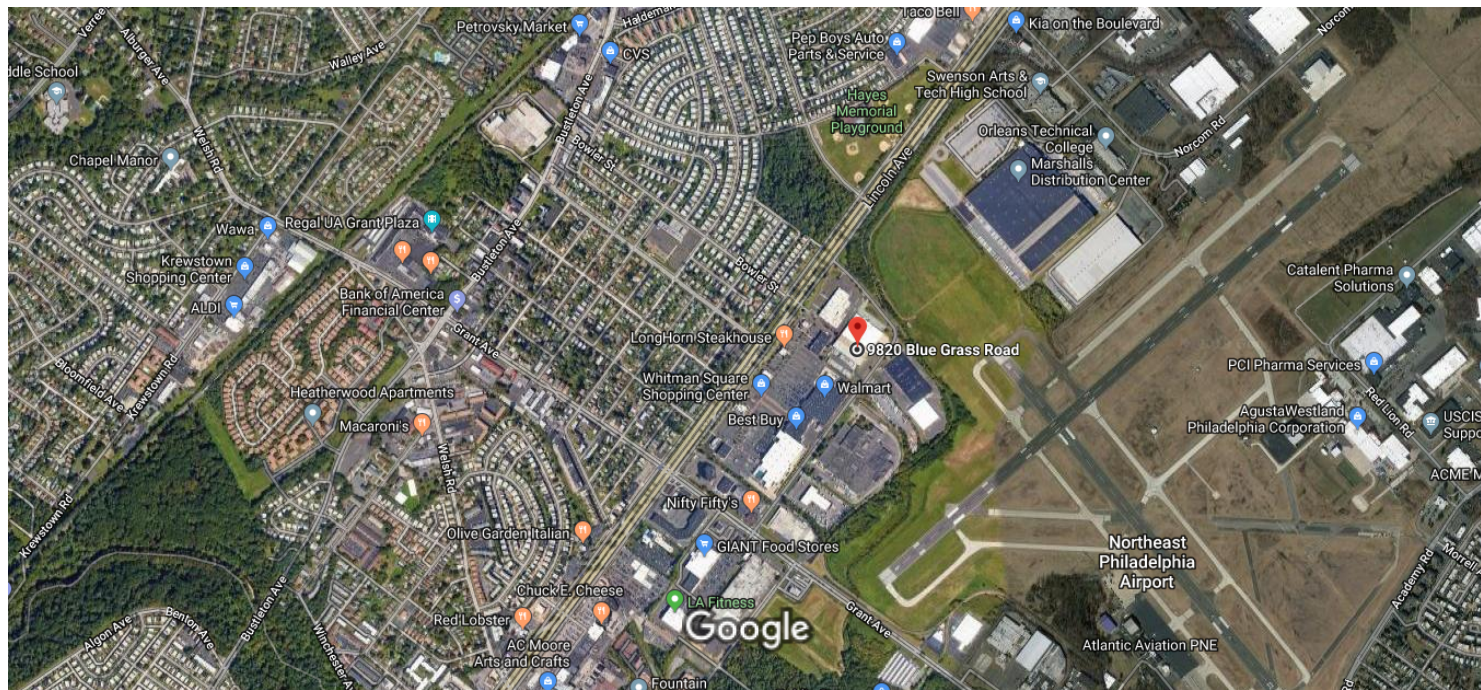
- Based on the information on bill of lading or delivery receipt.
- Date and time stamped.

**If the driver does not have a document with sufficient information describing the shipment(s), they will be delayed until we attain the proper information.**

**After the drivers are given a Receiving Report, a numbered card will be given to them for placement in the window of their vehicle. The numbered card identifies the building and area in which they will be unloaded. The driver will be advised when to proceed to their designated area. The numbered card must be displayed in the vehicle's windshield at all times.**

**Once unloaded and shipping documents have been signed, they may leave or return to the marshalling area.**

**Please make sure your trucking company has a copy of this information.**



# **AIRWAYS FREIGHT**

**LAND • AIR • SEA**

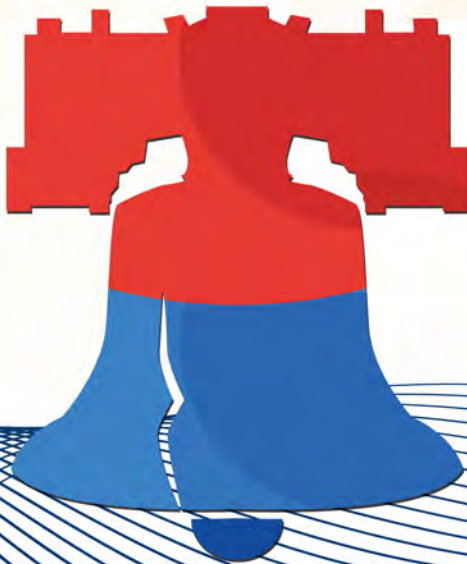
**Delivering Performance**

*Official Carrier!*



*East*

## **WHAT A DIFFERENCE AIRWAYS MAKES!**



**March 3-5, 2020  
Pennsylvania Convention Center  
Philadelphia, PA USA**

**FOR ALL FREIGHT SERVICES CALL:  
800.643.3525**



# SHIPPING INSTRUCTIONS

**INBOUND: Call 800.643.3525  
or go online to: [www.airwaysfreight.com](http://www.airwaysfreight.com)**

Customer Service Reps available during entire move-in to assist with your Airways Freight needs.

**OUTBOUND: Make it easy on yourself  
Do the paperwork**

The General Contractor's Material Handling Agreement (MHA) available at the freight service desk must be completed, and Airways Freight must be shown as the carrier on the form.

After your freight is packed and ready for shipping, and before leaving the show floor, this form must be returned to the freight service desk to signal that freight may be removed from the exhibit hall and loaded on the Airways truck.

Customer Service reps will pre-print your Airways bills of lading and labels at the Airways service desk.



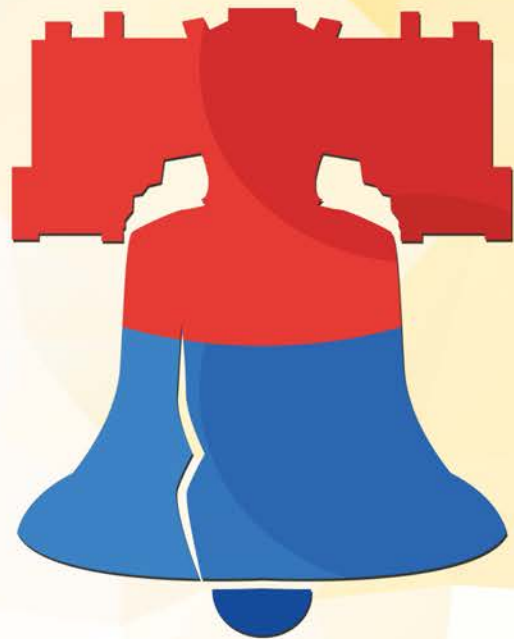
- Official Carrier for PACK EXPO EAST 2020
- Lowry & Hogan Associates providing on-site representation
- 36 years in exhibit industry
- 24/7/365 complete service by experienced professionals
- next day, 2-day, deferred options via LAND AIR SEA!

**CALL 24/7 800.643.3525**

# **BIG SERVICE FOR YOUR *SMALL* PACKAGES!**



March 3-5, 2020  
Pennsylvania Convention Center  
Philadelphia, PA USA



**OFFICIAL SMALL  
PACKAGE CARRIER!**



**AIRWAYS  
FREIGHT**  
LAND • AIR • SEA  
*Delivering Performance*

**FOR ALL FREIGHT SERVICES CALL:  
800.643.3525**



# Tradeshaw Shipping made Easier for you

PACK EXPO East:  
Packaging Tradeshaw 2020  
March 3-5 • Philadelphia, PA

Trade shows are excellent opportunities to gain exposure within the industry. In order for the show to run smoothly your shipment needs to be easy to ship, easy to track, and it needs to arrive on time!

UPS Freight® offers everything you need in a carrier: reliability, speed, superior shipping technology, and a nationwide network of dedicated trade show experts willing to help save you time with your shipping.

Whether your booth is headed for the advanced warehouse or direct to the show site, the UPS Freight Trade Show Services Team can provide you with dependable transit times at the right price.



## UPS Freight Services

UPS Freight offers exclusive access to the following shipping solutions:

- LTL (less-than-truckload) freight shipping
- Truckload shipping
- Expedited shipping
- Specialized carriers (flatbeds, pad-wrapped, air freight, and air-ride)



## Contact UPS Freight

Our dedicated UPS Freight Trade Show Team is available by phone or e-mail for assistance.

- 800.988.9889
- [upsfreighttradeshaw@ups.com](mailto:upsfreighttradeshaw@ups.com)



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March 3-5, 2020  
Pennsylvania Convention Center  
Philadelphia, PA USA

# FREIGHT FORWARDING AND CUSTOMS CLEARANCE SERVICE GUIDELINES

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Schenker, Inc.

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DB SCHENKERfairs

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Chicago, USA

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October 2019

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## General Shipping Guidelines

Schenker, Inc. is the proud partner of PMMI and has been nominated as the 'Official Freight Forwarder and Customs House Broker' for PACK EXPO EAST 2020 to be held in Philadelphia from March 3 to March 5, 2020.

In the following guidelines we outline all our services tailored to the needs of international exhibitors participating at the PACK EXPO EAST 2020 in Philadelphia. The services include transportation services (air and/or ocean) to and from the USA, customs clearance services and the delivery to the convention center in close cooperation with the general contractors for the exhibition.

**The following instructions must be read very carefully. Failure to comply may result in delays with the Customs clearance and subsequently lead to additional charges and/or late delivery to show site.**

The manual outlines the customs policies, shipping instructions, and delivery information. Please contact our experienced staff with any questions you might have regarding our services for the PACK EXPO EAST 2020.

### **FORWARDER's CONTACT INFORMATION**

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SCHENKER, Inc.  
1901 N. Roselle Rd. - Suite 200  
Schaumburg, IL 60195  
Tel: (847) 954-6695  
E-mail: [fairs-domestic.chicago@dbschenker.com](mailto:fairs-domestic.chicago@dbschenker.com)  
Ctrl and click on link to: [Schenker - Import Quote Form.pdf](#)

International shipments will require special consideration not covered in the handling and shipping section of the exhibitor manual. The Customs House Broker is available to advise the best method of transportation to the USA including recommendations of shipping lines and inland carriers, advice on required documents and procedures and provide addresses and invoice instructions. Please email your quote request to us and we will contact you.

## **CUSTOMS CLEARANCE**

---

In order for Schenker to enter the goods correctly, the types of entries available are listed below:

### **Consumption Entry**

This type of entry will be done on all items that are to remain permanently in the U.S. for example: literature, brochures, giveaways and any items sold to a U.S. buyer prior to importation.

### **Temporary Import Bond**

This allows international shipments to be imported without payment of duty on a temporary basis. Shipments entered under the Temporary Import Bond Provision must be re-exported within one (1) year of import. Any items that are not re-exported within the one-year period are subject to customs penalties which are equal to double the duty plus liquidated damages.

### **A.T.A. Carnet**

An A.T.A. Carnet can be used on shipments that will be re-exported. Any brochures or giveaway promotional material must be invoiced and entered separately. U.S. Customs does not allow merchandise entered on an A.T.A. Carnet to remain in the country.

### **Trade Fair Entry**

The U.S. Department of Commerce has designated the PACK EXPO EAST 2020 a bona fide Trade Fair under the Trade Fair Act of 1959, which permits international exhibitors to enter equipment and machinery for exhibition purposes—without duty—in the exhibit halls, if they export them at the end of the Fair. Exceptions are items consumed at the Fair, printed matter, advertising material, give-away items and all equipment that has been sold prior to the fair.

This allows international shipments to be imported without payment of duty on a temporary basis when using a trade fair bond. A significant advantage to utilizing this method of importation allows the exhibitor to make a decision during the show regarding the final disposition of goods.

**POWER OF ATTORNEY FORMS PROPERLY COMPLETED ARE A REQUIREMENT FOR FINAL IMPORTATION OF MERCHANDISE INTO THE UNITED STATES.**

**IMPORTANT NOTICE: SHIPMENTS IMPORTED UNDER TIB OR A.T.A. CARNET, MUST BE RE-EXPORTED FROM THE USA WITHOUT EXCEPTION! US CUSTOMS DOES NOT GRANT PERMANENT CUSTOMS CLEARANCE FROM A CARNET OR TIB.**

## TERMS OF DELIVERY

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In order to assure timely delivery to exhibition site dock, marshalling yard or advance warehouse, all shipments should arrive by the following dates, including possible document transfers from third party freight forwarder and customs house broker:

- \* LCL Ocean freight Philadelphia  
10 days before exhibitors move in date
- \* FCL Ocean freight Philadelphia  
10 days before exhibitors move in date
- \* International Airfreight Philadelphia  
10 days before exhibitors move in date

## DOCUMENTATION

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We require a separate invoice in English for each exhibitor. An invoice format in MS Excel is available upon request. The invoice should be consigned to:

PACK EXPO EAST 2020  
c/o Schenker Inc.

**Exhibitor Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

Notify on arrival: Schenker Inc. - Tel (847) 954-6695 - Fax (847) 954-4943

All shippers' invoices must specify, in English, the following information:

- Name, date & location of show
- Name of exhibitor, address, fax numbers & contact
- FDA bioterrorism registration number
- Mode of transport & port of entry into U.S.
- Trade or brand name of each product
- Exact description of Goods, in English
- Harmonic (Brussels) commodity code of material: see <http://www.usitc.gov/tata/hts/bychapter/index.htm>
- FDA product code: see <http://www.accessdata.fda.gov/scripts/ora/pcb/pcb.cfm>
- Size and type of packing used for each individual item
- Gross & net weight of material
- Value & dimensions of Material
- Name & address of place of manufacture
- Country of origin
- Canning establishment codes (if applicable)

## PACKING

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To facilitate on-site handling, please ensure that:

- A. All cases or crates are **BOLTED** as opposed to nailed or screwed
- B. All cases or crates are fitted with sling irons or skids
- C. Center of gravity is marked on all cases exceeding 1,000 kilos
- D. Wherever possible the use of plywood should be avoided, since it is difficult to repair this material.
- E. Goods in transit pass through climatic changes and, therefore, should be packed taking care to use humidifying materials.
- F. Where machines are bolted to the sides, it is recommended that nuts be on the upper side of the base.

## MARKINGS

---

Each case should be marked:

**“Exhibitor Name”**

C/O PACK EXPO EAST 2020 - **Booth Number** \_\_\_\_\_

Pennsylvania Convention Center

1101 Arch Street

Philadelphia, PA 19107

**Made in** \_\_\_\_\_

**No. 1 / up**

They should also be marked with weights and dimensions. Case numbers should be labeled with the fractional system. For example, case number 1 of 4 should be marked 1/4; case number 2 of 4 should be marked 2/4, etc. All cases should be labeled by affixing proper labels such as:

**FRAGILE**

**THIS SIDE UP**

**ETC...**

## U.S. IMPORT REGULATION REVISION

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Effective September 16, 2005, USDA revised the import regulation for wood packing material (WPM). The regulation requires WPM coming into the U.S. to be treated and marked. If your WPM is not treated and marked, your cargo may be subject to immediate export. Please contact your Schenker representative and for more information visit:

[http://www.aphis.usda.gov/import\\_export/plants/plant\\_exports/wpm/index.shtml](http://www.aphis.usda.gov/import_export/plants/plant_exports/wpm/index.shtml)



**XX - 000**  
**YY**



## **IMPORTER SECURITY FILING (10+2)**

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Effective January 26, 2009, U.S. Customs requires all ocean freight shipments arriving via U.S. Ports are subject to Import Security Filing (ISF). Schenker custom brokers can file your ISF, also known as 10+2. Please contact your local Schenker Representative or Schenker U.S. Fairs and Exhibitions department for more information.

Detailed information can be found on: <http://www.cbp.gov/border-security/ports-entry/cargo-security/importer-security-filing-102>

## **RESTRICTED ITEMS**

---

Many commodities are subject to additional controls by U.S. governmental agencies. The following items require additional documentation, permits, or licenses before admission:

Alcohol, tobacco, foodstuff, plants, seeds, clothing, textiles, items containing leather or animal parts, transmitters, receivers, certain telecommunication equipment, television or computer monitors, toys, chemicals, medicine, drugs, medical equipment and appliances, items used in preparation / distribution of food, weapons or ammunition, "defense" related items, motor vehicles and parts, and nuclear material and its by-products. Please contact Schenker Inc for additional instructions if you intend to include any of the above-mentioned items in your consignment.

## **PRIOR NOTIFICATION OF IMPORTED FOOD SHIPMENTS**

---

FDA requires advance notice on shipments containing any imported food. Shipments without prior notification will not be allowed into the country.

If the shipping of food is absolutely unavoidable, the following steps must be taken in order for your shipment to be allowed into the country:

- Prior Notice must be electronically received and confirmed by FDA before a food shipment arrives at the first port in the United States (although no more than 5 days before the shipment arrives).
- The deadline depends on the mode of transportation used for the shipment (air or sea).

To submit prior notification, deadline information and more, please visit:

<http://www.fda.gov/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInformation/FoodDefense/default.htm>

## **REGISTRATION OF FOOD FACILITIES**

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If you are considering sending any food items to the U.S.A., please make sure that the manufacturer's facility is registered with the FDA prior to shipping. This should be done by the manufacturer/importer and may be done on-line. This is a rather long and costly process and should be avoided if it is not necessary.

For further information and registration, visit:

<http://www.fda.gov/Food/GuidanceRegulation/FoodFacilityRegistration/default.htm>

## CONSIGNMENT

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Bills of lading and airway bills must be consigned to:

**“Exhibitor Name”**

C/O PACK EXPO EAST 2020 - **Booth Number** \_\_\_\_\_

Pennsylvania Convention Center

1101 Arch Street

Philadelphia, PA 19107

Notify Party:

SCHENKER, INC.

1901 N. Roselle Rd. - Suite 200

Schaumburg, IL 60195

Attn: Domestic Fairs & Exhibitions Dept.

## FAX / EMAIL ADVICE OF SHIPMENT

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Once the shipment has been dispatched, a fax or email should be sent to Schenker giving the following information:

- A. Bill of lading/airway bill number
- B. Vessel name and estimated time of arrival/flight number and date
- C. Number of packages
- D. Gross weight and volume

## RETURN TRANSIT OF EXHIBITION GOODS

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After the close of the exhibition, Schenker Fair Department will be at your disposal to arrange for the return of your exhibition goods to the country of origin or any other foreign destination you might decide. Of course, importation into the U.S., i.e. preparing entry, payment of customs duties, etc. can also be arranged by Schenker Fair Department.

For estimates of transportation charges, please contact SCHENKER, as soon as you know where your exhibition goods are to be shipped.

## INSURANCE

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We strongly suggest securing insurance coverage for your goods throughout the entire shipping process, beginning at the point of departure, during the exhibition, until return to the ultimate consignee. Freight left at your booth at the close of the exhibition may be unattended for a period of several hours or several days. Schenker is not responsible for goods once they are in the possession of the on-site drayage contractor on the inbound of the exhibition or until it has been loaded on to our vehicles on the outbound of the exhibition.

## **TERMS OF ACCEPTANCE**

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All ocean and airfreight MUST be sent to the USA on a PREPAID basis.

## **TERMS AND CONDITIONS**

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All services offered are subject to Schenker, Inc.'s Terms and Conditions on its website at:  
[www.dbschenkerusa.com/log-us-en/aboutdbschenker/resourcecenter/documents/termsconditions.html](http://www.dbschenkerusa.com/log-us-en/aboutdbschenker/resourcecenter/documents/termsconditions.html)

## **FREIGHT COORDINATOR**

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### **Overall Coordinator:**

SCHENKER, Inc. - Julie Reed  
1901 N. Roselle Rd. - Suite 200  
Schaumburg, IL 60195

Tel: (847) 954-6695

E-mail: [fairs-domestic.chicago@dbschenker.com](mailto:fairs-domestic.chicago@dbschenker.com)



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[www.packexpoeast.com](http://www.packexpoeast.com)



March 3-5, 2020  
Pennsylvania Convention Center  
Philadelphia, PA USA

## Exhibitor Registration Information

Discount Deadline:  
January 27, 2020  
(excludes labor)

**For Exhibitor Registration Information, go to**  
<https://www.xpressreg.net/register/PACK0320/landing.asp>



5931 West Campus Circle Drive  
Irving, Texas 75063  
Phone: (972) 751-9400  
Fax: (972) 751-9500  
[www.packexpoeast.com](http://www.packexpoeast.com)



March 3-5, 2020  
Pennsylvania Convention Center  
Philadelphia, PA USA

## Exhibitor Hotel Information

Discount Deadline:  
January 27, 2020  
(excludes labor)

**For Exhibitor Hotel Information and Booking, go to**  
<https://www.packexpoeast.com/travel-hotel/book-hotel>



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Irving, Texas 75063  
Phone: (972) 751-9400  
Fax: (972) 751-9500  
[www.packexpoeast.com](http://www.packexpoeast.com)



March 3-5, 2020  
Pennsylvania Convention Center  
Philadelphia, PA USA

## Transportation Information

Discount Deadline:  
January 27, 2020  
(excludes labor)

**For transportation information, go to**  
<https://www.packexpoeast.com/travel-hotel/transportation>