Exhibitor Service Manual

Washington, DC Auto Show 2027

Thursday, January 21 - Sunday, January 31, 2027

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Electrical – **Hi-Tech**
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Photography - Laurie DeWitt
Plumbing (Air/Water/Drain) – **Hi-Tech**
Temporary Professional Staff – **The CALPRO Group**
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Vehicle Detailing – **Washington Auto Show**

GENERAL INFORMATION

EXHIBIT COMPLETION:	Thursday, January 21	10:00 AM
	All exhibits must be completely moved-in, set-up and show-ready by this time.	
POLICY SUMMIT:	Thursday, January 21	East Salon
PUBLIC POLICY/ PRESS PREVIEW DAY:	Thursday, January 21	11:30 AM – 4:30 PM
SNEAK PEEK/PREVIEW:	Thursday, January 21	5:00 PM – 8:00 PM
SHOW DATES & HOURS:	Friday, January 22	Noon – 9:00 PM
	Saturday, January 23	10:00 AM – 9:00 PM
	Sunday, January 24	10:00 AM – 6:00 PM
	Monday, January 25	Noon – 8:00 PM
	Tuesday, January 26	Noon – 8:00 PM
	Wednesday, January 27	Noon – 8:00 PM
	Thursday, January 28	Noon – 8:00 PM
	Friday, January 29	Noon – 9:00 PM
	Saturday, January 30	10:00 AM – 9:00 PM
	Sunday, January 31	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 11, 2026 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: Distribution of any samples, literature or other materials from a non-exhibiting company (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®. 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.

DECORATIONS: Office and custom furniture are available for rent through Hargrove. For additional information or prices, please call Hargrove's Auto Show Exhibitor Help Line at 301-306-4627 or email exhibitorservices@hargroveinc.com.

SECURITY: Items that are vulnerable to theft should be locked up in the trunk of a display vehicle. 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 pre-show 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 10:00 AM on Thursday, January 21st.
- 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 21st 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 *MUST* 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.
5. 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 ¼-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)

2027 WASHINGTON, DC AUTO SHOW INSURANCE REQUIREMENTS
** *IMPORTANT* **

In order to participate in the Washington Auto Show, ***ALL*** **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 *Friday, December 4, 2026*. 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 15 – 22, 2027
SHOW DATES:	January 22 – 31, 2027 (*including Public Policy Day*)
MOVE-OUT DATES:	January 31 – February 2, 2027
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 15 – February 2, 2027. 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 4, 2026, and can be mailed or emailed to:

John Bloom
jb@wanada.org
Controller
WANADA
5301 Wisconsin Avenue, NW
Suite 210
Washington, DC 20015

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 <u>each</u> song infringed, plus court costs & in the court's discretion, reasonable attorney fees.

PREPAID TICKET ORDER

THE WASHINGTON, DC AUTO SHOW®

January 22 – 31, 2027

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 Friday January 8, 2027.

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

Thursday, January 21 to Sunday, January 31, 2027

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 10:00AM on Thursday, January 21.

Vehicle Exhibitors:

Saturday, January 16 and Monday, January 18	per the Installation / Move-In Schedules
Wednesday, January 20	see Vehicle Move-In Schedules

Accessory Exhibitors:

Wednesday, January 20	8:00 AM to 5:00 PM

Show Hours

Thursday, January 21	Public Policy/Press Preview Day, Sneak Preview (See Show Management's Exhibitor Information Manual)			
Thursday, January 21	11:30 AM	-	4:30 PM	Public Policy Day
	5:00 PM	-	8:00 PM	Sneak Peek
Friday, January 22	12:00 PM	-	9:00 PM	Consumers
Saturday, January 23	10:00 AM	-	9:00 PM	Consumers
Sunday, January 24	10:00 AM	-	6:00 PM	Consumers
Monday, January 25	12:00 PM	-	8:00 PM	Consumers
Tuesday, January 26	12:00 PM	-	8:00 PM	Consumers
Wednesday, January 27	12:00 PM	-	8:00 PM	Consumers
Thursday January 28	12:00 PM	-	8:00 PM	Consumers
Friday, January 29	12:00 PM	-	9:00 PM	Consumers
Saturday, January 30	10:00 AM	-	9:00 PM	Consumers
Sunday, January 31	10:00 AM	-	6:00 PM	Consumers

NOTE: Subject to change.

General Information (cont'd)

Exhibitor Move-Out

Sunday, January 31 — 6:00 PM to 12:00 AM – Vehicle Move-Out Schedule
9:00 PM to 2:00 AM – Pre-Approved Expedited Empty Return Service

Halls A/B/C (Subaru, Volvo, Land Rover, Stellantis, Nissan, Tesla, Volkswagen, Land Rover)

Dismantling & Move-Out:	Monday, February 1 at 6:00 AM *thru* Monday, February 1 at 6:00 PM
Outside Carrier Check-In:	Monday, February 1 at 4:00 PM
Bills of Lading to Hargrove Service Center:	Monday, February 1 at 6:00 PM
Final Clean-Up/Move-Out Ends:	Monday, February 1 at 11:59 PM

Halls D/E (Toyota, Chevrolet, Hyundai, Honda/Acura, Ford, KIA, and Buick/GMC)

Dismantling & Move-Out	Monday, February 1 at 8:00 AM *thru* Tuesday, February 2 at 1:00 PM
Outside Carrier Check-In:	Tuesday, February 2 at 10:00 AM
Bills of Lading to Hargrove Service Center:	Tuesday, February 2 at 12:00 PM
Final Clean-up / Move-out Ends:	Tuesday, February 2 at 6:00 PM

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 14, 2026	First Day for Shipment Receiving at the Advance Warehouse Advance Warehouse Receiving Hours: Monday - Friday 9:00 AM to 3:00 PM The warehouse will be closed on December 25 and January 1.
Thursday, December 17, 2026	Rental Booth & Banner Order Deadline
Wednesday, December 23, 2026	Advance Order, Graphics, & Rental Booth Art Submission Deadline Hargrove's advance prices apply to orders received with payment by this deadline.
Thursday, January 7, 2027	Carpet & Online Ordering Deadline Orders after this date must be placed via phone or email and are subject to availability.
Wednesday, January 13, 2027	Last Day of Shipment Receiving at the Advance Warehouse Advance Warehouse Receiving Hours: Monday - Friday 9:00 AM to 3:00 PM. The warehouse will be closed on January 1, 2027
Saturday, January 16, 2027	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 exhibitorservices@hargroveinc.com

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

General Information (cont'd)

Advance Shipping

Advance shipping begins Monday, December 14, 2026 at 9:00 AM and ends Wednesday, January 13, 2027 at 3:00 PM.

Advance shipping address:
(Your Company Name & Booth Number)
Washington, DC Auto Show 2027
c/o Hargrove
TForce Freight
6571 Washington Boulevard
Elkridge, MD 21075

Advance Warehouse Receiving Hours: Monday - Friday 9:00 AM to 3:00 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 2027
c/o Hargrove
Walter E. Convention Center
Halls A - E
801 Allen Y. Lew Place NW
Washington, DC 20001

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

Pick-Up Information

Marshaling Yard address:
2400 East Capitol Street, SE Lot #8
Washington, DC 20003

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 exhibitorservices@hargroveinc.com 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 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.

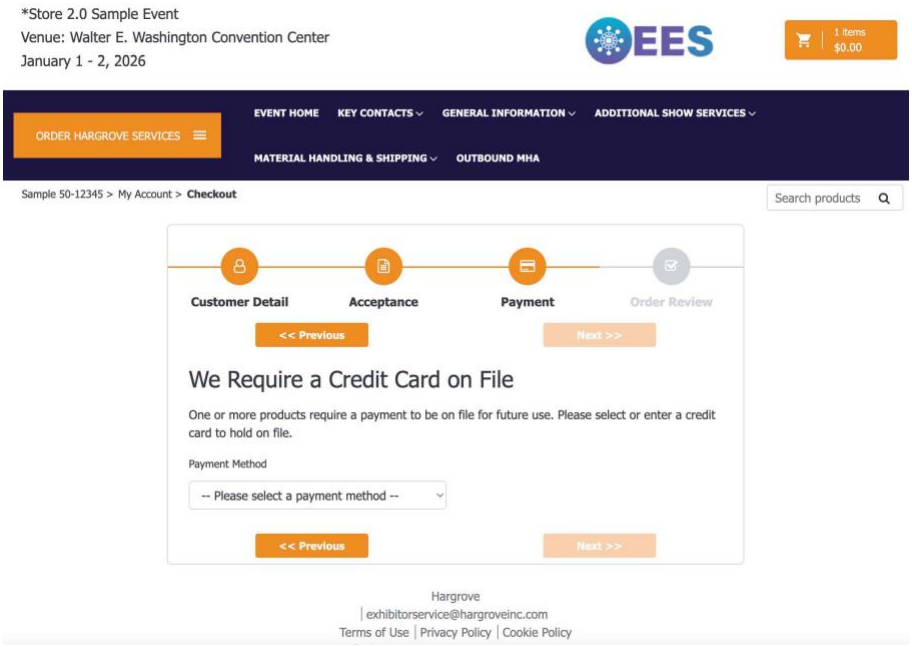
Please review Hargrove's Terms & Conditions for additional policies pertaining to orders.

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: [Hargrove Storefront]

How to Add a Credit Card to Your Account

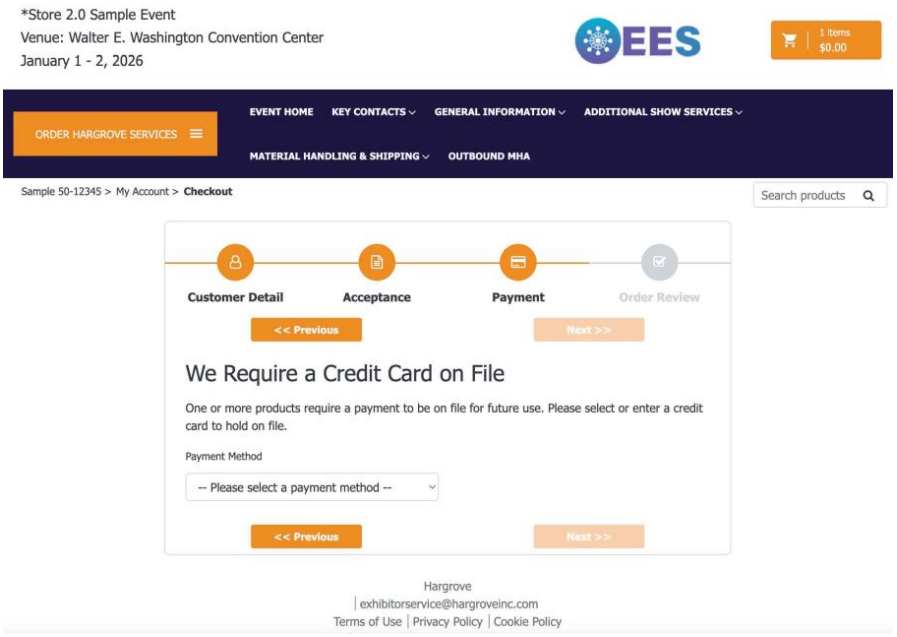


Select Manage My Account.

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 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.

Payment Form

Advance Order Deadline: Wednesday, December 23, 2026

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: 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 hargrove.boomerecommerce.com

For your protection and ours, Hargrove will only accept credit card information online via Boomer.
In the event that you're unable to submit payment online, please contact Hargrove Exhibitor Services at 301.306.4627 for assistance. A service fee may apply.

Check Enclosed # _____Dated _____/_____/_____ (Ref: 50-45868) Order #_____

ACH payment* on # _____Dated _____/_____/_____ Order #_____

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

SCHEDULE ONE
Installation/Move-In – Halls D & E

ELECTRICAL		
Exhibitors: Halls D&E		
DRIVER CHECK-IN	UNLOAD	INSTALL
n/a	n/a	Friday, January 15th 8:00 AM – 4:00 PM

CARPET / FLOOR COVERING / TRUSS		
Exhibitors: Halls D&E (Chevrolet, Honda/Acura, Hyundai, Toyota, KIA)		
DRIVER CHECK-IN	UNLOAD	INSTALL
Friday, January 15th 8:00 AM – 1:00 PM	Friday, January 15th 1:00PM – 5:00PM	Friday, January 15th 5:00 PM – 8:00 AM

EXHIBIT MATERIALS & DISPLAYS	
Exhibitors: Chevrolet, Honda/Acura, Hyundai	
DRIVER CHECK-IN	UNLOAD
Saturday, January 16th 5:00AM – 8:00 AM	Saturday, January 16th 8:00 AM – 12:00PM

Exhibitors: Toyota, KIA	
DRIVER CHECK-IN	UNLOAD
Saturday, January 16th 8:00AM – 11:00AM	Saturday, January 16th 12:00 PM – 4:00 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 exhibitorservices@hargroveinc.com.

SCHEDULE TWO
Installation/Move-In – Halls A & B

ELECTRICAL		
Exhibitors: *Halls A&B*		
DRIVER CHECK-IN	UNLOAD	INSTALL
n/a	n/a	Monday, January 18th 6:00 AM – 10:00 AM

CARPET / FLOOR COVERING / TRUSS		
Exhibitors: Stellantis, Land Rover, Nissan, Subaru, Tesla, Volkswagen		
DRIVER CHECK-IN	UNLOAD	INSTALL
Monday, January 18th 5:00 AM – 8:00 AM	Monday, January 18th 8:00 AM – 10:00 AM	Monday, January 18th 10:00 AM – 2:00 PM

EXHIBIT MATERIALS & DISPLAYS	
Exhibitors: Stellantis, Land Rover, Nissan, Subaru, Tesla, Volkswagen	
DRIVER CHECK-IN	UNLOAD
Monday, January 18th 8:00AM – 2:00 PM	Monday, January 18th 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 exhibitorservices@hargroveinc.com.

SCHEDULE THREE
Vehicle Only Move-In – All Halls

Fuel in tanks must NOT EXCEED ¼-tank or five (5) gallons, whichever is less. 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: All Exhibitors	
DRIVER CHECK-IN	UNLOAD
Wednesday, January 20 8:00 AM – 8:00 PM	Wednesday, January 20 12:00 PM – 11:59 PM

EARLY VEHICLE MOVE-IN	
Exhibitors requesting an earlier vehicle move in must request such from Hargrove by Friday, January 15th. **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: *ALL* vehicle batteries are disconnected and cable ends are taped, *ALL* vehicles must have either a locking gas caps or gas caps sealed with tape, and *ALL* 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.

SCHEDULE FOUR
Accessory Booths & Advance Technology Displays

DIRECT RECEIVING & MOVE-IN:
(Marshaling Yard check-in is not required for unloading & loading)

Wednesday, January 20 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, January 31 – 6:00 PM to Midnight

ALL VEHICLES *MUST* BE REMOVED FROM THE EXHIBIT HALLS AT THIS TIME! *

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

MOVE-OUT SCHEDULE (See below)

Vehicle Move-Out:	Sunday, January 31 – 6:00 PM to Midnight
Pre-Approved *Expedited* Empty Return Service:	Sunday, January 31 – 9:00 PM to 2:00 AM
	Halls A/B/C **(Stellantis, Land Rover, Nissan, Subaru, Tesla, Volkswagen)**
Dismantling & Move-Out:	Monday, February 1 at 6:00 AM *thru* Monday, February 1 at 6:00 PM
Outside Carrier Check-In:	Monday, February 1 at 4:00 PM
Bills of Lading to Hargrove Service Center:	Monday, February 1 at 6:00 PM
Final Clean-Up/Move-Out Ends:	Monday, February 1 at 11:59 PM
	Halls D/E **(Toyota, KIA, Chevrolet, Hyundai, Honda/Acura)**
Dismantling & Move-Out	Monday, February 1 at 8:00 AM *thru* Tuesday, February 2 at 12:00 PM
Outside Carrier Check-In:	Tuesday, February 2 at 9:00 AM
Bills of Lading to Hargrove Service Center:	Tuesday, February 2 at 12:00 PM
Final Clean-up / Move-out Ends:	Tuesday, February 2 at 6:00 PM

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.

i.PAYMENT TERMS.

1. **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.

2. **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

Exhibitor Terms and Conditions (cont'd)

2. **Disputed Charges (con't).** 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.
3. **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.
4. **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.
5. **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.
6. **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.
7. **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.
8. **Additional Fees and Other Charges**. The Exhibitor shall have thirty (30) days from the date of the Final Invoice:
   a. 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;
   b. 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
   c. 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.

Exhibitor Terms and Conditions (cont'd)

2. **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.

Exhibitor Terms and Conditions (cont'd)

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.

Exhibitor Terms and Conditions (cont'd)

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.

l.**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.

3. **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.

Exhibitor Terms and Conditions (cont'd)

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.

4. 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

Advance Order Deadline: Wednesday, December 23, 2026

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.

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. Rental items found and in use in your booth are subject to "Standard" pricing.

Description	Product #	Advance Price	Standard Price
STANDARD TABLES			
ROUND TABLES (30” diameter top)			
Low - 18” high	RTRT18	$297	$378
Standard - 30” high	RTRT30	$297	$378
Tall - 42” high	RTRT42	$297	$378
DRAPED TABLES (30” high x 24” wide)			
Small (4’ long)	TBDT04	$227	$288
Standard (6’ long)	TBDT06	$270	$343
Long (8’ long)	TBDT08	$308	$392
DRAPED COUNTERS (42” high x 24” wide)			
Small (4’ long)	TBDC04	$270	$343
Standard (6’ long)	TBDC06	$308	$392
Long (8’ long)	TBDC08	$351	$447
UNDRAPED TABLES (30” high x 24” wide)			
Small (4’ long)	TBUT04	$133	$169
Standard (6’ long)	TBUT06	$171	$217
Long (8’ long)	TBUT08	$213	$272
UNDRAPED COUNTERS (42” high x 24” wide)			
Small (4’ long)	TBUC04	$171	$217
Standard (6’ long)	TBUC06	$213	$272
Long (8’ long)	TBUC08	$250	$318
DRAPE			
4th-side Table Drape (30” high)	TB4T	$86	$109
4th-side Counter Drape (42” high)	TB4C	$86	$109

Chairs, Accessories & Display Cabinets

Advance Order Deadline: Wednesday, December 23, 2026

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 exhibitorservices@hargroveinc.com. Need an item not listed? Check out our Specialty Furnishings Catalog and Order Form

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. Rental items found and in use in your booth are subject to "Standard" pricing.

Description	Product #	Advance Price	Standard Price
STANDARD CHAIRS			
Barstool	CHBS	$184	$234
Chair - Side (armless)	CHPA	$144	$183
ACCESSORIES			
Bag Rack - Slanted	ACBR	$171	$217
Bag Rack - Straight	ACSR	$171	$217
Easel	ACES	$97	$123
Fishbowl	ACFB	$31	$39
Literature Rack	ACLR	$268	$342
Posterboard - Horizontal (4’ high x 8’ wide)	ACPBVT	$351	$447
Posterboard - Vertical (8’ high x 4’ wide)	ACPBHZ	$351	$447
Sign Holder (for 28” high x 22” wide sign)	ACSH	$205	$260
Stanchion - Chrome (per stanchion)	ACSTCH	$171	$217
Stanchion - Velour Rope (8’ length)	ACVR	$97	$123
Stanchion - Retractable, with Black Belt	ACSTBK	$200	$255
Wastebasket	ACWB	$44	$56
DISPLAY CABINETS			
Small Counter (approx. 43”w x 23”d x 42”h)	HMCBA	$731	$1,023
Large Counter (approx. 82”w x 23”d x 42”h)	HMCBF	$965	$1,351
Curved Counter (approx. 60”w x 22”d x 42”h)	HMCN	$882	$1,235
Custom Counter Graphic for Front Panel	HMCBCUST	$193	$386
Showcase (requires electricity for illumination)	HMDSG	$1,015	$1,421

Carpet

Advance Order Deadline: Wednesday, December 23, 2026
Carpet/Vinyl Order Deadline: Thursday, January 7, 2027

NOTE: Per Show Management, exhibitors must use a professional floor covering in their booth space(s) at their own expense; carpet or vinyl flooring may be ordered from Hargrove. If you are providing your own floor covering, please submit the Exhibitor Provided Flooring Affidavit. Exhibitor Provided Flooring is subject to material handling fees. Per Show Management, any booth that does not have flooring covering by Saturday, January 0 at 12:00 AM will have carpet installed by Hargrove at the exhibitor's expense. Delete Item

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 Price	Standard Price
CARPET PACKAGE - SAVE UP TO 15% // Includes standard carpet (only), single padding and pre-show cleaning			
For booths 10' in depth and up to 30' in length:			
10' linear feet wide	CPPK10CL-CLSSC	$600	$763
20' linear feet wide	CPPK20CL-CLSSC	$1,197	$1,524
30' linear feet wide	CPPK30CL-CLSSC	$1,796	$2,285
STANDARD CARPET - Colors: Black, Red, Grey, Pepper, Blue Jay, and Blue			
For booths 10' in depth and up to 30' in length:			
10' linear feet wide	CPSD10-CLSSC	$350	$446
20' linear feet wide	CPSD20-CLSSC	$700	$891
30' linear feet wide	CPSD30-CLSSC	$1,050	$1,336
For island or peninsula booths, or in-line booths 400 sq ft or larger (Includes Poly):			
Special Cut - per sq ft	CPSC-MTRX	$6.02	$7.66
PLUSH CARPET and POLY - Colors: Black, Charcoal, White, Beige, Platinum, Reflex Blue, Navy, and Red.			
Plush - per sq ft	CPPC-DP01	$8.54	$10.87
CARPET PADDING & POLY			
Padding - per sq ft	CPPD-EPAD	$2.57	$3.27
Double Padding - per sq ft	CPDP-2EPAD	$5.11	$6.50
Poly (protective plastic) - per sq ft	CPPY	$0.97	$1.24

Vinyl Flooring

Advance Order Deadline: Wednesday, December 23, 2026
Carpet/Vinyl Order Deadline: Thursday, January 7, 2027

NOTE: Per Show Management, exhibitors must use a professional floor covering in their booth space(s) at their own expense; carpet or vinyl flooring may be ordered from Hargrove. If you are providing your own floor covering, please submit the Exhibitor Provided Flooring Affidavit. Exhibitor Provided Flooring is subject to material handling fees. Per Show Management, any booth that does not have flooring covering by Saturday, January 0 at 12:00 AM will have carpet installed by Hargrove at the exhibitor's expense. Delete Item

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 Price	Standard Price
VINYL FLOORING PACKAGES - SAVE UP TO 15% // Includes: vinyl flooring, single padding, visqueen			
For booths 10' in depth and up to 30' in length:			
10' linear feet wide	VYN10-EVFLX	$1,040	$1,323
20' linear feet wide	VYN20-EVFLX	$2,077	$2,644
30' linear feet wide	VYN30-EVFLX	$3,117	$3,967
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	$734	$934
20' linear feet wide	VYNPK20-EVFLX	$1,456	$1,853
30' linear feet wide	VYNPK30-EVFLX	$2,199	$2,799
For island or peninsula booths, or in-line booths 400 sq ft or larger:			
Special Cut Vinyl - per sq ft	VYNSC-EVFLX	$11.29	$14.37
PADDING & POLY			
Padding - per sq ft	SC-VYNPD	$3.66	$4.65
Poly (protective plastic) - per sq ft	CPPY	$0.97	$1.24

Cleaning

Advance Order Deadline: Wednesday, December 23, 2026

Advance order prices apply to orders received with payment by the deadline date. Standard prices apply to all orders placed after the deadline date.

Cleaning orders are based on the square footage of your booth (length x width).

Daily vacuuming service includes nightly emptying of wastebaskets rented from Hargrove.

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

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.

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. Rental items found and in use in your booth are subject to "Standard" pricing.

Description	Product #	Advance Price	Standard Price
Vacuuming/Cleaning – Daily (each show day) per square foot Total price is calculated by this daily rate x number of show days x sq ft of booth	CLVCCL	$2.05	$2.61
Wet Mop Service – Daily (each show day) per square foot Total price is calculated by this daily rate x number of show days x sq ft of booth	CLWMD	$1.50	$1.91
Porter Service - up to 600 sq ft, per day	CLPS0600	$227	$289
Porter Service - 600-1600 sq ft, per day	CLPS1600	$280	$356
Porter Service - over 1600 sq ft, per day	CLPS16	Request a quote	
Shampooing Service	CLSHAMP	Request a quote	

Signs & Graphics

Signs & Graphics Order Deadline: Wednesday, December 23, 2026

Advance order 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 exhibitorservices@hargroveinc.com.
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 Price	Standard Price
8.5" x 11" sign	SB1	$73	$146
22" x 28" sign	SB6	$155	$310
28" x 44" sign	SB7	$226	$452
Single-sided Hoofer w/ cardboard pyramid base	SB21	$293	$586
Double-sided Hoofer w/ cardboard pyramid base	SB22	$400	$800
Vinyl Banner (per sq ft)	SB8	$10	$20
Foamcore Panel (up to 4' x 8')	SB9	Request a quote	
Easel Back	SB20	$16	$32

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: Thursday, December 17, 2026
Rental Booth Art Submission Deadline: Wednesday, December 23, 2026

Advance order prices apply to orders 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	$10,311	$14,435
Booth 101	RNBT101	$10,337	$14,471
Booth 102	RNBT102	$9,804	$13,725
For 10’ x 20’ booth spaces:			
Booth 200	RNBT200	$20,329	$28,460
Booth 201	RNBT201	$18,071	$25,299
Booth 202	RNBT202	$17,792	$24,908
For 20’ x 20’ booth spaces:			
Booth 401	RNBT401	$27,522	$38,530
Booth 402	RNBT402	$34,415	$48,181
Booth 403	RNBT403	$24,500	$34,300

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

FABRIC RENTAL BOOTHS			
Description / Product #	Product #	Advance Price	Standard Price
For 10’ wide booth spaces:			
8’ H x 10’ W	RNBT001A	$4,338	$6,073
For 20’ wide booth spaces:			
8’ H x 20’ W	RNBT001B	$9,543	$13,360

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)	$731	$1,023
HMCBF	Large Counter (approx. 82”w x 23”d x 42”h)	$965	$1,351
HMCN	Curved Counter (approx. 60”w x 22”d x 42”h)	$882	$1,235
HMCBCST	Custom Counter Graphic	$193	$386
HMDSG	Illuminated Showcase (electricity required - approx. 79½”w x 20½”d x 41”h)	$1,015	$1,421
HMLIH	Stem Light (electricity required)	$145	$203
HMSF39I	Slanted Shelf (39” wide)	$155	$217
HMSF39J	Flat Shelf (39” wide)	$102	$143
	Plush Carpet 10' x 10' Flooring Upgrade	$252.00	Call for Quote
	Plush Carpet 10' x 20' Flooring Upgrade	$504.00	Call for Quote
	Plush Carpet 20' x 20' Flooring Upgrade	$1,008.00	Call for Quote
	Vinyl Expo Flex Flooring 10' x 10' Flooring Upgrade	$527.00	Call for Quote
	Vinyl Expo Flex Flooring 10' x 20' Flooring Upgrade	$1,054.00	Call for Quote
	Vinyl Expo Flex Flooring 20' x 20' Flooring Upgrade	$2,108.00	Call for Quote
	Vinyl Expo Flex Flooring with Padding 10' x 10' Flooring Upgrade	$893.00	Call for Quote
	Vinyl Expo Flex Flooring with Padding 10' x 20' Flooring Upgrade	$1,786.00	Call for Quote
	Vinyl Expo Flex Flooring with Padding 20' x 20' Flooring Upgrade	$3,572.00	Call for Quote

Retractable Banner Stands

Order Deadline: Thursday, December 17, 2026

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 exhibitorservices@hargroveinc.com.
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 Price	Standard Price
RETRACTABLE BANNER STANDS			
Barracuda 800 banner stand hardware	BCD-800-S-1	$116	$147
Barracuda 800 banner stand vinyl graphic	BCD-800-G	$93	$118
Barracuda 800 banner stand fabric graphic	BCD-800-G-RBF	$143	$182
Blade Lite 800 banner stand hardware	BLD-LT-800-1	$94	$119
Blade Lite 800 banner stand vinyl graphic	BLD-LT-800-G	$93	$118
Blade Lite 800 banner stand fabric graphic	BLD-LT-800-G-RBF	$143	$182
Mosquito 850 banner stand hardware	MSQT-850	$55	$70
Mosquito 850 banner stand vinyl graphic	MSQT-850-G	$88	$112

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: Wednesday, December 23, 2026

Description	Product #	Advance Price	Standard Price
SOFTSEATING			
Allegro Chair - Blue Fabric	CHR002	$653	$832
Allegro Loveseat - Blue Fabric	LVS002	$1,018	$1,295
Allegro Sofa - Blue Fabric	SFA002	$911	$1,159
Baja Chair - White Vinyl	BCHWHT	$728	$927
Baja Loveseat - White Vinyl	BLVWHT	$1,117	$1,421
Baja Sofa - White Vinyl	BSFWHT	$1,319	$1,679
Cordoba Chair - Taupe Fabric, Black	COCHTP	$669	$851
Cordoba Loveseat - Taupe Fabric, Black	COLVTP	$956	$1,217
Fairfax Chair - White Vinyl, Brushed Metal	FAIRCW	$477	$608
Fairfax Sofa - White Vinyl, Brushed Metal	FAIRSW	$653	$832
Key Largo Chair - Black Fabric, Wood	KEYCHR	$433	$552
Key Largo Loveseat - Black Fabric, Wood	KEYLOVE	$493	$627
Key Largo Sofa - Black Fabric, Wood	KEYSOF	$638	$812
Montreal Chair - Blue, Black Metal	MONCHA	$814	$1,036
Montreal Loveseat - Blue, Black Metal	MONLOV	$1,219	$1,551
Naples Chair - Black Vinyl	NPLCHR	$928	$1,182
Naples Chair, Powered - Black Vinyl	NPLCHP	$855	$1,088
Naples Loveseat - Black Vinyl	NPLLOV	$1,117	$1,421
Naples Loveseat, Powered - Black Vinyl	NPLLOP	$1,186	$1,509
Naples Sofa - Black Vinyl	NPLSOF	$1,319	$1,679
Naples Sofa, Powered - Black Vinyl	NPLSOP	$1,374	$1,749
Palm Beach Sofa - White Vinyl	PALSOF	$1,031	$1,312
Sterling Chair - Grey Fabric	STECHA	$1,047	$1,333
Sterling Sofa - Grey Fabric	STESOF	$1,526	$1,942
Valencia Chair - Green Fabric	VALCGN	$465	$592
Valencia Chair - Oat Fabric	VALCOT	$465	$592
Valencia Chair - Spice Orange Velvet	VALCHA	$465	$592
Valencia Loveseat - Oat Fabric	VALVOT	$691	$879
Valencia Sofa - Coffee Brown Velvet	VALSOF	$691	$879
POWERED SEATING			
Naples Chair, Powered - Black Vinyl	NPLCHP	$855	$1,088
Naples Chair - Black Vinyl	NPLCHR	$928	$1,182
Naples Loveseat, Powered - Black Vinyl	NPLLOP	$1,186	$1,509
Naples Loveseat - Black Vinyl	NPLLOV	$1,117	$1,421
Naples Sofa, Powered - Black Vinyl	NPLSOP	$1,374	$1,749
Naples Sofa - Black Vinyl	NPLSOF	$1,319	$1,679
Tech Tablet Chair - Grey Vinyl, White Metal Tablet, Chrome Base, Powered	TCHGRY	$564	$718
Tech Tablet Chair - Grey Vinyl, White Metal Tablet, Chrome Base	TCHTNP	$564	$718
Tech Chair, No Tablet - Grey Vinyl, Chrome Base, Powered	TCHP	$580	$738
Tech Chair, No Tablet - Grey Vinyl, Chrome Base	TCHNTP	$564	$718

Specialty Furnishings - Page 2 of 9

Description	Product #	Advance Price	Standard Price
ACCENT CHAIRS			
Atherton Chair - Brown Leather, Black Metal	ATHCHA	$785	$1,000
Bowery Chair - Orchre Fabric, Chrome	BOWCHA	$740	$942
Brooklyn Meeting Chair, Swivel - White Vinyl, Black Swivel Base	BNMCSW	$443	$564
Brooklyn Meeting Chair, Swivel - Black Vinyl, Black Swivel Base	BNMCOB	$406	$517
Brooklyn Meeting Chair - White Vinyl, Oak-look Base	BNMCOW	$443	$564
Brooklyn Meeting Chair - Black Vinyl, Oak-look Base	BNMCSB	$406	$517
Century Chair - Grey Velvet	CNTCHR	$752	$958
La Brea Swivel Chair - Charcoal Grey Fabric, Chrome	LABREA	$653	$832
Lorna Chair - Green Leather, Antique Brass	LRCHGN	$708	$902
Madrid Chair - White, Chrome	BCW	$950	$1,210
Pasadena Chair - White Molded Plastic, Chrome Tower Base	PASCHR	$459	$584
Swanson Swivel Chair - White Vinyl, Chrome	SWAN	$564	$718
Tech Tablet Chair - Grey Vinyl, White Tablet, Chrome Base, Powered	TCHGRY	$564	$718
Tech Tablet Chair - Grey Vinyl, White Tablet, Chrome Base	TCHTNP	$564	$718
Tech Chair, No Tablet - Grey Vinyl, Chrome Base, Powered	TCHP	$580	$738
Tech Chair, No Tablet - Grey Vinyl, Chrome Base	TCHNTP	$564	$718
Terrace Accent Chair	TRCHCO	$773	$984
GROUP SEATING			
Blade Chair - Black	BLDCBK	$114	$146
Blade Chair - Red	BLDCRD	$114	$146
Blade Chair - Sky Blue	BLDCSB	$114	$146
Brewer Chair - Onyx, Chrome	SC3	$217	$276
Chelsea Chair - Walnut-look, Black Tower Base	CCBTWL	$217	$276
Chelsea Chair - Azure Blue, Black Tower Base	CCBTAZ	$217	$276
Chelsea Chair - Black, Black Tower Base	CCBTBK	$217	$276
Chelsea Chair - Goldenrod Yellow, Black Tower Base	CCBTYL	$217	$276
Chelsea Chair - Grey, Black Tower Base	CCBTGY	$217	$276
Chelsea Chair - Orange, Black Tower Base	CCBTOR	$217	$276
Chelsea Chair - Grey, Black Swivel Base w/ Casters	CCSCGY	$217	$276
Chelsea Chair - Azure Blue, Black Swivel Base w/ Casters	CCSCAZ	$217	$276
Chelsea Chair - Black, Black Swivel Base w/ Casters	CCSCBK	$217	$276
Chelsea Chair - Goldenrod Yellow, Black Swivel Base w/ Casters	CCSCYL	$217	$276
Chelsea Chair - Orange, Black Swivel Base w/ Casters	CCSCOR	$217	$276
Chelsea Chair - Walnut-look, Black Swivel Base w/ Casters	CCSCWL	$217	$276
Christopher Chair - White Vinyl, Chrome	XCHR	$404	$514
Duet Stack Chair - Black, Chrome	DUET	$114	$146
Laguna Chair - Maple, Chrome	LMCHR	$201	$256
Lucent Chair - Frosted Acrylic, Chrome	LUCHCL	$275	$350
Malba Chair - Grey, Chrome	MALGRY	$158	$202
Malba Chair - Green, Chrome	MALGRN	$158	$202
Marina Chair - White Vinyl, Brushed Metal	MARCWH	$230	$293
Marina Chair - Black Vinyl, Brushed Metal	MARCBK	$230	$293
Marina Chair - Gray Fabric, Brushed Metal	MARCGY	$230	$293
Marina Chair - Ocean Blue Fabric, Brushed Metal	MARCBE	$230	$293
Marina Chair - Red Fabric, Brushed Metal	MARCRD	$230	$293
Razor Armless Chair - White	SC10	$99	$126
Rustique Chair w/ Arms - Gunmetal	RSTDIN	$229	$291
Syntax Chair - Black, Chrome	CS4	$275	$350
Zenith Chair - White, Chrome	ZENCHR	$217	$276

Specialty Furnishings - Page 3 of 9

Description	Product #	Advance Price	Standard Price
OTTOMANS			
Beverly Bench Ottoman - Black Vinyl	BVLYBK	$510	$650
Beverly Bench Ottoman - Brown Fabric	BVLYBN	$510	$650
Beverly Bench Ottoman - Grey Fabric	BVLYGR	$510	$650
Beverly Bench Ottoman - Linen Fabric	BVLYLN	$510	$650
Beverly Bench Ottoman - Ocean Blue Fabric	BVLYOB	$510	$650
Beverly Bench Ottoman - Red Fabric	BVLYRD	$510	$650
Beverly Bench Ottoman - White Vinyl	BVLYWH	$510	$650
Beverly Small Bench Ottoman - Black Vinyl	BVSMBK	$406	$517
Beverly Small Bench Ottoman - Brown Fabric	BVSMBN	$406	$517
Beverly Small Bench Ottoman - Grey Fabric	BVSMGY	$406	$517
Beverly Small Bench Ottoman - Lavender Fabric	BVSMLV	$406	$517
Beverly Small Bench Ottoman - Linen Fabric	BVSMLN	$406	$517
Beverly Small Bench Ottoman - Ocean Blue Fabric	BVSMBL	$406	$517
Beverly Small Bench Ottoman - Olive Green Fabric	BVSMGN	$406	$517
Beverly Small Bench Ottoman - Orange Fabric	BVSMOR	$406	$517
Beverly Small Bench Ottoman - Red Fabric	BVSMRD	$406	$517
Beverly Small Bench Ottoman - White Vinyl	BVSMWH	$406	$517
Beverly Small Bench Ottoman - Yellow Fabric	BVSMYL	$406	$517
Marche Swivel Ottoman - White Vinyl	MAR001	$245	$312
Marche Swivel Ottoman - Black Vinyl	MAR015	$245	$312
Marche Swivel Ottoman - Blue Fabric	MAR010	$245	$312
Marche Swivel Ottoman - Distressed Brown Vinyl	MAR014	$245	$312
Marche Swivel Ottoman - Forest Green Vinyl	MAR012	$245	$312
Marche Swivel Ottoman - Gray Fabric	MAR002	$245	$312
Marche Swivel Ottoman - Linen Fabric	MAR003	$245	$312
Marche Swivel Ottoman - Meadow Green Fabric	MAR008	$245	$312
Marche Swivel Ottoman - Olive Faux Sheep Fur	MAR020	$245	$312
Marche Swivel Ottoman - Orange Velvet Fabric	MAR011	$245	$312
Marche Swivel Ottoman - Plum Fabric	MAR007	$245	$312
Marche Swivel Ottoman - Raspberry Fabric	MAR004	$245	$312
Marche Swivel Ottoman - Red Fabric	MAR005	$245	$312
Marche Swivel Ottoman - Teal Velvet	MAR013	$245	$312
Marche Swivel Ottoman - Terracotta Faux Sheep Fur	MAR021	$245	$312
Vibe Cube Ottoman - Black Vinyl	VIB10	$189	$241
Vibe Cube Ottoman - Blue Vinyl	VIB02	$189	$241
Vibe Cube Ottoman - Bright Yellow Vinyl	VIB05	$189	$241
Vibe Cube Ottoman - Caramel Vinyl	VIB21	$189	$241
Vibe Cube Ottoman - Citrus Green Vinyl	VIB14	$189	$241
Vibe Cube Ottoman - Green Vinyl	VIB01	$189	$241
Vibe Cube Ottoman - Navy Vinyl	VIB22	$189	$241
Vibe Cube Ottoman - Orange Vinyl	VIB08	$189	$241
Vibe Cube Ottoman - Purple Vinyl	VIB13	$189	$241
Vibe Cube Ottoman - Red Vinyl	VIB04	$189	$241
Vibe Cube Ottoman - Silver Vinyl	VIB12	$189	$241
Vibe Cube Ottoman - Spice Orange Vinyl	VIB16	$189	$241
Vibe Cube Ottoman - Steel Blue Vinyl	VIB11	$189	$241
Vibe Cube Ottoman - Taupe Vinyl	VIB15	$189	$241
Vibe Cube Ottoman - White Vinyl	VIB09	$189	$241

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Description	Product #	Advance Price	Standard Price
OTTOMANS (con't)			
Endless Curved Ottoman - Black Vinyl, Chrome	END01B	$564	$718
Endless Curved Ottoman - White Vinyl, Chrome	END01W	$564	$718
Endless Square Ottoman - Black Vinyl, Chrome	END02B	$564	$718
Endless Square Ottoman - White Vinyl, Chrome	END02W	$564	$718
Regis Bench	REGBEN	$391	$497
BAR SEATING			
Banana Barstool - Black, Chrome	BSS	$305	$388
Banana Barstool - White, Chrome	BST	$305	$388
Blade Barstool - Black	BLDBBK	$201	$256
Blade Barstool - Red	BLDBRD	$201	$256
Blade Barstool - Sky Blue	BLDBSB	$201	$256
Blade Barstool - White Molded Plastic	BLDBWH	$201	$256
Chelsea Barstool - Walnut-look, Black Tower Base	CBSBWL	$217	$276
Chelsea Barstool - Azure Blue, Black Tower Base	CBSBAZ	$217	$276
Chelsea Barstool - Black, Black Tower Base	CBSBBK	$217	$276
Chelsea Barstool- Goldenrod Yellow, Black Tower Base	CBSBYL	$217	$276
Chelsea Barstool - Gray, Black Tower Base	CBSBGY	$217	$276
Chelsea Barstool - Orange, Black Tower Base	CBSBOR	$217	$276
Christopher Barstool - White Vinyl, Chrome	XBAR	$245	$312
Kamden Barstool - White Vinyl, Chrome	KABSWH	$418	$532
Laguna Barstool - Maple, Chrome	LMBAR	$245	$312
Lift Barstool - White Vinyl, Chrome	ROLLWH	$329	$419
Lift Barstool - Black Vinyl, Chrome	ROLLBL	$329	$419
Lift Barstool - Gray Vinyl, Chrome	ROLLGY	$329	$419
Lift Barstool - Red Vinyl, Chrome	ROLLRD	$329	$419
Marina Barstool - White Vinyl, Brushed Metal	MARBWH	$406	$517
Marina Barstool - Black Vinyl, Brushed Metal	MARBBK	$406	$517
Marina Barstool - Gray Fabric, Brushed Metal	MARBGY	$406	$517
Marina Barstool - Ocean Blue Fabric, Brushed Metal	MARBBE	$406	$517
Marina Barstool - Red Fabric, Brushed Metal	MARBRD	$406	$517
Lucent Barstool - Frosted Acrylic, Chrome	LUBSCL	$404	$514
Rustique Barstool - Gunmetal	RSTSTL	$217	$276
Shark Barstool - White, Chrome	BS001	$377	$480
Syntax Barstool - Black, Chrome	BSR	$305	$388
Zenith Barstool - White, Chrome	ZENBAR	$217	$276
Zoey Barstool - White, Chrome	BS002	$362	$461
BAR & CAFE TABLES			
30" Round Bar Table w/ Hydraulic Base - White Top	30WHHB	$344	$438
30" Round Bar Table w/ Hydraulic Base - Barnwood Top	30WDHB	$344	$438
30" Round Bar Table w/ Hydraulic Base - Black Top	30BKHB	$344	$438
30" Round Bar Table w/ Hydraulic Base - Blue Top	30BEHB	$344	$438
30" Round Bar Table w/ Hydraulic Base - Brushed Gunmetal Top	30AGHB	$344	$438
30" Round Bar Table w/ Hydraulic Base - Brushed Yellow Top	30YSHB	$344	$438
30" Round Bar Table w/ Hydraulic Base - Green Top	30GSHB	$344	$438
30" Round Bar Table w/ Hydraulic Base - Maple Top	30MTHB	$344	$438
30" Round Bar Table w/ Hydraulic Base - Orange Top	30OSHB	$344	$438
30" Round Bar Table w/ Hydraulic Base - Red Top	30BRHB	$344	$438
30" Round Bar Table w/ Hydraulic Base - Grey Acajou Top	30MAHB	$344	$438
30" Round Bar Table w/ Standard Black Base - White Top	30WH42	$329	$419
30" Round Bar Table w/ Standard Black Base - Barnwood Top	30WDBB	$329	$419
30" Round Bar Table w/ Standard Black Base - Black Top	30BKSB	$329	$419

Specialty Furnishings - Page 5 of 9

Description	Product #	Advance Price	Standard Price
BAR & CAFÉ TABLES (cont.)			
30" Round Bar Table w/ Standard Black Base - Blue Top	30BEBB	$329	$419
30" Round Bar Table w/ Standard Black Base - Brushed Gunmetal Top	30AGBB	$329	$419
30" Round Bar Table w/ Standard Black Base - Brushed Yellow Top	30YBBB	$329	$419
30" Round Bar Table w/ Standard Black Base - Green Top	30GSBB	$329	$419
30" Round Bar Table w/ Standard Black Base - Maple Top	VTK	$329	$419
30" Round Bar Table w/ Standard Black Base - Orange Top	30OSBB	$329	$419
30" Round Bar Table w/ Standard Black Base - Red Top	VTB	$329	$419
30" Round Bar Table w/ Standard Black Base - Grey Acajou Top	VTA	$329	$419
30" Bar Table, Powered - White Top, Black Base	P30BWH	$860	$1,095
36" Round Bar Table w/ Hydraulic Base - White Top	36WTHB	$295	$375
36" Round Bar Table w/ Hydraulic Base - Black Top	36BKHB	$295	$375
36" Round Bar Table w/ Hydraulic Base - Maple Top	36MTHB	$295	$375
36" Round Bar Table w/ Standard Black Base - White Top	VTW	$295	$375
36" Round Bar Table w/ Standard Black Base - Black Top	36BKSB	$295	$375
36"Round Bar Table w/ Standard Black Base - Maple Top	VTP	$295	$375
30" Round Cafe Table w/ Hydraulic Base - White Top	30WHHC	$344	$438
30" Round Cafe Table w/ Hydraulic Base - Barnwood Top	30WDHC	$344	$438
30" Round Cafe Table w/ Hydraulic Base - Black Top	30BKHC	$344	$438
30" Round Cafe Table w/ Hydraulic Base - Blue Top	30BEHC	$344	$438
30" Round Cafe Table w/ Hydraulic Base - Brushed Gunmetal Top	30AGHC	$344	$438
30" Round Cafe Table w/ Hydraulic Base - Brushed Yellow Top	30YSHC	$344	$438
30" Round Cafe Table w/ Hydraulic Base - Green Top	30GSHC	$344	$438
30" Round Cafe Table w/ Hydraulic Base - Maple Top	30MTHC	$344	$438
30" Round Cafe Table w/ Hydraulic Base - Orange Top	30OSHC	$344	$438
30" Round Cafe Table w/ Hydraulic Base - Red Top	30BRHC	$344	$438
30" Round Cafe Table w/ Hydraulic Base - Grey Acajou Top	30MAHC	$344	$438
30" Round Cafe Table w/ Standard Black Base - White Top	30WH29	$329	$419
30" Round Cafe Table w/ Standard Black Base - Barnwood Top	30WDBC	$329	$419
30" Round Cafe Table w/ Standard Black Base - Black Top	30BKSC	$329	$419
30" Round Cafe Table w/ Standard Black Base - Blue Top	30BEBC	$329	$419
30" Round Cafe Table w/ Standard Black Base - Brushed Gunmetal Top	30AGBC	$329	$419
30" Round Cafe Table w/ Standard Black Base - Brushed Yellow Top	30YSBC	$329	$419
30" Round Cafe Table w/ Standard Black Base - Green Top	30GSBC	$329	$419
30" Round Cafe Table w/ Standard Black Base - Maple Top	ZTK	$329	$419
30" Round Cafe Table w/ Standard Black Base - Orange Top	30OSBC	$329	$419
30" Round Cafe Table w/ Standard Black Base - Red Top	ZTB	$329	$419
30" Round Cafe Table w/ Standard Black Base - Grey Acajou Top	ZTA	$329	$419
30" Cafe Table, Powered - White Top, Black Base	P30CWH	$860	$1,095
36"Round Cafe Table w/ Hydraulic Base - White Top	36WTHC	$295	$375
36" Round Cafe Table w/ Hydraulic Base - Black Top	36BKHC	$295	$375
36"Round Cafe Table w/ Hydraulic Base - Maple Top	36MTHC	$295	$375
36"Round Cafe Table w/ Standard Black Base - White Top	ZTQ	$295	$375
36" Round Cafe Table w/ Standard Black Base - Black Top	36BKSC	$295	$375
36"Round Cafe Table w/ Standard Black Base - Maple Top	ZTP	$295	$375
Rustique Square Metal Bar Table - Gunmetal	RSTSQT	$344	$438

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Description	Product #	Advance Price	Standard Price
COMMUNAL TABLES			
Ventura Communal Bar Table - Black Top, Silver	VNTBNP	$941	$1,197
Ventura Communal Bar Table - White Top, Silver	VNTWNP	$941	$1,197
Ventura Communal Bar Table - Maple Top, Silver	VNTMNP	$941	$1,197
Ventura Communal Bar Table, Powered - Black Top, Silver	VNTBLK	$1,055	$1,343
Ventura Communal Bar Table, Powered - White Top, Silver	VNTWHT	$1,055	$1,343
Ventura Communal Bar Table w/ Grommet Holes - White Top, Silver	VNTBWW	$941	$1,197
Ventura Communal Cafe Table - Black Top, Silver	VNTCBN	$792	$1,008
Ventura Communal Cafe Table - White Top, Silver	VNTCWN	$792	$1,008
Ventura Communal Cafe Table - Maple Top, Silver	VNTCMN	$792	$1,008
Ventura Communal Cafe Table, Powered - Black Top, Silver	VNTCBK	$897	$1,141
Ventura Communal Cafe Table, Powered - White Top, Silver	VNTCWH	$897	$1,141
Ventura Communal Cafe Table w/ Grommet Holes - White Top, Silver	VNTCWW	$792	$1,008
POWERED PRODUCTS			
Adelaide Powered Cocktail Table - White Top, Silver	ADCTWP	$548	$697
Adelaide Cocktail Table, Non-Powered - White Top, Silver	ADCTWH	$396	$504
Adelaide Powered Cocktail Table - Black Top, Silver	ADCTBP	$548	$697
Adelaide Cocktail Table, Non-Powered - Black Top, Silver	ADCTBK	$396	$504
Ventura Communal Bar Table, Powered - Black Top, Silver	VNTBLK	$1,055	$1,343
Ventura Communal Bar Table, Powered - White Top, Silver	VNTWHT	$1,055	$1,343
Ventura Communal Cafe Table, Powered - Black Top, Silver	VNTCBK	$897	$1,141
Ventura Communal Cafe Table, Powered - White Top, Silver	VNTCWH	$897	$1,141
Village Charging Hub - Cream	VILHUB	$366	$466
Wireless Charging Table, Powered - White, AC Outlets	CUBPOW	$679	$864
30" Bar Table, Powered - White Top, Black Base	P30BWH	$860	$1,095
30" Cafe Table, Powered - White Top, Black Base	P30CWH	$860	$1,095
10' Table, Powered - White Top, Silver	C10PWR	$1,565	$1,992
10' Table - White Top, Silver	CONF10	$1,307	$1,663
10' Table, Powered - Black Top, Silver	BKC10P	$1,565	$1,992
10' Table - Black Top, Silver	BKC10N	$1,257	$1,600
8' Table, Powered - White Top, Silver	C8PWR	$1,565	$1,992
8' Table - White Top, Silver	CONF8	$1,307	$1,663
8' Table, Powered - Black Top, Silver	BKCT8P	$1,565	$1,992
8' Table - Black Top, Silver	BKCT8N	$1,257	$1,600
5' Table, Powered - White Top, Silver	C5PWR	$817	$1,040
5' Table - White Top, Silver	CONF5	$688	$875
5' Table, Powered - Black Top, Silver	BKCT5P	$817	$1,040
5' Table - Black Top, Silver	BKCT5N	$638	$812

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Description	Product #	Advance Price	Standard Price
ACCENT TABLES			
Adelaide Cocktail Table - White Top, Silver	ADCTWH	$396	$504
Adelaide Powered Cocktail Table - White Top, Silver	ADCTWP	$548	$697
Adelaide Cocktail Table - Black Top, Silver	ADCTBK	$396	$504
Adelaide Powered Cocktail Table - Black Top, Silver	ADCTBP	$548	$697
Adelaide Cocktail Table - Glass Top, Silver	ADCTGL	$396	$504
Adelaide End Table - White Top, Silver	ADETWH	$384	$489
Adelaide End Table - Black Top, Silver	ADETBK	$384	$489
Adelaide End Table - Glass Top, Silver	ADETGL	$384	$489
Alondra Cocktail Table - Brandy Maple Top, Chrome	ALC200	$451	$574
Alondra Cocktail Table - Glass Top, Chrome	ALC100	$451	$574
Alondra End Table - Brandy Maple Top, Chrome	ALE200	$316	$402
Alondra End Table - Glass Top, Chrome	ALE100	$316	$402
Geo Cocktail Table - Brandy Maple Top, Black Base	C1FWB	$391	$497
Geo Cocktail Table - Glass Top, Chrome Base	C1C	$316	$402
Geo End Table - Brandy Maple Top, Black Base	E1FWB	$329	$419
Geo End Table - Glass Top, Chrome Base	E1C	$305	$388
Mesa Cocktail Table - Barnwood Top, Bronze	MESCTW	$303	$385
Mesa Cocktail Table - Black Top, Bronze	MESCTB	$303	$385
Mesa Cocktail Table - Glass Top, Bronze	MESCTG	$303	$385
Mesa End Table - Barnwood Top, Bronze	MESETW	$198	$252
Mesa End Table - Black Top, Bronze	MESETB	$198	$252
Mesa End Table - Glass Top, Bronze	MESETG	$198	$252
Regis Bench/Table - Brushed Metal	REGBEN	$391	$497
Regis End Table - Brushed Metal	REGOTT	$285	$363
Silverado Cocktail Table - Glass Top, Chrome	C1E	$329	$419
Silverado End Table - Glass Top, Chrome	E1E	$316	$402
Timber Cocktail Table	TMBCKT	$391	$497
Timber End Table	TMBTBL	$275	$350
SIDE TABLES			
Aura Round Table - White Metal	AURA	$229	$291
Sedona Side Table - White Top, Bronze	SEDBWH	$201	$256
Sedona Side Table - Barnwood Top, Bronze	SEDBWD	$201	$256
Sedona Side Table - Black Top, Bronze	SEDBBK	$201	$256
Taos Side Table - White Top, Bronze	TAOBWH	$201	$256
Taos Side Table - Barnwood Top, Bronze	TAOBWD	$201	$256
Taos Side Table - Black Top, Bronze	TAOBBK	$201	$256
OFFICE & STORAGE ESSENTIALS			
Madison Executive Desk - Grey Acajou	JD8	$792	$1,008
Tech Desk, Powered - Black Metal, Black Laminate w/electrical unit	TECH	$607	$773
Tech Desk, Powered w/ 3 Drawer File Cabinet - Black Metal, Black Laminate w/electrical unit	TECH3B	$750	$955
3 Drawer File Cabinet on Castors - Black Top, Black Metal	TECH3	$201	$256
Madison Bookcase - Grey Acajou	BC8	$580	$738
Posh Shelving - Chrome, Acrylic	PSHCCS	$679	$864
Divider, Freestanding Whiteboard - Silver, White	DIVFWB	$613	$780

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Description	Product #	Advance Price	Standard Price
EXECUTIVE CONFERENCE TABLES			
Atomic 42" Round Table - Glass Top, Chrome	42ATO	$418	$532
Atomic 36" Round Table - Glass Top, Chrome	36ATO	$418	$532
Geo Table, Rectangle - Glass Top, Black	CF2	$493	$627
Geo Table, Rounded Square - Glass Top, Chrome	CE1	$362	$461
Work Table - White Top, White	WD3	$517	$658
42" Round Madison Table - Grey Acajou Top, Black	CB8	$464	$591
42" Round Table - White Top, Black	CONF42	$464	$591
42" Round Table - Black Top, Black	42BKCT	$493	$627
10' Table, Powered - Black Top, Silver	BKC10P	$1,565	$1,992
10' Table - Black Top, Silver	BKC10N	$1,257	$1,600
10' Table, Powered - White Top, Silver	C10PWR	$1,565	$1,992
10' Table - White Top, Silver	CONF10	$1,307	$1,663
8' Table, Powered - Black Top, Silver	BKCT8P	$1,565	$1,992
8' Table - Black Top, Silver	BKCT8N	$1,257	$1,600
8' Table, Powered - White Top, Silver	C8PWR	$1,565	$1,992
8' Table - White Top, Silver	CONF8	$1,307	$1,663
5' Table, Powered - Black Top, Silver	BKCT5P	$817	$1,040
5' Table - Black Top, Silver	BKCT5N	$638	$812
5' Table, Powered - White Top, Silver	C5PWR	$817	$1,040
5' Table - White Top, Silver	CONF5	$688	$875
Madison 10' Table - Grey Acajou, Silver	MADC10	$1,257	$1,600
Madison 8' Table - Grey Acajou, Silver	MADC08	$1,257	$1,600
Madison 5' Table - Grey Acajou, Silver	MADC05	$638	$812
EXECUTIVE SEATING			
Ace High Back Chair - Black Vinyl, Chrome	ACHBCB	$592	$753
Ace High Back Chair - White Vinyl, Chrome	ACEHBC	$592	$753
Ace Mid Back Chair - Black Vinyl, Chrome	ACMBCB	$317	$403
Ace Mid Back Chair - White Vinyl, Chrome	ACEMBC	$317	$403
Cupertino Mid Back Chair - Black Vinyl, Chrome	CUPCHA	$428	$545
Genesis Chair - Black Fabric, Black	GENCHA	$374	$476
Task Stool - Black Fabric, Black	TASKST	$230	$293
COUNTERS & PEDESTALS			
Midtown Bar, Lighted w/ Plug In - Taupe Glass Top Pewter	MTBLPI	$2,287	$2,911
Midtown Bar, Unlighted - Taupe Glass Top, Pewter	MTBUUL	$2,142	$2,726
Midtown Powered Counter, Lighted w/ Plug In - Taupe Glass Top, Pewter	MTCLPI	$2,287	$2,911
Midtown Powered Counter, Unlighted - Taupe Glass Top, Pewter	MTCPUL	$2,154	$2,741
Powered Locking Pedestal, 36" - Black	PDL36B	$792	$1,008
Powered Locking Pedestal, 36" - White	PDL36W	$792	$1,008
Powered Locking Pedestal, 42" - Black	PDL42B	$941	$1,197
Powered Locking Pedestal, 42" - White	PDL42W	$941	$1,197

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Description	Product #	Advance Price	Standard Price
ESSENTIAL ACCESSORIES, LIGHTING & GREENERY			
Clear Divider, Freestanding - Silver, Clear	DIVFRE	$493	$627
Clear Divider, Freestanding Corner - Silver, Clear	DIVFCR	$985	$1,253
Clear Divider, Freestanding Wall - Silver, Clear	DIVFWL	$493	$627
Miramar Divider, White - Molded Plastic	MIRWHT	$629	$801
Mason Floor Lamp - Brushed Silver	LA15	$305	$388
Mason Floor Lamp - Brushed Silver	LA14	$217	$276
Boxwood Hedge, 7' - Green, Black	HDG7FT	$1,117	$1,421
Boxwood Hedge, 4' - Green, Black	HDG4FT	$679	$864

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. Rental items found and in use in your booth are subject to "Standard" pricing.

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. 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

Hours of Operation

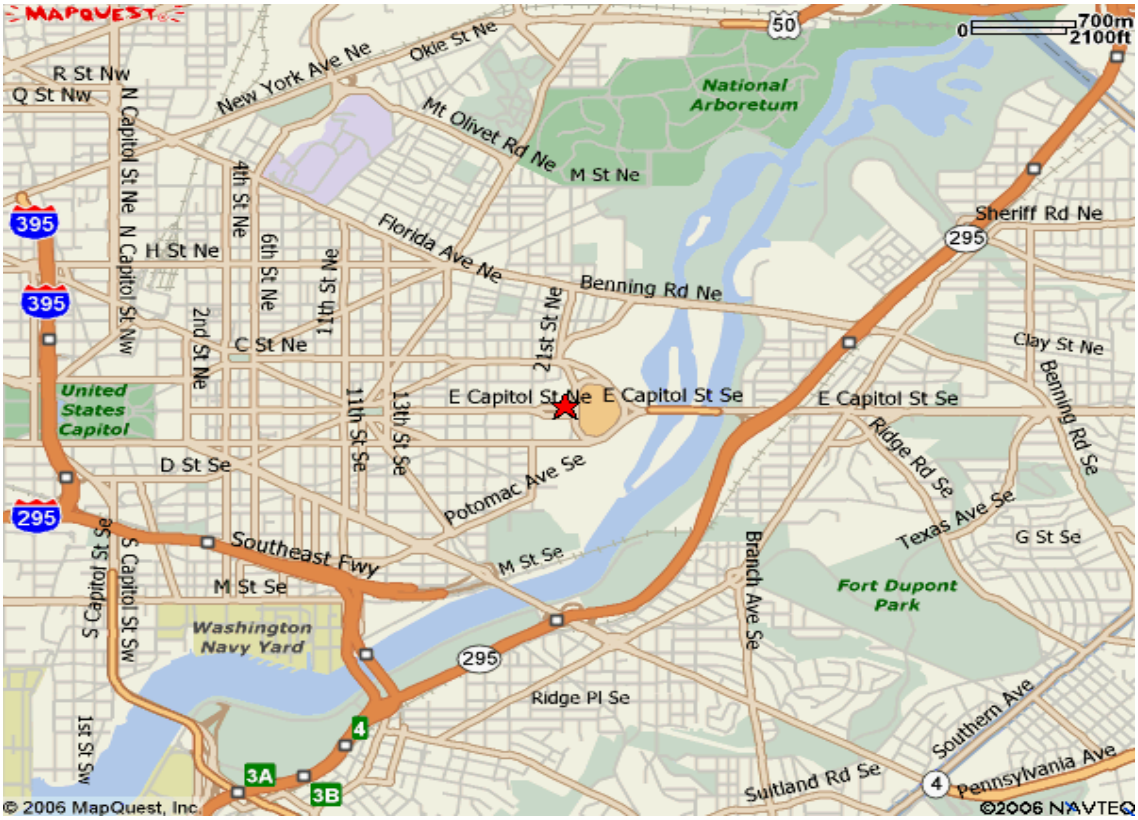
Inbound

Saturday, January 16	7:00 AM	-	4:00 PM
Sunday, January 17	7:00 AM	-	4:00 PM
Monday, January 18	7:00 AM	-	4:00 PM
Tuesday, January 19	7:00 AM	-	4:00 PM
Wednesday, January 20	7:00 AM	-	4:00 PM

Outbound

Sunday, January 31	5:00 PM	-	11:00 PM
Monday, February 1	5:00 AM	-	5:00 PM

Marshaling Yard Fee
$50.00 per shipment, per booth



TO: HARGROVE
TForce Freight
6571 Washington Boulevard
Elkridge, MD 21075

Washington, DC Auto Show 2027

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE RECEIVED BY:
Wednesday, January 13, 2027 at 3:00 PM

ADVANCE SHIPPING LABEL

✂ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✂

Please make additional copies of these labels as needed

TO: HARGROVE
TForce Freight
6571 Washington Boulevard
Elkridge, MD 21075

Washington, DC Auto Show 2027

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE RECEIVED BY:
Wednesday, January 13, 2027 at 3:00 PM

ADVANCE SHIPPING LABEL

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

Washington, DC Auto Show 2027

COMPANY NAME: _____

BOOTH NUMBER: _____

NO SHIPMENTS ACCEPTED BEFORE:
Saturday, January 16, 2027 at 8:00 AM

DIRECT SHIPPING LABEL

✂ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✂

Please make additional copies of these labels as needed

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

Washington, DC Auto Show 2027

COMPANY NAME: _____

BOOTH NUMBER: _____

NO SHIPMENTS ACCEPTED BEFORE:
Saturday, January 16, 2027 at 8:00 AM

DIRECT SHIPPING LABEL

TO: HARGROVE
TForce Freight
6571 Washington Boulevard
Elkridge, MD 21075

Washington, DC Auto Show 2027

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE RECEIVED BY:
Wednesday, January 13, 2027 at 3:00 PM

HANGING SIGNS LABEL

✂ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✂

Please make additional copies of these labels as needed

TO: HARGROVE
TForce Freight
6571 Washington Boulevard
Elkridge, MD 21075

Washington, DC Auto Show 2027

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE RECEIVED BY:
Wednesday, January 13, 2027 at 3:00 PM

HANGING SIGNS LABEL

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.

Description	Product #	Price - per CWT*	Minimum
WAREHOUSE (ADVANCE) SHIPMENT Note: Items will be moved to site on overtime. A 45% overtime surcharge will apply.			
Crated or Skidded Shipment (includes $64 rate plus 45% overtime surcharge)	MH1-OT-E	$93.00	$186.00
Small Package - first piece (includes $77.50 rate plus 45% overtime surcharge)	MH2-OT-E	$112.00	
Small Package - additional pieces (includes $72.50 rate plus 45% overtime surcharge)	MH3-OT-E	$105.00	
Special Handling/Uncrated Shipment (includes $93 rate plus 45% overtime surcharge)	MH4-OT-E	$135.00	$270.00
Late-to-Warehouse Surcharge* - Crated or Skidded Shipment delivered after the published advance warehouse deadline	MH7	50% surcharge	
NOTE: Truck and driver fees (to move materials to show site) may apply. Any "Small Package" arriving late to the warehouse will be charged the CWT minimum.			
SHOW SITE (DIRECT) SHIPMENT Note: Shipments handled before 8:00 AM or after 4:30 PM Monday-Friday, or anytime Saturday, Sunday or holiday, will be assessed a 45% overtime surcharge.			
Crated or Skidded Shipment	MH8	$64.00	$128.00
Crated Shipment via Special Carrier (FedEx, UPS, DHL, USPS, etc.)	MH9	$80.00	$160.00
Small Package - first piece (applies to shipment weighing 30 pounds or less)	MH2	$112.00	
Small Package - each additional	MH3	$105.00	
Overtime Surcharge - Small Package (applies to shipment weighing 30 pounds or less)	MH3DOT	$33.00	
Special Handling/Uncrated Shipment (45% surcharge)	MH10	$93.00	$186.00
Overtime Surcharge - Crated or Skidded Shipment (45% surcharge)	MH11	$29.00	$58.00
Overtime Surcharge - Crated Shipment via Special Carrier (45% surcharge)	MH12	$36.00	$72.00
Overtime Surcharge - Special Handling/Uncrated Shipment (45% surcharge)	MH13	$42.00	$84.00
Off-Target Surcharge - shipment received at show site outside of the published exhibitor move-in schedule	MH14	50% surcharge	
Privately Owned Vehicle (POV) Flat Cart Service (submit enclosed form)	POV	$298.00	
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
Priority Returns	MHPri	$400.80	
Marshaling Yard Fee (per shipment, per booth)	MH18	$50.00	
**Hold Period: Materials returned to the warehouse will be held for 5-business days and may not be picked up until after the hold period. *unless noted otherwise			

Privately Owned Vehicle (POV) Information

If you wish to deliver materials to the convention center via a privately owned vehicle (POV), please adhere to the following:

Applicable vehicles: car, pickup truck, minivan, or sports utility vehicle
Vehicles that do not apply: rental vehicles, step vans, box trucks, trailers, or any commercial carrier.

The following vehicles are NOT considered POVs:

Shipments arriving in any of the above (or similar) vehicles will be subject to drayage fees.

FOR INBOUND & OUTBOUND SHIPMENTS: Privately Owned Vehicles (POVs) must check in with the Dock Supervisor at the Convention Center and will be directed to the designated unloading/reloading area(s), based on availability. Vehicles must be removed from the dock area within 30 minutes after arrival. Unattended vehicles are subject to be towed at the owner's expense.

NOTE: Exhibitor equipment can be moved with rolling dollies and personal hand carts. Pallet jacks, forklifts, and motorized equipment is exclusive to Hargrove.

Privately Owned Vehicle (POV) - Flat Cart Service

Local union regulations allow exhibitors to perform their own material handling. See "Union Rules and Regulations" located in this manual for details.

If you require assistance to move your materials into or out of the venue, Hargrove is offering a service for delivering exhibit materials in privately owned vehicle (POV) directly to show site on the days of exhibitor setup. This service will be available during specified dates/times for move-in, show hours and move-out.
This service does not apply to rental vehicles, step vans, box trucks, trailers, or any commercial carrier.
Applicable vehicles: car, pickup truck, minivan, or sports utility vehicle
Advance payment required; please submit this form along with the Payment Form

A flat cart load is defined as:
Items that will safely fit on the 3' x 5' surface of a flat cart - stacked no higher than the top of the cart's push handle a maximum load of 200 pounds per cart, and a shipment that can be unloaded within 15 minutes.

Inbound Cart Service	Outbound Cart Service
Tuesday, January 19 - 9:00 AM - 4:00 PM	Sunday, January 31 - 10:00 PM - 2:00 AM
Wednesday, January 20 - 9:00 AM - 4:00 PM	Monday, February 1 7:00 AM - 5:00 PM

Flat Cart Service Rate:
$298.00 per Cart Load - Inbound Unloading and Outbound Reloading
POV Directions:
POVs will be unloaded/reloaded from the dock area of the hotel. To access this area, check in at the dock entrance via the service road behind the building and proceed to the designated POV area. Immediately after your vehicle is unloaded/reloaded, you will need to move it from the dock area.

NOTE: You must fill out a Material Handling Agreement at the close of the show before reloading. All items leaving the exhibit hall must have a completed Material Handling Agreement. Forms are available at the Hargrove Service Center and must be returned to the service desk for validation.

Labor

Advance Order Deadline: Wednesday, December 23, 2026

Description - per hour, unless noted otherwise	Product #	Advance Price (by 12/23/26)	Standard Price (12/24/26 – 1/17/27)	Floor Order Price (begins Monday, January 18)
DISPLAY & HANGING SIGN LABOR				
Straight Time	L1	$111.00	$133.20	$155.40
Overtime	L2	$162.00	$194.40	$226.80
Double Time / Holiday	L3	$222.00	$266.40	$310.80
Supervision Fee	L4	30%, with $50 minimum		
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	$334.00	$400.80	$467.60
Forklift w/ operator - up to 5,000 lbs. - Overtime	L6	$385.00	$462.00	$539.00
Forklift w/ operator - up to 5,000 lbs. - Double Time	L7	$445.00	$534.00	$623.00
Forklift w/ operator - over 5,000 lbs.	L8	Request a quote		
4-Stage Forklift w/ operator	L9	Request a quote		
Forklift Cage w/ rigger - Straight Time	L12	$242.00	$290.40	$338.80
Forklift Cage w/ rigger - Overtime	L13	$293.00	$351.60	$410.20
Forklift Cage w/ rigger - Double Time	L14	$353.00	$423.60	$494.20
Boom lift w/crew - Straight Time	L15	$951.00	$1,141.20	$1,331.40
Boom lift w/ crew - Overtime	L16	$1,053.00	$1,263.60	$1,474.20
Boom lift w/crew - Double Time	L17	$1,173.00	$1,407.60	$1,642.20
Scissor Lift w/crew - Straight Time	L18	$526.00	$631.20	$736.40
Scissor Lift w/crew - Overtime	L19	$628.00	$753.60	$879.20
Scissor Lift w/crew - Double Time	L20	$748.00	$897.60	$1,047.20
Additional Banner Hanging Materials	L22	Exact needs to be determined during install		

- If you would like to request **Hargrove Supervised Labor** please fill out online instruction form.
- **Straight Time:** Straight Time applies from 8:00 AM - 4:30 PM on weekdays.
- **Overtime:** Overtime applies from 4:30 PM - 8:00 AM weekdays and all day Saturdays.
- **Double Time:** Double Time applies all day on Sundays and Holidays.
- **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 Hanging Signs Form.
- 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	$1,215
Premium Accessible Storage	LBASPR	$1,472

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: hargroveinc.boomerecommerce.com

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

ORDER ONLINE:

PROJECTIONEXHIBITS.BOOMERECOMMERCE.COM

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

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	Qty	Advance Rate	Standard Rate	Total
PC Laptop: 14" Display, Current Windows, Current Office, Ethernet, Wifi, USB Mouse, & Cable Lock		$500	$600	$
Macbook Laptop: 14" Display, Current OS, Current Office, Ethernet, Wifi, USB Mouse, & Cable Lock		$1200	$1425	$
iMac: 27" Display, Current OS, Current Office, Ethernet, Wifi, USB Mouse, & Cable Lock		$1000	$1200	$
Wireless Keyboard & Mouse Set		$100	$125	$
Wireless Slide Advance Remote		$100	$125	$

LED / Touchscreen Monitors

Equipment	Qty	Advance Rate	Standard Rate	Total
21.5" HD LCD: 1920 x 1080 Resolution - Table Stand Only		$550	$650	$
32" 4K / HD LED: 3240 x 2160 Resolution - Table Stand Only		$750	$900	$
43" HD LED: 3240 x 2160 Resolution - Internal Speakers Please check / circle stand ☐ Table Top ☐ Wall Mount ☐ 72" Floor Stand		$950	$1150	$
48" HD LED: 1920 x 1080 Resolution - Internal Speakers Please check / circle stand ☐ Table Top ☐ Wall Mount ☐ 72" Floor Stand		$1150	$1375	$
55" 4K LED: 3240 x 2160 Resolution - Internal Speakers Please check / circle stand ☐ Table Top ☐ Wall Mount ☐ 72" Floor Stand		$1350	$1625	$
65" 4K LED: 3240 x 2160 Resolution - Internal Speakers Please check / circle stand ☐ Table Top ☐ Wall Mount ☐ 72" Floor Stand		$1750	$2100	$
70" HD LED: 1920 x 1080 Resolution - Internal Speakers Please check / circle stand ☐ Table Top ☐ Wall Mount ☐ 84" Floor Stand		$1950	$2325	$
86" 4K LED: 3240 x 2160 Resolution - Internal Speakers Please check / circle stand ☐ Table Top ☐ Wall Mount ☐ 84" Floor Stand		$2550	$3050	$
40" 4K LED Touchscreen Monitor: 3240 x 2160 Resolution - Internal Speakers Please check / circle stand ☐ Table Top ☐ Wall Mount ☐ 72" Floor Stand		$1275	$1525	$
48" 4K LED Touchscreen Monitor: 3240 x 2160 Resolution - Internal Speakers Please check / circle stand ☐ Table Top ☐ Wall Mount ☐ 72" Floor Stand		$1575	$1900	$
55" 4K LED Touchscreen Monitor: 3240 x 2160 Resolution - Internal Speakers Please check / circle stand ☐ Table Top ☐ Wall Mount ☐ 72" Floor Stand		$2200	$2650	$
65" 4K LED Touchscreen Monitor: 3240 x 2160 Resolution - Internal Speakers Please check / circle stand ☐ Table Top ☐ Wall Mount ☐ 72" Floor Stand		$2775	$3300	$
84" 4K LED Touchscreen Monitor: 3240 x 2160 Resolution - Internal Speakers Please check / circle stand ☐ Table Top ☐ Wall Mount ☐ 72" Floor Stand		$4250	$5100	$
LED Digital Signage: LED iPoster Screen 1.9mm Includes (2) Panels - Built-in media player		$3250	$3900	$
Floor Monitor Stand - Shelf		$125	$150	$
Touchscreen Monitor Kiosk Stand		$350	$425	$
USB Media Player		$200	$250	$

Audio Equipment

Equipment	Qty	Advance Rate	Standard Rate	Total
Digital Wireless Microphone Kit Please check / circle option ☐ Hand Held ☐ Lapel		$360	$425	$
Digital Wireless Headset Microphone		$500	$600	$
Small Booth Sound System Includes (1) Speaker, Floor Stand, 8-Channel Mixer, D.I. Box, (1) Wired Hand Held Microphone with Stand		$625	$750	$
Large Booth Sound System Includes (2) Speakers, Floor Stands, 8-Channel Mixer, D.I. Box, (1) Wired Hand Held Microphone with Stand		$850	$1025	$

* Audio Operator labor is available and may be required for some rental uses - call for pricing.

Projection offers a complete turnkey solutions for all exhibit AV needs
LED / Projectors / Screens / Audio / Lighting / Rigging
Email us your RFP: wccadmin@projection.com

VER:03232026

events DC

EXHIBITOR AUDIO VISUAL ORDER
Walter E. Washington Convention Center

ORDER ONLINE:

PROJECTIONEXHIBITS.BOOMERECOMMERCE.COM

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

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: 55% of Equipment Total or $595 flat fee - whichever is greater. *** Equipment Set / Strike Labor includes Preparation, Delivery, Set-Up, On-Site Assistance, Strike, and Return.*	**$**
4) Order Total:	**$**

Order 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:**
Booth Number:	**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 wccadmin@projection.com.
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

ORDER ONLINE:

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Email: wccadmin@projection.com
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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.

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

ELECTRICAL SERVICE CONTRACT

801 Allen Y. Lew Pl, NW
Washington, DC 20001
202-249-3600
dcexhibitorservices@hi-techelectric.com
www.hi-techelectric.com – online ordering available

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 3.3% service fee.
Fed ID # 88-0437088 **2026-2027**** 10/1/2026**

Deadline Date for Incentive Rates: December 31st, 2026

Event Name: Washington DC Auto Show 2027			Event Dates: January 21st – 31st, 2027
Company Name			Booth No.
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 ☐	Cardholder Name as it appears on card (Please Print)		
Authorized Contact 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 Outlets	Incentive	Base	24 Hr or Dedicated 20 amp	Overhead Service	Floor Service	Total Price
120 V Outlet - Maximum of One (1) connection per outlet							
5 Amp / 500 watts		$128.00	$158.00				
10 Amp /1000 watts		$160.00	$194.00				
20 Amp / 2000 watts		$243.00	$301.00				
208 V 1Ø Motor & Equipment Outlet - Maximum of One (1) connection per outlet							
20 Amp-***Minimum for European Power***		$431.00	$524.00				
30 Amp		$582.00	$714.00				
40 Amp		$734.00	$906.00				
50 Amp		$810.00	$1009.00				
60 Amp		$1058.00	$1,296.00				
100 Amp		$1,311.00	$1,601.00				
208 V 3Ø Motor & Equipment Outlet - Maximum of One (1) connection per outlet							
20 Amp		$577.00	$712.00				
30 Amp		$861.00	$1,012.00				
60 Amp		$1,276.00	$1,577.00				
100 Amp		$2,314.00	$2,788.00				
200 Amp		$4,543.00	$5,681.00				

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 Power	Total Price
Boost 208V to 230V *Euro Transformer 208V-240V 20amps*		$1,073.00	$1,308.00		
European Transformer 480V -380V *480v-380v-30amps-100amps*		$2,628.00	$3,405.00		
480V 3Ø Motor & Equipment Outlets					
25KW/Kilowatts 30A-480v		$861.00	$1,074.00		
50KW/Kilowatts 60A-480v		$1,533.00	$1,839.00		
100KW/Kilowatts 100A-480v		$3,320.00	$4,290.00		
200KW/Kilowatts 200A-480v		$6,639.00	$8,629.00		
Overhead Quartz Lights: *Please Use Exhibitor Rigging Order Form*					
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

[ ] Floor Plan to follow

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**

Requested Installation Labor date:

Requested Installation Time:

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

- $120.00 per hour during Straight Time: 8am-4:30pm M-F.
- $229.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays.
- Lift Rates: $256.00 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 minimum 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 is not installed directly above floor ports with 10' 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 work-related 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 occur, the cost of repair (including labor time and materials) is billable to the credit card on file.

FLOOR COVERINGS

Unless otherwise directed, HTE personnel are authorized to cut floor coverings to permit installation of service. HTE 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 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 FEE

- All booths and displays with labor incur a 20% supervision fee of the total labor charge.

INVOICES

- Please note that credit card charges do not generate automatic receipts or invoices.
- Invoices are sent out via the order management system at the end of the show.
- Invoices are also available to download in the order management system under the exhibitor account: https://hi-techelectric.boomerecommerce.com.
- Invoices may also be requested onsite at the service desk or via email to 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 3.3% 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 HTE.
- 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.

URBAN | JUNGLE
plant and floral service

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]

PLANT AND FLORAL ORDER FORM
Washington DC Auto Show 2027

QTY	ITEM	By Jan 8*	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 (white____ yellow_____ lavender_____)	$ 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	
Decorative Containers: **White** **Black** **(no charge)**			**SUB TOTAL**	$
Call or email to discuss planter boxes, ivy walls, yew hedges chrome or upgraded containers and other specialty items.		******Delivery Fee - 15%*** ******Credit Card Fee - 3%***		$
www.urbanjungleinc.com ***info@urbanjungleinc.com***	*Email or call for catalogue of flowerboxes, ivy walls, topiaries, etc.*	**TOTAL AMOUNT 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: _____
Third Party: _____
Address: _____
City, State, ZIP: _____

Telephone #: _____
Mobile # _____
PO # _____
email**: _____

Show Name: 2027 Washington DC Auto Show
Show Dates: January 21-31, 2027

Location: Washington DC Convention Center
Booth #: _____

Payment Info: (circle one) AX VISA MC CHECK Venmo
Credit Card #: _____
Name on Card: _____

Exp. Date: _____ Security # _____
Billing Zip: _____

*****Email is required for confirmation and final invoices.***
****Orders must be received two weeks prior to show date for advance price!***

CONVENTION CENTER

EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO A SUCCESSFUL EVENT

SmartCity NETWORKS

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EXPERTISE

WE HAVE DESIGNED & INSTALLED MORE NETWORKS FOR MAJOR TRADESHOWS THAN ANY OTHER ORGANIZATION

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

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SmartCity NETWORKS

Is the exclusive provider of the following services:

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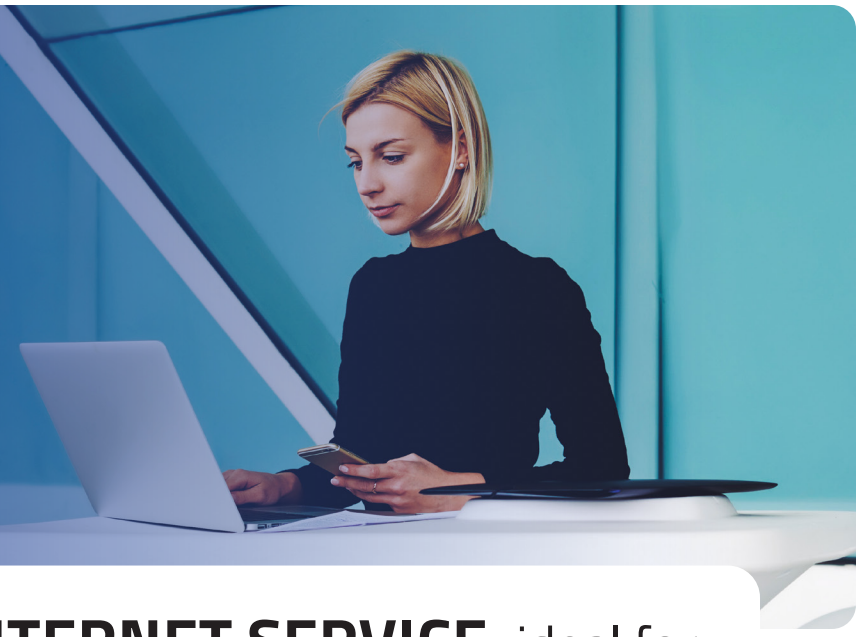
Need just a BASIC CONNECTION?



Our **LIGHT WIRED INTERNET SERVICE**, ideal for **BASIC INTERNET USAGE** such as web browsing and checking email via a wired connection.

SHARED SERVICE	INCENTIVE**	BASE	ON-SITE
Light Wired 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!**

Light Wired Internet Includes:

- Average Usage up to 3 Mbps burstable to 5 Mbps, per device, on a shared network
- **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 (Light Wired 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. The actual maximum bandwidth available is dependent upon the type of activity and how many users are accessing the Internet simultaneously at any given time.

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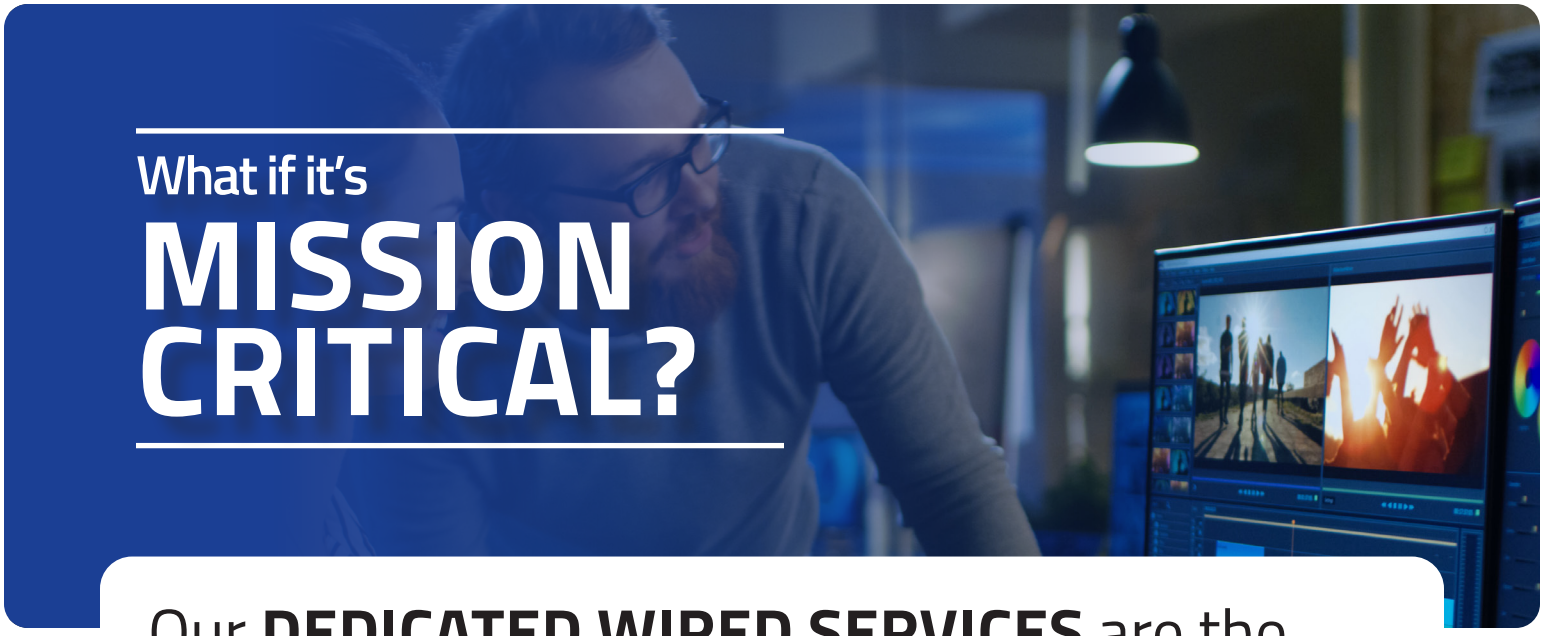

What if it's

MISSION CRITICAL?

Our **DEDICATED WIRED SERVICES** are the **FASTEST AND MOST RELIABLE** way to deliver high quality experiences at your event.

DEDICATED SERVICES	STREAMING SD	or HD	or UHD	INCENTIVE*	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 NOW

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or call 888.446.6911

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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

***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 NOW

Order online at:
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or call 888.446.6911

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

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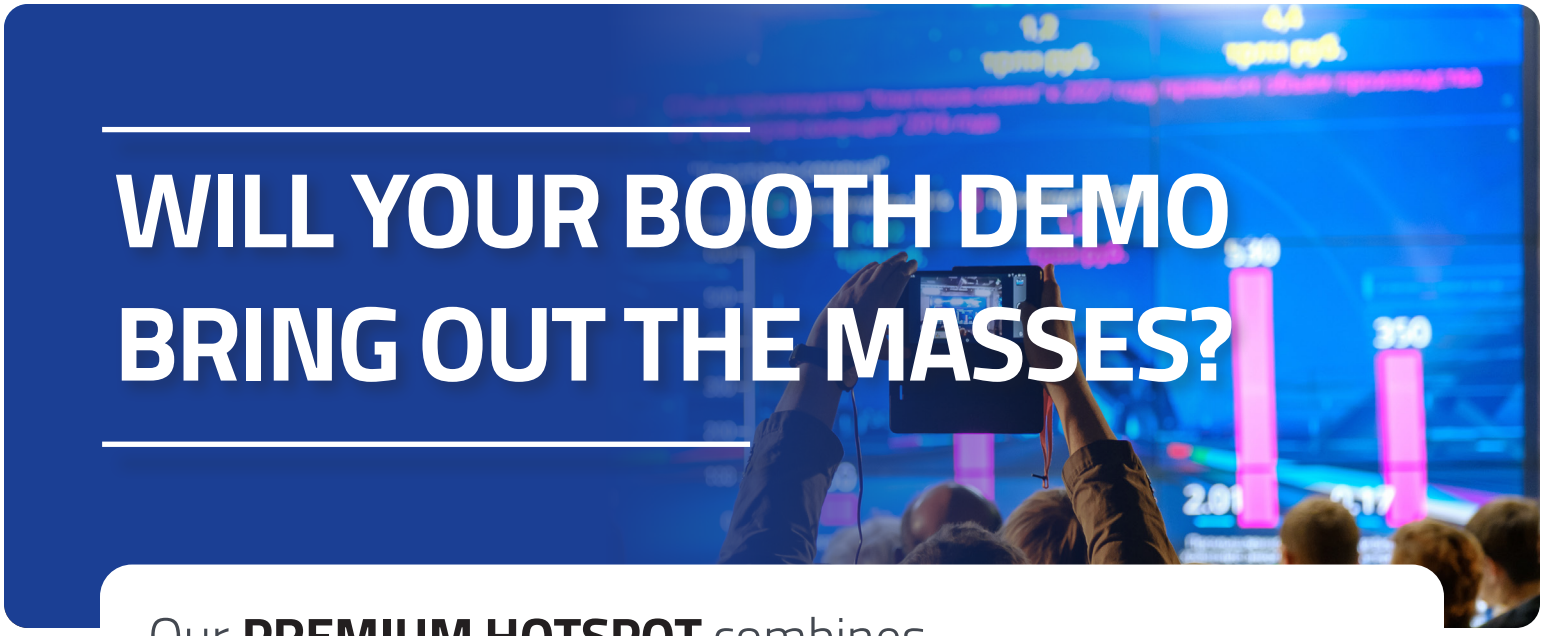

WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

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

BANDWIDTH ALLOCATION	STREAMING 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	**$750**	$750	$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

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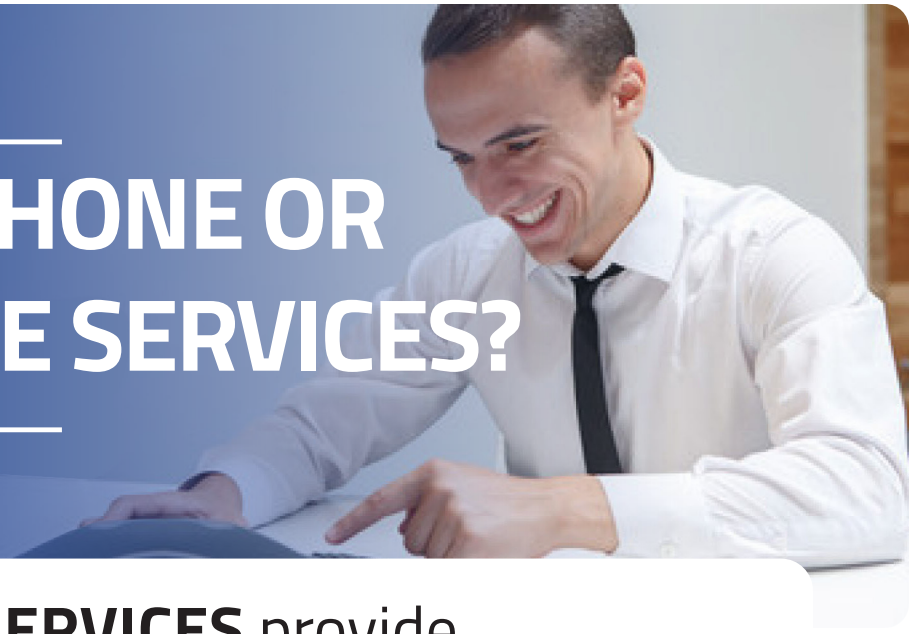
NEED TELEPHONE OR CONFERENCE SERVICES?



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 NOW

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

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NEED CABLE TV SERVICES?

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.

ORDER NOW

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

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FAQ 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.

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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)**	1280x720 & 1920x1080	5.0-8.0 Mbps
Ultra High Definition **(UHD)**	3840x2160	25 Mbps

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Where TECHNOLOGY Meets HOSPITALITY

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.

"IN A HECTIC WORLD, WE PROVIDE PEACE OF MIND."

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***INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 21 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN**

INTERNET SERVICE CONTRACT

WALTER E. WASHINGTON CONVENTION CENTER

Exhibitor Company Name:	Booth/Room#:	Show Name:	
Billing Company Name:		Show Start Date:	Show End Date:
Billing Company Address:		INCENTIVE ORDER DEADLINE: 21 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN	
City, State, Zip:	Country:	On-site Authorized Contact:	On-site Cell Number:
Contact Name:	Phone Number:	Contact Email:	Cell Number:

SHARED - LIGHT WIRED INTERNET, NOT FOR STREAMING	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Includes: 1 Private IP Address, **Routers PROHIBITED and will not work**					
Average Usage Up to 3 Mbps Burstable To 5 Mbps (DHCP), per device		**$895**	$1,140	$1,368	
Additional Device(s), Per Device Up to 4 [6 or more available online]		**$185**	$220	$255	
DEDICATED INTERNET, FOR STREAMING, GAMING & WEBCAST	**QTY**	**INCENTIVE***	**BASE**	**ON-SITE**	**TOTAL**
Includes: *5 Public IP Addresses,* **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 Static IP Addresses		**$995**	$1,194	$1,433	
Higher bandwidth services available for uhd streaming					
INTERNET EQUIPMENT & LABOR	**QTY**	**INCENTIVE***	**BASE**	**ON-SITE**	**TOTAL**
Switch Rental – up to 24 ports		**$185**	$225	$270	
Patch Cable (up to 100') – Cat5e		**$50**	$62	$74	
Labor / Floor Work – four lines per hour		**$125**	$125	$125	
Distance Fee for each Internet line delivered outside the facility		**$500**	$500	$500	

WIRELESS INTERNET, Full products catalog available online

SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions.

SUBTOTAL	
ESTIMATED 10% TAX/FEES	
GRAND 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

You may reach us with questions at:
Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
Order online at: orders.smartcitynetworks.com
Or fax order to (702) 943-6001

ORDER NOW

Customer Number:

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***INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 21 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN**

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

Exhibitor Company Name:	Booth/Room#:	Show Name:	
Billing Company Name:		Show Start Date:	Show End Date:
Billing Company Address:		INCENTIVE ORDER DEADLINE: 21 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN	
City, State, Zip:	Country:	On-site Authorized Contact:	On-site Cell Number:
Contact Name:	Phone Number:	Contact Email:	Cell Number:

VOICE SERVICES, PBX Service – Domestic Long Distance Included	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Single Line ❑ Instrument ❑ Non Dial 9 ❑ International Long Distance		**$275**	$345	$414	
Multi Line Phone with (1) main number and (1) rollover line		**$415**	$520	$624	
Speaker Phone Line with Polycom Instrument		**$465**	$575	$690	
CABLE TV SERVICE	**QTY**	**INCENTIVE***	**BASE**	**ON-SITE**	**TOTAL**
Digital Cable TV Service - Includes: Set-Top Box Converter		**$625**	$780	$936	
SPECIAL SERVICES	**QTY**	**INCENTIVE***	**BASE**	**ON-SITE**	**TOTAL**
Labor / Floor Work – four lines per hour		**$125**	$125	$125	
Distance Fee for each Telephone line delivered outside the facility		**$100**	$100	$100	
SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)					

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions.

SUBTOTAL	
ESTIMATED 10% TAX/FEES	
GRAND 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

You may reach us with questions at:
Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
Order online at: orders.smartcitynetworks.com
Or fax order to (702) 943-6001

ORDER NOW

Customer Number:

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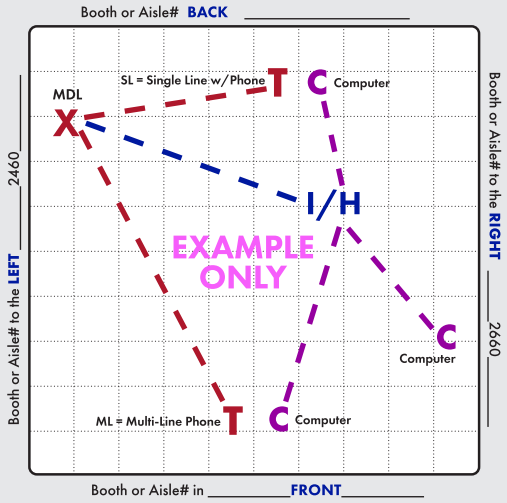
"COMMUNICATIONS" FLOORPLAN WORKSHEET

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

I = 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.

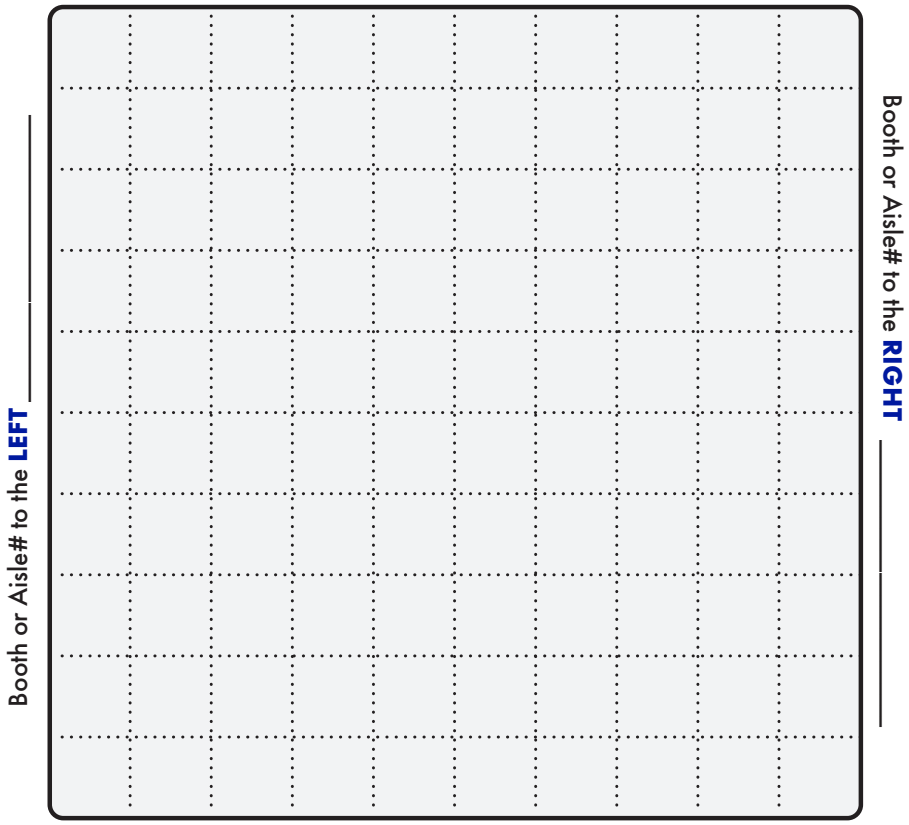
IMPORTANT! Prior to installation of service, a complete Floorplan is required. Please utilize this grid should you not have your own Floorplan to send us. You may use a different Floorplan for each service group (Telephone, Internet, etc.) or combine all services on one Floorplan. For a Floorplan to 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 x _____ft **SCALE:** 1 BOX IS = TO _____ft

BOOTH TYPE ❑ Island ❑ Inline

Booth or Aisle# **BACK**_____



Booth or Aisle# in **FRONT**_____

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Or fax order to (702) 943-6001

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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: _____ Email: _____ Phone #: _____

You may reach us with questions at:
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Order online at: orders.smartcitynetworks.com
Or fax order to (702) 943-6001

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Welcome to Hi-Tech Electric!

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

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 Pl, NW
Washington, DC 20001
202-249-3600

PLUMBING SERVICE CONTRACT

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

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 3.3% service fee.

Fed ID # 88-0437088 **2026 – 2027 **10/1/2026**

Deadline Date for Incentive Rates:
December 31st, 2026

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

Event Name: Washington DC Auto Show 2027			Event Dates: January 21st – 31st, 2027
Company Name			Booth No.
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 ☐	Cardholder Name as it appears on card (Please Print)		

Authorized Contact Name (Please Print)	Phone	Authorized Contact Email

AIR / WATER / DRAIN

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

Description Of Service	Total Outlets or Connections	Incentive	Base	24 Hour Service Add 50%	Total Price
Compressed Air: 90-100 lbs. PSI					
1. First outlet at rear of booth (24 hr Service: Add 50%)		$308.00	$367.00		
2. Additional outlets (24 hr Service: Add 50%)		$241.00	$294.00		
3. Number of connections		$106.00	$127.00		
*Size of connections					
*PSI (Required)					
*CFM (Required)					
Water ½" and ¾"					
1. First outlet at rear of booth		$308.00	$367.00		
2. Additional outlets		$241.00	$294.00		
3. Number of connections		$106.00	$127.00		
*Size of connections					
*GPM					
Continuous Water & Drain		$435.00	$511.00		
Drain Outlets ½" & ¾"					
1. First outlet at rear of booth		$231.00	$283.00		
2. Additional outlets		$172.00	$211.00		
3. Number of connections		$106.00	$127.00		
* Size of connections					

Description Of Service	Quantity	Incentive	Base	Total Price
Sinks & Water Heaters Booth Package				
1. Single Sink: Includes cold water, drain, labor/materials		$1088.00	$1,480.00	
2. Double Sink: Includes cold water, drain, labor/materials		$1,358.00	$1,630.00	
3. Hot Water Heater/ 40 gallons (includes electric)		$709.00	$842.00	
* Based on straight time labor.25% of total will be added if installed between 4:30pm-8:00am M-F Plus Weekends & Holidays				
Fill and Drain				
1. Fill and Drain 0 -199 Gallons		$172.00	$211.00	
2. Fill and Drain 200 - 399 Gallons		$256.00	$315.00	
3. Fill and Drain 400 – Gallons and over		$381.00	$453.00	
Natural Gas				
1. First outlet at rear of booth Call for estimate of total invoice		$467.00	$703.00	
			Subtotal of Charges	$

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 to: dcexhibitorservices@hi-techelectric.com	
[ ] Floor Plan included indicating all plumbing services [ ] Floor Plan to follow **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**	Installation Labor date: Installation Time: 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.***

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. $120.00 per hour during Straight Time: 8am-4:30pm M-F
2. $229.00 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 a 30 day-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 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 event.
- All materials are inspected and tested upon completion. The cost of repair (including labor time and materials) for any materials that get damaged after installation and HTE testing 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, only 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 and 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 THE, it is subject to a labor charge. A connection of a regulator to cylinder or equipment will be subject to a one (1) hour minimum labor charge plus material at the prevailing labor rate.

Ramping of Utility Lines: All ramping of utility lines in booth is done on a time and material basis. Laying 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

- All booths and displays with labor incur a 20% supervision fee of the total labor charge.

INVOICES

- Please note that credit card charges do not generate automatic receipts or invoices.
- Invoices are sent out via the order management system at the end of the show.
- Invoices are also available to download in the order management system under the exhibitor account: https://hi-techelectric.boomerecommerce.com.
- Invoices may also be requested onsite at the service desk or via email to 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 3.3% 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. 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 regard 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.

Welcome to Hi-Tech Electric!

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

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 Pl, NW
Washington, DC 20001
202-249-3600

RIGGING SERVICE CONTRACT
Exhibitor Order

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 3.3% service fee.

Fed ID # 88-0437088 **2026-2027**10/1/26**

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

Deadline Date for Incentive Rates:
December 31st, 2026

Event Name: Washington DC Auto Show 2027			Event Dates: January 21st – 31st, 2027
Company Name			Booth No.
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 ☐	Cardholder Name as it 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 Package for All Booths in Halls ABC Only* *Includes Power, Rigging, Labor & One Time Focus* *(One Time Focus labor must be scheduled on straight time)*					
25% of total price added if installed between 4:30 pm – 8:00 am Monday – Friday, Holidays & Weekends					
Package Price Per Each Overhead Quartz Light: *For Hall ABC*		$937.00	$1,203.00		
Overhead Quartz Lights: *For Hall DE*		$458.00	$576.00		
Overhead Quartz Lights: Power, Rigging, Labor, Focus not included. Call for Quote					
TRUSS					
10X12X12 Truss		$243.00	$274.00		
Corner Blocks 12”		$216.00	$245.00		
CHAIN MOTOR up to 1 Ton		$842.00	$913.00		
GLP provides all truss & motors for all overhead rigging					
Price does not include power and points					
ROTATING MOTOR		$842.00	$913.00		
RIGGING POINTS Per Point		$148.00	$168.00		
Dimmer Boards / Custom Truss / Satellite Cable Run (Please call for Quote) Subtotal of Charges					$

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
M				M		
T				T		
W				W		
Th				Th		
F				F		
Sa				Sa		
Su				Su		

TERMS AND CONDITIONS

RIGGING LABOR

- $120.00 per hour during Straight Time: 8am-4:30pm M-F.
- $229.00 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: $256.00 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, exhibitors 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 person 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 FEE

- All booths and displays with labor incur a 20% supervision fee of the total labor charge.

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 3.3% 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 provided 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.

INVOICES

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.

- Please note that credit card charges do not generate automatic receipts or invoices.
- Invoices are sent out via the order management system at the end of the show.
- Invoices are also available to download in the order management system under the exhibitor account: https://hi-techelectric.boomerecommerce.com.
- Invoices may also be requested via email to dcexhibitorservices@hi-techelectric.com.

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.

THE WASHINGTON, DC AUTO SHOW

January 22 – 31, 2027

EXHIBIT SECURITY ORDER FORM

The Washington Auto Show is pleased to offer high quality BOOTH SECURITY for those exhibitors who desire security for their individual booths. **Please direct inquiries and orders regarding this service to:**

Chris Daniel, Show Director
Washington, DC Auto Show
5301 Wisconsin Avenue, NW, Suite 210
Washington, DC 20015
TEL (202)800-4194 FAX (202)827-0560
cd@wanada.org

COMPANY INFORMATION:

COMPANY NAME: _____ **BOOTH:** _____

CONTACT NAME: _____

ADDRESS: _____ **EMAIL:** _____

CITY: _____ **STATE:** _____ **ZIP:** _____

PHONE: (_____) _____ **FAX:** (_____) _____

ON SITE CONTACT (NAME AND CELL#): _____

_____

RATES:

Washington Auto Show Security recognizes a 6 hrs minimum shift.

BOOTH Unarmed OFFICER:	$48.00 per hr; applies to all orders *received* by ***December 31, 2026***
BOOTH Unarmed OFFICER:	$52.50 per hr; applies to all orders *received* **after** ***December 31, 2025***
POLICE OFFICER:	$105.00 per hr; applies to all orders (Please inquire for Availability of Service)

COVERAGE REQUESTED: (Please indicate **DAYS**, **DATES**, & **TIMES** of coverage)

NOTE: Should the security officer remain until a company Rep. arrives on-site? YES / NO

	DAY/DATE	START	DAY/DATE	END	TOTAL HRS
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

Payment must accompany this order/ Make Check Payable to: WANADA - We also Accept Credit Cards

□ Company Check or US Bank money order in the amount of $ _____

□Credit Card Type _____ **Credit Card #** _____ **Exp. Date:** _____/_____ **CVV:**_____

Billing Address: _____ **City**_____ **State**_____ **Zip**_____

Name as it appears on card: _____ **Signature:** _____ **Date:** _____

Payment Authorization & Fees: Your signature on this form authorizes WANADA to charge the credit card provided for payment of services ordered on this form. WANADA accepts Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone. Please note that payments made by these methods will be assessed an administrative fee of 3.5% by our electronic processing company. No part of this administrative fee goes to WANADA.

OFFICE USE ONLY:

*Received on:*_____

*Charged on:*_____

App. Code: _____

TOTAL HRS: _____

APPLIED RATE: $_____

TOTAL COST: $ _____

5.75% DC TAX: $_____

TOTAL PAID WITH ORDER: $_____