



PACK EXPO East  
March 18-20, 2024  
Pennsylvania Convention Center  
Philadelphia, PA

**Discount Deadline:**  
**February 12, 2024**

## Show Rules and Regulations

<https://www.packexpoeast.com/download/rules-and-regulations>



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## Quick Facts

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### Your Booth

All non-island booths (less than 300 square feet) will be provided a 7" x 44" identification sign with company name and booth number at no charge. Booths larger than 300 square feet may request an identification sign at no charge.

**Drape Color:** Gray

**Aisle Carpet:** Pepper

#### In-Line Booths

All in-line booth spaces will be automatically set with 8' high gray back drape and 36" high gray side dividers. Please note line of sight setback rules apply to your booth type. [Rules & Regulations](#) | [PACK EXPO East](#)

#### Aisle to Aisle Booths

This combined back-to-back in-line booth faces two main aisles, but not a cross aisle, and will receive an 8' high drape for each side of the booth with adjoining exhibits. Please note line of sight setback rules apply to your booth type ([Rules & Regulations](#)), and drape will not be set within the setback areas. No display material or equipment can exceed 4' in height, including drape or walls, within setback areas.



#### Peninsula Booths

This booth faces 2 main aisles and 1 cross aisle with two exposed corners. Drape will be set at 8' high along the side with adjoining exhibits. Please note line of sight setback rules apply to your booth type ([Rules & Regulations](#)), and drape will not be placed within setback areas. No display material or equipment can exceed 4' in height, including drape or walls, within setback areas.

#### Island Booths

Drape will NOT be automatically set for island booths. If drape is required, please use the [Furniture order form](#) to place your order.

- See [Rules & Regulations](#) | [PACK EXPO East](#) for booth setup guidelines.
- Carpeting/flooring is required and is the responsibility of the exhibitor.
- **IMPORTANT:** All shipments direct to show-site will include drayage/material handling and is included in your space rate. To receive the direct to show-site complimentary drayage/material handling, your shipment/truck must check in at the PACK EXPO Services Marshalling Yard by 2:00 pm on your assigned targeted move-in date and time.

### Booth Setup

If you wish to upgrade your booth with a hard wall exhibit or furniture package, review the Exhibit Option Packages section.

If you need assistance with a custom exhibit, please contact [PES.custombooths@packexposervices.com](mailto:PES.custombooths@packexposervices.com).

### Discount Deadline

Place your order and payment by **February 12, 2024**, to take advantage of discounted prices for all services. Please note: **ALL REQUIRED FORMS FOR LABOR RELATED SERVICES INCLUDING FLOORPLAN LAYOUTS, MUST BE SUBMITTED TO RECEIVE THE ADVANCE PRICE.**

### Service Contacts

If you have any questions regarding your booth at PACK EXPO East 2024, please contact us at [PES.Service@packexposervices.com](mailto:PES.Service@packexposervices.com) or 972.751.9400.

Service Contacts:

David Weaver	Overall
Joe Nasti	Booths 200-1199
Yolanda Constantine	Booths 1200-2199





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## Show Schedule

### EXHIBITOR MOVE-IN - ALL HALLS

Please see the **Target Floor Plans** for information for **Inbound and Outbound Target Date and Time of specific booth move-in and move-out dates and times located in the Material Handling section**. If your company is unable to adhere to the scheduled inbound or outbound dates assigned, please complete the [Target Change Request Form](#). All change request must be submitted by **Monday, February 12, 2024..**

Thursday	March 14, 2024	12:00 pm - 4:30 pm
Friday	March 15, 2024	8:00 am - 4:30 pm
Saturday	March 16, 2024	8:00 am - 4:30 pm
Sunday	March 17, 2024	8:00 am - 1:00 pm

**All exhibits must be fully installed by Sunday, March 17, 2024, at 1:00 pm.**

If the installation of an exhibit has not started by **12:00 pm** on Sunday, March 17, 2024, Show Management reserves the right to authorize PACK EXPO Services to begin the installation process at the exhibitor's expense.

**All visqueen must be removed by 1:00 pm, Sunday, March 17, 2024. 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.**

### EXHIBIT HOURS—ALL HALLS

Monday	March 18, 2024	9:00 am - 4:00 pm
Tuesday	March 19, 2024	9:00 am - 4:00 pm
Wednesday	March 20, 2024	9:00 am - 3:00 pm

### EXHIBITOR MOVE-OUT—ALL HALLS

Wednesday	March 20, 2024	3:00 pm - 10:00 pm
Thursday	March 21, 2024	8:00 am - 4:30 pm
Friday	March 22, 2024	8:00 am - 4:30 pm
Saturday	March 23, 2024	8:00 am - 2:30 pm

The return of empty crates will take approximately five (5) to seven (7) hours once the aisle carpet has been removed (1-2 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 for exhibitors with targets on Friday, March 22 or earlier must check into the marshalling yard no later than 2:00pm on Friday, March 22, 2024. If carrier is not checked in prior to 2:00pm on Friday, March 22, 2024, PACK EXPO Services will reroute shipment with a carrier of PACK EXPO Services choice at the exhibitor's expense. Exhibitors with target of Saturday, March 23, 2024 must be checked in by 9:00am on that day or PACK EXPO Services will reroute the shipment with a carrier of PACK EXPO Services' choice at the exhibitor's expense.

**ALL HALLS** must be cleared by 2:30 pm on Saturday, March 23, 2024.

## PACK EXPO Service Hours

The PACK EXPO Services team will be available from 8am-5pm, from the first day of Exhibitor Move-In to the last day of Exhibitor Move-Out. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

All accounts should be reviewed prior to show close to ensure accuracy of all charges. No credits will be issued after the show closes. Account summaries will be sent electronically from show-site for your review. Please send contact information including name and email for the person responsible to review all charges.



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## Warehouse Shipments

### ADVANCE RECEIVING AT THE WAREHOUSE

Warehouse Shipping Address:

PACK EXPO East 2024  
Exhibiting Company Name  
Booth # \_\_\_\_\_  
c/o Marano Trucking and PACK EXPO Services  
9820 Bluegrass Road  
Philadelphia, PA 19114

PACK EXPO Services will begin accepting crated, boxed or skidded materials on **Monday, February 12, 2024**, at the above address. To avoid additional charges, materials must arrive to the warehouse by **Wednesday, March 6, 2024**. The warehouse will receive shipments Monday through Friday during the hours of 8:00 am to 2:00 pm. Please see [Material Handling Order form](#) for rates. Warehouse guidelines are as follows:

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 10,000lbs.
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.
6. Please use labels provided in service manual for shipping your freight to the warehouse.
7. Hanging Signs must be separated and labeled using the hanging sign labels.

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, contact PACK EXPO Services at 972-751-9400 prior to shipping your freight.**

**IMPORTANT: All Warehouse shipments will be charged to exhibitor account. Please see Material Handling Rates form for rates.**

### DIRECT TO SHOW SITE SHIPMENTS

Show Site Shipping Address:

PACK EXPO East 2024  
Exhibiting Company Name  
Booth # \_\_\_\_\_  
Pennsylvania Convention Center—Halls A, B and C  
c/o PACK EXPO Services  
1101 Arch Street  
Philadelphia, PA 19107

- Show site freight must be delivered on the assigned target date. Reference the target move-in floor plan. If you cannot adhere to your scheduled target move-in date and time, please complete the [Target Change Request Form](#). For additional information on target move-in/out, please see [Inbound/Outbound Target Information](#).
- Your truck must check in at the marshaling yard between 5:00 am and 2:00 pm on your targeted move-in date.
- All vehicles with materials for delivery must check-in at the Marshalling Yard. Please see [Marshalling Yard](#) Information for directions and additional information.
- Privately Owned Vehicles (POVs) may proceed directly to the dock during both move-in and move-out. Please see the [Material Handling Information](#) forms.
- **Any special equipment needed for unloading will be charged separately** including cranes and 15,000 pound forklifts. If you have any questions, please contact [rigging@packexposervices.com](mailto:rigging@packexposervices.com).

## Direct to Show Site Shipments



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### International Shipments

Neither 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 ensure materials can be shipped into the United States. All freight should be consigned to a certified broker for customs clearance.

### Machine Spotting

On the assigned target date for the arrival of your equipment, a representative is responsible to mark floor with location of machines and be present when spotting machines to take advantage of one-time spotting included in booth space.

### Empties and Stickers

Please ensure all crates, boxes and skids are empty prior to adhering empty stickers. Stack your skids and mark them for easy identification by color coding or stenciling. PES empty label stickers can be obtained at the PES Service Centers. All old stickers must be removed to avoid confusion with empty return and removal.

Your installation and dismantle rigging crew removes and returns empty machinery skids and machinery crates from the booth and places them in storage as part of a rigging labor order. Please do not sign out your forklift crew until machinery skids are placed in storage.

### Hanging Signs

If you require hanging sign or booth labor on the 1st day of move-out, you must confirm your labor one day prior by 2pm at the Service Desk. Due to the high demand for Rigging crews and Booth Labor on the 1st day of show close, wait times will be longer than usual. PES will attempt to take down hanging signs as quickly as possible. If crates are required to dismantle, please refrain from ordering labor until after empty crates are returned.

### Outbound Shipping

The carrier's name listed on the outbound Material Handling Agreement **MUST MATCH** the name of the carrier checking-in to the Marshalling Yard to pick up your company's freight. If the carriers do not match, **THE FREIGHT WILL NOT BE RELEASED.**

Please make sure there is a contact and phone number listed on your MHA. A company representative must remain onsite during the move-out to ensure freight is successfully picked up and loaded on your selected carrier. Freight is under the responsibility of the exhibitor until it is picked up.

### Excessive Trash and Booth Abandonment

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during move-out.

Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment or "Hold for Collection" will be considered abandoned and deemed as trash.

The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please see [Dumpster and Disposal order forms](#) for more information.

### Safety Disclaimer

Be aware of your surroundings. You are in an active work zone. Look for obstacles, and machinery and equipment that are in use as well as scooters and forklifts; the drivers may not be able to see you. Stay clear of dock areas, trucks and trailers. Per Philadelphia Convention Center, no one under the age of 16 is permitted on the show floor during move-in and move-out. During show days only (March 18-20), attendees must be 14 or older to attend.



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## Emergency Response Plan from Pennsylvania Convention Center



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## PCC Exhibitor Rights FAQs

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### **Loading and Unloading**

As an exhibitor, can I unload my own vehicle?

- Yes, regardless of booth size and it is not a commercially registered vehicle.

### **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, hang from hooks product and literature within the booth space.

### **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 without booth size limitation if they own all materials within the booth and are full-time employees of the company.
- Exhibitors may perform work on their own display equipment after the initial set-up and/or for maintenance.

As an exhibitor, can I also work in my booth if I hire stagehands to install my booth?

- Yes, if they are full-time employees of the company without booth size limitation.

I am an exhibitor coming in for an event next month and I was wondering if I can set up my personally owned TV monitor with DVD player?

- Exhibitors and their full-time employees can install monitors and AV equipment that is not rented without booth size limitation.

Can I hire an outside AV vendor for rental equipment?

- If you are using a 3rd party vendor other than the preferred AV vendor for your event, additional costs may be incurred.

Am I able to use a step ladder and a screw gun in my booth?

- Subject to building safety guidelines you are permitted to use ladders up to 6' and power tools (including battery operated) without booth size limitation.

### **Electric**

As an exhibitor, can I set up my own computers?

- Yes, exhibitors may set up personally owned computers without booth size limitation that are not for public use.
- All rented equipment would require show labor to install and dismantle.

My booth will have stem lighting, can I install them myself?

- Exhibitors have the right to install your own lighting without booth size limitation. Lights must be installed by a full-time employee of the exhibitor and they cannot be provided by a rental company or 3rd party. Lighting provided by a 3rd party will be installed and dismantled by show labor (electricians). They must be UL/NEC compliant.
- In all booths where an Exhibitor Appointed Contractor (EAC) or decorator is utilized, show labor (electricians) will install all light fixtures, lit signage and stem lights.

As an exhibitor, can I run my own cords within my booth?

- An exhibitor can run cords without booth size limitation along the drape line or behind a display.
- All exhibitor extension cords must be grounded 3-wire 12-gauge UL listed approved cords.
- Taping across the floor is not permitted. Any cords installed under flooring will be installed by show labor (electricians).

Can I disconnect my battery from a vehicle in my booth?

- Batteries shall be disconnected and reconnected by show labor (electricians) regardless of booth size.

## OUR PLEDGE TO CUSTOMER SERVICE

THE PENNSYLVANIA CONVENTION CENTER



**IN THE CITY OF PHILADELPHIA**, known for its history-making meetings, we do hereby establish that all those who gather in our world-class facility have the right to:

1. **EFFECTIVE MANAGEMENT.** By bringing in industry-leader ASM Global to oversee our beautiful downtown Pennsylvania Convention Center, it's clear we're further dedicating ourselves to transparent, accountable and professional management for your meeting.
2. **INDEPENDENCE AND FLEXIBILITY.** Full-Time employees (Exhibitors) (as long as there is **not an EAC Contracted** to setup/dismantle the booth) have the freedom to:
  - Setup and/or tear down their booths without limitation to size.
  - Unload their personally owned vehicles using their own equipment, including dollies, luggage carriers, non-hydraulic carts, and two-to-four-wheel hand trucks.
  - Use power tools and ladders (up to 6 feet) to setup and tear down exhibits.
  - Install signage and floor coverings.
  - Install and remove non-rented and non-public AV equipment.
3. **SIMPLE COMPUTER SETUP.** Full-Time employees of the exhibiting company and show managers may setup, connect their own (**non-rented**) computers, tablets, and all computer components and any required low-voltage power supply equipment for **non-public** use. Our show labor will need to setup any rented equipment, registration and public-use computers & tablets including when using to collect Data. Public use of computers & tablets, in areas such as cyber cafes, exhibiting booth space and meeting rooms, are set by our show labor.
4. **SELF PROMOTION.** Show managers have the freedom to place, move and remove easels, signs, and poster board materials.
5. **EASY DISPLAY SETUP.** Full-Time employees of the exhibiting company, and show managers have the freedom to open boxes, stock shelves, setup, plug in, hang up, and freely distribute their non-bulk products/ literature within their booth without limitation to size of the booth.
6. **DISPLAY MAINTENANCE.** Full-Time employees of the exhibiting company have the freedom to perform maintenance on their own display equipment after the initial setup without limitation to size of the booth.
7. **A SUPPORTIVE TEAM.** Each labor union has established a core workforce with a focus on hospitality.
8. **SKILLED WORKERS.** Our Labor workforce is highly skilled and has received specialized training in hospitality services.

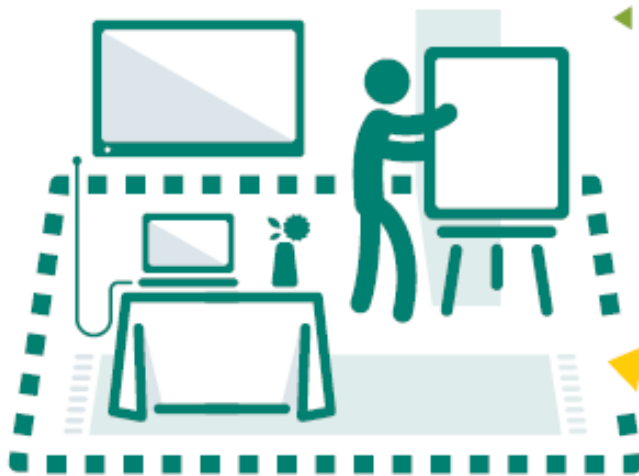
FOR EXHIBITORS



## PENNSYLVANIA CONVENTION CENTER ENHANCED EXHIBITOR WORK RULES



Progressive work rules and streamlined services provide our customers with just the right amount of flexibility and independence they need, resulting in greater cost efficiencies and a better overall customer experience.



Within your booth area or show space, full-time employees of the Exhibiting Company (as long as there is **not an EAC Contracted** for the booth setup/dismantle) have the freedom to setup and tear down your display, hang graphics and signage, install floor coverings, and install non-rented AV equipment including tablets for **non-public use without limitation to booth size**.

Place, move, and remove your own easels, signs, and poster board materials.



Open boxes, stock shelves, setup, plug in, hang up, and freely distribute your non-bulk products/literature within your booth or show space.



Use your own dollies, luggage carriers, non-hydraulic carts, and two-to-four-wheel hand trucks.

Drive your non-commercially registered personally owned vehicle to a designated area to unload.



### VEHICLES THAT QUALIFY:

			
SEDAN	SUV	PICKUP	VAN

### VEHICLES THAT DO NOT QUALIFY:

			
TRAILER	RENTALS	BOBTAIL	STAKEBED

Use your own power tools and ladders (up to 6 feet) to setup and tear down exhibits.





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# Insurance Information

## ATTENTION EXHIBITORS IMPORTANT INSURANCE INFORMATION

Per the space rental agreement between PMMI, the sponsor and producer of PACK EXPO, and the Pennsylvania Convention Center, PACK EXPO 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 Nevada 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 Las Vegas 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 Las Vegas 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 2024 Rules and Regulations for further information.

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

Insurance Coverage  
PMMI  
12930 Worldgate Drive, Suite 200  
Herndon, VA 20170  
Email: [expo@pmmi.org](mailto:expo@pmmi.org)

**You should consult with your Insurance Advisor with regards to any specific coverage that you may need while attending this event.**





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**Exhibitor Application for Liability Coverage**  
**[https://www.TotalEventInsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=uoHut i3 2w\\$](https://www.TotalEventInsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=uoHut i3 2w$)**



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## EAC Requirements

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

### EAC Information:

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

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

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

EAC Contact Name: \_\_\_\_\_ EAC mail Address: \_\_\_\_\_

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

**If you plan on hiring a service contractor(s) other than the official contractor selected by show management, you must submit this authorization form with all the required documentation for each contractor individually (see below) to PACK EXPO Services.**

NOTE: For services such as electrical, plumbing, telephone, cleaning and material handling, no contractor other than the official contractor may be appointed. The exhibitor shall control/operate only the material and equipment that he/she owns and that is to be used only within the booth space. The Official Service Contractor will provide all usual trade show services, including labor. Labor supervision, however, may be provided by the exhibitor. The exhibitor may also appoint either the official contractor for labor 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 30 days** prior to the show first move-in date. If notification is not received by the deadline, PACK EXPO Services labor must be used for all work and the EAC will be permitted to supervise the labor only.

### The contractor hired by the exhibitor must:

- Provide no later than 30 days prior to the show first move-in date 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), Show Management, Facility, and Organizer 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 approved EAC to supervise, install, dismantle, or maintain exhibits and exhibit-related equipment.

**This form must be accompanied by the certificate of insurance (COI). 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 in full and agrees that Authorizer and Exhibiting Company will be fully governed by the provisions described therein.**

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

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

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



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## EAC Requirements

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**Exhibitor Appointed Contractor (EAC) Access to the Show Floor:** Wristbands will only be distributed to EACs with previously received/approved 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 give approved EACs access to the show floor during Exhibitor move-in and move-out hours only. 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 (COI):** 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 name PACK EXPO Services (the General Contractor), Show Management, Facility, and Organizer as additional insured, except for Workers Compensation. The following entities shall be named as additional insureds for all on going operations.

- PACK EXPO Services, LLC.
- Show Organizer
- Facility
- Each Exhibitor represented by the contractor
- Show Move-In dates through Move-Out dates

**The insurance form must list the Certificate Holder as:**

PACK EXPO Services, LLC.  
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.

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

**Workers' Compensation Insurance (WCI):** 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 Organizer and PACK EXPO Services, LLC., their officers, directors, agents or employees. Coverage cannot be cancelled or reduced without at least 30 days prior written notice to Organizer and PACK EXPO Services, LLC.

**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 to be fully governed by the provisions described herein.**

EAC Company \_\_\_\_\_

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

EAC Name: \_\_\_\_\_

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

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

CERTIFICATE OF LIABILITY INSURANCE

SAMPLE

DATE (MM/DD/YYYY)

00/00/0000

PRODUCER (000) 000-0000FAX

AGENTS NAME

AGENTS ADDRESS

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

INSURERS AFFORDING COVERAGE

NAIC #

INSURED YOUR COMPANY NAME

YOUR COMPANY ADDRESS

INSURER A:

INSURER B:

INSURER C:

INSURER D:

INSURER E:

EAC FOR:

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	POLICY #	EFF DATE	EXP DATE	EACH OCCURRENCE	\$ 1,000,000
		<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
		<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person)	\$ 5,000
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 2,000,000
						PRODUCTS-COMP-OP AGG	\$ 2,000,000
		GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					
		AUTOMOBILE LIABILITY	POLICY #	EFF DATE	EXP DATE	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
		<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$
		<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
		<input checked="" type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$
		<input checked="" type="checkbox"/> HIRED AUTOS					
		<input checked="" type="checkbox"/> NON-OWNED AUTOS					
		GARAGE LIABILITY				AUTO ONLY-EA ACCIDENT	\$
		<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC	\$
						AUTO ONLY: ACC	\$
		EXCESS/UMBRELLA LIABILITY	POLICY #	EFF DATE	EXP DATE	EACH OCCURRENCE	\$ 1,000,000
		<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$ 1,000,000
		<input type="checkbox"/> DEDUCTIBLE					
		<input checked="" type="checkbox"/> RETENTION \$ 10,000					
		WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY	POLICY #	EFF DATE	EXP DATE	<input checked="" type="checkbox"/> WC STATUTORY LIMITS	<input type="checkbox"/> OTH-ER \$
		ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT	\$ 1,000,000
		If yes, describe under SPECIAL PROVISIONS below				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 Work Authorization Form

**Discount Deadline:**  
**February 12, 2024**

# Exhibitor Appointed Contractor (EAC) Work Authorization Form

**This form must be completed by the exhibiting company:**

No EAC will be granted access to the show floor without the Exhibitor's signature and completion of the EAC Requirements and this EAC Work Authorization Form. Please check the appropriate boxes below of the products and/or services you will have outside of those provided by the designated official contractor.

**Return completed EAC Requirements and EAC Work Authorization Forms to PACK EXPO Services by the Discount Deadline and forward a copy of the Certificate of Liability Insurance sample to your EAC.**

**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:**

☐  
☐  
☐

Installation & Dismantle  
Photography  
Personnel/Models

☐  
☐  
☐

Installation & Dismantle - Supervision Only  
Security  
Other (please identify): \_\_\_\_\_

**Products:**

☐  
☐  
☐

Flooring/Carpet Rental  
Furniture/Signs/Accessories  
Floral

☐  
☐  
☐

Audio Visual - Rental/Production/Lighting  
Computer Rental  
Other (please identify): \_\_\_\_\_

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

Note Other Products/Services Below:

**EXHIBITOR INFORMATION:**

Exhibiting Company: \_\_\_\_\_  
Exhibitor Contact: \_\_\_\_\_  
Exhibitor Email: \_\_\_\_\_  
Exhibitor Signature: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
Title: \_\_\_\_\_  
Exhibitor Phone: \_\_\_\_\_  
Date: \_\_\_\_\_

**EAC INFORMATION:**

EAC Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Company Phone: \_\_\_\_\_  
EAC Contact Name: \_\_\_\_\_  
Contact Email: \_\_\_\_\_  
Provided Service Description: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Contact Cell: \_\_\_\_\_



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# PES Terms and Conditions

## PLEASE READ

### 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.

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. 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. 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: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_



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## Payment Options

**Discount Deadline:**  
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### Payment Options

An authorized Credit Card MUST be on file with PACK EXPO Services before any goods or services will be rendered regardless of your method of payment.

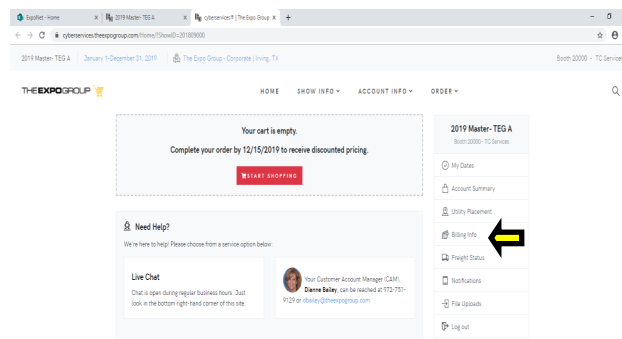
#### Credit Card

PACK EXPO Services only accepts credit card information electronically. For your convenience we accept MasterCard, Visa, Discover and American Express.

Securely provide your credit card online [here](#)

Login with your PACK EXPO East Show ID (202308003) and Password (sent via email from [PES.Service@packexposervices.com](mailto:PES.Service@packexposervices.com)).

Once logged in, go to *Billing Info* and add a new card.



#### Company Check

Please mail your check to 5931 Campus Circle Drive West, Irving, TX 75063 along with your order forms to PACK EXPO Services. To ensure payment is accurately reflected on your account, orders will be processed upon receipt of the original check.

**Checks must include Exhibiting Company Name, Booth Number, and Name of Show.**

- **Wire Transfer:**

FED Wire directly to:	Truist Bank
ABA / Routing Number:	053101121
SWIFT BIC:	BRBTUS33 (for International transfers)
Account Number:	1000016233081
Credit:	PACK EXPO SERVICES LLC

- **Domestic ACH Transfer:**

Routing Number	055002707
Account Number	1000016233081
Credit:	PACK EXPO SERVICES LLC

#### Third Party Agents

If PACK EXPO Services is invoicing a third party on behalf of the exhibiting company, please complete and submit the Third Party Authorization Form so that the account can be established. Once established, credentials will be assigned for ordering and submitting payment online.

**NOTE: The exhibiting company is ultimately responsible for the payment of all services rendered and payment is due prior to the last day of the event.**





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## Outbound Material Handling Agreement and Labels

### MATERIAL HANDLING AGREEMENT (MHA) MUST BE COMPLETED

Every outbound shipment will require a material handling agreement and shipping labels. Our team can prepare these for you and deliver them to your booth prior to the show close. **To take advantage of this service, please complete and return this form to PACK EXPO Services Service Center onsite by Tuesday, March 19, 2024 at 12 noon.**

- Request a pre-printed MHA and shipping labels for your outbound shipment [online](#). Once you enter your password, please click on the Outbound Shipping button on the right side of the page. Forms and labels will be delivered to your booth at show site. A separate MHA is required for each outbound shipment.
- Please review the Material Handling Information, Material Handling Rates and Terms and Conditions forms.
- Return completed Material Handling Agreements to PACK EXPO Services Service Desk. Do not leave them in your booth!

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

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

On-site Contact Name: \_\_\_\_\_

Cell Number: \_\_\_\_\_

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

**SHIP TO:** Company Name: \_\_\_\_\_  
Attention: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

#### CARRIER: Official Show Carriers:

☐ T-Force Freight

☐ Airways Freight

☐ Standard (LTL)

☐ Time Critical

☐ Next Day

☐ 2nd Day

☐ Deferred

#### Other Carriers:

☐ Other Ground Carrier: \_\_\_\_\_

☐ Other Air Carrier: \_\_\_\_\_

☐ Next Day ☐ 2nd Day ☐ Deferred

#### PAYMENT TERMS: Transportation charges are guaranteed by Exhibiting Company.

Please complete to indicate otherwise:

Company/Exhibitor: \_\_\_\_\_

Attention: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**LABELS:** Number of Shipping Labels Required: \_\_\_\_\_

**PACK EXPO Services provides standard shipping labels. Exhibitors are responsible for providing carrier specific labels, if required. By specifying the # of Labels Required, we will print Non-carrier specific labels for you.**





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## Third Party Authorization

**Discount Deadline:**  
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Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

### Third Party Information:

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

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

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

Contact Name: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

### THIRD PARTY PAYMENT POLICY

- The payment record of the Third Party must be acceptable to PACK EXPO Services (PES).
- Form must be signed and signed by the Exhibitor and returned to PACK EXPO Services at least 14 business days prior to show move-in date.
- PACK EXPO Services will provide online password for the third party after the form is processed.
- Securely submit your credit card [online](#).
- Login with your Show ID and Password.
- Your secure login info will be provided via email from [PES.Service@packexposervices.com](mailto:PES.Service@packexposervices.com)
- Once logged in, from your account home page click on "Billing Info", review and agree to our "Terms and Conditions" and then click "Add A New Card".
- The exhibiting firm is ultimately responsible for payment of all charges and payment is due prior to the last day of the event.
- All Accounts must be reviewed prior to show close to ensure accuracy of all charges. No credits will be given after the show. We will send account summaries electronically from show-site for your review. Please send us contact information including name and email for the person that would be responsible to review and approve all charges.

### SERVICES TO BE INVOICED TO THIRD PARTY

- |   |   |  |                                      |
|---|---|--|--------------------------------------|
| <input type="checkbox"/> All PES Services     | <input type="checkbox"/> Furniture/Carpet | <input type="checkbox"/> Forklift Labor    | <input type="checkbox"/> Booth Labor |
| <input type="checkbox"/> Suspended Sign Labor | <input type="checkbox"/> Booth Cleaning   | <input type="checkbox"/> Material Handling |                                      |
| <input type="checkbox"/> Other _____          |   |  |                                      |

***\*If a representative of your company will be on the show floor, please also fill out and return the EAC Requirements and Forms paperwork to [PES.Services@packexposervices.com](mailto:PES.Services@packexposervices.com).***

### THIS ACKNOWLEDGEMENT TO BE COMPLETED AND SIGNED BY THE EXHIBITING COMPANY REPRESENTATIVE

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 last day of the event. (Exhibiting Company's signature required below.)

**PLEASE SIGN**

X \_\_\_\_\_



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## PCC Exhibitor Rights Information

**Discount Deadline:**  
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### EXHIBITOR 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 must check in at the designated POV area and bring their items in through the designated door. Large items cannot be brought in through the front doors of the exhibit hall.

#### 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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## PCC Exhibitor Rights FAQs

**Discount Deadline:**  
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### **Loading and Unloading**

As an exhibitor, can I unload my own vehicle?

- Yes, regardless of booth size and it is not a commercially registered vehicle.

### **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, hang from hooks product and literature within the booth space.

### **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 without booth size limitation if they own all materials within the booth and are full-time employees of the company.
- Exhibitors may perform work on their own display equipment after the initial set-up and/or for maintenance.

As an exhibitor, can I also work in my booth if I hire stagehands to install my booth?

- Yes, if they are full-time employees of the company without booth size limitation.

I am an exhibitor coming in for an event next month and I was wondering if I can set up my personally owned TV monitor with DVD player?

- Exhibitors and their full-time employees can install monitors and AV equipment that is not rented without booth size limitation.

Can I hire an outside AV vendor for rental equipment?

- If you are using a 3rd party vendor other than the preferred AV vendor for your event, additional costs may be incurred.

Am I able to use a step ladder and a screw gun in my booth?

- Subject to building safety guidelines you are permitted to use ladders up to 6' and power tools (including battery operated) without booth size limitation.

### **Electric**

As an exhibitor, can I set up my own computers?

- Yes, exhibitors may set up personally owned computers without booth size limitation that are not for public use.
- All rented equipment would require show labor to install and dismantle.

My booth will have stem lighting, can I install them myself?

- Exhibitors have the right to install your own lighting without booth size limitation. Lights must be installed by a full-time employee of the exhibitor and they cannot be provided by a rental company or 3rd party. Lighting provided by a 3rd party will be installed and dismantled by show labor (electricians). They must be UL/NEC compliant.
- In all booths where an Exhibitor Appointed Contractor (EAC) or decorator is utilized, show labor (electricians) will install all light fixtures, lit signage and stem lights.

As an exhibitor, can I run my own cords within my booth?

- An exhibitor can run cords without booth size limitation along the drape line or behind a display.
- All exhibitor extension cords must be grounded 3-wire 12-gauge UL listed approved cords.
- Taping across the floor is not permitted. Any cords installed under flooring will be installed by show labor (electricians).

Can I disconnect my battery from a vehicle in my booth?

- Batteries shall be disconnected and reconnected by show labor (electricians) regardless of booth size.



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## PCC Safety Guidelines

**Discount Deadline:**  
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### PCC SAFETY GUIDELINES FOR EXHIBITORS

#### ALL BOOTHS:

- A. A ladder up to 6ft may be used in accordance with the manufacturer guidelines.
- B. Battery operated power tools can be used. Power actuated tools such as Hilti guns and gas filled nailers may not be used under any circumstances.
- C. Accessing floor ports in exhibit halls is strictly prohibited.
- D. The use of gasoline powered equipment is not permitted.
- E. Generators are prohibited.
- F. Vehicle batteries shall be disconnected and reconnected by electricians regardless of booth size.
- G. Rigging of heavy objects is not permitted. Riggers would be required for such work.
- H. The use of safety protection is required when needed, such as safety glasses, gloves, etc.
- I. The use of hoists will not be permitted.
- J. The use of a device with an open flame, such as a propane torch, is prohibited.
- K. Lasers, rotating or still, shall not be permitted.
- L. No smoking shall be permitted inside the facility-including electronic cigarettes.
- M. Exhibit booths or displays may not block fire equipment. Columns, electrical closets, and electrical panels must be accessible.
- N. All electrical cords run across the show floor or under carpet will be installed by PCC Electricians regardless of booth size.
- O. In all booths (including booths less than 600 sq/ft.) where an Exhibitor Appointed Contractor (EAC) or General Service Contractor is utilized, electricians will install all light fixtures, lit signage, and all other work deemed as electrical jurisdiction.
- P. Lead acid batteries may not be used for power in any booth.
- Q. Small air compressors that are not part of equipment (separate unit) are prohibited from use on the show floor. An order for Compressed Air is required through Client Utilities Department.
- R. The use of restroom sinks to fill and drain tanks, pots, buckets, etc. in exhibit halls is prohibited. An order for Water Fill & Drain is required through Client Utilities Department.
- S. Dumping of any type of liquids into restroom sinks, toilets or exhibit hall floor ports is strictly prohibited.



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Philadelphia, PA

## Booth Labor

**Discount Deadline:**  
**February 12, 2024**

- **What is Booth Labor?** Booth labor is available to assist with Unpacking, Installation and Dismantle of your booth and Packing your exhibit properties after the show.
- You may choose to supervise the labor on your own or, your exhibit can be set up prior to your arrival under PACK EXPO Services (PES) supervision. Both options are listed below.
- Whenever possible, all work will be performed on Straight Time hours.
- Price is per person per hour.
  - One (1) hour per person minimum and thereafter charged in half (½) hour increments.
    - Includes time necessary for workers to assemble their tools, report to the booth, customer confirmation of completed work and return with Exhibitor to the designated labor check-in area.
  - Labor must be cancelled in writing at least two (2) days prior to the date for which labor was ordered to avoid a one (1) hour per man cancellation charge.
  - Exhibitor must check-in with PACK EXPO Services to confirm they are ready for labor and, return to sign out labor upon completion of the work. Failure to pick up labor at the requested time will result in an assessment of a one (1) hour per person cancellation charge.
  - Dismantle labor is not available until at least one (1) hour after the show closes. This is to allow for removal of aisle carpet and sufficient time for empty containers to be returned to the booth.
- **PACK EXPO Services (PES) Supervised Labor** will be completed at our discretion prior to show opening and before the deadline for the floor to be cleared. Please complete and return the PES Supervised Labor Set Exhibit Information form, detailed or special instructions, set up plans, photographs and inbound and outbound shipping information and upload the files [online](#). You may also submit an Outbound Material Handling Agreement request [online](#).
- **STRAIGHT TIME:** Monday-Friday, 8:00am-4:30pm  
**OVERTIME:** Monday-Friday, 4:30pm-8:00am; All day Saturday  
**DOUBLE TIME:** All day Sunday and Holidays

[Click here](#) to order online.

### BOOTH LABOR

Item	# of Hours	Advanced Price	Standard Price	Total
Exhibitor Supervised Labor - ST	@	\$177.35	\$253.40	=
Exhibitor Supervised Labor - OT	@	\$270.30	\$386.15	=
Exhibitor Supervised Labor - DT	@	\$354.60	\$506.60	=
*PES Supervised Labor - ST	@	\$230.60	\$329.45	=
*PES Supervised Labor - OT	@	\$351.35	\$501.95	=
*PES Supervised Labor - DT	@	\$461.05	\$658.65	=

\*Please complete and return the PES Supervised Labor Information form. Please include detailed instructions, set up plans, photographs, inbound and outbound shipping information and upload the files [online](#).

Procedure	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

### ADDITIONAL INFORMATION

### CALCULATING YOUR TOTAL

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

Labor Subtotal

**TOTAL**

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

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

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

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

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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**PES Supervised  
Labor  
Information**  
**Return Form by:**  
**February 12, 2024**

- Please complete and submit the following details for all PES Supervised Labor Orders if installation and/or dismantle services are being provided by PACK EXPO Services without the exhibitor or their agent present to supervise.
- Return this form by logging in to [online](https://online.packexposervices.com) and click on "File Uploads". Or, email us at [PES.Services@packexposervices.com](mailto:PES.Services@packexposervices.com).

### INBOUND SHIPPING INFORMATION

Freight is being sent to: ☐ Warehouse ☐ Show Site Date Shipped: \_\_\_\_\_

Total Number of: \_\_\_\_\_ Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_ Other (Specify): \_\_\_\_\_

Carrier(s) and Tracking Number(s): \_\_\_\_\_

### SET-UP INFORMATION

**Company Representative to call for questions and confirm completion of booth set-up**

Name: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Set-Up Plans/Photos: ☐ Attached ☐ To Be Uploaded ☐ Packed with Exhibit (In Crate # \_\_\_\_\_)

Carpet: ☐ With Exhibit ☐ Renting from PACK EXPO Services

Electrical Placement: ☐ Drawing Attached ☐ To Be Uploaded ☐ Drawing with Exhibit

Electrical Under Carpet? ☐ Yes ☐ No

Graphics: ☐ With Exhibit ☐ Shipped Separately

### OUTBOUND SHIPPING INFORMATION

**Total Number of:** \_\_\_\_\_ Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_ Other (Specify): \_\_\_\_\_

**Ship To:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Must Arrive at Destination By: \_\_\_\_\_

**Carrier Name:** \_\_\_\_\_ **Carrier Phone Number:** \_\_\_\_\_

Carrier Type: ☐ Common Carrier ☐ Air Freight ☐ Van Line ☐ Other (Specify) \_\_\_\_\_

**Date Carrier is Scheduled to Pick-Up Freight:** \_\_\_\_\_

**In the event your selected carrier fails to show up by the outbound driver check in deadline, please select one of these options:** ☐ Reroute Via PACK EXPO Services' Choice ☐ Return to Warehouse at Exhibitor's Expense

**Bill To:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Freight Charges: ☐ Prepaid ☐ Collect

Emergency Contact Name: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

**You may also pre-order an Outbound Material Handling Agreement for your materials [online](https://online.packexposervices.com).**

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

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

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_





PACK EXPO East  
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**Forklift Equipment  
and Labor**

**Discount Deadline:  
February 12, 2024**

**Crew Size:** Rigging crews consists of three (3) riggers for installation and dismantle. 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 (1) hour minimum per person.
  - **At the break of the show on Wednesday, March 20, 2024, Rigging Labor will be billed on Straight Time until 10:00 pm.**
  - Start time guaranteed only at the start of the work day.
  - Exhibitor 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.
  - **There is no guarantee for an automatic 8am start time for the 1st day of move-out for all crews due to volume of requests and will be dispatched prioritizing exhibitors with the earliest target move-out dates.**
  - If machinery skids are not ready to be removed at the time assembly is finished, you must return to the Service Desk and place an order for machinery skids to be removed at Exhibitor's expense.
- **STRAIGHT TIME:** Monday-Friday, 8:00am-4:30pm  
**OVERTIME:** Monday-Friday, 4:30pm-8:00am; All day Saturday  
**DOUBLE TIME:** All day Sunday and Holidays

[Click here](#) to order online.

## LIFT EQUIPMENT AND LABOR

	# of Hours		Rate		Total
Up to 5,000 lb. Forklift with Crew - ST		X	\$ 552.00	=	
Up to 5,000 lb. Forklift with Crew - OT		X	\$ 680.00	=	
Up to 5,000 lb. Forklift with Crew - DT		X	\$ 815.00	=	
4-Stage up to 5,000 lb. Forklift with Crew - ST		X	\$ 592.00	=	
4-Stage up to 5,000 lb. Forklift with Crew - OT		X	\$ 720.00	=	
4-Stage up to 5,000 lb. Forklift with Crew - DT		X	\$ 860.00	=	
5,001 lb. to 15,000 lb. Forklift with Crew - ST		X	\$ 995.00	=	
5,001 lb. to 15,000 lb. Forklift with Crew - OT		X	\$ 1179.00	=	
5,001 lb. to 15,000 lb. Forklift with Crew - DT		X	\$ 1496.00	=	
Additional Rigger - ST		X	\$ 150.00	=	
Additional Rigger - OT		X	\$ 218.00	=	
Additional Rigger - DT		X	\$ 290.00	=	

\*NOTE: Forklifts with larger capacity and crane service are available **if** requested in advance. Prices are quoted upon request and **must** be requested in advance.

**Please indicate work to be performed:** ☐ Uncrating ☐ Un-skidding ☐ Re-skidding of Machinery ☐ Header/Booth Work ☐ Other (Specify Below)

**Please describe the largest piece of equipment to be handled:** \_\_\_\_\_

**Weight:** \_\_\_\_\_ lbs. **Size:** \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_ **Height to be placed:** \_\_\_\_\_

**Exhibitor Show Site Contact (for logistical questions):** \_\_\_\_\_ **Cell Phone #:** \_\_\_\_\_

## ADDITIONAL INFORMATION

Other work to be performed: \_\_\_\_\_

## CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_

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

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

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

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

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

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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## Hanging Sign Information

**RETURN FORMS BY FEB. 12, 2024**  
**Advance Warehouse Freight**  
**Deadline: March 6, 2024**

**All Exhibitors MUST HAVE PRIOR APPROVAL from PACK EXPO Services to install a hanging sign.**

### Hanging Sign Rules:

Booth Height Restrictions for in-line, aisle-to-aisle, peninsula and island booths:

The TOP of the hanging material must NOT exceed the height restriction for your booth type and size.

- **Booths under 599 sq. ft.** 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.

### Benefits to Advance Warehouse Shipping

By shipping your hanging sign to the advance warehouse, you will save money by guaranteeing advance rates. To receive advance rates:

- Hanging Sign must be received at the advance warehouse by **March 6, 2024**.
- Hanging signs are to be sent in separate containers directly to the advance warehouse using the enclosed Hanging Sign Labels.
- Hanging sign request has been **submitted and approved** by Show Management by **February 12, 2024**.
- All necessary order forms and floor plans have been submitted by **February 12, 2024**.

**If ALL of the above steps are met, your sign will be hung by PES at the most convenient time based on schedule and freight congestion. You will be charged Standard Rates if any of the steps listed above are NOT met, OR if you specifically request to be present to supervise your sign installation.**

### Hanging Sign Instructions:

- 1. Submit your hanging sign request. Your request must be submitted and approved by Show Management by February 12, 2024 to receive advance rates.**
2. Fill out the Hanging Sign Labor Form.
3. Fill out the Structural Integrity Statement. **This form must be returned for all ceiling-hung structures.**
4. Fill out the Hanging Sign Information Form.
5. Fill out the Truss and Motor Equipment Order form (if applicable).
6. Complete the Truss/Lighting Packages (if applicable).
7. Complete the Truss and Hoist Labor Order Form (if applicable).
8. Complete the Hanging Sign Details Form (set up instructions for sign assembly). Your hanging sign diagram must include the following:
  - Hang point Locations
  - Height above the floor of each point
  - Weight that will be suspended from each hang point
  - Exhibit plan showing the location of the hang points and the structure as it pertains to the exhibit plan
  - **If any hang points supports are over 200 lbs., notify PES immediately for special authorization.**

### Notes:

If your sign requires electrical for lights, AV, motors or truss, additional electrical labor will be required and lift charges will be billed using the electrical condor rates.





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## Hanging Sign Labor

**Discount Deadline:**  
**February 12, 2024**

- The Structural Integrity Statement and the Hanging Sign Information forms must be completed in order to have your hanging sign approved.**

### Important Notes:

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All material charges will be replaced with per pick point this year. \*Pick point defined as when you attach a cable to your sign.**
- All overhead hanging must be assembled, installed, and removed by PACK EXPO Services.
- All hanging hardware must be shouldered, forged, stamped, and rated for overhead lifting. This hardware must be sourced domestically. PES will inspect and replace all non-compliant hardware. All additional hardware will be charged accordingly.
- Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical service requirements must be ordered in advance on the enclosed Electrical Order Form.
- PCC Rigging Regulations must be adhered to in order to complete your hang. Refer to the [PCC Rigging Regulations](#) for details.
- PACK EXPO Services will begin to assemble and hang signs as soon as the hall is accessible and as long as the order and the sign are received by the appropriate deadline dates.
- PACK EXPO Services reserves the right to refuse to hang any sign which is deemed unsafe.
- In the event that the sign order, floorplan, and physical sign are not received by the appropriate deadlines, Standard Rates will apply and the sign will be hung when equipment and labor become available.

### Supervision:

- Supervision for assembly and disassembly of overhead hanging sign can be provided by PACK EXPO Services or by your company representative, display house, independent or lighting contractor:

PACK EXPO Services: \_\_\_\_\_ Exhibitor Personnel: \_\_\_\_\_ Display House: \_\_\_\_\_

**\*If you opt for Exhibitor Personnel supervised labor, you will be charged at the Standard Rate**

- Labor Hours:**  
Straight Time: Monday-Friday, 8:00am-4:30pm  
Overtime: Monday-Friday, 4:30pm-8:00am; All day Saturday  
Double Time: All day Sunday and Holidays

[Click here](#) to order online.

## HANGING SIGN LABOR

Item	# of Hours	Advance Price	Standard Price	Total
Stagehand Condor w/ Crew - Blended Rate	X	795.40	\$1,136.30	=
Stagehand Assembly/Disassembly Labor -ST	X	\$215.40	n/a	=
Stagehand Assembly/Disassembly Labor -OT	X	\$323.10	n/a	=
Stagehand Assembly/Disassembly Labor -DT	X	\$430.80	n/a	=
Electrical Condor w/ Crew - Blended Rate	X	\$864.60	\$1219.35	=
Electrical Assembly/Disassembly Labor - ST	X	\$176.00	n/a	=
Electrical Assembly/Disassembly Labor - OT	X	\$262.90	n/a	=
Electrical Assembly/Disassembly Labor - DT	X	\$352.00	n/a	=
Per Pick Point - each *taxable	X	\$150.00	n/a	=
Suspended Sign Inspection Fee	X	\$ 307.00	n/a	=

### ADDITIONAL INFORMATION

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

### CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_

(\*Pick Points Only) 8% Sales Tax \_\_\_\_\_

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

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

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

Email Address: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_

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## Structural Integrity Statement

**RETURN FORMS BY FEB. 12, 2024**  
**Advance Warehouse Freight**  
**Deadline: March 6, 2024**

**Each exhibitor must complete the Suspended Sign Information and Structural Integrity Statement forms and return them to PACK EXPO Services.**

**REQUIRED FORM**

### STRUCTURAL INTEGRITY STATEMENT

\_\_\_\_\_, the contracted exhibitor at **PACK EXPO East 2024** 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 2024, PMMI, Pennsylvania Convention Center—Halls A, B and C, 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: \_\_\_\_\_



## Hanging Sign Information

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**RETURN FORMS BY FEB. 12, 2024**  
**Advance Warehouse Freight**  
**Deadline: March 6, 2024**

### THIS FORM MUST BE RETURNED FOR ALL CEILING-HUNG STRUCTURES

Please make sure you identify all neighboring booths. Placement is subject to approval by Show Management. Review Rules and Regulations prior to submitting this form. Please see below for sample of floorplan that should be submitted with orders.

#### INBOUND SHIPPING INFORMATION

Carrier: \_\_\_\_\_ Phone: \_\_\_\_\_

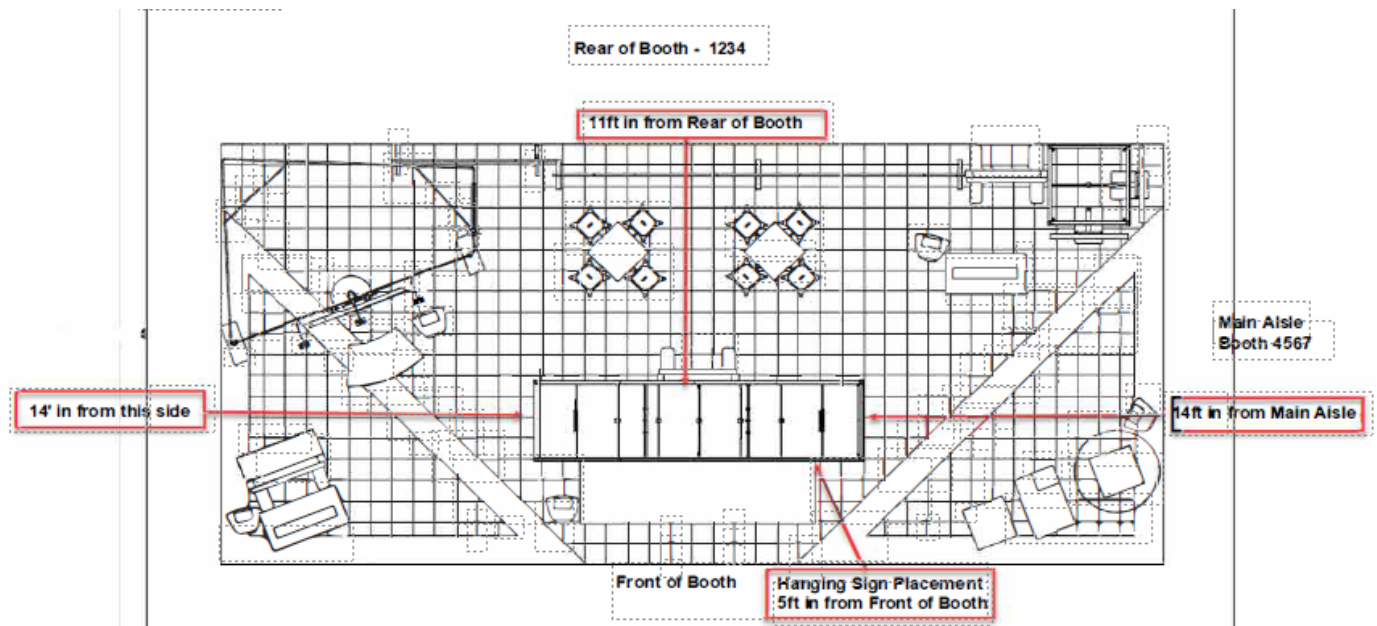
Date to Arrive at Warehouse: \_\_\_\_\_

Must arrive at the advance warehouse, **using the hanging sign shipping labels**, by March 6, 2024, and all paperwork submitted and approved to secure advanced rate. See Hanging Sign Information and Labor.

#### OUTBOUND SHIPPING INFORMATION

Ship To: \_\_\_\_\_

Carrier: \_\_\_\_\_ Phone: \_\_\_\_\_



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

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

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

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

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_



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## Hanging Sign Information

**RETURN FORMS BY FEB. 12, 2024**  
**Advance Warehouse Freight**  
**Deadline: March 6, 2024**

### THIS FORM MUST BE RETURNED FOR ALL CEILING-HUNG STRUCTURES

#### HANGING SIGN DETAILS

**A. Does Your Sign Require Assembly? (All signs requiring assembly must be assembled by PES labor)**

☐ Yes ☐ No

**B. Is PACK EXPO Services authorized to assemble and hang your sign before you arrive? \*If OK to proceed, please include assembly instructions**

☐ OK To Proceed ☐ Wait For Exhibitor

**C. Is your hanging sign electrical?**

☐ Yes ☐ No

(If yes, please remember to order electricity and electrical condor labor for your hanging sign.)

☐ Lighted ☐ Rotary

**D. Type of Sign**

☐ Banner

☐ Grommets ☐ Pockets ☐ 1-Sided ☐ 2-Sided

☐ Structural

☐ Wood ☐ Systems ☐ Metal

☐ Other: \_\_\_\_\_

☐ Theatrical Truss

Manufacturer: \_\_\_\_\_

☐ Rented from PES

☐ Exhibitor Supplied

☐ Triangle - size \_\_\_\_\_" x \_\_\_\_\_"

☐ Box - size \_\_\_\_\_" x \_\_\_\_\_"

# of Structural Pick Points: \_\_\_\_\_

Load @ Each Point \_\_\_\_\_lbs.

**E. Total Number of Signs in Booth \*separate form required for each sign**

Electrical \_\_\_\_\_

Non-Electrical \_\_\_\_\_

**F. Dimension & Weight of Sign**

Height \_\_\_\_\_

Length \_\_\_\_\_

Width \_\_\_\_\_

Weight \_\_\_\_\_lbs.

**G. Shape of Sign**

☐ Rectangle

☐ Square

☐ Triangle

☐ Circle

☐ Other: \_\_\_\_\_

**H. Number of Feet From Floor to Top of Sign—Must comply 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.)

**I. Does Your Sign Require a Chain Motor?**

☐ Yes ☐ No

☐ Rented from PES

☐ Exhibitor Supplied

**J. Is Your Sign Fireproof?**

☐ Yes ☐ No

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

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

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

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

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_



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## Truss and Motor Equipment

**Discount Deadline:**  
**February 12, 2024**

- Rental of Truss and Motors (including its equipment) is proprietary to PCC/ASM Global.
- Installation of all truss, motors and its equipment is performed by ASM Electricians. Labor is not included in the rental price
- Rental Rates are based on one (1) week installments.
- All Electrical Suspended Elements that require electric for lights and/or rotating motors must be installed by ASM Electricians.
- All Suspended Elements that are dead hung (no lights and/or motors) are the Decorator's responsibility.
- Signage weighing 150lbs or more will traditionally require a motor(s) to be installed by ASM Electricians.
- Lights for truss can be supplied by exhibitor or 3rd party vendor, but must be installed by ASM Electricians.
- Operating of all Motor Controllers is performed by ASM Electricians.
- All booths using an EAC or Decorator supplied labor will need ASM Electricians to wire or install booth lighting.
- All rules apply to dismantle and move-out.
- Cancellations received less than 2 weeks prior to the first day of exhibitor scheduled move-in will be billed at 100%.

[Click here](#) to order online.

### TRUSS

Item	Quantity	Advance Price	Standard Price	Total
10'L 12" Silver Truss	X	\$ 110.00	\$157.15	=
8'L 12" Silver Truss	X	\$ 99.00	\$141.45	=
5'L 12" Silver Truss	X	\$ 77.00	\$110.00	=
4'L 12" Silver Truss	X	\$ 77.00	\$110.00	=
2'L 12" Silver Truss	X	\$ 77.00	\$110.00	=
Corner Block 12" Silver Truss	X	\$110.00	\$157.15	=
10'L 20.5" Silver Truss	X	\$132.00	\$188.60	=
8'L 20.5" Silver Truss	X	\$110.00	\$157.15	=
5'L 20.5" Silver Truss	X	\$ 99.00	\$141.45	=
Corner Block 20.5" Silver Truss	X	\$132.00	\$188.60	=
10'L 12" Black Truss	X	\$132.00	\$188.60	=
8'L 12" Black Truss	X	\$121.00	\$172.85	=
5'L 12" Black Truss	X	\$ 99.00	\$141.45	=
4'L 12" Black Truss	X	\$ 99.00	\$141.45	=
2'L 12" Black Truss	X	\$ 99.00	\$141.45	=
Corner Block 12" Black Truss	X	\$132.00	\$188.60	=
10'L 20.5" Black Truss	X	\$143.00	\$204.30	=
8'L 20.5" Black Truss	X	\$132.00	\$188.60	=
5'L 20.5" Black Truss	X	\$121.00	\$172.85	=
Corner Block 20.5" Black Truss	X	\$143.00	\$204.30	=

### ADDITIONAL INFORMATION

All signs must be approved by Show Management to be hung. Signs without approval will NOT be hung.

### CALCULATING YOUR TOTAL

Equipment Subtotal \_\_\_\_\_  
8% Sales Tax \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

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

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

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

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

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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## Truss and Motor Equipment

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- Installation of all truss, motors and its equipment is performed by ASM Electricians. Labor is not included in the rental price
- Rental Rates are based on one (1) week installments.
- All Electrical Suspended Elements that require electric for lights and/or rotating motors must be installed by ASM Electricians.
- All Suspended Elements that are dead hung (no lights and/or motors) are the Decorator's responsibility.
- Signage weighing 150lbs or more will traditionally require a motor(s) to be installed by ASM Electricians.
- Lights for truss can be supplied by exhibitor or 3rd party vendor, but must be installed by ASM Electricians.
- Operating of all Motor Controllers is performed by ASM Electricians.
- All booths using an EAC or Decorator supplied labor will need ASM Electricians to wire or install booth lighting.
- All rules apply to dismantle and move-out.
- Cancellations received less than 2 weeks prior to the first day of exhibitor scheduled move-in will be billed at 100%.

[Click here](#) to order online.

### MOTORS

Item	Quantity	Advance Price	Standard Price	Total
1/4 Ton Standard Motor Rental	X	\$385.00	\$550.00	=
1/2 Ton Standard Motor Rental	X	\$385.00	\$550.00	=
1 Ton Standard Motor Rental	X	\$407.00	\$581.45	=
Rotating Motor	X	\$275.00	\$392.85	=

**STRUCTURAL INTEGRITY STATEMENT  
MUST ACCOMPANY ORDER**

Please attach a detailed production schedule that includes a daily list of labor and equipment needed for the duration of the show.

### ADDITIONAL INFORMATION

All signs must be approved by Show Management to be hung. Signs without approval will NOT be hung.

### CALCULATING YOUR TOTAL

Equipment Subtotal \_\_\_\_\_  
8% Sales Tax \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

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

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

Email Address: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_

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# ADVANCE WAREHOUSE HANGING OVERHEAD SIGN

To:

\_\_\_\_\_  
(EXHIBITOR)

\_\_\_\_\_  
(BOOTH #)

c/o PACK EXPO Services  
Marano Trucking and PACK EXPO Services  
9820 Bluegrass Road  
Philadelphia, PA 19114

Name of Convention:

**PACK EXPO East 2024**

**Do NOT deliver prior to February 12, 2024**

**Must arrive by March 6, 2024**

**\*\*To receive advanced price: Sign(s) must arrive by March 6, 2024\*\***

Carrier: \_\_\_\_\_ No. Pieces \_\_\_\_\_





PACK EXPO East  
March 18-20, 2024  
Pennsylvania Convention Center  
Philadelphia, PA

## Accessible Storage

- **What is Accessible Storage?** It is an additional service for storing exhibit materials that may need to be accessed during the event and, that cannot be stored within the booth. This service is in addition to material handling service and is limited to availability. It is not storage to ensure expedited or priority empty return at the end of the event.
- **How much does the service cost?** Accessible storage consists of a one-time set up fee and a daily storage fee based on square footage used. Additionally a labor fee applies each time materials are placed into or removed from storage.
- To assist in planning for labor, please allow:
  - Place into storage - Minimum one (1) hour
  - 1/2 hour each time product is accessed
  - Take out of storage - Minimum one (1) hour
- **During show days storage can 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. Please see Service Center to clarify what delivery dates and time you will need access. A 1/2 hr. minimum will be applied to your account each time you access your stored items.
- **NOTE: Accessible Storage is unsecured.**
- Please come to the Exhibitor Service Desk at show site for Accessible Storage stickers to place on your items.
- NOTE: All materials remaining in accessible storage will be returned to the booth space at show close and billed at the prevailing labor rate.

[Click here](#) to order online.

### ACCESSIBLE STORAGE

#### Rates

##### DAILY STORAGE FEE:

1 Skid (minimum order)  
1/8 Trailer  
1/4 Trailer  
1/2 Trailer  
3/4 Trailer  
Full Trailer

#### Price

\$150.00  
\$253.00  
\$374.00  
\$748.00  
\$1,122.00  
\$1,496.00

#### Refrigerated Storage

Call for Quote

*\*Must order prior to February 12, 2024. Onsite requests can not be accommodated*

#### LABOR TO PLACE INTO OR REMOVE FROM STORAGE:

(1/2 hr. minimum applies each time materials are placed into or removed from storage)

Straight Time: Monday-Friday, 8:00am-4:30pm  
Overtime: Monday-Friday, 4:30pm-8:00am; All day Saturday  
Double Time: All day Sunday and Holidays

\$497.00/ hour  
\$620.00/ hour  
\$760.00/ hour

### ADDITIONAL INFORMATION

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

### CALCULATING YOUR TOTAL

Subtotal

**TOTAL**

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

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

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

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

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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PACK EXPO East  
March 18-20, 2024  
Pennsylvania Convention Center  
Philadelphia, PA

## Individual Booth Layout Request

**Discount Deadline:**  
**February 12, 2024**

An individual booth layout includes a detailed, scaled drawing of your booth space inclusive of:

- Floor Ports
- Columns
- Booth Space Dimensions

**Please note this does not include booth structure or machinery.**

- **No orders will be accepted on or after March 6, 2024.**

[Click here](#) to order online.

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:	
Return to the Attention of:	

Individual booth layouts will be emailed to the email listed above.

Return form to: **LOGIN [ONLINE](#) AND CLICK ON "FILE UPLOADS" ON THE RIGHT TO SUBMIT YOUR REQUEST.**

Exhibiting Company: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_

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



PACK EXPO East  
March 18-20, 2024  
Pennsylvania Convention Center  
Philadelphia, PA

## Furniture Package

**Discount Deadline:**  
**February 12, 2024**

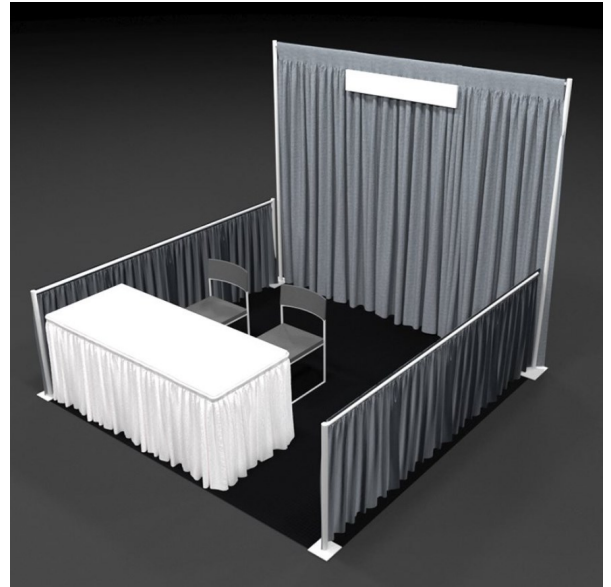
- Basic Furniture Package is available for all booths 225 sqft and below. Please go [online](#) to place your order.
- There are no substitutions, or credit given for unused package items. Additional services and furnishings can be ordered here: View [Furniture Order Form](#)
- Cancellations received on site will be billed 100%.
- Prices shown include tax.

[Click here](#) to order online.

### BASIC FURNITURE PACKAGE

Includes:

- 8' high gray backwall drape *\*Included with booth*
- 3' high gray sidewall drape *\*Included with booth*
- 11" x 17" company identification sign *\*Included with booth*
- 16oz Standard Carpet *\*Indicate carpet color choice below*
- Daily Booth Vacuuming
- 1 - 6' x 30" draped table *\*Indicate table drape color choice below*
- 2 - Black side chairs
- 1 - Wastebasket
- 1 - 120 Volt 500 Watt electrical outlet *\*standard placement*



	Quantity		Advance Price	Standard Price	Total
10' x 10'	<input type="text"/>	X	\$1,375.95	\$1,965.65	= <input type="text"/>
10' x 15'	<input type="text"/>	X	\$1,681.20	\$2,401.75	= <input type="text"/>
10' x 20'	<input type="text"/>	X	\$1,916.70	\$2,738.10	= <input type="text"/>
15' x 15'	<input type="text"/>	X	\$2,266.10	\$3,237.30	= <input type="text"/>

Table Drape Color: ☐ Black ☐ Blue ☐ White ☐ Red ☐ Gray

Carpet Color: ☐ Black ☐ Blue ☐ \*Blue Jay ☐ \*Cayenne *\*Environmentally Friendly Options-  
made w/ recycled products*  
☐ Gray ☐ Green ☐ \*Pepper ☐ Red

### ADDITIONAL INFORMATION

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

### CALCULATING YOUR TOTAL

**TOTAL**

Exhibiting Company:

Print Name:

Email Address:

Booth Number:

Date:

Phone Number:

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March 18-20, 2024  
Pennsylvania Convention Center  
Philadelphia, PA USA

# You Have Options

WITH PACK EXPO SERVICES



WORK WITH US AND

## Make an Impact

Get noticed on the show floor with a booth built just for you! Not the creative type? We will work with you to effectively tell your brand's story while giving you the opportunity to stand out from the crowd.

LEARN THE WAYS YOU CAN

## Save on Cost

Leveraging a custom designed booth will save you money on shipping, carpet, furniture, and accessories while giving you the advantage on the show floor.



MEET YOUR

## Dedicated Team

Your goals, objectives, and ROI are important to us too! Let us worry about the logistics. We're with you before, during, and after the show. Your success is our success.

START GETTING

## VIP Treatment

You will receive more flexibility and efficiency during exhibitor move in and move out. Show up and exhibit. Let us handle the rest.



Before



**Transform  
Your  
Booth**

After



Don't settle for a basic booth. Contact us today!

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



## Exhibit Rental 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 header, lights, 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 Service Manager for additional assistance at [pes.service@packexposervices.com](mailto:pes.service@packexposervices.com).

**Be sure to check out our Perspective Line rentals if you are seeking a more exclusive design.**

Powered by

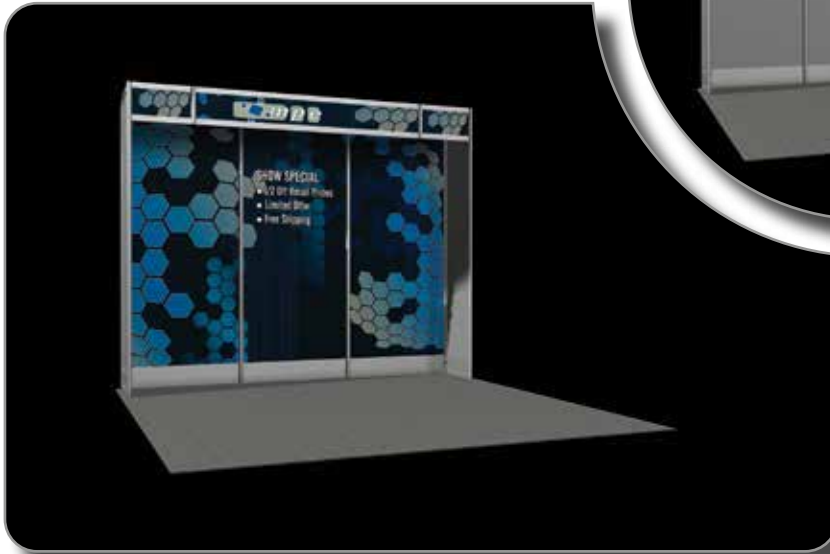
**THE EXPO GROUP**  
Architects for connecting communities.™

## 10' Exhibit Options - 8' H

A100B 10' Basic with Header



A100D 10' Designer with Header \*Includes Custom Graphics



### Rental Includes:

- Labor to Install & Dismantle
- (3) Stem Lights
- Available Colors: Black, Grey, White, Blue

\*Carpet and power for stem lights not included. Please see Flooring Options & Electrical order forms for rates\*

Refer to page 8 & 9 for various counters, shelves, and other accessories.

B100B Basic



B100D Designer \*Includes Custom Graphics

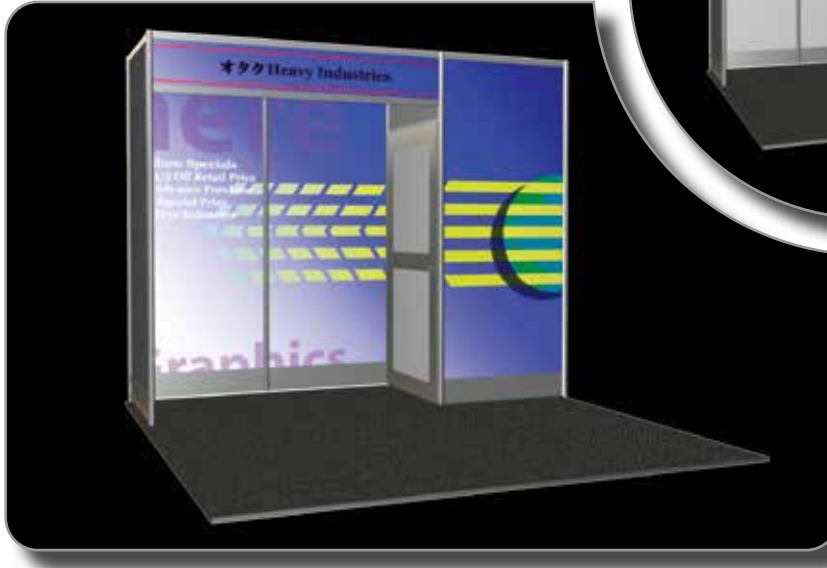


### Rental Includes:

- Labor to Install & Dismantle
- (3) Stem Lights
- Available Colors: Black, Grey, White, Blue

\*Carpet and power for stem lights not included. Please see Flooring Options & Electrical order forms for rates\*

**D100D Storage Room Designer** \*Includes Custom Graphics



**D100B Storage Room Basic**



**Rental Includes:**

- Labor to Install & Dismantle
- (2) Stem Lights
- Storage Room
- Available Colors: Black, Grey, White, Blue

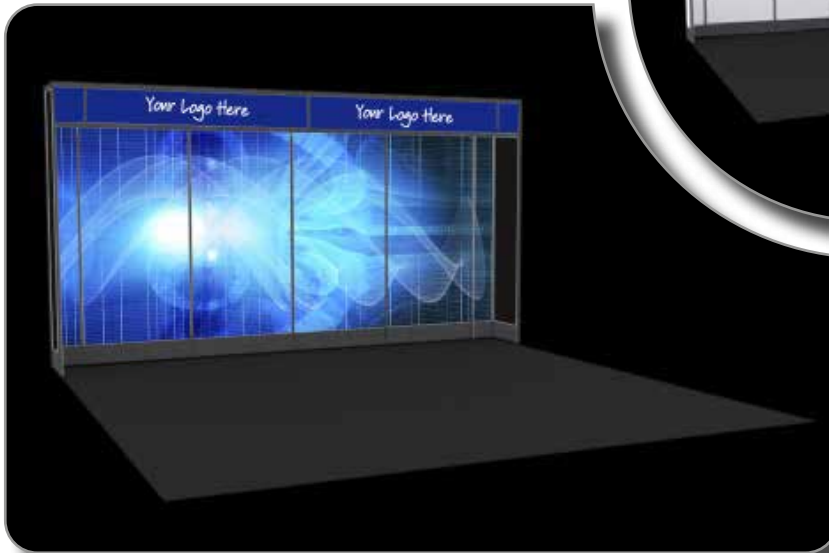
\*Carpet and power for stem lights not included.  
Please see Flooring Options & Electrical order forms for rates\*

Refer to page 8 & 9 for various counters, shelves, and other accessories.



## A150D 15' Designer with Header

\*Includes Custom Graphics



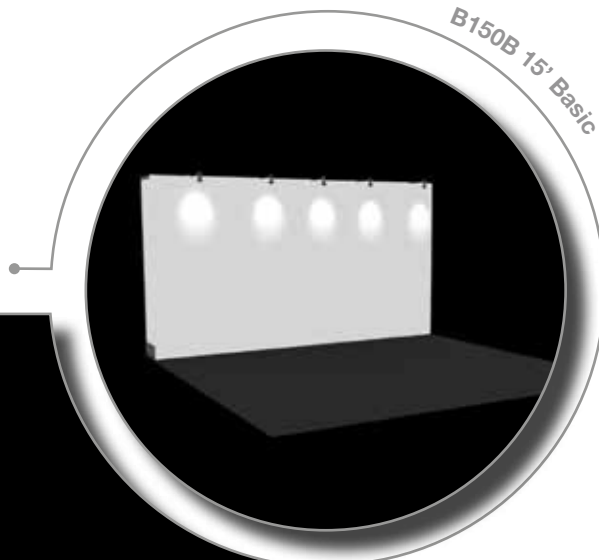
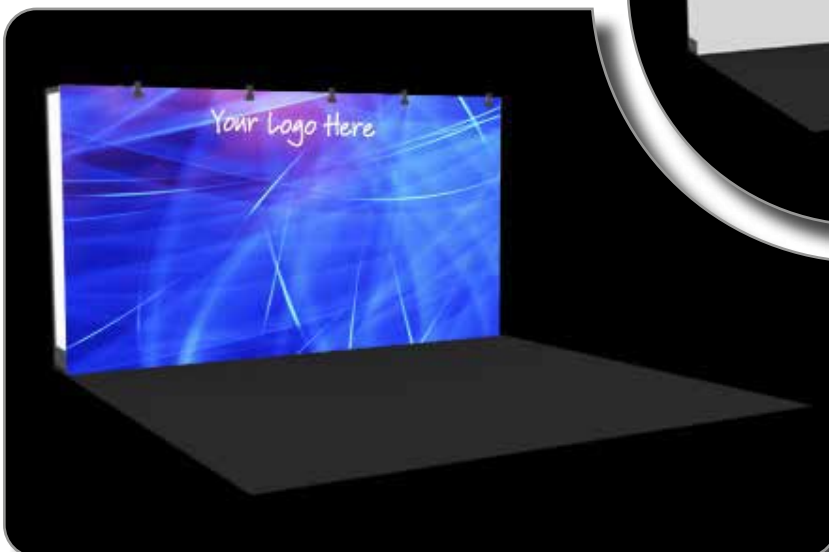
### Rental Includes:

- Labor to Install & Dismantle
- (4) Stem Lights
- Available Colors: Black, Grey, White, Blue

\*Carpet and power for stem lights not included. Please see Flooring Options & Electrical order forms for rates\*

Refer to page 8 & 9 for various counters, shelves, and other accessories.

## B150D 15' Designer \*Includes Custom Graphics



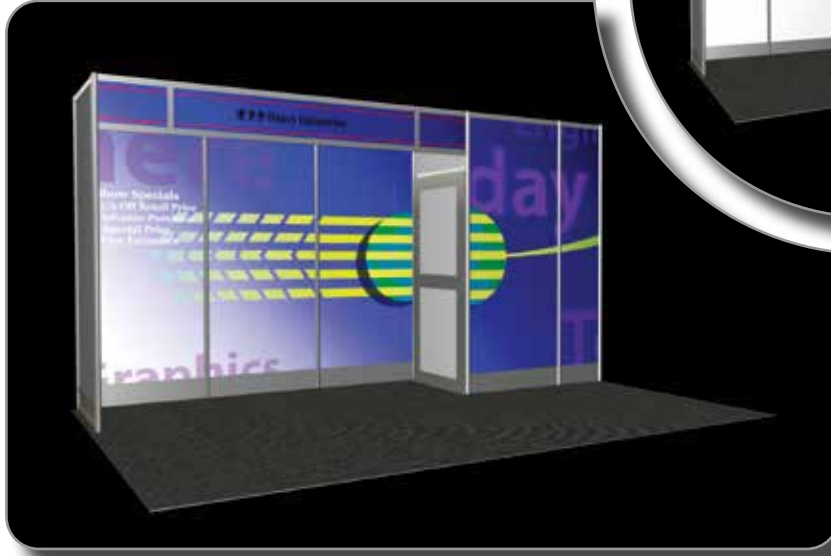
### Rental Includes:

- Labor to Install & Dismantle
- (5) Stem Lights
- Available Colors: Black, Grey, White, Blue

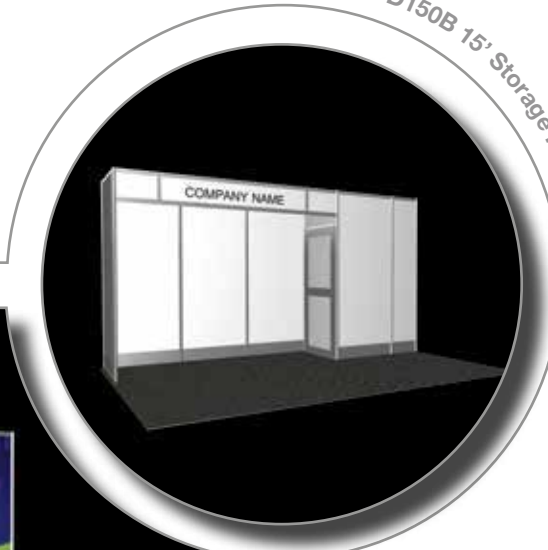
\*Carpet and power for stem lights not included. Please see Flooring Options & Electrical order forms for rates\*



**D150D 15' Storage Room Designer** \*Includes Custom Graphics



**D150B 15' Storage Room Basic**



## Rental Includes:

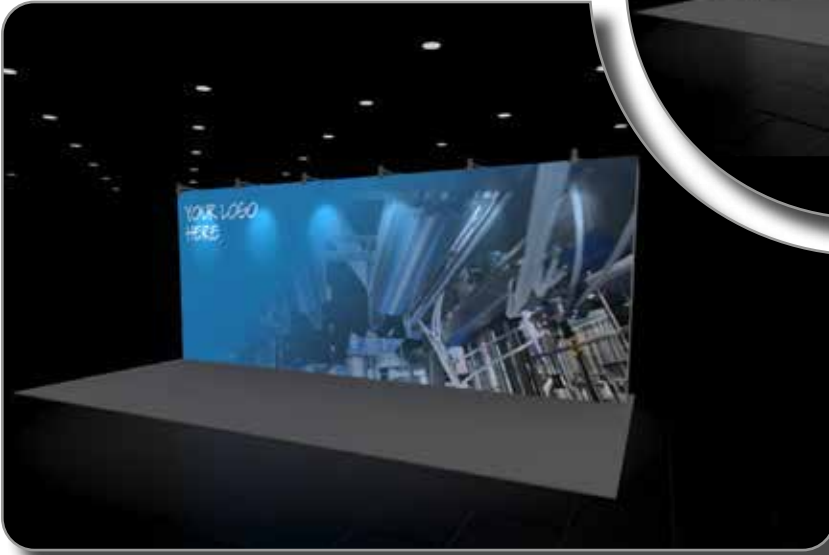
- Labor to Install & Dismantle
- (3) Stem Lights
- Storage Room
- Available Colors: Black, Grey, White, Blue

\*Carpet and power for stem lights not included. Please see Flooring Options & Electrical order forms for rates\*

Refer to page 8 & 9 for various counters, shelves, and other accessories.

## 20' Exhibit Options - 8'H

**B200D 20' Designer** \*Includes Custom Graphics



**B200B 20' Basic**



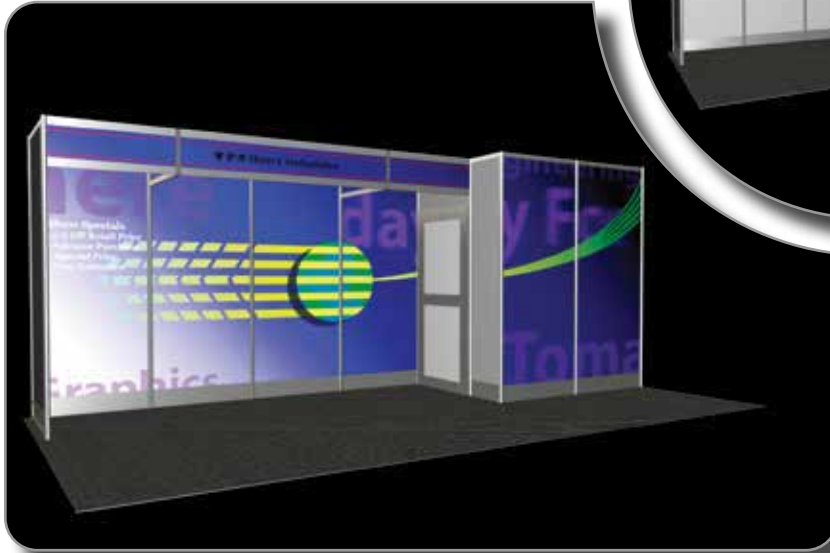
**Rental Includes:**

- Labor to Install & Dismantle
- (6) Stem Lights
- Available Colors: Black, Grey, White, Blue

\*Carpet and power for stem lights not included.  
Please see Flooring Options & Electrical order forms for rates\*

Refer to page 8 & 9 for various counters, shelves, and other accessories.

**D200D Storage Room Designer** \*Includes Custom Graphics



**D200B 20' Storage Room Basic**

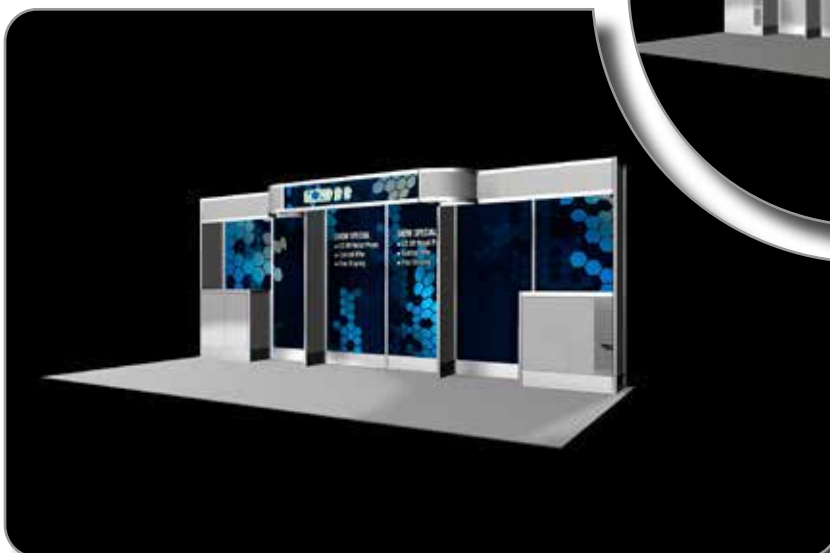
**Rental Includes:**

- Labor to Install & Dismantle
- (4) Stem Lights
- Storage Room
- Available Colors: Black, Grey, White, Blue

\*Carpet and power for stem lights not included. Please see Flooring Options & Electrical order forms for rates\*

Refer to page 8 & 9 for various counters, shelves, and other accessories.

**A200D 20' Designer with Header** \*Includes Custom Graphics



**A200B 20' Basic with Header**

**Rental Includes:**

- Labor to Install & Dismantle
- (6) Stem Lights
- (2) Counters with storage
- Available Colors: Black, Grey, White, Blue

\*Carpet and power for stem lights not included. Please see Flooring Options & Electrical order forms for rates\*

## C100D 10'x12'H Designer with Header

\*Includes Custom Graphics

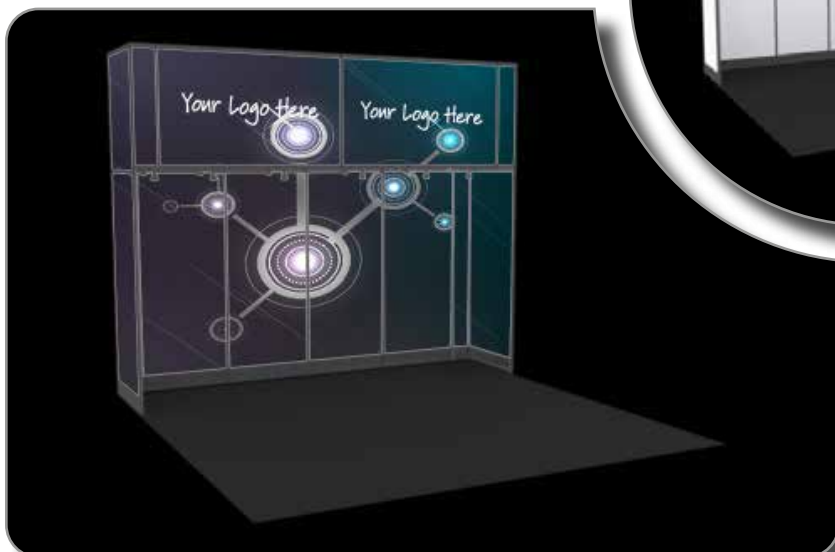


C100B 10' x 12'H Basic with Header

Refer to page 8 & 9 for various counters, shelves, and other accessories.

## C150D 15' x 12'H Designer with Header

\*Includes Custom Graphics



C150B 15' x 12'H Basic with Header

### Rental Includes:

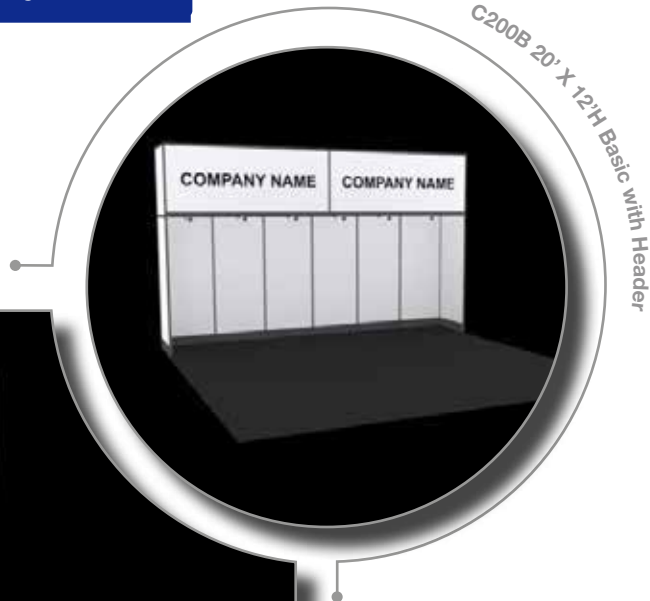
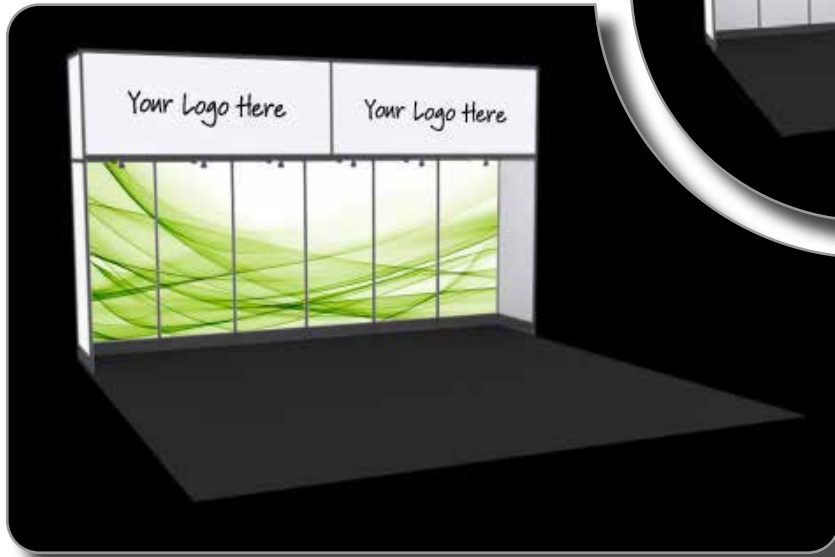
- Labor to Install & Dismantle
- (4) Stem Lights
- Available Colors: Black, Grey, White, Blue

\*Carpet and power for stem lights not included. Please see Flooring Options & Electrical order forms for rates\*

## 20' Exhibit Options - 12'H

### C200D 20' x 12'H Designer

\*Includes Custom Graphics



#### Rental Includes:

- Labor to Install & Dismantle
- (6) Stem Lights
- Available Colors: Black, Grey, White, Blue

\*Carpet and power for stem lights not included. Please see Flooring Options & Electrical order forms for rates\*

Refer to page 8 & 9 for various counters, shelves, and other accessories.

## Exhibit Accessories



**ACC11**  
Stem Light



**ACC33, 34, 35**  
12" Deep Straight Laminate Shelf  
Size: 39" wide x 12" deep  
Available Colors: White, Black and Clear



**ACC13, 14, 15**  
8" Deep Straight Laminate Shelf  
Size: 39" wide x 8" deep  
Available Colors: White, Black and Clear

## Counter Options

All counters can be ordered to match the color of your exhibit panel colors.  
Custom Graphics can be added at an additional cost. Please refer to the Counter Options order form.



### **ACC1**

Curved Reception Counter  
with Open Back  
Size: 60 ½" wide x 20" deep x 42" high  
Open back - no shelf or door.

### **ACC9**

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



### **ACC2**

Essential Credenza  
Size: 40" wide x 30" deep x 42" 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.



### **ACC8**

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



PACK EXPO East  
March 18-20, 2024  
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Philadelphia, PA

## Exhibit Solutions

**Discount Deadline:**  
**February 12, 2024**

- Exhibit rental price includes labor to install, dismantle, shipping and stem lights. Furniture, Carpet, Cleaning, Electrical outlets and electrical labor and materials are NOT included.
- Advance pricing for orders with custom graphics will apply only if production ready artwork files are received and approved prior to the Discount Deadline date. Production ready artwork files submitted or graphic proofs approved after the Discount Deadline date will be billed at Standard rates.
- If graphic design or layout is required, a set up fee of \$130.00 will apply.
- Rental Exhibit Orders and production ready artwork files MUST be received and graphic proofs must be approved at least 2-weeks prior to the first move-in date for the show. Orders submitted after this date cannot be guaranteed.
- A 50% cancellation fee will apply after the Discount Deadline date. A 100% cancellation fee will apply on or after 10 business days prior to move-in.

[Click here](#) to order online.

### 8 FT HIGH EXHIBIT OPTIONS

Structure Code	Item	Qty	Advance Price	Standard Price	Total
	<b>*Please note: Custom header available</b>				
A100B	10' Basic w/ Header*	X	\$ 2,745.00	\$ 3,922.00	=
A100D	10' Designer w/ Header	X	\$ 4,989.00	\$ 7,128.00	=
B100B	10' Basic	X	\$ 3,285.00	\$ 4,693.00	=
B100D	10' Designer	X	\$ 5,989.00	\$ 8,556.00	=
D100B	10' Storage Room Basic w/ Header*	X	\$ 3,563.00	\$ 5,090.00	=
D100D	10' Storage Room Designer w/ Header	X	\$ 6,488.00	\$ 9,269.00	=
A150B	15' Basic w/ Header*	X	\$ 3,843.00	\$ 5,490.00	=
A150D	15' Designer w/ Header	X	\$ 6,985.00	\$ 9,979.00	=
B150B	15' Basic	X	\$ 4,599.00	\$ 6,570.00	=
B150D	15' Designer	X	\$ 8,384.00	\$11,978.00	=
D150B	15' Storage Room Basic w/ Header*	X	\$ 4,988.00	\$ 7,126.00	=
D150D	15' Storage Room Designer w/ Header	X	\$ 9,083.00	\$12,976.00	=
B200B	20' Basic	X	\$ 5,215.00	\$ 7,450.00	=
B200D	20' Designer	X	\$ 9,479.00	\$13,542.00	=
D200B	20' Storage Room Basic w/ Header*	X	\$ 6,241.00	\$ 8,916.00	=
D200D	20' Storage Room Designer w/ Header	X	\$11,378.00	\$16,255.00	=
A200B	20' Basic w/ Header*	X	\$ 6,769.00	\$ 9,670.00	=
A200D	20' Designer w/ Header	X	\$12,327.00	17,610.00	=
<b>Custom Headers</b>	*Custom Header - 8'H x 10' booth	X	\$ 378.00	\$ 540.00	=
	*Custom Header - 8'H x 15' booth	X	\$ 566.00	\$ 809.00	=
	*Custom Header - 8'H x 20' booth	X	\$ 755.00	\$ 1,079.00	=

### BOOTH DETAILS AND HEADER OPTIONS

#### FOR BASIC EXHIBITS AND NON-GRAPHIC PANELS ON DESIGNER UNITS:

Hard Wall Panel Color: ☐ Black ☐ Gray ☐ White ☐ Blue

(Pegboard, Slat Wall and Grid Wall are also available. Contact your Customer Service Manager.)

☐ 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

\*Custom Header Information (if applicable): \_\_\_\_\_

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

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

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

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

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

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## Exhibit Solutions

**Discount Deadline:**  
**February 12, 2024**

- Exhibit rental price includes labor to install, dismantle, shipping and stem lights. Furniture, Carpet, Cleaning, Electrical outlets and electrical labor and materials are NOT included.
- Advance pricing for orders with custom graphics will apply only if production ready artwork files are received and approved prior to the Discount Deadline date. Production ready artwork files submitted or graphic proofs approved after the Discount Deadline date will be billed at Standard rates.
- If graphic design or layout is required, a set up fee of \$130.00 will apply.
- Rental Exhibit Orders and production ready artwork files MUST be received and graphic proofs must be approved at least 2-weeks prior to the first move-in date for the show. Orders submitted after this date cannot be guaranteed.
- A 50% cancellation fee will apply after the Discount Deadline date. A 100% cancellation fee will apply on or after 10 business days prior to move-in.

[Click here](#) to order online.

### 12 FT HIGH EXHIBIT OPTIONS

Structure Code	Item	Qty	Advance Price	Standard Price	Total
	<b>*Please note: Custom header available</b>				
C100B	10'W x 12'H Basic w/ Header*	X	\$ 3,298.00	\$ 4,712.00	=
C100D	10'W x 12'H Designer w/ Header	X	\$ 5,989.00	\$ 8,556.00	=
C150B	15'W x 12'H Basic w/ Header*	X	\$ 5,535.00	\$ 7,908.00	=
C150D	15'W x 12'H Designer w/ Header	X	\$ 9,406.00	\$13,438.00	=
C200B	20'W x 12'H Basic w/ Header*	X	\$ 6,588.00	\$ 9,412.00	=
C200D	20'W x 12'H Designer w/ Header	X	\$11,990.00	\$17,129.00	=
<b>Custom Headers</b>	*Custom Header - 12'H x 10' booth	X	\$ 642.00	\$ 918.00	=
	*Custom Header - 12'H x 15' booth	X	\$ 960.00	\$ 1,372.00	=
	*Custom Header - 12'H x 20' booth	X	\$ 1,283.00	\$ 1,833.00	=

### BOOTH DETAILS AND HEADER OPTIONS

#### FOR BASIC EXHIBITS AND NON-GRAPHIC PANELS ON DESIGNER UNITS:

Hard Wall Panel Color: ☐ Black ☐ Gray ☐ White ☐ Blue

(Pegboard, Slat Wall and Grid Wall are also available. Contact your Customer Service Manager.)

☐ 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**

\*Custom Header Information (if applicable): \_\_\_\_\_

### ADDITIONAL INFORMATION

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

### CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_

8% Sales Tax \_\_\_\_\_

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

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

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

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

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

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

5931 Campus Circle Drive West, Irving, Texas 75063 | 972.751.9400 | [PES.Service@packexposervices.com](mailto:PES.Service@packexposervices.com) | [packexpoeast.com](http://packexpoeast.com)



PACK EXPO East  
March 18-20, 2024  
Pennsylvania Convention Center  
Philadelphia, PA

## Exhibit Accessories

**Discount Deadline:**  
**February 12, 2024**

[Click here](#) to order online.

### ACCESSORIES - LIGHTING AND SHELVES

Structure Code	Item	Qty	Advance Price	Standard Price	Total
ACC11	Additional Stem Light	X	\$82.35	\$107.50	=
ACC13,14,15	8" Deep Straight Laminate Shelf	X	\$77.80	\$111.15	=
ACC33,34,35	12" Deep Straight Laminate Shelf	X	\$77.80	\$111.15	=
	Select Shelf Color: <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Clear				=

### COUNTERS

Structure Code	Item	Qty	Advance Price	Standard Price	Total
ACC1	Curved Reception w/ Open Back	X	\$622.10	\$888.75	=
ACC2	Essential Credenza	X	\$440.70	\$629.60	=
ACC8	Essential Pedestal	X	\$440.70	\$629.60	=
ACC9	Reception Counter w/ Open Back	X	\$622.10	\$888.75	=
ACC10	Essential Extended Credenza w/ Shelf	X	\$673.95	\$962.80	=
	Custom Graphics for Front Panel of Counter (per panel)	X	\$240.00	\$312.00	=

### COUNTER DETAILS

#### FOR COUNTERS:

Hard Wall Panel Color: ☐ Black ☐ Gray ☐ White ☐ Blue

### ADDITIONAL INFORMATION

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

### CALCULATING YOUR TOTAL

Subtotal

8% Sales Tax

**TOTAL**

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

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

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

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

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

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## 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.

**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.

Enable close-up networking around fresh looking counters or launch your product demo to new heights with a sleek configuration.

Units include backwall with custom graphics printing, along with counters and shelves as shown. Call your Customer Service Manager to discuss adding carpet, cleaning, furniture, electrical and AV services.

**It's time to change your rental exhibit Perspective™**  
**For additional information please contact [pes.service@packexposervices.com](mailto:pes.service@packexposervices.com).**

# Change your Perspective™



CONFER | 6645



CONFER | 14830



DIALOGUE | 7000



DIALOGUE | 14000



EXCHANGE | 7110



EXCHANGE | 13000

10 x 10

10 x 20



# Change your Perspective™



**FASHION | 6900**



**FASHION | 13600**



**FREEFORM | 7200**



**FREEFORM | 14400**



**FREEFORM W/ SLATWALL | 7000**



**FREEFORM W/ SLATWALL | 14000**

10 x 10

10 x 20



HUDDLE | 6010



HUDDLE | 11825



LAUNCH | 6900



LAUNCH | 16300



LOUNGE | 5500



LOUNGE | 11000





SESSION | 7110



SESSION | 14445



SHOWCASE | 7900



SHOWCASE | 15800



SHOWCASE W/ CLOSET | 7500



SHOWCASE W/ CLOSET | 15000





SHOWCASE W/ CLOSET & SLATWALL | 7250



SHOWCASE W/ CLOSET & SLATWALL | 14500



TOUR | 7600



TOUR | 15495



PACK EXPO East  
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**Perspective™  
Rental Exhibits**

**Discount Deadline:  
February 12, 2024**

- Furniture, Carpet, Cleaning, Electrical outlets and electrical labor and materials are **NOT** included for Perspective Line Exhibits.
- Advance pricing for orders with graphics will apply if print ready files are **received and approved prior to the Discount Deadline date**. All files approved after the Discount Deadline date will be charged Standard rates.
- A Digital Setup Fee of \$130 will be charged for all Perspective Line Exhibits.
- Orders and graphics **MUST** be received and approved at least 2-weeks prior to show move-in. Orders after this date cannot be guaranteed.
- A 50% cancellation fee will apply after the Discount Deadline date. A 100% cancellation fee will apply on or after 10 business days prior to move-in. Please refer to show Terms and Conditions for additional information.

[Click here](#) to order online.

### 10' x 10' IMPRESSIONS LINE EXHIBITS

Item		Item	Qty	Advance Price	Standard Price	Total
6645	Confer Exhibit	8' H x 10' W	X	\$6,645.00	\$9,492.90	=
7000	Dialogue Exhibit	8' H x 10' W	X	\$7,000.00	\$10,000.00	=
7110	Exchange Exhibit	8' H x 10' W	X	\$7,110.00	\$10,157.15	=
6900	Fashion Exhibit	8' H x 10' W	X	\$6,900.00	\$9,857.15	=
7200	Freeform Exhibit	8' H x 10' W	X	\$7,200.00	\$10,285.75	=
7000	Freeform w/Slatwall	8' H x 10' W	X	\$7,000.00	\$10,000.00	=
6010	Huddle Exhibit	8' H x 10' W	X	\$6,010.00	\$8,585.75	=
6900	Launch Exhibit	8' H x 10' W	X	\$6,900.00	\$9,857.15	=
5500	Lounge Exhibit	8' H x 10' W	X	\$5,500.00	\$7,857.15	=
7110	Session Exhibit	8' H x 10' W	X	\$7,110.00	\$10,157.15	=
7900	Showcase Exhibit	8' H x 10' W	X	\$7,900.00	\$11,285.75	=
7500	Showcase w/Closet	8' H x 10' W	X	\$7,500.00	\$10,714.30	=
7250	Showcase w/Closet & Slatwall	8' H x 10' W	X	\$7,250.00	\$10,357.15	=
7600	Tour Exhibit	8' H x 10' W	X	\$7,600.00	\$10,857.15	=

#### ADDITIONAL INFORMATION

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

#### CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_  
8% Sales Tax \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

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

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

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

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

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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**Perspective™  
Rental Exhibits**

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[Click here](#) to order online.

## 20' EXHIBIT PACKAGES

Item		Item	Qty		Advance Price	Standard Price	Total
14830	Confer Exhibit	8' H x 20' W		X	\$14,830.00	\$21,185.75	=
14000	Dialogue Exhibit	8' H x 20' W		X	\$14,000.00	\$20,000.00	=
13000	Exchange Exhibit	8' H x 20' W		X	\$13,000.00	\$18,571.45	=
13600	Fashion Exhibit	8' H x 20' W		X	\$13,600.00	\$19,428.60	=
14400	Freeform Exhibit	8' H x 20' W		X	\$14,400.00	\$20,571.45	=
14000	Freeform w/Statwall	8' H x 20' W		X	\$14,000.00	\$20,000.00	=
11825	Huddle Exhibit	8' H x 20' W		X	\$11,825.00	\$16,892.90	=
16300	Launch Exhibit	8' H x 20' W		X	\$16,300.00	\$23,285.75	=
11000	Lounge Exhibit	8' H x 20' W		X	\$11,000.00	\$15,714.30	=
14445	Session Exhibit	8' H x 20' W		X	\$14,445.00	\$20,635.75	=
15800	Showcase Exhibit	8' H x 20' W		X	\$15,000.00	\$21,428.60	=
15000	Show case w/Closet	8' H x 20' W		X	\$15,800.00	\$22,571.45	=
14500	Showcase w/Closet & slatwall	8' H x 20' W		X	\$14,500.00	\$20,714.30	=
15495	Tour Exhibit	8' H x 20' W		X	\$15,495.00	\$22,135.75	=

### ADDITIONAL INFORMATION

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### CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_  
8% Sales Tax \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

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

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

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

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Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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## 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

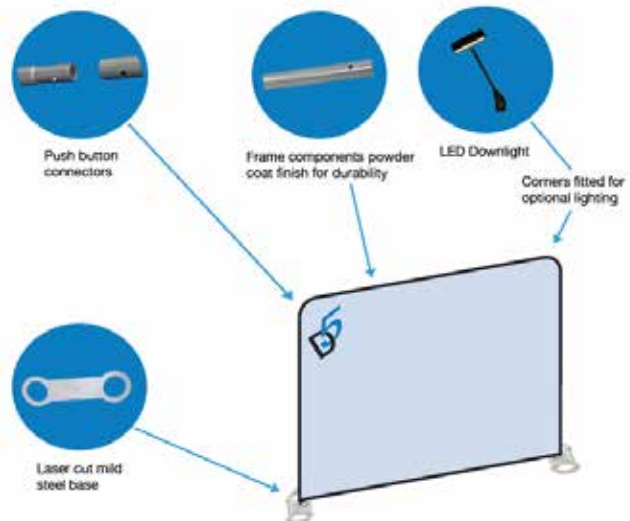
### D5 Milan FlatWall



#### 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.

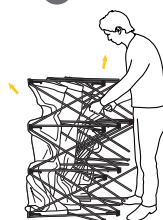
Dimensions: 117" w x 88.5" h  
Weight: 35lbs  
Packed size: 13" w x 19" d x 33" l



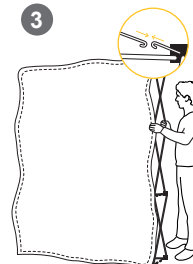
1



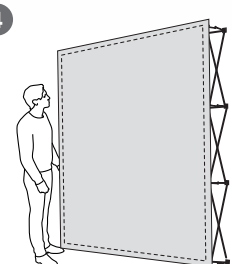
2



3



4





## 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



# 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

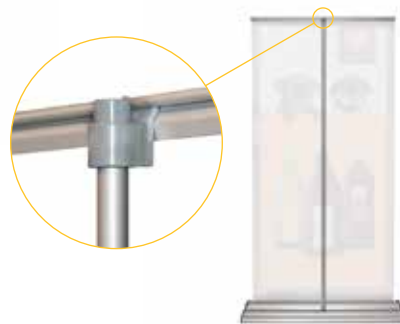


### PULL UP BANNER (BSI-00-002)

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



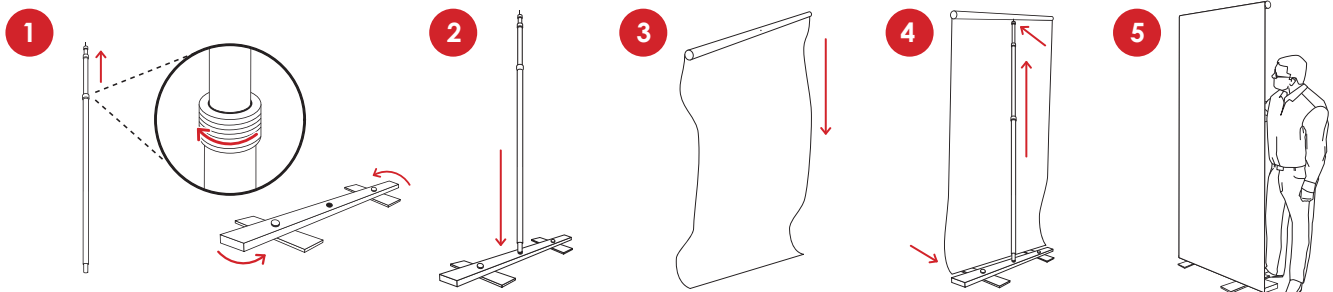
TRAVEL CASE



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 <b>CHHA-00-005, 006</b>	Hanging weight 38lbs
Circular Frame 120" w x 42" h <b>CHHA-00-013, 014</b>	Hanging weight 45lbs
Circular Frame 144" w x 42" h <b>CHHA-00-019, 020</b>	Hanging weight 53lbs

### Square Hanging Sign



#### SQUARE HANGING SIGN DIMENSIONS:

Square Frame 96" w x 96" d x 42" h <b>CHSQ-00-003, 004</b>	Hanging weight 49lbs
Square Frame 120" w x 120" d x 42" h <b>CHSQ-00-005, 006</b>	Hanging weight 58lbs
Square Frame 144" w x 144" d x 42" h <b>CHSQ-00-007, 008</b>	Hanging weight 71lbs

## Accessories

### LED Milan Light



#### **LED MILAN LIGHT (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



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- PACK EXPO Services offers 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.
- Installation and Dismantle labor is not included. To order labor, please see [Booth Labor](#) form.
- Electrical service is not included. To order electrical service, please see [Electrical Service](#) form.
- Advance pricing for orders with custom graphics will apply only if production ready artwork files are received and approved prior to the Discount Deadline date. Production ready artwork files submitted or graphic proofs approved after the Discount Deadline date will be billed at Standard rates.
- Rental Exhibit Orders and production ready artwork files MUST be received and graphic proofs must be approved at least 2-weeks prior to show first move-in date. Orders submitted after this date cannot be guaranteed.
- Once graphic proofs are approved and produced, no refunds will be issued. A 50% cancellation fee will apply for graphic cancellations requested after the Discount Deadline date only if graphics have not been produced. No refunds will be provided 10 days prior to move-in.
- Please review The Graphic Submission Guidelines for instructions on how to format and submit your graphic files.
- Login [online](#) and click "FILE UPLOADS" to submit your graphic files.

[Click here](#) to order online.

## EXHIBIT BACKWALLS

**All backwalls include the frame, fabric graphic, and travel bag.**

Structure Code	Item	Qty	Advance Price	Standard Price	Total
CMIL-00-002	10' D5 Milan FlatWall	X	\$3,683.75	\$5,525.50	=
CMIL-00-005	10' D5 Milan Curved Backwall	X	\$3,901.25	\$5,851.50	=
FAM-00-009	8' Flat Fabric Mural w/ End Caps	X	\$2,499.00	\$3,748.50	=
FAM-00-010	10' Flat Fabric Mural w/ End Caps	X	\$3,145.50	\$4,718.50	=

## LIGHT BOXES/TOWERS

**All light boxes come with frame, fabric graphic, and rotomoulded wheeled case.**

10WRF100	10' Single Sided Light Box - 116" x 94"	X	\$6,707.75	\$10,061.50	=
10BL115	10' Double Sided Light Box - 116" x 94"	X	\$7,642.50	\$11,464.00	=
7WRF100	Single Sided Backlit Tower 30"w x 84"h	X	\$3,057.50	\$4,586.00	=
7BL115	Double Sided Backlit Tower 30"w x 84"h	X	\$3,971.75	\$5,957.50	=

## COUNTERS

**All counters include the frame, fabric graphic, and travel bag.**

CMIP-00-001	Curved Podium	X	\$1,554.00	\$2,330.75	=
BCS-05-004	Case to Counter (Full Oval Case and Counter Top)	X	\$485.50	\$728.25	=
BCS-02-004	Case to Counter Conversion (Full Oval Graphic Wrap Only)	X	\$422.25	\$633.00	=

## ADDITIONAL INFORMATION

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## CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_  
8% Sales Tax \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_

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





## Portable Solutions

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[Click here](#) to order online.

### BANNER STANDS

**All backwalls include the frame, fabric graphic, and travel bag.**

Structure Code	Item	Qty	Advance Price	Standard Price	Total
BSI-00-002	Single Sided Pull Up Banner	X	\$617.00	\$925.25	=
BTW-00-018	Single Sided Quickstand Banner (Non-Retractable)	X	\$717.75	\$1,076.50	=

### HANGING SIGNS

**All Signs include the frame, fabric graphic, harness kit, and traveling bag.**

CHHA-00-005	8' Single Sided Circular Hanging Sign	X	\$5,110.50	\$ 7,665.75	=
CHHA-00-006	8' Double Sided Circular Hanging Sign	X	\$5,777.50	\$ 8,666.25	=
CHHA-00-013	10' Single Sided Circular Hanging Sign	X	\$6,085.50	\$ 9,128.25	=
CHHA-00-014	10' Double Sided Circular Hanging Sign	X	\$6,919.25	\$10,379.00	=
CHHA-00-019	12' Single Sided Circular Hanging Sign	X	\$7,316.00	\$10,974.00	=
CHHA-00-020	12' Double Sided Circular Hanging Sign	X	\$8,316.50	\$12,474.75	=
CHSQ-00-003	8' Single Sided Square Hanging Sign	X	\$6,234.75	\$ 9,352.25	=
CHSQ-00-004	8' Double Sided Square Hanging Sign	X	\$7,083.50	\$10,625.25	=
CHSQ-00-005	10' Single Sided Square Hanging Sign	X	\$7,480.25	\$11,220.00	=
CHSQ-00-006	10' Double Sided Square Hanging Sign	X	\$8,541.00	\$12,811.50	=
CHSQ-00-007	12' Single Sided Square Hanging Sign	X	\$8,726.00	\$13,089.00	=
CHSQ-00-008	12' Double Sided Square Hanging Sign	X	\$9,761.50	\$14,642.25	=
ELI-05-002	LED Milan Arm Light (Black)	X	\$ 240.50	\$ 360.75	=

### ADDITIONAL INFORMATION

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### CALCULATING YOUR TOTAL

Subtotal

8% Sales Tax

**TOTAL**

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

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

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

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

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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## RENTAL FLOORING

Create a great first impression with quality rental flooring ordered directly from The Expo Group.

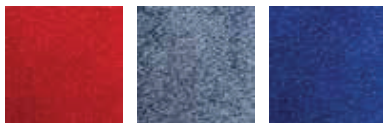
No other floor covering provider can offer the superior customer service and one-invoice, one-payment features of The Expo Group, Your Single Source Solution®.

Please make your selections on the corresponding order form.

Actual carpet colors may vary.

### Custom Carpet

28oz. weights.



Red

Cobalt Blue  
(Light)

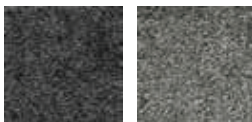
Royal Blue  
(Neutral)



Black

White

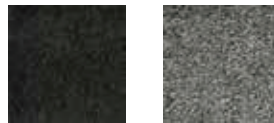
Silver Cloud  
(Light)



Charcoal  
(Dark)

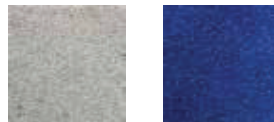
Cement  
(Neutral)

40oz. weights.



Black

Cement  
(Neutral)



Silver Cloud  
(Light)

Royal Blue  
(Neutral)



Red

### Standard Carpet

Standard Cut Carpet

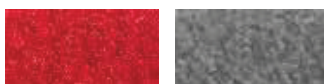
Available in a variety of sizes to fit standard booth spaces.



Blue

Green

Black



Red

Gray

Green Option Carpet

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



Blue Jay



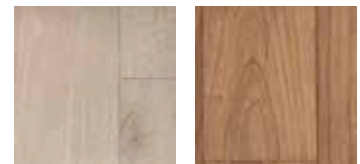
Pepper



Cayenne

### Vinyl Flooring

4 colors available



White Washed

Dark Maple



Rain Cloud

Light Maple



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## Custom Carpet and Flooring

**Discount Deadline:**  
**February 12, 2024**

- Orders received after the deadline or without payment will be charged the Standard price and are subject to availability.
- Custom Carpet and Vinyl Flooring must be ordered by March 4, 2024.
- Prices are for rental only and include delivery, material handling, installation, and removal at close of show.
- Cancellations received 10-days or less prior to the first day of exhibitor scheduled move-in will be billed at 100%.
- Colors may vary due to facility lighting, printing limitation, and dye lot differences.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.

[Click here](#) to order online.

### CUSTOM CARPET

**40oz. Ultra Plush Carpet, includes visqueen** \*not available onsite

Please choose your color: ☐ Black ☐ Cement ☐ Red ☐ Royal Blue ☐ Silver Cloud

Price per Square Foot (100 Sq. Ft. minimum charge)	Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @	\$7.60	\$10.90	= _____

**28oz. Ultra Plush Carpet, includes visqueen** \*not available onsite

Please choose your color: ☐ Black ☐ Cement ☐ Charcoal ☐ Cobalt Blue  
☐ Red ☐ Royal Blue ☐ Silver Cloud ☐ White

Price per Square Foot (100 Sq. Ft. minimum charge)	Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @	\$6.95	\$9.95	= _____

### VINYL FLOORING

**Custom Vinyl Flooring** \*not available onsite

Please choose your color: ☐ Dark Maple ☐ Light Maple ☐ Rain Cloud ☐ White Washed

Price per Square Foot (100 Sq. Ft. minimum)	Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @	\$6.70	\$9.60	= _____

**Vinyl Flooring Padding** \*not available onsite

Price per Square Foot (100 Sq. Ft. minimum)	Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @	\$3.85	\$5.50	= _____

### EXHIBITOR PROVIDED CARPET

Let us know if you plan to bring your own carpet. (Check all that apply)

- ☐ Will bring our own carpet\*: ☐ Shipping to Warehouse ☐ Shipping Direct to Dock  
\*Material Handling charges will apply

### ADDITIONAL INFORMATION

### CALCULATING YOUR TOTAL

If you would like PACK EXPO Services to install your own carpet, please use the labor form to order installation and dismantle labor and indicate for carpet installation.

Subtotal \_\_\_\_\_  
8% Sales Tax \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_

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

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## Standard Flooring

**Discount Deadline:**  
**February 12, 2024**

- Orders received after the deadline or without payment will be charged the Standard price and are subject to availability.
- Prices are for rental only and include delivery, material handling, installation, and removal at close of show.
- Cancellations received 10-days or less prior to the first day of exhibitor scheduled move-in will be billed at 100%.
- Standard Cut Carpet cannot be used in any booth 20'x20' or larger as booth areas - please use Custom Cut Standard Carpet on this order form.
- Colors may vary due to facility lighting, printing limitation, and dye lot differences.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.

[Click here](#) to order online.

### STANDARD CARPET

Please choose your color: ☐ Black ☐ Blue ☐ \*Blue Jay ☐ \*Cayenne ☐ \*Environmentally Friendly Options-  
☐ Gray ☐ Green ☐ \*Pepper ☐ Red made w/ recycled products

#### Standard Carpet

Size	Quantity	Advance Price	Standard Price	Total
10' x 10'	@	\$ 359.15	\$ 513.10	=
10' x 15'	@	\$ 600.00	\$ 857.15	=
10' x 20'	@	\$ 776.20	\$1,108.90	=
10' x 30'	@	\$1,077.35	\$1,539.10	=
10' x 40'	@	\$1,436.45	\$2,502.10	=

**Custom Cut Standard Carpet** Custom Cut carpet can be ordered by square foot to accommodate your booth size.

Price per Square Foot (100 Sq. Ft. minimum)	Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @	\$4.80	\$6.85	=

### PADDING AND VISQUEEN

#### Carpet Padding

Price per Square Foot (100 Sq. Ft. minimum)	Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @	\$2.00	\$2.90	=
<b>DOUBLE PADDING:</b> _____ X _____ = _____ Sq. Ft. @	\$3.45	\$4.95	=

#### Plastic Visqueen Covering

Price per Square Foot (100 Sq. Ft. minimum)	Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @	\$0.95	\$1.40	=
<b>Reinforced Visqueen</b> _____ Sq. Ft. @	\$1.60	\$2.30	=

### EXHIBITOR PROVIDED CARPET

Let us know if you plan to bring your own carpet. (Check all that apply.)

- ☐ Will bring our own carpet\* ☐ Shipping to Warehouse ☐ Shipping Direct to Show Site  
\*Material Handling charges will apply

### ADDITIONAL INFORMATION

If you would like PACK EXPO Services to install your own carpet, please use the labor form to order installation and dismantle labor and indicate for carpet installation.

### CALCULATING YOUR TOTAL

Subtotal	_____
8% Sales Tax	_____
<b>TOTAL</b>	_____

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

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

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

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

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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## Cleaning Service

**Discount Deadline:**  
**February 12, 2024**

- Cleaning is an exclusive service. This includes all floor services and trash removal.
- Orders received after the deadline or without payment will be charged the Standard price.
- Prices are based on the total square footage of the booth regardless of the area to be cleaned.
- Exhibit and furnishings wipe down not included.
- Cancellations received 10-days or less prior to the first day of exhibitor scheduled move-in will be billed at 100%.
- Cleaning includes emptying wastebasket within your booth at the time of vacuuming and/or shampooing.
- 100 square foot minimum applies for all services listed.
- Excessive trash will be subject to an additional fee for dismantling and disposal.

[Click here](#) to order online.

### CARPET CLEANING

Item		Advance Price	Standard Price	Total
One-Time Vacuuming *	@	\$0.30 per sq. ft.	\$0.43 per sq. ft.	=
Daily Vacuuming (Three days)	@	\$0.90 per sq. ft.	\$1.29 per sq. ft.	=
One-Time Shampooing *	@	\$0.60 per sq. ft.	\$0.86 per sq. ft.	=
One-Time Non-Carpet Cleaning **	@	\$0.40 per sq. ft.	\$0.57 per sq. ft.	=
Daily Non-Carpet Cleaning	@	\$1.17 per sq. ft.	\$1.67 per sq. ft.	=

\* Please indicate days for one-time vacuuming and/or shampooing: ☐ Monday ☐ Tuesday ☐ Wednesday

\*\* Please indicate flooring type: ☐ Wood ☐ Tile ☐ Laminate ☐ Vinyl/Linoleum ☐ Rubberized Flooring

### PORTER SERVICE

Porter Service includes emptying wastebaskets at 2-hour intervals during show hours. \*

Vacuuming service not included, must be ordered separately.

	Number of Workers	Daily Hours	Total
Monday, 3/18	X	=	
Tuesday, 3/19	X	=	
Wednesday, 3/20	X	=	

	# of Hours	Advance Price	Standard Price	Total
Full-Time Porter Service - ST (4 hour minimum)	@	\$42.35 per hour	\$60.50 per hour	=
Full-Time Porter Service - OT (4 hour minimum)	@	\$63.80 per hour	\$91.14 per hour	=

### VISQUEEN REMOVAL

**Exhibitors are responsible for removing visqueen in booth and it must be removed by Sunday, March 17, 2024 at 1:00 pm. If not removed, show management reserves the right to remove visqueen at the exhibitor's expense.**

Visqueen Removal - per booth \_\_\_\_\_ @ \$100.00 = \_\_\_\_\_

### EXCESSIVE TRASH REMOVAL

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.

Excessive Trash Removal - per hour \*2 hr minimum \_\_\_\_\_ @ \$100.00 = \_\_\_\_\_

### ADDITIONAL INFORMATION

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

### CALCULATING YOUR TOTAL

Cleaning Subtotal \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

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

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

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

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

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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## Dumpster and Disposal

**Discount Deadline:**  
**February 12, 2024**

- If an Exhibitor leaves behind **any bulk trash** that is not labeled for a shipment going out or has "Hold for Collection" stickers on it as part of the Materials Donation Program, it will be deemed as trash and the Exhibitor will be charged for the removal of these items. The charges may include the following:
  - Installation & Dismantle Labor
  - Forklift & Rigging Labor
  - Dumpster Fee
  - Equipment if deemed necessary
  - Cleaning Labor
- To order, please call Customer Service Manager or stop by the PACK EXPO Services Service Center. \*Please note the dumpster sizes indicated below are to indicate the quantity of trash. A dumpster will not be brought to the booth.
- For Installation & Dismantle Labor Rates, see the [Booth Labor](#) Order Form.
- For Rigging Labor Rates, see the [Forklift Equipment & Labor](#) Order Form.

[Click here](#) to order online.

### DUMPSTER RENTAL

Item	Qty	Standard Price	Total
1/2 of a Dumpster	X	\$576.75	=
1 Full Dumpster	X	\$1153.50	=

### DISPOSAL

To remove and/or destroy any material left in the exhibitor's booth, a 2-hour minimum cleaning labor charge will apply in addition to the dumpster fee above. (see rates for labor on [Cleaning Order form](#)). Any equipment or dismantle labor necessary will be charged at the retail rates.

***Should an Exhibitor not want to incur these charges, please be sure that your booth is completely clean, and all display materials are removed before leaving the show floor.***

### ADDITIONAL INFORMATION

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

### CALCULATING YOUR TOTAL

Cleaning Subtotal \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

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

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

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

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

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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# RENTAL **FURNITURE**





# RENTAL **FURNITURE**

Please make your selections on the corresponding order form.



Side Chair



Arm Chair



Slimline Chair



Padded Barstool



Round Cafe Tables



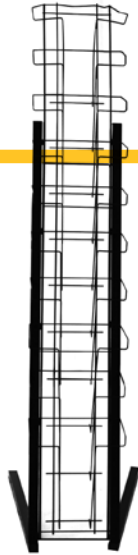
Round Bar Tables

# RENTAL **FURNITURE**

Please make your selections on the corresponding order form.



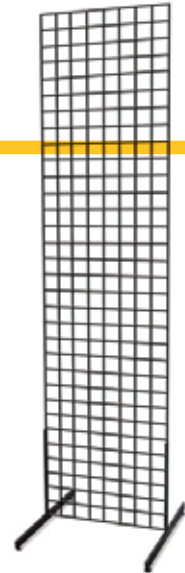
Bag Rack



Lit Rack



Waterfall Rack



Grid Wall



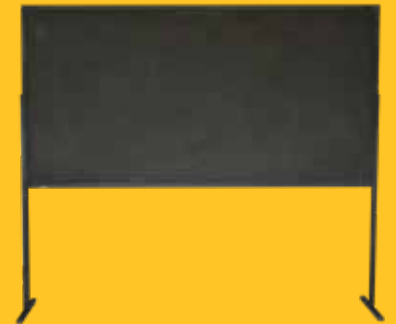
Easel



Wastebasket



Retractable Stanchion



4'x8' Tack Board

# DRAPED **TABLE COUNTERS**

Please make your selections on the corresponding order form. Actual drapery and table skirt colors may vary.



COLORED DRAPING INCLUDES WHITE VINYL TOP AND PLEATED SKIRT ON THREE SIDES.

4'Long x 2' x 30" (incl. 4th side drape)

6'Long x 2' x 30"

8'Long x 2' x 30"

4'Long x 2' x 42" (incl. 4th side drape)

6'Long x 2' x 42"

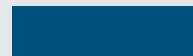
8'Long x 2' x 42"

4th Side Draping for 6' & 8' Items 30"

4th Side Draping for 6' & 8' Items 42"



BLACK



BLUE



TEAL



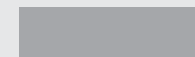
DARK GREEN



RED



WHITE



GRAY



BURGUNDY



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## Furniture and Accessories

**Discount Deadline:**  
**February 12, 2024**

- Orders received after the deadline or without payment will be charged the Standard price and are subject to availability.
- Cancellations received at show site will be billed at 100%

[Click here](#) to order online.

### FURNITURE

Item	Quantity	Advance Price	Standard Price	Total
Arm Chair	X	\$155.40	\$186.45	=
Side Chair	X	\$167.75	\$222.00	=
Slimline Chair	X	\$130.50	\$186.45	=
Barstool	X	\$205.10	\$293.00	=
30" Round, 30" High Pedestal Table	X	\$292.10	\$417.30	=
30" Round, 42" High Pedestal Table	X	\$310.75	\$443.95	=

### DRAPED TABLES

Draped tables include white vinyl top and skirting on three sides.

Drape Color:	<input type="checkbox"/> White	<input type="checkbox"/> Black	<input type="checkbox"/> Red	<input type="checkbox"/> Teal	<input type="checkbox"/> Blue	<input type="checkbox"/> Gray	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Green
4' Long x 2' x 30" (incl. 4th side drape)	X				\$248.60		\$355.15	=
6' Long x 2' x 30"	X				\$298.25		\$426.10	=
8' Long x 2' x 30"	X				\$348.00		\$497.15	=
4' Long x 2' x 42" (incl. 4th side drape)	X				\$292.10		\$417.30	=
6' Long x 2' x 42"	X				\$343.00		\$490.00	=
8' Long x 2' x 42"	X				\$391.45		\$559.25	=
4th Side Drape for 6' & 8' tables - 30"	X				\$ 43.50		\$ 62.15	=
4th Side Drape for 6' & 8' tables - 42"	X				\$ 52.25		\$ 74.65	=

### UNDRAPED TABLES

Undraped tables include white vinyl top.

4' Long x 2' x 30" - Undraped	X	\$149.15	\$213.10	=
6' Long x 2' x 30" - Undraped	X	\$192.65	\$275.25	=
8' Long x 2' x 30" - Undraped	X	\$229.95	\$328.50	=
4' Long x 2' x 42" - Undraped	X	\$186.45	\$266.40	=
6' Long x 2' x 42" - Undraped	X	\$223.75	\$319.65	=
8' Long x 2' x 42" - Undraped	X	\$261.00	\$372.90	=

### ADDITIONAL INFORMATION

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

### CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_  
8% Sales Tax \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_

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

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## Furniture and Accessories

**Discount Deadline:**  
**February 12, 2024**

- Orders received after the deadline or without payment will be charged the Standard price and are subject to availability.
- Cancellations received at show site will be billed at 100%.

[Click here](#) to order online.

### ACCESSORIES

Item	Quantity	Advance Price	Standard Price	Total
Bag Rack	X	\$180.25	\$ 257.50	=
Wastebasket	X	\$ 37.35	\$ 53.40	=
Tripod Easel	X	\$105.65	\$ 150.95	=
Literature Rack	X	\$279.70	\$ 399.60	=
4' x 8' Tackboard <input type="checkbox"/> Horizontal <input type="checkbox"/> Vert.	X	\$736.65	\$1,052.40	=
2' x 8' Grid Wall	X	\$324.00	\$ 462.90	=
Two Arm Waterfall Rack	X	\$180.00	\$ 257.50	=
Retractable Stanchion (min. qty. 2)	X	\$185.00	\$ 264.30	=

### SPECIAL DRAPE

Drape includes bases, ups and crossbar. 4' minimum required.

**Drape Color:** ☐ Gray ☐ Teal ☐ Red ☐ Black ☐ Blue ☐ White

3' high drape	X	\$ 23.50	\$ 33.60	=
8' high drape (4' minimum)	X	\$ 34.95	\$ 49.95	=

### ADDITIONAL INFORMATION

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

### CALCULATING YOUR TOTAL

Subtotal	_____
8% Sales Tax	_____
<b>TOTAL</b>	_____

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

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

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

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

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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# **2024** TRADESHOW CATALOG

EXCITING NEW PRODUCTS AND TIPS TO HELP PLAN YOUR NEXT TRADESHOW EXHIBIT



# FURNITURE



# &

# FLEXIBILITY

More responsiveness. More flexibility. More expertise. More of what exhibitors and show management need to set their company up for success. At the end of the day, we don't just rent furniture to fill an expo space, we deliver standout service that endures long after the booths are loaded into the truck. That's the power of more.

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+	19	<b>Group Seating</b>
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	35	Bars
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+	77	<b>Greenery &amp; Planters</b>

	<b>4</b>   Top Design Tips		<b>6</b>   Soft Seating
	<b>19</b>   Group Seating		<b>36</b>   Bar Seating
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	<b>58</b>   Accent & Side Tables		<b>77</b>   Essentials: Office, Accessories & Greenery



# TOP DESIGN TIPS

for  
Tradeshow  
Exhibits

Use these tips to bring your space to life and empower clients to make it their own.

## 1 Work Together

Enjoy communal tables that make it easy to network and build connections.



## 2 Sit Back & Relax

Let clients relax in comfortable "living room" spaces that encourage real conversations.

## 3 Take It for a Spin

Great for smaller spaces, swivel chairs increase functionality so you can engage and interact.



## 4 One With Nature

Bring nature indoors with life like greenery that warms up booths and other environments.



## 5 Small, but Mighty

Got small spaces? Use ottomans in small theaters for quick demonstrations.



# TOP DESIGN TIPS for Tradeshow Exhibits

Use these tips to bring your space to life and empower clients to make it their own.

## 6 Highs from Lows

Use low and casual seating to create a comfortable learning environment that makes clients feel at ease.



## 7 Power up!

Include powered products throughout your space that empower clients to recharge, relax, and relate with others.



## 8 In the Loop

Create an informal, inclusive setting for small group discussions with ottomans styled around an accent table.



## 9 Make it Pop!

Add flashes of color throughout your furnishings to attract more attention while reinforcing brand themes.

## 10 Create space

Sometimes, clients need privacy. Use clear dividers between sofas or conference tables to give clients space for personal meetings.



## 11 Share the look.

Increase your brand exposure by sharing eye-catching spaces on your social networks.



# SOFT SEATING



Allegro Sofa



Baja Sofa & Loveseat



Cordoba Loveseat



Fairfax Sofa



Key Largo Sofa & Loveseat



Montreal Loveseat



Naples Sofa & Loveseat



Naples Sofa & Loveseat - Powered









Palm Beach Sofa









Sterling Sofa













Valencia Sofa

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Allegro Chair	CHR002	Blue Fabric	<b>Length:</b> 36" <b>Depth:</b> 34.5" <b>Height:</b> 30" <b>Seat Length:</b> 23" <b>Seat Depth:</b> 23" <b>Seat Height:</b> 17"
	Allegro Sofa	SFA002	Blue Fabric	<b>Length:</b> 73" <b>Depth:</b> 34.5" <b>Height:</b> 30" <b>Seat Length:</b> 61" <b>Seat Depth:</b> 23" <b>Seat Height:</b> 17"
	Baja Chair	BCHWHT	White Vinyl	<b>Length:</b> 36" <b>Depth:</b> 30.5" <b>Height:</b> 28" <b>Seat Length:</b> 25.75" <b>Seat Depth:</b> 22" <b>Seat Height:</b> 16"
	Baja Loveseat	BLVWHT	White Vinyl	<b>Length:</b> 61" <b>Depth:</b> 30.5" <b>Height:</b> 28" <b>Seat Length:</b> 51" <b>Seat Depth:</b> 23" <b>Seat Height:</b> 16"
	Baja Sofa	BSFWHT	White Vinyl	<b>Length:</b> 86" <b>Depth:</b> 30" <b>Height:</b> 28" <b>Seat Length:</b> 77" <b>Seat Depth:</b> 23" <b>Seat Height:</b> 16"
	Cordoba Chair	COCHTP	Taupe Fabric, Black	<b>Length:</b> 37" <b>Depth:</b> 32" <b>Height:</b> 33" <b>Seat Length:</b> 22.5" <b>Seat Depth:</b> 21" <b>Seat Height:</b> 18"








Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Cordoba Loveseat	COLVTP	Taupe Fabric, Black	<b>Length:</b> 60.5" <b>Depth:</b> 32" <b>Height:</b> 33" <b>Seat Length:</b> 46" <b>Seat Depth:</b> 21" <b>Seat Height:</b> 18"
	Fairfax Chair	FAIRCW	White Vinyl, Brushed Metal	<b>Length:</b> 27" <b>Depth:</b> 26" <b>Height:</b> 30" <b>Seat Length:</b> 24" <b>Seat Depth:</b> 20.5" <b>Seat Height:</b> 17"
	Fairfax Sofa	FAIRSW	White Vinyl, Brushed Metal	<b>Length:</b> 62" <b>Depth:</b> 26" <b>Height:</b> 30" <b>Seat Length:</b> 62" <b>Seat Depth:</b> 20.5" <b>Seat Height:</b> 17"
	Key Largo Chair	KEYCHR	Black Fabric, Wood	<b>Length:</b> 35" <b>Depth:</b> 35" <b>Height:</b> 34" <b>Seat Length:</b> 22" <b>Seat Depth:</b> 22" <b>Seat Height:</b> 19"
	Key Largo Loveseat	KEYLOV	Black Fabric, Wood	<b>Length:</b> 57" <b>Depth:</b> 35" <b>Height:</b> 34" <b>Seat Length:</b> 44" <b>Seat Depth:</b> 22" <b>Seat Height:</b> 19"
	Key Largo Sofa	KEYSOF	Black Fabric, Wood	<b>Length:</b> 79" <b>Depth:</b> 35" <b>Height:</b> 34" <b>Seat Length:</b> 66" <b>Seat Depth:</b> 22" <b>Seat Height:</b> 19"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Montreal Chair	MONCHA	Blue, Black Metal	<b>Length:</b> 30" <b>Depth:</b> 23.25" <b>Height:</b> 30" <b>Seat Length:</b> 22.5" <b>Seat Depth:</b> 18.5" <b>Seat Height:</b> 16"
	Montreal Loveseat	MONLOV	Blue, Black Metal	<b>Length:</b> 62" <b>Depth:</b> 27.25" <b>Height:</b> 29.5" <b>Seat Length:</b> 57" <b>Seat Depth:</b> 18.5" <b>Seat Height:</b> 16"
	Naples Chair	<b>Powered:</b> NPLCHP <b>Non-Powered:</b> NPLCHR	Black Vinyl	<b>Length:</b> 36" <b>Depth:</b> 30" <b>Height:</b> 33.25" <b>Seat Length:</b> 25" <b>Seat Depth:</b> 20.5" <b>Seat Height:</b> 18"
	Naples Loveseat	<b>Powered:</b> NPLLOP <b>Non-Powered:</b> NPLLOV	Black Vinyl	<b>Length:</b> 62" <b>Depth:</b> 30" <b>Height:</b> 33.25" <b>Seat Length:</b> 52.5" <b>Seat Depth:</b> 20.5" <b>Seat Height:</b> 18"
	Naples Sofa	<b>Powered:</b> NPLSOP <b>Non-Powered:</b> NPLSOF	Black Vinyl	<b>Length:</b> 87" <b>Depth:</b> 30" <b>Height:</b> 33.25" <b>Seat Length:</b> 77.5" <b>Seat Depth:</b> 20.5" <b>Seat Height:</b> 18"
	Palm Beach Sofa	PALSOF	White Vinyl	<b>Length:</b> 69" <b>Depth:</b> 29" <b>Height:</b> 33" <b>Seat Length:</b> 48-62" <b>Seat Depth:</b> 19" <b>Seat Height:</b> 18"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Sterling Chair	STECHA	Gray Fabric	<b>Length:</b> 33" <b>Depth:</b> 33.5" <b>Height:</b> 32" <b>Seat Length:</b> 25.75" <b>Seat Depth:</b> 21" <b>Seat Height:</b> 17"
	Sterling Sofa	STESOF	Gray Fabric	<b>Length:</b> 82" <b>Depth:</b> 33.5" <b>Height:</b> 32" <b>Seat Length:</b> 72.5" <b>Seat Depth:</b> 21" <b>Seat Height:</b> 17"
	Valencia Chair	VALCHA	Spice Orange Velvet	<b>Length:</b> 28" <b>Depth:</b> 30.5" <b>Height:</b> 31" <b>Seat Length:</b> 17.5" <b>Seat Depth:</b> 21" <b>Seat Height:</b> 17.5"
	Valencia Sofa	VALSOF	Coffee Brown Velvet	<b>Length:</b> 63" <b>Depth:</b> 30.5" <b>Height:</b> 31" <b>Seat Length:</b> 53" <b>Seat Depth:</b> 20.5" <b>Seat Height:</b> 17.5"



Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Naples Chair	<b>Powered:</b> NPLCHP <b>Non-Powered:</b> NPLCHR	Black Vinyl	<b>Length:</b> 36" <b>Depth:</b> 30" <b>Height:</b> 33.25" <b>Seat Length:</b> 25" <b>Seat Depth:</b> 20.5" <b>Seat Height:</b> 18"
	Naples Loveseat	<b>Powered:</b> NPLLOP <b>Non-Powered:</b> NPLLOV	Black Vinyl	<b>Length:</b> 62" <b>Depth:</b> 30" <b>Height:</b> 33.25" <b>Seat Length:</b> 52.5" <b>Seat Depth:</b> 20.5" <b>Seat Height:</b> 18"
	Naples Sofa	<b>Powered:</b> NPLSOP <b>Non-Powered:</b> NPLSOF	Black Vinyl	<b>Length:</b> 87" <b>Depth:</b> 30" <b>Height:</b> 33.25" <b>Seat Length:</b> 77.5" <b>Seat Depth:</b> 20.5" <b>Seat Height:</b> 18"
	Tech Tablet Chair	TCHGRY	Gray Vinyl, White Metal Tablet, Chrome Base	<b>Length:</b> 30.5" <b>Depth:</b> 29" <b>Height:</b> 33.5" <b>Seat Length:</b> 22.5" <b>Seat Depth:</b> 19.5" <b>Seat Height:</b> 19"
	Tech Chair, No Tablet	TCHP	Gray Vinyl, Chrome Base	<b>Length:</b> 30.5" <b>Depth:</b> 29" <b>Height:</b> 33.5" <b>Seat Length:</b> 22.5" <b>Seat Depth:</b> 19.5" <b>Seat Height:</b> 19"

# CLUB CHAIRS



Allegro Chair



Baja Chair



Cordoba Chair



Fairfax Chair



Key Largo Chair



Montreal Chair



Naples Chair









Naples Chair - Powered






Sterling Chair



Valencia Chair

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Allegro Chair	CHR002	Blue Fabric	<b>Length:</b> 36" <b>Depth:</b> 34.5" <b>Height:</b> 30" <b>Seat Length:</b> 23" <b>Seat Depth:</b> 23" <b>Seat Height:</b> 17"
	Baja Chair	BCHWHT	White Vinyl	<b>Length:</b> 36" <b>Depth:</b> 30.5" <b>Height:</b> 28" <b>Seat Length:</b> 25.75" <b>Seat Depth:</b> 22" <b>Seat Height:</b> 16"
	Cordoba Chair	COCHTP	Taupe Fabric, Black	<b>Length:</b> 37" <b>Depth:</b> 32" <b>Height:</b> 33" <b>Seat Length:</b> 22.5" <b>Seat Depth:</b> 21" <b>Seat Height:</b> 18"
	Fairfax Chair	FAIRCW	White Vinyl, Brushed Metal	<b>Length:</b> 27" <b>Depth:</b> 26" <b>Height:</b> 30" <b>Seat Length:</b> 24" <b>Seat Depth:</b> 20.5" <b>Seat Height:</b> 17"
	Key Largo Chair	KEYCHR	Black Fabric, Wood	<b>Length:</b> 35" <b>Depth:</b> 35" <b>Height:</b> 34" <b>Seat Length:</b> 22" <b>Seat Depth:</b> 22" <b>Seat Height:</b> 19"
	Montreal Chair	MONCHA	Blue, Black Metal	<b>Length:</b> 30" <b>Depth:</b> 23.25" <b>Height:</b> 30" <b>Seat Length:</b> 22.5" <b>Seat Depth:</b> 18.5" <b>Seat Height:</b> 16"



Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Naples Chair	<b>Powered:</b> NPLCHP <b>Non-Powered:</b> NPLCHR	Black Vinyl	<b>Length:</b> 36" <b>Depth:</b> 30" <b>Height:</b> 33.25" <b>Seat Length:</b> 25" <b>Seat Depth:</b> 20.5" <b>Seat Height:</b> 18"
	Sterling Chair	STECHA	Gray Fabric	<b>Length:</b> 33" <b>Depth:</b> 33.5" <b>Height:</b> 32" <b>Seat Length:</b> 25.75" <b>Seat Depth:</b> 21" <b>Seat Height:</b> 17"
	Valencia Chair	VALCHA	Spice Orange Velvet	<b>Length:</b> 28" <b>Depth:</b> 30.5" <b>Height:</b> 31" <b>Seat Length:</b> 17.5" <b>Seat Depth:</b> 21" <b>Seat Height:</b> 17.5"

# ACCENT CHAIRS



Atherton Chair



Bowery Chair



Century Chair



La Brea Swivel Chair



Brooklyn Meeting Chair Collection



Lena Chair



Madrid Chair



Munich Armless Chair



Pasadena Chair









Pro Executive Guest Chair














Swanson Swivel Chair



Wentworth Swivel Chair

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Atherton Chair	ATHCHA	Brown Leather, Black Metal	<b>Length:</b> 27" <b>Depth:</b> 31" <b>Height:</b> 30" <b>Seat Length:</b> 21.5" <b>Seat Depth:</b> 24" <b>Seat Height:</b> 17"
	Bowery Chair	BOWCHA	Ochre Fabric	<b>Length:</b> 29.75" <b>Depth:</b> 31" <b>Height:</b> 27.25" <b>Seat Length:</b> 30" <b>Seat Depth:</b> 21" <b>Seat Height:</b> 17"
	Brooklyn Meeting Chair	BNMCSW	White Vinyl, Black Swivel Base	<b>Length:</b> 24.5" <b>Depth:</b> 25.5" <b>Height:</b> 31.75" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 17" <b>Seat Height:</b> 18"
	Brooklyn Meeting Chair	BNMCSB	Black Vinyl, Black Swivel Base	<b>Length:</b> 24.5" <b>Depth:</b> 25.5" <b>Height:</b> 31.75" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 17" <b>Seat Height:</b> 18"
	Brooklyn Meeting Chair	BNMCOW	White Vinyl, Oak-Look Base	<b>Length:</b> 24.5" <b>Depth:</b> 25.5" <b>Height:</b> 31.75" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 17" <b>Seat Height:</b> 18"
	Brooklyn Meeting Chair	BNMCOB	Black Vinyl, Oak-Look Base	<b>Length:</b> 24.5" <b>Depth:</b> 25.5" <b>Height:</b> 31.75" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 17" <b>Seat Height:</b> 18"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Century Chair	CNTCHR	Gray Velvet	<b>Length:</b> 30" <b>Depth:</b> 30" <b>Height:</b> 31" <b>Seat Length:</b> 21.5" <b>Seat Depth:</b> 23" <b>Seat Height:</b> 17"
	La Brea Swivel Chair	LABREA	Charcoal Gray Fabric, Chrome	<b>Length:</b> 35" <b>Depth:</b> 27" <b>Height:</b> 40" <b>Seat Length:</b> 17" <b>Seat Depth:</b> 16" <b>Seat Height:</b> 20"
	Lena Chair	LENCHA	Moss Green Leather, Bronze	<b>Length:</b> 27" <b>Depth:</b> 25" <b>Height:</b> 31" <b>Seat Length:</b> 18.5" <b>Seat Depth:</b> 21" <b>Seat Height:</b> 19"
	Madrid Chair	BCW	White Vinyl, Chrome	<b>Length:</b> 30" <b>Depth:</b> 30" <b>Height:</b> 31" <b>Seat Length:</b> 30.5" <b>Seat Depth:</b> 20.5" <b>Seat Height:</b> 18"
	Munich Armless Chair	MNCHCH	Gray Fabric, Black	<b>Length:</b> 22.5" <b>Depth:</b> 27" <b>Height:</b> 28.5" <b>Seat Length:</b> 22" <b>Seat Depth:</b> 21" <b>Seat Height:</b> 17"
	Pasadena Chair	PASCHR	White Molded Plastic, Chrome Tower Base	<b>Length:</b> 27" <b>Depth:</b> 25" <b>Height:</b> 26" <b>Seat Length:</b> 17" <b>Seat Depth:</b> 17" <b>Seat Height:</b> 17"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Pro Executive Guest Chair	PROGB	Black Vinyl, Chrome	<b>Length:</b> 24" <b>Depth:</b> 26" <b>Height:</b> 36" <b>Seat Length:</b> 19.5" <b>Seat Depth:</b> 19" <b>Seat Height:</b> 18"
	Swanson Swivel Chair	SWAN	White Vinyl	<b>Length:</b> 28" <b>Depth:</b> 25" <b>Height:</b> 30" <b>Seat Length:</b> 22" <b>Seat Depth:</b> 17.5" <b>Seat Height:</b> 17"
	Tech Tablet Chair	TCHGRY	Gray Vinyl, White Metal Tablet, Chrome Base	<b>Length:</b> 30.5" <b>Depth:</b> 29" <b>Height:</b> 33.5" <b>Seat Length:</b> 22.5" <b>Seat Depth:</b> 19.5" <b>Seat Height:</b> 19"
	Tech Chair, No Tablet	TCHP	Gray Vinyl, Chrome Base	<b>Length:</b> 30.5" <b>Depth:</b> 29" <b>Height:</b> 33.5" <b>Seat Length:</b> 22.5" <b>Seat Depth:</b> 19.5" <b>Seat Height:</b> 19"
	Wentworth Swivel Chair	WENCHA	Brown Vinyl	<b>Length:</b> 31" <b>Depth:</b> 24" <b>Height:</b> 31.5" <b>Seat Length:</b> 21.5" <b>Seat Depth:</b> 19" <b>Seat Height:</b> 18"

# GROUP SEATING



Blade Chair Collection



Brewer Chair



Chelsea Chair Collection



Christopher Chair



Duet Stack Chair



Laguna Chair



Lucent Chair



Malba Chair Collection



Marina Chair Collection



Razor Chair



Rustique Chair















Syntax Chair















Zenith Chair










Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Blade Chair	BLDCBK	Black	Length: 20.5" Depth: 19" Height: 30.5" Seat Length: 15" Seat Depth: 16.75" Seat Height: 17.75"
	Blade Chair	BLDCRD	Red	Length: 20.5" Depth: 19" Height: 30.5" Seat Length: 15" Seat Depth: 16.75" Seat Height: 17.75"
	Blade Chair	BLDCSB	Sky Blue	Length: 20.5" Depth: 19" Height: 30.5" Seat Length: 15" Seat Depth: 16.75" Seat Height: 17.75"
	Brewer Chair	SC3	Onyx, Chrome	Length: 20" Depth: 20" Height: 32" Seat Length: 19.5" Seat Depth: 16.5"
	Chelsea Chair	CCBTAZ	Azure Blue, Black Tower Base	Length: 18.5" Depth: 22" Height: 34" Seat Length: 18" Seat Depth: 16" Seat Height: 18.5"
	Chelsea Chair	CCBTBK	Black, Black Tower Base	Length: 18.5" Depth: 22" Height: 34" Seat Length: 18" Seat Depth: 16" Seat Height: 18.5"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Chelsea Chair	CCBTYL	Goldenrod Yellow, Black Tower Base	<b>Length:</b> 18.5" <b>Depth:</b> 22" <b>Height:</b> 34" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 16" <b>Seat Height:</b> 18.5"
	Chelsea Chair	CCBTGY	Gray, Black Tower Base	<b>Length:</b> 18.5" <b>Depth:</b> 22" <b>Height:</b> 34" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 16" <b>Seat Height:</b> 18.5"
	Chelsea Chair	CCBTOR	Orange, Black Tower Base	<b>Length:</b> 18.5" <b>Depth:</b> 22" <b>Height:</b> 34" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 16" <b>Seat Height:</b> 18.5"
	Chelsea Chair	CCBTWL	Walnut-Look, Black Tower Base	<b>Length:</b> 18.5" <b>Depth:</b> 22" <b>Height:</b> 34" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 16" <b>Seat Height:</b> 18.5"
	Chelsea Chair	CCSCAZ	Azure Blue, Black Swivel Base w/ Casters	<b>Length:</b> 18.5" <b>Depth:</b> 22" <b>Height:</b> 34" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 16" <b>Seat Height:</b> 18.5"
	Chelsea Chair	CCSCBK	Black, Black Swivel Base w/ Casters	<b>Length:</b> 18.5" <b>Depth:</b> 22" <b>Height:</b> 34" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 16" <b>Seat Height:</b> 18.5"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Chelsea Chair	CCSCYL	Goldenrod Yellow, Black Swivel Base w/ Casters	<b>Length:</b> 18.5" <b>Depth:</b> 22" <b>Height:</b> 34" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 16" <b>Seat Height:</b> 18.5"
	Chelsea Chair	CCSCGY	Gray, Black Swivel Base w/ Casters	<b>Length:</b> 18.5" <b>Depth:</b> 22" <b>Height:</b> 34" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 16" <b>Seat Height:</b> 18.5"
	Chelsea Chair	CCSCOR	Orange, Black Swivel Base w/ Casters	<b>Length:</b> 18.5" <b>Depth:</b> 22" <b>Height:</b> 34" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 16" <b>Seat Height:</b> 18.5"
	Chelsea Chair	CCSCWL	Walnut-Look, Black Swivel Base w/ Casters	<b>Length:</b> 18.5" <b>Depth:</b> 22" <b>Height:</b> 34" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 16" <b>Seat Height:</b> 18.5"
	Christopher Chair	XCHR	White Vinyl, Chrome	<b>Length:</b> 17" <b>Depth:</b> 19" <b>Height:</b> 35" <b>Seat Length:</b> 16.75" <b>Seat Depth:</b> 14.75" <b>Seat Height:</b> 18"
	Duet Stack Chair	DUET	Black, Chrome	<b>Length:</b> 21" <b>Depth:</b> 23" <b>Height:</b> 33" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 18" <b>Seat Height:</b> 18"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Laguna Chair	LMCHR	Maple, Chrome	<b>Length:</b> 18" <b>Depth:</b> 19" <b>Height:</b> 34" <b>Seat Length:</b> 17" <b>Seat Depth:</b> 16" <b>Seat Height:</b> 18"
	Lucent Chair	LUCHCL	Frosted Acrylic, Chrome	<b>Length:</b> 19.5" <b>Depth:</b> 19.75" <b>Height:</b> 32.5" <b>Seat Length:</b> 16.25" <b>Seat Depth:</b> 15.5" <b>Seat Height:</b> 18.75"
	Malba Chair	MALGRY	Gray, Chrome	<b>Length:</b> 20" <b>Depth:</b> 20" <b>Height:</b> 32" <b>Seat Length:</b> 17" <b>Seat Depth:</b> 14" <b>Seat Height:</b> 19"
	Malba Chair	MALGRN	Green, Chrome	<b>Length:</b> 20" <b>Depth:</b> 20" <b>Height:</b> 32" <b>Seat Length:</b> 17" <b>Seat Depth:</b> 14" <b>Seat Height:</b> 19"
	Marina Chair	MARCBR	Brown Fabric, Brushed Metal	<b>Length:</b> 17.5" <b>Depth:</b> 19.5" <b>Height:</b> 35" <b>Seat Length:</b> 15" <b>Seat Depth:</b> 13" <b>Seat Height:</b> 19"
	Marina Chair	MARCBK	Black Vinyl, Brushed Metal	<b>Length:</b> 17.5" <b>Depth:</b> 19.5" <b>Height:</b> 35" <b>Seat Length:</b> 15" <b>Seat Depth:</b> 13" <b>Seat Height:</b> 19"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Marina Chair	MARCBE	Ocean Blue Fabric, Brushed Metal	<b>Length:</b> 17.5" <b>Depth:</b> 19.5" <b>Height:</b> 35" <b>Seat Length:</b> 15" <b>Seat Depth:</b> 13" <b>Seat Height:</b> 19"
	Marina Chair	MARCRD	Red Fabric, Brushed Metal	<b>Length:</b> 17.5" <b>Depth:</b> 19.5" <b>Height:</b> 35" <b>Seat Length:</b> 15" <b>Seat Depth:</b> 13" <b>Seat Height:</b> 19"
	Marina Chair	MARCWH	White Vinyl, Brushed Metal	<b>Length:</b> 17.5" <b>Depth:</b> 19.5" <b>Height:</b> 35" <b>Seat Length:</b> 15" <b>Seat Depth:</b> 13" <b>Seat Height:</b> 19"
	Razor Armless Chair	SC10	White	<b>Length:</b> 19" <b>Depth:</b> 23.5" <b>Height:</b> 31.75" <b>Seat Length:</b> 16" <b>Seat Depth:</b> 17.25" <b>Seat Height:</b> 17.75"
	Rustique Chair w/ Arms	RSTDIN	Gunmetal	<b>Length:</b> 20" <b>Depth:</b> 18" <b>Height:</b> 31" <b>Seat Length:</b> 15" <b>Seat Depth:</b> 15" <b>Seat Height:</b> 18"
	Syntax Chair	CS4	Black, Chrome	<b>Length:</b> 23" <b>Depth:</b> 19" <b>Height:</b> 32.25" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 17" <b>Seat Height:</b> 18.5"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Zenith Chair	ZENCHR	White, Chrome	<b>Length:</b> 18.25" <b>Depth:</b> 22" <b>Height:</b> 32" <b>Seat Length:</b> 18.25" <b>Seat Depth:</b> 16" <b>Seat Height:</b> 19"















Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Beverly Bench Ottoman	BVLYBK	Black Vinyl	Length: 60" Depth: 20" Height: 18" Seat Length: 60" Seat Depth: 20" Seat Height: 18"
	Beverly Bench Ottoman	BVLYBN	Brown Fabric	Length: 60" Depth: 20" Height: 18" Seat Length: 60" Seat Depth: 20" Seat Height: 18"
	Beverly Bench Ottoman	BVLYGR	Gray Fabric	Length: 60" Depth: 20" Height: 18" Seat Length: 60" Seat Depth: 20" Seat Height: 18"
	Beverly Bench Ottoman	BVLYLN	Linen Fabric	Length: 60" Depth: 20" Height: 18" Seat Length: 60" Seat Depth: 20" Seat Height: 18"
	Beverly Bench Ottoman	BVLYOB	Ocean Blue Fabric	Length: 60" Depth: 20" Height: 18" Seat Length: 60" Seat Depth: 20" Seat Height: 18"
	Beverly Bench Ottoman	BVLYRD	Red Fabric	Length: 60" Depth: 20" Height: 18" Seat Length: 60" Seat Depth: 20" Seat Height: 18"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<b>Beverly Bench Ottoman</b>	BVLYWH	White Vinyl	<b>Length:</b> 60" <b>Depth:</b> 20" <b>Height:</b> 18" <b>Seat Length:</b> 60" <b>Seat Depth:</b> 20" <b>Seat Height:</b> 18"
	<b>Beverly Small Bench Ottoman</b>	BVSMBK	Black Vinyl	<b>Length:</b> 30" <b>Depth:</b> 20" <b>Height:</b> 18" <b>Seat Length:</b> 30" <b>Seat Depth:</b> 20" <b>Seat Height:</b> 18"
	<b>Beverly Small Bench Ottoman</b>	BVSMBN	Brown Fabric	<b>Length:</b> 30" <b>Depth:</b> 20" <b>Height:</b> 18" <b>Seat Length:</b> 30" <b>Seat Depth:</b> 20" <b>Seat Height:</b> 18"
	<b>Beverly Small Bench Ottoman</b>	BVSMGY	Gray Fabric	<b>Length:</b> 30" <b>Depth:</b> 20" <b>Height:</b> 18" <b>Seat Length:</b> 30" <b>Seat Depth:</b> 20" <b>Seat Height:</b> 18"
	<b>Beverly Small Bench Ottoman</b>	BVSMLV	Lavender Fabric	<b>Length:</b> 30" <b>Depth:</b> 20" <b>Height:</b> 18" <b>Seat Length:</b> 30" <b>Seat Depth:</b> 20" <b>Seat Height:</b> 18"
	<b>Beverly Small Bench Ottoman</b>	BVSMLN	Linen Fabric	<b>Length:</b> 30" <b>Depth:</b> 20" <b>Height:</b> 18" <b>Seat Length:</b> 30" <b>Seat Depth:</b> 20" <b>Seat Height:</b> 18"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Beverly Small Bench Ottoman	BVSMBL	Ocean Blue Fabric	Length: 30" Depth: 20" Height: 18" Seat Length: 30" Seat Depth: 20" Seat Height: 18"
	Beverly Small Bench Ottoman	BVSMGN	Olive Green Fabric	Length: 30" Depth: 20" Height: 18" Seat Length: 30" Seat Depth: 20" Seat Height: 18"
	Beverly Small Bench Ottoman	BVSMOR	Orange Fabric	Length: 30" Depth: 20" Height: 18" Seat Length: 30" Seat Depth: 20" Seat Height: 18"
	Beverly Small Bench Ottoman	BVSMRD	Red Fabric	Length: 30" Depth: 20" Height: 18" Seat Length: 30" Seat Depth: 20" Seat Height: 18"
	Beverly Small Bench Ottoman	BVSMWH	White Vinyl	Length: 30" Depth: 20" Height: 18" Seat Length: 30" Seat Depth: 20" Seat Height: 18"
	Beverly Small Bench Ottoman	BVSMYL	Yellow Fabric	Length: 30" Depth: 20" Height: 18" Seat Length: 30" Seat Depth: 20" Seat Height: 18"









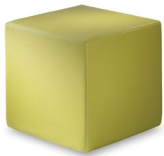





Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Endless Curved Ottoman	END01B	Black Vinyl, Chrome	<b>Length:</b> 60.5" <b>Depth:</b> 37.5" <b>Height:</b> 15" <b>Seat Length:</b> 60.5" <b>Seat Depth:</b> 34"
	Endless Curved Ottoman	END01W	White Vinyl, Chrome	<b>Length:</b> 60.5" <b>Depth:</b> 37.5" <b>Height:</b> 15" <b>Seat Length:</b> 60.5" <b>Seat Depth:</b> 34"
	Endless Square Ottoman	END02B	Black Vinyl, Chrome	<b>Length:</b> 34" <b>Depth:</b> 34" <b>Height:</b> 15" <b>Seat Length:</b> 34" <b>Seat Depth:</b> 34"
	Endless Square Ottoman	END02W	White Vinyl, Chrome	<b>Length:</b> 34" <b>Depth:</b> 34" <b>Height:</b> 15" <b>Seat Length:</b> 34" <b>Seat Depth:</b> 34"
	Marche Swivel Ottoman	MAR015	Black Vinyl	<b>Round:</b> 17" <b>Height:</b> 18" <b>Seat Round:</b> 17" <b>Seat Height:</b> 18"
	Marche Swivel Ottoman	MAR010	Blue Fabric	<b>Round:</b> 17" <b>Height:</b> 18" <b>Seat Round:</b> 17" <b>Seat Height:</b> 18"






Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Marche Swivel Ottoman	MAR014	Distressed Brown Vinyl	Round: 17" Height: 18" Seat Round: 17" Seat Height: 18"
	Marche Swivel Ottoman	MAR012	Forest Green Vinyl	Round: 17" Height: 18" Seat Round: 17" Seat Height: 18"
	Marche Swivel Ottoman	MAR002	Gray Fabric	Round: 17" Height: 18" Seat Round: 17" Seat Height: 18"
	Marche Swivel Ottoman	MAR016	Ivory Faux Sheep Fur	Round: 17" Height: 18" Seat Round: 18" Seat Height: 18"
	Marche Swivel Ottoman	MAR003	Linen Fabric	Round: 17" Height: 18" Seat Round: 17" Seat Height: 18"
	Marche Swivel Ottoman	MAR008	Meadow Green	Round: 17" Height: 18" Seat Round: 17" Seat Height: 18"






Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Marche Swivel Ottoman	MAR011	Orange Velvet	Round: 17" Height: 18" Seat Round: 17" Seat Height: 18"
	Marche Swivel Ottoman	MAR009	Pear Yellow Fabric	Round: 17" Height: 18" Seat Round: 17" Seat Height: 18"
	Marche Swivel Ottoman	MAR007	Plum Fabric	Round: 17" Height: 18" Seat Round: 17" Seat Height: 18"
	Marche Swivel Ottoman	MAR004	Raspberry Fabric	Round: 17" Height: 18" Seat Round: 17" Seat Height: 18"
	Marche Swivel Ottoman	MAR005	Red Fabric	Round: 17" Height: 18" Seat Round: 17" Seat Height: 18"
	Marche Swivel Ottoman	MAR006	Rose Quartz Fabric	Round: 17" Height: 18" Seat Round: 17" Seat Height: 18"



Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Marche Swivel Ottoman	MAR013	Teal Velvet	Round: 17" Height: 18" Seat Round: 17" Seat Height: 18"
	Marche Swivel Ottoman	MAR001	White Vinyl	Round: 17" Height: 18" Seat Round: 17" Seat Height: 18"
	Regis Bench	REGBEN	Brushed Metal	Length: 47" Depth: 15.5" Height: 16"
	Vibe Cube Ottoman	VIB10	Black Vinyl	Length: 18" Depth: 18" Height: 18" Seat Length: 18" Seat Depth: 18" Seat Height: 18"
	Vibe Cube Ottoman	VIB02	Blue Vinyl	Length: 18" Depth: 18" Height: 18" Seat Length: 18" Seat Depth: 18" Seat Height: 18"
	Vibe Cube Ottoman	VIB05	Bright Yellow Vinyl	Length: 18" Depth: 18" Height: 18" Seat Length: 18" Seat Depth: 18" Seat Height: 18"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Vibe Cube Ottoman	VIB14	Citrus Green Vinyl	Length: 18" Depth: 18" Height: 18" Seat Length: 18" Seat Depth: 18" Seat Height: 18"
	Vibe Cube Ottoman	VIB17	Desert Rose Vinyl	Length: 18" Depth: 18" Height: 18" Seat Length: 18" Seat Depth: 18" Seat Height: 18"
	Vibe Cube Ottoman	VIB01	Green Vinyl	Length: 18" Depth: 18" Height: 18" Seat Length: 18" Seat Depth: 18" Seat Height: 18"
	Vibe Cube Ottoman	VIB08	Orange Vinyl	Length: 18" Depth: 18" Height: 18" Seat Length: 18" Seat Depth: 18" Seat Height: 18"
	Vibe Cube Ottoman	VIB13	Purple Vinyl	Length: 18" Depth: 18" Height: 18" Seat Length: 18" Seat Depth: 18" Seat Height: 18"
	Vibe Cube Ottoman	VIB04	Red Vinyl	Length: 18" Depth: 18" Height: 18" Seat Length: 18" Seat Depth: 18" Seat Height: 18"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Vibe Cube Ottoman	VIB12	Silver Vinyl	Length: 18" Depth: 18" Height: 18" Seat Length: 18" Seat Depth: 18" Seat Height: 18"
	Vibe Cube Ottoman	VIB16	Spice Orange Vinyl	Length: 18" Depth: 18" Height: 18" Seat Length: 18" Seat Depth: 18" Seat Height: 18"
	Vibe Cube Ottoman	VIB11	Steel Blue Vinyl	Length: 18" Depth: 18" Height: 18" Seat Length: 18" Seat Depth: 18" Seat Height: 18"
	Vibe Cube Ottoman	VIB15	Taupe Vinyl	Length: 18" Depth: 18" Height: 18" Seat Length: 18" Seat Depth: 18" Seat Height: 18"
	Vibe Cube Ottoman	VIB09	White Vinyl	Length: 18" Depth: 18" Height: 18" Seat Length: 18" Seat Depth: 18" Seat Height: 18"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<b>Midtown Bar, Lighted w/ Plug In</b> <div>   </div>	MTBLPI	Taupe Glass Top, Pewter	<b>Length:</b> 60" <b>Depth:</b> 18" <b>Height:</b> 42"
	<b>Midtown Bar, Unlighted</b> <div>  </div>	MTBUUL	Taupe Glass Top, Pewter	<b>Length:</b> 60" <b>Depth:</b> 18" <b>Height:</b> 42"

# BAR SEATING



Banana Barstool Collection



Blade Barstool Collection



Chelsea Barstool Collection



Christopher Barstool



Laguna Barstool



Lift Barstool Collection



Lucent Barstool



Marina Barstool Collection



Rustique Barstool



Shark Barstool









Syntax Barstool









Zenith Barstool















Zoey Barstool





Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Banana Barstool	BSS	Black, Chrome	Length: 21" Depth: 22" Height: 41" Seat Length: 18" Seat Depth: 18" Seat Height: 30.25"
	Banana Barstool	BST	White, Chrome	Length: 21" Depth: 22" Height: 41" Seat Length: 18" Seat Depth: 18" Seat Height: 30.25"
	Blade Barstool	BLDBBK	Black	Length: 20.5" Depth: 20" Height: 40.5" Seat Length: 14" Seat Depth: 15.75" Seat Height: 30.25"
	Blade Barstool	BLDBRD	Red	Length: 20.5" Depth: 20" Height: 40.5" Seat Length: 14" Seat Depth: 15.75" Seat Height: 30.25"
	Blade Barstool	BLDBSB	Sky Blue	Length: 20.5" Depth: 20" Height: 40.5" Seat Length: 14" Seat Depth: 15.75" Seat Height: 30.25"
	Chelsea Barstool	CBSBAZ	Azure Blue, Black Tower Base	Length: 18.5" Depth: 22" Height: 46" Seat Length: 18" Seat Depth: 16" Seat Height: 30.75"















Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Chelsea Barstool	CBSBBK	Black, Black Tower Base	<b>Length:</b> 18.5" <b>Depth:</b> 22" <b>Height:</b> 46" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 16" <b>Seat Height:</b> 30.75"
	Chelsea Barstool	CBSBYL	Goldenrod Yellow, Black Tower Base	<b>Length:</b> 18.5" <b>Depth:</b> 22" <b>Height:</b> 46" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 16" <b>Seat Height:</b> 30.75"
	Chelsea Barstool	CBSBGY	Gray, Black Tower Base	<b>Length:</b> 18.5" <b>Depth:</b> 22" <b>Height:</b> 46" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 16" <b>Seat Height:</b> 30.75"
	Chelsea Barstool	CBSBOR	Orange, Black Tower Base	<b>Length:</b> 18.5" <b>Depth:</b> 22" <b>Height:</b> 46" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 16" <b>Seat Height:</b> 30.75"
	Chelsea Barstool	CBSBWL	Walnut-Look, Black Tower Base	<b>Length:</b> 18.5" <b>Depth:</b> 22" <b>Height:</b> 46" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 16" <b>Seat Height:</b> 30.75"
	Christopher Barstool	XBAR	White Vinyl, Chrome	<b>Length:</b> 19" <b>Depth:</b> 19" <b>Height:</b> 41" <b>Seat Length:</b> 14.5" <b>Seat Depth:</b> 15" <b>Seat Height:</b> 29"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Laguna Barstool	LMBAR	Maple, Chrome	<b>Length:</b> 18" <b>Depth:</b> 20" <b>Height:</b> 47" <b>Seat Length:</b> 17" <b>Seat Depth:</b> 16" <b>Seat Height:</b> 31"
	Lift Barstool	ROLLBL	Black Vinyl, Chrome	<b>Round:</b> 18" <b>Height:</b> 23-33.5" <b>Seat Round:</b> 15" <b>Seat Height:</b> 22.25-31.5"
	Lift Barstool	ROLLGY	Gray Vinyl, Chrome	<b>Round:</b> 18" <b>Height:</b> 23-33.5" <b>Seat Round:</b> 15" <b>Seat Height:</b> 22.25-31.5"
	Lift Barstool	ROLLRD	Red Vinyl, Chrome	<b>Round:</b> 18" <b>Height:</b> 23-33.5" <b>Seat Round:</b> 15" <b>Seat Height:</b> 22.25-31.5"
	Lift Barstool	ROLLWH	White Vinyl, Chrome	<b>Round:</b> 18" <b>Height:</b> 23-33.5" <b>Seat Round:</b> 15" <b>Seat Height:</b> 22.25-31.5"
	Lucent Barstool	LUBSCL	Frosted Acrylic, Chrome	<b>Length:</b> 22" <b>Depth:</b> 22.5" <b>Height:</b> 45.5" <b>Seat Length:</b> 16.25" <b>Seat Depth:</b> 15.5" <b>Seat Height:</b> 31"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Marina Barstool	MARBBK	Black Vinyl, Brushed Metal	<b>Length:</b> 21" <b>Depth:</b> 17.5" <b>Height:</b> 41.5" <b>Seat Length:</b> 17" <b>Seat Depth:</b> 16" <b>Seat Height:</b> 30.5"
	Marina Barstool	MARBBR	Brown Fabric, Brushed Metal	<b>Length:</b> 21" <b>Depth:</b> 17.5" <b>Height:</b> 41.5" <b>Seat Length:</b> 17" <b>Seat Depth:</b> 16" <b>Seat Height:</b> 30.5"
	Marina Barstool	MARBBE	Ocean Blue Fabric, Brushed Metal	<b>Length:</b> 21" <b>Depth:</b> 17.5" <b>Height:</b> 41.5" <b>Seat Length:</b> 17" <b>Seat Depth:</b> 16" <b>Seat Height:</b> 30.5"
	Marina Barstool	MARBRD	Red Fabric, Brushed Metal	<b>Length:</b> 21" <b>Depth:</b> 17.5" <b>Height:</b> 41.5" <b>Seat Length:</b> 17" <b>Seat Depth:</b> 16" <b>Seat Height:</b> 30.5"
	Marina Barstool	MARBWH	White Vinyl, Brushed Metal	<b>Length:</b> 21" <b>Depth:</b> 17.5" <b>Height:</b> 41.5" <b>Seat Length:</b> 17" <b>Seat Depth:</b> 16" <b>Seat Height:</b> 30.5"
	Rustique Barstool	RSTSTL	Gunmetal	<b>Length:</b> 13" <b>Depth:</b> 13" <b>Height:</b> 30" <b>Seat Length:</b> 12" <b>Seat Depth:</b> 12" <b>Seat Height:</b> 30"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Shark Barstool	BS001	White, Chrome	<b>Length:</b> 22" <b>Depth:</b> 19" <b>Height:</b> 34-44" <b>Seat Length:</b> 17.5" <b>Seat Depth:</b> 14.5" <b>Seat Height:</b> 21.5-32"
	Syntax Barstool	BSR	Black, Chrome	<b>Length:</b> 23" <b>Depth:</b> 19" <b>Height:</b> 43.25" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 17" <b>Seat Height:</b> 28.5"
	Zenith Barstool	ZENBAR	White, Chrome	<b>Length:</b> 19" <b>Depth:</b> 20" <b>Height:</b> 44" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 16" <b>Seat Height:</b> 29"
	Zoey Barstool	BS002	White, Chrome	<b>Length:</b> 15" <b>Depth:</b> 16" <b>Height:</b> 30-34.75" <b>Seat Length:</b> 14" <b>Seat Depth:</b> 13" <b>Seat Height:</b> 26-30.5"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	30" Round Bar Table w/ Hydraulic Base	30WDHB	Barnwood Top	<b>Round:</b> 30" <b>Height:</b> 45"
	30" Round Bar Table w/ Hydraulic Base	30BKHB	Black Top	<b>Round:</b> 30" <b>Height:</b> 45"
	30" Round Bar Table w/ Hydraulic Base	30BEHB	Blue Top	<b>Round:</b> 30" <b>Height:</b> 45"
	30" Round Bar Table w/ Hydraulic Base	30AGHB	Brushed Gunmetal Top	<b>Round:</b> 30" <b>Height:</b> 45"
	30" Round Bar Table w/ Hydraulic Base	30YSHB	Brushed Yellow Top	<b>Round:</b> 30" <b>Height:</b> 45"
	30" Round Bar Table w/ Hydraulic Base	30GRHB	Graphite Nebula Top	<b>Round:</b> 30" <b>Height:</b> 45"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	30" Round Bar Table w/ Hydraulic Base	30GSHB	Green Top	<b>Round: 30"</b> <b>Height: 45"</b>
	30" Round Bar Table w/ Hydraulic Base	30MTHB	Maple Top	<b>Round: 30"</b> <b>Height: 45"</b>
	30" Round Bar Table w/ Hydraulic Base	30OSHB	Orange Top	<b>Round: 30"</b> <b>Height: 45"</b>
	30" Round Bar Table w/ Hydraulic Base	30BRHB	Red Top	<b>Round: 30"</b> <b>Height: 45"</b>
	30" Round Bar Table w/ Hydraulic Base	30WHHB	White Top	<b>Round: 30"</b> <b>Height: 45"</b>
	30" Round Madison Bar Table w/ Hydraulic Base	30MAHB	Gray Acajou Top	<b>Round: 30"</b> <b>Height: 45"</b>














Product Image	Product Name	Product Code	Color/Materials	Dimensions
	30" Round Bar Table w/ Standard Black Base	30WDBB	Barnwood Top	Round: 30" Height: 42"
	30" Round Bar Table w/ Standard Black Base	30BKSB	Black Top	Round: 30" Height: 42"
	30" Round Bar Table w/ Standard Black Base	30BEBB	Blue Top	Round: 30" Height: 42"
	30" Round Bar Table w/ Standard Black Base	30AGBB	Brushed Gunmetal Top	Round: 30" Height: 42"
	30" Round Bar Table w/ Standard Black Base	30YBBB	Brushed Yellow Top	Round: 30" Height: 42"
	30" Round Bar Table w/ Standard Black Base	VTJ	Graphite Nebula Top	Round: 30" Height: 42"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	30" Round Bar Table w/ Standard Black Base	30GSBB	Green Top	Round: 30" Height: 42"
	30" Round Bar Table w/ Standard Black Base	VTK	Maple Top	Round: 30" Height: 42"
	30" Round Bar Table w/ Standard Black Base	30OSBB	Orange Top	Round: 30" Height: 42"
	30" Round Bar Table w/ Standard Black Base	VTB	Red Top	Round: 30" Height: 42"
	30" Round Bar Table w/ Standard Black Base	30WH42	White Top	Round: 30" Height: 42"
	30" Round Madison Bar Table w/ Standard Black Base	VTA	Gray Acajou Top	Round: 30" Height: 42"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	30" Round Bar Table, Powered	P30BWH	White Top, Black	Round: 30" Height: 42"
	36" Round Bar Table w/ Hydraulic Base	36BKHB	Black Top	Round: 36" Height: 45"
	36" Round Bar Table w/ Hydraulic Base	36GRHB	Graphite Nebula Top	Round: 36" Height: 45"
	36" Round Bar Table w/ Hydraulic Base	36MTHB	Maple Top	Round: 36" Height: 45"
	36" Round Bar Table w/ Hydraulic Base	36WTHB	White Top	Round: 36" Height: 45"
	36" Round Bar Table w/ Standard Black Base	36BKSB	Black Top	Round: 36" Height: 42"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	36" Round Bar Table w/ Standard Black Base	VTN	Graphite Nebula Top	Round: 36" Height: 42"
	36" Round Bar Table w/ Standard Black Base	VTP	Maple Top	Round: 36" Height: 42"
	36" Round Bar Table w/ Standard Black Base	VTW	White Top	Round: 36" Height: 42"
	30" Round Cafe Table w/ Hydraulic Base	30WDHC	Barnwood Top	Round: 30" Height: 29"
	30" Round Cafe Table w/ Hydraulic Base	30BKHC	Black Top	Round: 30" Height: 29"
	30" Round Cafe Table w/ Hydraulic Base	30BEHC	Blue Top	Round: 30" Height: 29"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	30" Round Cafe Table w/ Hydraulic Base	30AGHC	Brushed Gunmetal Top	<b>Round: 30"</b> <b>Height: 29"</b>
	30" Round Cafe Table w/ Hydraulic Base	30YSHC	Brushed Yellow Top	<b>Round: 30"</b> <b>Height: 29"</b>
	30" Round Cafe Table w/ Hydraulic Base	30GRHC	Graphite Nebula Top	<b>Round: 30"</b> <b>Height: 29"</b>
	30" Round Cafe Table w/ Hydraulic Base	30GSHC	Green Top	<b>Round: 30"</b> <b>Height: 29"</b>
	30" Round Cafe Table w/ Hydraulic Base	30MTHC	Maple Top	<b>Round: 30"</b> <b>Height: 29"</b>
	30" Round Cafe Table w/ Hydraulic Base	30OSHC	Orange Top	<b>Round: 30"</b> <b>Height: 29"</b>


Product Image	Product Name	Product Code	Color/Materials	Dimensions
	30" Round Cafe Table w/ Hydraulic Base	30BRHC	Red Top	Round: 30" Height: 29"
	30" Round Cafe Table w/ Hydraulic Base	30WHHC	White Top	Round: 30" Height: 29"
	30" Round Madison Cafe Table w/ Hydraulic Base	30MAHC	Gray Acajou Top	Round: 30" Height: 29"
	30" Round Cafe Table w/ Standard Black Base	30WDBC	Barnwood Top	Round: 30" Height: 29"
	30" Round Cafe Table w/ Standard Black Base	30BKSC	Black Top	Round: 30" Height: 29"
	30" Round Cafe Table w/ Standard Black Base	30BEBC	Blue Top	Round: 30" Height: 29"




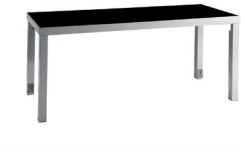


Product Image	Product Name	Product Code	Color/Materials	Dimensions
	30" Round Cafe Table w/ Standard Black Base	30AGBC	Brushed Gunmetal Top	<b>Round: 30"</b> <b>Height: 29"</b>
	30" Round Cafe Table w/ Standard Black Base	30YSBC	Brushed Yellow Top	<b>Round: 30"</b> <b>Height: 29"</b>
	30" Round Cafe Table w/ Standard Black Base	ZTJ	Graphite Nebula Top	<b>Round: 30"</b> <b>Height: 29"</b>
	30" Round Cafe Table w/ Standard Black Base	30GSBC	Green Top	<b>Round: 30"</b> <b>Height: 29"</b>
	30" Round Cafe Table w/ Standard Black Base	ZTK	Maple Top	<b>Round: 30"</b> <b>Height: 29"</b>
	30" Round Cafe Table w/ Standard Black Base	30OSBC	Orange Top	<b>Round: 30"</b> <b>Height: 29"</b>



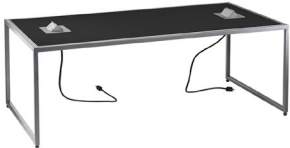
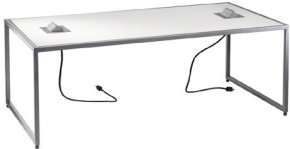




Product Image	Product Name	Product Code	Color/Materials	Dimensions
	30" Round Cafe Table w/ Standard Black Base	ZTB	Red Top	<b>Round: 30"</b> <b>Height: 29"</b>
	30" Round Cafe Table w/ Standard Black Base	30WH29	White Top	<b>Round: 30"</b> <b>Height: 29"</b>
	30" Round Madison Cafe Table w/ Standard Black Base	ZTA	Gray Acajou Top	<b>Round: 30"</b> <b>Height: 29"</b>
	30" Round Cafe Table, Powered	P30CWH	White Top, Black	<b>Round: 30"</b> <b>Height: 29"</b>
	36" Round Cafe Table w/ Hydraulic Base	36BKHC	Black Top	<b>Round: 36"</b> <b>Height: 29"</b>
	36" Round Cafe Table w/ Hydraulic Base	36MTHC	Maple Top	<b>Round: 36"</b> <b>Height: 29"</b>

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	36" Round Cafe Table w/ Hydraulic Base	36GRHC	Graphite Nebula Top	<b>Round: 36"</b> <b>Height: 29"</b>
	36" Round Cafe Table w/ Hydraulic Base	36WTHC	White Top	<b>Round: 36"</b> <b>Height: 29"</b>
	36" Round Cafe Table w/ Standard Black Base	36BKSC	Black Top	<b>Round: 36"</b> <b>Height: 29"</b>
	36" Round Cafe Table w/ Standard Black Base	ZTN	Graphite Nebula Top	<b>Round: 36"</b> <b>Height: 29"</b>
	36" Round Cafe Table w/ Standard Black Base	ZTP	Maple Top	<b>Round: 36"</b> <b>Height: 29"</b>
	36" Round Cafe Table w/ Standard Black Base	ZTQ	White Top	<b>Round: 36"</b> <b>Height: 29"</b>







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Rustique Square Metal Bar Table	RSTSQT	Gunmetal	<b>Length:</b> 23.75" <b>Depth:</b> 23.75" <b>Height:</b> 41.25"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Ventura Communal Bar Table	VNTBNP VNTWNP VNTMNP	Black Top, Silver White Top, Silver Maple Top, Silver	<b>Length:</b> 72.25" <b>Depth:</b> 26.25" <b>Height:</b> 42"
	Ventura Communal Bar Table, Powered	VNTBLK VNTWHT	Black Top, Silver White Top, Silver	<b>Length:</b> 72.25" <b>Depth:</b> 26.25" <b>Height:</b> 42"
	Ventura Communal Bar Table w/ Grommet Holes	VNTBWW VNTBMW	White Top, Silver Maple Top, Silver	<b>Length:</b> 72.25" <b>Depth:</b> 26.25" <b>Height:</b> 42"
	Ventura Communal Cafe Table	VNTCBN VNTCWN VNTCMN	Black Top, Silver White Top, Silver Maple Top, Silver	<b>Length:</b> 72.25" <b>Depth:</b> 26.25" <b>Height:</b> 30"
	Ventura Communal Cafe Table, Powered	VNTCBK VNTCWH	Black Top, Silver White Top, Silver	<b>Length:</b> 72.25" <b>Depth:</b> 26.25" <b>Height:</b> 30"
	Ventura Communal Cafe Table w/ Grommet Holes	VNTCWW VNTCMW	White Top, Silver Maple Top, Silver	<b>Length:</b> 72.25" <b>Depth:</b> 26.25" <b>Height:</b> 30"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<b>Adelaide Powered Cocktail Table</b>	ADCTBP <b>Non-Powered:</b> ADCTBK	Black Top, Silver	<b>Length:</b> 48.87" <b>Depth:</b> 25.37" <b>Height:</b> 18"
	<b>Adelaide Powered Cocktail Table</b>	ADCTWP <b>Non-Powered:</b> ADCTWH	White Top, Silver	<b>Length:</b> 48.87" <b>Depth:</b> 25.37" <b>Height:</b> 18"
	<b>Ventura Communal Bar Table, Powered</b>	VNTBLK VNTWHT	Black Top, Silver White Top, Silver	<b>Length:</b> 72.25" <b>Depth:</b> 26.25" <b>Height:</b> 42"
	<b>Ventura Communal Cafe Table, Powered</b>	VNTCBK VNTCWH	Black Top, Silver White Top, Silver	<b>Length:</b> 72.25" <b>Depth:</b> 26.25" <b>Height:</b> 30"
	<b>Village Charging Hub</b>	VILHUB	Cream	<b>Length:</b> 12" <b>Depth:</b> 12" <b>Height:</b> 28.25"
	<b>Wireless Charging Table</b>	CUBPOW	White, AC Outlets	<b>Length:</b> 20" <b>Depth:</b> 20" <b>Height:</b> 18"















Product Image	Product Name	Product Code	Color/Materials	Dimensions
	30" Round Bar Table, Powered	P30BWH	White Top, Silver	Round: 30" Height: 42"
	10' Table	Powered: BKC10P Non-Powered: BKC10N	Black Top, Silver	Length: 120" Depth: 48" Height: 29"
	8' Table	Powered: BKCT8P Non-Powered: BKCT8N	Black Top, Silver	Length: 96" Depth: 60" Height: 29"
	5' Table	Powered: BKCT5P Non-Powered: BKCT5N	Black Top, Silver	Length: 60" Depth: 48" Height: 29"
	10' Table	Powered: C10PWR Non-Powered: CONF10	White Top, Silver	Length: 120" Depth: 48" Height: 29"
	8' Table	Powered: C8PWR Non-Powered: CONF8	White Top, Silver	Length: 96" Depth: 60" Height: 29"















Product Image	Product Name	Product Code	Color/Materials	Dimensions
	5' Table	Powered: C5PWR Non-Powered: CONF5	White Top, Silver	Length: 60" Depth: 48" Height: 29"
	Madison 10' Table	Powered: M10PWR Non-Powered: MADC10	Gray Acajou, Silver	Length: 120" Depth: 48" Height: 29"
	Madison 8' Table	Powered: M8PWR Non-Powered: MADC08	Gray Acajou, Silver	Length: 96" Depth: 60" Height: 29"
	Madison 5' Table	Powered: M5PWR Non-Powered: MADC05	Gray Acajou, Silver	Length: 60" Depth: 48" Height: 29"











Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Adelaide Cocktail Table	Non-Powered: ADCTBK Powered: ADCTBP	Black Top, Silver	Length: 48.875" Depth: 25.375" Height: 18"
	Adelaide Cocktail Table	ADCTGL	Glass Top, Silver	Length: 48.875" Depth: 25.375" Height: 18"
	Adelaide Cocktail Table	Non-Powered: ADCTWH Powered: ADCTWP	White Top, Silver	Length: 48.875" Depth: 25.375" Height: 18"
	Adelaide End Table	ADETBK	Black Top, Silver	Length: 21.5" Depth: 21.5" Height: 18"
	Adelaide End Table	ADETGL	Glass Top, Silver	Length: 21.5" Depth: 21.5" Height: 18"
	Adelaide End Table	ADETWH	White Top, Silver	Length: 21.5" Depth: 21.5" Height: 18"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Alondra Cocktail Table	ALC100	Glass Top, Chrome	<b>Length:</b> 47" <b>Depth:</b> 24" <b>Height:</b> 16"
	Alondra Cocktail Table	ALC200	Brandy Maple Top, Chrome	<b>Length:</b> 47" <b>Depth:</b> 24" <b>Height:</b> 17"
	Alondra End Table	ALE100	Glass Top, Chrome	<b>Length:</b> 20" <b>Depth:</b> 20" <b>Height:</b> 20"
	Alondra End Table	ALE200	Brandy Maple Top, Chrome	<b>Length:</b> 20" <b>Depth:</b> 20" <b>Height:</b> 21"
	Geo Cocktail Table w/ Black Base	C1FWB	Brandy Maple Top, Black	<b>Length:</b> 47" <b>Depth:</b> 24" <b>Height:</b> 17"
	Geo End Table w/ Black Base	E1FWB	Brandy Maple Top, Black	<b>Length:</b> 20" <b>Depth:</b> 20" <b>Height:</b> 21"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Geo Cocktail Table w/ Chrome Base	CIC	Glass Top, Chrome	<b>Length:</b> 50" <b>Depth:</b> 22" <b>Height:</b> 16"
	Geo End Table w/ Chrome Base	EIC	Glass Top, Chrome	<b>Length:</b> 24" <b>Depth:</b> 24" <b>Height:</b> 20"
	Mesa Cocktail Table	MESCTW	Barnwood Top, Bronze	<b>Round:</b> 32.25" <b>Height:</b> 17.25"
	Mesa Cocktail Table	MESCTB	Black Top, Bronze	<b>Round:</b> 32.25" <b>Height:</b> 17.25"
	Mesa Cocktail Table	MESCTG	Glass Top, Bronze	<b>Round:</b> 36" <b>Height:</b> 17.25"
	Mesa End Table	MESETW	Barnwood Top, Bronze	<b>Round:</b> 20.5" <b>Height:</b> 21.25"




Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Mesa End Table	MESETB	Black Top, Bronze	<b>Round:</b> 20.5" <b>Height:</b> 21.25"
	Mesa End Table	MESETG	Glass Top, Bronze	<b>Round:</b> 24" <b>Height:</b> 21.25"
	Regis Bench/Table	REGBEN	Brushed Metal	<b>Length:</b> 47" <b>Depth:</b> 15.5" <b>Height:</b> 16"
	Regis End Table	REGOTT	Brushed Metal	<b>Length:</b> 16" <b>Depth:</b> 15.5" <b>Height:</b> 16.5"
	Silverado Cocktail Table	C1E	Glass Top, Chrome	<b>Round:</b> 36" <b>Height:</b> 17"
	Silverado End Table	E1E	Glass Top, Chrome	<b>Round:</b> 24" <b>Height:</b> 22"









Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Sydney Cocktail Table	SYDWDC	Barnwood Top, Brushed Steel	<b>Length:</b> 48" <b>Depth:</b> 26" <b>Height:</b> 18"
	Sydney Cocktail Table	<b>Non-Powered:</b> C1Y <b>Powered:</b> C1YP	Black Top, Brushed Steel	<b>Length:</b> 48" <b>Depth:</b> 26" <b>Height:</b> 18"
	Sydney Cocktail Table	SYDBEC	Blue Top, Brushed Steel	<b>Length:</b> 48" <b>Depth:</b> 26" <b>Height:</b> 18"
	Sydney Cocktail Table	<b>Non-Powered:</b> C1W <b>Powered:</b> C1WP	White Top, Brushed Steel	<b>Length:</b> 48" <b>Depth:</b> 26" <b>Height:</b> 18"
	Sydney End Table	SYDWDE	Barnwood Top, Brushed Steel	<b>Length:</b> 27" <b>Depth:</b> 23" <b>Height:</b> 22"
	Sydney End Table	E1Y	Black Top, Brushed Steel	<b>Length:</b> 27" <b>Depth:</b> 23" <b>Height:</b> 22"


Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Sydney End Table	SYDBEE	Blue Top, Brushed Steel	<b>Length:</b> 27" <b>Depth:</b> 23" <b>Height:</b> 22"
	Sydney End Table	E1W	White Top, Brushed Steel	<b>Length:</b> 27" <b>Depth:</b> 23" <b>Height:</b> 22"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Aura Round Table	AURA	White Metal	Round: 15" Height: 22"
	Sedona Side Table	SEDBWD	Barnwood Top, Bronze	Length: 15.75" Depth: 15.75" Height: 24"
	Sedona Side Table	SEDBBK	Black Top, Bronze	Length: 15.75" Depth: 15.75" Height: 24"
	Sedona Side Table	SEDBWH	White Top, Bronze	Length: 15.75" Depth: 15.75" Height: 24"
	Taos Side Table	TAOBWD	Barnwood Top, Bronze	Length: 15.75" Depth: 15.75" Height: 24"
	Taos Side Table	TAOBBK	Black Top, Bronze	Length: 15.75" Depth: 15.75" Height: 24"



















Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Taos Side Table	TAOBWH	White Top, Bronze	Length: 15.75" Depth: 15.75" Height: 24"
	Timber Table	TMBTBL	Wood	Round: 16" Height: 17"
	Wireless Charging Table	CUBPOW	White, AC Outlets	Length: 20" Depth: 20" Height: 18"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Madison Executive Desk	JD8	Gray Acajou	<b>Length:</b> 60" <b>Depth:</b> 30" <b>Height:</b> 29"
 	Tech Desk, Powered	TECH	Black Metal, Black Laminate w/electrical unit	<b>Length:</b> 60" <b>Depth:</b> 30" <b>Height:</b> 30"
 	Tech Desk, Powered w/ 3 Drawer File Cabinet	TECH3B	Black Metal, Black Laminate w/electrical unit	<b>Length:</b> 60" <b>Depth:</b> 30" <b>Height:</b> 30"
	Madison Bookcase	BC8	Gray Acajou	<b>Length:</b> 36" <b>Depth:</b> 12" <b>Height:</b> 72"
	Posh Shelving	PSHCCS	Chrome, Acrylic	<b>Length:</b> 36" <b>Depth:</b> 18" <b>Height:</b> 72"
	Divider, Freestanding Whiteboard	DIVFWB	Silver, White	<b>Length:</b> 39.5" <b>Depth:</b> 1.5" <b>Height:</b> 72"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	3 Drawer File Cabinet on Castors	TECH3	Black Top, Black Metal	<b>Length:</b> 16" <b>Depth:</b> 20" <b>Height:</b> 28"





Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Atomic 42" Round Table	42ATO	Glass Top, Chrome	Round: 42" Height: 30"
	Atomic 36" Round Table	36ATO	Glass Top, Chrome	Round: 36" Height: 30"
	Geo Table, Rectangle	CF2 CE2	Glass Top, Black Glass Top, Chrome	Length: 60" Depth: 36" Height: 29"
	Geo Table, Rounded Square	CE1 CF1	Glass Top, Chrome Glass Top, Black	Length: 42" Depth: 42" Height: 29"
	Work Table	WD3	White Top, White	Length: 48" Depth: 24" Height: 30"
	42" Round Madison Table	CB8	Gray Acajou, Black	Round: 42" Height: 29"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	42" Round Table	CONF42	White Top, Black	<b>Round:</b> 42" <b>Height:</b> 29"
	42" Round Table	42BKCT	Black Top, Black	<b>Round:</b> 42" <b>Height:</b> 29"
	10' Table	<b>Powered:</b> BKC10P <b>Non-Powered:</b> BKC10N	Black Top, Silver	<b>Length:</b> 120" <b>Depth:</b> 48" <b>Height:</b> 29"
	8' Table	<b>Powered:</b> BKCT8P <b>Non-Powered:</b> BKCT8N	Black Top, Silver	<b>Length:</b> 96" <b>Depth:</b> 60" <b>Height:</b> 29"
	5' Table	<b>Powered:</b> BKCT5P <b>Non-Powered:</b> BKCT5N	Black Top, Silver	<b>Length:</b> 60" <b>Depth:</b> 48" <b>Height:</b> 29"
	10' Table	<b>Powered:</b> C10PWR <b>Non-Powered:</b> CONF10	White Top, Silver	<b>Length:</b> 120" <b>Depth:</b> 48" <b>Height:</b> 29"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	8' Table	<b>Powered:</b> C8PWR <b>Non-Powered:</b> CONF8	White Top, Silver	<b>Length:</b> 96" <b>Depth:</b> 60" <b>Height:</b> 29"
				
	5' Table	<b>Powered:</b> C5PWR <b>Non-Powered:</b> CONF5	White Top, Silver	<b>Length:</b> 60" <b>Depth:</b> 48" <b>Height:</b> 29"
				
	Madison 10' Table	<b>Powered:</b> M10PWR <b>Non-Powered:</b> MADC10	Gray Acajou, Silver	<b>Length:</b> 120" <b>Depth:</b> 48" <b>Height:</b> 29"
				
	Madison 8' Table	<b>Powered:</b> M8PWR <b>Non-Powered:</b> MADC08	Gray Acajou, Silver	<b>Length:</b> 96" <b>Depth:</b> 60" <b>Height:</b> 29"
				
	Madison 5' Table	<b>Powered:</b> M5PWR <b>Non-Powered:</b> MADC05	Gray Acajou, Silver	<b>Length:</b> 60" <b>Depth:</b> 48" <b>Height:</b> 29"
				




Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Ace High Back Chair	ACEHBC	White Vinyl, Chrome	<b>Length:</b> 26" <b>Depth:</b> 26" <b>Height:</b> 42.25-44" <b>Seat Length:</b> 19.5" <b>Seat Depth:</b> 18" <b>Seat Height:</b> 17-19.75"
	Ace Mid Back Chair	ACEMBC	White Vinyl, Chrome	<b>Length:</b> 26" <b>Depth:</b> 26" <b>Height:</b> 33.25-33.75" <b>Seat Length:</b> 19.5" <b>Seat Depth:</b> 18" <b>Seat Height:</b> 17-19.75"
	Cupertino Mid Back Chair	CUPCHA	Black Vinyl, Chrome	<b>Length:</b> 27" <b>Depth:</b> 30.5" <b>Height:</b> 40-43" <b>Seat Length:</b> 19.5" <b>Seat Depth:</b> 19" <b>Seat Height:</b> 18.5-20.5"
	Genesis Chair	GENCHA	Black	<b>Length:</b> 27.5" <b>Depth:</b> 27.5" <b>Height:</b> 40-43.5" <b>Seat Length:</b> 20" <b>Seat Depth:</b> 17.5" <b>Seat Height:</b> 17.5-21"
	Pro Executive Guest Chair	PROGB	Black Vinyl, Chrome	<b>Length:</b> 24" <b>Depth:</b> 26" <b>Height:</b> 36" <b>Seat Length:</b> 19.5" <b>Seat Depth:</b> 19" <b>Seat Height:</b> 18"
	Pro Executive High Back Chair	PROEXB	Black Vinyl, Chrome	<b>Length:</b> 25" <b>Depth:</b> 24" <b>Height:</b> 45-48" <b>Seat Length:</b> 19.5" <b>Seat Depth:</b> 18.5" <b>Seat Height:</b> 18-21"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Pro Executive High Back Chair	PROEXE	White Vinyl, Chrome	<b>Length:</b> 25" <b>Depth:</b> 24" <b>Height:</b> 45-48" <b>Seat Length:</b> 19.5" <b>Seat Depth:</b> 18.5" <b>Seat Height:</b> 18-21"
	Pro Executive Mid Back Chair	PROMDB	Black Vinyl, Chrome	<b>Length:</b> 24" <b>Depth:</b> 22" <b>Height:</b> 36.75-39.75" <b>Seat Length:</b> 20" <b>Seat Depth:</b> 19.5" <b>Seat Height:</b> 18-21"
	Pro Executive Mid Back Chair	PROMID	White Vinyl, Chrome	<b>Length:</b> 24" <b>Depth:</b> 22" <b>Height:</b> 36.75-39.75" <b>Seat Length:</b> 20" <b>Seat Depth:</b> 19.5" <b>Seat Height:</b> 18-21"
	Task Stool	TASKST	Black Fabric, Black	<b>Length:</b> 27.5" <b>Depth:</b> 27.5" <b>Height:</b> 32.75-40.25" <b>Seat Length:</b> 18.5" <b>Seat Depth:</b> 18.5" <b>Seat Height:</b> 18-25.5"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Midtown Powered Counter, Lighted w/ Plug In	MTCLPI	Taupe Glass Top, Pewter	<b>Length:</b> 60" <b>Depth:</b> 18" <b>Height:</b> 42"
	Midtown Powered Counter, Unlighted	MTCPUL	Taupe Glass Top, Pewter	<b>Length:</b> 60" <b>Depth:</b> 18" <b>Height:</b> 42"
	Powered Locking Pedestal, 36"	PDL36B	Black	<b>Length:</b> 24" <b>Depth:</b> 24" <b>Height:</b> 36"
	Powered Locking Pedestal, 36"	PDL36W	White	<b>Length:</b> 24" <b>Depth:</b> 24" <b>Height:</b> 36"
	Powered Locking Pedestal, 42"	PDL42B	Black	<b>Length:</b> 24" <b>Depth:</b> 24" <b>Height:</b> 42"
	Powered Locking Pedestal, 42"	PDL42W	White	<b>Length:</b> 24" <b>Depth:</b> 24" <b>Height:</b> 42"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Clear Divider, Bar/Counter	DIVBAR	Clear, Black	<b>Length:</b> 48-70" <b>Depth:</b> 12" <b>Height:</b> 31.5"
	Clear Divider, Freestanding	DIVFRE	Silver, Clear	<b>Length:</b> 39" <b>Depth:</b> 1.5" <b>Height:</b> 72"
	Clear Divider, Freestanding Corner	DIVFCR	Silver, Clear	<b>Length:</b> 39" <b>Depth:</b> 39" <b>Height:</b> 72"
	Clear Divider, Freestanding Wall	DIVFWL	Silver, Clear	<b>Length:</b> 40" <b>Depth:</b> 1.5" <b>Height:</b> 72"
	Clear Divider, Sofa/Table	DIVFST	Silver, Clear	<b>Length:</b> 34" <b>Depth:</b> 11" <b>Height:</b> 47-74"
	Miramar Divider, White	MIRWHT	Molded Plastic	<b>Length:</b> 63" <b>Depth:</b> 23" <b>Height:</b> 83"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Stanchion Sign Holder	STNSGN	Chrome	<b>Length:</b> 10" <b>Height:</b> 13"
	Stanchion w/ Retractable Belt	STNCH1	Black, Chrome	<b>Length:</b> 96" <b>Height:</b> 37"
	Village Charging Hub	VILHUB	Cream	<b>Length:</b> 12" <b>Depth:</b> 12" <b>Height:</b> 28.25"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Mason Floor Lamp	LA15	Brushed Silver	Round: 18" Height: 55"
	Mason Table Lamp	LA14	Brushed Silver	Round: 16" Height: 26"

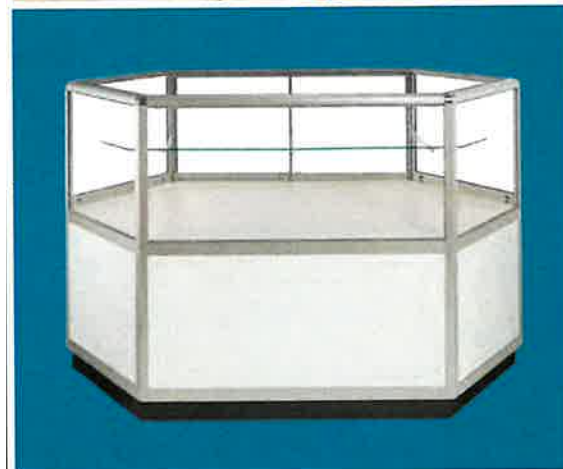
Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Boxwood Hedge 7'	HDG7FT	Green, Black	<b>Length:</b> 36.5" <b>Depth:</b> 12" <b>Height:</b> 84"
	Boxwood Hedge 4'	HDG4FT	Green, Black	<b>Length:</b> 46" <b>Depth:</b> 9" <b>Height:</b> 47"



®

EXPOSITION

SERVICES





# Standard White Line



**FULL VISION**

## FEATURES:

- Fluorescent or LED lighting available
- Aluminum frame
- Matte white formica exterior
- Solid sides
- Sliding doors with lock (no mirrors)
- Rear storage area with lock in half and quarter vision cases
- Available in 4', 5' and 6' lengths and corner cases
- 38" high and 20" deep
- Showcases are available in full, half and quarter vision
- Corner cases are available in half and quarter vision only



**HALF VISION**



**HALF VISION**



**QUARTER VISION**



**QUARTER VISION**

# Designer Line



HALF VISION CORNER



HALF VISION



QUARTER VISION

## FEATURES:

- Fluorescent , halogen, or LED lighting available
- Aluminum frame
- Textured designer gray formica exterior
- Glass sides
- Mirrored sliding doors with lock
- Rear storage area with lock in half and quarter vision only
- Available in 4', 5' and 6' lengths and corner cases
- 39" high and 20" deep
- Showcases are available in full, half and quarter vision
- Corner cases are available in half and quarter vision only



FULL VISION

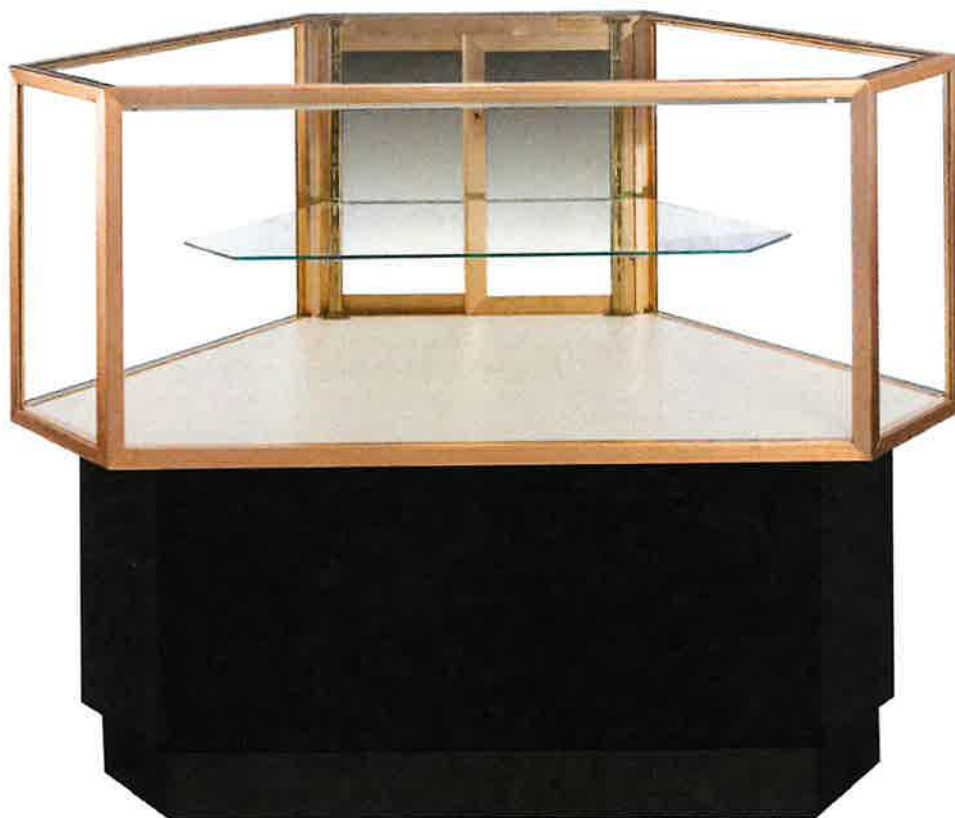


QUARTER VISION CORNER

# Deluxe Line

## FEATURES:

- Fluorescent or LED lighting available
- Brushed gold frame
- Glossy black formica exterior
- Glass sides
- Mirrored sliding doors with lock
- Rear storage area with lock
- Available in 4', 5' and 6' lengths and corner cases
- 38" high and 20" deep
- Showcases and corner cases available in half vision and quarter vision only



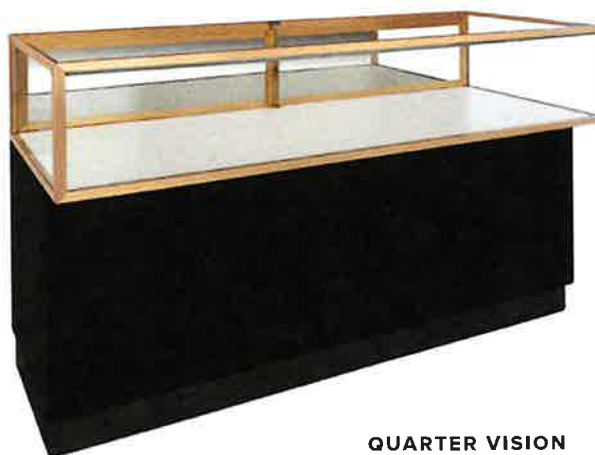
HALF VISION CORNER



QUARTER VISION CORNER



HALF VISION



QUARTER VISION



# Elite Line



**QUARTER VISION CORNER**



**QUARTER VISION**



**HALF VISION**



**HALF VISION CORNER**

## **FEATURES:**

- Halogen or LED lighting available
- Brushed gold frame
- Verdigris formica exterior
- Glass sides
- Mirrored sliding doors with lock
- Rear storage area with lock
- Available in 4', 5' and 6' lengths and corner cases
- 39" high and 20" deep
- Showcases and corner cases are available in half vision and quarter vision only

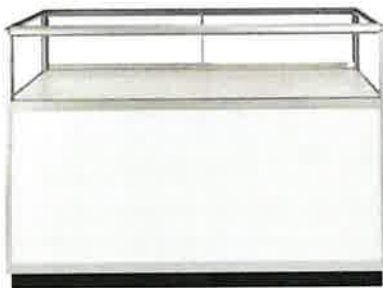
# Ultra Line



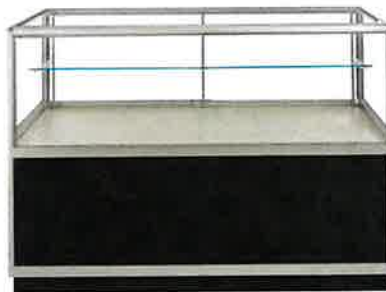
**WHITE HALF VISION CORNER**

## FEATURES:

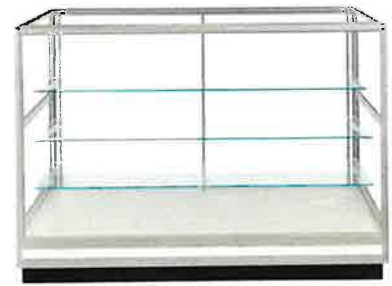
- LED lighting available in 3000K Yellow or 6000K White
- Aluminum frame
- Glossy black or matte white exterior
- Glass sides
- Glass sliding doors with lock
- Rear storage area with lock available on half and quarter vision showcases only
- Available in 4', 5', and 6' lengths and corner cases
- Showcases are 41½" high and 20" deep
- Corner cases available in two sizes:
  - 34" wide and 20" deep
  - 48" wide and 27½" deep
- All cases available in full vision, half vision, and quarter vision



**WHITE QUARTER VISION**



**BLACK HALF VISION**



**WHITE FULL VISION**



**BLACK QUARTER VISION CORNER**



**WHITE HALF VISION CORNER**



**BLACK FULL VISION CORNER**

# Tower



**WHITE**



**DESIGNER**



**DELUXE**



**ELITE**

## CHOICES:

- **STANDARD WHITE:** Aluminum frame with a white formica exterior
- **DESIGNER:** Aluminum frame with a textured gray formica exterior
- **DELUXE:** Brushed gold frame with a glossy black formica exterior
- **ELITE:** Brushed gold frame with a verdigris formica exterior

## FEATURES:

- Halogen and LED lighting available
- 6" canopy
- 3 adjustable glass shelves
- Clear glass on four sides
- Hinged framed door with lock
- 20" wide x 20" deep x 80" high
- 20" wide x 20" deep x 54" high glass display area

# Museum Pedestal



WHITE



DELUXE



BEIGE

## CHOICES:

- **WHITE:** Aluminum frame with matte white formica exterior
- **DELUXE:** Brushed gold frame with glossy black formica exterior
- **BEIGE:** Brushed gold frame with beige formica exterior

## FEATURES:

- Halogen lighting or LED lighting available
- 8" canopy
- Glass doors with lock
- Storage area with lock
- 30" wide x 20" deep x 70" high
- 30" wide x 20" deep x 20" high glass display area



# Accent Cube



**WHITE**



**DESIGNER**

## **WHITE & DESIGNER LINE FEATURES:**

- Aluminum frame
- 3 fixed 50 watt lights
- LED lighting available
- Standard white or textured gray formica exterior
- 18" wide x 18" deep x 70" high
- 18" wide x 18" deep x 18" high glass display area
- Hinged frameless glass door with lock
- Storage area with lock

## **DELUXE & ELITE LINE FEATURES:**

- Brushed gold frame
- 4 MR16 lights in pivoting fixtures
- LED lighting available
- Glossy black or verdigris formica exterior
- 18" wide x 18" deep x 70" high
- 18" wide x 18" deep x 18" high glass display area
- Hinged frameless glass door with lock
- Storage area with lock



**DELUXE**



**ELITE**



PACK EXPO East  
March 18-20, 2024  
Pennsylvania Convention Center  
Philadelphia, PA

## Glass Showcases

**Discount Deadline:**  
**February 12, 2024**

- Orders received after the Discount Deadline date or without payment will be charged the Standard rate and are subject to availability.
- All keys must be left with the showcase or a charge of \$10.00 will be added to your Account Summary.
- Electrical outlets and electrical labor for showcase lights are **NOT** included. See our electrical service forms to order electrical.
- **PES is not responsible for any damage or theft to any items left or stored in locked or unlocked showcases.**
- Orders placed less than 2 weeks prior to show move-in will be charged a service charge of \$100.00 per showcase.
- Cancellations received less than 2 weeks prior to the first day of exhibitor scheduled move-in will be billed at 100%.

[Click here](#) to order online.

### STANDARD WHITE LINE

*Includes fluorescent lighting, aluminum frame, matte white Formica exterior, solid sides, sliding doors w/ locks (no mirrors), rear storage area w/ lock in half and quarter vision only. 20"D x 38"H*

Size	Quantity			Advance Price	Standard Price	TOTAL
	Full Vision	Half Vision	Quarter Vision			
4' Length				\$482.15	\$688.80	
5' Length				\$482.15	\$688.80	
6' Length				\$482.15	\$688.80	
34" Corner	N/A			\$507.90	\$725.60	
Upgrade to LED Lighting (per showcase)				\$121.45	\$173.50	

### DESIGNER LINE

*Includes lighting, aluminum frame, textured designer grey Formica exterior, glass sides,, mirrored sliding doors w/ lock, rear storage area w/ lock in half and quarter vision only. 20"D x 39"H.*

4' Length Fluorescent Lighting				\$514.30	\$734.75	
5' Length Fluorescent Lighting				\$514.30	\$734.75	
6' Length Fluorescent Lighting				\$514.30	\$734.75	
34" Corner Fluorescent Lighting	N/A			\$532.90	\$761.30	
42" Corner Fluorescent Lighting	N/A	N/A		\$552.90	\$789.90	
4' Length Halogen Lighting				\$578.60	\$826.60	
5' Length Halogen Lighting				\$578.60	\$826.60	
6' Length Halogen Lighting				\$578.60	\$826.60	
34" Corner Halogen Lighting	N/A			\$597.90	\$854.15	
42" Corner Halogen Lighting	N/A	N/A		\$617.15	\$881.65	
Upgrade to LED Lighting (per showcase)				\$121.45	\$173.50	

### ADDITIONAL INFORMATION

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

### CALCULATING YOUR TOTAL

Subtotal	
Taxes and Fees Multiplied by 8%	
Delivery Fee	\$50.00
<b>TOTAL</b>	

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

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

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

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

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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PACK EXPO East  
March 18-20, 2024  
Pennsylvania Convention Center  
Philadelphia, PA

## Glass Showcases

**Discount Deadline:**  
**February 12, 2024**

- Orders received after the Discount Deadline date or without payment will be charged the Standard rate and are subject to availability.
- All keys must be left with the showcase or a charge of \$10.00 will be added to your Account Summary.
- Electrical outlets and electrical labor for showcase lights are **NOT** included. See our electrical service forms to order electrical.
- **PES is not responsible for any damage or theft to any items left or stored in locked or unlocked showcases.**
- Orders placed less than 2 weeks prior to show move-in will be charged a service charge of \$100.00 per showcase.
- Cancellations received less than 2 weeks prior to the first day of exhibitor scheduled move-in will be billed at 100%.

[Click here](#) to order online.

### DELUXE LINE

*Includes fluorescent lighting, brushed gold frame, glossy black Formica exterior, glass sides, mirrored sliding doors w/ lock, rear storage area w/ lock. available in half and quarter vision only. 20"D x 38"H.*

Size	Quantity			Advance Price	Standard Price	TOTAL
	Full Vision	Half Vision	Quarter Vision			
4' Length	N/A			\$533.60	\$762.30	
5' Length	N/A			\$533.60	\$762.30	
6' Length	N/A			\$533.60	\$762.30	
34" Corner	N/A			\$559.30	\$799.00	
Upgrade to LED Lighting (per showcase)				\$121.45	\$173.50	

### ELITE LINE

*Includes halogen lighting, brushed gold frame, verdigris Formica exterior, glass sides, mirrored sliding doors w/ lock, rear storage area w/ lock, available in half and quarter vision only. 20"D x 38"H.*

4' Length	N/A			\$565.75	\$808.25	
5' Length	N/A			\$565.75	\$808.25	
6' Length	N/A			\$565.75	\$808.25	
34" Corner	N/A			\$597.90	\$854.15	
Upgrade to LED Lighting (per showcase)				\$ 85.75	\$122.50	

### ADDITIONAL INFORMATION

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

### CALCULATING YOUR TOTAL

Subtotal	
Taxes and Fees Multiplied by 8%	
Delivery Fee	\$50.00
<b>TOTAL</b>	

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

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

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

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

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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## Glass Showcases

**Discount Deadline:**  
**February 12, 2024**

- Orders received after the Discount Deadline date or without payment will be charged the Standard rate and are subject to availability.
- All keys must be left with the showcase or a charge of \$10.00 will be added to your Account Summary.
- Electrical outlets and electrical labor for showcase lights are **NOT** included. See our electrical service forms to order electrical.
- **PES is not responsible for any damage or theft to any items left or stored in locked or unlocked showcases.**
- Orders placed less than 2 weeks prior to show move-in will be charged a service charge of \$100.00 per showcase.
- Cancellations received less than 2 weeks prior to the first day of exhibitor scheduled move-in will be billed at 100%.

[Click here](#) to order online.

### ULTRA LINE

Includes LED lighting available in 3000K Yellow or 6000K White, aluminum frame, glossy black or matte white exterior, glass sides, glass sliding doors w/ lock, rear storage area w/ lock available on half and quarter vision showcases only. Showcases are 20"D x 41.5"H. Corner cases are available in 20"D x 34"L and 27.5"D x 48"L sizes.

Size	Quantity			Advance Price	Standard Price	TOTAL
	Full Vision	Half Vision	Quarter Vision			
4' Length Black				\$649.30	\$ 927.60	
5' Length Black				\$649.30	\$ 927.60	
6' Length Black				\$649.30	\$ 927.60	
34" Corner Black				\$675.00	\$ 964.30	
48" Corner Black				\$700.75	\$1,001.10	
4' Length White				\$649.30	\$ 927.60	
5' Length White				\$649.30	\$ 927.60	
6' Length White				\$649.30	\$ 927.60	
34" Corner White				\$675.00	\$ 964.30	
48" Corner White				\$700.75	\$1,001.10	

Please indicate lighting preference: ☐ 3000k Yellow ☐ 6000K White

### TOWER

Includes halogen lighting, 6" canopy, 3 adjustable glass shelves, clear glass on 4 sides, hinged framed door w/ lock. 20"D x 20"W x 80"H. Display area is 20"D x 20"W x 54"H.

Style	Quantity	Advance Price	Standard Price	TOTAL
Standard White - aluminum, white		\$488.60	\$ 698.00	
Designer - aluminum, gray		\$488.60	\$ 698.00	
Deluxe - brushed gold, glossy black		\$488.60	\$ 698.00	
Elite - brushed gold, verdigris		\$488.60	\$ 698.00	
<b>Upgrade to LED Lighting (per showcase)</b>		\$ 64.30	\$ 91.90	

### ADDITIONAL INFORMATION

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

### CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_  
Taxes and Fees Multiplied by 8% \_\_\_\_\_  
Delivery Fee \$50.00 \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

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

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

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

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

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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## Glass Showcases

**Discount Deadline:**  
**February 12, 2024**

- Orders received after the Discount Deadline date or without payment will be charged the Standard rate and are subject to availability.
- All keys must be left with the showcase or a charge of \$10.00 will be added to your Account Summary.
- Electrical outlets and electrical labor for showcase lights are **NOT** included. See our electrical service forms to order electrical.
- **PES is not responsible for any damage or theft to any items left or stored in locked or unlocked showcases.**
- Orders placed less than 2 weeks prior to show move-in will be charged a service charge of \$100.00 per showcase.
- Cancellations received less than 2 weeks prior to the first day of exhibitor scheduled move-in will be billed at 100%.

[Click here](#) to order online.

### MUSEUM PEDESTAL

Includes halogen lighting, 8" canopy, glass door w/ lock, storage area w/ lock. 20"D x 30"W x 70"H. Display area is 20"D x 30"W x 20"H.

Style	Quantity	Advance Price	Standard Price	TOTAL
White - aluminum, white		\$546.45	\$780.65	
Deluxe - brushed gold, glossy black		\$546.45	\$780.65	
Beige - brushed gold, beige		\$546.45	\$780.65	
<b>Upgrade to LED Lighting (per showcase)</b>		\$ 85.75	\$122.50	

### ACCENT CUBES

Standard White and Designer lines include aluminum frame, 3 fixed 50W lights, standard white or textured gray Formica exterior (as per line), hinged frameless glass door w/ lock, storage area w/ lock. 18"D x 18"W x 70"H. Display area is 18"D x 18"W x 18"H.  
Deluxe and Elite lines include brushed gold frame, 4 MR16lights in pivoting fixtures, glossing black or verdigris Formica exterior (as per line), hinged frameless glass door w/ lock, storage area w/ lock. 18"D x 18"W x 70"H. Display area is 18"D x 18"W x 18"H.

Standard White - aluminum, white		\$475.75	\$679.65	
Designer - aluminum, gray		\$475.75	\$679.65	
Deluxe - brushed gold, glossy black		\$475.75	\$679.65	
Elite - brushed gold, verdigris		\$475.75	\$679.65	
<b>Upgrade to LED Lighting (per showcase)</b>		\$ 64.30	\$ 91.90	

### ADDITIONAL INFORMATION

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

### CALCULATING YOUR TOTAL

Subtotal	
Taxes and Fees Multiplied by 8%	
Delivery Fee	\$50.00
<b>TOTAL</b>	

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

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

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

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

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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# 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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## Graphic Signs

**Discount Deadline:**  
**February 12, 2024**

- Orders received after the advance deadline or without payment will be billed at standard rates. PES cannot guarantee orders placed one week prior to first exhibitor move in date.
- Advance pricing for orders with custom graphics will apply only if production ready artwork files are received and approved prior to the Discount Deadline date. Production ready artwork files submitted or graphic proofs approved after the Discount Deadline date will be billed at Standard rates.
- If any submitted artwork files require editing (file conversion, retouching, cloning, color correction, etc.), a digital set-up fee of \$125.00 will apply. Please allow 3-5 business days for graphic proof turnaround time.
- All signs are printed using six color printing and are printed on 3/16" thick foam board, unless alternative material is agreed upon at the time of placing your order.
- Final approval of graphic proof must be received by the deadline date or expedite fees will apply.
- Once graphic proofs are approved and produced, no refunds will be issued. A 50% cancellation fee will apply for graphic cancellations requested after the Discount Deadline date only if graphics have not been produced. No refunds will be provided 10 days prior to move-in.
- Please review The Graphic Submission Guidelines for instructions on how to format and submit your graphic files.
- Login [online](#) and click "FILE UPLOADS" to submit your graphic files.

[Click here](#) to order online.

### DIGITAL GRAPHICS AND SIGNS

Please indicate sign orientation: ☐ Horizontal ☐ Vertical

Item	Quantity	Advance Price	Standard Price	Total
7" x 11"	@	\$100.00	\$142.90	=
11" x 14"	@	\$122.25	\$174.65	=
14" x 22"	@	\$125.50	\$179.30	=
22" x 28"	@	\$161.75	\$231.10	=
28" x 44"	@	\$189.75	\$271.10	=
40" x 60"	@	\$306.00	\$437.15	=
Banner per Sq. Ft. (Single Sided)	@	\$ 24.00	\$ 34.30	=
Easel Back (for up to 11" x 14")	@	\$ 16.00	\$ 22.90	=
Double Stick Back	@	\$ 16.00	\$ 22.90	=
Additional Design Time	@	\$120.00/ hr.	\$171.45/ hr.	=
Digital Set-Up Fee	@	\$125.00	\$125.00	=

Please specify copy and layout below or login [here](#) and click "FILE UPLOADS" to submit your graphic files.

### ADDITIONAL INFORMATION

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

### CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_  
8% Sales Tax \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

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

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

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

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

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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## Graphics Guidelines

### 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 or art department. Artwork must be submitted in the proper resolution and/or file size to produce quality images. Please provide proper color matching information and proofs to ensure accurate color reproduction.

### PLEASE PROVIDE FOLLOWING WHEN SUBMITTING FILES

#### 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)

#### Fonts 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

### 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

### ACCEPTABLE FILE TYPES AND SUPPORT SOFTWARE

#### 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 OR 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)

### TO SEND ARTWORK

When placing an order [online](#), click on "FILE UPLOADS" on the right to submit your graphic files.

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## PCC Terms and Conditions

**Discount Deadline:**  
**February 12, 2024**

**All electrical must be ordered through PACK EXPO Services**

### 1. INSTRUCTION FOR COMPLETING ORDER FORM

- A. **All ordering must be done online.**
- B. Services requested at location other than back of booth must include proper forms and diagrams. Please note there are additional labor and material charges for locations other than the back of booth for inline & peninsula booths and labor and material charges will always be required for island booths.
- C. For services and equipment not listed on the service order form, please contact your Customer Service Manager at 972-751-9400 or [PES.Service@theexpogroup.com](mailto:PES.Service@theexpogroup.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**
  - Accepted credit cards.  
A Service orders will not be processed without payment. Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided. To pay by credit card, please upload your credit card [online](#).
- B. **Advanced Rates** will be applicable to service orders received with payment in full by the deadline date noted on the front of this form.
- C. **Standard Rates** will be applicable to service orders received after the Advanced Rate Deadline or orders received without payment.
- D. **Third party billing** is available upon request. Please contact your Customer Service Manager for approval.
- E. **Outstanding balance** for services will be automatically billed to the credit card on file.
- F. **Credit will not be given for service installed and not used.**
- G. **Cancellation of services** must be received 21 days prior to the event. Services cancelled without 21 days prior written notice are subject to a cancellation fee of 25%.
- H. **A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.**
- I. Rates are based on current wages and are subject to change without notice.
- J. **Claims** regarding services provided by PCC/Legends/PACK EXPO Services will not be considered unless filed by customer issued prior to the close of show.
- K. **Refunds** of overpayments and dispute resolutions will be issued by submitting requests to PACK EXPO Services within 30 days of the close of final invoicing.
- L. 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 the PCC/Legends/PACK EXPO Services shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance with the PACK EXPO Services Terms and Conditions.
- M. **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.
- N. For companies exempt from sales tax, PCC/Legends/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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## PCC Terms and Conditions

**Discount Deadline:**  
**February 12, 2024**

### 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 the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the Exhibitor Services Desk.
- C. **Electrical services will be turned off one hour after the close of show each day and restored one hour prior to opening.**
- D. 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 PCC and/or its sub-contractors shall remain the property of PCC and/or its Sub-contractors.
- C. All rental equipment furnished by PCC/PACK EXPO Services not left in the booth at the close of the show will be charged an additional 75% of the original rental equipment charge.
- D. PCC and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
- E. PCC or its sub-contractors are not responsible for interruption or fluctuation of services.
- F. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA/ASM/PACK EXPO Services safety standards. All equipment is subject to inspection and approval by PCC/PACK EXPO Services prior to connection to service.
- G. **Customer is responsible for any lost or damaged equipment supplied by the PCC/PACK EXPO Services.**

## ELECTRICAL INSTRUCTIONS

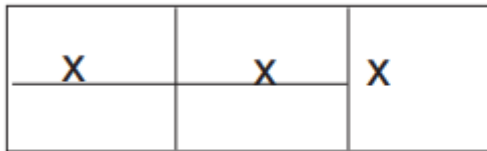
### HOW TO DETERMINE ELECTRICAL REQUIREMENTS

#### For Equipment

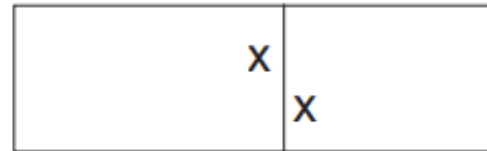
All electrical equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amperage or wattage from the information provided. Standard office and household items operate on 110/120 volt power. Machinery and equipment typically require 208 or 480 volt power.

#### For Lighting

Verify the wattage of the bulbs in the lights and multiply by the number of bulbs/lights. LOCATION OF POWER IN YOUR BOOTH  
In-Line and Peninsula Booths Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the following diagrams: (We cannot guarantee that the outlet will be specifically located in the middle.)  
Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have



**IN-LINE BOOTHS / PENINSULA**

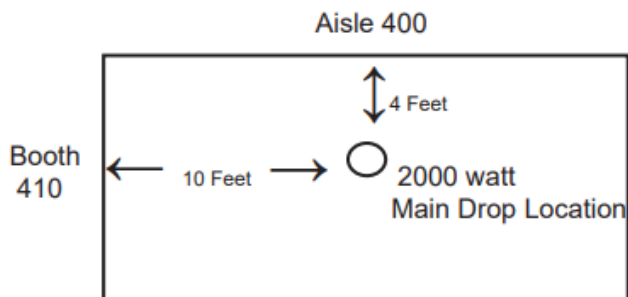


**BACK TO BACK PENINSULA**

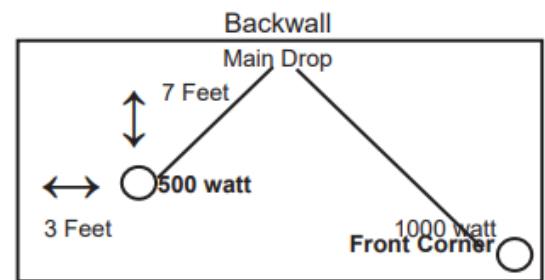
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

#### Island Booths/Multiple Outlets

Floor plans are always required for Island Booths and orders for multiple outlet locations. The floor plan must indicate booth dimensions, surrounding booth numbers for orientation within the facility, each outlet location, required wattage or amperage and location for main drop. If power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis. See examples below: A grid is available at [online](#) to print as a base layout.



**Island Booth with one outlet**



**10 X 20 Booth with multiple outlets  
Labor Required**



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## Electrical Instructions

**Discount Deadline:**  
**February 12, 2024**

### OTHER:

1. Labor is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labor form for complete details. **Please complete the [electrical labor order form](#).**
2. Dismantle labor will be automatically charged at **50% of the installation** time and rounded to the next half hour.
3. All material and equipment provided by PES is for rental purposes only and remains the property of PES. All equipment will be removed at the close of the show by PES.
4. All equipment regardless of power source, must comply with Federal, State and local codes as well as any applicable local recognized electrical authorities and standards. PES reserves the right to inspect all electrical devices and connections to ensure compliance with all codes and proper permitting. PES is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code and permitting.
5. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
6. Exhibitors' cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floorwork. All multi-outlet devices (eg - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
7. Exhibitors' equipment will be modified to conform to PES receptacles. If an outage is the result of an exhibitors' equipment, then a labor charge may be assessed. Labor and materials to install or change a cord cap or fix an outage will be billed on a time and material basis.
8. Exhibitors with hard wall displays must arrange for power to be installed inside the booth or provide access.
9. Power sharing is not permitted between exhibitors.
10. All cords must be installed under carpet/flooring and be installed by electricians. Cords cannot be taped down on top of flooring.
11. **Overhead outlets are available but require additional labor and materials. Please contact your Customer Service Manager if you require dedicated overhead outlets.**
12. **Standard placement outlet rate is only available for linear booths. The outlet must stay in the rear center of the booth. Any change to this outlet will result in additional labor charges.**
13. **Custom Placement: Any outlet that is not center/back of your booth space.**

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 Amp Cord Cap
- 20/30 Amp 120 / 208 / 480 5 Wire - Hubbell Male - HBL 2511 / L2120P
- 60 Amp 208v & 480v Daniel Woodhead 5 Wire - Male Y560P (Pin & Sleeve)
- 100 Amp 208v & 480v Mini-Cam - Male Leviton 15SDM - Female 15SDF
- 200 / 400 Amp 208v & 480v Large-Cam - Male Hubbell HBL 400PT EKE - Female Hubbell HBL 400CT



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Philadelphia, PA

## Electrical Instructions

**Discount Deadline:**  
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To assist in estimating, we recommend that you refer to the name plate or stamp usually located on the back or bottom of any electrical apparatus and order the corresponding outlet for each piece of equipment to avoid tripping/power outages during the event.

Please note that there is a minimum of 500 watts per outlet. A 500 watt (5 amp) outlet cannot be split. A 1000 watt (10 amp) outlet can only be split one time. A 2000 watt (20 amp) outlet can only be split three times.

The formula for wattage is voltage x amperage (120 volt x 1 amp = 120 watts)

Example: 5 - 100 watt light bulbs = (5 x 100 = 500 watts)

The following wattages are approximate and are provided to help you estimate your power usage.

ITEM	ESTIMATED WATTAGE
Arm Lights .....	75-100
Card Reader (credit) / Lead Retrieval .....	50
Charging Furniture – PES Event Collection .....	500
Charging Furniture – PES Furnishings .....	500 per port (1000 max)
Computer.....	250-500
Computer – Laptop .....	100
Blu-Ray / DVD Player.....	50-100
Heater (Portable).....	500
Heat Press for T-Shirts .....	2000
iPhone/Android.....	20
iPad/Tablet .....	25-50
Kitchen Appliances.....	500-2000
Laminator .....	2000
LED Panels .....	500-1000
Projector .....	1000
Refrigerator (Small) .....	500
Refrigerator (Large).....	1000
Steamer .....	2000
Stereo .....	100-500
Vacuum Cleaner .....	1500
Water Cooler .....	1000
TVs/Monitors.....	1000 (update television line)
Espresso Machine .....	30amp/208 volt, single phase





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## Electrical Service

**Discount Deadline:**  
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- Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, **must be received prior to Discount Deadline date to receive Advance rates.**
- **Multiple Outlet Locations:** A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on the following page. If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by PES in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.
- **Island Booths:** For island booths with no labor ordered, there is a 1/2 hour minimum installation charge and a 1/2 hour minimum dismantle charge.
- **24-Hour Services:** If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply.
- **Cables, tape and cords are included in the outlet price which has been adjusted to bundle these into one rate. Custom materials items like quad boxes, disconnects, transformers, or breaker panels, etc. are not included in the bundle.**
- **Separate Outlets:** Separate outlets should be ordered for each piece of equipment and/or each power location.
- **Hanging Signs with electrical requirements:** Standard Prices will apply if your hanging sign is not received in advance at the warehouse prior to the warehouse shipping deadline date.
- Temporary hoist power must be ordered separately and cannot be ordered in conjunction with any other outlet.
- **High Voltage Overhead Power: Overhead outlets are available but require additional labor and materials. Please contact your Customer Service Manager if you require dedicated overhead outlets.**
- **Power Strips:** Power strips are available at the PACK EXPO Services Center for rent, but exhibitors may supply their own.
- Equipment and Labor cancelled without 24-hour notice will be charged a one (1) hour cancellation fee per Electrician and Condor/Lift. Cancellations received after installation will be billed at 100%. Please refer to the show Terms and Conditions for additional information.

[Click here](#) to order online.

### 110/120 VOLT - STANDARD PLACEMENT

**Standard Placement: Any outlet that is center/back of your booth space. If moved, additional labor charges will apply.**

**\*Machine hookup will require labor and connection materials.**

	Quantity	Advance Price	Standard Price	Total
500 Watt (5 Amp) Standard Outlet	X	\$184.80	\$264.00	=
500 Watt (5 Amp) Standard Outlet (24 Hr)	X	\$236.50	\$337.90	=
1000 Watt (10 Amp) Standard Outlet	X	\$223.30	\$319.00	=
1000 Watt (10 Amp) Standard Outlet (24 Hr)	X	\$286.00	\$408.60	=
2000 Watt (20 Amp) Standard Outlet	X	\$278.30	\$397.60	=
2000 Watt (20 Amp) Standard Outlet (24 Hr)	X	\$352.00	\$502.90	=

### 110/120 VOLT - CUSTOM PLACEMENT

**Custom Placement: Any outlet that is NOT at center/back of your booth space.**

	Quantity	Advance Price	Standard Price	Total
500 Watt (5 Amp) Custom Outlet	X	\$264.55	\$377.95	=
500 Watt (5 Amp) Custom Outlet (24 Hour)	X	\$316.25	\$451.80	=
1000 Watt (10 Amp) Custom Outlet	X	\$303.05	\$432.95	=
1000 Watt (10 Amp) Custom Outlet (24 Hour)	X	\$365.75	\$522.50	=
2000 Watt (20 Amp) Custom Outlet	X	\$358.05	\$511.50	=
2000 Watt (20 Amp) Custom Outlet (24 Hour)	X	\$431.75	\$616.80	=

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

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

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

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

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

5931 Campus Circle Drive West, Irving, Texas 75063 | 972.751.9400 | [PES.Service@packexposervices.com](mailto:PES.Service@packexposervices.com) | [packexpoeast.com](http://packexpoeast.com)



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## Electrical Service

**Discount Deadline:**  
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[Click here](#) to order online.

### 208 VOLT (Labor Required for Connection)

	Quantity	Advance Price	Standard Price	Total
20 Amp Single Phase Outlet	X	\$ 565.95	\$ 808.50	=
30 Amp Single Phase Outlet	X	\$ 587.95	\$ 839.95	=
60 Amp Three Phase Outlet	X	\$ 994.95	\$1,421.40	=
100 Amp Three Phase Outlet	X	\$1,522.95	\$2,175.65	=

### 480 VOLT (Labor Required for Connection)

	Quantity	Advance Price	Standard Price	Total
20 Amp Single Phase Outlet	X	\$ 807.95	\$1,154.25	=
30 Amp Single Phase Outlet	X	\$1,220.45	\$1,743.50	=
60 Amp Three Phase Outlet	X	\$1,440.45	\$2,057.80	=
100 Amp Three Phase Outlet	X	\$2,595.45	\$3,707.80	=

### LIGHTING (Price Includes Power & Labor for Installation)

Item	Quantity	Advance Price	Standard Price	Total
4' Track with 3-90 watt Lamps	X	\$ 183.70	\$ 289.30	=
8' Track with 3-90 watt Lamps	X	\$ 255.20	\$ 357.50	=
Additional Track Lamp	X	\$ 22.00	\$ 33.00	=
LED Clamp Stem Light	X	\$ 143.00	\$ 192.50	=
Par Can Overhead Light*	X	\$ 737.00	\$ 990.00	=
Power Strip (does not include power)	X	\$ 33.00	\$ 33.00	=

\*Par Can Overhead Lights include labor and equipment to install and first focus.

\*May require labor and/or lift at additional charge, not available in some locations. Please contact PES for estimated charges.

**Overhead outlets are available but require additional labor and materials. Please contact your Customer Service Manager if you require dedicated overhead outlets.**

### ADDITIONAL INFORMATION

An electrical floor plan must be provided with this order. See the Electrical Service Location form.

- ☐ Attached
- ☐ To Follow (**Must be received by Disc. Deadline for Advance Rate**)
- ☐ Standard Location

### CALCULATING YOUR TOTAL

Subtotal

8% Sales Tax

**TOTAL**

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

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

Email Address: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_

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## Electrical Labor

**Discount Deadline:**  
**February 12, 2024**

- Orders received after Discount Deadline date will be charged the Standard rate.
- All rigging must comply with PCC and Show Management rules and regulations and facility limitations
- All overhead rigging and flown objects must be assembled and disassembled by PACK EXPO Services. Exhibitor's display company and/or I & D representatives may supervise only and will not be allowed to assemble/disassemble or install and remove rigging or flown objects. No one other than PACK EXPO Services employees will be permitted in lifts
- PACK EXPO Services requires an engineered print of all truss and lighting rigging, including rigging point loads per our facility agreement. Failure to provide a DWG file of the rigging plot with load and required information three (3) weeks prior to move-in may prohibit your rig from being hung.
- PACK EXPO Services Electricians install/dismantle all programmable dimmable lighting fixtures, video walls, audio, and projection.
- PACK EXPO Services components (cable, clamps, etc.) will be used to install all truss and chain motors and charged accordingly.
- For Pre Rigging, please contact PACK EXPO Services for availability.
- **LIGHTING DESIGNER INFORMATION—NOTE:** [PCC RIGGING REGULATIONS](#) MUST BE ADHERED TO

### ELECTRICAL LABOR

Straight Time: 8:00 AM to 4:30 PM Monday through Friday  
Overtime: 4:30 PM to 8:00 AM Monday through Friday and all day Saturday  
Double Time: All day Sunday and Holidays

[Click here](#) to order online.

## ELECTRICAL RIGGING LABOR

### RIGGING EQUIPMENT

- Condor rates are blended to include any overtime to accomplish the hanging of all signs in a timely manner prior to the opening of the show
- Rates are per lift and crew, per hour
- Crew consists of 1 Operator and 2 Ground crew

Item	# of Hours	Advance Price	Standard Price	Total
Electrical Condor w/ Crew - Blended	_____ X	\$ 864.60	\$1,219.35	= _____

**NOTE: Stagehands typically do all sign assembly with additional electrical labor added for signs with electrical components.**

Electrical Labor - ST	_____ X	\$176.00	n/a	= _____
Electrical Labor - OT	_____ X	\$262.90	n/a	= _____
Electrical Labor - DT	_____ X	\$352.00	n/a	= _____

☐ High Rigger   ☐ Ground Rigger   ☐ Technical Stage Electrician   ☐ Programmer   ☐ Projectionist   ☐ AV Tech   ☐ Sound Tech

	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

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

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

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

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

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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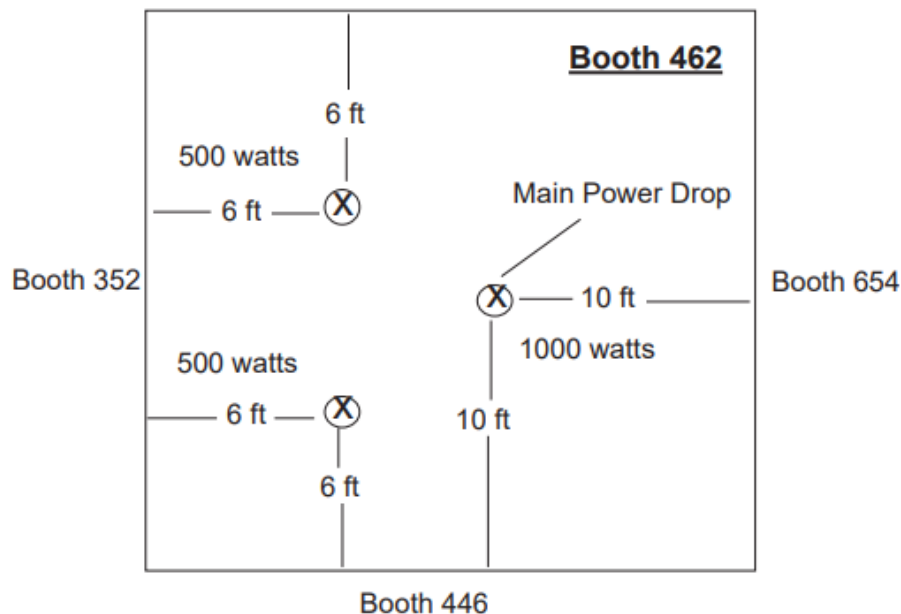
## ELECTRICAL INSTRUCTIONS

1. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
2. A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour.
3. Labor must be picked up at the Service Desk. Charges for labor commence at time of dispatch to service the labor call. A one 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.
4. Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
5. Exhibitors may supply their own 14 gauge 3 wire, extension cords and/or power strips, both of which must be grounded and UL approved.

## EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

### Please indicate the following on the floor plan.

1. Location and load of main power drop - please provide specific dimensions and wattages/amperages.
2. Location and load of all outlets - please provide specific dimensions and wattage, amperage and voltage.
3. Booth orientation - please provide surrounding aisle and/or booth number



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

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

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

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

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_



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Philadelphia, PA

## Plumbing Information

**Discount Deadline:**  
**February 12, 2024**

- 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 12, 2024.**
  - 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, and indicate the main drop(s). 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 must be ordered in advance and 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.
- **A floor plan is required for each air, water, gas or drain service. The floor plan needs to show surrounding booth numbers and indicate where each plumbing outlet needs to be installed, as well as the CFM/BTU required per air/gas outlet.**
  - **The quantity of each outlet type ordered needs to match the floor plan. A correct floorplan along with all applicable forms needs to be submitted by the Discount deadline date or Standard rates will apply for the total plumbing order.**
  - **Floor plan revisions after Discount Deadline date will be considered late and Standard rates would apply for total plumbing order.**



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**Plumbing Terms  
and Conditions**  
**Discount Deadline:**  
**February 12, 2024**

## 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 PACK EXPO Services for availability and quotes at (972) 751-9400 or e-mail [PES.Service@packexposervices.com](mailto:PES.Service@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, (PES)
  - Accepted credit cards.

Service orders will not be processed without payment. Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided. To pay by credit card, please upload your credit card [online](#).

- B. Advanced Rates will be applicable to service orders received with floor plan and payment in full by the deadline date noted on the front of this form.
- A. Standard Rates will be applicable to service orders received after the Advanced Rate Deadline or orders received without payment.
- B. Third party billing is available upon request. Please contact PACK EXPO Services at 972-751-9400 for approval.
- 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.
- E. Cancellation of services must be received by PACK EXPO Services 21 days prior to the event. Services cancelled without 21 days prior written notice are subject to a cancellation fee of 25%.
- F. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- G. Rates are based on current wages and are subject to change without notice.
- H. Claims regarding services provided by PCC/Legends/PACK EXPO Services will not be considered unless filed by customer issued prior to the close of show.
- I. Refunds of overpayments and dispute resolutions will be issued by submitting requests to PACK EXPO Services 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, PCC/Legends requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.



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**Plumbing Terms  
and Conditions**  
**Discount Deadline:**  
**February 12, 2024**

### 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 the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCC Exhibitor Services Desk.
- C. Electrical services will be turned off one hour after the close of show each day and restored one hour prior to opening.
- D. D. 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 PCC and/or its sub-contractors shall remain the property of PCC and/or its Sub-contractors.
- C. All rental equipment furnished by PCC not left in the booth at the close of the show will be charged an additional 75% of the original rental equipment charge.
- D. PCC and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
- E. PCC or its sub-contractors are not responsible for interruption or fluctuation of services.
- F. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCC/Legends/PACK EXPO Services safety standards. All equipment is subject to inspection and approval by PCC prior to connection to service.
- G. Customer is responsible for any lost or damaged equipment supplied by the PCC.





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## Plumbing Service

**Discount Deadline:**  
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- **INCLUSIVE AIRLINE PACKAGE PRICING**—Includes: floor 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 12, 2024.
- To receive advance rate, all orders, payment and accurate floorplan must be submitted by **February 12, 2024**.
- Package pricing is all inclusive for outlet, hoses, installation labor and hookups. Onsite changes to layouts will incur additional labor costs. Specific equipment requests for your machine needs may also result in additional costs.
- **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.
- \*All hookup labor is on a WILL CALL basis; check in at the PACK EXPO Services desk 24 hours prior to verify hookup time.
- Cancellation of services must be received 21 days prior to the event. Services cancelled without 21 days prior written notice are subject to a cancellation fee of 25%.

[Click here](#) to order online.

Service	Quantity	Advance Price	Standard Price	Total
1/4" Main Airline w/ Shutoff		\$936.10	\$1,337.30	
Additional 1/4" Airline Connection		\$554.40	\$ 792.00	
1/2" Main Airline w/ Shutoff		\$968.00	\$1,382.90	
Additional 1/2" Airline Connection		\$585.20	\$ 836.00	
3/4" Main Airline w/ Shutoff		\$997.70	\$1,425.30	
Additional 3/4" Airline Connection		\$616.00	\$ 880.00	
1/2" Water line w/ Shutoff		\$231.00	\$ 330.00	
Additional 1/2" Water line w/ Shutoff		\$126.50	\$ 180.75	
3/4" Drain Line		\$231.00	\$ 330.00	
Additional 3/4" Drain Line		\$126.50	\$ 180.75	
Water Fill & Drain up to 200 gal		\$187.00	\$ 267.15	
Additional 100 gal. Water Fill & Drain – Labor Additional		\$ 77.00	\$ 110.00	

- ☐ Authorized to Lay Lines Under Carpet Without Exhibitor Supervision Per Attached Floor Plan
- ☐ Proceed Under Supervision Dates and Times Indicated Below:

Install Lines under Carpet:

Date:

Time:

Final Connection to Equipment:

Date:

Time:

### ADDITIONAL INFORMATION

An air and water floor plan must be provided with this order. See Air and Water Service Location form.

- ☐ Attached
- ☐ To Follow *(Must be received by Disc. Deadline for Advance Rate)*
- ☐ Standard Location

### CALCULATING YOUR TOTAL

Subtotal

8% Sales Tax

**TOTAL**

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

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

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

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

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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## Plumbing Labor

**Discount Deadline:**  
**February 12, 2024**

- **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 12, 2024.
- To receive advance rate, all orders, payment and accurate floorplan must be submitted by **February 12, 2024**
- Package pricing is all inclusive for outlet, hoses, installation labor and hookups. Onsite changes to layouts will incur additional labor costs. Specific equipment requests for your machine needs may also result in additional costs.
- **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.
- \*All hookup labor is on a WILL CALL basis; check in at the PACK EXPO Services desk 24 hours prior to verify hookup time.
- Cancellation of services must be received 21 days prior to the event. Services cancelled without 21 days prior written notice are subject are subject to a cancellation fee of 25%.
- **Plumbing Labor Hours:**
  - Straight Time: Monday through Friday, 8:00 a.m. - 4:30 p.m.
  - Overtime: Monday through Friday, 4:30 p.m. - 8:00 a.m.; All Day Saturday
  - Double Time: All Day Sunday and Holidays

[Click here](#) to order online.

### PLUMBING LABOR

	Quantity	Standard Price	Total
Plumbing Labor (Floor) - ST	X	\$180.40	
Plumbing Labor (Floor) - OT	X	\$270.60	
Plumbing Labor (Floor) - DT	X	\$360.80	

Overhead outlets are available but require additional labor and equipment. Please contact us for a quote at [PES.Service@packexposervices.com](mailto:PES.Service@packexposervices.com) or at 97.751.9400.

☐  
☐

**Okay to Proceed.**

**Wait for Exhibitor - Onsite Contact Name & Cell #** \_\_\_\_\_

	Date	Start	End	# of ppl	# of Hrs.	Total Hrs.	Rate	Amount
Installation								
Dismantle								

### ADDITIONAL INFORMATION

An air and water floor plan must be provided with this order.

- \_\_\_\_ Attached  
\_\_\_\_ To Follow *(Must be received by Disc. Deadline for Advance Rate)*  
\_\_\_\_ Standard Location

### CALCULATING YOUR TOTAL

**Total** \_\_\_\_\_



PACK EXPO East  
March 18-20, 2024  
Pennsylvania Convention Center  
Philadelphia, PA

## Plumbing Floor Plan Template

**Discount Deadline:**  
**February 12, 2024**

- For all island booths, all plumbing utilities, excluding drain outlets, originate from overhead and will require a drop location. The floor plan **MUST** specify which outlets are overhead and which are floor outlets. It should also indicate if the floor outlets are to be run under the carpet or above the carpet. For all inline and peninsula booths, the utilities will originate from the floor at the back of the booth unless otherwise specified. To receive advance rate, all orders, payment and accurate floor-plan must be submitted by **February 12, 2024**.

- 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. **Please identify overhead or floor drops as well as CFM requirements per drop required.**
- Location, Type and Size of all secondary connections**—Provide specific dimensions. **Please do not simply place an X where a connection is required.**
- Booth orientation**—Please provide surrounding aisle and/or booth numbers, particularly for Island booths. 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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0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	PLUMBING

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

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

Feet Back ↑

Feet Over →

Aisle # \_\_\_\_\_ (Front of Booth)

☐ CAL COMPRESSED AIR LINE (Diameter in inches)

☐ WL WATER LINE (Diameter in inches)

☐ DL DRAIN LINE (Diameter in inches)

Exhibiting Company: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_

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



PACK EXPO East  
March 18-20, 2024  
Pennsylvania Convention Center  
Philadelphia, PA

**Audio Visual  
Terms and  
Conditions  
Discount Deadline:  
February 12, 2024**

\*If your equipment requires installation labor, an additional labor fee will be applied. Call for Pricing. If order is placed within 24 hours of show opening there is an additional 25% fee. Please note power is not included in the cost of equipment. Please contact your Customer Service Manager to order additional equipment. A representative from your company must be on hand to sign for the equipment.

Please see all [PES 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 diagrams.
- C. For services and equipment not listed on the service order form, please contact your Customer Service Manager at 972-751-9400 or [PES.Service@packexposervices.com](mailto:PES.Service@packexposervices.com).

## 2. RENTAL TERMS & CONDITIONS

- A. A representative of Customer must be present to sign for delivery of equipment.
- B. All materials and equipment furnished by PCC and/or its sub-contractors shall remain the property of PCC and/or its sub-contractors.
- C. All equipment provided by Customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCC safety standards.
- D. All equipment is subject to inspection and approval by PCC/PACK EXPO Services prior to connection to service.
- E. It is understood and agreed that Customer is renting PCC/PACK EXPO Services'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 PCC/PACK EXPO Services in the same condition as it was at the time of delivery to Customer, reasonable wear and tear excluded. Customer will immediately notify PCC/PACK EXPO Services 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 PCC/PACK EXPO Services 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 the General Service Contractor and/or Show Management. On-site orders will be processed in the order that they are received at the Exhibitor Services Desk.
- G. PCC/PACK EXPO Services 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 PCC/PACK EXPO Services. PCC/PACK EXPO Services 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.



PACK EXPO East  
March 18-20, 2024  
Pennsylvania Convention Center  
Philadelphia, PA

Audio Visual

Discount Deadline:  
February 12, 2024

- No equipment will be delivered to unattended booths. Delivery of equipment to your booth will begin the first day of exhibitor move-in. Failure to receive equipment at scheduled time will result in an additional delivery charge.
- Cancellations received less than 10-days prior to the first day of exhibitor scheduled move-in will be billed at 100%.

Please select date of delivery:

☐ Thurs., March 14

☐ Fri., March 15

☐ Sat., March 16

Please select approximate time of delivery:

☐ 10:00 am - 12:00 pm

☐ 1:00 pm - 3:00 pm

☐ 3:00 pm - 5:00 pm

[Click here](#) to order online.

## PRESENTATION EQUIPMENT

Service	Quantity	Advance Price	Standard Price	Total
6' Tripod Screen		\$ 82.50	\$ 117.90	
8' Tripod Screen		\$ 124.30	\$ 177.60	
32" or 54" Projection Video Cart w/ Drape □ 32" □ 54"		\$ 69.30	\$ 99.00	
Flipchart w/ Markers and Pad		\$ 82.50	\$ 117.90	

## VIDEO EQUIPMENT

32" HD Flat Panel Display (Data & Video) Black		\$ 335.50	\$ 479.30	
40" HD Flat Panel Display (Data & Video) Black		\$ 588.50	\$ 840.75	
55" HD Flat Panel Display (Data & Video) Black		\$ 819.50	\$1,170.75	
75" HD LED Display (Data & Video) Black		\$1,413.50	\$2,019.30	
Other HD Flat Panel Displays available		Call for Pricing		
Floor Stand or Tabletop Stand □ Floor Stand □ Tabletop Stand		\$ 137.50	\$ 196.45	
Digital Media Player		\$ 88.00	\$ 125.75	
Wall Mounting		Call for Pricing*		

\*If your equipment requires installation labor, an additional labor fee will be applied. Call for Pricing. If order is placed within 24 hours of show opening there is an additional 25% fee. Please note power is not included in the cost of equipment. Please contact your Customer Service Manager to order additional equipment. A representative from your company must be on hand to sign for the equipment.

## HD PROJECTOR

4,500 Lumen HD Projector		\$ 825.00	\$1,178.60	
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## LAPTOP COMPUTER

Laptop Computer with MS Office		\$ 344.30	\$ 491.90	
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## ADDITIONAL INFORMATION

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

Please list all AV equipment/sources you will be bringing to the show:

## CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_

8% Sales Tax of Subtotal \_\_\_\_\_

Delivery/Set-up/Pick-Up Equipment Charge \_\_\_\_\_

30% Surcharge (\$150.00 Minimum) \_\_\_\_\_

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

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

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

Email Address: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_

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PACK EXPO East  
March 18-20, 2024  
Pennsylvania Convention Center  
Philadelphia, PA

**Audio Visual**

**Discount Deadline:**  
**February 12, 2024**

- No equipment will be delivered to unattended booths. Delivery of equipment to your booth will begin the first day of exhibitor move-in. Failure to receive equipment at scheduled time will result in an additional delivery charge.
- Cancellations received less than 10-days prior to the first day of exhibitor scheduled move-in will be billed at 100%.

Please select date of delivery:

☐

Thurs., March 14

☐

Fri., March 15

☐

Sat., March 16

Please select approximate time of delivery:

☐

10:00 am - 12:00 pm

☐

1:00 pm - 3:00 pm

☐

3:00 pm - 5:00 pm

Onsite Contact: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

[Click here](#) to order online.

### AUDIO EQUIPMENT

Service	Quantity	Advance Price	Standard Price	Total
160 Watt Self Powered Full Range Speaker w/Stand		\$179.30	\$256.15	
300 Watt Self Powered Full Range Speaker w/Stand		\$234.30	\$334.75	
Dynamic Wired Microphone <input type="checkbox"/> Floor Stand <input type="checkbox"/> Podium <input type="checkbox"/> Table Top		\$ 96.80	\$138.30	
Wireless Microphone <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier		\$316.80	\$452.60	
Wireless Headset Microphone		\$385.00	\$550.00	
6 Channel Audio Mixer		\$198.00	\$282.90	
Other Items Available.		Call for Pricing*		

### ADDITIONAL INFORMATION

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

Please list all AV equipment/sources you will be bringing to the show:

### CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_

8% Sales Tax of Subtotal \_\_\_\_\_

Delivery/Set-up/Pick-Up Equipment Charge \_\_\_\_\_

30% Surcharge (\$150.00 Minimum) \_\_\_\_\_

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

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

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

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

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

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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PACK EXPO East  
March 18-20, 2024  
Pennsylvania Convention Center  
Philadelphia, PA

## Internet Terms and Conditions

**Discount Deadline:**  
**February 12, 2024**

### 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, please contact your Customer Service Manager at 972-751-9400 or [PES.Service@packexposervices.com](mailto:PES.Service@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 the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the Exhibitor 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 its sub-contractors shall remain the property of Pennsylvania Convention Center and/or its sub-contractors.
- C. Pennsylvania Convention Center and its sub-contractors 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 PCC wireless frequency is prohibited.
- E. The PCC 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. The PCC 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. The PCC 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 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 PCC equipment until PCC staff receives said equipment.
- I. It is the responsibility of the client to provide the following:
  - **Standard 10BaseT Ethernet adapter (RJ 45 Interface) for each computer.**
  - Network Driver: TCP/IP
  - Proper configuration of computer equipment for TCP/IP connection.
  - Electrical service for your booth, room, or service location.





PACK EXPO East  
March 18-20, 2024  
Pennsylvania Convention Center  
Philadelphia, PA

## Internet Terms and Conditions

**Discount Deadline:**  
**February 12, 2024**

### 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 **Pennsylvania Convention Center (PCC)**
  - Accepted credit cards
- Service orders will not be processed without payment.** Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided. To pay by credit card, please upload your credit card [online](#).
- B. Advance rates will be applicable to service orders received by the deadline date noted on front of this form. Service orders received that date and on site will be billed at the standard rate.
- C. Third party billing is available upon request. Please contact your Customer Service Manager for approval.
- D. Outstanding balance for services will be automatically billed to the credit card on file.
- E. 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%.
- F. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- G. Cancellation of services must be received by PACK EXPO Services 21 days prior to the event.
- H. Claims regarding services provided by PCC/PACK EXPO Services 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 PCC Finance Department/PACK EXPO Services within 30 days of the close of final invoicing.
- J. 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 the PCC/PACK EXPO Services shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance with the PACK EXPO Services Terms and Conditions
- K. 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.
- L. For companies exempt from sales tax, PCC/PACK EXPO Services requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

### PLEASE NOTE:

- Higher bandwidth options are available. Please contact your Customer Service Manager at 972-751-9400 or [PES.Service@packexposervices.com](mailto:PES.Service@packexposervices.com).
- Internet service originates at back of booth: please attach the booth floor plan if primary service is required in a location other than back of booth.
- Data cabling to multiple locations is installed by the event electricians; please contact your Customer Service Manager to order this labor.
- [CLICK HERE TO ORDER ONLINE](#)



PACK EXPO East  
March 18-20, 2024  
Pennsylvania Convention Center  
Philadelphia, PA

## Internet Service

**Discount Deadline:**  
**February 12, 2024**

- Your order, along with full payment and a floor plan indicating main service location and distribution points, if applicable, must be received by the discount deadline. Orders received after the deadline or without payment will be charged the Standard price and are subject to availability. Pricing for your telephone order is determined by the date when the floor plan is received.
- Linear booths requiring standard placement [back center of booth] do not require a floor plan.
- 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%.

[Click here](#) to order online.

### INTERNET SERVICE

(Internet upload and download speeds are the same and an IP address is required for each device connected to the internet)

#### Dedicated Public Internet Service

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 IP's", there are no blocked ports and they will support multiple users with VPN connections.

Service	Quantity	Advance Price	Standard Price	Total
<b>Dedicated Public 9Mb</b> – includes (10) IP addresses, can expand to (28) total IP addresses		\$9,900.00	\$11,142.90	
<b>Dedicated Public 6Mb</b> – includes (10) IP addresses, can expand to (28) total IP addresses		\$7,700.00	\$11,000.00	
<b>Dedicated Public 3Mb</b> – includes (6) IP addresses, can expand to (11) total IP addresses		\$4,675.00	\$ 6,678.60	
<b>Dedicated Public 1.5Mb</b> – includes (6) IP addresses, can expand to (11) total IP addresses		\$2,750.00	\$ 3,928.60	

#### Dedicated Private Internet Service

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.

<b>Private 9Mb</b> – includes (4) IP addresses		\$1,980.00	\$ 2,828.60	
<b>Private 6Mb</b> – includes (4) IP addresses		\$1,320.00	\$ 1,885.75	
<b>Private 3Mb</b> – includes (4) IP addresses		\$1,100.00	\$ 1,571.45	

### ADDITIONAL INFORMATION

An Internet floor plan must be provided with this order.  
See Internet Service Location form.

☐ Attached  
☐ To Follow (**Must be received by Disc. Deadline for Advance Rate**)  
☐ Standard Location

### CALCULATING YOUR TOTAL

Subtotal \_\_\_\_\_  
8% Sales Tax \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_

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

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PACK EXPO East  
March 18-20, 2024  
Pennsylvania Convention Center  
Philadelphia, PA

**Internet  
Service Location**

**Discount Deadline:  
February 12, 2024**

**Return this information sheet with the Internet Service order form.**

Please provide the location of the Internet connection on your equipment (include dimensions), assign location numbers and describe the service requested.

**Booth Size:** \_\_\_\_\_ x \_\_\_\_\_

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

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

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

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

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

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

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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