

# Exhibitor Service Manual

Washington, DC Auto Show 2026 Friday, January 23 - Sunday, February 1, 2026





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Booth Security - Washington Auto Show

<u>Electrical – **Hi-Tech**</u>

Floral - Urban Jungle - website, email

Internet/Network/Telephone-SmartCity

Lead Scanner - Mr. Joe Koch

Photography – <u>Laurie DeWitt</u>

Plumbing (Air/Water/Drain) - Hi-Tech

Temporary Professional Staff – The CALPRO Group

Truss/Rigging - Hi-Tech

Vehicle Detailing - Washington Auto Show

# **GENERAL INFORMATION**

EXHIBIT Thursday, January 22 10:00 AM

**COMPLETION**: All exhibits must be completely moved-in, set-up and show-ready by this time.

POLICY SUMMIT: Thursday, January 22 East Salon

PUBLIC POLICY/

PRESS PREVIEW DAY: Thursday, January 22 11:30 AM – 4:30 PM

SNEAK PEEK/PREVIEW: Thursday, January 22 5:00 PM – 7:00 PM

SHOW DATES & HOURS: Friday, January 23 Noon – 9:00 PM

Saturday, January 24 10:00 AM - 9:00 PMSunday, January 25 10:00 AM - 6:00 PMMonday, January 26 Noon - 8:00 PM Tuesday, January 27 Noon – 8:00 PM Wednesday, January 28 Noon - 8:00 PM Thursday, January 29 Noon – 8:00 PM Friday, January 30 Noon – 9:00 PM Saturday, January 31 10:00 AM - 9:00 PMSunday, February 1 10:00 AM - 6:00 PM

SHOW LOCATION: Walter E. Washington Convention Center

801 Mt. Vernon Place, NW Washington, DC 20001 Phone: 202-249-3000

#### **SETBACK RESTRICTIONS:**

All displays, partitions, walls and exhibit materials, must adhere to the following setback rules inclusive of any border egress. All egresses are to remain free and clear of any exhibit materials, raised flooring and/or vehicles.

Exhibit properties within 5 feet of a main aisle, the height may not exceed 5 feet. Exhibit properties within 10 feet of a main aisle, the height may not exceed 10 feet. Exhibit properties within 15 feet of a main aisle, the height may not exceed 15 feet. Exhibit properties within 20 feet of a main aisle, the height may not exceed 20 feet. \*Show Management may determine any exceptions to these setbacks that are in the best interest of the show and other exhibits.

Any identification (I.D.) towers within 3 feet of any exhibit border, inclusive of any border egress, exceeding 10-feet in height must be approved in advance by show management.

CEILING HEIGHTS: The maximum height for display materials in Halls A, B, C, D and E is twenty-five (25)

feet \*. Exhibitors with questions regarding their display should call or send their plans to show management for suggestions or approval.

HALL A\*: 30'\* HALL D: 30-50' HALL B: 30' HALL E: 30-50'

HALL C: 30'

All exhibits must be constructed so they **DO NOT BLOCK ANOTHER EXHIBIT**. Show management may require an exhibitor to make changes in its exhibit if, in management's opinion, the exhibit interferes with the rights of another exhibitor. All floor plans are due to Show Management by Friday December 12, 2025 for approval.

No exhibit material may be suspended from the ceiling without prior consent from show management (see Hanging Signs information).

NOTE: Any exhibit with rope, stanchions or other obstacles around its perimeter, that is adjacent

to a similar structure of another exhibit, must be set three (3) feet from the edge of the

contracted space.

Distribution of any samples, literature or other materials from a non-exhibiting company DISTRIBUTION:

(one without a contract to exhibit) is prohibited.

SOUND LEVELS: The sound level of all presentations must be maintained at a reasonable level and must

not interfere with neighboring exhibits. Show management reserves the right to

determine an acceptable sound level in all instances.

LIABILITY: Each exhibitor is entirely responsible for the space that it occupies and agrees to

reimburse the Walter E Washington Convention Center for any damages caused to the

floors, walls or columns which have occurred in its area.

LABOR: Hargrove, LLC is the official and exclusive drayage and decorating contractor for The

Washington Auto Show<sup>®</sup>. Exhibitors may hand carry materials into the Walter E Washington Convention Center provided the materials are handled by one person in one trip without the use of any mechanical device. Hand trucks, dollies or any power

equipment are restricted to usage by Hargrove personnel only.

Exhibitors are allowed to set-up and dismantle their own exhibits in the District of Columbia without charge or interference, provided that such work is performed by no more than two full-time employees in one hour or less on the move-in and one hour or less on the move-out without the use of power tools. Exhibitors' full-time employees may also work within a 10'x10' or smaller booth without union labor provided no power tools are used, and may unpack and place their products on display within their booth.

If you need assistance with your display, union labor is available through Hargrove. If you have any questions regarding labor, call Hargrove's Auto Show Exhibitor Help Line

at 301-306-4627.

Office and custom furniture are available for rent through Hargrove. For **DECORATIONS:** 

additional information or prices, please call Hargrove's Auto Show Exhibitor Help Line at 301-306-4627 or email exhibitorservices@hargroveinc.com.

Items that are vulnerable to theft should be locked up in the trunk of a display vehicle. SECURITY:

Please consult the security advisory in this kit for more precautions on exhibiting in a

"trouble-free" show.

PAGING/MESSAGES: There will be no paging allowed during show hours. A message board will be located in

the show office.

HOTEL: The Washington, DC Auto Show has established room blocks at five nearby hotels. To

make your reservation, please e-mail: wanada@showcare.com

Or you may use this website for hotel options - Welcome (mylibralounge.com)

#### **PUBLICITY:**

In order to help us with our pre-show publicity releases, please let us know about any special features that you will be highlighting in your display. Specialty vehicles, concept cars and new intros will be especially helpful. Please send any information, including press releases and brochures to:

Ms. Michaela Watkins Washington Area New Automobile Dealers Association (WANADA) 5301 Wisconsin Avenue, NW, Suite 210 Washington, DC 20015

Ph: 301-751-1684 Fax: 202-237-9090

mwatkins@symmetry.agency

#### **VEHICLE DETAILING:**

The Washington, DC Auto Show will continue to manage and administrate the cleaning and detailing of vehicles. The order form for Detailing services by WANADA and the Washington, DC Auto Show is included in the Hargrove service kit. If you use an outside detailing vendor then they must complete a Right of Entry application to rightofentry@eventsdc.com. You can choose to use your current service for your preshow detailing and they are welcomed to stay on site to oversee the process if they have not submitted an application to Events DC. They will have to enter the building at the Labor and Contractor Office (LCO) 1116 7th Street N.W. Washington, DC 20001. No later than one day in advance of the personnel's arrival, the labor call list must be forwarded to the Labor and Contractor Office via electronic mail at accesscontrol@eventsdc.com.

### **DIRECTORY OF CONTRACTORS**

DECORATOR / DRAYAGE

Hargrove, LLC

1 Hargrove Drive Lanham, MD 20706 Phone: 301-306-4627 Fax: 301-731-5438

exhibitorservices@hargroveinc.com

ELECTRICIAL, PLUMBING & TRUSS

**Hi-Tech Electric** 

24209 Clawiter Road Hayward, CA 94545 Phone: 510-293-6151 Fax: 510-293-6155

dcexhibitorservices@hi-techelectric.com

**GROUND & AIR CARRIER** 

Hargrove Shipping

1 Hargrove Drive Lanham, MD 20706 Phone: 301-306-4620 Fax: 301-306-6253

shipping@hargroveinc.com

HOTEL RESERVATIONS

wanada@showcare.com

PHOTOGRAPHER

Laurie DeWitt

Pure Light Images Phone: 410-937-9957

www.purelightimagesphoto.com purelightimagesphoto@gmail.com

**AUDIO VISUAL** 

Projection

Phone: 202-249-3711 Fax: 866-728-5938

wccadmin@projection.com

PUBLICITY / ADVERTISING

Washington Area New Automobile Dealers Association

5301 Wisconsin Avenue, NW, Suite 210

Washington, DC 20015 Phone: 301-751-1684 Fax: 202-237-9090

ATTN: Ms. Michaela Watkins mwatkins@symmetry.agency

TELEPHONE / INTERNET

**SmartCity** 

5795 W. Badura Avenue - Suite 110

Las Vegas, NV 89118 Phone: 888-446-6911 Fax: 702-943-6001

https://www.smartcitynetworks.com/order/center.aspx?center=015

TEMPORARY PROFESSIONAL PERSONNEL

The CALPRO Group, Inc.

6323 Georgia Avenue, NW #56164

Washington, DC 20040 Phone: 202-409-4496 Fax: 202-403-3444 www.thecalprogroup.com

**SECURITY** 

Washington, DC Auto Show

5301 Wisconsin Ave., NW Suite 210

Washington, DC 20015 Phone: 202-800-4194 Fax: 202-827-0560 cd@wanada.org

**VEHICLE DETAILING** 

Washington, DC Auto Show

5301 Wisconsin Ave., NW Suite 210

Washington, DC 20015 Phone: 202-800-4194 Fax: 202-827-0560 cd@wanada.org

Service Desks will be maintained throughout the period of installation through dismantle for your convenience.

# BASIC VEHICLE INSTRUCTIONS

#### STRICT FIRE REGULATIONS MANDATE THAT:

- ⇒ All fuel in tanks must NOT EXCEED ¼ tank or five (5) gallons, whichever is less.
- ⇒ All vehicle batteries must be disconnected and cable ends must be taped.
- ⇒ All vehicles must have locking gas caps or gas caps sealed with tape.
- ⇒ All exit doors and fire safety equipment must not be blocked or obstructed.

### **MOVE-IN NOTES**

- Show management **requires that a key** and/or a description of the location where you will be storing your vehicle keys after show hours. During show hours, keys should be kept by a responsible person in the display for removal of vehicles in the event of an emergency.
- It is the exhibitor's responsibility to ensure that all required window labels are securely affixed in compliance with Federal, State and Local laws. If you have any questions, contact your Dealer Association Offices.
- Please be sure to have your crew chief obtain an ample supply of "empty" labels from the Hargrove Service Desk to expedite the removal of your display crates.
- Vehicles displayed on turntables may be brought in when the turntable is ready.
- Under certain circumstances vehicles may come in when exhibits are ready, provided that they do not interfere with other exhibits. Show management must be contacted in these situations.
- No display trucks or trailers may be stored on convention grounds.
- All exhibits must be 100% show-ready by 8:00 PM on Wednesday, January 18th.
- ♦ All vehicle fuel gauges will be checked by security to insure that they meet the fire regulations prior to the vehicle entering the convention center.
- Personnel may clean vehicles two (2) hours prior to the show opening each day; minor wiping and dusting is permitted during the show.
- ♦ Thursday, January 30th is Public Policy/Press Preview Day with vehicle displays open throughout the day to Policymakers, Press and members of the automotive trade.

#### **MOVE-IN INSTRUCTIONS**

The move-in schedules have been created to coordinate the unloading of electrical, lighting truss, carpet and floor coverings, display unloading, vehicle move-in, and empty crate removal. All exhibitors <u>MUST</u> adhere to these schedules. Please see the Hargrove service kit with instructions. Or consult Show Management and Hargrove, Inc. for any questions or adjustment regarding these schedules.

### **BUILDING REGULATIONS**

- 1. Holes may not be drilled, cored or punched in the building.
- 2. Booths with columns inside of them must maintain a six foot perimeter on all sides of the columns. Nothing may be hung or built into this six foot perimeter; this includes raised flooring.
- 3. Balloons are not permitted in the show.
- 4. No adhesive backed decals or similar items may be distributed or used in the building.
- Parking on the loading docks is permitted for loading and unloading only. All other parking is prohibited and violators will be towed.
- 6. Decorations, signs, banners, etc., may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, walls, doors, painted surfaces or columns.
- 7. No carts, hand trucks, etc., with hard wheels are permitted on carpeted surfaces.
- 8. Sample food and/or beverage products may not be distributed without authorization from show management and the facility manager.
- 9. The freight elevator must be used for moving freight from level to level.
- 10. Combustion engines may not be operated on the exhibit floor as part of an exhibit.
- 11. All vehicles on the show floor must have battery cables disconnected and taped. Fuel in tanks must not exceed \(\frac{1}{4}\)-tank or five (5) gallons, whichever is less. All gas caps must be taped or locked.
- 12. No LP tanks, empty or full, may be stored in the building.
- 13. All draping materials, etc. must be flame retardant.
- 14. All planting, fountains, etc. should have waterproof materials underneath.
- 15. All sales of food items and novelties must be arranged through the Facility's concessionaire.
- 16. All aisles must remain unobstructed.
- 17. Exhibits are not allowed to block any fire-fighting equipment and emergency exits.

# CREDENTIAL & TICKET INFORMATION

EXHIBITOR BADGES: Exhibitor credentials can be picked up at the Exhibitor Registration Desk located at the Grand Lobby entrance. Only people who are working the show on that day may pick up their credentials. Each person must have business cards and a driver's license in order to receive their credentials. To pre-register, please have your OEM or exhibitor contact register you.

PREPAID TICKETS:

These tickets are designed to create goodwill toward dealerships, line groups and even more importantly, your customers. These tickets may be purchased with the enclosed online ordering system. THIS IS THE LOWEST TICKET PRICE AVAILABLE AND MUST BE ORDERED IN ADVANCE.

# HOTEL INFORMATION

The Washington Auto Show has established room blocks at five nearby hotels. To make your reservation, please email: wanada@showcare.com

Or you may use the below website for hotel options -

Welcome (mylibralounge.com)

# 2026 WASHINGTON, DC AUTO SHOW INSURANCE REQUIREMENTS \*\* IMPORTANT \*\*

In order to participate in the Washington Auto Show, <u>ALL</u> non-official contractors and service companies must provide proof of a comprehensive general liability insurance policy.

The additional insured information and policy limitations are listed on the "Application for Show Liability Insurance" below.

Insurance certificates must be in Show Management's hands by <u>Friday, December 5, 2025</u>. Access in any way to the Walter E Washington Convention Center will be denied until the exhibitor or supplier has provided an acceptable policy to show management. **THERE WILL BE NO EXCEPTIONS**.

#### APPLICATION FOR SHOW LIABILITY INSURANCE

SHOW NAME: The Washington, DC Auto Show®

LOCATION: Walter E. Washington Convention Center

801 Allen Y. Lew Place, NW Washington, DC 20001

MOVE-IN DATES: January 16 – 23, 2026

SHOW DATES: January 23 – February 1, 2026 (including Public Policy Day)

MOVE-OUT DATES: February 1 - 3,2026

ADDITIONAL INSURED: Washington Area New Automobile Dealers Association; The Washington,

DC Auto Show; Hargrove, LLC, and the Walter E. Washington

Convention Center.

NOTE: Please note limits of liability coverage on the enclosed Certificate of Insurance and the dates covered should be January 16 – February 3, 2026. Your certificate should include limits of not less than One Million Dollars (with combined single limit for bodily injury and property damage) and must cover the above as additional insured. Receipt of your certificate must be prior to the show's first move-in day.

If you have any questions, please call Chris Daniel, Show Director, at 202-800-4194.

Insurance certificates must be in Show Management's hands by Friday, December 5, 2025, and can be mailed or emailed to:

John Bloom

jb@wanada.org

**Controller** 

**WANADA** 

5301 Wisconsin Avenue, NW

Suite 210

Washington, DC 20015



#### CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER AND THE CERTIFICATE HOLDER

|   | BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.  |               |             |  |                 |                            |                            |  |           |            |
|---|---|---------------|-------------|--|-----------------|----------------------------|----------------------------|--|-----------|------------|
| IN<br>If  | IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s). |               |             |  |                 |                            |                            |  |           |            |
| tr  | is certificate does not confer rights   | to the        | cert        | ifficate noticer in fleu of st   | CONTA           |                            | ).                         |  |           |            |
|   |   |               |             |  | NAME:<br>PHONE  |                            |                            | FAX  |           |            |
|   |   |               |             |  | (A/C, No        |                            |                            | (A/C, No):                                   |           |            |
|   |   |               |             |  | ADDRE           |                            | HIDED(S) AEEOE             | RDING COVERAGE                               |           | NAIC#      |
|   |   |               |             |  | INSURE          |                            | OKEK(3) AFFOR              | IDING COVERAGE                               |           | NAIC#      |
|   |   |               |             |  | INSURER B:      |                            |                            |  |           |            |
|   |   |               |             |  | INSURE          |                            |                            |  |           |            |
|   |   |               |             |  | INSURE          |                            |                            |  |           |            |
|   |   |               |             |  | INSURE          |                            |                            |  |           |            |
|   |   |               |             |  | INSURE          |                            |                            |  |           |            |
| CO  | VERAGES CEF   | RTIFIC        | CATE        | NUMBER: 1863028376   |                 |                            |                            | REVISION NUMBER:                             |           |            |
| IN<br>C   | HIS IS TO CERTIFY THAT THE POLICIES IDICATED. NOTWITHSTANDING ANY RETIFICATE MAY BE ISSUED OR MAY KCLUSIONS AND CONDITIONS OF SUCH  | EQUIF<br>PERT | REMEI       | NT, TERM OR CONDITION THE INSURANCE AFFORDI  | OF AN'<br>ED BY | Y CONTRACT<br>THE POLICIE  | OR OTHER I<br>S DESCRIBEI  | DOCUMENT WITH RESPE<br>D HEREIN IS SUBJECT T | CT TO     | WHICH THIS |
| INSR<br>LTR   | TYPE OF INSURANCE   | ADDL          | SUBR<br>WVD | POLICY NUMBER  |                 | POLICY EFF<br>(MM/DD/YYYY) | POLICY EXP<br>(MM/DD/YYYY) | LIMI   | ΓS        |            |
| A   | X COMMERCIAL GENERAL LIABILITY  | Y             |             |  |                 | ,                          | ,                          | EACH OCCURRENCE                              | \$ 1,000  | ),000      |
|   | CLAIMS-MADE X OCCUR   | '             |             |  |                 |                            |                            | DAMAGE TO RENTED PREMISES (Ea occurrence)    | \$ 1,000  | ),000      |
|   |   |               |             |  |                 |                            |                            | MED EXP (Any one person)                     | \$ 10,00  | )0         |
|   |   |               |             |  |                 |                            |                            | PERSONAL & ADV INJURY                        | \$ 1,000  | ),000      |
|   | GEN'L AGGREGATE LIMIT APPLIES PER:  |               |             |  |                 |                            |                            | GENERAL AGGREGATE                            | \$ 2,000  | ),000      |
|   | X POLICY PRO- LOC   |               |             |  |                 |                            |                            | PRODUCTS - COMP/OP AGG                       | \$ 2,000  | ),000      |
|   | OTHER:  |               |             |  |                 |                            |                            | COMBINED SINGLE LIMIT                        | \$        |            |
| С   | AUTOMOBILE LIABILITY  | Υ             |             |  |                 |                            |                            | (Ea accident)                                | \$ 1,000  | ),000      |
|   | X ANY AUTO OWNED Y SCHEDULED  |               |             |  |                 |                            |                            | BODILY INJURY (Per person)                   | \$        |            |
|   | AUTOS ONLY HIRED  AUTOS NON-OWNED   |               |             |  |                 |                            |                            | BODILY INJURY (Per accident) PROPERTY DAMAGE |           |            |
|   | AUTOS ONLY AUTOS ONLY   |               |             |  |                 |                            |                            | (Per accident)                               | \$        |            |
|   | UMBRELLA LIAB OCCUB   |               |             |  |                 |                            |                            |  | \$        |            |
|   | - Joseph Hoccor   |               |             |  |                 |                            |                            | EACH OCCURRENCE                              | \$        |            |
|   | CLAIWS-WADE   | -             |             |  |                 |                            |                            | AGGREGATE                                    | \$        |            |
|   | DED   RETENTION \$   WORKERS COMPENSATION   |               |             |  |                 |                            |                            | PER OTH-<br>STATUTE ER                       | \$        |            |
|   | AND EMPLOYERS' LIABILITY ANYPROPRIETOR/PARTNER/EXECUTIVE  |               |             |  |                 |                            |                            | E.L. EACH ACCIDENT                           | \$        |            |
|   | OFFICER/MEMBEREXCLUDED? (Mandatory in NH)   | N/A           |             |  |                 |                            |                            | E.L. DISEASE - EA EMPLOYER                   |           |            |
|   | If yes, describe under DESCRIPTION OF OPERATIONS below  |               |             |  |                 |                            |                            | E.L. DISEASE - POLICY LIMIT                  | <u> </u>  |            |
|   | DESCRIPTION OF ENVIRONS BOOM  |               |             |  |                 |                            |                            | E.E. BIOLING TOLIC LIMIT                     | <u> </u>  |            |
|   |   |               |             |  |                 |                            |                            |  |           |            |
| DE  | SCRIPTION OF OPERATIONS / LOCATIONS / VEI   | HICLES        | (ACOF       | RD 101, Additional Remarks Schedu  | ıle, may b      | e attached if more         | e space is require         | d)   |           |            |
|   | shington Area New Automobile Dealers Association bility on a primary & non-contributory basis and Auto  |               |             |  | and the V       | Valter E. Washing          | ton Convention C           | enter is listed as Additional Insure         | d under G | eneral     |
|   | ow Name: Washington, DC Auto Show - Dates to be   | covere        | d - Janı    | uary 16, 2026 - February 3, 2026 / L   | ocation: \      | Walter E. Washing          | gton Convention C          | Center, 801 Allen Y. Lew Place, N            | W, Washir | ngton DC   |
| 200   | 001   |               |             |  |                 |                            |                            |  |           |            |
|   |   |               |             |  |                 |                            |                            |  |           |            |
| CERTIFICATE HOLDER CANCELLATION   |   |               |             |  |                 |                            |                            |  |           |            |
| Washintgon Area New Automobile Dealers Association 5301 Wisconsin Ave., NW Suite 210 Washington, DC 20015 |   |               |             | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |                 |                            |                            |  |           |            |
|   |   |               |             |  | AUTHO           | RIZED REPRESE              | NTATIVE                    |  |           | <u> </u>   |
|   |   |               |             |  |                 |                            |                            |  |           |            |

# **SECURITY ADVISORY**

#### ARRIVAL OF MATERIAL TO THE SHOW

We recommend that your personnel be present in the booth to receive your material and to take inventory. Freight shipped in advance to the official contractor will be delivered on the first day of installation. Any discrepancy in merchandise received should be reported to the general contractor and show management immediately.

#### **MOVE-IN**

While setting up booths that contain small and easily pilfered items, you should use safeguards such as chaining of items, locking showcases and containers, or covering the display with a tarp. Private guards are also available on a rental basis from our security contractor. *Please do not put any articles of value in a crate or carton that is designated for "empty" storage*.

#### **DURING THE SHOW**

All displays should develop and publish a schedule that ensures floor coverage at all times. Booth personnel should plan to be in the display one (1) hour prior to the show's official opening each day and should remain in the booth during all show hours. If for any reason you must leave the booth, try to make provisions for coverage.

Special safeguards should be made for personal items such as handbags, personal computers, coats, etc. Show Management is not responsible for any items under any circumstance.

At the close of the show each night, someone should remain in the display until all attendees have been cleared from the floor. Exhibitors who wish to remove any merchandise from the exhibit hall at any time, must obtain a "Merchandise Pass-out" from Show Management.

#### **MOVE-OUT**

All hand carried merchandise must be carried through the main entrance. Exhibitor must have proper identification and a merchandise pass-out. Removal of merchandise cannot begin prior to the official show closing.

Once a display and merchandise has been packed for shipping, exhibitors should remain with their materials until they have been removed from the exhibit floor by the drayage personnel. Each outbound crate or carton must be properly labeled for shipment.

While adequate guard service will be provided by Show Management around the clock, it is the responsibility of each exhibitor to take whatever precautions necessary to prevent loss or damage. Show Management assumes no liability or responsibility for any loss or theft. It is incumbent upon the exhibitors to provide their own insurance coverage.

# **MUSIC LICENSING**

The issue of music licensing has become a growing concern at meetings and shows. It is required by law that any music, whether mechanical or live, played at meetings or shows obtain permission from ASCAP (American Society of Composers, Authors, and Publishers) or BMI (Broadcast Music Incorporated). These organizations protect the rights of their members (authors, composers, and publishers of music) by licensing users, collecting a fee, and distributing approximately 80-85 percent of the fee to copyright owners.

If your company plans to play music, either live or recorded, during the exposition in your booth or at any special event you may be holding during the show, you must notify both BMI and ASCAP and complete the appropriate licensing forms. BMI and ASCAP are two different licensing organizations, and each has its own catalogue of music, but agreement with ASCAP does not permit the playing of BMI licensed music which may result in paying both ASCAP and BMI. It is to your benefit to find out if the music you intend on playing is copyrighted and in the repertory of BMI, ASCAP or both. This can be done very easily by notifying either or both of these organizations at the following addresses:

ASCAP BMI
1 Lincoln Plaza 320 W. 57th Street
New York, NY 10023 New York, NY 10019
212-595-3050 or toll-free 800-627-9805 800-669-4264

Violations of the Copyright Law can be severe and expensive. Damage costs can be no less than \$500.00 and no more than \$20,000.00 for each song infringed, plus court costs & in the court's discretion, reasonable attorney fees.

# PREPAID TICKET ORDER



# WALTER E. WASHINGTON CONVENTION CENTER WASHINGTON, DC

Create Goodwill For Your Business And Your Sales Staff!

Pre-show discount tickets are available. Please use them to invite your customers, business associates and others as your guests to the show.

These tickets are \$11.00 each. This is the lowest possible admission price to the show. Regular adult admission is \$15.00/weekdays and \$20.00/weekends.

To order pay using the link below. If you have any questions, please e-mail kt@wanada.org

These tickets will not be available after Tuesday January 6, 2026.

#### ORDER INFORMATION

Pay using this link: https://www.viethconsulting.com/members/store\_product.php?orgcode=WANA&pid=85689985

Washington Area New Automobile Dealers Association (WANADA)
5301 Wisconsin Avenue NW, Suite 210, Washington, DC 20015

NOTE: Minimum order is ten (10) tickets.



# General Information

#### **Location & Dates**

Walter E. Washington Convention Center Halls A - E 801 Allen Y. Lew Place, NW Washington, DC 20001

Thursday, January 22 to Sunday, February 1, 2026

Thursday, January 22 – Public Policy / Press Preview Day, Sneak Preview Friday, January 23 to Sunday, February 1 - Show Open

#### Exhibitor Move-In

- See the detailed Installation / Move-In Schedules in Show Management's Exhibitor Information Manual.
- See Hargrove's Material Handling Estimate and Labor forms for straight time, overtime and double time days and hours.
- All exhibits must be show-ready by 8:00 AM on Thursday, January 22.

Vehicle Exhibitors:

Saturday, January 17 and Monday, January 19 per the Installation / Move-In Schedules Wednesday, January 21 see Vehicle Move-In Schedules

Accessory Exhibitors:

Wednesday, January 21 8:00 AM to 5:00 PM

NOTE: Overtime rates will be in effect after 4:30 PM

#### **Show Hours**

| Thursday, January 22  | Public Policy/Press Preview Day, Sneak Preview       |   |         |  |  |
|-----------------------|--|---|---------|--|--|
|                       | (See Show Management's Exhibitor Information Manual) |   |         |  |  |
| Friday, January 23    | 12:00 PM   | - | 9:00 PM |  |  |
| Saturday, January 24  | 10:00 AM   | - | 9:00 PM |  |  |
| Sunday, January 25    | 10:00 AM   | - | 6:00 PM |  |  |
| Monday, January 26    | 12:00 PM   | - | 8:00 PM |  |  |
| Tuesday, January 27   | 12:00 PM   | - | 8:00 PM |  |  |
| Wednesday, January 28 | 12:00 PM   | - | 8:00 PM |  |  |
| Thursday January 29   | 12:00 PM   | - | 8:00 PM |  |  |
| Friday, January 30    | 12:00 PM   | - | 9:00 PM |  |  |
| Saturday, January 31  | 10:00 AM   | - | 9:00 PM |  |  |
| Sunday, February 1    | 10:00 AM   | - | 6:00 PM |  |  |
|                       |  |   |         |  |  |

NOTE: Subject to change.



# General Information (cont'd)

#### **Exhibitor Move-Out**

Sunday, February 1 6:00 PM to 12:00 AM – Vehicle Move-Out

9:00 PM to 2:00 AM - Pre-Approved Expedited Empty Return Service

Monday, February 2 6:00 AM to 6:00 PM – Dismantling and Move-Out

By 4:00 PM - Outside Carrier Check-In

By 6:00 PM - Material Handling Agreements to Hargrove Service Desk

11:59 PM - Final Clean Up and Move-Out Ends

# Standard Booth Equipment

Each Accessory Booth (10' x 10') booth includes the following standard equipment:

8' High Draped Backwall - Color(s): Blue & White

3' High Draped Siderails – Color: Blue

1 – 6' Draped Table: – Color: Blue

2 - Side Chairs

1 - Wastebasket

1 - 7" x 44" Identification Sign with Company Name & Booth Number

The aisles will be carpeted around the main aisle with the manufacturers. Aisle Carpet Color: Bluejay



# General Information (cont'd)

# **Important Deadlines**

| Due Date                   | Deadline   |
|----------------------------|--|
| Monday, December 15, 2025  | Rental Booth & Banner Order Deadline   |
| Tuesday, December 16, 2025 | First Day for Shipment Receiving at the Advance Warehouse Advance Warehouse Receiving Hours: Monday – Friday 9:00 AM to 4:00 PM The warehouse will be closed on December 25 and January 1. Items will be moved to site on overtime. A 45% overtime surcharge will apply. |
| Monday, December 22, 2025  | Advance Order & Rental Booth Art Submission Deadline Hargrove's advance prices apply to orders received with payment by this deadline.   |
| Monday, January 5, 2026    | Carpet & Online Ordering Deadline Orders after this date must be placed via phone or email and are subject to availability.  |
| Thursday, January 15, 2026 | Last Day of Shipment Receiving at the Advance Warehouse Advance Warehouse Receiving Hours: Monday – Friday 9:00 AM to 4:00 PM. The warehouse will be closed on December 25 and January 1. Items will be moved to site on overtime. A 45% overtime surcharge will apply.  |
| Sunday, January 21, 2026   | Direct to Show Site Shipments Received  Direct shipments will be accepted according to the Installation / Move-In Schedules  |

# Need help? We're here for you!



Hargrove Exhibitor Services
301.306.4627 or <a href="mailto:exhibitorservices@hargroveinc.com">exhibitorservices@hargroveinc.com</a>



Hargrove Shipping
Request a Quote | 301.306.4620 or shipping@hargroveinc.com



# General Information (cont'd)

# Advance Shipping

Advance shipping begins Tuesday, December 16, 2025 at 9:00 AM and ends Thursday, January 15, 2026 at 4:00 PM.

Advance shipping address: (Your Company Name & Booth Number) Washington, DC Auto Show 2026 c/o Hargrove TForce Freight 6571 Washington Boulevard Elkridge, MD 21075

Advance Warehouse Receiving Hours: Monday - Friday 9:00 AM to 4:00 PM.

NOTE: The warehouse will be closed on December 25 and January 1.

NOTE: Items will be moved to site on overtime. A 45% overtime surcharge will apply.

# **Direct Shipping**

Direct shipments will be accepted according to the Installation / Move-In Schedules (see Show Management's 'Exhibitor Information Manual').

NOTE – VEHICLE EXHIBITORS: Shipments that do not adhere to the Installation / Move-In Schedules will be considered Off-Target and subject to the applicable surcharge(s). Please provide all drivers with the targeted schedules for your booth as well as the Marshaling Yard directions/map (see Show Management's 'Exhibitor Information Manual').

Direct shipping address:
(Your Company Name & Booth Number)
Washington, DC Auto Show 2026
c/o Hargrove
Walter E. Washington Convention Center
Halls A - E
801 Mount Vernon Place NW
Washington, DC 20001

NOTE: Shipments handled before 8:00 AM or after 4:30 PM Monday-Friday, or anytime Saturday, Sunday or a holiday will be assessed a 45% overtime surcharge.

# Shipment Information

Pick-Up address: Walter E. Washington Convention Center 801 Allen Y. Lew Place, NW Washington, DC 20001



# Hargrove Ordering & Payment Guide

#### Online Ordering

#### **Hargrove Storefront**

Hargrove's secure online ordering website is the preferred method for placing orders for your event. Here you can order booth furnishings, carpet, rental exhibits, graphics, labor, material handling services, request shipping quotes, and more. The exhibitor service manual for your event is also available here for reference.

#### Login Information

When online ordering is open for your event, you'll receive an email with details on how to access your account. First time users will receive a temporary password for their initial login. If you have not received the email containing your login information, please contact Hargrove Exhibitor Services at <a href="mailto:exhibitorservices@hargroveinc.com">exhibitorservices@hargroveinc.com</a> or 301.306.4627.

#### **Payment Information**

Hargrove is committed to ensuring safe transactions for our exhibitors. Our online ordering website is the most secure method for placing orders and submitting payment. A credit card will need to be on file to process orders. For your protection and ours, we will not accept credit card information via email. We will also never email payment information.

If you're unable to submit payment online, please contact Hargrove Exhibitor Services at 301.306.4627 to provide payment information over the phone.

#### **Payment Policies**

Payment in full must accompany your order. Discounted rates will not apply to orders received without payment.

Please note: We will use this form or payment submitted online as authorization to charge your credit/debit card account for all orders, at any time, including those placed onsite by your representative. These charges may include all services provided by Hargrove, LLC including but not limited to material handling, labor, and shipping charges.

For your convenience, we accept payment by Visa, MasterCard, Discover Card, American Express, company check, and wire transfer. For tax-exempt status, please submit a tax-exempt certificate.

Please review Hargrove's Terms & Conditions for additional policies pertaining to orders.

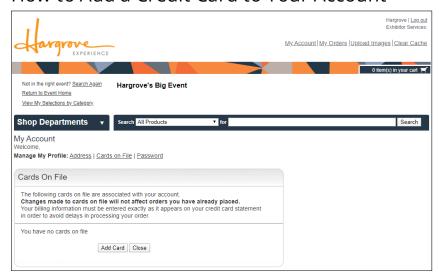


# Hargrove Ordering & Payment Guide (cont'd)

You can upload credit card payment information to your Hargrove account two ways.

Login to your Hargrove account at: <u>Hargrove Storefront</u>

#### How to Add a Credit Card to Your Account

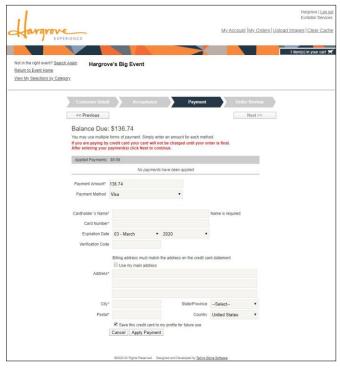


Select My Account.

Under Manage My Profile, select Cards on File.

Here you can add a credit card to your Hargrove account. A credit card will need to be on file in order to process your orders.

# How to Add a Credit Card When Placing Orders



When you are done ordering, check out by clicking on your Cart.

Review your order & customer details.

After reviewing and accepting the Terms & Conditions, add your credit card under the Payment section.

Complete the credit card information fields.

Select Save this credit card to my profile for future use. – This saves the card to your account for future orders, material handling charges, and any potential refunds.

Apply payment & finalize your order.



# Targeted Move-In Plans

# **SCHEDULE ONE**

Installation/Move-In - All Halls

|                 | ELECTRICAL |   |  |  |  |
|-----------------|------------|---|--|--|--|
| Exhibitors: All |            |   |  |  |  |
| DRIVER CHECK-IN | UNLOAD     | INSTALL                                 |  |  |  |
| n/a             | n/a        | Friday, January 16<br>8:00 AM – 5:00 PM |  |  |  |

| CARPET / FLOOR COVERING / TRUSS  Exhibitors: All Exhibitors |  |  |  |  |  |  |
|---|--|--|--|--|--|--|
|   |  |  |  |  |  |  |
| Friday, January 16<br>8:00 AM – 11:00 AM                    | Friday, January 16<br>11:00 AM – 5:00 PM | Friday, January 16 @ 5:00PM<br>until<br>Saturday, January 17 @ 8:00 AM |  |  |  |  |

| EXHIBIT MATERIALS & DISPLAYS |                      |  |  |  |  |
|------------------------------|----------------------|--|--|--|--|
| Exhibitors: 1st Target TBD   |                      |  |  |  |  |
| DRIVER CHECK-IN              | UNLOAD               |  |  |  |  |
| Saturday, January 17         | Saturday, January 17 |  |  |  |  |
| 5:00 AM – 8:00 AM            | 8:00 AM – 4:00 PM    |  |  |  |  |

| Exhibitors: 2 <sup>nd</sup> Target TBD |                      |  |  |  |  |
|--|----------------------|--|--|--|--|
| DRIVER CHECK-IN                        | UNLOAD               |  |  |  |  |
| Saturday, January 17                   | Saturday, January 17 |  |  |  |  |
| 8:00 AM – 2:00 PM                      | 2:00 PM – 6:00 PM    |  |  |  |  |

NOTE: No freight will be delivered to booth spaces where truss is not raised.

If your exhibit requires truss work, please contact Hargrove to discuss your installation schedule.

Call Hargrove's Auto Show Exhibitor Help Line at 301-731-2523

or send an email to <a href="mailto:exhibitorservices@hargroveinc.com">exhibitorservices@hargroveinc.com</a>.



# Targeted Move-In Plans (con't)

# SCHEDULE TWO

Vehicle Only Move-In – All Halls

Fuel in tanks <u>must NOT EXCEED ¼-tank or five (5) gallons, whichever is less</u>. All vehicle fuel gauges will be checked by security to insure that they meet the fire regulations before the vehicle can enter the Convention Center. Vehicles not meeting these guidelines will be turned away!

| VEHICLE MOVE-IN ONLY       |                       |  |  |  |  |  |
|----------------------------|-----------------------|--|--|--|--|--|
| Exhibitors: 1st Target TBD |                       |  |  |  |  |  |
| DRIVER CHECK-IN            | UNLOAD                |  |  |  |  |  |
| Wednesday, January 21      | Wednesday, January 21 |  |  |  |  |  |
| 6:00 AM – 10:00 AM         | 8:00 AM -1:00 PM      |  |  |  |  |  |

| Exhibitors: 2 <sup>nd</sup> Target TBD |                       |  |  |  |  |  |
|--|-----------------------|--|--|--|--|--|
| DRIVER CHECK-IN                        | UNLOAD                |  |  |  |  |  |
| Wednesday, January 21                  | Wednesday, January 21 |  |  |  |  |  |
| 9:00 AM – 2:00 PM                      | 1:00 PM – 6:00 PM     |  |  |  |  |  |

### **EARLY VEHICLE MOVE-IN**

Exhibitors requesting early vehicle move in must request from Hargrove by Saturday, January 17.

NOTE: No vehicles can be moved in until all empty crates are removed from the exhibit space. An early delivery of vehicles MUST be scheduled in advance with Hargrove.

| DRIVER CHECK-IN | UNLOAD          |  |  |  |
|-----------------|-----------------|--|--|--|
| TBD by Hargrove | TBD by Hargrove |  |  |  |

Once your vehicles are in place, please be sure that: <u>ALL</u> vehicle batteries are disconnected and cable ends are taped, <u>ALL</u> vehicles must have either a locking gas caps or gas caps sealed with tape, and <u>ALL</u> exit doors and fire safety equipment are not be blocked or obstructed.

Also, Show Management requires a key for each vehicle and/or a description of the location where you will be storing your vehicle keys after show hours. During show hours, keys should be kept by a responsible person in the display for removal of vehicles in the event of an emergency.



# Targeted Move-In Plans (con't)

# SCHEDULE THREE

Accessory Booths & Advance
Technology Displays

#### **DIRECT RECEIVING & MOVE-IN:**

(Marshaling Yard check-in is not required for unloading & loading)

Tuesday, January 20 8:00 AM – 5:00 PM Wednesday, January 21 8:00 AM – 5:00 PM

# MOVE-OUT DATES & TIMES

NOTE: EXHIBITORS ARE REQUIRED TO MAINTAIN INTACT EXHIBITS UNTIL THE SHOW IS OFFICIALLY CLOSED!

Sunday, February 1–6:00 PM to Midnight

ALL VEHICLES <u>MUST</u> BE REMOVED FROM THE EXHIBIT HALLS AT THIS TIME! \*

# **MOVE-OUT SCHEDULE (All Halls)**

Vehicle Move-Out: Sunday, February 1, – 6:00 PM to Midnight

Pre-Approved *Expedited* Empty Return Service: Sunday, February 1, – 9:00 PM to 2:00 AM

Dismantling & Move-Out Monday, February 2 – 6:00 AM to 6:00 PM

Outside Carrier Check-In: Monday, February 2 by 3:00 PM

Bills of Lading to Hargrove Service Center: Monday, February 2 by 6:00 PM

Final Clean-Up/Move-Out Ends: Monday, February 2 @ 11:59PM

<sup>\*</sup> This will avoid damage to vehicles by forklifts that will be returning display crates to your exhibit areas during the night.



# Payment Form

Advance Order Deadline: Monday, December 22, 2025

Payment Policy:

Online payment in full must accompany your order. Discounted rates will not apply to orders submitted without payment. Be sure to include the following wire transfer fees: \$20 for wire transfers originating within the US, \$40 for transfers originating from a bank in any other country.

Please note: We will use the payment submitted online as authorization to charge your credit card account for all orders, at any time, including those placed onsite by your representative. These charges may include all services provided by Hargrove, LLC including but not limited to material handling, labor, and shipping charges.

For your convenience, we accept payment by Visa, MasterCard, Discover Card, American Express, company check, ACH and wire transfer\*. For tax-exempt status, please submit a current Federal Tax-Exempt certificate or a current tax-exempt certificate for the state in which the show is held.

Order Payment Method:

NOTE: Online ordering rates are not available if you pay by check, wire transfer or ACH payment. Advance rates may be available.

NOTE: Include your company name, booth number, order number, and show name, and the country and bank where the transfer originated.

|  | ☐ Credit Card – Credit card information must be submitted online at <a href="https://hargrove.boomerecommerce.com">hargrove.boomerecommerce.com</a> |        |        |      |                   |           |           |  |  |
|--|---|--------|--------|------|-------------------|-----------|-----------|--|--|
| For your protection and ours, Hargrove will only accept credit card information online via Boomer. |   |        |        |      |                   |           |           |  |  |
| In t   | In the event that you're unable to submit payment online, please contact Hargrove Exhibitor Services at   |        |        |      |                   |           |           |  |  |
| 30   | 301.306.4627 for assistance. A service fee may apply.   |        |        |      |                   |           |           |  |  |
|  |   |        |        |      |                   |           |           |  |  |
|  | Check Enclosed # _  | Dated  | /      | /    | _ (Ref: 50-45867) | ) Order # |           |  |  |
|  |   |        |        |      |                   |           |           |  |  |
|  | ACH payment* on _   |        |        |      |                   |           |           |  |  |
|  |   | (Date) |        | (Ord | er #)             |           |           |  |  |
|  |   |        |        |      |                   |           |           |  |  |
|  | Wire Transfer* on _   | from   |        | in   |                   | for       |           |  |  |
|  |   | (Date) | (Bank) |      | (Country)         |           | (Order #) |  |  |

\* Send wire transfers or ACH payments to:

Hargrove, LLC c/o JPM Chase 270 Park Avenue New York, New York 10017-2014 USA

ABA #021000021, Account #389918399, SWIFT Code: CHASUS33



# Union Rules & Regulations

# Washington, DC

To assist you in planning for your participation in this Washington, DC show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. Please review the following to better understand the different jurisdictions of the Washington, DC unions.

#### **Exhibit Installation and Dismantling**

Hargrove currently has an agreement with the Local 491 Union to provide labor for display installation and dismantling. Full time employees of the exhibiting company may set their own exhibits without assistance from this local union so long as the exhibit can be set without the use of power tools. Labor services that may be required beyond what your regular full time employees can provide, may be carried out by the Union. Labor can be ordered in advance via online ordering or at show site by visiting the Hargrove Service Desk.

#### Material Handling

Full time employees of the exhibiting company may hand-carry their own materials into the exhibit venue without the use of dollies, hand trucks or other mechanical equipment. Hargrove currently has an agreement with Local 491 Union and will control access to the loading docks, manage the unloading and loading of freight and the operation of all mobile equipment to provide a safe, and efficient load in and out.

#### Gratuities

Current work rules prohibit the solicitation or acceptance of tips or gratuities in any form. Please do not tip any Hargrove employee (union or non-union), as all are paid at an appropriate wage scale.

#### In General

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

#### A Note about Safety

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support standing weight. Hargrove is not responsible for injuries or falls caused by the improper use of rental furniture. If assistance is required in assembling your booth, please order installation and/or dismantling labor via our online storefront and the tools and ladders required will be provided. Please assist us in our efforts to provide a safe working environment for everyone.



### **Exhibitor Terms and Conditions**

PLEASE READ THE FOLLOWING CAREFULLY. THIS IS A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN THE CASE OF LOSS OR DAMAGE.

#### 1. GENERAL PROVISIONS.

- (a) Definitions. As used throughout this Exhibitor Terms and Conditions (this "Agreement"), the following terms have the following meanings: (i) "Hargrove" means, collectively, Hargrove, LLC, a Maryland limited liability company, and its officers, directors, managers, employees, agents, representatives, affiliated companies, related entities, successors and assigns, including but not limited to any subcontractors which Hargrove may retain; (ii) "Exhibitor" means, collectively, you, the exhibitor at the subject Show, and your officers, directors, managers, employees, agents, labor which you elect to secure from Hargrove, representatives, affiliated companies, related entities, successors and assigns, including but not limited to any subcontractors which you may retain; (iii) "Show" means each and every event or show in which Hargrove serves as the general service contractor or for which Hargrove otherwise delivers or makes available a Service Manual to the Exhibitor; and (iv) "Service Manual" means, collectively, the service manual, manual package, and/or rate card, and all corresponding checklists, schedules, forms, rules, regulations, procedures, policies, guidelines, tool manuals, information, order forms, and other documentation which Hargrove provides or otherwise makes available to the Exhibitor in connection with a particular Show, as the case may be.
- (b) Acceptance. All the terms and conditions set forth in this Agreement and each Service Manual (collectively, "Terms and Conditions") constitute a part of the contractual relationship between Hargrove and the Exhibitor. The Exhibitor shall automatically be deemed to have accepted all of the Terms and Conditions, regardless of whether they are set forth in this Agreement or the Service Manual, upon the occurrence of any of the following: (i) the Exhibitor's execution of Hargrove's Payment Form; (ii) the Exhibitor's placement of any order with Hargrove, including but not limited to material handling, labor, rental equipment or any services rendered; or (iii) the Exhibitor's participation in a Show. By participating in a Show in which Hargrove serves as a general services contractor, the Exhibitor acknowledges that it shall derive economic benefit from the services Hargrove provides and, as consideration for such economic benefit, the Exhibitor hereby accepts and agrees to comply with all Terms and Conditions.

#### 2. PAYMENT TERMS.

- (a) Payment. Full payment for all services, including any applicable tax, is due at the time the order is placed or services will not be rendered. All payments must be tendered in immediately-available U.S. funds and all checks must be drawn on a U.S. bank. Hargrove will issue a final invoice ("Final Invoice") for any unpaid charges after the completion of the Show. Any outstanding balance shall accrue interest at the rate of one- and one-half percent (1.5%) per thirty (30) days until paid in full. Interest will begin to accrue beginning on the thirtieth (30th) day following the final day of the Show. If the Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, the Exhibitor authorizes Hargrove to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor's account.
- (b) Disputed Charges. Upon the commencement of the Show, the Exhibitor may obtain a statement of the Exhibitor's account ("Exhibitor Account Statement") at the Hargrove Service Center. The Exhibitor is responsible for reviewing all charges contained on the Exhibitor Account Statement prior to the completion of the Show. If the Exhibitor disputes any charges appearing on the Exhibitor Account Statement, it must notify Hargrove in writing prior to the close of the Show of the dispute and the basis therefor. If Hargrove does not receive written notice concerning a disputed charge prior to the close of the Show, the Exhibitor shall be deemed to have accepted all charges as reflected on the Exhibitor Account Statement. No adjustments will be made to items appearing on the Exhibitor Account Statement after the close of the Show. For any charges appearing on the Final Invoice that did not appear on the Exhibitor Account Statement, the Exhibitor shall have thirty (30) days from the date of the Final Invoice to notify Hargrove in writing of any disputed charges and the basis therefor. Failure to provide written notice of a disputed charge within thirty (30) days of the Final Invoice shall be deemed an acceptance of all charges contained on the Final Invoice.



- (c) Collection of Unpaid Charges. If the Exhibitor fails to pay any charge when due and owing under the terms of this Agreement or any other agreement governing payment obligations between Hargrove and the Exhibitor, Hargrove may engage a collection agency or legal counsel to collect the unpaid balance, in which case the Exhibitor shall be responsible for all costs associated with collecting the unpaid balance, including but not limited to any reasonable attorneys' fees incurred by Hargrove.
- (d) No Right of Offset. In the event of any dispute between the Exhibitor and Hargrove regarding any loss, damage or claim, the Exhibitor shall not withhold payment, or any partial payment, due to Hargrove as an offset for the alleged loss or damage. Any such dispute shall be resolved independently from the Exhibitor's payment obligations to Hargrove for services rendered.
- (e) Cancellation or Postponement. If the Show is cancelled (or postponed) five or more business days prior to commencement of installation because of reasons beyond Hargrove's control, the Exhibitor will be refunded 100% of the charges for Standard Furnishings (Tables & Drapery, Chairs & Accessories), Standard Carpet and Padding ordered from Hargrove. If the Show is cancelled (or postponed) less than five business days prior to the commencement of installation, the Exhibitor remains responsible for all charges. If the Show is cancelled (or postponed) because of reasons beyond Hargrove's control, the Exhibitor remains responsible for all other charges for services and equipment not listed above ordered from Hargrove up to and including the date of cancellation/postponement. Cancellation fees, including fees to cover any costs incurred by Hargrove, will be due immediately upon any such cancellation or postponement by Exhibitor. EXHIBITOR EXPRESSLY AGREES THAT IT HAS READ, AND AGREES TO, THIS CANCELLATION POLICY, AND THAT THE CANCELLATION CHARGES DESCRIBED IN THIS PARAGRAPH ARE REASONABLE AND APPROPRIATE UNDER THE CIRCUMSTANCES STATED, AND THAT SUCH CANCELLATION CHARGES ARE NOT A PENALTY. EXHIBITOR FURTHER ACKNOWLEDGES AND AGREES THAT THIS POLICY SHALL APPLY IN THE EVENT OF ANY CANCELLATION/POSTPONEMENT BY EXHIBITOR IRRESPECTIVE OF THE REASON FOR SUCH ORDER CANCELLATION/POSTPONEMENT AND SHALL ALSO APPLY IN THE EVENT OF THE CANCELLATION OR POSTPONMENT OF THE SHOW FOR ANY REASON BEYOND HARGROVE'S CONTROL.
- (f) Payment for Advanced Costs. The Exhibitor shall be charged, and the Exhibitor agrees to pay, all such charges that Hargrove may be obligated to pay on behalf of the Exhibitor and all such charges that Hargrove reasonably determines may be necessary to advance on behalf of the Exhibitor, including but not limited to any shipping charges.
- (g) Third-Party Billing. In the event that the Exhibitor has arranged for an exhibit house or such other third party to handle the Exhibitor's billing, a Third-Party Billing Agreement must be completed. The Exhibitor is responsible for all charges incurred at the Show, should the Exhibitor's appointed display house or such other third party fail to meet the required payment terms as more particularly set forth herein.
- (h) Additional Fees and Other Charges. The Exhibitor shall have thirty (30) days from the date of the Final Invoice:
  - i. to notify Hargrove in writing of any credit card changes necessary for billing purposes such as transferring payments from one credit card to another, and after this date a processing fee will apply to any payment transfers;
  - ii. to request in writing any back-up documentation such as receiving reports, weight tickets, labor tickets, etc., and after this date a processing fee will apply; and
  - iii. to present a valid tax exemption certificate for the state in which the event is held, and after this date Hargrove will not be able to honor the exemption.



#### 3. MATERIAL HANDLING.

- (a) Responsibility for Exhibitor Materials. The protection of all the Exhibitor's materials, including but not limited to its exhibit, booth properties, company products, personal belongings to include laptops, mobile devices, purses, etc. and all collateral materials belonging to the Exhibitor (collectively, "Exhibitor Materials"), is the sole responsibility of the Exhibitor. The Exhibitor agrees to ensure all Exhibitor Materials from the time they depart the Exhibitor's premises until they are returned to the Exhibitor's premises after the Show. HARGROVE AND ITS SUBCONTRACTORS DO NOT INSURE THE EXHIBITOR MATERIALS AGAINST LOSS OR DAMAGE AND WILL NOT COMPENSATE THE EXHIBITOR FOR THE FULL REPLACEMENT VALUE SHOULD LOSS OR DAMAGE OCCUR TO THE EXHIBITOR MATERIALS.
- (b) Delivery. If the Exhibitor elects to have Hargrove store any of the Exhibitor Materials prior to the Show, the Exhibitor agrees to deliver all the Exhibitor Materials to Hargrove's warehouse prior to the published deadline date. Hargrove reserves the right to charge, and the Exhibitor agrees to pay, in addition to the initial material handling charges for shipments to the advance warehouse, an additional charge in an amount equal to fifty percent (50%) of the advanced crated rate per cwt if the Exhibitor Materials are delivered to the warehouse after the published deadline. If the Exhibitor elects to ship deliveries direct to the Show venue, the Exhibitor agrees to deliver Exhibitor Materials beginning on the date as published in the Service Manual in respect of direct to Show venue deliveries. Hargrove also reserves the right to charge, and the Exhibitor agrees to pay, an additional charge in an amount equal to fifty percent (50%) of the DIRECT crated rate per cwt if the Exhibitor Materials are delivered to the Show venue before the published date for direct to Show venue deliveries.
- (c) Packaging. The Exhibitor shall be solely responsible for packaging and labeling all Exhibitor Materials. The Exhibitor acknowledges that the Exhibitor Materials shall be handled by Hargrove utilizing forklifts and other similar means and agrees to package all materials accordingly. The Exhibitor shall label all Exhibitor Materials with the name of the Show, the Exhibitor's company name, and booth number. Hargrove shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Hargrove does not accept for handling any packaging containing hazardous materials. Any materials requiring specialized storage, including but not limited to accessible, dry, or refrigerated storage, are stored at the Exhibitor's own risk. Hargrove shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials, or for damage to goods requiring specialized storage.
- (d) Empty Containers. Hargrove shall make available empty container labels at the Hargrove Exhibitor Service Center. The Exhibitor agrees to affix an "empty" label on all empty packaging and to remove all previous labels. The Exhibitor acknowledges that Hargrove: (i) shall assume that all packaging labeled as "empty" contain no materials therein; and (ii) assumes no responsibility, and shall not be liable, for any loss or damage to any Exhibitor Material while such materials are in an empty storage container.
- (e) Carriers and Loading. In no event shall Hargrove or its subcontractors be liable for any damage to the Exhibitor Materials after the same have been delivered to the Exhibitor's appointed carrier, shipper, or agent for transportation after the conclusion of the Show. The Exhibitor agrees that Hargrove and/or its agents shall load the Exhibitor Materials onto the carrier under the directions from the carrier or driver of that carrier. If any employee of Hargrove or if any of Hargrove's subcontractors signs a delivery receipt, Material Handling Agreement, Bill of Lading, or any similar documentation (collectively, "Material Handling Agreements"), it is agreed that Hargrove and its subcontractors are doing so on behalf of the Exhibitor, and the Exhibitor accepts the responsibility of said shipment. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. Hargrove assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor Materials that arises out of improperly loaded or labeled materials.



- (f) Unattended Materials. The Exhibitor acknowledges that there may be a period of time after the delivery of the Exhibitor Materials to the Exhibitor's booth and the arrival of the Exhibitor and/or a period of time after the Exhibitor completes packaging of the Exhibitor Materials and the pickup of such materials in which the Exhibitor Materials are left unattended. Hargrove assumes no responsibility for any loss, damage, theft, or disappearance of any Exhibitor Materials after the same have been delivered to the Exhibitor's booth at the Show site or before they have been picked up for reloading at the conclusion of the Show. Hargrove recommends the securing of security services from the facility or Show management.
- (g) Material Handling Adjustments. All Material Handling Agreements submitted to Hargrove by the Exhibitor will be checked at the time of pick-up from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Hargrove and the actual count of such items in the booth at the time of pick-up. Hargrove is not responsible for any wait time or other charges including business center charges arising from delivery or pick-up of the Exhibitor's materials.
- (h) Materials Left Behind. If the Exhibitor fails to arrange to have any Exhibitor Materials returned to the Exhibitor after the conclusion of the Show, whether through Hargrove or otherwise, the Exhibitor agrees that Hargrove shall have the right, but not the obligation, to arrange to have such Exhibitor Materials returned to Hargrove's warehouse. Hargrove and its subcontractors reserve the right to change designated carriers if the carrier assigned by the Exhibitor does not pick up Exhibitor's freight on time. Consistent with the foregoing, the Exhibitor agrees that, in such circumstances, the Exhibitor will be solely responsible for payment to the replacement carrier that Hargrove and its subcontractors utilize. Hargrove and its subcontractors assume no responsibility as a result of engaging a replacement carrier. The Exhibitor further agrees to reimburse Hargrove for any costs and expenses incurred in removing and transporting such Exhibitor Materials, including but not limited to the costs of shipment and storage. Notwithstanding anything contained herein to the contrary, removal of Exhibitor Materials is the exclusive responsibility of the Exhibitor, and Hargrove shall have no responsibility for removing such materials and shall not be liable for any loss, damage, theft, or disappearance of Exhibitor Materials left at the Show premises subsequent to the termination of the Show.
- (i) Limitation of Liability for Material Handling. If, and only if: (a) the Exhibitor's property is lost or damaged due to the performance or nonperformance of services provided by Hargrove or its subcontractors, or due to the negligence of Hargrove, its subcontractors or their employees; and (b) if such losses were not substantially caused or contributed to by the Exhibitor or its carrier, including but not limited to the failure to properly pack the Exhibitor Materials, the failure to properly label the Exhibitor Materials, or the failure to secure the Exhibitor Materials at the Show premises (those circumstances described by the preceding subsections (a) and (b) being referred to herein as the "Hargrove Material Handling Liability Circumstances"), Hargrove and its subcontractors shall be liable to the Exhibitor in an amount not to exceed the lesser of the following ("Hargrove Material Handling Liability Cap"): (i) \$.30 per pound per article, with a maximum liability of \$50.00 per item; or (ii) \$1,000.00 per shipment, incident, occurrence or other claim of any nature whatsoever. The Exhibitor agrees that the amounts set forth in the immediately preceding sentence constitute the maximum amount for which Hargrove could be liable to the Exhibitor for damages to Exhibitor Materials. For the avoidance of doubt, Hargrove's obligation to compensate the Exhibitor for loss or damage to the Exhibitor Materials shall be limited solely to the Hargrove Material Handling Liability Circumstances and in an amount not to exceed the Hargrove Material Handling Liability Cap.
- (j) Declarations of Declared Value. Declarations of the "declared value" of the Exhibitor Materials are between the Exhibitor and the selected carrier only, and are in no way an extension of Hargrove's maximum liability stated herein or an increase to the Hargrove Material Handling Liability Cap. Hargrove will use commercially reasonable efforts to transmit the declared value instructions to the selected carrier; however, Hargrove will not be liable for any claim arising from the transmittal of, or failure to transmit, declared value instructions to the carrier nor for failure of the carrier to uphold the declared value or any other term of carriage.



- (k) Claims for Damage to Exhibitor Materials. The Exhibitor agrees to present any claim for damages to the Exhibitor Materials alleged to have been caused by Hargrove and/or its subcontractors to Hargrove by the move-out date, unless the alleged damage relates to shipping services, in which case a claim must be presented to Hargrove within ten (10) days of receipt of the Exhibitor Materials either by the Exhibitor or its appointed carrier, whichever is earlier ("Exhibitor Material Damage Claim Period"). Hargrove and/or its subcontractors shall not be responsible for any claim not presented within the foregoing timeframe and the Exhibitor agrees to release all claims and causes of action arising from damage to the Exhibitor Materials not presented to Hargrove within the Exhibitor Material Damage Claim Period.
- (I) Lien. The Exhibitor hereby grants to Hargrove a security interest in and a lien on all of the Exhibitor Materials and all of the proceeds thereof, including but not limited to any insurance proceeds (collectively, "Collateral"), to secure the payment of all amounts owed by the Exhibitor to Hargrove, whether for services, goods, labor or supplies provided by Hargrove or its subcontractors or for costs advanced by Hargrove for the benefit of the Exhibitor (collectively, "Obligations"). Hargrove shall have all of the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that Hargrove is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. Hargrove shall maintain the right to retain any Collateral for so long as there are any Obligations that remain unpaid or unsatisfied.

#### 4. LIMITATIONS ON LIABILITY.

- (a) Remedy Limitation. Except in instances in which the Exhibitor alleges damages to its Exhibitor Materials (in which case the limitation set forth in the Section of this Agreement which is captioned "Limitation of Liability for Material Handling" shall apply), in the event of a breach by Hargrove of this Agreement or any other agreement between Hargrove and the Exhibitor, whether such breach results from non-conforming goods, services or otherwise, the Exhibitor's sole and exclusively remedy shall be limited to the reduction or elimination of the charge or charges billed to the Exhibitor for that portion of the goods, services or work that was nonconforming.
- (b) Limitation on Consequential Damages. In no event shall Hargrove be liable to the Exhibitor or to any other party for special, collateral, exemplary, indirect, incidental, consequential, or punitive damages, whether in contract or in tort, even if Hargrove has been advised or has notice of the potentiality of such damages. Such excluded damages include, but are not limited to, lost profits, loss of use, and interruption of business or other consequential or indirect economic loss.
- (c) Indemnification. Exhibitor hereby agrees that it shall indemnify, defend and hold harmless Hargrove and each of its affiliated entities, directors, members, managers, directors, officers, employees, agents, representatives, attorneys and consultants (collectively, "Hargrove Indemnitees") from and against any and all claims, demands, settlements, judgments, liabilities, obligations, losses, penalties, damages, charges, costs, expenses, attorneys' fees and court costs (collectively, "Losses"), including but not limited to Losses arising from property damage, personal injuries or death, which may be imposed upon, incurred by, or asserted against, the Hargrove Indemnitees in any matter arising out of or related to the Exhibitor's use of, or otherwise associated with, the Show premises and/or any of the services, materials, labor or goods rendered or provided by Hargrove in connection with the Show, as the case may be, even if such Losses were caused by the Hargrove Indemnitees' own negligence. Notwithstanding the terms of the preceding sentence to the contrary, the Exhibitor shall not be obligated to indemnify, defend, or hold harmless the Hargrove Indemnitees: (i) to the extent such Losses are caused by the fraud, gross negligence, or willful misconduct of the Hargrove Indemnitees; or (ii) from or against any of the Hargrove Indemnitees' lost profits or indirect, special, consequential, exemplary or punitive damages.
- (d) Waiver and Release. As consideration for the various services rendered by Hargrove to the Exhibitor, whether directly or indirectly as the general services contractor for the Show, Exhibitor waives, releases, acquits and forever discharges the Hargrove Indemnitees from all liability whatsoever for any claims, damages, losses, or injuries arising out of the matters for which Hargrove has disclaimed liability for under this Agreement.



(e) DRIVER LIABILITY WAIVER. IN CONSIDERATION OF HARGROVE PERMITTING ENTRANCE TO THE SHOW PREMISES, THE EXHIBITOR AND ANY DRIVER ACTING ON BEHALF OF THE EXHIBITOR OR AT THE REQUEST OF THE EXHIBITOR, THE DRIVER'S EMPLOYER, THE OWNER OF THE TRUCK AND/OR EQUIPMENT THAT THE DRIVER IS OPERATING ("TRUCKOWNER"), AND ANY AGENT OF THE DRIVER'S EMPLOYER OR THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO THE DRIVER AND OTHERS AND DAMAGE TO THE DRIVER'S PROPERTY AND PROPERTY BELONGING TO THE DRIVER'S EMPLOYER OR OTHERS ARISING FROM THE DRIVER'S ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. THE DRIVER AGREES TO ENTER AT THE DRIVER'S OWN RISK. THE DRIVER HAS FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. THE DRIVER RECOGNIZES THE HAZARDS AND IS AWARE OF ALL THE RULES FOR SAFE OPERATION. THE EXHIBITOR, THE DRIVER, THE DRIVER'S EMPLOYER, THE TRUCKOWNER, AND THEIR RESPECTIVE EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, JOINTLY AND SEVERALLY, AGREE TO INDEMNIFY AND HOLD HARGROVE HARMLESS AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM THE DRIVER'S ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.

#### 5. MISCELLANEOUS.

- (a) Labor Under Supervision of Exhibitors. If the Exhibitor elects to secure labor directly from Hargrove to work under the Exhibitor's supervision, the Exhibitor shall be responsible for supervising such labor in a reasonable manner so as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations.
- (b) Liability for Actions of Labor Secured from Hargrove. The Exhibitor acknowledges and agrees that, if the Exhibitor secures labor from a Hargrove employee to perform work for the Exhibitor (whether under the direction of Hargrove or the Exhibitor), such employee shall act on behalf of and as an agent for the Exhibitor at all times the employee is rendering services on behalf of the Exhibitor. Consistent with the foregoing, Hargrove shall have no liability for any damages caused by such employee while rendering services on behalf of the Exhibitor.
- (c) Choice of Law/Consent to Jurisdiction. Any dispute arising under or related to this Agreement or the services rendered by Hargrove in connection with the Show, including but not limited to the construction of this Agreement, shall be governed by the laws of the State of Maryland, exclusive of conflicts of law principles. The Exhibitor agrees to the exclusive jurisdiction and venue of the state and federal courts located within the State of Maryland for the purposes of any suit related to such a dispute.
- (d) Force Majeure. Hargrove shall not be deemed to be in breach of this Agreement or any other agreement with the Exhibitor to the extent that performance of Hargrove's obligations is prevented by an act of God, war, government regulations, terrorism, disasters, strikes, civil disorder, curtailment of transportation facilities, any emergency beyond Hargrove's control, or any other occurrence which would make it illegal or impossible for Hargrove to perform its obligations under this Agreement.
- (e) Headings. The headings used throughout this agreement are inserted for convenience only and shall not be used to interpret or construe the meaning or terms of this Agreement.



# Security Guidelines

- Do not assume the exhibit hall is secure. Each exhibitor must take responsibility for the security of all the items in his or her booth. Hargrove, Show Management, facility personnel and the security contractor try to guard against theft and damage, but the ultimate burden falls on the exhibitor.
- Do not list the contents of crates and cartons on your shipping labels. A label that reads "27" color monitor" is an open invitation for thieves.
- Do not leave your booth unattended during the hectic and heavily populated move-in and move-out times.
- Consider covering your exhibit with some sort of cloth at the close of each day. The psychological deterrent makes it more difficult for people to handle merchandise. Criminals often look for the easy mark first.
- Business tools such as laptop computers, recorders, calculators, and give-away items are the things most often stolen. They should be guarded and stored safely at night.
- Thieves will also take personal items such as purses, suit coats, and toolboxes. Do not leave personal items unprotected in your booth.
- Never store items in containers marked "Empty."
- Show management may provide security to prevent entry to the exhibit area by anyone not authorized. This
  security service does not guarantee exhibitors against loss. Nor does it imply an assumption of liability for an
  exhibitor's property by Hargrove, Show Management, or their agents.
- Your exhibit materials should be insured from the time they leave your facility until the time they return. Consult with your insurance agency about adding a rider to your existing policy.



# **Tables & Drapery**

Hargrove offers a variety of table sizes and heights, in undraped and draped options to match the show colors or your branding.



#### **Round Tables**

Round tables are 30" in diameter and are available in 18", 30", and 42" heights.



# **Draped Tables & Counters**

Tables and Counters are available draped or undraped, and in 4′, 6′, or 8′ lengths.

Tables: 30" Tall x 24" Wide Counters: 42" Tall x 24" Wide

# **Table Drapery**

Draped tables are skirted on three sides with a fire-retardant poly sateen fabric and topped with white vinyl. The fourth side of the table can be draped at an additional cost.

Undraped tables include the white vinyl table top.

Actual colors may vary. Some colors not available for certain shows.





# **Seating**

When you need seating for a product demonstration or one-to-one sit down with a client, Hargrove offers a variety of options to suit your needs and style.

# **Chairs & Barstools**

Standard seating is depicted. Contact us today for more seating options. Actual item may vary.

Padded Side Chair: 30" Tall x 17" Wide x 22" Deep

Barstool: 42" Tall x 19" Wide x 21" Deep





# **Carpet & Flooring**

The details matter. Materials in your booth should complement your brand, Hargrove has a wide variety of carpet and flooring options.

# **Carpet & Flooring Details**

Custom colors available. Actual colors may vary. Some colors not available for certain shows.

Plush carpet orders include protective clear plastic covering at no additional charge.

Special cut carpet which is new or nearly new carpet and cut from the same roll is available to ensure color match at an additional cost.

We recommend special cut or plush carpet for island, peninsula or inline booths larger than 10' x 40' for color matching.

# **Standard Carpet Colors**



# **Plush Carpet Colors**



# **Expo Flex Vinyl Flooring Colors**



# **Accessories**

Hargrove offers a variety of accessories to help you gather business cards, guide booth traffic, and keep your booth tidy so your prospective clients have the best experience possible.



**Easel** 56" T x 30" W x 27" D



Literature Rack



Straight Bag Rack 49" - 70" T x 30" W x 27" D



Slanted Bag Rack 49" - 70" T x 30" W x 27" D



**Sign Holder** For signs 28" T x 22" W



Wastebasket 16" T x 11" W x 9" D



Retractable Stanchion 14" T with 14" base, 8' belt



Chrome Stanchion 42" T with 14" base, 8' rope



**Coat Tree** 



Fish Bowl



Vertical Posterboard 8' T x 4' W





Horizontal Posterboard 4' T x 8' W

Actual items may vary. All measurements are approximate.

# **Counters & Displays**

Need a cabinet or display case that can incorporate your graphics or includes lighting? Hargrove offers a variety of displays to enhance your exhibit space.



**Large Cabinet** 

42" Tall x 82" Wide x 23" Deep



**Illuminated Display Case** 

41" Tall x 80" Wide x 21" Deep Actual items may vary. All measurements are approximate. Electrical service required



**Small Cabinet** 

42" Tall x 43" Wide x 23" Deep



**Curved Counter** 

42" Tall x 60" Wide x 22" Deep

# **Signs & Graphics**

Need to announce a presentation, showcase in-booth talent, or promote a new product line? Hargrove can help you with all of your custom signage and graphics needs.

## **Hargrove Advantages**

High-quality, state-of-the-art printing

Superb resolution

Experienced team accustomed to fast turn arounds

Environmentally friendly materials at competitive prices



## **Vinyl Banners**

Unlimited sizes
Priced per square foot



## **Cardstock Signs**

Available in:

7" x 11"

11" x 14"

7" x 44"

14" x 22"

14" x 44"

22" x 28"

28" x 44"

## **Retractable Banner Stands**

Make a bold statement at your next event with retractable banner signs—lightweight, easy to set up, and designed to showcase your brand with stunning visuals.

## **Retractable Banner Stand Details**

All Retractable Banner Stand kits include hardware, graphic, and portable carry bag.

Complete artwork guidelines will be provided during the ordering process. Art time may be charged if artwork files need to be fixed or altered to meet artwork guidelines.



### Barracuda 800

Variable graphic height (60" - 83")
Anodized silver base
Toolless quick rail
Graphic tensioner
Adjustable leveling feet
Hybrid bungee/telescopic pole
Includes carry bag



## **Blade Lite 800**

Variable graphic height (60" - 83.25")
Silver base w/ chrome-finish ends
Toolless quick rail
Weighted base for stability
Adjustable leveling feet
Hybrid bungee/telescopic pole
Includes carry bag



## Mosquito 850

Standard graphic height (78.5")
Swivel feet
Snap top graphic rail
3-piece bungee pole
Includes carry bag





## **Rental Exhibit Solutions**

Hargrove offers a wide variety of rental exhibit options. The following solutions featured in this catalog are standard turnkey rental exhibits:



## Hargrove Rental Booth 100 (RNBT100)

The 10' x 10' rental booth includes the following: Booth Structure, graphics on all panels included

1 - 1 Meter counter with graphic wrap

Standard 10' x 10' Carpet

1 - Wastebasket

#### Furniture:

- 1 Bar Table white top, hydraulic base
- 2 Zoey Barstools

Daily Cleaning for Each Show Day Shipping & Material Handling of Exhibit Elements Installation & Dismantle Labor of Exhibit Elements



## Hargrove Rental Booth 101 (RNBT101)

The 10' x 10' rental booth includes the following: Booth Structure, graphics on all panels included

1 - 1 Meter counter with graphic wrap Standard 10' x 10' Carpet

1 - Wastebasket

#### Furniture:

- 1 Bar Table white top, hydraulic base
- 2 Zoey Barstools

Daily Cleaning for Each Show Day Shipping & Material Handling of Exhibit Elements Installation & Dismantle Labor of Exhibit Elements



## Hargrove Rental Booth 102 (RNBT102)

The  $10' \times 10'$  rental booth includes the following: Booth Structure, graphics on all panels included

1 - 1 Meter counter with graphic wrap Standard 10' x 10' Carpet

1 - Wastebasket

#### Furniture:

- 1 Bar Table white top, hydraulic base
- 2 Zoey Barstools

Daily Cleaning for Each Show Day
Shipping & Material Handling of Exhibit Elements
Installation & Dismantle Labor of Exhibit Elements

## **Rental Exhibit Solutions**

Hargrove offers a wide variety of rental exhibit options. The following solutions featured in this catalog are standard turnkey rental exhibits:



### Rental Booth 200 (RNBT200)

The 10' x 20' rental booth includes the following: Booth Structure, graphics on all panels included 1 - 2 Meter counter with graphic wrap

Standard 10' x 20' Carpet

1 - Wastebasket

#### Furniture:

- 1 Bar Table white top, hydraulic base
- 2 Zoey Barstools

Daily Cleaning for Each Show Day
Shipping & Material Handling of Exhibit Elements
Installation & Dismantle Labor of Exhibit Elements



### Rental Booth 201 (RNBT201)

The 10' x 20' rental booth includes the following: Booth Structure, graphics on all panels included 1 - 2 Meter counter with graphic wrap Standard 10' x 20' Carpet

1 - Wastebasket

#### Furniture:

- 1 Bar Table white top, hydraulic base
- 2 Zoey Barstools

Daily Cleaning for Each Show Day
Shipping & Material Handling of Exhibit Elements
Installation & Dismantle Labor of Exhibit Elements



### Rental Booth 202 (RNBT102)

The 10' x 20' rental booth includes the following: Booth Structure, graphics on all panels included Booth Structure, graphics on all panels included

- 1 2 Meter counter with graphic wrap Standard 10' x 20' Carpet
- 1 Wastebasket

### Furniture:

- 1 Bar Table white top, hydraulic base
- 2 Zoey Barstools

Daily Cleaning for Each Show Day Shipping & Material Handling of Exhibit Elements Installation & Dismantle Labor of Exhibit Elements

## **Rental Exhibit Solutions**

Hargrove offers a wide variety of rental exhibit options. The following solutions featured in this catalog are standard turnkey rental exhibits:







### Rental Booth 401 (RNBT401)

The 20' x 20' rental booth includes the following: Booth Structure, graphics on all panels included

- 1 L-Shaped Counter, graphics on front panels
- 3 1/2M Counters, graphics on front panels Standard 20' x 20' Carpet
- 1 Wastebasket

#### Furniture:

- 1 Bar Table white top, hydraulic base
- 2 Zoey Barstools

Daily Cleaning for Each Show Day
Shipping & Material Handling of Exhibit Elements
Installation & Dismantle Labor of Exhibit Elements

## Rental Booth 402 (RNBT402)

The 20' x 20' rental booth includes the following: Booth Structure, graphics on all panels included 4 - 1 M Counters, graphics on front panels Standard 20' x 20' Carpet

1 - Wastebasket

#### Furniture:

- 1 Bar Table white top, hydraulic base
- 2 Zoey Barstools
- 1 Baja Loveseat
- 2 Baja Chairs
- 1 Alonda Cocktail Table, glass top

Daily Cleaning for Each Show Day

Shipping & Material Handling of Exhibit Elements Installation & Dismantle Labor of Exhibit Elements

### Rental Booth 403 (RNBT403)

The 20' x 20' rental booth includes the following: Booth Structure, graphics on all panels included

- 1 2 M Counter, graphics on front panels
- 4 1 M Counters, graphics on front panels Standard 20' x 20' Carpet
- 1 Wastebasket

#### Furniture:

- 1 Bar Table white top, hydraulic base
- 2 Zoey Barstools

Daily Cleaning for Each Show Day Shipping & Material Handling of Exhibit Elements Installation & Dismantle Labor of Exhibit Elements

## **Fabric Rental Exhibit Solutions**

Hargrove offers a wide variety of rental exhibit options. The following fabric solutions featured below are a perfect way to achieve a seamless look at a cost-effective price.



### 8' x 10' - Fabric Rental Booth (RNBT001A)

The 8' H x 10' W rental booth includes the following: Rental Frame with Jack Legs for Support Single-Sided Printed Fabric Graphic

1 – 1 Meter counter with graphic wrap

1 - Wastebasket

Standard 10' x 10' Carpet
Daily Cleaning for each show Day

Shipping & Material Handling of the Exhibit Elements
Installation & Dismantle Labor of Exhibit Elements



## 8' x 20' - Fabric Rental Booth (RNBT001B)

The 8' H x 20' W rental booth includes the following: Single-Sided Printed Fabric Graphic

1 - 2 Meter counter with graphic wrap

1 - Wastebasket

Standard 10' x 20' Carpet

Daily Cleaning for each show Day

Shipping & Material Handling of the Exhibit Elements
Installation & Dismantle Labor of Exhibit Elements



### 8' x 30' - Fabric Rental Booth (RNBT001C) \*

The 8' H x 30' W rental booth includes the following: Rental Frame with Jack Legs for Support

Single-Sided Printed Fabric Graphic

1 - 2 Meter counter with graphic wrap

1 - Wastebasket

Standard 10' x 30' Carpet

Daily Cleaning for each show Day

Shipping & Material Handling of the Exhibit Elements Installation & Dismantle Labor of Exhibit Elements

\* Special Order Item, additional lead time required for order and artwork submission.

NOTE: All fabric framed banners are set 1' from rear drape line into the booth to allow additional space for jack leg supports.



| Product Image | Product Name     | Product Code | Color/Materials | Dimensions  |
|---------------|------------------|--------------|-----------------|---|
|               | Allegro Chair    | CHR002       | Blue Fabric     | Length: 36" Depth: 34.5" Height: 30" Seat Length: 23" Seat Depth: 23" Seat Height: 17"    |
|               | Allegro Loveseat | LVS002       | Blue Fabric     | Length: 63" Depth: 34.5" Height: 30" Seat Length: 57" Seat Depth: 23" Seat Height: 17"    |
|               | Allegro Sofa     | SFA002       | Blue Fabric     | Length: 73" Depth: 34.5" Height: 30" Seat Length: 61" Seat Depth: 23" Seat Height: 17"    |
|               | Baja Chair       | ВСНЖНТ       | White Vinyl     | Length: 36" Depth: 30.5" Height: 28" Seat Length: 25.75" Seat Depth: 22" Seat Height: 16" |
|               | Baja Loveseat    | BLVWHT       | White Vinyl     | Length: 61" Depth: 30.5" Height: 28" Seat Length: 51" Seat Depth: 23" Seat Height: 16"    |
|               | Baja Sofa        | BSFWHT       | White Vinyl     | Length: 86" Depth: 30" Height: 28" Seat Length: 77" Seat Depth: 23" Seat Height: 16"      |

| Product Image | Product Name       | Product Code | Color/Materials               | Dimensions   |
|---------------|--------------------|--------------|-------------------------------|--|
|               | Cordoba Chair      | COCHTP       | Taupe Fabric, Black           | Length: 37" Depth: 32" Height: 33" Seat Length: 22.5" Seat Depth: 21" Seat Height: 18" |
|               | Cordoba Loveseat   | COLVTP       | Taupe Fabric, Black           | Length: 60.5" Depth: 32" Height: 33" Seat Length: 46" Seat Depth: 21" Seat Height: 18" |
|               | Fairfax Chair      | FAIRCW       | White Vinyl,<br>Brushed Metal | Length: 27" Depth: 26" Height: 30" Seat Length: 24" Seat Depth: 20.5" Seat Height: 17" |
|               | Fairfax Sofa       | FAIRSW       | White Vinyl,<br>Brushed Metal | Length: 62" Depth: 26" Height: 30" Seat Length: 62" Seat Depth: 20.5" Seat Height: 17" |
|               | Key Largo Chair    | KEYCHR       | Black Fabric, Wood            | Length: 35" Depth: 35" Height: 34" Seat Length: 22" Seat Depth: 22" Seat Height: 19"   |
|               | Key Largo Loveseat | KEYLOV       | Black Fabric, Wood            | Length: 57" Depth: 35" Height: 34" Seat Length: 44" Seat Depth: 22" Seat Height: 19"   |

| Product Image | Product Name      | Product Code                           | Color/Materials    | Dimensions  |
|---------------|-------------------|--|--------------------|---|
|               | Key Largo Sofa    | KEYSOF                                 | Black Fabric, Wood | Length: 79" Depth: 35" Height: 34" Seat Length: 66" Seat Depth: 22" Seat Height: 19"        |
|               | Montreal Chair    | MONCHA                                 | Blue, Black Metal  | Length: 30" Depth: 23.25" Height: 30" Seat Length: 22.5" Seat Depth: 18.5" Seat Height: 16" |
|               | Montreal Loveseat | MONLOV                                 | Blue, Black Metal  | Length: 62" Depth: 27.25" Height: 29.5" Seat Length: 57" Seat Depth: 18.5" Seat Height: 16" |
|               | Naples Chair      | Powered: NPLCHP<br>Non-Powered: NPLCHR | Black Vinyl        | Length: 36" Depth: 30" Height: 33.25" Seat Length: 25" Seat Depth: 20.5" Seat Height: 18"   |
|               | Naples Loveseat   | Powered: NPLLOP<br>Non-Powered: NPLLOV | Black Vinyl        | Length: 62" Depth: 30" Height: 33.25" Seat Length: 52.5" Seat Depth: 20.5" Seat Height: 18" |
|               | Naples Sofa       | Powered: NPLSOP<br>Non-Powered: NPLSOF | Black Vinyl        | Length: 87" Depth: 30" Height: 33.25" Seat Length: 77.5" Seat Depth: 20.5" Seat Height: 18" |

| Product Image | Product Name    | Product Code | Color/Materials     | Dimensions   |
|---------------|-----------------|--------------|---------------------|--|
|               | Palm Beach Sofa | PALSOF       | White Vinyl         | Length: 69" Depth: 29" Height: 33" Seat Length: 48-62" Seat Depth: 19" Seat Height: 18"    |
|               | Sterling Chair  | STECHA       | Gray Fabric         | Length: 33" Depth: 33.5" Height: 32" Seat Length: 25.75" Seat Depth: 21" Seat Height: 17"  |
|               | Sterling Sofa   | STESOF       | Gray Fabric         | Length: 82" Depth: 33.5" Height: 32" Seat Length: 72.5" Seat Depth: 21" Seat Height: 17"   |
|               | Valencia Chair  | VALCGN       | Green Fabric        | Length: 28" Depth: 30.5" Height: 31" Seat Length: 17.5" Seat Depth: 21" Seat Height: 17.5" |
|               | Valencia Chair  | VALCOT       | Oat Fabric          | Length: 28" Depth: 30.5" Height: 31" Seat Length: 17.5" Seat Depth: 21" Seat Height: 17.5" |
|               | Valencia Chair  | VALCHA       | Spice Orange Velvet | Length: 28" Depth: 30.5" Height: 31" Seat Length: 17.5" Seat Depth: 21" Seat Height: 17.5" |

| Product Image | Product Name      | Product Code | Color/Materials     | Dimensions   |
|---------------|-------------------|--------------|---------------------|--|
|               | Valencia Loveseat | VALVOT       | Oat Fabric          | Length: 63" Depth: 30.5" Height: 31" Seat Length: 53" Seat Depth: 20.5" Seat Height: 17.5" |
|               | Valencia Loveseat | VALSOF       | Coffee Brown Velvet | Length: 63" Depth: 30.5" Height: 31" Seat Length: 53" Seat Depth: 20.5" Seat Height: 17.5" |

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

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

| Product Image | Product Name         | Product Code | Color/Materials                            | Dimensions   |
|---------------|----------------------|--------------|--|--|
|               | Century Chair        | CNTCHR       | Gray Velvet                                | Length: 30" Depth: 30" Height: 31" Seat Length: 21.5" Seat Depth: 23" Seat Height: 17"   |
|               | La Brea Swivel Chair | LABREA       | Charcoal Gray Fabric, Chrome               | Length: 35" Depth: 27" Height: 40" Seat Length: 17" Seat Depth: 16" Seat Height: 20"     |
|               | Lorna Chair          | LRCHGN       | Green Leather, Antique Brass               | Length: 26" Depth: 25" Height: 30" Seat Length: 18.5" Seat Depth: 19.5" Seat Height: 18" |
|               | Madrid Chair         | BCW          | White Vinyl, Chrome                        | Length: 30" Depth: 30" Height: 31" Seat Length: 30.5" Seat Depth: 20.5" Seat Height: 18" |
|               | Munich Armless Chair | MNCHCH       | Gray Fabric, Black                         | Length: 22.5" Depth: 27" Height: 28.5" Seat Length: 22" Seat Depth: 21" Seat Height: 17" |
|               | Pasadena Chair       | PASCHR       | White Molded Plastic,<br>Chrome Tower Base | Length: 27" Depth: 25" Height: 26" Seat Length: 17" Seat Depth: 17" Seat Height: 17"     |

| Product Image | Product Name              | Product Code                           | Color/Materials                                | Dimensions  |
|---------------|---------------------------|--|--|---|
|               | Pro Executive Guest Chair | PROGB                                  | Black Vinyl, Chrome                            | Length: 24" Depth: 26" Height: 36" Seat Length: 19.5" Seat Depth: 19" Seat Height: 18"          |
|               | Swanson Swivel Chair      | SWAN                                   | White Vinyl                                    | Length: 28" Depth: 25" Height: 30" Seat Length: 22" Seat Depth: 17.5" Seat Height: 17"          |
|               | Tech Tablet Chair         | Powered: TCHGRY<br>Non-Powered: TCHTNP | Gray Vinyl, White Metal Tablet,<br>Chrome Base | Length: 30.5" Depth: 29" Height: 33.5" Seat Length: 22.5" Seat Depth: 19.5" Seat Height: 19"    |
|               | Tech Chair, No Tablet     | Powered: TCHP<br>Non-Powered: TCHNTP   | Gray Vinyl, Chrome Base                        | Length: 30.5" Depth: 29" Height: 33.5" Seat Length: 22.5" Seat Depth: 19.5" Seat Height: 19"    |
|               | Terrace Accent Chair      | TRCHCO                                 | Cognac Leather,<br>Black Base                  | Length: 24" Depth: 30.5" Height: 31.25" Seat Length: 22.5" Seat Depth: 21.5" Seat Height: 17.5" |
|               | Wentworth Swivel Chair    | WENCHA                                 | Brown Vinyl                                    | Length: 31" Depth: 24" Height: 31.5" Seat Length: 21.5" Seat Depth: 19" Seat Height: 18"        |

| Product Image | Product Name  | Product Code                               | Color/Materials   | Dimensions   |
|---------------|---------------|--|---|--|
|               | Blade Chair   | BLDCBK<br>BLDCRD<br>BLDCSB                 | Black<br>Red<br>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" Seat Height: 18.75"    |
|               | Chelsea Chair | CCBTWL CCBTAZ CCBTBK CCBTYL  CCBTGY CCBTOR | Walnut-Look, Black Tower Base<br>Azure Blue, Black Tower Base<br>Black, Black Tower Base<br>Goldenrod Yellow,<br>Black Tower Base<br>Gray, Black Tower Base<br>Orange, 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     | CCSCGY CCSCAZ CCSCBK CCSCYL CCSCOR CCSCWL | Gray, Black Swivel Base w/ Casters Azure Blue, Black Swivel Base w/ Casters Black, Black Swivel Base w/ Casters Goldenrod Yellow, Black Swivel Base w/ Casters Orange, Black Swivel Base w/ Casters Walnut-Look, Black Swivel Base w/ Casters | Length: 18.5" Depth: 22" Height: 34" Seat Length: 18" Seat Depth: 16" Seat Height: 18.5"            |
|               | Christopher Chair | XCHR                                      | White Vinyl, Chrome   | Length: 17" Depth: 19" Height: 35" Seat Length: 16.75" Seat Depth: 14.75" Seat Height: 18"          |
|               | Duet Stack Chair  | DUET                                      | Black, Chrome   | Length: 21" Depth: 23" Height: 33" Seat Length: 18" Seat Depth: 18" Seat Height: 18"                |
|               | Laguna Chair      | LMCHR                                     | Maple, Chrome   | Length: 18" Depth: 19" Height: 34" Seat Length: 17" Seat Depth: 16" Seat Height: 18"                |
|               | Lucent Chair      | LUCHCL                                    | Frosted Acrylic, Chrome   | Length: 19.5" Depth: 19.75" Height: 32.5" Seat Length: 16.25" Seat Depth: 15.5" Seat Height: 18.75" |

| Product Image | Product Name              | Product Code                              | Color/Materials  | Dimensions  |
|---------------|---------------------------|---|--|---|
|               | Malba Chair               | MALGRY                                    | Gray, Chrome   | Length: 20" Depth: 20" Height: 32" Seat Length: 17" Seat Depth: 14" Seat Height: 19"            |
|               | Malba Chair               | MALGRN                                    | Green, Chrome  | Length: 20" Depth: 20" Height: 32" Seat Length: 17" Seat Depth: 14" Seat Height: 19"            |
|               | Marina Chair              | MARCWH MARCBR MARCBK MARCGY MARCBE MARCRD | White Vinyl, Brushed Metal<br>Brown Fabric, Brushed Metal<br>Black Vinyl, Brushed Metal<br>Gray Fabric, Brushed Metal<br>Ocean Blue Fabric, Brushed Metal<br>Red Fabric, Brushed Metal | Length: 17.5" Depth: 19.5" Height: 35" Seat Length: 15" Seat Depth: 13" Seat Height: 19"        |
|               | Razor Armless Chair       | SC10                                      | White  | Length: 19" Depth: 23.5" Height: 31.75" Seat Length: 16" Seat Depth: 17.25" Seat Height: 17.75" |
|               | Rustique Chair<br>w/ Arms | RSTDIN                                    | Gunmetal   | Length: 20" Depth: 18" Height: 31" Seat Length: 15" Seat Depth: 15" Seat Height: 18"            |

| Product Image | Product Name | Product Code | Color/Materials | Dimensions   |
|---------------|--------------|--------------|-----------------|--|
|               | Syntax Chair | CS4          | Black, Chrome   | Length: 23" Depth: 19" Height: 32.25" Seat Length: 18" Seat Depth: 17" Seat Height: 18.5"  |
|               | Zenith Chair | ZENCHR       | White, Chrome   | Length: 18.25" Depth: 22" Height: 32" Seat Length: 18.25" Seat Depth: 16" Seat Height: 19" |

| Product Image | Product Name                | Product Code   | Color/Materials   | Dimensions   |
|---------------|-----------------------------|--|---|--|
|               | Beverly Bench<br>Ottoman    | BVLYBK BVLYBN BVLYGR BVLYLN BVLYOB BVLYRD BVLYWH               | Black Vinyl Brown Fabric Gray Fabric Linen Fabric Ocean Blue Fabric Red Fabric White Vinyl  | Length: 60" Depth: 20" Height: 18" Seat Length: 60" Seat Depth: 20" Seat Height: 18" |
|               | Beverly Small Bench Ottoman | BVSMBK BVSMBN BVSMGY BVSMLV BVSMLN BVSMBL BVSMGN BVSMOR BVSMYL | Black Vinyl Brown Fabric Gray Fabric Lavender Fabric Linen Fabric Ocean Blue Fabric Olive Green Fabric Orange Fabric Red Fabric White Vinyl 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   |
|---------------|--------------------------|--|---|--|
|               | Marche<br>Swivel Ottoman | MAR001 MAR015 MAR010 MAR014 MAR012 MAR002 MAR016 MAR003 MAR008 MAR020 MAR011 MAR009 MAR007 MAR007 MAR004 MAR005 MAR005 MAR013 MAR021 | White Vinyl Black Vinyl Blue Fabric Distressed Brown Vinyl Forest Green Vinyl Gray Fabric Ivory Faux Sheep Fur Linen Fabric Meadow Green Olive Faux Sheep Fur Orange Velvet Pear Yellow Fabric Plum Fabric Raspberry Fabric Red Fabric Rose Quartz Fabric Teal Velvet Terracotta Faux Sheep Fur | Round: 17" Height: 18" Seat Round: 17" Seat Height: 18"                              |
|               | Vibe<br>Cube Ottoman     | VIB10 VIB02 VIB05 VIB21 VIB14 VIB17 VIB01 VIB22 VIB08 VIB13 VIB04 VIB12 VIB16 VIB15 VIB15 VIB09                                      | Black Vinyl Blue Vinyl Bright Yellow Vinyl Caramel Vinyl Citrus Green Vinyl Desert Rose Vinyl Green Vinyl Navy Vinyl Orange Vinyl Purple Vinyl Red Vinyl Silver Vinyl Spice Orange Vinyl Steel Blue Vinyl Taupe Vinyl 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  |
|---------------|---------------------------|--------------|---------------------|---|
|               | Endless<br>Curved Ottoman | END01B       | Black Vinyl, Chrome | Length: 60.5" Depth: 37.5" Height: 15" Seat Length: 60.5" Seat Depth: 34" |
|               | Endless<br>Curved Ottoman | END01W       | White Vinyl, Chrome | Length: 60.5" Depth: 37.5" Height: 15" Seat Length: 60.5" Seat Depth: 34" |
|               | Endless<br>Square Ottoman | END02B       | Black Vinyl, Chrome | Length: 34" Depth: 34" Height: 15" Seat Length: 34" Seat Depth: 34"       |
|               | Endless<br>Square Ottoman | END02W       | White Vinyl, Chrome | Length: 34" Depth: 34" Height: 15" Seat Length: 34" Seat Depth: 34"       |
|               | Regis Bench               | REGBEN       | Brushed Metal       | Length: 47" Depth: 15.5" Height: 16"                                      |

| 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<br>BLDBRD<br>BLDBSB<br>BLDBWH      | Black<br>Red<br>Sky Blue<br>White Molded Plastic  | Length: 20.5" Depth: 20" Height: 40.5" Seat Length: 14" Seat Depth: 15.75" Seat Height: 30.25" |
|               |                  |   |   |  |
|               | Chelsea Barstool | CBSBWL CBSBAZ CBSBBK CBSBYL CBSBGY CBSBOR | Walnut-Look, Black Tower Base<br>Azure Blue, Black Tower Base<br>Black, Black Tower Base<br>Goldenrod Yellow,<br>Black Tower Base<br>Gray, Black Tower Base<br>Orange, 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   |
|---------------|----------------------|--------------------------------------|---|--|
|               | Christopher Barstool | XBAR                                 | White Vinyl, Chrome   | Length: 19" Depth: 19" Height: 41" Seat Length: 14.5" Seat Depth: 15" Seat Height: 29"         |
|               | Kamden Barstool      | KABSWH                               | White Vinyl, Chrome   | Length: 16.5" Depth: 20" Height: 25-33.5" Seat Length: 15" Seat Depth: 19" Seat Height: 22-32" |
|               | Laguna Barstool      | LMBAR                                | Maple, Chrome   | Length: 18" Depth: 20" Height: 47" Seat Length: 17" Seat Depth: 16" Seat Height: 31"           |
|               | Lift Barstool        | ROLLWH<br>ROLLBL<br>ROLLGY<br>ROLLRD | White Vinyl, Chrome<br>Black Vinyl, Chrome<br>Gray Vinyl, Chrome<br>Red Vinyl, Chrome | Round: 15" Height: 23-33.5" Seat Round: 15" Seat Height: 22.25-31.5"                           |
|               |                      |                                      |   |  |
|               |                      |                                      |   |  |

| Product Image | Product Name      | Product Code   | Color/Materials  | Dimensions   |
|---------------|-------------------|--|--|--|
|               | Marina Barstool   | MARBWH<br>MARBBK<br>MARBBR<br>MARBGY<br>MARBBE<br>MARBRD | White Vinyl, Brushed Metal<br>Black Vinyl, Brushed Metal<br>Brown Fabric, Brushed Metal<br>Gray Fabric, Brushed Metal<br>Ocean Blue Fabric, Brushed Metal<br>Red Fabric, Brushed Metal | Length: 21" Depth: 17.5" Height: 41.5" Seat Length: 17" Seat Depth: 16" Seat Height: 30.5"       |
|               |                   |  |  |  |
|               | Lucent Barstool   | LUBSCL   | Frosted Acrylic, Chrome  | Length: 22" Depth: 22.5" Height: 45.5" Seat Length: 16.25" Seat Depth: 15.5" Seat Height: 31"    |
|               | Rustique Barstool | RSTSTL   | Gunmetal   | Length: 13" Depth: 13" Height: 30" Seat Length: 12" Seat Depth: 12" Seat Height: 30"             |
|               | Shark Barstool    | BS001  | White, Chrome  | Length: 22" Depth: 19" Height: 34-44" Seat Length: 17.5" Seat Depth: 14.5" Seat Height: 21.5-32" |
|               | Syntax Barstool   | BSR  | Black, Chrome  | Length: 23" Depth: 19" Height: 43.25" Seat Length: 18" Seat Depth: 17" Seat Height: 28.5"        |

| Product Image | Product Name    | Product Code | Color/Materials | Dimensions  |
|---------------|-----------------|--------------|-----------------|---|
|               | Zenith Barstool | ZENBAR       | White, Chrome   | Length: 19" Depth: 20" Height: 44" Seat Length: 18" Seat Depth: 16" Seat Height: 29"            |
|               | Zoey Barstool   | BS002        | White, Chrome   | Length: 15" Depth: 16" Height: 30-34.75" Seat Length: 14" Seat Depth: 13" Seat Height: 26-30.5" |

| Product Image | Product Name                                  | Product Code   | Color/Materials  | Dimensions                |
|---------------|---|--|--|---------------------------|
|               | 36" Round Bar Table<br>w/ Hydraulic Base      | 36WTHB<br>36BKHB<br>36GRHB<br>36MTHB   | White Top<br>Black Top<br>Graphite Nebula Top<br>Maple Top   | Round: 36"<br>Height: 45" |
|               | 36" Round Bar Table<br>w/ Standard Black Base | VTW<br>36BKSB<br>VTN<br>VTP  | White Top<br>Black Top<br>Graphite Nebula Top<br>Maple Top   | Round: 36"<br>Height: 42" |
|               | 30" Round Cafe Table<br>w/ Hydraulic Base     | 30WHHC<br>30WDHC<br>30BKHC<br>30BEHC<br>30AGHC<br>30YSHC<br>30GRHC<br>30GSHC<br>30MTHC<br>30OSHC<br>30BRHC<br>30MAHC | White Top Barnwood Top Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Green Top Maple Top Orange Top Red Top Gray Acajou Top | Round: 30"<br>Height: 29" |

| Product Image | Product Name                                | Product Code  | Color/Materials  | Dimensions                |
|---------------|---|---|--|---------------------------|
|               | 30" Round Cafe Table w/ Standard Black Base | 30WH29 30WDBC 30BKSC 30BEBC 30AGBC 30YSBC ZTJ 30GSBC ZTK 30OSBC ZTB ZTA | White Top Barnwood Top Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Green Top Maple Top Orange Top Red Top Gray Acajou Top | Round: 30"<br>Height: 29" |
|               | 30" Round Cafe Table,<br>Powered            | P30CWH  | White Top, Black Base  | Round: 30"<br>Height: 29" |
|               | 36" Round Cafe Table<br>w/ Hydraulic Base   | 36WTHC<br>36BKHC<br>36MTHC<br>36GRHC                                    | White Top<br>Black Top<br>Maple Top<br>Graphite Nebula Top   | Round: 36"<br>Height: 29" |
|               |   |   |  |                           |

| Product Image | Product Name                                | Product Code                | Color/Materials  | Dimensions  |
|---------------|---|-----------------------------|--|---|
|               | 36" Round Cafe Table w/ Standard Black Base | ZTQ<br>36BKSC<br>ZTN<br>ZTP | White Top<br>Black Top<br>Graphite Nebula Top<br>Maple Top | Round: 36"<br>Height: 29"                         |
|               | Rustique<br>Square Metal Bar Table          | RSTSQT                      | Gunmetal   | Length: 23.75"<br>Depth: 23.75"<br>Height: 41.25" |

| Product Image | Product Name                                   | Product Code               | Color/Materials   | Dimensions                                     |
|---------------|--|----------------------------|---|--|
|               | Ventura Communal<br>Bar Table                  | VNTBNP<br>VNTWNP<br>VNTMNP | Black Top, Silver<br>White Top, Silver<br>Maple Top, Silver | Length: 72.25" Depth: 26.25" Height: 42"       |
|               | Ventura Communal<br>Bar Table, Powered         | VNTBLK<br>VNTWHT           | Black Top, Silver<br>White Top, Silver                      | Length: 72.25" Depth: 26.25" Height: 42"       |
|               | Ventura Communal<br>Bar Table w/ Grommet Holes | VNTBWW<br>VNTBMW           | White Top, Silver<br>Maple Top, Silver                      | Length: 72.25"<br>Depth: 26.25"<br>Height: 42" |

| Product Image | Product Name                                    | Product Code               | Color/Materials   | Dimensions                               |
|---------------|---|----------------------------|---|--|
|               | Ventura Communal<br>Cafe Table                  | VNTCBN<br>VNTCWN<br>VNTCMN | Black Top, Silver<br>White Top, Silver<br>Maple Top, Silver | Length: 72.25" Depth: 26.25" Height: 30" |
|               | Ventura Communal<br>Cafe Table, Powered         | VNTCBK<br>VNTCWH           | Black Top, Silver<br>White Top, Silver                      | Length: 72.25" Depth: 26.25" Height: 30" |
|               | Ventura Communal<br>Cafe Table w/ Grommet Holes | VNTCWW<br>VNTCMW           | White Top, Silver<br>Maple Top, Silver                      | Length: 72.25" Depth: 26.25" Height: 30" |

**Product Code** 

**Dimensions** 

**Product Name** 

| Product Image | Product Name                     | Product Code   | Color/Materials                     | Dimensions                                  |
|---------------|----------------------------------|--|-------------------------------------|---|
|               | Village Charging Hub             | VILHUB   | Cream                               | Length: 12"<br>Depth: 12"<br>Height: 28.25" |
|               | Wireless Charging Table          | CUBPOW   | White, AC Outlets                   | Length: 20"<br>Depth: 20"<br>Height: 18"    |
|               | 30" Round Bar Table,<br>Powered  | P30BWH   | White Top, Black Base               | Round: 30"<br>Height: 42"                   |
|               | 30" Round Cafe Table,<br>Powered | P30CWH   | White Top, Black Base               | Round: 30"<br>Height: 29"                   |
|               | 10' Table                        | Powered: C10PWR Non-Powered: C0NF10  Powered: BKC10P Non-Powered: BKC10N | White Top, Silver Black Top, Silver | Length: 120"<br>Depth: 48"<br>Height: 29"   |
|               |                                  |  |                                     |   |

| Product Image | Product Name | Product Code   | Color/Materials                     | Dimensions                               |
|---------------|--------------|--|-------------------------------------|--|
|               | 8' Table     | Powered: C8PWR Non-Powered: CONF8  Powered: BKCT8P Non-Powered: BKCT8N         | White Top, Silver Black Top, Silver | Length: 96"<br>Depth: 60"<br>Height: 29" |
|               |              |  |                                     |  |
|               | 5' Table     | Powered: C5PWR<br>Non-Powered: CONF5<br>Powered: BKCT5P<br>Non-Powered: BKCT5N | White Top, Silver Black Top, Silver | Length: 60"<br>Depth: 48"<br>Height: 29" |
|               |              |  |                                     |  |

| Product Image | Product Name            | Product Code   | Color/Materials   | Dimensions   |
|---------------|-------------------------|--|---|--|
|               | Adelaide Cocktail Table | Non-Powered: ADCTWH Powered: ADCTWP  Non-Powered: ADCTBK Powered: ADCTBP  ADCTGL | White Top, Silver  Black Top, Silver  Glass Top, Silver     | Length: 48.875" Depth: 25.375" Height: 18"                             |
|               | Adelaide End Table      | ADETWH<br>ADETBK<br>ADETGL   | White Top, Silver<br>Black Top, Silver<br>Glass Top, Silver | Length: 21.5" Depth: 21.5" Height: 18"                                 |
|               | Alondra Cocktail Table  | ALC100   | Brandy Maple Top, Chrome  Glass Top, Chrome                 | Length: 47" Depth: 24" Height: 17"  Length: 47" Depth: 24" Height: 16" |

| Product Image | Product Name       | Product Code     | Color/Materials                             | Dimensions  |
|---------------|--------------------|------------------|---|---|
|               | Alondra End Table  | ALE200<br>ALE100 | Brandy Maple Top, Chrome  Glass Top, Chrome | Length: 20" Depth: 20" Height: 21" Length: 20" Depth: 20" |
|               |                    |                  |   | Height: 20"   |
|               |                    |                  |   |   |
|               | Geo Cocktail Table | C1FWB            | Brandy Maple Top, Black Base                | Length: 47"<br>Depth: 24"<br>Height: 17"                  |
|               |                    | C1C              | Glass Top, Chrome Base                      | Length: 50"<br>Depth: 22"<br>Height: 16"                  |
|               |                    |                  |   |   |
|               | Geo End Table      | E1FWB            | Brandy Maple Top, Black Base                | Length: 20"<br>Depth: 20"<br>Height: 21"                  |
| H             |                    | E1C              | Glass Top, Chrome Base                      | Length: 24"<br>Depth: 24"<br>Height: 20"                  |
|               |                    |                  |   |   |
|               |                    |                  |   |   |

| Product Image | Product Name        | Product Code               | Color/Materials  | Dimensions   |
|---------------|---------------------|----------------------------|--|--|
|               | Mesa Cocktail Table | MESCTW<br>MESCTB<br>MESCTG | Barnwood Top, Bronze<br>Black Top, Bronze<br>Glass Top, Bronze | Round: 32.25" Height: 17.25"  Round: 36" Height: 17.25"        |
|               | Mesa End Table      | MESETW MESETB MESETG       | Barnwood Top, Bronze<br>Black Top, Bronze<br>Glass Top, Bronze | Round: 20.5"<br>Height: 21.25"<br>Round: 24"<br>Height: 21.25" |
|               | Regis Bench/Table   | REGBEN                     | Brushed Metal  | Length: 47" Depth: 15.5" Height: 16"                           |
|               | Regis End Table     | REGOTT                     | Brushed Metal  | Length: 16" Depth: 15.5" Height: 16.5"                         |

| Product Image | Product Name             | Product Code | Color/Materials   | Dimensions                |
|---------------|--------------------------|--------------|-------------------|---------------------------|
|               | Silverado Cocktail Table | C1E          | Glass Top, Chrome | Round: 36"<br>Height: 17" |
|               | Silverado End Table      | E1E          | Glass Top, Chrome | Round: 24"<br>Height: 22" |
|               | Timber Cocktail Table    | TMBCKT       | Distressed Wood   | Round: 30"<br>Height: 15" |
|               | Timber End Table         | TMBTBL       | Distressed Wood   | Round: 16"<br>Height: 17" |

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

| Product Image | Product Name                                   | Product Code | Color/Materials                                  | Dimensions                               |
|---------------|--|--------------|--|--|
|               | Madison Executive Desk                         | JD8          | Gray Acajou                                      | Length: 60"<br>Depth: 30"<br>Height: 29" |
|               | Tech Desk, Powered                             | TECH         | Black Metal, Black Laminate<br>w/electrical unit | Length: 60"<br>Depth: 30"<br>Height: 30" |
|               | Tech Desk, Powered<br>w/ 3 Drawer File Cabinet | TECH3B       | Black Metal, Black Laminate w/electrical unit    | Length: 60"<br>Depth: 30"<br>Height: 30" |
|               | 3 Drawer File Cabinet on Castors               | TECH3        | Black Top, Black Metal                           | Length: 16"<br>Depth: 20"<br>Height: 28" |
|               | Madison Bookcase                               | BC8          | Gray Acajou                                      | Length: 36"<br>Depth: 12"<br>Height: 72" |
|               | Posh Shelving                                  | PSHCCS       | Chrome, Acrylic                                  | Length: 36"<br>Depth: 18"<br>Height: 72" |
|               | Divider, Freestanding<br>Whiteboard            | DIVFWB       | Silver, White                                    | Length: 39" Depth: 1.5" Height: 72"      |

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

| 42* Round Table  CONF42 4/2 RCT  White Top, Black Black Top, Silver Non-Powered: BKC10P Non-Powered: CONF10  Powered: BKC10P Non-Powered: CONF10  Black Top, Silver White Top, Silver White Top, Silver White Top, Silver Height: 29'  Length: 120' Depth: 48' Height: 29'  Powered: BKC18P Non-Powered: BKC18N Powered: BKC18N Powered: CONF8  Powered: CONF8  Black Top, Silver White Top, Silver White Top, Silver White Top, Silver Height: 29' Height: 29' Height: 29' | Product Image | Product Name    | Product Code                         | Color/Materials                      | Dimensions |
|---|---------------|-----------------|--------------------------------------|--------------------------------------|------------|
| Non-Powered: BKC10N Powered: C10PWR Non-Powered: CONF10   Black Top, Silver  Powered: BKC18P Non-Powered: BKC18N Powered: C8PWR Non-Powered: CONF8  Black Top, Silver White Top, Silver  Length: 96' Depth: 48' Height: 29'  Length: 96' Depth: 60' Height: 29'   |               | 42" Round Table |                                      | White Top, Black<br>Black Top, Black |            |
| Non-Powered: BKCT8N  Powered: C8PWR Non-Powered: CONF8  White Top, Silver  White Top, Silver  |               |                 | Non-Powered: BKC10N  Powered: C10PWR |                                      | Depth: 48" |
|   |               | 8' Table        | Non-Powered: BKCT8N  Powered: C8PWR  |                                      | Depth: 60" |

| Product Image | Product Name      | Product Code   | Color/Materials                      | Dimensions                                |
|---------------|-------------------|--|--------------------------------------|---|
|               | 5' Table          | Powered: BKCT5P<br>Non-Powered: BKCT5N<br>Powered: C5PWR<br>Non-Powered: CONF5 | Black Top, Silver  White Top, Silver | Length: 60" Depth: 48" Height: 29"        |
|               | Madison 10' Table | MADC10   | Gray Acajou, Silver                  | Length: 120"<br>Depth: 48"<br>Height: 29" |
|               | Madison 8' Table  | MADC08   | Gray Acajou, Silver                  | Length: 96"<br>Depth: 60"<br>Height: 29"  |
|               | Madison 5' Table  | MADC05   | Gray Acajou, Silver                  | Length: 60"<br>Depth: 48"<br>Height: 29"  |
|               |                   |  |                                      |   |

| Product Image | Product Name             | Product Code | Color/Materials     | Dimensions   |
|---------------|--------------------------|--------------|---------------------|--|
|               | Ace High Back Chair      | ACHBCB       | Black Vinyl, Chrome | Length: 26" Depth: 26" Height: 41.75-44.25" Seat Length: 19.5" Seat Depth: 18" Seat Height: 18.5-21" |
|               | Ace High Back Chair      | ACEHBC       | White Vinyl, Chrome | Length: 26" Depth: 26" Height: 41.75-44.25" Seat Length: 19.5" Seat Depth: 18" Seat Height: 18.5-21" |
|               | Ace Mid Back Chair       | ACMBCB       | Black Vinyl, Chrome | Length: 26" Depth: 26" Height: 33.25-33.75" Seat Length: 19.5" Seat Depth: 18" Seat Height: 18-20.5" |
|               | Ace Mid Back Chair       | ACEMBC       | White Vinyl, Chrome | Length: 26" Depth: 26" Height: 33.25-33.75" Seat Length: 19.5" Seat Depth: 18" Seat Height: 18-20.5" |
|               | Cupertino Mid Back Chair | CUPCHA       | Black Vinyl, Chrome | Length: 27" Depth: 30.5" Height: 40-43" Seat Length: 19.5" Seat Depth: 19" Seat Height: 18.5-20.5"   |
|               | Genesis Chair            | GENCHA       | Black               | Length: 27.5" Depth: 27.5" Height: 40-43.5" Seat Length: 20" Seat Depth: 17.5" Seat Height: 17.5-21" |

|              | Product Image | Product Name                 | Product Code | Color/Materials     | Dimensions   |
|--------------|---------------|------------------------------|--------------|---------------------|--|
| tive Seating |               | Pro Executive<br>Guest Chair | PROGB        | Black Vinyl, Chrome | Length: 24" Depth: 26" Height: 36" Seat Length: 19.5" Seat Depth: 19" Seat Height: 18"                     |
| Execu        |               | Task Stool                   | TASKST       | Black Fabric, Black | Length: 27.5" Depth: 27.5" Height: 32.75-40.25" Seat Length: 18.5" Seat Depth: 18.5" Seat Height: 18-25.5" |

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

|  | Product Image | Product Name                          | Product Code | Color/Materials | Dimensions                                |
|--|---------------|---------------------------------------|--------------|-----------------|---|
| & Greenery                                 |               | Clear Divider,<br>Freestanding        | DIVFRE       | Silver, Clear   | Length: 39"<br>Depth: 1.5"<br>Height: 72" |
| ies, Lighting                              |               | Clear Divider,<br>Freestanding Corner | DIVFCR       | Silver, Clear   | Length: 39"<br>Depth: 39"<br>Height: 72"  |
| Essential Accessories, Lighting & Greenery |               | Clear Divider,<br>Freestanding Wall   | DIVFWL       | Silver, Clear   | Length: 40"<br>Depth: 1.5"<br>Height: 72" |
| Essent                                     |               | Miramar Divider, White                | MIRWHT       | Molded Plastic  | Length: 63"<br>Depth: 23"<br>Height: 83"  |

| Product Image | Product Name     | Product Code | Color/Materials | Dimensions                                 |
|---------------|------------------|--------------|-----------------|--|
|               | Mason Floor Lamp | LA15         | Brushed Silver  | Round: 18"<br>Height: 55"                  |
|               | Mason Table Lamp | LA14         | Brushed Silver  | Round: 16"<br>Height: 26"                  |
|               | Boxwood Hedge 7' | HDG7FT       | Green, Black    | Length: 36.5"<br>Depth: 12"<br>Height: 84" |
|               | Boxwood Hedge 4' | HDG4FT       | Green, Black    | Length: 46"<br>Depth: 9"<br>Height: 47"    |



#### Tables & Drapery

Advance Order Deadline: Monday, December 22, 2025

Save up to 10% by <u>ordering online</u> by the deadline date. Advance order prices apply to orders received with payment by the deadline date. Standard prices apply to all orders placed after the deadline date.

#### **Drape Color Options**

- Drape color choices are Black, Blue, Burgundy, Gold, Grey, Purple, Red, Teal, and White.
- If a drape color is not indicated, Hargrove will provide show colors.

| Description                           | Product # | Advance<br>Price | Standard<br>Price |  |  |  |
|---------------------------------------|-----------|------------------|-------------------|--|--|--|
| STANDARD TABLES                       |           |                  |                   |  |  |  |
| ROUND TABLES (30" diameter top)       |           |                  |                   |  |  |  |
| Low – 18" high                        | RTRT18    | \$281            | \$357             |  |  |  |
| Standard – 30" high                   | RTRT30    | \$281            | \$357             |  |  |  |
| Tall – 42" high                       | RTRT42    | \$281            | \$357             |  |  |  |
| DRAPED TABLES (30" high x 24" wide)   |           |                  |                   |  |  |  |
| Small (4' long)                       | TBDT04    | \$213            | \$272             |  |  |  |
| Standard (6' long)                    | TBDT06    | \$254            | \$323             |  |  |  |
| Long (8' long)                        | TBDT08    | \$290            | \$370             |  |  |  |
| DRAPED COUNTERS (42" high x 24" wide) |           |                  |                   |  |  |  |
| Small (4' long)                       | TBDC04    | \$254            | \$323             |  |  |  |
| Standard (6' long)                    | TBDC06    | \$290            | \$370             |  |  |  |
| Long (8' long)                        | TBDC08    | \$331            | \$421             |  |  |  |
| UNDRAPED TABLES (30" high x 24" wide) |           |                  |                   |  |  |  |
| Small (4' long)                       | TBUT04    | \$125            | \$160             |  |  |  |
| Standard (6' long)                    | TBUT06    | \$161            | \$204             |  |  |  |
| Long (8' long)                        | TBUT08    | \$201            | \$256             |  |  |  |
| UNDRAPED COUNTERS (42" high x 24" wi  | de)       |                  |                   |  |  |  |
| Small (4' long)                       | TBUC04    | \$161            | \$204             |  |  |  |
| Standard (6' long)                    | TBUC06    | \$201            | \$256             |  |  |  |
| Long (8' long)                        | TBUC08    | \$235            | \$300             |  |  |  |
| DRAPE                                 |           |                  |                   |  |  |  |
| 4th-side Table Drape (30" high)       | TB4T      | \$81             | \$104             |  |  |  |
| 4th-side Counter Drape (42" high)     | TB4C      | \$81             | \$104             |  |  |  |



#### Chairs, Accessories & Display Cabinets

Advance Order Deadline: Monday, December 22, 2025

Save up to 10% by <u>ordering online</u> by the deadline date. Advance order prices apply to orders received with payment by the deadline date. Standard prices apply to all orders placed after the deadline date.

- Graphics/logos may be added to counters and cabinets. Email graphics files to <a href="mailto:exhibitorservices@hargroveinc.com">exhibitorservices@hargroveinc.com</a>.
- Need an item not listed? Check out our Specialty Furnishings Catalog and Order Form

| Description                                      | Product # | Advance<br>Price | Standard<br>Price |
|--|-----------|------------------|-------------------|
| STANDARD CHAIRS                                  |           |                  |                   |
| Barstool   | CHBS      | \$174            | \$221             |
| Chair – Side (armless)                           | СНРА      | \$136            | \$174             |
| ACCESSORIES                                      |           |                  |                   |
| Bag Rack – Slanted                               | ACBR      | \$161            | \$204             |
| Bag Rack – Straight                              | ACSR      | \$161            | \$204             |
| Easel  | ACES      | \$91             | \$116             |
| Fishbowl   | ACFB      | \$29             | \$36              |
| Literature Rack                                  | ACLR      | \$253            | \$322             |
| Posterboard – Horizontal (4' high x 8' wide)     | ACPBVT    | \$331            | \$421             |
| Posterboard – Vertical (8' high x 4' wide)       | ACPBHZ    | \$331            | \$421             |
| Sign Holder (for 28" high x 22" wide sign)       | ACSH      | \$193            | \$245             |
| Stanchion – Chrome (per stanchion)               | ACSTCH    | \$161            | \$204             |
| Stanchion – Velour Rope (8' length)              | ACVR      | \$91             | \$116             |
| Stanchion – Retractable, with Black Belt         | ACSTBK    | \$189            | \$241             |
| Wastebasket                                      | ACWB      | \$42             | \$53              |
| DISPLAY CABINETS                                 |           |                  |                   |
| Small Counter (approx. 43"w x 23"d x 42"h)       | HMCBA     | \$690            | \$966             |
| Large Counter (approx. 82"w x 23"d x 42"h)       | HMCBF     | \$910            | \$1,274           |
| Curved Counter (approx. 60"w x 22"d x 42"h)      | HMCN      | \$832            | \$1,165           |
| Custom Counter Graphic for Front Panel           | HMCBCUST  | \$182            | \$364             |
| Showcase (requires electricity for illumination) | HMDSG     | \$958            | \$1,341           |



#### Carpet

Advance Order Deadline: Monday, December 22, 2025 Carpet/Vinyl Order Deadline: Monday, January 5, 2026

Save up to 10% by <u>ordering online</u> by the deadline date. Advance order prices apply to orders received with payment by the deadline date. Standard prices apply to all orders placed after the deadline date.

#### **Carpet Color Options**

- For island or peninsula booths, or in-line booths 10' x 40' or larger, Special-Cut or Plush Carpet is recommended for color match. Color match is not guaranteed when Standard Carpet is ordered in multiple pieces.
- Need a custom color? Call 301.306.4627. If a carpet color is not indicated, Hargrove will provide show colors.

CANCELLATIONS: Cancellations or exchanges must be in writing and received by Hargrove at least 14 calendar days or 10 working days (whichever is earlier) prior to first day of exhibitor move in. Any cancellations received by Hargrove after such time will be charged a cancellation fee of 100% of the total order. Notwithstanding the foregoing, due to the custom nature of Special Cut, Custom and Plush carpet or flooring, no refunds will be given once the order is placed. Rental items found and in use in your booth are subject to "Standard" pricing.

| Description  | Product #             | Advance<br>Price      | Standard<br>Price |  |  |
|--|-----------------------|-----------------------|-------------------|--|--|
| CARPET PACKAGE – SAVE UP TO 15% // I   | ncludes standard ca   | rpet (only), single p | adding and pre-   |  |  |
| show cleaning  |                       |                       |                   |  |  |
| For booths 10' in depth and up to 30' in   | ength:                |                       |                   |  |  |
| 10' linear feet wide   | CPPK10CL-CLSSC        | \$566                 | \$720             |  |  |
| 20' linear feet wide   | CPPK20CL-CLSSC        | \$1,129               | \$1,437           |  |  |
| 30' linear feet wide   | CPPK30CL-CLSSC        | \$1,693               | \$2,155           |  |  |
| STANDARD CARPET – Colors: Black, Red,  | Grey, Pepper, Blue J  | ay, and Blue          |                   |  |  |
| For booths 10' in depth and up to 30' in   | ength:                |                       |                   |  |  |
| 10' linear feet wide   | CPSD10-CLSSC          | \$330                 | \$420             |  |  |
| 20' linear feet wide   | CPSD20-CLSSC          | \$660                 | \$840             |  |  |
| 30' linear feet wide   | CPSD30-CLSSC          | \$990                 | \$1,260           |  |  |
| For island or peninsula booths, or in-line   | e booths 400 sq ft or | larger (Includes Po   | ly):              |  |  |
| Special Cut – per sq ft  | CPSC-MTRX             | \$5.68                | \$7.23            |  |  |
| PLUSH CARPET and POLY - Colors: Black, Charcoal, White, Beige, Platinum, Reflex Blue, Navy, and Red. |                       |                       |                   |  |  |
| Plush – per sq ft  | CPPC-DP01             | \$8.06                | \$10.25           |  |  |
| CARPET PADDING & POLY  |                       |                       |                   |  |  |
| Padding – per sq ft  | CPPD-EPAD             | \$2.41                | \$3.07            |  |  |
| Double Padding – per sq ft   | CPDP-2EPAD            | \$4.81                | \$6.12            |  |  |
| Poly (protective plastic) – per sq ft  | CPPY                  | \$0.92                | \$1.17            |  |  |



#### Vinyl Flooring

Advance Order Deadline: Monday, December 22, 2025 Carpet/Vinyl Order Deadline: Monday, January 5, 2026

Save up to 10% by <u>ordering online</u> by the deadline date. Advance order prices apply to orders received with payment by the deadline date. Standard prices apply to all orders placed after the deadline date.

CANCELLATIONS: Cancellations or exchanges must be in writing and received by Hargrove at least 14 calendar days or 10 working days (whichever is earlier) prior to first day of exhibitor move in. Any cancellations received by Hargrove after such time will be charged a cancellation fee of 100% of the total order. Notwithstanding the foregoing, due to the custom nature of Special Cut, Custom and Plush carpet or flooring, no refunds will be given once the order is placed. Rental items found and in use in your booth are subject to "Standard" pricing.

| Description   | Product #                | Advance<br>Price           | Standard<br>Price |  |  |  |
|---|--------------------------|----------------------------|-------------------|--|--|--|
| VINYL FLOORING PACKAGES – SAVE  | UP TO 15% // Includes:   | vinyl flooring, single pac | dding, visqueen   |  |  |  |
| For booths 10' in depth and up to 30' in length:  |                          |                            |                   |  |  |  |
| 10' linear feet wide  | VYN10-EVFLX              | \$981                      | \$1,248           |  |  |  |
| 20' linear feet wide  | VYN20-EVFLX              | \$1,960                    | \$2,494           |  |  |  |
| 30' linear feet wide  | VYN30-EVFLX              | \$2,940                    | \$3,741           |  |  |  |
| EVENT FLEX VINYL FLOORING – Colors: Whitewood, Dark Maple II, Barnwood II, Silverwood II, and Blackwood II. |                          |                            |                   |  |  |  |
| For booths 10' in depth and up to 30  | ' in length:             |                            |                   |  |  |  |
| 10' linear feet wide  | VYNPK10-EVFLX            | \$692                      | \$881             |  |  |  |
| 20' linear feet wide  | VYNPK20-EVFLX            | \$1,373                    | \$1,748           |  |  |  |
| 30' linear feet wide  | VYNPK30-EVFLX            | \$2,074                    | \$2,639           |  |  |  |
| For island or peninsula booths, or in   | -line booths 400 sq ft o | r larger:                  |                   |  |  |  |
| Special Cut Vinyl – per sq ft   | VYNSC-EVFLX              | \$10.64                    | \$13.54           |  |  |  |
| PADDING & POLY  |                          |                            |                   |  |  |  |
| Padding – per sq ft   | SC-VYNPD                 | \$3.45                     | \$4.39            |  |  |  |
| Poly (protective plastic) – per sq ft   | CPPY                     | \$0.92                     | \$1.17            |  |  |  |



#### Cleaning

Advance Order Deadline: Monday, December 22, 2025

Save up to 10% by <u>ordering online</u> by the deadline date. Advance order prices apply to orders received with payment by the deadline date. Standard prices apply to all orders placed after the deadline date.

Hargrove is the exclusive cleaning contractor for this show.

All vacuuming, general cleaning, mopping and shampooing orders are computed based on the gross square footage of your booth, with a minimum of 100 square feet.

Additional/Special Event Vacuuming is available for those who need more than the once daily pre-show service (such as a second service mid-day or vacuuming before a celebrity appearance or the Sneak Peek). This Additional service is also based upon the square footage of your booth and is charged per instance. Be sure to indicate below the day(s) and approximate time(s) if ordering this service.

Porter service is trash removal periodically throughout the show days. This service is recommended for exhibitors with lots of giveaways or food service.

HELPFUL HINTS: To calculate your vacuuming/cleaning rate, multiply the length of your booth by the width to get the total square footage (i.e., quantity). Then, multiply the square footage (quantity) by the vacuuming/cleaning price. Please note that porter service is a daily rate.

| Description  | Product # | Advance        | Standard |
|--|-----------|----------------|----------|
| Description  | Froduct # | Price          | Price    |
| Vaccuming/Cleaning – Daily (each show day) per sq ft | CLVCCL    | \$1.93         | \$2.09   |
| Wet Mop Service – Daily (each show day) per sq ft    | CLWMD     | \$1.41         | \$1.80   |
| Porter Service – up to 600 sq ft, per day            | CLPS0600  | \$214          | \$272    |
| Porter Service – 600-1600 sq ft, per day             | CLPS1600  | \$263          | \$335    |
| Porter Service – over 1600 sq ft, per day            | CLPS16    | <u>Request</u> | a quote  |
| Shampooing Service                                   | CLSHAMP   | Request        | a quote  |



#### Signs & Graphics

Signs & Graphics Order Deadline: Monday, December 22, 2025

Advance <u>order</u> prices apply to orders received with payment by the deadline date. Standard prices apply to all orders placed after the deadline date. Show site orders and orders received after the advance order deadline are subject to availability.

- Standard copy color choices: Black, Blue, and Red.
- Graphics/logos may be added to signs/banners. Email your graphics files to <a href="mailto:exhibitorservices@hargroveinc.com">exhibitorservices@hargroveinc.com</a>.
- Need a custom sign or banner? Call 301.306.4627

CANCELLATIONS: Due to the custom nature of this product, no refunds or cancellations are available once ordered.

| Description                    | Product # | Advance      | Standard    |
|--------------------------------|-----------|--------------|-------------|
|                                |           | Price        | Price       |
| 8.5" x 11" sign                | SB1       | \$68         | \$136       |
| 22" x 28" sign                 | SB6       | \$146        | \$292       |
| 28" x 44" sign                 | SB7       | \$213        | \$426       |
| Single-sided Hoofer            | SB21      | \$276        | \$552       |
| w/ cardboard pyramid base      | 3021      | \$270        | \$33Z       |
| Double-sided Hoofer            | SB22      | \$377        | \$754       |
| w/ cardboard pyramid base      | 3022      | <b>4</b> 3// | \$7.54      |
| Vinyl Banner (per sq ft)       | SB8       | \$9          | \$18        |
| Foamcore Panel (up to 4' x 8') | SB9       | Requ         | est a quote |
| Easel Back                     | SB20      | \$15         | \$30        |

Approved file types:

Adobe Illustrator (.ai) Illustrator EPS (.eps) Photoshop (.psd) Adobe InDesign (.indd) QuarkXPress (.qxd) Image Files (.tif) JPEG Images (.jpg)



#### Hargrove Rental Booths - Page 1 of 2

Rental Booth Order Deadline: Monday, December 15, 2025 Rental Booth Art Submission Deadline: Monday, December 22, 2025

Advance order prices apply to <u>orders</u> received with payment by the Rental Booth order deadline. Rental Booths orders placed after deadline are subject to availability and Standard rates.

CANCELLATIONS: Cancellations must be in writing. Cancellations received by Hargrove at least 14 calendar days or 10 working days prior to first day of exhibitor move in, whichever is earlier, will be subject to a cancellation fee of 50% of the total order. Cancellations received by Hargrove after such time will be charged a cancellation fee of up to 100% of the total order, based on the status of move-in, work performed and/or Hargrove set-up costs or expenses. All tax rates subject to change.

All Premium Hargrove Rental Booths Include:

- Booth Structure
- Standard Carpet Color Choices: Black, Red, Grey, Pepper, Blue Jay, and Blue.
- 1 Wastebasket
- Counter (s)
- Graphics
- Furniture (as shown in the Hargrove Rental Booth Catalog)
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements
- Installation & Dismantle Labor

Please see the Hargrove Rental Booth Catalog for the complete list of items included with each booth.

| Description / Product #     | Product # | Advance Price | Standard Price |  |
|-----------------------------|-----------|---------------|----------------|--|
| For 10' x 10' booth spaces: |           |               |                |  |
| Booth 100                   | RNBT100   | \$10,204      | \$14,285       |  |
| Booth 101                   | RNBT101   | \$10,231      | \$14,323       |  |
| Booth 102                   | RNBT102   | \$9,703       | \$13,584       |  |
| For 10' x 20' booth spaces: |           |               |                |  |
| Booth 200                   | RNBT200   | \$20,311      | \$28,435       |  |
| Booth 201                   | RNBT201   | \$18,056      | \$25,278       |  |
| Booth 202                   | RNBT202   | \$17,777      | \$24,887       |  |
| For 20' x 20' booth spaces: |           |               |                |  |
| Booth 401                   | RNBT401   | \$27,757      | \$38,859       |  |
| Booth 402                   | RNBT402   | \$34,710      | \$48,594       |  |
| Booth 403                   | RNBT403   | \$51,277      | \$71,787       |  |



#### Hargrove Rental Booths - Page 2 of 2

All Fabric Hargrove Rental Booths Include:

- Rental Frame with Jack Legs for Support
- Standard Carpet Color Choices: Black, Red, Grey, Pepper, Blue Jay, and Blue.
- 1 Wastebasket
- Counter
- Single-Sided Printed Fabric Graphics
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements
- Installation & Dismantle Labor

| FABRIC RENTAL BOOTHS       |           |               |                |  |  |  |
|----------------------------|-----------|---------------|----------------|--|--|--|
| Description / Product #    | Product # | Advance Price | Standard Price |  |  |  |
| For 10' wide booth spaces: |           |               |                |  |  |  |
| 8' H x 10' W               | RNBT001A  | \$4,293       | \$6,010        |  |  |  |
| For 20' wide booth spaces: |           |               |                |  |  |  |
| 8' H x 20' W               | RNBT001B  | \$9,534       | \$13,347       |  |  |  |

Please see the Hargrove Rental Booth Catalog for the complete list of items included with each booth.

Choose from the following available upgrades to enhance your Hargrove Rental Booth and a Sales Representative contact you for pricing.

- Create a Custom Exhibit
- Printed Carpet / Padding
- Slatwall

- Custom Cabinet / Counter
- Hanging Signs

- Ancillary Orders– AV, Electric, etc.
- Additional Graphics / Custom Logo

|           | AVAILABLE UPGRADES   |               |                |
|-----------|--|---------------|----------------|
| Product # | Description  | Advance Price | Standard Price |
| HMCBA     | Small Counter (approx. 43"w x 23"d x 42"h)   | \$690         | \$966          |
| HMCBF     | Large Counter (approx. 82"w x 23"d x 42"h)   | \$910         | \$1,274        |
| HMCN      | Curved Counter (approx. 60"w x 22"d x 42"h)  | \$832         | \$1,165        |
| HMCBCUST  | Custom Counter Graphic   | \$182         | \$364          |
| HMDSG     | Illuminated Showcase ( <i>electricity required</i> – approx. 79½"w x 20½"d x 41"h) | \$958         | \$1,341        |
| HMLIH     | Stem Light (electricity required)  | \$137         | \$192          |
| HMSF39I   | Slanted Shelf (39" wide)   | \$146         | \$204          |
| HMSF39J   | Flat Shelf (39" wide)  | \$96          | \$134          |
|           | Plush Carpet 10' x 10' Flooring Upgrade  | \$238.00      | Call for Quote |
|           | Plush Carpet 10' x 20' Flooring Upgrade  | \$476.00      | Call for Quote |
|           | Plush Carpet 20' x 20' Flooring Upgrade  | \$952.00      | Call for Quote |
|           | Vinyl Expo Flex Flooring 10' x 10' Flooring Upgrade                                | \$496.00      | Call for Quote |
|           | Vinyl Expo Flex Flooring 10' x 20' Flooring Upgrade                                | \$992.00      | Call for Quote |
|           | Vinyl Expo Flex Flooring 20' x 20' Flooring Upgrade                                | \$1,984.00    | Call for Quote |
|           | Vinyl Expo Flex Flooring with Padding 10' x 10' Flooring Upgrade                   | \$841.00      | Call for Quote |
|           | Vinyl Expo Flex Flooring with Padding 10' x 20' Flooring Upgrade                   | \$1,682.00    | Call for Quote |
|           | Vinyl Expo Flex Flooring with Padding 20' x 20' Flooring Upgrade                   | \$3,364.00    | Call for Quote |



#### Retractable Banner Stands

Order Deadline: Monday, December 15, 2025

Save up to 10% by <u>ordering online</u> by the deadline date. Advance order prices apply to orders received with payment by the order deadline date. Standard prices apply to all orders placed after the deadline date. Show site orders and orders received after the order deadline are subject to availability.

- All Retractable Banner Stand kits include hardware, graphic, and portable carry bag.
- Complete artwork guidelines will be provided during the ordering process. Art time may be charged if artwork files need to be fixed or altered to meet artwork guidelines.
- Graphics/logos may be added to signs/banners. Email your graphics files to <a href="mailto:exhibitorservices@hargroveinc.com">exhibitorservices@hargroveinc.com</a>.
- Need a custom sign or banner? Call 301.306.4627

CANCELLATIONS: Due to the custom nature of this product, no refunds or cancellations are available once ordered

| Description                                | Product #        | Advance | Standard |
|--|------------------|---------|----------|
| Description                                | Product #        | Price   | Price    |
| RETRACTABLE BANNER STANDS                  |                  |         |          |
| Barracuda 800 banner stand hardware        | BCD-800-S-1      | \$107   | \$136    |
| Barracuda 800 banner stand vinyl graphic   | BCD-800-G        | \$86    | \$110    |
| Barracuda 800 banner stand fabric graphic  | BCD-800-G-RBF    | \$132   | \$168    |
| Blade Lite 800 banner stand hardware       | BLD-LT-800-1     | \$87    | \$111    |
| Blade Lite 800 banner stand vinyl graphic  | BLD-LT-800-G     | \$86    | \$110    |
| Blade Lite 800 banner stand fabric graphic | BLD-LT-800-G-RBF | \$132   | \$168    |
| Mosquito 850 banner stand hardware         | MSQT-850         | \$51    | \$65     |
| Mosquito 850 banner stand vinyl graphic    | MSQT-850-G       | \$82    | \$104    |

#### Acceptable artwork file formats:

Illustrator CC 2019 or below, Photoshop CC 2019 or below, High Quality PDF – Preferred VECTOR format, TIFF – Preferred RASTER format. High quality, editable PDF, Illustrator, and Photoshop files are preferred.



### Specialty Furnishings – Page 1 of 9

Advance Order Deadline: Monday, December 22, 2025

| Description  | Product # | Advance<br>Price | Standard<br>Price |
|--|-----------|------------------|-------------------|
| SOFTSEATING  |           |                  |                   |
| Allegro Chair - Blue Fabric  | CHR002    | \$743            | \$945             |
| Allegro Loveseat - Blue Fabric   | LVS002    | \$1,346          | \$1,713           |
| Allegro Sofa - Blue Fabric   | SFA002    | \$1,038          | \$1,321           |
| Baja Chair - White Vinyl   | BCHWHT    | \$831            | \$1,057           |
| Baja Loveseat - White Vinyl  | BLVWHT    | \$1,270          | \$1,616           |
| Baja Sofa - White Vinyl  | BSFWHT    | \$1,466          | \$1,865           |
| Cordoba Chair - Taupe Fabric, Black                                      | COCHTP    | \$649            | \$826             |
| Cordoba Loveseat - Taupe Fabric, Black                                   | COLVTP    | \$929            | \$1,182           |
| Fairfax Chair - White Vinyl, Brushed Metal                               | FAIRCW    | \$537            | \$684             |
| Fairfax Sofa - White Vinyl, Brushed Metal                                | FAIRSW    | \$741            | \$943             |
| Key Largo Chair - Black Fabric, Wood                                     | KEYCHR    | \$488            | \$621             |
| Key Largo Loveseat - Black Fabric, Wood                                  | KEYLOVE   | \$566            | \$720             |
| Key Largo Sofa - Black Fabric, Wood                                      | KEYSOF    | \$732            | \$931             |
| Montreal Chair - Blue, Black Metal                                       | MONCHA    | \$791            | \$1,007           |
| Montreal Loveseat - Blue, Black Metal                                    | MONLOV    | \$1,185          | \$1,508           |
| Naples Chair - Black Vinyl   | NPLCHR    | \$1,054          | \$1,342           |
| Naples Chair, Powered - Black Vinyl                                      | NPLCHP    | \$978            | \$1,245           |
| Naples Loveseat - Black Vinyl  | NPLLOV    | \$1,270          | \$1,616           |
| Naples Loveseat, Powered - Black Vinyl                                   | NPLLOP    | \$1,357          | \$1,727           |
| Naples Sofa - Black Vinyl  | NPLSOF    | \$1,507          | \$1,918           |
| Naples Sofa, Powered - Black Vinyl                                       | NPLSOP    | \$1,572          | \$2,001           |
| Palm Beach Sofa - White Vinyl  | PALSOF    | \$1,097          | \$1,396           |
| Sterling Chair - Grey Fabric   | STECHA    | \$1,020          | \$1,298           |
| Sterling Sofa - Grey Fabric  | STESOF    | \$1,483          | \$1,888           |
| Valencia Chair – Green Fabric  | VALCGN    | \$456            | \$580             |
| Valencia Chair – Oat Fabric  | VALCOT    | \$456            | \$580             |
| Valencia Chair - Spice Orange Velvet                                     | VALCHA    | \$498            | \$633             |
| Valencia Loveseat – Oat Fabric   | VALVOT    | \$676            | \$860             |
| Valencia Sofa - Coffee Brown Velvet                                      | VALSOF    | \$735            | \$936             |
| POWERED SEATING  | <u> </u>  |                  |                   |
| Naples Chair, Powered - Black Vinyl                                      | NPLCHP    | \$978            | \$1,245           |
| Naples Chair - Black Vinyl   | NPLCHR    | \$1,054          | \$1,342           |
| Naples Loveseat, Powered - Black Vinyl                                   | NPLLOP    | \$1,357          | \$1,727           |
| Naples Loveseat - Black Vinyl  | NPLLOV    | \$1,270          | \$1,616           |
| Naples Sofa, Powered - Black Vinyl                                       | NPLSOP    | \$1,572          | \$2,001           |
| Naples Sofa - Black Vinyl  | NPLSOF    | \$1,507          | \$1,918           |
| Tech Tablet Chair - Grey Vinyl, White Metal Tablet, Chrome Base, Powered | TCHGRY    | \$550            | \$700             |
| Tech Tablet Chair - Grey Vinyl, White Metal Tablet, Chrome Base          | TCHTNP    | \$745            | \$948             |
| Tech Chair, No Tablet - Grey Vinyl, Chrome Base, Powered                 | TCHP      | \$564            | \$717             |
| Tech Chair, No Tablet - Grey Vinyl, Chrome Base                          | TCHNTP    | \$745            | \$948             |



# Specialty Furnishings – Page 2 of 9

| Description  | Product #        | Advance        | Standard       |
|--|------------------|----------------|----------------|
| ·  | 1.00000.         | Price          | Price          |
| ACCENT CHAIRS  | ATUGUA           | +765           | ±072           |
| Atherton Chair - Brown Leather, Black Metal  | ATHCHA           | \$765          | \$973          |
| Bowery Chair - Orchre Fabric, Chrome   | BOWCHA           | \$720          | \$916          |
| Brooklyn Meeting Chair, Swivel - White Vinyl, Black Swivel Base  | BNMCSW           | \$434          | \$552          |
| Brooklyn Meeting Chair, Swivel - Black Vinyl, Black Swivel Base  | BNMCOB           | \$434          | \$552          |
| Brooklyn Meeting Chair - White Vinyl, Oak-look Base  | BNMCOW           | \$434          | \$552          |
| Brooklyn Meeting Chair - Black Vinyl, Oak-look Base  | BNMCSB<br>CNTCHR | \$434          | \$552          |
| Century Chair - Grey Velvet  |                  | \$732          | \$931          |
| La Brea Swivel Chair - Charcoal Grey Fabric, Chrome  | LABREA           | \$743          | \$945          |
| Lorna Chair - Green Leather, Antique Brass   | LRCHGN           | \$938          | \$1,193        |
| Madrid Chair - White, Chrome   | BCW              | \$1,093        | \$1,391        |
| Munich Armless Chair - Grey Fabric, Black  | MNCHCH           | \$699          | \$889          |
| Pasadena Chair - White Molded Plastic, Chrome Tower Base   | PASCHR           | \$448          | \$570          |
| Pro Executive Guest Chair - Black Vinyl, Chrome  | PROGB            | \$405          | \$516          |
| Swanson Swivel Chair - White Vinyl, Chrome   | SWAN             | \$646          | \$822          |
| Tech Tablet Chair - Grey Vinyl, White Tablet, Chrome Base, Powered Tech Tablet Chair - Grey Vinyl, White Tablet, Chrome Base | TCHGRY TCHTNP    | \$550<br>\$745 | \$700<br>\$948 |
| , ,  |                  |                | ·              |
| Tech Chair, No Tablet - Grey Vinyl, Chrome Base, Powered   | TCHP<br>TCHNTP   | \$564<br>\$745 | \$717<br>\$948 |
| Tech Chair, No Tablet - Grey Vinyl, Chrome Base Terrace Accent Chair   | TRCHCO           | \$754          | \$959          |
|  | WENCHA           | \$565          | \$719          |
| Wentworth Swivel Chair - Brown Vinyl, Black GROUP SEATING  | WENCHA           | \$202          | \$/19          |
| Blade Chair - Black  | BLDCBK           | \$213          | \$271          |
| Blade Chair - Red  | BLDCRD           | \$213          | \$271          |
| Blade Chair - Red<br>Blade Chair - Sky Blue  | BLDCSB           | \$213          | \$271          |
| Brewer Chair - Onyx, Chrome  | SC3              | \$246          | \$313          |
| Chelsea Chair - Walnut-look, Black Tower Base  | CCBTWL           | \$212          | \$269          |
| Chelsea Chair - Wallactiook, Black Tower Base  Chelsea Chair - Azure Blue, Black Tower Base                                  | CCBTAZ           | \$212          | \$269          |
| Chelsea Chair - Black, Black Tower Base  | CCBTBK           | \$212          | \$269          |
| Chelsea Chair - Goldenrod Yellow, Black Tower Base   | CCBTYL           | \$212          | \$269          |
| Chelsea Chair - Grey, Black Tower Base   | CCBTGY           | \$212          | \$269          |
| Chelsea Chair - Orange, Black Tower Base   | CCBTOR           | \$212          | \$269          |
| Chelsea Chair - Grey, Black Swivel Base w/ Casters   | CCSCGY           | \$212          | \$269          |
| Chelsea Chair - Azure Blue, Black Swivel Base w/ Casters   | CCSCAZ           | \$212          | \$269          |
| Chelsea Chair - Black, Black Swivel Base w/ Casters  | CCSCBK           | \$212          | \$269          |
| Chelsea Chair - Goldenrod Yellow, Black Swivel Base w/ Casters   | CCSCYL           | \$212          | \$269          |
| Chelsea Chair - Orange, Black Swivel Base w/ Casters   | CCSCOR           | \$212          | \$269          |
| Chelsea Chair - Walnut-look, Black Swivel Base w/ Casters  | CCSCWL           | \$212          | \$269          |
| Christopher Chair - White Vinyl, Chrome  | XCHR             | \$467          | \$594          |
| Duet Stack Chair - Black, Chrome   | DUET             | \$213          | \$271          |
| Laguna Chair - Maple, Chrome   | LMCHR            | \$225          | \$286          |
| Lucent Chair - Frosted Acrylic, Chrome   | LUCHCL           | \$307          | \$391          |
| Malba Chair - Grey, Chrome   | MALGRY           | \$213          | \$271          |
| Malba Chair - Green, Chrome  | MALGRN           | \$213          | \$271          |
| Marina Chair - White Vinyl, Brushed Metal  | MARCWH           | \$259          | \$329          |
| Marina Chair - Brown Fabric, Brushed Metal   | MARCBR           | \$261          | \$332          |
| Marina Chair - Black Vinyl, Brushed Metal  | MARCBK           | \$261          | \$332          |
| Marina Chair - Gray Fabric, Brushed Metal  | MARCGY           | \$305          | \$388          |
| Marina Chair - Ocean Blue Fabric, Brushed Metal  | MARCBE           | \$261          | \$332          |
| Marina Chair - Red Fabric, Brushed Metal   | MARCRD           | \$261          | \$332          |
| Razor Armless Chair - White  | SC10             | \$213          | \$271          |
| Rustique Chair w/ Arms - Gunmetal  | RSTDIN           | \$267          | \$339          |
| Syntax Chair - Black, Chrome   | CS4              | \$311          | \$395          |
| Zenith Chair - White, Chrome   | ZENCHR           | \$251          | \$320          |



# Specialty Furnishings – Page 3 of 9

| Description   | Product #      | Advance<br>Price | Standard<br>Price |
|---|----------------|------------------|-------------------|
| OTTOMANS  |                | FIICE            | Frice             |
| Beverly Bench Ottoman - Black Vinyl                                       | BVLYBK         | \$605            | \$770             |
| Beverly Bench Ottoman - Brown Fabric                                      | BVLYBN         | \$605            | \$770             |
| Beverly Bench Ottoman - Grey Fabric                                       | BVLYGR         | \$605            | \$770             |
| Beverly Bench Ottoman - Linen Fabric                                      | BVLYLN         | \$605            | \$770             |
| Beverly Bench Ottoman - Ocean Blue Fabric                                 | BVLYOB         | \$605            | \$770             |
| Beverly Bench Ottoman - Red Fabric  | BVLYRD         | \$605            | \$770             |
| Beverly Bench Ottoman - White Vinyl                                       | BVLYWH         | \$605            | \$770             |
| Beverly Small Bench Ottoman - Black Vinyl                                 | BVSMBK         | \$396            | \$504             |
| Beverly Small Bench Ottoman - Brown Fabric                                | BVSMBN         | \$396            | \$504             |
| Beverly Small Bench Ottoman - Grey Fabric                                 | BVSMGY         | \$396            | \$504             |
| Beverly Small Bench Ottoman - Lavender Fabric                             | BVSMLV         | \$396            | \$504             |
| Beverly Small Bench Ottoman - Linen Fabric                                | BVSMLN         | \$396            | \$504             |
| Beverly Small Bench Ottoman - Ocean Blue Fabric                           | BVSMBL         | \$396            | \$504             |
| Beverly Small Bench Ottoman - Olive Green Fabric                          | BVSMGN         | \$396            | \$504             |
| Beverly Small Bench Ottoman - Orange Fabric                               | BVSMOR         | \$396            | \$504             |
| Beverly Small Bench Ottoman - Red Fabric                                  | BVSMRD         | \$396            | \$504             |
| Beverly Small Bench Ottoman - White Vinyl                                 | BVSMWH         | \$396            | \$504             |
| Beverly Small Bench Ottoman - Yellow Fabric                               | BVSMYL         | \$396            | \$504             |
| Marche Swivel Ottoman - White Vinyl                                       | MAR001         | \$281            | \$357             |
| Marche Swivel Ottoman - Black Vinyl                                       | MAR015         | \$264            | \$336             |
| Marche Swivel Ottoman - Blue Fabric                                       | MAR010         | \$281            | \$357             |
| Marche Swivel Ottoman - Distressed Brown Vinyl                            | MAR014         | \$264            | \$336             |
| Marche Swivel Ottoman - Forest Green Vinyl                                | MAR012         | \$264            | \$336             |
| Marche Swivel Ottoman - Gray Fabric                                       | MAR002         | \$281            | \$357             |
| Marche Swivel Ottoman - Ivory Faux Sheep Fur                              | MAR016         | \$283            | \$360             |
| Marche Swivel Ottoman - Linen Fabric                                      | MAR003         | \$281            | \$357             |
| Marche Swivel Ottoman - Meadow Green Fabric                               | MAR008         | \$281            | \$357             |
| Marche Swivel Ottoman – Olive Faux Sheep Fur                              | MAR020         | \$281            | \$357             |
| Marche Swivel Ottoman - Orange Velvet Fabric                              | MAR011         | \$281            | \$357             |
| Marche Swivel Ottoman - Pear Yellow Fabric                                | MAR009         | \$281            | \$357             |
| Marche Swivel Ottoman - Plum Fabric                                       | MAR007         | \$281            | \$357             |
| Marche Swivel Ottoman - Raspberry Fabric                                  | MAR004         | \$281            | \$357             |
| Marche Swivel Ottoman - Red Fabric  | MAR005         | \$281            | \$357             |
| Marche Swivel Ottoman - Rose Quartz Fabric                                | MAR006         | \$281            | \$357             |
| Marche Swivel Ottoman - Teal Velvet                                       | MAR013         | \$264            | \$336             |
| Marche Swivel Ottoman – Terracotta Faux Sheep Fur                         | MAR021         | \$281            | \$357             |
| Vibe Cube Ottoman - Black Vinyl   | VIB10          | \$217            | \$276             |
| Vibe Cube Ottoman - Blue Vinyl  | VIB02          | \$217            | \$276             |
| Vibe Cube Ottoman - Bright Yellow Vinyl                                   | VIB02          | \$217            | \$276             |
| Vibe Cube Ottoman – Caramel Vinyl   | VIB03          | \$217            | \$276             |
| Vibe Cube Ottoman - Caramer Vinyl  Vibe Cube Ottoman - Citrus Green Vinyl | VIB21          | \$202            | \$270             |
|   |                |                  | \$257             |
| Vibe Cube Ottoman - Desert Rose Vinyl                                     | VIB17<br>VIB01 | \$202            | \$257<br>\$276    |
| /ibe Cube Ottoman - Green Vinyl   |                | \$217            |                   |
| Vibe Cube Ottoman - Navy Vinyl<br>Vibe Cube Ottoman - Orange Vinyl        | VIB22<br>VIB08 | \$217<br>\$217   | \$276<br>\$276    |
| 9 ,   | VIB08          | \$217<br>\$217   | \$276<br>\$276    |
| Vibe Cube Ottoman - Purple Vinyl  |                |                  |                   |
| Vibe Cube Ottoman - Red Vinyl   | VIB04          | \$217            | \$276             |
| Vibe Cube Ottoman - Silver Vinyl  | VIB12          | \$217            | \$276             |
| Vibe Cube Ottoman - Spice Orange Vinyl                                    | VIB16          | \$202            | \$257             |
| Vibe Cube Ottoman - Steel Blue Vinyl<br>Vibe Cube Ottoman - Taupe Vinyl   | VIB11<br>VIB15 | \$217            | \$276             |
|   | V/IR15         | \$202            | \$257             |



# Specialty Furnishings – Page 4 of 9

| Description  | Product # | Advance<br>Price  | Standard<br>Price |
|--|-----------|-------------------|-------------------|
| OTTOMANS (con't)   |           | FIICE             | FIICE             |
| Endless Curved Ottoman - Black Vinyl, Chrome   | END01B    | \$648             | \$825             |
| Endless Curved Ottoman - White Vinyl, Chrome   | END01W    | \$648             | \$825             |
| Endless Square Ottoman - Black Vinyl, Chrome   | END02B    | \$646             | \$822             |
| Endless Square Ottoman - White Vinyl, Chrome   | END02W    | \$646             | \$822             |
| Regis Bench  | REGBEN    | \$446             | \$567             |
| BAR SEATING  | REGBEN    | ¥ <del>44</del> 0 | Ψ307              |
| Banana Barstool - Black, Chrome  | BSS       | \$349             | \$444             |
| Banana Barstool - White, Chrome  | BST       | \$349             | \$444             |
| Blade Barstool - Black   | BLDBBK    | \$269             | \$342             |
| Blade Barstool - Red   | BLDBRD    | \$269             | \$342             |
| Blade Barstool - Ked  Blade Barstool - Sky Blue  | BLDBSB    | \$269             | \$342             |
| Blade Barstool - Sky Blue Blade Barstool - White Molded Plastic                            | BLDBWH    | \$268             | \$342<br>\$341    |
| Chelsea Barstool - Willie Molded Flastic  Chelsea Barstool - Walnut-look, Black Tower Base | CBSBWL    | \$200             | \$269             |
|  |           |                   |                   |
| Chelsea Barstool - Azure Blue, Black Tower Base  | CBSBAZ    | \$212             | \$269             |
| Chelsea Barstool - Black, Black Tower Base   | CBSBBK    | \$212             | \$269             |
| Chalcas Barstool Goldenrod Yellow, Black Tower Base  | CBSBYL    | \$212             | \$269             |
| Chalcon Barstool - Gray, Black Tower Base  | CBSBGY    | \$212             | \$269             |
| Chelsea Barstool - Orange, Black Tower Base  | CBSBOR    | \$212             | \$269             |
| Christopher Barstool - White Vinyl, Chrome   | XBAR      | \$281             | \$357             |
| Kamden Barstool – White Vinyl, Chrome  | KABSWH    | \$410             | \$521             |
| Laguna Barstool - Maple, Chrome  | LMBAR     | \$281             | \$357             |
| Lift Barstool - White Vinyl, Chrome  | ROLLWH    | \$384             | \$489             |
| Lift Barstool - Black Vinyl, Chrome  | ROLLBL    | \$384             | \$489             |
| Lift Barstool - Gray Vinyl, Chrome   | ROLLGY    | \$384             | \$489             |
| Lift Barstool - Red Vinyl, Chrome  | ROLLRD    | \$384             | \$489             |
| Marina Barstool - White Vinyl, Brushed Metal   | MARBWH    | \$396             | \$504             |
| Marina Barstool - Black Vinyl, Brushed Metal   | MARBBK    | \$396             | \$504             |
| Marina Barstool - Brown Fabric, Brushed Metal  | MARBBR    | \$396             | \$504             |
| Marina Barstool - Gray Fabric, Brushed Metal   | MARBGY    | \$537             | \$684             |
| Marina Barstool - Ocean Blue Fabric, Brushed Metal   | MARBBE    | \$396             | \$504             |
| Marina Barstool - Red Fabric, Brushed Metal  | MARBRD    | \$396             | \$504             |
| Lucent Barstool - Frosted Acrylic, Chrome  | LUBSCL    | \$454             | \$577             |
| Rustique Barstool - Gunmetal   | RSTSTL    | \$269             | \$342             |
| Shark Barstool - White, Chrome   | BS001     | \$428             | \$545             |
| Syntax Barstool - Black, Chrome  | BSR       | \$341             | \$434             |
| Zenith Barstool - White, Chrome  | ZENBAR    | \$269             | \$342             |
| Zoey Barstool - White, Chrome  | BS002     | \$407             | \$518             |
| BAR & CAFE TABLES  |           |                   |                   |
| 30" Round Bar Table w/ Hydraulic Base - White Top  | 30WHHB    | \$467             | \$594             |
| 30" Round Bar Table w/ Hydraulic Base - Barnwood Top                                       | 30WDHB    | \$534             | \$679             |
| 30" Round Bar Table w/ Hydraulic Base - Black Top  | 30BKHB    | \$510             | \$649             |
| 30" Round Bar Table w/ Hydraulic Base - Blue Top   | 30BEHB    | \$534             | \$679             |
| 30" Round Bar Table w/ Hydraulic Base - Brushed Gunmetal Top                               | 30AGHB    | \$510             | \$649             |
| 30" Round Bar Table w/ Hydraulic Base - Brushed Yellow Top                                 | 30YSHB    | \$510             | \$649             |
| 30" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top                                | 30GRHB    | \$467             | \$594             |
| 30" Round Bar Table w/ Hydraulic Base - Green Top  | 30GSHB    | \$510             | \$649             |
| 30" Round Bar Table w/ Hydraulic Base - Maple Top  | 30MTHB    | \$467             | \$594             |
| 30" Round Bar Table w/ Hydraulic Base - Orange Top   | 30OSHB    | \$510             | \$649             |
| 30" Round Bar Table w/ Hydraulic Base - Red Top  | 30BRHB    | \$467             | \$594             |
| 30" Round Bar Table w/ Hydraulic Base - Grey Acajou Top                                    | 30MAHB    | \$450             | \$573             |
| 30" Round Bar Table w/ Standard Black Base - White Top                                     | 30WH42    | \$432             | \$549             |
| 30" Round Bar Table w/ Standard Black Base - Barnwood Top                                  | 30WDBB    | \$437             | \$556             |
| 30" Round Bar Table w/ Standard Black Base - Black Top                                     | 30BKSB    | \$416             | \$530             |



# Specialty Furnishings – Page 5 of 9

| Description  | Product #        | Advance        | Standard       |
|--|------------------|----------------|----------------|
| BAR & CAFÉ TABLES (cont.)  |                  | Price          | Price          |
| 30" Round Bar Table w/ Standard Black Base - Blue Top              | 30BEBB           | \$437          | \$556          |
| 30" Round Bar Table w/ Standard Black Base - Brushed Gunmetal Top  | 30AGBB           | \$416          | \$530          |
| 30" Round Bar Table w/ Standard Black Base - Brushed Yellow Top    | 30YBBB           | \$416          | \$530          |
| 30" Round Bar Table w/ Standard Black Base - Graphite Nebula Top   | VTJ              | \$432          | \$549          |
| 30" Round Bar Table W/ Standard Black Base - Green Top             | 30GSBB           | \$416          | \$530          |
| 30" Round Bar Table W/ Standard Black Base - Maple Top             | VTK              | \$432          | \$549          |
| 30" Round Bar Table w/ Standard Black Base - Orange Top            | 30OSBB           | \$407          | \$518          |
| 30" Round Bar Table w/ Standard Black Base - Red Top               | VTB              | \$432          | \$549          |
| 30" Round Bar Table w/ Standard Black Base - Grey Acajou Top       | VTA              | \$432          | \$549          |
| 30" Bar Table, Powered – White Top, Black Base                     | P30BWH           | \$835          | \$1,063        |
| 36" Round Bar Table w/ Hydraulic Base - White Top                  | 36WTHB           | \$506          | \$644          |
| 36" Round Bar Table w/ Hydraulic Base - Black Top                  | 36BKHB           | \$776          | \$987          |
| 36" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top        | 36GRHB           | \$506          | \$644          |
| 36" Round Bar Table w/ Hydraulic Base - Maple Top                  | 36MTHB           | \$506          | \$644          |
| 36" Round Bar Table W/ Standard Black Base - White Top             | VTW              | \$432          | \$549          |
| 36" Round Bar Table w/ Standard Black Base - Black Top             | 36BKSB           | \$339          | \$432          |
| 36" Round Bar Table w/ Standard Black Base - Graphite Nebula Top   | VTN              | \$432          | \$549          |
| 36"Round Bar Table w/ Standard Black Base - Maple Top              | VTP              | \$432          | \$549          |
| 30" Round Cafe Table w/ Hydraulic Base - White Top                 | 30WHHC           | \$467          | \$594          |
| 30" Round Cafe Table W/ Hydraulic Base - Barnwood Top              | 30WDHC           | \$466          | \$593          |
| 30" Round Cafe Table w/ Hydraulic Base - Black Top                 | 30BKHC           | \$510          | \$649          |
| 30" Round Cafe Table W/ Hydraulic Base - Blue Top                  | 30BEHC           | \$534          | \$679          |
| 30" Round Cafe Table W/ Hydraulic Base - Brushed Gunmetal Top      | 30AGHC           | \$510          | \$649          |
| 30" Round Cafe Table w/ Hydraulic Base - Brushed Yellow Top        | 30YSHC           | \$510          | \$649          |
| 30" Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top       | 30GRHC           | \$467          | \$594          |
| 30" Round Cafe Table w/ Hydraulic Base - Green Top                 | 30GSHC           | \$510          | \$649          |
| 30" Round Cafe Table w/ Hydraulic Base - Maple Top                 | 30MTHC           | \$467          | \$594          |
| 30" Round Cafe Table w/ Hydraulic Base - Orange Top                | 30OSHC           | \$510          | \$649          |
| 30" Round Cafe Table w/ Hydraulic Base - Red Top                   | 30BRHC           | \$467          | \$594          |
| 30" Round Cafe Table w/ Hydraulic Base - Grey Acajou Top           | 30MAHC           | \$450          | \$573          |
| 30" Round Cafe Table w/ Hydraulic Base - Grey Acaptu 16p           | 30WH29           | \$432          | \$549          |
| 30" Round Cafe Table w/ Standard Black Base - Barnwood Top         | 30WDBC           | \$432          | \$549          |
| 30" Round Cafe Table w/ Standard Black Base - Black Top            | 30BKSC           | \$372          | \$474          |
| 30" Round Cafe Table W/ Standard Black Base - Blue Top             | 30BEBC           | \$432          | \$549          |
| 30" Round Cafe Table w/ Standard Black Base - Brushed Gunmetal Top | 30AGBC           | \$372          | \$474          |
| 30" Round Cafe Table w/ Standard Black Base - Brushed Yellow Top   | 30YSBC           | \$372          | \$474          |
| 30" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top  | ZTI              | \$432          | \$549          |
| 30" Round Cafe Table w/ Standard Black Base - Green Top            | 30GSBC           | \$372          | \$474          |
| 30" Round Cafe Table w/ Standard Black Base - Maple Top            | ZTK              | \$432          | \$549          |
| ·  | 30OSBC           | \$372          | \$474          |
| 30" Round Cafe Table w/ Standard Black Base - Orange Top           |                  | \$432          | \$549          |
| 30" Round Cafe Table w/ Standard Black Base - Red Top              | ZTB<br>ZTA       | \$432<br>\$432 | \$549<br>\$549 |
| 30" Round Cafe Table w/ Standard Black Base - Grey Acajou Top      |                  | \$835          | \$1,063        |
| 30" Cafe Table, Powered - White Top, Black Base                    | P30CWH           |                |                |
| 36"Round Cafe Table w/ Hydraulic Base - White Top                  | 36WTHC           | \$506<br>\$479 | \$644<br>\$609 |
| 36" Round Cafe Table w/ Hydraulic Base - Black Top                 | 36BKHC<br>36MTHC |                | ·              |
| 36"Round Cafe Table w/ Hydraulic Base - Maple Top                  |                  | \$506          | \$644          |
| 36"Round Cafe Table w/ Hydraulic Base - Graphic Nebula Top         | 36GRHC           | \$506          | \$644          |
| 36"Round Cafe Table w/ Standard Black Base - White Top             | ZTQ              | \$432          | \$549          |
| 36" Round Cafe Table w/ Standard Black Base - Black Top            | 36BKSC           | \$334          | \$425          |
| 36"Round Cafe Table w/ Standard Black Base - Graphite Nebula Top   | ZTN              | \$432          | \$549          |
| 36"Round Cafe Table w/ Standard Black Base - Maple Top             | ZTP              | \$432          | \$549          |



# Specialty Furnishings – Page 6 of 9

| Description  | Product # | Advance<br>Price | Standard<br>Price |
|--|-----------|------------------|-------------------|
| COMMUNAL TABLES  | •         | •                |                   |
| Ventura Communal Bar Table - Black Top, Silver                   | VNTBNP    | \$1,082          | \$1,377           |
| Ventura Communal Bar Table - White Top, Silver                   | VNTWNP    | \$1,082          | \$1,377           |
| Ventura Communal Bar Table - Maple Top, Silver                   | VNTMNP    | \$1,082          | \$1,377           |
| Ventura Communal Bar Table, Powered - Black Top, Silver          | VNTBLK    | \$1,214          | \$1,545           |
| Ventura Communal Bar Table, Powered - White Top, Silver          | VNTWHT    | \$1,214          | \$1,545           |
| Ventura Communal Bar Table w/ Grommet Holes - White Top, Silver  | VNTBWW    | \$1,082          | \$1,377           |
| Ventura Communal Bar Table w/ Grommet Holes - Maple Top, Silver  | VNTBMW    | \$1,082          | \$1,377           |
| Ventura Communal Cafe Table - Black Top, Silver                  | VNTCBN    | \$888            | \$1,130           |
| Ventura Communal Cafe Table - White Top, Silver                  | VNTCWN    | \$888            | \$1,130           |
| Ventura Communal Cafe Table - Maple Top, Silver                  | VNTCMN    | \$888            | \$1,130           |
| Ventura Communal Cafe Table, Powered - Black Top, Silver         | VNTCBK    | \$996            | \$1,267           |
| Ventura Communal Cafe Table, Powered - White Top, Silver         | VNTCWH    | \$996            | \$1,267           |
| Ventura Communal Cafe Table w/ Grommet Holes - White Top, Silver | VNTCWW    | \$888            | \$1,130           |
| Ventura Communal Cafe Table w/ Grommet Holes - Maple Top, Silver | VNTCMW    | \$888            | \$1,130           |
| POWERED PRODUCTS   |           |                  |                   |
| Adelaide Powered Cocktail Table - White Top, Silver              | ADCTWP    | \$534            | \$679             |
| Adelaide Cocktail Table, Non-Powered - White Top, Silver         | ADCTWH    | \$385            | \$490             |
| Adelaide Powered Cocktail Table - Black Top, Silver              | ADCTBP    | \$534            | \$679             |
| Adelaide Cocktail Table, Non-Powered - Black Top, Silver         | ADCTBK    | \$385            | \$490             |
| Ventura Communal Bar Table, Powered - Black Top, Silver          | VNTBLK    | \$1,214          | \$1,545           |
| Ventura Communal Bar Table, Powered - White Top, Silver          | VNTWHT    | \$1,214          | \$1,545           |
| Ventura Communal Cafe Table, Powered - Black Top, Silver         | VNTCBK    | \$996            | \$1,267           |
| Ventura Communal Cafe Table, Powered - White Top, Silver         | VNTCWH    | \$996            | \$1,267           |
| /illage Charging Hub – Cream                                     | VILHUB    | \$360            | \$458             |
| Nireless Charging Table, Powered - White, AC Outlets             | CUBPOW    | \$759            | \$966             |
| 30" Bar Table, Powered - White Top, Black Base                   | P30BWH    | \$835            | \$1,063           |
| 30" Cafe Table, Powered - White Top, Black Base                  | P30CWH    | \$835            | \$1,063           |
| 10' Table, Powered - White Top, Silver                           | C10PWR    | \$1,522          | \$1,937           |
| 10' Table - White Top, Silver                                    | CONF10    | \$1,270          | \$1,616           |
| 10' Table, Powered - Black Top, Silver                           | BKC10P    | \$1,523          | \$1,938           |
| 10' Table - Black Top, Silver                                    | BKC10N    | \$1,224          | \$1,557           |
| B' Table, Powered - White Top, Silver                            | C8PWR     | \$1,522          | \$1,937           |
| 3' Table - White Top, Silver                                     | CONF8     | \$1,270          | \$1,616           |
| 3' Table, Powered - Black Top, Silver                            | BKCT8P    | \$1,523          | \$1,938           |
| 3' Table - Black Top, Silver                                     | BKCT8N    | \$1,224          | \$1,557           |
| 5' Table, Powered - White Top, Silver                            | C5PWR     | \$792            | \$1,008           |
| 5' Table - White Top, Silver                                     | CONF5     | \$669            | \$852             |
| 5' Table, Powered - Black Top, Silver                            | BKCT5P    | \$795            | \$1,011           |
| 5' Table - Black Top, Silver                                     | BKCT5N    | \$622            | \$791             |



# Specialty Furnishings – Page 7 of 9

| Description   | Product #        | Advance<br>Price | Standard<br>Price |
|---|------------------|------------------|-------------------|
| ACCENT TABLES   |                  | THEC             | Tricc             |
| Adelaide Cocktail Table - White Top, Silver   | ADCTWH           | \$385            | \$490             |
| Adelaide Powered Cocktail Table - White Top, Silver   | ADCTWP           | \$534            | \$679             |
| Adelaide Cocktail Table - Black Top, Silver   | ADCTBK           | \$385            | \$490             |
| Adelaide Powered Cocktail Table - Black Top, Silver   | ADCTBP           | \$534            | \$679             |
| Adelaide Cocktail Table - Glass Top, Silver   | ADCTGL           | \$385            | \$490             |
| Adelaide End Table - White Top, Silver  | ADETWH           | \$372            | \$474             |
| Adelaide End Table - White Top, Silver  | ADETBK           | \$372            | \$474             |
| Adelaide End Table - Glass Top, Silver  | ADETGL           | \$372            | \$474             |
| Alondra Cocktail Table - Brandy Maple Top, Chrome   | ALC200           | \$504            | \$642             |
| Alondra Cocktail Table - Glass Top, Chrome  | ALC100           | \$504            | \$642             |
| Alondra End Table - Brandy Maple Top, Chrome  | ALE200           | \$215            | \$273             |
| Alondra End Table - Glass Top, Chrome   | ALE200           | \$215            | \$273             |
| Geo Cocktail Table - Glass Top, Criforne  Geo Cocktail Table - Brandy Maple Top, Black Base   | C1FWB            | \$439            | \$273<br>\$559    |
| Geo Cocktail Table - Glass Top, Chrome Base   | C1C              | \$363            | \$462             |
| Geo Cocktair Fable - Glass Top, Criforne Base<br>Geo End Table - Brandy Maple Top, Black Base | E1FWB            | \$384            | \$462<br>\$489    |
| Geo End Table - Glass Top, Chrome Base  | E1C              | \$341            | \$434             |
| •   |                  |                  |                   |
| Mesa Cocktail Table - Barnwood Top, Bronze  Mesa Cocktail Table - Black Top, Bronze           | MESCTW           | \$323<br>\$323   | \$411<br>\$411    |
| 1 '   | MESCTB<br>MESCTG |                  |                   |
| Mesa Cocktail Table - Glass Top, Bronze   |                  | \$323            | \$411             |
| Mesa End Table - Barnwood Top, Bronze   | MESETW           | \$215            | \$273             |
| Mesa End Table - Black Top, Bronze  | MESETB           | \$215            | \$273             |
| Mesa End Table - Glass Top, Bronze  | MESETG           | \$215            | \$273             |
| Regis Bench/Table - Brushed Metal   | REGBEN           | \$446            | \$567             |
| Regis End Table - Brushed Metal   | REGOTT           | \$330            | \$420             |
| Silverado Cocktail Table - Glass Top, Chrome  | C1E              | \$384            | \$489             |
| Silverado End Table - Glass Top, Chrome   | E1E              | \$363            | \$462             |
| Timber Cocktail Table   | TMBCKT           | \$516            | \$657             |
| Timber End Table  | TMBTBL           | \$311            | \$395             |
| SIDE TABLES   | 1                |                  | I .               |
| Aura Round Table - White Metal  | AURA             | \$267            | \$339             |
| Sedona Side Table - White Top, Bronze   | SEDBWH           | \$218            | \$278             |
| Sedona Side Table - Barnwood Top, Bronze  | SEDBWD           | \$218            | \$278             |
| Sedona Side Table - Black Top, Bronze   | SEDBBK           | \$218            | \$278             |
| Taos Side Table - White Top, Bronze   | TAOBWH           | \$218            | \$278             |
| Taos Side Table - Barnwood Top, Bronze  | TAOBWD           | \$218            | \$278             |
| Taos Side Table - Black Top, Bronze   | TAOBBK           | \$218            | \$278             |
| OFFICE & STORAGE ESSENTIALS   |                  |                  | T                 |
| Madison Executive Desk - Grey Acajou  | JD8              | \$910            | \$1,158           |
| Tech Desk, Powered - Black Metal, Black Laminate w/electrical unit                            | TECH             | \$699            | \$889             |
| Tech Desk, Powered w/ 3 Drawer File Cabinet - Black Metal, Black Laminate w/electrical unit   | TECH3B           | \$862            | \$1,097           |
| 3 Drawer File Cabinet on Castors - Black Top, Black Metal                                     | TECH3            | \$235            | \$299             |
| Madison Bookcase - Grey Acajou  | BC8              | \$660            | \$840             |
| Posh Shelving - Chrome, Acrylic   | PSHCCS           | \$773            | \$983             |
| Divider, Freestanding Whiteboard - Silver, White  | DIVFWB           | \$597            | \$759             |



# Specialty Furnishings – Page 8 of 9

| Description   | Product # | Advance<br>Price | Standard<br>Price |
|---|-----------|------------------|-------------------|
| EXECUTIVE CONFERENCE TABLES   |           |                  |                   |
| Atomic 42" Round Table - Glass Top, Chrome                            | 42ATO     | \$478            | \$608             |
| Atomic 36" Round Table - Glass Top, Chrome                            | 36ATO     | \$478            | \$608             |
| Geo Table, Rectangle - Glass Top, Black                               | CF2       | \$566            | \$720             |
| Geo Table, Rectangle - Glass Top, Chrome                              | CE2       | \$588            | \$748             |
| Geo Table, Rounded Square - Glass Top, Chrome                         | CE1       | \$407            | \$518             |
| Geo Table, Rounded Square - Glass Top, Black                          | CF1       | \$384            | \$489             |
| Work Table - White Top, White   | WD3       | \$602            | \$766             |
| 42" Round Madison Table - Grey Acajou Top, Black                      | CB8       | \$520            | \$661             |
| 42" Round Table - White Top, Black                                    | CONF42    | \$520            | \$661             |
| 42" Round Table - Black Top, Black                                    | 42BKCT    | \$493            | \$628             |
| 10' Table, Powered - Black Top, Silver                                | BKC10P    | \$1,523          | \$1,938           |
| 10' Table - Black Top, Silver   | BKC10N    | \$1,224          | \$1,557           |
| 10' Table, Powered - White Top, Silver                                | C10PWR    | \$1,522          | \$1,937           |
| 10' Table - White Top, Silver   | CONF10    | \$1,270          | \$1,616           |
| 8' Table, Powered - Black Top, Silver                                 | BKCT8P    | \$1,523          | \$1,938           |
| 8' Table - Black Top, Silver  | BKCT8N    | \$1,224          | \$1,557           |
| 8' Table, Powered - White Top, Silver                                 | C8PWR     | \$1,522          | \$1,937           |
| 8' Table - White Top, Silver  | CONF8     | \$1,270          | \$1,616           |
| 5' Table, Powered - Black Top, Silver                                 | BKCT5P    | \$795            | \$1,011           |
| 5' Table - Black Top, Silver  | BKCT5N    | \$622            | \$791             |
| 5' Table, Powered - White Top, Silver                                 | C5PWR     | \$792            | \$1,008           |
| 5' Table - White Top, Silver  | CONF5     | \$669            | \$852             |
| Madison 10' Table - Grey Acajou, Silver                               | MADC10    | \$1,440          | \$1,833           |
| Madison 8' Table - Grey Acajou, Silver                                | MADC08    | \$1,440          | \$1,833           |
| Madison 5' Table - Grey Acajou, Silver                                | MADC05    | \$723            | \$920             |
| EXECUTIVE SEATING   |           | 7. =0            | ,,,,,             |
| Ace High Back Chair - Black Vinyl, Chrome                             | ACHBCB    | \$577            | \$734             |
| Ace High Back Chair - White Vinyl, Chrome                             | ACEHBC    | \$577            | \$734             |
| Ace Mid Back Chair - Black Vinyl, Chrome                              | ACMBCB    | \$308            | \$392             |
| Ace Mid Back Chair - White Vinyl, Chrome                              | ACEMBC    | \$308            | \$392             |
| Cupertino Mid Back Chair - Black Vinyl, Chrome                        | CUPCHA    | \$457            | \$581             |
| Genesis Chair - Black Fabric, Black                                   | GENCHA    | \$399            | \$507             |
| Pro Executive Guest Chair - Black Vinyl, Chrome                       | PROGB     | \$405            | \$516             |
| Task Stool - Black Fabric, Black                                      | TASKST    | \$270            | \$343             |
| COUNTERS & PEDESTALS  | l l       |                  |                   |
| Midtown Bar, Lighted w/ Plug In - Taupe Glass Top Pewter              | MTBLPI    | \$2,221          | \$2,827           |
| Midtown Bar, Unlighted - Taupe Glass Top, Pewter                      | MTBUUL    | \$2,381          | \$3,030           |
| Midtown Powered Counter, Lighted w/ Plug In - Taupe Glass Top, Pewter | MTCLPI    | \$2,540          | \$3,233           |
| Midtown Powered Counter, Unlighted - Taupe Glass Top, Pewter          | MTCPUL    | \$2,398          | \$3,052           |
| Powered Locking Pedestal, 36" – Black                                 | PDL36B    | \$911            | \$1,160           |
| Powered Locking Pedestal, 36" – White                                 | PDL36W    | \$911            | \$1,160           |
| Powered Locking Pedestal, 42" – Black                                 | PDL42B    | \$1,077          | \$1,371           |
| Powered Locking Pedestal, 42" - White                                 | PDL42W    | \$1,077          | \$1,371           |



### Specialty Furnishings – Page 9 of 9

| Description  | Product # | Advance<br>Price | Standard<br>Price |
|--|-----------|------------------|-------------------|
| ESSENTIAL ACCESSORIES, LIGHTING & GREENERY         |           |                  |                   |
| Clear Divider, Freestanding - Silver, Clear        | DIVFRE    | \$478            | \$608             |
| Clear Divider, Freestanding Corner - Silver, Clear | DIVFCR    | \$957            | \$1,218           |
| Clear Divider, Freestanding Wall - Silver, Clear   | DIVFWL    | \$478            | \$608             |
| Miramar Divider, White - Molded Plastic            | MIRWHT    | \$614            | \$782             |
| Mason Floor Lamp - Brushed Silver                  | LA15      | \$349            | \$444             |
| Mason Floor Lamp - Brushed Silver                  | LA14      | \$242            | \$308             |
| Boxwood Hedge, 7' - Green, Black                   | HDG7FT    | \$1,240          | \$1,578           |
| Boxwood Hedge, 4' - Green, Black                   | HDG4FT    | \$759            | \$966             |

Save up to 10% by <u>ordering online</u> by the deadline date. Advance order prices apply to orders received with payment by the deadline date. Standard prices apply to all orders placed after the deadline date.



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6571 Washington Boulevard

Elkridge, MD 21075

| Washington, DC Auto Show 2026 |   |
|-------------------------------|---|
| COMPANY NAME:                 |   |
|                               |   |
| BOOTH                         | _ |

MUST BE RECEIVED BY: Thursday, January 15, 2026 at 4:00 PM

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# ADVANCE SHIPPING LABEL



TO: HARGROVE

Walter E. Washington Convention Center

Halls A, B, C, D, E

801 Allen Y. Lew Place, NW

Washington, DC 20001

Washington, DC Auto Show 2026

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

BOOTH NUMBER: \_\_\_\_\_

NO SHIPMENTS ACCEPTED BEFORE: Wednesday, January 21 at 8:00 AM

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Washington, DC Auto Show 2026

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BOOTH NUMBER: \_\_\_\_\_

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TO: HARGROVE

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| Washington, De Mato Show 2020 | Washington, | DC Auto | Show | 2026 |
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|-------------------------------|-------------|---------|------|------|

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

BOOTH NUMBER:

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Thursday, January 15, 2026 at 4:00 PM

# HANGING SIGNS LABEL



### Marshaling Yard Information

All drivers must check-in at the Marshaling Yard to be placed in queue for unloading and/or reloading shipments at the Walter E. Washington Convention Center. The Marshaling Yard will be marked with signage.

Marshaling Yard Location RFK Stadium – Lot #8 2400 East Capitol Street, SE Washington, DC 20003

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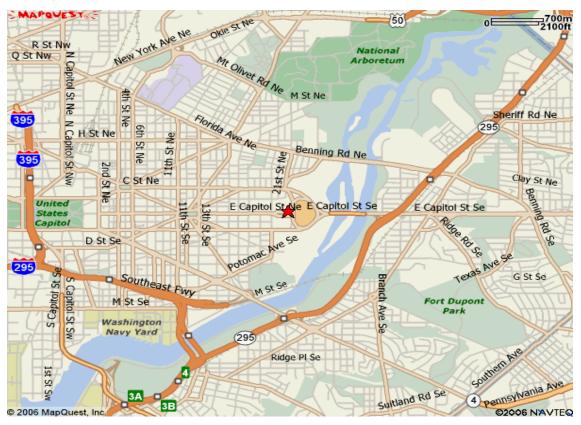
### Inbound

| 7:00 AM | -                             | 4:00 PM                             |
|---------|-------------------------------|-------------------------------------|
| 7:00 AM | -                             | 4:00 PM                             |
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|         | 7:00 AM<br>7:00 AM<br>7:00 AM | 7:00 AM -<br>7:00 AM -<br>7:00 AM - |

Outbound

Sunday, February 1 5:00 PM - 11:00 PM Monday, February 2 5:00 AM - 5:00 PM

### Marshaling Yard Fee \$50.00 per shipment





### Material Handling Information

As the General Service Contractor / Official Drayage Contractor for this show, Hargrove, LLC ("Hargrove") will schedule the moving in and out of all Exhibitor Material. All shipments, if it is possible, should be received at Hargrove's warehouse prior to the published deadline date. Shipments received at Hargrove's warehouse after the delivery deadline will incur an additional 50% (late-to-warehouse) charge. Refer to Hargrove's "General Information" pages for the address and specific dates and times for warehouse freight receiving for this Event / Show.

If permitted, you may ship directly to the exhibit hall provided delivery is scheduled for published move-in or show dates. Refer to Hargrove's "General Information" for the address and specific dates and times for show-site freight receiving for this Event / Show.

When shipping your materials, please include the name of the Event / Show, your company name, and your booth number on each piece. For your convenience, sample labels are provided in the Service Manual. You may copy these labels or use your own if you need more labels than provided.

To ship with Hargrove, request a quote or contact Hargrove Shipping at 301.306.4620 or Shipping@hargroveinc.com.

### Material Handling includes:

- Receiving and unloading your shipments at Hargrove's warehouse (30 days of free storage prior to Event / Show date).
- Reloading onto a Hargrove trailer.
- Delivery of shipment to exhibit hall.
- Placement of shipment in your booth space.
- Removal and storage of empty containers.
- Return of empties to booth at close of Event / Show. [Note: All containers must be empty when stored, Hargrove assumes no liability for material or equipment left inside a container marked as empty.]
- Removal of all packed and labeled materials from exhibit booth.
- Reloading onto outbound carrier for return shipment (based on shipping information provided in your Hargrove Material Handling Agreement).

Charges for the above services will be based on the inbound weight only, whether the above services are used completely or in part. Refer to the Material Handling Estimate form for detailed pricing information. Weight is rounded up to the next hundred pounds. Shipments received without weight tickets that are weighed by Hargrove may be charged special handling.

### Overtime / Off-Target

An overtime and/or off-target surcharge, per cwt, for each occurrence will apply if:

- Your advance shipment is received at the warehouse on straight time but delivered to the Event / Show site on overtime due to scheduling.
- Your shipment is moved to or out of Event / Show site on overtime due to scheduling.
- Your shipment is received on overtime (Monday-Friday before 8:00 AM and after 4:30 PM, or any weekend hours or holidays).
- Your direct shipment is received at Event / Show site outside of the exhibitor move-in schedule.

### Special Handling

Special handling is defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling such as:

- No weight tickets
- Loose or uncrated shipments
- Ground or side door loading
- Mixed shipments
- Stacked shipments

### **Outbound Instructions**

At the close of the Event / Show, each Exhibitor must complete a Hargrove Material Handling Agreement and shipping labels for its Exhibitor Materials. Blank Material Handling Agreements and labels are available at the Hargrove Service Center. If any shipment is left in a booth for which no disposition is provided, or if a requested carrier fails to pick up or refuses to take shipment, Hargrove will re-route such shipment or return material to Hargrove's warehouse at the Exhibitor's expense.



### Material Handling Hints

The information below summarizes the most commonly asked questions regarding freight/material handling, often referred to as drayage. This can be the most costly budget item for exhibitors.

### Tips that can save you money:

Read the shipping and material handling section of your service manual carefully. Be aware of any surcharges that may be assessed for special handling or late shipments. Pay special attention to deadline dates. If you ship in advance to our warehouse and your shipment arrives after the published deadline date, you may be assessed a surcharge. Crated materials are the easiest to unload, therefore, have the least expensive drayage charge. Loose, pad wrapped and uncrated materials require more labor time and therefore may be assessed a special handling fee. It may be cost effective for you to build crates for any portion of your exhibit that is not crated.

### What is "Material Handling/Drayage?"

The term "drayage" is the moving of exhibit materials from one location to another. Whether you ship to Hargrove's advance warehouse or directly to show site, your materials still need to get to your booth location. Drayage services include the accepting of your material either at the warehouse or at show site, delivery to your booth, storage of empty containers during the show, returning empty containers at the close of the show, picking up your packaged materials, returning them to the dock, and loading on the carrier of your choice.

### Can I carry my own materials to my booth?

Usually, an exhibitor may bring in his own materials providing such materials can be hand carried by one person in one trip, without the use of dollies, hand trucks or any other equipment. Read the Union Rules & Regulations for the specific rules regarding the show/facility.

### How are rates determined?

Drayage charges are based on a number of factors including labor rates, facility dock access, and the show schedule, to name just a few. These rates vary from city to city.

### How is the weight of my shipment determined?

Certified weight tickets, which should be attained by all drivers for materials prior to arrival at the warehouse or show site dock, are used to determine billable weight. Hargrove reserves the right to determine weights for all shipments for which weight tickets are not provided with delivery. When Hargrove weighs the shipment, the exhibitor will be charged for special handling.

### Small shipments vs. large shipments:

Most all Service Contractors have a minimum of 200 lbs. per shipment. It is best to send your freight as one large shipment versus several small shipments. For instance, if you send one 45 lb. and one 55 lb. package separately, you are charged the minimum on each shipment. If you plan to ship items from various locations, you may want to consolidate them at a central location then forward them to the Service Contractor's warehouse or show site. However, if you ship your materials in one shipment and the carrier makes multiple deliveries, you will be charged for each delivery to the dock, regardless of whether or not the materials were shipped together as one shipment.

### Advance shipments vs. direct (to show site) shipments:

In general, it is best to ship your materials to the "advance shipment" address. The charge for this may be slightly higher than shipping direct to show site but the benefit far outweighs the cost. You can (and should) confirm that we have received your materials well in advance of the show installation; if there is a problem it can then be solved prior to the show. When shipping direct, if there is a problem there is seldom time to resolve the problem prior to show opening. Another advantage to advance shipments is that your materials will be in your booth when you arrive and you can begin installation immediately, thus saving you time and frustration at show site.

### Should I insure my exhibit?

The answer is YES! It is your responsibility to make sure your freight is insured from the time that it leaves your office until it returns. A rider to your existing policy can usually do this. Check with your insurance carrier for details.

### Finally:

Always be aware of freight receiving deadlines. You will be assessed a late charge if your shipment arrives after the deadline date. Inform your shipper that all items must arrive prior to a specific date.

Make sure all materials are labeled properly to avoid any delivery delays. All pieces should have the recipient's name and address, the show name, your company name, and your booth number. Remove old labels after every show to avoid any future confusion. If you are shipping multiple pieces, label them as such: 1 of 4; 2 of 4; 3 of 4; etc.



### Material Handling Estimate

Material Handling is billed by the hundredweight (CWT) per shipment, with a 2 CWT minimum. Small packages (30 pounds or less per shipment) are billed per piece. When computing material handling costs, remember to round up to the next hundred pounds. For example, a delivery that weighs 347 pounds will be billed at 4 CWT.

Shipments received without weight tickets will be weighed and charged special handling rates. Special handling rates also apply to shipments requiring additional or double handling, including pad-wrapped, un-skidded and double-stacked shipments; side-door, constricted-space and/or ground-level unloading, and oversized crates.

Any freight received at the Advance Warehouse or Direct to Show Site will be subject to 100% of Material Handling Fees outlined in this manual.

Material Handling charges will appear on your statement after actual inbound and outbound shipments have been processed.

| processed.  |                      |                          |                          |  |
|---|----------------------|--------------------------|--------------------------|--|
| Description   | Product              | Price – per              | Minimum                  |  |
| Description   | #                    | CWT*                     | William                  |  |
| WAREHOUSE (ADVANCE) SHIPMENT Note: Items will be moved to site on over  | ertime. A 45%        | surcharge w              | <mark>ıill apply.</mark> |  |
| Crated or Skidded Shipment (includes \$60 rate plus 45% overtime surcharge)   | MH1-OT-E             | \$87.00                  | \$174.00                 |  |
| Small Package - first piece (includes \$73 rate plus 45% overtime surcharge)  | MH2-OT-E             | \$106                    | 5.00                     |  |
| Small Package - additional (includes \$73 rate plus 45% overtime surcharge)   | MH3-OT-E             | \$99                     | .00                      |  |
| Special Handling/Uncrated Shipment (includes \$87 rate plus 45% overtime surcharge)   | МН4-ОТ-Е             | \$126.00                 | \$252.00                 |  |
| Late-to-Warehouse Surcharge* - Crated or Skidded Shipment delivered after the published advance warehouse deadline            | MH7                  | 50% sui                  | rcharge                  |  |
| NOTE: Truck and driver fees (to move materials to show site) may apply. Any "Small Package" arriv CWT minimum.                |                      |                          |                          |  |
| SHOW SITE (DIRECT) SHIPMENT Note: Shipments handled before 8:00 AM or   |                      | <mark>M Monday-Fr</mark> | <mark>iday, or</mark>    |  |
| anytime Saturday, Sunday or a holiday, will be assessed a 45% overtime sur  | <mark>charge.</mark> |                          | _                        |  |
| Crated or Skidded Shipment  | MH8                  | \$60.00                  | \$120.00                 |  |
| Crated Shipment via Special Carrier (FedEx, UPS, DHL, USPS, etc.)   | \$75.00              | \$150.00                 |                          |  |
| Small Package - first piece (applies to shipment weighing 30 pounds or less)  | MH2                  | \$106.00                 |                          |  |
| Small Package - each additional   | MH3                  | \$99.00                  |                          |  |
| Overtime Surcharge – Small Package (applies to shipment weighing 30 pounds or less)   | MH3DOT               | \$49                     | .50                      |  |
| Special Handling/Uncrated Shipment (45% surcharge)  | MH10                 | \$87.00                  | \$174.00                 |  |
| Overtime Surcharge - Crated or Skidded Shipment (45% surcharge)   | MH11                 | \$27.00                  | \$54.00                  |  |
| Overtime Surcharge - Crated Shipment via Special Carrier (45% surcharge)  | MH12                 | \$33.75                  | \$67.50                  |  |
| Overtime Surcharge - Special Handling/Uncrated Shipment (45% surcharge)   | MH13                 | \$39.15                  | \$78.30                  |  |
| Off-Target Surcharge - shipment received at show site outside of the published exhibitor move-in schedule                     | MH14                 | 50% surcharge            |                          |  |
| MISCELLANEOUS SERVICE   |                      |                          |                          |  |
| Return to Warehouse (includes hold period** / first 5 days of storage)  | MH15                 | \$40.00                  | \$200.00                 |  |
| Warehouse Storage Fee - per day (outside advance warehouse acceptance period)   | MH16                 | \$5.00                   | \$25.00                  |  |
| **Hold Period: Materials returned to the warehouse will be held for 5-busines after the hold period.  *unless noted otherwise | s days and m         | ay not be pick           | ked up until             |  |
| arriess rioted other wise   |                      |                          |                          |  |



### Labor

Advance Order Deadline: Monday, December 22, 2025

|  |         | Advance         | Standard Price      | Floor Order      |  |  |
|--|---------|-----------------|---------------------|------------------|--|--|
| Description – per hour, unless noted otherwise       | Product | Price           | (12/30 -            | Price            |  |  |
|  | #       | (by 12/29/25)   | 1/17/26)            | (begins 1/18/26) |  |  |
| DISPLAY & HANGING SIGN LABOR                         | l .     | ,               | ,                   | ,                |  |  |
| Straight Time  | L1      | \$99.00         | \$118.80            | \$138.60         |  |  |
| Overtime   | L2      | \$144.00        | \$172.80            | \$201.60         |  |  |
| Double Time / Holiday                                | L3      | \$197.00        | \$236.40            | \$275.80         |  |  |
| Supervision Fee                                      | L4      | 30              | 0%, with \$50 minii | mum              |  |  |
| Shrink Wrap Skid (per skid)                          | LS      | \$40.00         | \$48.00             | \$56.00          |  |  |
| Band Skid or Crate (per piece)                       | LB      | \$50.00         | \$60.00             | \$70.00          |  |  |
| FORKLIFT & RIGGING LABOR                             |         |                 |                     |                  |  |  |
| Forklift w/ operator - up to 5,000 lbs Straight Time | L5      | \$297.00        | \$356.40            | \$415.80         |  |  |
| Forklift w/ operator - up to 5,000 lbs Overtime      | L6      | \$342.00        | \$410.40            | \$478.80         |  |  |
| Forklift w/ operator - up to 5,000 lbs Double Time   | L7      | \$395.00        | \$474.00            | \$553.00         |  |  |
| Forklift w/ operator - over 5,000 lbs.               | L8      | Request a quote |                     |                  |  |  |
| 4-Stage Forklift w/ operator                         | L9      |                 | Request a quot      | <u>e</u>         |  |  |
| Forklift Cage w/ rigger - Straight Time              | L12     | \$216.00        | \$259.20            | \$302.40         |  |  |
| Forklift Cage w/ rigger - Overtime                   | L13     | \$261.00        | \$313.20            | \$365.40         |  |  |
| Forklift Cage w/ rigger - Double Time                | L14     | \$314.00        | \$376.80            | \$439.60         |  |  |
| Boom lift w/crew - Straight Time                     | L15     | \$847.00        | \$1,016.40          | \$1,185.80       |  |  |
| Boom lift w/ crew - Overtime                         | L16     | \$937.00        | \$1,124.40          | \$1,311.80       |  |  |
| Boom lift w/crew - Double Time                       | L17     | \$1,043.00      | \$1,251.60          | \$1,460.20       |  |  |
| Scissor Lift w/crew - Straight Time                  | L18     | \$469.00        | \$562.80            | \$656.60         |  |  |
| Scissor Lift w/crew - Overtime                       | L19     | \$559.00        | \$670.80            | \$782.60         |  |  |
| Scissor Lift w/crew - Double Time                    | L20     | \$665.00        | \$798.00            | \$931.00         |  |  |
| Additional Banner Hanging Materials                  | L22     | Exact need      | s to be determined  | d during install |  |  |

- If you would like to request Hargrove Supervised Labor please fill out online instruction form.
- Straight Time: Rates apply 8:00 AM to 4:30 PM weekdays..
- Overtime: Rates apply 4:30 PM to 8:00 AM weekdays, all day Saturdays, and after 8 consecutive hours of Straight Time..
- Double Time: Rates apply all day Sundays, all day select holidays, and after 8 consecutive hours of Overtime..
- Billing: There is a minimum of one-hour charged. Time is billed in increments of ½-hour thereafter.
- Cancellations: Orders cancelled with more than 72 hours or 3 business days (whichever is earlier) written notice will be charged a one (1) hour cancellation fee per worker scheduled. Cancellations received after such time will be subject to a cancellation fee of up to 100% of the total order. If Exhibitor fails to use the workers at the time confirmed, a minimum of a four (4) hour "No Show" charge per worker will apply.
- Hanging Sign Labor: When ordering Hanging Sign labor, be sure to complete the <u>Hanging Signs form</u>.
- Hanging signs and banners will require additional banner hanging materials. The amount and kind of needed materials as well as
  the number of required hanging points cannot be determined until installation. All fees will be added to your invoice.
- Crew Sizes: A crew consists of the equipment operator and the designated laborer(s). Additional crew, equipment or larger
  equipment may be added if the supervisor deems it necessary to safely complete a job. The exhibitor is responsible for any
  additional charges incurred.
- Policies: Only pre-ordered labor for the START of the workday is guaranteed. Exhibitor representative must check in at the labor desk to pick-up labor. It's the exhibitor's responsibility to return to sign labor out and verify billable time. No adjustments will be made once the labor ticket is signed.
- Dismantle: Immediately after the close of the show, we will begin removing aisle carpet and returning empty containers. You can help us with this process by keeping the aisles clear during this time. If you have ordered labor to dismantle your booth, be sure to confirm the start time of your workers by checking with the Hargrove Service Center



### Accessible Storage

Hargrove's accessible storage solutions provide exhibitors with show site storage options to meet a variety of needs. Below are Basic and Premium accessible storage options with an explanation of what each solution includes.

CANCELLATIONS: Orders cancelled with more than 72 hours or 3 business days (whichever is earlier) written notice will be charged a one (1) hour cancellation fee per worker scheduled. Cancellations received after such time will be subject to a cancellation fee of up to 100% of the total order. If Exhibitor fails to use the workers at the time confirmed, a minimum of a four (4) hour "No Show" charge per worker will apply.

### Basic Accessible Storage

Access to storage twice throughout the duration of the show

Rate includes the storage and labor costs for the set-up, access, and daily storage fees.

### Premium Accessible Storage

Access to storage up to twice per day throughout the duration of the show

Rate includes the storage and labor costs for the set-up, access, and daily storage fees.

| Description                | Product # | Price      |
|----------------------------|-----------|------------|
| Basic Accessible Storage   | LBASBC    | \$1,146.00 |
| Premium Accessible Storage | LBASPR    | \$1,389.00 |



### Exhibitor Appointed Contractors (EAC) & Third Parties

What is an exhibitor appointed contractor (EAC)?

An Exhibitor Appointed Contractor (EAC) is an Install and Dismantle Company (I&D) used by exhibitors to set up and dismantle booth properties and submit Material Handling Agreements at the close of the show. The Notice of Intent to Use an EAC form (NOI) contains information on what qualifies as an approved EAC and requirements for the Certificate of Insurance (COI). The NOI must include the exhibitor's signature and is due 30 days prior to Exhibitor Move-In. The exhibitor is responsible for initiating this document with the EAC and submitting the form. The NOI is not to be sent to the contractor. In some cases, Show Management will include an EAC form of their own in the service manual. The two forms are not interchangeable. We can only accept the Hargrove EAC form.

### What is a Third Party?

An exhibitor may arrange for an exhibit house or such other third party to handle their billing by choosing that option in the Notice of Intent to Hire form. As the exhibitor, you are responsible for all charges incurred at the show should your third party fail to meet the required payment terms.

This form will only be accepted if it is executed by an authorized representative of the exhibiting company and includes: Hargrove's EAC process can be completed entirely online at: <a href="hargroveinc.boomerecommerce.com">hargroveinc.boomerecommerce.com</a>

Below are the steps to Hargrove's EAC process, to be completed by the Exhibitor and EAC (as noted):

### STEP 1: Submit NOI - Exhibitor

Exhibitor must complete this Notice of Intent ("NOI") to Use EAC form and submit 30 days prior to move-in to allow EACs time to submit the relevant documentation. The EAC cannot sign the NOI on your behalf, this must be signed by the Exhibitor leasing the exhibit booth space. Once your NOI is submitted, please inform your EAC to access the EAC Agreement and Rules and Regulations form.

STEP 2: Submit Agreement and Rules and Regulations - EAC

EAC completes the Agreement and Rules and Regulations between Hargrove, LLC. and EAC. The document has a link at the bottom which allows the EAC to follow to access Hargrove's vendor, CERTFOCUS BY VERTIKAL' website to register, pay a \$21 fee and upload a valid COI.

STEP 3: Submit COI - EAC

EAC will register, pay the \$21 fee and upload a valid, compliant COI, no later than 14 days prior to move-in. CertFocus by Vertikal will review the COI for all levels of compliance and will communicate directly with EAC regarding acceptance status.

EACs with multiple booths on shows: If EAC is working multiple booths at a show, please complete ONE Agreement and Rules and Regulations between Hargrove, LLC. and EAC and list all booth names and numbers on the one agreement. By doing this you will only be required to submit one (1) COI for all booths and one (1) Agreement for all booths contracted to your company for that show.

\*\*\*\*Please note that a COI must be submitted to CertFocus by Vertikal no later than 14 prior to move-in. If COIs are not submitted within 14 days of move-in, EACs will be required to submit late COIs directly to Hargrove and will be assessed an additional \$100 administrative fee.

All Certificates of Insurance must be uploaded through CertFocus by Vertikal here: https://hargroveportal.vertikalrms.com/

### Certificate of Insurance (COI) Guidelines

All Exhibitor Appointed Contractors (EACs) are required to submit a Certificate of Insurance (COI). Access to the show floor can be denied without a valid certificate on file and must include but not limited to the following:

- The company name of the EAC listed as the insured. If the EAC is subcontracting the work to another EAC, the EAC form and COI must match the working contractor's name.
- General Liability coverage of \$1 Million dollars
- Evidence of Auto and Workers Compensation Liability Insurance
- Additional Insured must include: Hargrove, the show Venue, show management, and the event.
- The Certificate Holder is Hargrove, LLC, 1 Hargrove Dr, Lanham, MD 20706
- Included with the COI, a letter of intent from the EAC indicating that they will be working for the exhibitor. The letter is not a blanket for additional exhibitor, all exhibitors must be listed individually on the letter.
- If the letter is not submitted, the exhibitor can also be listed on the COI. The exhibitor can be listed on the COI either as additional insured, under the description of operations/locations/vehicles section, or under the additional remarks section.



### Exhibitor Appointed Contractors (EAC)

### **Rules & Regulations**

- 1. The EAC/Service Firm must submit a separate EAC form to Hargrove for all exhibiting companies they will be installing/dismantling.
- 2. EACs/Service Firms will not be allowed access to the show floor without a Certificate of Insurance on file with Hargrove.
- 3. All EACs/Service Firms must provide insurance certificates to Hargrove and the sponsor of the exhibition 14 days before Exhibitor Move-In begins. EAC has uploaded certificates of insurance through CertFocus by Vertikal, confirming the following required insurance: Exhibitor is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals, labor, etc.
  - a. The company name of the EAC listed as the insured. If the EAC is subcontracting the work to another EAC, the EAC form and COI must match the working contractor's name.
  - b. General Liability coverage of \$1 Million dollars
  - c. Evidence of Auto and Workers Compensation Liability Insurance
  - d. Additional Insured must include: Hargrove, the show Venue, show management, and the event.
  - e. The Certificate Holder is Hargrove, LLC, 1 Hargrove Dr., Lanham, MD 20706
  - f. Included with the COI, a letter of intent from the EAC indicating that they will be working for the exhibitor. The letter is not a blanket for additional exhibitor, all exhibitors must be listed individually on the letter.
  - g. If the letter is not submitted, the exhibitor can also be listed on the COI. The exhibitor can be listed on the COI either as additional insured, under the description of operations/locations/vehicles section, or under the additional remarks section.
- 4. The EAC must have all business licenses, permits and Workers' Compensation insurance required by the State and/or City governments, and the facility management prior to beginning work. Contractor shall provide evidence of compliance upon request.
- 5. The EAC shall share with Hargrove all reasonable costs incurred as a result of/relating to the EAC's operation, including, but not limited to, overtime pay for stewards, restoration of exhibit space to its initial condition, freight receipt and delivery, equipment rentals, cleaning, booth property abandonment disposal and all labor costs.
- 6. The EAC must provide Hargrove and Show Management with the names of all personnel who will be working on the show floor. All EAC personnel are required to wear an ESCA badge and company identification at all times. Anyone without proper ID will be asked to leave the show floor.
- 7. The EAC may not, under any circumstances solicit business on the show floor.
- 8. The EAC must confine its operations to the exhibit area of its clients. No Service Desk, storage areas or other work facilities shall be located within the building. Show aisles and public space are not part of the booth area.
- 9. The Official Contractor has total control of all areas of the exhibit hall (including, but not limited to aisles, loading docks, storage areas). The EAC must coordinate all its activities with Hargrove.
- 10. The Official Contractor has total control over such services including, but not limited to, electrical, plumbing, cleaning, telecommunications, drayage. Exhibitors shall provide only the material they own and is to be used in their exhibit space.

# **EXHIBITOR AUDIO VISUAL ORDER**Walter E. Washington Convention Center





Email: wccadmin@projection.com

**Qty** Advance Rate Standard Rate

Phone: 202-249-3700 Fax: 866-728-5938

Total

Projection is the official in-house audio visual, computer, and video display supplier. Projection will be on-site from set up through dismantle.

Rates published are for the entire duration of the event. Advance Rate applies to orders received 15 days before the move-in date.

**Computers & Accessories** 

**Equipment** 

| PC Laptop: 14" Display, Current Windows, Current Office, Ethernet, Wifi, USB Mouse, & Cable Lock                                     |     | \$500        | \$600         | \$    |  |  |  |
|--|-----|--------------|---------------|-------|--|--|--|
| Wireless Keyboard & Mouse Set  |     | \$165        | \$200         | \$    |  |  |  |
| Computer Audio Speakers  |     | \$100        | \$125         | \$    |  |  |  |
| Wireless Slide Advance Remote  |     | \$90         | \$110         | \$    |  |  |  |
|  |     |              |               |       |  |  |  |
| Computer / Video Flat Panel Displa   | ys  |              |               |       |  |  |  |
| Equipment  | Qty | Advance Rate | Standard Rate | Total |  |  |  |
| <b>21.5" HD LCD:</b> 1920 x 1080 Resolution Table Stand Only   |     | \$550        | \$660         | \$    |  |  |  |
| <b>32" HD LED:</b> 1920 x 1080 Resolution - Internal Speakers Please check / circle stand ☐ Table Top ☐ Wall Mount ☐ 72" Floor Stand |     | \$750        | \$900         | \$    |  |  |  |
| <b>43" 4K LED:</b> 3840 x 2160 Resolution - Internal Speakers Please check / cirle stand ☐ Table Top ☐ Wall Mount ☐ 72" Floor Stand  |     | \$950        | \$1150        | \$    |  |  |  |
| <b>55" 4K LED:</b> 3840 x 2160 Resolution - Internal Speakers Please check / circle stand  |     | \$1350       | \$1575        | \$    |  |  |  |
| <b>65" HD LED:</b> 1920 x 1080 Resolution - Internal Speakers Please check / circle stand ☐ Table Top ☐ Wall Mount ☐ 72" Floor Stand |     | \$1750       | \$2100        | \$    |  |  |  |
| <b>70" HD LED:</b> 1920 x 1080 Resolution - Internal Speakers Please check / circle stand ☐ Table Top ☐ Wall Mount ☐ 72" Floor Stand |     | \$2150       | \$2575        | \$    |  |  |  |
| Floor Stand Shelf  |     | \$125        | \$150         | \$    |  |  |  |
| Video Equipment  |     |              |               |       |  |  |  |
| Equipment  | Qty | Advance Rate | Standard Rate | Total |  |  |  |
| USB Media Player   |     | \$225        | \$275         | \$    |  |  |  |
| Audio Equipment  |     |              |               |       |  |  |  |
| Equipment  | Qty | Advance Rate | Standard Rate | Total |  |  |  |

Wireless UHF Mic Kit

Please check / circle option

Small Booth Sound System

**Large Booth Sound System** 

### Projection offers a complete turnkey solutions for all exhibit AV needs

☐ Hand Held ☐ Lavaliere ☐ Headset

Includes (1) Speaker, Floor Stand, 8-Channel Mixer, (1) Wired Hand Held Microphone with Stand

Includes (2) Speakers, Floor Stands, 8-Channel Mixer, (1) Wired Hand Held Microphone with Stand

LED / Projectors / Screens / Audio Email us your RFP: wccadmin@projection.com

| Equipmen | nt Rental Subtotal | \$ |
|----------|--------------------|----|
|          | Booth Number       |    |

\$360

\$550

\$780

\$430

\$660

\$940

\$

\$

\$

<sup>\*</sup> Audio Operator labor available - call for pricing.

# **EXHIBITOR AUDIO VISUAL ORDER**Walter E. Washington Convention Center





Email: wccadmin@projection.com

Phone: 202-249-3700 Fax: 866-728-5938

Projection is the official in-house audio visual, computer, and video display supplier. Projection will be on-site from set up through dismantle.

Rates published are for the entire duration of the event. Advance Rate applies to orders received 15 days before the move-in date.

|  | Totals                                |    |
|--|---------------------------------------|----|
| 1) Equipment Rental Sub Total: from page 1                                 |                                       | \$ |
| 2) District of Columbia Sales Tax: 6.0%                                    |                                       | \$ |
| 3) Equipment Set / Strike Labor: 50% of Equipment Total or \$625 fla       | t fee - whichever is greater.         |    |
| ** Equipment Set / Strike Labor includes Preparation, Delivery, Set-Up, On | -Site Assistance, Strike, and Return. | \$ |
| 4) Order Total:  |                                       | \$ |
|  |                                       |    |
| Orde   | er Instructions                       |    |
|  |                                       |    |
| Customer /   | Exhibitor Information                 |    |
| Company Name:  | Ordered By:                           |    |
| Show / Event Name:   | Phone:                                |    |
| Delivery Date:   | Email:                                |    |
| Delivery Time: ☐ 9AM-12PM ☐ 1PM-4PM  | On-Site Contact Name:                 |    |
|  | On-Site Contact Cell Phone:           |    |

A representative of your company MUST BE PRESENT at the time of delivery for set up instructions and delivery verification.

Please note that equipment will not be left / set up in an unattended booth.

### **Payment Information**

Complete this form and email it to <a href="wccadmin@projection.com">wccadmin@projection.com</a>.

A Projection representative will share an order summary and secure credit card payment link to confirm.

Let us know if you prefer an ACH payment option when you place your order.

Purchase Orders are not considered a form of payment.

Orders are not confirmed until full payment is received.

Questions?
Call: 202-249-3700

Email: wccadmin@projection.com

### **EXHIBITOR AUDIO VISUAL ORDER** Walter E. Washington Convention Center

projection



Email: wccadmin@projection.com Phone: 202-249-3700

Fax: 866-728-5938

Projection is the official in-house audio visual, computer, and video display supplier. Projection will be on-site from set up through dismantle. Rates published are for the entire duration of the event. Advance Rate applies to orders received 15 days before the move-in date.

### **Rental Agreement**

All equipment rentals are based on event rates and apply to event days only. Equipment rental prices do not include labor, delivery, electrical services, or removal of equipment from your booth. It is understood and agreed that EXHIBITOR is renting PROJECTION equipment for a specified period of time and is responsible for its safe return. EXHIBITOR 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 PROJECTION in the same condition as it was in at the time of delivery to EXHIBITOR, reasonable wear and tear excluded. EXHIBITOR will immediately notify PROJECTION of any damage to the rental equipment, and EXHIBITOR hereby agrees to be billed for any damage to, or loss of, rental equipment damaged while in EXHIBITOR's care, custody and / or control. In no event shall EXHIBITOR permit any equipment to be used and/or possessed by other exhibiting parties other than the named EXHIBITOR without prior consent of PROJECTION in each instance.

### Cancellation

Cancellation of equipment rental and services must be received 72 hours prior to delivery date to avoid a minimum one-day charge on equipment. If equipment and services have already been provided at the time of cancellation, a handling charge and a minimum one-day charge on equipment will apply.

#### PLEASE NOTE:

ALL PAYMENT, INCLUDING APPLICABLE TAX, IS DUE AT THE TIME SERVICES ARE ORDERED. PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.

### **Payment Terms**

Full payment, including any applicable tax, is due at the time services are ordered. All payments must be in U.S. dollars. Orders received without advance payment or after the deadline date will incur additional charges as indicated on the order form. All materials and equipment are on a rental basis for the duration of the event and remain the property of PROJECTION except where specifically identified as a sale. It is the EXHIBITOR'S responsibility to advise our Exhibit Service Personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If you are exempt from payment of sales tax, PROJECTION requires you to forward an exemption certificate for the state in which the services are to be used. Resale certificate are not valid unless EXHIBITOR is rebilling these charges to its customers. For International exhibitors, PROJECTION requires 100% prepayment of advance orders, and any orders or services placed at show site must be paid at the show.

These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF VA. In the event of any dispute between the EXHIBITOR and PROJECTION relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to PROJECTION for its services, as an offset against the amount of any alleged loss or damage. Any claims against PROJECTION shall be considered a separate transaction, and shall be resolved on its own merits. PROJECTION reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that PROJECTION may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.

### **Unpaid Balances**

Should there be any pre-approved unpaid balance after the close of the event, terms will be net, due and payable in Springfield, VA upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepayment basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by PROJECTION shall be either applied to reduce the principal unpaid balance or refunded to the payer.

### Agreement I HAVE READ THE FOLLOWING TERMS AND CONDITIONS **Authorized Signature:** Date: **Company Name:** Booth #:



Welcome to Hi-Tech Electric!

We are pleased to be your electrical, plumbing and rigging services provider for your upcoming event.

### Hi-Tech Electric is going green!

In support of saving the environment as much as possible, we now offer a new convenient, paperless, and secure online ordering for all of our services. This new system allows exhibitors to access their account 24/7, update account and payment information, upload floor plans, and download invoices. The online ordering system is PCI (Payment Card Industry) compliant ensuring a secure environment for all credit card transactions and data storage. Upon order completion, an automatic email is sent to confirm the order.

Please visit our website www.hi-techelectric.com to begin the order process.

If you still prefer to print out the service contract, please send it to dcexhibitorservices@hi-techelectric.com or fax them to 202-249-3601.

Thank you for your cooperation and we are looking forward to working with you!

801 Allen Y. Lew Place, NW Washington, DC 20001 202-249-3600

HI-TECH E L E C T R I C

Signature on page 2 is required. Full payment for services ordered and retainer credit card must be remitted to process this contract. All orders are subject to a 3.5% service fe5.

Fed ID # 88-0437088 **2025-2026\*\*\*\* 10/1/2025** 

801 Allen Y. Lew PI, NW
Washington, DC 20001
202-249-3600
202-249-3601 FAX
deexhibitorservices@hi-techelectric.com
www.hi-techelectric.com
available
Deadline Date for Incentive Rates:

January 2nd, 2026

| Event Name: W      | ashington D.C. Auto Show 2 | 026                |  | Event Dates: Janu | uary 23 <sup>rd</sup> – February 1 <sup>st</sup> , 2026 |  |
|--------------------|----------------------------|--------------------|--|-------------------|---|--|
| Company Name       | •                          |                    |  | Booth No.         |   |  |
| Credit Card Bil    | ling Address (exact addres | s for credit card) |  | <b>I</b>          |   |  |
| City / State / Zip | )                          |                    | Phone  |                   | Country   |  |
| Credit Card No     |                            |                    | Exp Date   | CVV Security Code | Check Number  |  |
| VISA □             | MC 🗆                       | AMEX □             | Cardholder Name as it appears on card (Please Print) |                   |   |  |
| Authorized Cont    | tact Name (Please Print)   |                    | Authorized Contact Email                             |                   |   |  |

\*\*\*\*\*IN ORDER TO SECURE THE INCENTIVE RATE, PAYMENT MUST BE RECEIVED 21 DAYS AND ISLAND BOOTH FLOOR PLANS MUST BE SUBMITTED 14 DAYS BEFORE THE EVENT START DATE\*\*\*\*

### **ELECTRICAL OUTLETS**

Power strips and extension cords available to rent onsite

Please read page 2 regarding additional labor and material charges "Description of Outlet Location & Distribution Charges"

24 Hr Power and dedicated 20amp / 120v outlets are double the listed price

| Description of Service               | Total<br>Outlets | Incentive    | Base       | 24 Hr or<br>Dedicated<br>20 amp | Overhead<br>Service | Floor<br>Service | Total Price |
|--------------------------------------|------------------|--------------|------------|---------------------------------|---------------------|------------------|-------------|
| 120 V Outlet - Maximum of One (1) of | connection       | per outlet   |            |                                 |                     |                  |             |
| 5 Amp / 500 watts                    |                  | \$125.00     | \$154.00   |                                 |                     |                  |             |
| 10 Amp /1000 watts                   |                  | \$156.00     | \$189.00   |                                 |                     |                  |             |
| 20 Amp / 2000 watts                  |                  | \$237.00     | \$294.00   |                                 |                     |                  |             |
| 208 V 1Ø Motor & Equipment Outlet    | - Maximur        | m of One (1) | connection | per outlet                      |                     | 1                |             |
| 20 Amp-Minimum for European Power    |                  | \$420.00     | \$511.00   |                                 |                     |                  |             |
| 30 Amp                               |                  | \$568.00     | \$697.00   |                                 |                     |                  |             |
| 40 Amp                               |                  | \$716.00     | \$884.00   |                                 |                     |                  |             |
| 50 Amp                               |                  | \$790.00     | \$984.00   |                                 |                     |                  |             |
| 60 Amp                               |                  | \$1032.00    | \$1,264.00 |                                 |                     |                  |             |
| 100 Amp                              |                  | \$1,279.00   | \$1,562.00 |                                 |                     |                  |             |
| 208 V 3Ø Motor & Equipment Outlet    | - Maximur        | m of One (1) | connection | per outlet                      | •                   |                  |             |
| 20 Amp                               |                  | \$563.00     | \$695.00   |                                 |                     |                  |             |
| 30 Amp                               |                  | \$840.00     | \$987.00   |                                 |                     |                  |             |
| 60 Amp                               |                  | \$1,245.00   | \$1,539.00 |                                 |                     |                  |             |
| 100 Amp                              |                  | \$2,258.00   | \$2,720.00 |                                 |                     |                  |             |
| 200 Amp                              |                  | \$4,432.00   | \$5,542.00 |                                 |                     |                  |             |

Transformer(s): Check off European Power column in this section. European Power is all 60HZ 208v transformers to 240 1ph European, 60HZ 480v-3ph transformer to 380v/3ph European. Hi-Tech Electric does not offer 50 HZ. Please check your equipment to see if it can operate at 60 HZ. Pricing for transformer includes the transformer and power. Labor, materials, and lift are additional to installation.

| Description Of Service                                   | Qty | Incentive  | Base       | European<br>Power | Total Price |  |
|--|-----|------------|------------|-------------------|-------------|--|
| Boost 208V to 230V Euro Transformer 208V-240V 20amps     |     | \$1,047.00 | \$1,276.00 |                   |             |  |
| European Transformer 480V -380V 480v-380v-30amps-100amps |     | \$2,564.00 | \$3,322.00 |                   |             |  |
| 480V 3Ø Motor & Equipment Outlets                        |     |            |            |                   |             |  |
| 25KW/Kilowatts 30A-480v                                  |     | \$840.00   | \$1,048.00 |                   |             |  |
| 50KW/Kilowatts 60A-480v                                  |     | \$1,496.00 | \$1,794.00 |                   |             |  |
| 100KW/Kilowatts 100A-480v                                |     | \$3,239.00 | \$4,185.00 |                   |             |  |
| 200KW/Kilowatts 200A-480v                                |     | \$6,477.00 | \$8419.00  |                   |             |  |

Please Use Exhibitor Rigging Order Form **Overhead Quartz Lights:** 

### See Terms and Conditions Section for Labor Rates

Subtotal of Charges

### THIRD PARTY PAYMENT

Exhibiting firm acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled onsite prior to the event closing.

### **Authorized Signature:**

I agree that I am the Authorized Card Holder on behalf of the Exhibitor, and I accept Hi-Tech Electric's payment policies and terms of contract described below on pages 3-5.

| Print Name: | Signature: | Booth No: | Date: |  |
|-------------|------------|-----------|-------|--|

| Labor Request Section:   |   |  |  |  |  |  |
|--|---|--|--|--|--|--|
| Send mandatory PDF or DWG for all Island booths to: dcexhibitorservices@hi-techelectric.com  |   |  |  |  |  |  |
| [ ] Floor Plan included with outlet locations/orientation  | Requested Installation Labor date:  |  |  |  |  |  |
| [ ] Floor Plan to follow   | Requested Installation Time:  |  |  |  |  |  |
| Scaled floor plan showing all outlet locations and booth orientation required. Labor will not begin without floor plan, service locations, and booth orientation.  *****Indicate all 24 hr and dedicated outlets on floor plan | Size of Booth:  Type of Booth: Inline [ ] Island [ ] Peninsula [ ] Other [ ]  Please note this is a request. Labor may start earlier or later depending on move-in factors. |  |  |  |  |  |

### TERMS AND CONDITIONS

Page (3) must be signed in order for electrical installation to be scheduled
Additional Labor and Material Fees May Apply (See Terms and Conditions below for Details)

### **ELECTRICAL LABOR RATES FOR OUTLET DISTRIBUTION AND CONNECTION**

- \$117.00 per hour during Straight Time: 8am-4:30pm M-F
- \$223.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
- Lift Rates: \$216.00 per hour (one hour minimum) plus operator's time.
- The minimum charge per booth is one (1) hour installation and ½ the total time for dismantle.
- The <u>minimum</u> charge per booth for the relocation, energizing, or 208v (specialty) equipment connection is ½ hour.

### **DESCRIPTION OF OUTLET LOCATION & DISTRIBUTION CHARGES**

- All electrical outlets will be installed on the floor at the baseline back wall of in-line pipe and draped booths unless otherwise ordered by the exhibitor. Installation that differs from back of the booth setup will incur labor and material charges.
- All inline booths will incur a price upcharge if the entirety of expo aisles are not installed directly
  above floor ports with 10' foot spacing. HTE is authorized to charge the price difference should the
  floor layout change and or if the standard price is selected.
- All electrical outlets for Island booths will be dropped from one main panel location per the exhibitor's floor plan. Delays in installation can occur if no main panel location or floor plan is provided.
- All Island booths will be charged labor to install, energize, and dismantle, as well as materials. For a pre-show estimate based on the submitted diagram, see estimates section below.
- All booths or displays requiring multiple outlet distribution and connection are chargeable on a time and material basis.
- Re-distribution of such installation, additional power drops, and/or additional locations will be charged
  on a time and material basis.
- All 208v outlets will require labor to install, energize/connect, and dismantle, as well as materials.
- All overhead services will require lift, labor, and materials.
- 24-hour power and dedicated circuits are double the listed price. Indicate total outlets on order form.
- Electricity will be turned on within 30 minutes of show daily.
- **Unauthorized Power Usage**: Exhibitors using outlets without an order will be charged the base rate. A memo will be delivered onsite to all booths accessing outlets without an order.
- Labor Rates: All Labor Rates are subject to the current labor contract effective at time of performed labor.

### HI-TECH ELECTRIC (HTE) JURISDICTION

- Only HTE equipment is allowed for electrical distribution.
- Exhibitors are not permitted to bring their own distribution system.
- HTE installs all motor and equipment hook-ups requiring hard wiring connections.
- HTE performs all installations and/or repair of electrical fixtures.
- HTE performs installations of all electrical motors and electrical apparatus to be energized.
- HTE electrical labor is required to inspect pre-wired equipment that connects to HTE distribution systems. Exhibitor must give HTE notice of intended use of pre-wired equipment and schedule an inspection by HTE. HTE is not responsible for any loss or damage resulting from the use or installation of pre-wired equipment. The exhibitor is responsible for any loss or damage caused by the use or installation of pre-wired equipment to Hi-Tech distribution systems.
- HTE provides labor for all overhead truss rigging and overhead booth lighting.
- HTE performs all installations of electrical cords under any booth space flooring.
- The exhibitor, Display House, and Show General Contractor will indemnify HTE for any and all workrelated accidents.

### SPECIAL EQUIPMENT

- Special Equipment orders require 30 days' notice prior to move-in.
- If the exhibitor has special equipment (due to size, weight, access to booth, etc.) HTE needs to be
  notified to assess if installation for surrounding booths needs to be delayed in order to provide a
  safe path for special handling or additional delivery space. If the special equipment damages any
  HTE equipment, and/or requires dismantle and installation of materials at any booth, the exhibitor
  of the special equipment is fully responsible for repair and associated labor costs.

### **HI-TECH ELECTRIC MATERIALS**

- All materials and equipment furnished by HTE shall remain the property of HTE and shall be removed only by HTE at the close of the show.
- All materials are inspected and tested upon energizing. Any materials that get damaged after installation and HTE testing occurs, the cost of repair (including labor time and materials) is billable to the credit card on file.

### **FLOOR COVERINGS**

<u>Unless otherwise directed</u>, HTE personnel are authorized to cut floor coverings to permit installation of service. Hi-Tech Electric is not liable for any costs incurred by the exhibitor for such cuts.

### **RAMPING UTILITY LINES**

All ramping of utility lines in booth are done on straight time plus materials. Laying of lines under carpet or floor or spotting from ceiling will incur additional labor charges. Minimum per removal of lines is 1 hour each. Floor plan is required with order to show location of lines.

### **ESTIMATES / REVISIONS**

- Estimate requests are encouraged for budgeting purposes. Requests must be received 14 days in advance before move-in begins, in order to prevent delays in processing. A supporting floor plan(s) must accompany the estimate request. After the deadline, estimates may not be provided due to time restrictions, and are subject to a fee. Reductions made to an existing order are subject to a 10% surcharge.
- Check, wire or ACH payments for services require a mandatory estimate. Any balance will be charged to the credit card on file unless other arrangements are made.
- If an incentive rate quote is provided after the deadline, the customer will have 3 business days to pay on the quote before the base rate will automatically go into effect.

### SUPERVISION FEES/INVOICES

- All booths and displays with labor incur a 20% supervision fee of the total labor charge.
- Invoices are available upon request onsite at the service desk or via email. Please email dcexhibitorservices@hi-techelectric.com.

### **PAYMENT POLICY**

- Full prepayment of services and a credit card on file are required to process any order.
- Payments must be received in full 21 days before show start to secure the incentive rate.
- All service orders must be paid in full by the move-in date.
- Accepted forms of payment are credit card, check, ACH, wire, cash. PO is not an accepted form of payment.
- The credit card on file will be processed for the final balance including labor and material upon installation completion unless HTE agreed to check or electronic payment. Those must be received by show opening; otherwise, the credit card on file will be charged for the balance.
- There is a 3.5% service fee discount on check, cash and electronic payments.
- Check payments sent via mail, must be sent via FEDEX or UPS with tracking.
- Onsite payments must be submitted only to a Customer Service Representative or HTE Management.
- No credit or refund will be issued for connections installed and not used.
- Sending a payment without a quote and/or submitted contract does not secure the incentive rate pricing. This is also not advised.

- All balances must be settled prior to event closing. An outstanding balance may preclude the exhibitor
  from retaining HTE services at any future event domestically or internationally. Any amount not paid
  at event closing is subject to interest up to the maximum amount allowed by law. Any outstanding
  balance is subject to in-house collections or to a credit reporting debt collection agency.
- Tipping or any gratuity or gift is not permitted to be accepted by any HTE personnel.

### **CANCELLATIONS**

- Cancellation up to 21 days prior to event start date is subject to 20% charge of services ordered.
- Cancellation within 21 days of event start date is subject to 50% charge of services ordered.
- Once services are installed, there is no refund.
- Credit card refunds are subject to a 3.3% credit card processing fee.

### **CLAIMS AND INVOICE DISPUTES**

Any claims or disputes with regards to the services provided by HTE will not be placed under review by HTE management unless filed by the exhibitor prior to the close of the exposition. Such dispute must be in writing by the Exhibitor and provided to HTE management. HTE management will conduct a billing audit and handle such disputes on a case by case basis.

### **DISCONNECTION / INTERRUPTION OF SERVICES**

- All services will be disconnected and/or shut-off at the conclusion of the show unless advance notice given by the exhibitor *and* acknowledged by Hi-Tech Electric.
- Exhibitor may have services disconnected if payment has not been rendered in full at the beginning
  of the event.
- For safety precautions, all Island Booth power will be turned off after the installation is completed and tested. Once carpet is installed, exhibitor will need to notify HTE for the energizing of electricity.

### **DELAYS**

- In the event the completion of work is prevented or delayed due to damage or destruction of the building, fire, accident, vandalism, earth movement, hurricane, tornado, windstorm, theft, labor strikes, warfare, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, HTE is due payment for all executed work, labor, and materials.
- If your booth is located in front of a freight door/aisle, for safety reasons, it is at our discretion to
  delay installation until freight traffic decreases. This may result in overtime labor charges at no fault
  of HTE. If the responsible party still insist on installation earlier than scheduled, the exhibitor will be
  responsible for all repair costs of any damaged HTE materials (see page 4 "Hi-Tech Electric
  Materials" section).

### **INDEMNITY**

Exhibitor agrees to indemnify, hold harmless, and defend HTE, its officers, directors, employees, agents, and representatives from and against any claim, demand, cause of action, loss, expense, or liability from or in connection with Exhibitor's negligent acts or omissions of, or breach of this Agreement by the Exhibitor, in connection with the performance of its obligations under this Agreement.



### Email this form to: Urban Jungle, Inc. P.O. Box 6165 McLean, VA 22106 703-241-8545 phone info@urbanjungleinc.com [Tax ID #: 54-1796144]



| QTY               | ITEM  | By Jan 9*      | SHOW PRICE     | TOTAL |
|-------------------|---|----------------|----------------|-------|
|                   | Floral Arrangement (approx. 12" H)  | \$ 90.00       | \$ 105.00      |       |
|                   | Floral Arrangement (approx. 18" H)  | \$ 105.00      | \$ 115.00      |       |
|                   | Custom Floral Arrangement (call or email to discuss)  | TBD            | TBD            |       |
|                   | Bud Vases (list color preference)   | \$ 30.00       | \$ 40.00       |       |
|                   | Tropical Arrangements   | \$ 100.00      | \$ 115.00      |       |
|                   | Roses, arranged, one dozen (color)  | \$ 100.00      | \$ 110.00      |       |
|                   | Orchid Plants (Small Large)   | \$60 / \$85.00 | \$70 / \$95.00 |       |
|                   | Mum Plants (whiteyellowlavender)  | \$ 30.00       | \$ 40.00       |       |
|                   | Azaleas (red pink white)  | \$ 50.00       | \$ 60.00       |       |
|                   | Bromeliads (Red, pink, yellow, other)   | \$ 45.00       | \$ 55.00       |       |
|                   | Seasonal Plants (kalanchoe, gloxinia, cyclamen, etc.)   | \$ 40.00       | \$ 50.00       |       |
|                   | Small (6"pot) Ivy Pothos  | \$ 30.00       | \$ 35.00       |       |
|                   | Large Fern Ivy Pothos   | \$ 45.00       | \$ 55.00       |       |
|                   | Succulent Arrangements  | \$ 60.00       | \$ 75.00       |       |
|                   | Pkg A: (1) 6' Ficus topped w/ greens and color  | \$ 150.00      | \$ 165.00      |       |
|                   | Pkg B: (2) 3' plants and (1) Blooming plant   | \$125.00       | \$ 135.00      |       |
|                   | 2' Green Plants   | \$ 50.00       | \$ 60.00       |       |
|                   | 3' Green Plants   | \$ 60.00       | \$ 70.00       |       |
|                   | 4' Green Plants   | \$ 70.00       | \$ 80.00       |       |
|                   | 5' Green Plants   | \$ 80.00       | \$ 90.00       |       |
|                   | 6' Green Plants   | \$ 95.00       | \$ 105.00      |       |
|                   | 7' Green Plants   | \$ 120.00      | \$ 135.00      |       |
|                   | 8' - 10' Green Plants   | \$175.00       | \$200.00       |       |
| Decora            | ntive Containers: White Black (no charge)   |                | SUB TOTAL      | \$    |
| G 11              |   | <u>Deliver</u> | y Fee 10%      | \$    |
| hedges<br>special | email to discuss planter boxes, ivy walls, yew chrome or upgraded containers and other lty items. | ***Credit      | Card Fee 3%    |       |
|                   | banjungleinc.com Email or call for catalogue of flowerboxes, ivy walls, topiaries, etc.           | TOTAL AMO      | OUNT DUE       | \$    |

### Please remit payment to URBAN JUNGLE, Inc.

Rental Price includes: Container, top-dressing, delivery and pick-up. All orders must be paid in full prior to show opening. No adjustments will be made after the show closes. All green plants are rental items and are the property of Urban Jungle, Inc. Show site cancellations will incur a 100% cancellation fee. If tax-exempt in state of delivery, your certificate must be included with this order form.

| Exhibitor:  | Telephone #:   |
|---|--|
| Third Party:  | Mobile #   |
| Address:  | PO#  |
| City, State, ZIP:   | email**:   |
| Show Name: 2026 Washington DC Auto Show Show Dates: January 23-February 2, 2026 | Location: Walter E Washington Convention Center Booth #: |
| Payment Info: (circle one) AX VISA MC CHECK Venmo                               | 200011.11  |
| Credit Card #:  | Exp. Date: Security #                                    |



CONVENTION CENTER

# EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO A SUCCESSFUL EVENT









### FIRST CLASS CUSTOMER SERVICE

Leading up to the start of your event, our customer service team will work with you to ensure all the required information needed to install services is collected prior to your arrival. These items include; verifying your order, providing all pertinent IP and wireless information, collecting a floor plan, advanced payment, and confirmation of all required signatures. We understand there are a lot of moving parts when planning to exhibit at a convention and our mission to make this process as easy as possible.

It's our goal to make our team as accessible as possible. All our events are staffed with local team members for you to utilize, helping ensure network reliability and the delivery of the services you need. During move-in and show days, our team is available to assist you with your ordered services.

### KNOWLEDGEABLE TECHNICAL SUPPORT

Our experienced technicians are readily available to perform troubleshooting, installation of additional services, relocations and much more.

Our team will be available throughout the entire event to provide you with the show experience you've always envisioned.

### REDUNDANCY OF EQUIPMENT

We always have spares on-hand and are network ready. Smart City always keeps network switches and wireless access points on-hand and connected to the network. If a piece of equipment fails, we can replace it immediately with little to no downtime.

### 24/7 NETWORK MONITORING

All ports on the Smart City network are polled every minute for network stability. Certified network engineers are on staff in our Network Operations Center during event hours and on call 24/7.





Order online at: orders.smartcitynetworks.com or call 888.446.6911

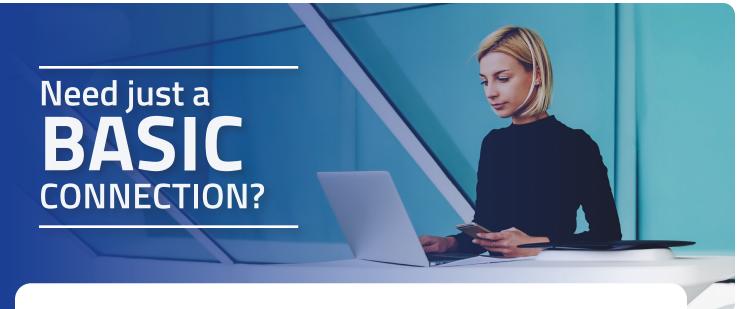


Is the exclusive provider of the following services:









# Our **BASIC INTERNET SERVICE**, ideal for

# LIGHT INTERNET USAGE such as

web browsing and checking email via a wired connection.

| SERVICE            | INCENTIVE** | BASE    | ON-SITE |
|--------------------|-------------|---------|---------|
| Basic Internet     | \$895       | \$1,140 | \$1,368 |
| Additional Device  | \$185       | \$220   | \$255   |
| EQUIPMENT & LABOR  | INCENTIVE** | BASE    | ON-SITE |
| Switch Rental      | \$185       | \$225   | \$270   |
| Patch Cables       | \$50        | \$62    | \$74    |
| Labor (Floor Work) | \$125       | \$125   | \$125   |

### \*NOT FOR STREAMING

### \*\*ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

### **Basic Internet Includes:**

- 1.54 Mbps burstable to 3 Mbps per device
- Routers are not permitted on this service and will not work
- Each device includes (1) Private IP Address
- Up to 4 additional IPs [devices] may be purchased separately
- Ethernet RJ45 Hardline drop and is DHCP (plug and play)

To connect multiple devices to this service a Switch Rental, Patch Cables and Floor Work are required. If more than 5 devices are needed, another main drop (Basic Internet w/ 1 Private IP) is required. An additional 4 devices can then be added to your order. A maximum of 10 devices in one location is permitted.





### Order online at:

orders.smartcitynetworks.com

or call 888.446.6911

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FASTEST AND MOST RELIABLE way

to deliver high quality experiences at your event.

| DEDICATED SERVICES | STREAMING SD or HD or UHD |     |     |          | BASE     | ON-SITE  |
|--------------------|---------------------------|-----|-----|----------|----------|----------|
| 3 Mbps Dedicated   | 1                         | N/A | N/A | \$3,495  | \$4,370  | \$5,244  |
| 6 Mbps Dedicated   | 2                         | 1   | N/A | \$5,900  | \$7,375  | \$8,850  |
| 10 Mbps Dedicated  | 3                         | 2   | N/A | \$7,850  | \$9,810  | \$11,772 |
| 15 Mbps Dedicated  | 5                         | 3   | N/A | \$11,700 | \$14,630 | \$17,556 |
| 25 Mbps Dedicated  | 6                         | 4   | 1   | \$19,250 | \$24,060 | \$28,872 |

### \*ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

Whether you are setting up your own booth Wi-Fi, Webcasting, HD Streaming, Gaming or require Point to Point connectivity, Dedicated Internet is the way to go!

### **Dedicated Services Include:**

- Ethernet (1) RJ45 Hardline drop with VLAN
- Wireless and Hardline routers are permitted
- (5) Static Public IP addresses
- Speeds up to 1 Gbps available
- Additional Static IP addresses available for purchase



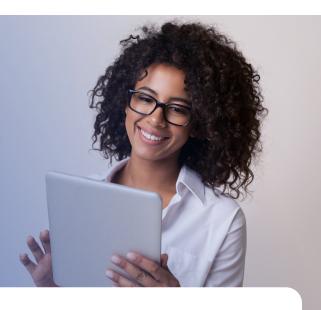


Order online at:

orders.smartcitynetworks.com

or call 888.446.6911

# **NEED WIRELESS CONNECTIVITY?**



Our **STANDARD HOTSPOT** provides

# SIMPLE & SECURE WIRELESS

connectivity ideal for checking emails, browsing the web, processing payments, and light website demonstrations.

| STANDARD HOTSPOT PROVIDES 3 Mbps BURSTABLE TO 5 Mbps PER DEVICE* |             |         |         |  |  |  |
|--|-------------|---------|---------|--|--|--|
| DEVICE LIMIT   | INCENTIVE** | BASE    | ON-SITE |  |  |  |
| 5 Device Limit   | \$2,339     | \$2,807 | \$3,368 |  |  |  |
| 15 Device Limit  | \$4,133     | \$4,960 | \$5,952 |  |  |  |
| 30 Device Limit  | \$6,762     | \$8,114 | \$9,737 |  |  |  |
| Additional Access Point Rental                                   | \$750       | \$750   | \$750   |  |  |  |

<sup>\*</sup>NOT FOR STREAMING.

### \* \*ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

All Hotspots broadcast on the 5 Ghz frequency only and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point booth size may require additional Access Point rental







Order online at:

orders.smartcitynetworks.com

or call 888.446.6911

orders.smartcitynetworks.com/wifi-splash-page-design



Our **PREMIUM HOTSPOT** combines

# **HIGH BANDWIDTH WIRELESS**

with greater flexibility and customization options that generate smoother product demos, quicker remote connectivity and superior video streaming quality.

| PREMIUM HOTSPOTS ARE NOT RATE LIMITED PER DEVICE STREAMING |  |     |     |                |                |          |  |  |
|--|--|-----|-----|----------------|----------------|----------|--|--|
| BANDWIDTH ALLOCATION                                       | BANDWIDTH ALLOCATION SD or HD or UHD INCENTIVE* BASE ON-SITE |     |     |                |                |          |  |  |
| 10 Mbps  | 3  | N/A | N/A | \$8,800        | \$10,560       | \$12,672 |  |  |
| 20 Mbps  | 6  | 4   | N/A | \$16,600       | \$19,920       | \$23,904 |  |  |
| 30 Mbps  | 10   | 6   | 1   | \$24,200       | \$29,040       | \$34,848 |  |  |
| 40 Mbps  | 13   | 8   | 1   | \$31,550       | \$37,860       | \$45,434 |  |  |
| 50 Mbps  | 16   | 10  | 2   | \$39,050       | \$46,860       | \$56,232 |  |  |
| Additional Access Point Rental                             | N/A  | N/A | N/A | \$ <i>7</i> 50 | \$ <i>7</i> 50 | \$750    |  |  |

### \*ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point booth size may require additional Access Point rental







Order online at:
orders.smartcitynetworks.com
or call 888,446,6911

orders.smartcitynetworks.com/wifi-splash-page-design



# Our **TELEPHONE SERVICES** provide reliable **VOICE SERVICE** solutions for Single Line, Multi Line, and Conference calls.

| VOICE SERVICES                                 | INCENTIVE* | BASE  | ON-SITE |
|--|------------|-------|---------|
| Single Line Telephone - With or Without Device | \$275      | \$345 | \$414   |
| Multi Line Telephone                           | \$415      | \$520 | \$624   |
| Polycom Speaker Phone                          | \$465      | \$575 | \$690   |

### \*ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

We have specialized in telephone services for over 30 years. Smart City provides reliable phone services with crystal clear connections. Our telephone services can be used for reception check-in, conference calls in meeting rooms and for credit card processing machines.

### **Telephone Service Information:**

- Multi Line telephones include (1) Main number and (1) rollover line
- Polycom speakerphones require power source, electrical services may need to be ordered separately
- Domestic Long Distance is included
- International calling is billed separately





Order online at:

orders.smartcitynetworks.com

or call 888.446.6911



Smart City Networks is the exclusive provider of **CABLE TV SERVICES**Visit our online ordering site to learn more.

Our cable services deliver high-definition channels with clear and crisp picture quality to satisfy even the most discerning of viewers.

### \*ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

\*\*Cable services may require a deposit in some locations.





# Frequently Asked Questions

# DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

Yes! Smart City Networks provides complimentary Wi-Fi in most designated public areas of the facility, such as the concourse lobbies and food courts. Check with your specific venue for locations. This service is made available to approximately 30 million guests, visitors, and attendees at our convention centers throughout the country. There is no requirement to purchase a Smart City Networks service in order to take advantage of the complimentary Wi-Fi.

# WHY DOESN'T SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI IN THE EXHIBIT HALLS?

Exhibit halls are not public areas since this space is typically licensed to a company, government agency, or trade association for a private event. The space license agreement governs the availability of a range of services for the event and the license may or may not call for complimentary Wi-Fi services.

# WILL MY PERSONAL HOTSPOT (MI-FI) WORK IN YOUR BUILDING?

Yes – however, the capability of your personal mobile hotspot is limited by your cellular carrier by the spectrum and Internet bandwidth capacity they have made available. Cellular carrier signals penetrate into a facility either from a nearby cellular tower or via an in-building Distributed Antenna System (DAS). It is important to remember that your personal mobile hotspot is obtaining a wireless signal from a shared cellular network, so service may be disrupted or become unreliable due to user density and demand on the carrier's network. In all cases, you have the option to take advantage of the complimentary Wi-Fi throughout the public areas, or if you choose, you can purchase an upgraded package based on your service requirements.

### WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

Floor plans should include the surrounding booth numbers for orientation, measurements and easy identification of all required end location(s). Be sure to distinguish your main distribution line (MDL) and additional patch cables. Please reference Smart City's Communications Floorplan Worksheet.

TIP: Most of our venue's data jacks originate from a floor pocket. Be sure to submit a completed floorplan prior to the first day show move-in to avoid any additional labor charges.



Order online at:

orders.smartcitynetworks.com

or call 888.446.6911

### DO YOU OFFER INCENTIVE RATES?

Yes! Orders received along with payment by the incentive deadline date will receive our early incentive pricing.

# WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

Many times, Smart City has found that routers on a shared network are installed incorrectly, which can cause problems for other users of the network. Additionally, an accurate count of the number of devices on the network is required to determine the appropriate network size and bandwidth available to the network. For more information and to request the build-out of a special system to meet your needs, contact our team today for a quote.

# CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

Yes, you can provide your own switch and patch cables for in booth cabling. Unless otherwise mandated by the venue.

Please Note: Connectivity can be guaranteed only to the point where Smart City Networks' services originate in the booth. Smart City Networks cannot guarantee service on customer/exhibitor-provided cable(s) and/or equipment. Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City Networks (such as faulty equipment or damaged cable) may be billed to the exhibitor at the prevailing labor rate.

### **HOW MUCH BANDWIDTH DO I NEED?**

To identify how much bandwidth you should require, please reach out to a technical representative in your organization, review your program specifications listed with any demonstrations or downloads you plan to run.

### WHAT DOES SD, HD, AND UHD STAND FOR?

SD, HD, and UHD are the abbreviated names of three video streaming formats. The basic difference between each of the formats is the number of pixels comprising the video image. The greater the pixel count the sharper and more detailed your video will be.

| FORMAT                      | RESOLUTION              | BANDWIDTH REQUIRED |
|-----------------------------|-------------------------|--------------------|
| Standard Definition (SD)    | 720x480                 | 3.0-5.0 Mbps       |
| High Definition (HD)        | 1280×720 &<br>1920×1080 | 5.0-8.0 Mbps       |
| Ultra High Definition (UHD) | 3840×2160               | 25 Mbps            |



### Our Promise ★★★★

Smart City Networks is "Where Technology Meets Hospitality". By anticipating and responding to our clients' needs, we continue to lead the nation in providing quality advanced technology and telecommunication solutions to the trade show and event industry. We work to build personal relationships with our clients because excellent service requires an exceptional and long-lasting commitment.



## INTERNET SERVICE CONTRACT



| Exhibitor Company Name:  |                             | Booth/Room#:                          | Show Name:        |          |               |               |                |       |
|--|-----------------------------|---------------------------------------|-------------------|----------|---------------|---------------|----------------|-------|
| Exhibitor Company Name.  | sense company reason.       |                                       | Show radine.      |          |               |               |                |       |
| illing Company Name:   |                             |                                       | Show Start [      | Date:    |               | Show          | End Date:      |       |
|  |                             |                                       |                   |          |               |               |                |       |
| Billing Company Address:   |                             |                                       | INCENTIVE         | ORD      | ER DEADLINE:  |               |                |       |
|  |                             |                                       | 21                | DAY      | 'S PRIOR TO   | 1ST DAY O     | F SHOW MC      | VE-IN |
| City, State, Zip:  |                             | Country:                              | On-site Auth      | norized  | d Contact:    | On-sit        | e Cell Number: |       |
| C  | DI NI I                     |                                       | C                 | -1       |               | 6 11 2        |                |       |
| Contact Name:  | Phone Numb                  | er:                                   | Contact Emo       | ail:     |               | Cell N        | lumber:        |       |
| SHARED - LIGHT WIR   | ED INTERNET, NOT            | FOR STREAMING                         | G                 | QΤΥ      | INCENTIVE*    | BASE          | ON-SITE        | TOTAL |
| Includes: 1 Private IP Address,  |                             |                                       |                   |          |               | ,             |                |       |
|  | 3 Mbps Burstable To 5       |                                       | се                |          | \$895         | \$1,140       | \$1,368        |       |
|  | er Device Up to 4 [6 or     |                                       |                   |          | \$185         | \$220         | \$255          |       |
| DEDICATED INTERNET   |                             | GAMING & WEBC                         | CAST G            | YTY      | INCENTIVE*    | BASE          | ON-SITE        | TOTAL |
| Includes: 5 Public IP Addresse   | es, Routers SUPPORTED       |                                       |                   |          |               |               |                |       |
| Dedicated 3 Mbps   |                             |                                       |                   |          | \$3,495       | \$4,370       | \$5,244        |       |
| Dedicated 6 Mbps   |                             |                                       |                   |          | \$5,900       | \$7,375       | \$8,850        |       |
| Dedicated 10 Mbps  |                             |                                       |                   |          | \$7,850       | \$9,810       | \$11,772       |       |
| Dedicated 15 Mbps  |                             |                                       |                   |          | \$11,700      | \$14,630      | \$17,556       |       |
| Dedicated 20 Mbps  |                             |                                       |                   |          | \$15,500      | \$19,380      | \$23,256       |       |
| Upgrade to 29 Public St  |                             |                                       |                   |          | \$995         | \$1,194       | \$1,433        |       |
|  | rvices available for uhd si | reaming                               |                   | \=\<     |               | 2.465         |                | -0-4  |
| INTERNET EQUIPMEN  |                             |                                       |                   | QTY      | INCENTIVE*    | BASE          | ON-SITE        | TOTAL |
| Switch Rental – up to 24   | <u>'</u>                    |                                       |                   | +        | \$185         | \$225         | \$270          |       |
| Patch Cable (up to 100'  |                             |                                       |                   | $\dashv$ | \$50<br>\$125 | \$62<br>\$125 | \$74<br>\$125  |       |
| Labor / Floor Work – four lines per hour  Distance Fee for each Internet line delivered outside the facility |                             |                                       |                   | $\dashv$ | \$125         | \$125         | \$125          |       |
|  |                             | · · · · · · · · · · · · · · · · · · · |                   |          | 3300          | φυσο          | φυσο           |       |
| WIRELESS INTERNET, SPECIAL QUOTE, Attack   |                             |                                       |                   |          |               |               |                |       |
| I hereby acknowledge the c   |                             |                                       | ted to make o     | n-       |               |               | SUBTOTAL       |       |
| site changes to my order. I  | also acknowledge any        | change to my order co                 | ould result in th | he 📙     |               | ECTIMATED 14  |                |       |
| credit card on file being ch<br>authorizes Smart City Netw   |                             |                                       |                   |          |               | ESTIMATED 10  | J% IAX/FEES    |       |
| request such services and a  |                             |                                       |                   |          |               | G             | RAND TOTAL     |       |

### ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

|     | Printed Name: | Signature: | Date: |
|-----|---------------|------------|-------|
| (X) |               | (X)        | //    |

### PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can pay via credit card.

Make checks payable to

SMART CITY NETWORKS Send completed form(s) with payment to: 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118



Conditions.





# TELEPHONE & CABLE TV SERVICE CONTRACT WALTER E. WASHINGTON CONVENTION CENTER



| Exhibitor Company Name: Booth/Room#: S  |                      |                    |                                 | Show Name:                |                        |                |                  |        |  |
|---|----------------------|--------------------|---------------------------------|---------------------------|------------------------|----------------|------------------|--------|--|
| Billing Company Name:   |                      |                    | Show Start Date: Show End Date: |                           |                        |                |                  |        |  |
| Billing Company Address:  |                      |                    |                                 | INCENTIVE ORDER DEADLINE: |                        |                |                  |        |  |
|   |                      |                    |                                 | 21 DA                     | YS PRIOR TO 1          | ST DAY         | OF SHOW M        | OVE-IN |  |
| City, State, Zip:   |                      | Country:           | On-site A                       | Nuthorize                 | d Contact:             | On-            | site Cell Number | :      |  |
| Contact Name:   | Phone Number:        |                    | Contact                         | Email:                    |                        | Cell Number:   |                  |        |  |
| VOICE SERVICES, PBX Ser   | vice – Domestic Lo   | ong Distance Inclu | ıded                            | QTY                       | INCENTIVE*             | BASE           | ON-SITE          | TOTAL  |  |
| Single Line ☐ Instrument ☐ N  | Non Dial 9 🔲 Int     | ternational Long   | Distance                        |                           | \$275                  | \$345          | \$414            |        |  |
| Multi Line Phone with (1) main  | number and (1) r     | rollover line      |                                 |                           | \$415                  | \$520          | \$624            |        |  |
| Speaker Phone Line with Polyc   | om Instrument        |                    |                                 |                           | \$465                  | \$575          | \$690            |        |  |
| CABLE TV SERVICE  |                      |                    |                                 | QTY                       | INCENTIVE*             | BASE           | ON-SITE          | TOTAL  |  |
| Digital Cable TV Service - Incl   | udes: Set-Top Box    | (Converter         |                                 |                           | \$625                  | \$ <i>7</i> 80 | \$936            |        |  |
| SPECIAL SERVICES  |                      |                    |                                 | QTY                       | INCENTIVE*             | BASE           | ON-SITE          | TOTAL  |  |
| Labor / Floor Work – four line  | s per hour           |                    |                                 |                           | \$125                  | \$125          | \$125            |        |  |
| Distance Fee for each Telephor  | ne line delivered (  | outside the facili | ty                              |                           | \$100                  | \$100          | \$100            |        |  |
| SPECIAL QUOTE, Attachme   | ent A or Stateme     | nt of Work (if a   | ıpplicable                      | e)                        |                        |                |                  |        |  |
| I hereby acknowledge the above lis  |                      |                    |                                 | ed to make on-            |                        |                |                  |        |  |
| site changes to my order. I also ack<br>credit card on file being charged. U<br>authorizes Smart City Networks to | Jpon execution of th | nis document the C | Customer he                     | ereby                     | ESTIMATED 10% TAX/FEES |                |                  |        |  |
| request such services and acknowledges full and complete understanding of the <u>Tonditions.</u>                  |                      |                    |                                 |                           |                        | GRA            | AND TOTAL        |        |  |
| ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER   |                      |                    |                                 |                           |                        |                |                  |        |  |
| Printed Name:   |                      |                    | S                               | gnature:                  |                        |                |                  | Date:  |  |
| (X)   |                      | (X)                |                                 |                           |                        |                | /_               | /      |  |

### PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **pay via credit card.** 

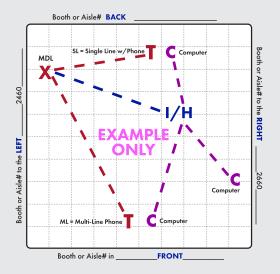
**Make checks payable to**Send completed form(s) with payment to:

SMART CITY NETWORKS 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118



ORDER NOW (>)

| "COMMUNICATIONS" FLOORPLAN WORKSHEET           |                   |               |  |  |  |
|--|-------------------|---------------|--|--|--|
| Company Name:                                  | Show:             | Booth/Room #: |  |  |  |
| Center: Walter E. Washington Convention Center | Customer / Ref #: |               |  |  |  |



# SPECIFY YOUR DESIRED LOCATION OF SERVICES

### X = MAIN DISTRIBUTION LOCATION (MDL)

The originating line(s) for service, whether overhead, a floor pocket or a column, will be delivered to a "MDL" before booth distribution. Example: Storage area, back of booth, etc. Unless specified, the default for the "MDL" will be the back of the booth or where Smart City deems the most convenient. All distribution of services to their final destination within the booth will originate from the Main Distribution Location "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and/or installed.

T = TELEPHONE/FAX

= INTERNET SERVICE

H = HUBS

PC = PATCH CABLES

**C** = COMPUTERS

Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

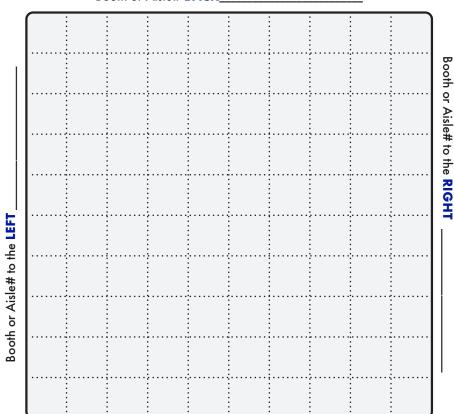
**Voice and Data communications cabling.** Smart City is the exclusive installer of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

### IMPORTANT! Prior to installation of service, a complete Floorplan is required.

Please utilize this grid should you not have your own Floorplan to send us. You may use a different Floorplan for each service group (Telephone, Internet, etc.) or combine all services on one Floorplan. For a Floorplan to be considered complete it must include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

**Booth Orientation:** For Smart City to accurately install services a minimum of one surrounding Booth or Aisle # is required, two or more is best.

| BOOTH SIZE _ | ft ×           | ft      | SC              | ALE: 1 BOX IS = TO _ | ft |
|--------------|----------------|---------|-----------------|----------------------|----|
|              | воотн          | I TYPE  | <b>□</b> Island | ☐ Inline             |    |
|              | Booth or Aisle | e# BACK |                 |                      |    |



Booth or Aisle# in FRONT\_\_\_\_\_



You may reach us with questions at:

Call (888) 446-6911 • Email: <u>customerservice@smartcitynetworks.com</u> Order online at: orders.smartcitynetworks.com

Or fax order to (702) 943-6001

| WIRELESS PERFORMANCE AGREEMENT                 |                   |               |  |  |  |  |
|--|-------------------|---------------|--|--|--|--|
| Company Name:                                  | Show:             | Booth/Room #: |  |  |  |  |
| Center: Walter E. Washington Convention Center | Customer / Ref #: |               |  |  |  |  |

### **OVERVIEW**

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a comprehensive wireless 802.11 network. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time dependent upon the type of service purchased. Router, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer custom dedicated network(s) to achieve your company objectives. Please contact us at (888) 446-6911 to discuss your network design.

### **CUSTOM WIRELESS NETWORKS**

If you require wireless 5 GHz access for application demonstrations, Smart City is able to build a custom 5 GHz wireless network in your booth. Please call Smart City at (888) 446-6911 for a custom wireless quote.

### **INTERNAL NETWORKS**

Smart City is the exclusive provider of all voice, wired and wireless data services. Wireless Devices not authorized by Smart City are strictly prohibited. Smart City requires all Customers showcasing their wireless products to contact Smart City 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a Wireless Engineering Management Fee). Please provide Smart City with the make and model of your wireless router for network approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Wireless devices need to be programmed on-site following Smart City guidelines.

### **CUSTOMER ACCEPTANCE**

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City does NOT recommend wireless service for mission critical services such as presentations or product demonstrations that can accept a wired connection. Per our Terms and Conditions listed on Smart City's Customer Contract, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment. No service refunds will be given.

### ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY SMART CITY ARE PROHIBITED.

I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by Smart City. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), Smart City will not be responsible for possible interference that I may experience. Upon receipt of the completed Smart City Contract, Smart City Services will be activated / available for your use.

| Printed Name: | Signature: | Date:    |
|---------------|------------|----------|
|               | •          |          |
| Title:        | Fmail:     | Phone #: |



Welcome to Hi-Tech Electric!

We are pleased to be your electrical, plumbing and rigging services provider for your upcoming event.

### Hi-Tech Electric is going green!

In support of saving the environment as much as possible, we now offer a new convenient, paperless, and secure online ordering for all of our services. This new system allows exhibitors to access their account 24/7, update account and payment information, upload floor plans, and download invoices. The online ordering system is PCI (Payment Card Industry) compliant ensuring a secure environment for all credit card transactions and data storage. Upon order completion, an automatic email is sent to confirm the order.

Please visit our website www.hi-techelectric.com to begin the order process.

If you still prefer to print out the service contract, please send it to dcexhibitorservices@hi-techelectric.com or fax them to 202-249-3601.

Thank you for your cooperation and we are looking forward to working with you!

801 Mount Vernon Place, NW Washington, DC 20001 202-249-3600 202-249-3601 FAX



### PLUMBING SERVICE CONTRACT

Signature on page 2 is required. Full payment for services ordered and retainer credit card must be remitted to process this contract. All orders are subject to a 3.5% service fee.

Fed ID # 88-0437088 **2025 - 2026 \*\*10/1/2025** 



801 Allen Y. Lew Place, NW Washington, DC 20001 202-249-3600 202-249-3601 FAX

dcexhibitorservices@hi-techelectric.com www.hi-techelectric.com

Deadline Date for Incentive Rates: January 2<sup>nd</sup>, 2026

| Event Name: Washington D.C. Auto Show 2026                  |           |                |                         | Event Dates: January 23 <sup>rd</sup> – February 1 <sup>st</sup> , 2026 |  |  |
|---|-----------|----------------|-------------------------|---|--|--|
| Company Name  |           |                |                         |   |  |  |
| Credit Card Billing Address (exact address for credit card) |           |                |                         |   |  |  |
| City / State / Zip  |           | Phone          |                         | Country   |  |  |
| Credit Card No  | Exp Date  |                | CVV Security Code       | Check Number  |  |  |
| VISA □ MC □ AMEX □  | Cardholde | r Name as it a | appears on card (Please | e Print)  |  |  |
|   |           |                |                         |   |  |  |
| Authorized Contact Name (Please Print)                      | Phone     |                | Authorized Contact En   | nail  |  |  |

\*\*\*\*\* PAYMENT AND PLUMBING PLANS MUST BE RECEIVED 21 DAYS BEFORE EVENT BEGINS TO RECEIVE INCENTIVE RATES \*\*\*\*\*

AIR / WATER / DRAIN

Please read page 3 regarding additional labor and material charges "Description of Outlet Location & Distribution Charges"

| Description Of Service                       |               | Total Outlets<br>or<br>Connections | Incentive | Base      | 24 Hour<br>Service<br>Add 50% | Total Price |
|--|---------------|------------------------------------|-----------|-----------|-------------------------------|-------------|
| Compressed Air: 90-100 lbs. PSI              |               |                                    |           |           |                               |             |
| 1. First outlet at rear of booth (24 hr Serv | ice: Add 50%) |                                    | \$300.00  | \$358.00  |                               |             |
| 2. Additional outlets (24 hr Servi           |               | \$235.00                           | \$287.00  |           |                               |             |
| 3. Number of connections                     |               |                                    | \$103.00  | \$124.00  |                               |             |
| *Size of connections                         |               |                                    |           |           |                               |             |
| *PSI (Required)                              |               |                                    |           |           |                               |             |
| *CFM (Required)                              |               |                                    |           |           |                               |             |
|  | Wate          | r ½" and ¾"                        | l         |           |                               |             |
| First outlet at rear of booth                |               |                                    | \$300.00  | \$358.00  |                               |             |
| 2. Additional outlets                        |               |                                    | \$235.00  | \$287.00  |                               |             |
| 3. Number of connections                     |               |                                    | \$103.00  | \$124.00  |                               |             |
| *Size of connections                         |               |                                    |           |           |                               |             |
| *GPM   |               |                                    |           |           |                               |             |
| Continuous Water & Drain                     |               |                                    | \$424.00  | \$499.00  |                               |             |
| Drain Outlets 1/2" & 3/4"                    |               | ı                                  | L         |           | <u>l</u>                      |             |
| First outlet at rear of booth                |               |                                    | \$225.0   | 0 \$276.0 | 00                            |             |
| 2. Additional outlets                        |               |                                    | \$168.0   | 0 \$206.0 | 00                            |             |
| 3. Number of connections                     |               |                                    | \$103.0   | 0 \$124.0 | 00                            |             |

| * Size of connections |  |  |  |  |
|-----------------------|--|--|--|--|
|                       |  |  |  |  |

| Description Of Service  | Quantity | Incentive            | Base                 | Total Price |
|---|----------|----------------------|----------------------|-------------|
| Sinks & Water Heaters Booth Package   |          |                      |                      | l           |
| Single Sink: Includes cold water, drain, labor/materials  |          | \$1061.00            | \$1,444.00           |             |
| 2. Double Sink: Includes cold water, drain, labor/materials   |          | \$1,325.00           | \$1,590.00           |             |
| 3. Hot Water Heater/ 40 gallons (includes electric)   | \$821.00 |                      |                      |             |
| 1. Fill and Drain 0 -199 Gallons  |          |                      |                      |             |
| Fill and Drain  |          |                      |                      |             |
|   |          | \$168.00             | \$206.00             |             |
| 2. Fill and Drain 200 - 399 Gallons   |          | \$168.00<br>\$250.00 | \$206.00<br>\$307.00 |             |
|   |          | ·                    | ·                    |             |
| 2. Fill and Drain 200 - 399 Gallons   |          | \$250.00             | \$307.00             |             |
| <ol> <li>Fill and Drain 200 - 399 Gallons</li> <li>Fill and Drain 400 - Gallons and over</li> </ol> |          | \$250.00             | \$307.00             |             |

### See Terms and Conditions Section for Labor Rates

THIRD PARTY PAYMENT

Exhibiting firm acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled onsite prior to the event closing.

### Labor Request Section:

| Send PDF or DWG for all Island booths t  | to: dcexhibitorservices@hi-techelectric.com   |
|--|---|
| <ul><li>[ ] Floor Plan included indicating all plumbing services</li><li>[ ] Floor Plan to follow</li></ul>  | Installation Labor date: Installation Time: Size of Booth:  |
| Scaled floor plan showing all outlet locations and booth orientation required. Labor will not begin without floor plan, service locations, and booth orientation.  Indicate all 24 hr services on floor plan | Type of Booth: Inline [ ] Island [ ] Peninsula [ ] Other [ ]  Please note this is a request. Labor may start earlier or later depending on move-in factors. |

### **Authorized Signature:**

I agree that I am the Authorized Card Holder on behalf of the Exhibitor, and I accept Hi-Tech Electric's payment policies and terms of contract described below on pages 3-5.

| Print Name: | Signature: | Booth No: | Date: |
|-------------|------------|-----------|-------|

### **TERMS AND CONDITIONS**

Page (2) must be signed to schedule Air / Water / Drain installation
Additional Labor and Material Fees May Apply (See Terms and Conditions below for details)

### PLUMBING LABOR RATES FOR SERVICES ORDERED

- 1. \$117.00 per hour during Straight Time: 8am-4:30pm M-F
- 2. \$223.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
- 3. The minimum charge for plumbing service is one hour installation and ½ the total time for dismantle.
- 4. All drain dismantle labor hours will be equal to the Fill installation labor hours
- 5. The minimum charge per booth for the relocation of services and or equipment is ½ hour.

### **DESCRIPTION OF OUTLET LOCATION & DISTRIBUTION CHARGES**

**Outlet Locations:** All first outlets will be installed on the floor at the back wall of booth. Added outlets must be indicated on floor plan and will be charged on a time and material basis.

### Special Equipment:

- Hi-Tech Electric (HTE) requires 30 days-notice prior to move-in to supply special regulators, strainers, traps, etc.
- If the exhibitor has special equipment (due to size, weight, access to booth, etc.) HTE needs to be
  notified to asses if installation for surrounding booths needs to be delayed in order to provide a safe
  path for special handling or additional delivery space. If the special equipment damages any HTE
  equipment, and/or requires dismantle and installation of materials at any booth, the exhibitor of the
  special equipment is fully responsible for repair and associated labor costs.

### **Hi-Tech Electric Materials:**

- All materials and equipment furnished by HTE shall remain the property of HTE and shall be removed only by HTE at the close of the show.
- All materials are inspected and tested upon completion. Any materials that get damaged after installation and HTE testing occurs, the cost of repair (including labor time and materials) is billable to the credit card on file

Service/ Repairs: HTE has exclusive jurisdiction to make Plumbing service connections or repairs.

**Floor Coverings**: Unless otherwise directed, HTE personnel are authorized to cut floor coverings to permit installations of service.

**Equipment Requiring Water**: All equipment using water must have an inlet and outlet properly tagged by exhibitor representative for installation by HTE.

**Moisture/ Sediment/ Loss of Pressure**: HTE is not responsible for the accumulation of moisture, oil, or water in air lines. Exhibitors should supply their own filter or equipment to handle moisture or water. HTE is not responsible for sediment, color, or taste of water in line. HTE is not responsible for loss of pressure. Pressure may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve or pump installed. HTE is not responsible for any costs associated with such accumulation in air lines or loss of pressure. Water filters are recommended and are available on request.

**Cylinders**: All cylinders must be firmly attached to exhibit. If cylinder must be made secure by HTE it is subject to a labor charge. A connection of a regulator to cylinder or equipment will be subject to a 1 hour minimum labor charge plus material at the prevailing labor rate.

**Ramping of Utility Lines**: All ramping of utility lines in booth are done on a time and material basis. Laying of lines under carpet or floor or spotting from ceiling will incur an additional labor charge.

### **ESTIMATES / REVISIONS**

- Estimate requests are encouraged for budgeting purposes. Requests must be received 14 days in advance before move-in begins, in order to prevent delays in processing. A supporting floor plan(s) must accompany the estimate request. After the deadline, estimates may not be provided due to time restrictions, and are subject to a fee. Reductions made to an existing order are subject to a 10% surcharge.
- Check, wire or ACH payments for services require a mandatory estimate. Any balance will be charged to the credit card on file unless other arrangements are made.
- Reductions made to an existing order are subject to a 10% surcharge.
- If an incentive rate quote is provided after the deadline, the customer will have 3 business days to pay on the quote before the base rate will automatically go into effect.

### SUPERVISION FEES/INVOICES

- All booths and displays with labor incur a 20% supervision fee of the total labor charge.
- Invoices are available upon request onsite at the service desk or via email. Please email <a href="mailto:dcexhibitorservices@hi-techelectric.com">dcexhibitorservices@hi-techelectric.com</a>.

### **PAYMENT POLICY**

- Full prepayment of services and a credit card on file are required to process any order.
- Payments must be received in full 21 days before show start to secure the incentive rate.
- All service orders must be paid in full by the move-in date.
- Accepted forms of payment are credit card, check, ACH, wire, cash. PO is not an accepted form of payment.
- The credit card on file will be processed for the final balance including labor and material upon installation completion unless HTE agreed to check or electronic payment. Those must be received by show opening; otherwise, the credit card on file will be charged for the balance.
- There is a 3.5% service fee discount on check, cash and electronic payments.
- Check payments sent via mail, must be sent via FEDEX or UPS with tracking.
- Onsite payments must be submitted only to a Customer Service Representative or HTE Management.
- No credit or refund will be issued for connections installed and not used.
- Sending a payment without a quote and/or submitted contract does not secure the incentive rate pricing. This is also not advised.
- All balances must be settled prior to event closing. An outstanding balance may preclude the exhibitor
  from retaining HTE services at any future event domestically or internationally. Any amount not paid
  at event closing is subject to interest up to the maximum amount allowed by law. Any outstanding
  balance is subject to in-house collections or to a credit reporting debt collection agency.
- Tipping or any gratuity or gift is not permitted to be accepted by any HTE personnel.

### **CANCELLATIONS**

- Cancellation up to 21 days prior to event start date is subject to 20% charge of services ordered.
- Cancellation within 21 days of event start date is subject to 50% charge of services ordered.
- Once services are installed, there is no refund for cancellation.
- Credit card refunds are subject to a 3.3% credit card processing fee.
- Cancellation may occur at HTE'S discretion if plumbing is not paid at least 2 business days before
  move-in due to insufficient time to pull and deliver inventory.

### DISCONNECTION

All services will be disconnected and/or shut-off at the conclusion of the show unless advance notice given by the Exhibitor to (and acknowledged by) HTE.

### **CLAIMS AND/OR INVOICE DISPUTES**

Any claims or disputes to charges with regards to the services provided by HTE will not be placed under review by HTE management unless filed by the Exhibitor prior to the close of the exposition. Such dispute must be in writing by the Exhibitor and provided to HTE management. HTE management will conduct a billing audit and handle such disputes on a case by case basis.

### **DELAYS**

- In the event the completion of work is prevented or delayed due to damage or destruction of the building, fire, accident, vandalism, earth movement, hurricane, tornado, windstorm, theft, labor strikes, warfare, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, HTE is due payment for all executed work, labor, and materials.
- If your booth is located in front of a freight door/aisle, for safety reasons, it is at our discretion to
  delay installation until freight traffic decreases. This may result in overtime labor charges at no fault
  of HTE. If the responsible party still insist on installation earlier than scheduled, the exhibitor will be
  responsible for all repair costs of any damaged HTE materials (see page 4 "Hi-Tech Electric
  Materials" section).

### **LABOR RATES**

- All Labor Rates are subject to the current labor contract effective at time of performed labor.
- A four (4) hour minimum applies per plumbing call and is chargeable on a case by case basis,

### **INDEMNITY**

Exhibitor agrees to indemnify, hold harmless, and defend HTE, its officers, directors, employees, agents, and representatives from and against any claim, demand, cause of action, loss, expense, or liability from or in connection with Exhibitor's negligent acts or omissions of, or breach of this Agreement by the Exhibitor, in connection with the performance of its obligations under this Agreement.





# Temporary Professional Staff Order Form Fax or Email your order form to

Services@thecalprogroup.com or 202-403-3444

The CALPRO Group's professional, trained, temporary staff allows your team to focus on qualifying leads and generating interest in your company/organization. We manage our staff so you can focus on talking with prospects; not managing an exhibit booth or reception. Temporary staff job descriptions include, but are not limited to:

Booth Greeter

**TOTAL # OF HOURS** 

Automobile Drivers

- Capturing Lead information
- Reception Hosts/Hostesses
- Distributing company materials
- Restocking materials
- Multilingual Interpreters\*

If paying by debit or credit add 3.5%

Other

| Other needs? Contact <u>Services@thecalprogroup.com</u> |   |                              |                       | oup.com                 | Staffing for off-site locations also available |                                   |  |  |  |
|---|---|------------------------------|-----------------------|-------------------------|--|-----------------------------------|--|--|--|
| Name:   |   |                              |                       | Title:                  |  |                                   |  |  |  |
| Company:  | ompany:   |                              |                       |                         | _Booth #:                                      |                                   |  |  |  |
| Address: _  |   |                              |                       |                         |  |                                   |  |  |  |
| City:   |   |                              | State:                |                         | Zip code:                                      |                                   |  |  |  |
| Phone:  |   | Fax:                         |                       |                         | Cellular:                                      |                                   |  |  |  |
| Email (for a  | Email (for confirmation only): Report On-Site to: |                              |                       | On-Site to:             |  | (signature required on next page) |  |  |  |
| Off-site loc  | cation (if applicable)                            | ·<br>·                       |                       | Off-s                   | ite Contact:                                   |                                   |  |  |  |
| Schedu  | ıle Requireme                                     | ent <i>(Bill rate is</i> \$4 | 4.00 per hour if orde | red in advance - On sit | e Orders Bill Rate is \$46.0                   | 0) – 6 hour minimums              |  |  |  |
| Date  | Start Time  | End Time                     | Total Hours           | # Temporary Staff       | Job Description                                | Amount                            |  |  |  |
|   |   |                              |                       |                         |  |                                   |  |  |  |
|   |   |                              |                       |                         |  |                                   |  |  |  |
|   |   |                              |                       |                         |  |                                   |  |  |  |
|   |   |                              |                       |                         |  |                                   |  |  |  |
|   |   |                              |                       |                         |  |                                   |  |  |  |

**TOTAL AMOUNT DUE:** 

**TOTAL # OF STAFF** 





### PAYMENT AND SIGNATURE MUST ACCOMPANY THIS ORDER

| MAKE CHECK PAYABLE AND MAIL TO:   | AGREEMENT:   |
|---|--|
| THE CALPRO GROUP, Inc.,<br>6323 Georgia Ave., NW #56164<br>Washington, DC 20040 | Temporary Professional Staff are hired for a minimum of 6 hours. The bill rate for orders received Bill rate is \$44.00 per hour if ordered in advance - On site Orders Bill Rate is \$46.00 Staff working over 4 hours are entitled to one 15-minute break. Staff working 5 hours or more receive one 15-minute break and one ½ hour lunch break. |
| IF PAYMENT BY CREDIT CARD:(If paying by debit or                                | Standard staff attire is black and white or all black. Please contact us if booth uniform or business attire is required.  |
| credit add 3.5% to final total amount)  | Show management policies strictly observed.  Show floor credentials must be provided by booth holder.  |
| Card Type: Mastercard Mastercard Mastercard Mastercard                          | * Multilingual Interpreters and other specialized job functions will be billed at a higher rate. Please contact <a href="mailto:Services@thecalprogroup.com">Services@thecalprogroup.com</a> regarding rates.  |
| Cardholder's Name (as it appears on card)                                       | I have read and accept the conditions of this agreement.   |
| Billing Address Billing Add. Zip Code   | Name (Print)   |
| Billing Add. Zip Code   |  |
|   | Signature Date   |
| Credit Card # Expiration Date   |  |
| Security Code:(3 digits on back of Visa/MC - 4 Digits in front of AMEX):        | Company  |
| Cardholder's Signature  |  |
|   |  |
| or Authorized Office Use Only   |  |
|   |  |
|   |  |
| CALPRO received and approved  | Date   |
|   |  |



Welcome to Hi-Tech Electric!

We are pleased to be your electrical, plumbing and rigging services provider for your upcoming event.

### Hi-Tech Electric is going green!

In support of saving the environment as much as possible, we now offer a new convenient, paperless, and secure online ordering for all of our services. This new system allows exhibitors to access their account 24/7, update account and payment information, upload floor plans, and download invoices. The online ordering system is PCI (Payment Card Industry) compliant ensuring a secure environment for all credit card transactions and data storage. Upon order completion, an automatic email is sent to confirm the order.

Please visit our website www.hi-techelectric.com to begin the order process.

If you still prefer to print out the service contract, please send it to dcexhibitorservices@hi-techelectric.com or fax them to 202-249-3601.

Thank you for your cooperation and we are looking forward to working with you!

Signature on page 2 is required. Full payment for services ordered and retainer credit card must be remitted to process this contract. All orders are subject to a 3.5% service fee.

Fed ID # 88-0437088 **2025-2026\*\*10/1/25** 



801 Allen Y. Lew Place, NW Washington, DC 20001 202-249-3600 202-249-3601 FAX dcexhibitorservices@hi-techelectric.com www.hi-techelectric.com

Deadline Date for Incentive Rates: January 2<sup>nd</sup>, 2026

| Event Name: Washington D.C. Auto Show 2026                  |                   |                          | Event Dates: January 23 <sup>rd</sup> – February 1 <sup>st</sup> , 2026 |                                |              |  |
|---|-------------------|--------------------------|---|--------------------------------|--------------|--|
| Company Name  |                   |                          | Booth No.   |                                |              |  |
| Credit Card Billing Address (exact address for credit card) |                   |                          |   |                                |              |  |
| City / State / Zip  | ity / State / Zip |                          | Phone   |                                | Country      |  |
| Credit Card No  |                   | Exp Date                 |   | CVV Security Code              | Check Number |  |
| VISA   MC   AMEX  | ]                 | Cardholder Name as it ap |   | appears on card (Please Print) |              |  |
| Authorized Contact Name (Please Print)                      | Phone             | Authorized Contact Email |   |                                |              |  |

## \*\* IN ORDER TO SECURE THE INCENTIVE RATE, PAYMENT MUST BE RECEIVED 21 DAYS AND RIGGING PLANS SUBMITTED 14 DAYS BEFORE THE EVENT START DATE\*\*

### TRUSS / MOTORIZED HOIST / RIGGING LABOR

| Description Of Service   | Qty        | Incentive        | Base           |                      | Total Price |
|--|------------|------------------|----------------|----------------------|-------------|
| Overhead Quartz Lights: Booth Packa<br>Includes Power, Rigging, Labor & One Time |            |                  |                | eduled on straight t | ime)        |
| 25% of total price added if installed between                                    | 4:30 pm    | ) – 8:00 am Mo   | nday – Friday, | Holidays & We        | ekends      |
| Package Price Per Each Overhead Quartz Light: For Hall ABC                       |            | \$919.00         | \$1,179.00     |                      |             |
| Overhead Quartz Lights: For Hall DE  |            | \$449.00         | \$549.00       |                      |             |
| Overhead Quartz Lights: Power, Rigging, La Call for Quote                        | abor, Foci | us not included. | 1              |                      | ·           |
| TRUSS  |            |                  |                |                      |             |
| 10X12X12 Truss   |            | \$238.00         | \$316.00       |                      |             |
| Corner Blocks  |            | \$204.00         | \$228.00       |                      |             |
| CHAIN MOTOR up to 1 Ton  |            | \$825.00         | \$895.00       |                      |             |
| GLP provides all truss & motors for all overhead rigging                         |            |                  |                |                      |             |
| Price does not include power and points  |            |                  |                |                      |             |
| ROTATING MOTOR   |            | \$825.00         | \$895.00       |                      |             |
| RIGGING POINTS Per Point   |            | \$145.00         | \$165.00       |                      |             |
| Dimmer Boards / Custom Truss / Satellite   | \$         |                  |                |                      |             |

### Page (2) must be signed to schedule Rigging Services

### **Authorized Signature:**

I agree that I am the Authorized Card Holder on behalf of the Exhibitor, and I accept Hi-Tech Electric's payment policies and terms of contract described below on pages 3-5.

| Print Name: | Signature: | Booth No: | Date: |  |
|-------------|------------|-----------|-------|--|
|             |            |           |       |  |

Labor Request Section: 4 Hour Minimum per Man

### See Terms and Conditions Section for Labor/Lift Rates

| Installation Day/Date | No. Stagehands | No. Riggers | Dismantle Day/Date | No. Stagehands | No. Riggers |
|-----------------------|----------------|-------------|--------------------|----------------|-------------|
| М                     |                |             | M                  |                |             |
| Т                     |                |             | Т                  |                |             |
| W                     |                |             | W                  |                |             |
| Th                    |                |             | Th                 |                |             |
| F                     |                |             | F                  |                |             |
| Sa                    |                |             | Sa                 |                |             |
| Su                    |                |             | Su                 |                |             |

### TERMS AND CONDITIONS

### **RIGGING LABOR**

- \$117.00 per hour during Straight Time: 8am-4:30pm M-F
- \$223.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
- A four (4) hour minimum per man labor call applies.
- Lift Rates: \$250.00 per hour (one hour minimum) plus operator's time.
- Due to safety concerns, all exhibit lighting orders must be pre-hung before decorator move-in.

### RIGGING JURISDICTION

- Rigging includes all motorized rigging-to-building structures.
- All exhibit hall rigging must provide a floor plan for approval by HTE/GLP
- **All chain motors** for rigging must be ordered through HTE/GLP. HTE/GLP only hangs structures over 200lbs unless the hanging item is a speaker, light or a piece of special equipment. Please email to dcexhibitorservices@hi-techelectric.com for a quote.
- **Rotating motors** are available by request; however, exhibitor may also bring their own rotating motor. Unless the rotating motor is both supplied and rigged by HTE/GLP, power is not included and requires a separate order for overhead power.
- All labor for rigging-to-building structures will be provided by HTE/GLP.
- No other contractor or persons may attach motorized equipment for rigging to building. HTE/GLP is not responsible for any loss or damage resulting from any other contractor or person attaching motorized equipment to the building.
- Failure to start labor as scheduled due to any delays with client-owned equipment will result in the hourly charges per man per hour of delay.
- A four (4) hour minimum applies per rigging labor call.

### SPECIAL EQUIPMENT / ONSITE ORDERS

- HTE/GLP only hangs structures over 200lbs unless the hanging item is a speaker, light or special equipment.
- Special Equipment orders require 30 days' notice prior to move-in.
- Onsite orders increase by 50%.
- No lighting orders will be taken on-site after the first day of move in. NO EXCEPTIONS

### HI-TECH ELECTRIC/GLP MATERIALS

All materials and equipment furnished by HTE/GLP shall remain the property of HTE/GLP and shall be removed only by HTE/GLP at the close of the show.

### **ESTIMATES / REVISIONS**

- Estimate requests are encouraged for budgeting purposes. Requests must be received 14 days in advance before move in begins in order to prevent delays in processing. A supporting floor plan(s) must accompany the estimate request. After the deadline, estimates may not be provided due to time restrictions, and are subject to a fee.
- Estimate requests are subject to a minimum of one hour labor per revision.
- All rigging, truss lighting, and Hall DE lighting orders must be quoted.
- Rigging & lighting orders will not be accepted without sufficient drawings.
- If an incentive rate quote is provided after the deadline, the customer will have 3 business days to pay on the quote before the base rate will automatically go into effect.
- Check, wire or ACH payments for services require a mandatory estimate. Any balance will be charged to the credit card on file unless other arrangements are made.

### SUPERVISION FEES/INVOICES

- All booths and displays with labor incur a 20% supervision fee of the total labor charge.
- Invoices are available upon request onsite at the service desk or via email. Please email <a href="mailto:dcexhibitorservices@hi-techelectric.com">dcexhibitorservices@hi-techelectric.com</a>.

### **PAYMENT POLICY**

- Full prepayment of services and a credit card on file are required to process any order.
- Payments must be received in full 21 days before show start to secure the incentive rate.
- All service orders must be paid in full by the move-in date.
- Accepted forms of payment are credit card, check, ACH, wire, cash. PO is not an accepted form of payment.
- The credit card on file will be processed for the final balance including labor and material upon installation completion unless HTE agreed to check or electronic payment. Those must be received by show opening; otherwise, the credit card on file will be charged for the balance.
- There is a 3.5% service fee discount on check, cash and electronic payments.
- Check payments sent via mail, must be sent via FEDEX or UPS with tracking.
- Onsite payments must be submitted only to a Customer Service Representative or HTE Management.
- No credit or refund will be issued for connections installed and not used.
- Sending a payment without a quote and/or submitted contract does not secure the incentive rate pricing. This is also not advised.
- All balances must be settled prior to event closing. An outstanding balance may preclude the exhibitor
  from retaining HTE/GLP services at any future event domestically or internationally. Any amount not
  paid at event closing is subject to interest up to the maximum amount allowed by law. Any outstanding
  balance is subject to in-house collections or to a credit reporting debt collection agency.
- Tipping or any gratuity or gift is not permitted to be accepted by any HTE/GLP personnel.

### THIRD PARTY PAYMENT

 Exhibiting firm acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled prior to the event closing.

### **CANCELLATIONS**

- Cancellation up to 21 days prior to event start date is subject to 20% of services ordered.
- Cancellation within 21 days of event start date up until decorator move-in date is subject to 50% of services ordered.
- Once services are installed, there is no refund for cancellation.
- Credit card refunds are subject to a 3.3% credit card processing fee.
- Cancellation may occur at HTE/GLP's discretion if rigging is not paid at least 2 business days before move-in due to insufficient time to pull and deliver inventory.

### **DISCONNECTION / INTERRUPTION OF SERVICES**

- All services will be disconnected and/or shut-off at the conclusion of the show unless advance notice given by the Exhibitor *and* acknowledged by GLP/HTE.
- Exhibitor may have services disconnected if payment has not been rendered in full at the beginning of the event.

### **CLAIMS AND/OR INVOICE DISPUTES**

Any claims or disputes to charges with regards to the services provided by HTE will not be placed under review by HTE management unless filed by the Exhibitor prior to the close of the exposition. Such dispute must be in writing by the Exhibitor and provided to HTE management. HTE management will conduct a billing audit and handle such disputes on a case-by-case basis.

### INVOICING

Final invoices are not available until after the completion of move-out and all dismantle charges are processed and audited. This may take up to 7 business days after the event is closed.

### **DELAYS**

In the event the completion of work is prevented or delayed due to damage or destruction of the building, fire, accident, vandalism, earth movement, hurricane, tornado, windstorm, theft, labor strikes, warfare, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, Hi-Tech Electric LLC/GLP is due payment for all executed work, labor, and materials.

### INDEMNITY

Exhibitor agrees to indemnify, hold harmless, and defend HTE and GLP, their officers, directors, employees, agents, and representatives from and against any claim, demand, cause of action, loss, expense, or liability from or in connection with Exhibitor's negligent acts or omissions of, or breach of this Agreement by the Exhibitor, in connection with the performance of its obligations under this Agreement.