



THE EXPO GROUP

Today. Tomorrow. Together.®

Dear Exhibitor:

The Expo Group understands **2020 Cattle Raisers Convention and Expo** is a great opportunity for you to grow your business and reach your marketing objectives. As the official general service contractor, we are proud to offer you personalized service and affordable exhibit solutions to help you perform at a higher level.

Please add the Advance Discount Deadline Date of **February 24, 2020** to your calendar so you do not miss out on these cost savings. You can order your booth services, including carpet and furniture from The Expo Group online on our mobile-friendly, secure website at www.theexpogroup.com. Your login information will be sent to you via email. After you order, we will provide you with an easy to understand invoice, making ROI measurement simple.

Need some eye-catching graphics or a custom-looking booth? Our exhibit solutions are easy to order, affordably priced and creatively designed to help you achieve your marketing goals. We can help you do more with less.

Please do not hesitate to contact your Customer Account Manager for assistance with any of your event and exhibition-related needs. We can help you reduce the hassle year-round! Be sure to look for a series of succinct and information-packed emails from their email address, which you might need to add to the approved sender list in your email program.

Delia Stein
Customer Account Manager
Direct: 972.751.9448
dstein@theexpogroup.com

Exhibit Hall Colors
 Back drape color: Blue / Champagne / Champagne / Blue
 Side drape color: Blue
 Aisle carpet color: Safari
Note: Each Exhibitor will receive (1) wastebasket with Thursday night emptying. Outlets may be purchased directly through the electrical supplier.

Exhibit Hall Hours
Exhibitor Move-In

Wednesday	March 25, 2020	By Appointment Only	
Thursday	March 26, 2020	7:00 am - 6:00 pm	
Friday	March 27, 2020	7:00 am - 9:00 am	(Restricted to hand-carried items only.)

Show Hours

Friday	March 27, 2020	10:00 am - 6:00 pm
Saturday	March 28, 2020	9:00 am - 6:00 pm

Exhibitor Move-Out

Saturday	March 28, 2020	6:00 pm - 9:00 pm
Sunday	March 29, 2020	7:00 am - 12:00 pm

Dismantle
 All Booths must be dismantled by Sunday, March 29, 2020 by 12:00 pm.
 All carriers other than the official show carriers must check in at the freight desk by 9:00 am on Sunday, March 29, 2020, otherwise exhibitor shipments will be subject to rerouting.

Important Dates
Expedite Fees
Portable Solutions, Perspective Rental Exhibits, and Graphics
 50% Expedite Fee if ordered after March 4, 2020.
 100% Expedite Fee if ordered after March 11, 2020.

Cancellation Dates

Portable Solutions, Perspective Rental Exhibits, and Graphics
 A 50% penalty is charged for cancellations after February 24, 2020 and prior to March 11, 2020.
All Remaining Services
 Received on or after March 18, 2020 are subject to a charge of 50% or 100% of the order total depending on the service.

Shipping Information

Advance Receiving at the Warehouse

Address: c/o The Expo Group
YRC Freight
12340 E. Northwest Hwy
Dallas, TX 75228

- Advance Shipments will be accepted between Monday, February 24, 2020, through Friday, March 20, 2020.
- Materials received from March 11, 2020 to March 20, 2020 will be subject to an additional surcharge.
- Warehouse hours are Monday through Friday, 9:00 am to 3:00 pm.

Direct Shipments to Fort Worth Convention Center - Halls A-F

Address: Fort Worth Convention Center - Halls A-F
c/o The Expo Group
1201 Houston St.
Fort Worth, TX 76102

Direct shipments must arrive at show-site beginning at 7:00 am on Wednesday, March 25, 2020 through Friday, March 27, 2020. Shipping labels are included in this Exhibitor Service Manual.

Please Note:

All items and materials that are brought into the facility may be subject to Material Handling charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

Show Carriers

Common Carrier: YRC Freight

Order services early and SAVE!

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

The Expo Group Order Forms

FORM NAME	ORDER TOTAL	
<input type="checkbox"/>	Exhibitor Data	SUBMIT WITH FIRST ORDER (if not ordering online)
<input type="checkbox"/>	Credit Card Authorization	ACCEPTED ELECTRONICALLY (if not ordering online)
<input type="checkbox"/>	Terms and Conditions	SUBMIT WITH FIRST ORDER (if not ordering online)
<input type="checkbox"/>	Third Party Authorization	\$ _____
<input type="checkbox"/>	EAC Requirements	\$ _____
<input type="checkbox"/>	Carpet - Custom	\$ _____
<input type="checkbox"/>	Carpet - Standard and Special Cut	\$ _____
<input type="checkbox"/>	Cleaning Service	\$ _____
<input type="checkbox"/>	Furniture and Accessories	\$ _____
<input type="checkbox"/>	Custom Furniture	\$ _____
<input type="checkbox"/>	Perspective™ Rental Exhibits	\$ _____
<input type="checkbox"/>	Portable Solutions	\$ _____
<input type="checkbox"/>	Signs	\$ _____
<input type="checkbox"/>	Material Handling	\$ _____
<input type="checkbox"/>	Exhibitor Supervised Labor	\$ _____
<input type="checkbox"/>	The Expo Group Supervised Labor	\$ _____
<input type="checkbox"/>	Lift Equipment and Labor	\$ _____
<input type="checkbox"/>	Suspended Sign Labor	\$ _____
Total Amount Due:		\$ _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____

It can be easy to be green. The Expo Group reduces, reuses, recycles and encourages you to do the same.

Your Booth

- Order booth services online to reduce paperwork.
- Rent carpet directly from us to be sure it contains recycled content and is recyclable.
- Ask about graphics and signs that can be made from materials containing recycled content and are recyclable.
- Consider our Perspective Rental Exhibits or modular Octonorm rental systems to assure your booth is reused and recycled.

In Your Booth

- Be sure any printed materials given away in your booth are on recycled paper.
- Reduce the amount of booth literature by providing access to digital files.
- Consider printing locally what needs to be printed rather than shipping in paper.
- Order giveaways responsibly to avoid toxic materials and useless products that will end up in the hotel room trash.

Shipping Your Booth

- Clean your space when the show closes to be sure possible recyclable or reusable items are not left behind.
- Ask about caravans and consolidated shipments going to another industry show to save on fuel emissions.

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

REQUIRED FORM

PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:

Company Information

Exhibiting Company: _____
 Contact Name: _____ Booth Number: _____
 Billing Address: _____
 City: _____ State: _____ Zip: _____
 Contact Name: _____ Website: _____
 Telephone Number: _____
 Email Address: _____

I consent to allow The Expo Group and parties involved in the production of this show to email communications to the email addresses listed herein. (Declining to consent will result in you not receiving important show information in a timely manner.)

Personal Information

Signature: _____
Pre-Show
 Contact Name: _____ Title: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Telephone Number: _____ Cell Number: _____
 Email Address: _____

On-Site

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

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

Booth Information

Booth Dimensions: _____ x _____ = _____ Total Square Feet.

Exhibiting Company: _____
 Print Name: _____
 Authorizer's Signature: _____

Booth Number: _____
 Date: _____

Payment Options

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

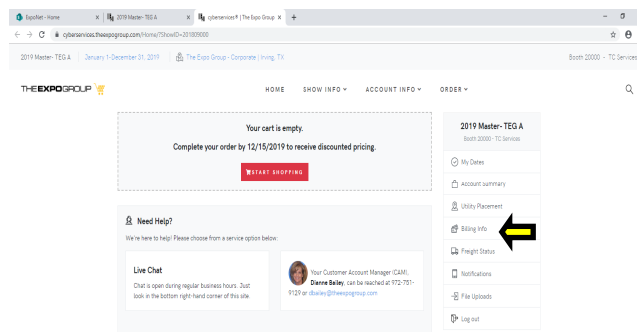
- **Payment by Credit Card is Accepted Electronically.**

For your convenience, we accept MasterCard, Visa, Discover and American Express.

Provide your credit card online at <https://cyberservices.theexpogroup.com/>

Login with your Show ID and Password.

Once logged in, go to "Billing Info" then Add A New Card.



- **Payment by Company Check**

Please mail your check along with your order forms to The Expo Group. Your orders will be processed upon receipt of your original check to ensure accurately crediting your account.

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

- **Payment by Wire Transfer**

Please contact The Expo Group at customerservice@theexpogroup.com for wire payment details.

- **Payment by Third Party**

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

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

- **International Exhibitors**

International exhibitors must submit payments to The Expo Group for all amounts due in USD funds prior to the last day of the event.

Payment Policy

- **General**

In order for us to process your orders, both your order and full payment must be received in advance for us to complete your order. Payment and orders must be received by the Discount Deadline to guarantee Advance pricing. Current Account Summaries will be available at The Expo Group Service Desk for your review.

- **Tax Exempt Status**

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

- **Advance Pricing**

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

- **Standard Pricing**

Order forms submitted after the Discount Deadline date will be processed at standard rates.

- **Billing Discrepancies**

All billing discrepancies must be resolved with The Expo Group within 7 days of the close of the show.

- **Cancellation of Items or Services**

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

Standard Furniture and Carpet - Items ordered and cancelled 1-week prior to the scheduled move-in dates will be charged 50% of the applicable price. Items ordered and delivered, but subsequently cancelled, will be charged 100% of the applicable price.

Custom Furniture - Items ordered and cancelled 1-week prior to the scheduled move-in dates will be charged 100% of the applicable price.

Perspective™ Exhibits and Accessories, Portable Solutions - A 50% penalty is charged for cancellations after the Discount Deadline date and prior to 2-weeks prior to first day of exhibitor move-in. No refunds will be made thereafter. Orders cancelled after installation on show site will be charged 100% of the original price.

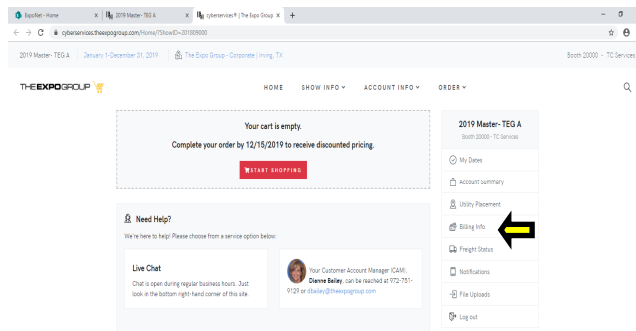
Exhibitor Graphics - A 50% penalty is charged for cancellations after the Discount Deadline date and prior to 2-weeks prior to first day of exhibitor move-in. Orders cancelled after production will be charged 100% of the original price.

**Company
 Information**

Exhibiting Company: _____
 Booth Number: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Contact Name: _____ Phone Number: _____
 Email Address: _____

**Credit Card
 Payment**

- Please read Payment Options and Policy page.
- This Credit Card Authorization MUST be on file with The Expo Group before any goods or services will be rendered regardless of your method of payment.
- All balances must be paid in full prior to the last day of the event. Your credit card will be processed for any current or previous outstanding balance at that time.
- The Expo Group will process all charges through its parent company. Purchase orders and invoices are not considered proper forms of payment.
- **Provide your credit card online at <https://cyberservices.theexpogroup.com/>, Login with your Show ID and Password.**
Once logged in, go to “Billing Info” then Add A New Card.



- This form is to be completed by the Exhibiting Company. If you are a Third Party, you must complete the Third Party Payment Authorization form.
- All billing discrepancies must be resolved with The Expo Group within 7 days of the close of the show.

**Credit Card
 Authorization**

A check is being sent to cover all expenses, use card only for show-site services

**Use credit card for all services
 (enter electronically <https://cyberservices.theexpogroup.com/>)**

5931 Campus Circle Drive West, Irving, Texas 75063
Phone: 972.580.9000
Order Services online at theexpogroup.com

Fort Worth Convention Center
Fort Worth, TX

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

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

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

1. DEFINITIONS. For purposes of the Contract, "TEG" means The Expo Group, Inc., d.b.a. The Expo Group Custom Exhibits, d.b.a. The Expo Group, and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited to, to any subcontractors TEG may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractor ("EAC").

Cold Storage: Holding of Goods in a climate controlled area; **Accessible Storage:** Holding of Goods in an area from which Goods may be removed during shows; **Services:** Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services; **Show Site:** The venue or place where an exposition or event takes place; **Supervised Labor (OK TO PROCEED):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by TEG; **Un-Supervised Labor (do not proceed):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by TEG. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use un-supervised labor.

2. SCOPE. These Terms and Conditions shall be binding upon Exhibitor, TEG, and their respective Agents and representatives, including but not limited to Exhibitor contracted labor, EAC's or Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

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

4. Any discrepancy in items ordered and items received or any complaint or question concerning services, etc., must be reported to the TEG Service Center at the show, in writing, immediately upon noting same. Problems will be resolved and/or any valid adjustments in EXHIBITOR's account will be made at that time, and approved by the TEG Project Manager in charge. No credits shall be extended for any individual service (including material handling and labor services) in excess of 15% of the billings for that service. Credits and adjustments will not be made based on information received after the Show. Exhibitors who cancel up to fourteen (14) days prior to Exhibitor Move-In will be refunded 50% of their advance payment. No refunds will be made for cancellations received less than 14 days prior to Exhibitor move-in or at show site, unless otherwise noted on the specific service form. In the event the exposition or event is cancelled or postponed, TEG reserves the right to charge for services rendered in preparation of the event or exposition as well as non-refundable costs incurred by TEG. Prior to any refunds being paid to EXHIBITORS, these cancellation and/or postponement charges will be determined in good faith by TEG and withheld from any amounts previously paid by EXHIBITOR to TEG in proportion to receipts from all exhibitors with the excess being refunded. EXHIBITOR should be advised that routine audits of Exhibitor booths for service usage are conducted during the Convention. Should the result of such an audit indicate that equipment or services is in fact being used that has not been paid for, the Exhibitor will be charged for the equipment or service at the applicable rate.

5. TEG reserves the right to discontinue one or all services or equipment delivery to EXHIBITOR for non-payment of one or more outstanding bills should such bill not be paid before the close of the first day of the Show. Payment for any one or more of the services rendered does not in anyway release EXHIBITOR from payment of the other remaining services upon presentation of an invoice. Should it become necessary after all discrepancies are resolved to employ a collection agency, then EXHIBITOR agrees that all reasonable and customary collection fees shall be borne by EXHIBITOR.

6. CHOICE OF LAW & VENUE. Any dispute between TEG and EXHIBITOR shall be governed by the laws of the State of Texas (without regard to Texas' conflicts of laws principles). Venue of any action between TEG and EXHIBITOR shall lie exclusively in the state or federal courts located in Dallas County, Texas and TEG and EXHIBITOR agree that all reasonable attorney's fees shall be borne by the prevailing party.

7. LIMITATION OF LIABILITY & INDEMNITY. TEG shall not be liable to any extent whatsoever for any actual or potential loss of profits or revenues, or for any collateral costs or consequential damages, which may result from (1) any loss, injury or damage to EXHIBITOR's materials or (2) EXHIBITOR's ability to carry-on in its normal business practices. Additionally, TEG shall not be liable for (1) any loss, damage or delay as a result of fire, lightning, strikes, riot or civil commotion or any other cause or condition beyond the control of TEG, (2) damage to uncrated materials, materials improperly packed, or (3) concealed damage, or loss, theft or disappearance of EXHIBITOR's materials while at the show or EXHIBITOR's materials are in EXHIBITOR's possession or are located within or near the confines of EXHIBITOR's booth.

TEG's liability shall be limited to any loss or damage which results solely from TEG's negligence in the actual physical handling of EXHIBITOR's materials and not from any other type of loss or damage. TEG's maximum liability for any cause shall be limited to \$0.30 per pound per article with a maximum liability of \$50.00 per item or \$1,000.00 per shipment. TEG shall not be responsible for loss, theft, or disappearance of materials before they are picked up from EXHIBITOR's booth or for reloading after the show. Bills-of-lading covering outgoing shipments, which are furnished to TEG by EXHIBITOR, will be checked at the time of actual pickup from the booth and corrections made where discrepancies occur.

Any claims for loss, injury or damage must be submitted to TEG within thirty (30) days of the close of the show in which the loss, injury or damage occurred, or such claims shall be waived. No suit or action for the recovery of any claims arising out of or related to bodily injury, death, or property damage shall be brought against TEG more than one year after the accrual of the cause of action.

EXHIBITOR agrees to indemnify and hold harmless TEG against any and all claims, suits, liabilities, or damages, including reasonable settlements and reasonable attorney's fees, arising out of negligence or any other cause on the part of the EXHIBITOR, subcontractors, suppliers, employees or any individual or company under the control directly or indirectly of the EXHIBITOR at the show.

a. Cold Storage: Goods requiring cold storage are stored at Customer's own risk. TEG assumes no liability or responsibility for Cold Storage. **b. Accessible Storage:** TEG assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security. **c. Unattended Goods:** TEG assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss. **d. Empty Storage:** TEG assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the TEG Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed. **e. Forced Freight:** TEG is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping to ensure Customer Goods are properly labeled. **f. Concealed Damage:** TEG shall not be liable for concealed loss or damage including but not limited to glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods. **g. Unattended Booth:** TEG shall not be liable for any loss or damage occurring while the Goods are unattended in Exhibitor's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Exhibitor's selected carrier. **h. Labor:** TEG assumes no liability for loss, damage, or bodily injury arising out of Exhibitor's supervision of TEG provided union labor. **i. Notice of Loss or Damage:** In order to have a valid claim, notice of loss or damage to Goods must be given to TEG or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by TEG) or delivery of outbound Goods.

8. ADVANCED WAREHOUSING/TEMPORARY STORAGE: TEG assumes no liability or responsibility for loss or damage to Goods delivered to the Advance Warehouse or other similar Temporary Storage facilities.

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

10. Exhibitor permits all contact information provided to TEG to be used by TEG and shared with other entities assisting in the production of the event in question. Email communications may include show information, promotional materials, advertising statements and other commercial notices. Permission may be revoked by the EXHIBITOR in writing.

11. In the case of bills submitted to parties other than the EXHIBITOR (i.e., Third Parties), such arrangements in no way release EXHIBITOR from any and all of the terms and conditions outlined herein.

12. REFUNDS: EXHIBITOR shall receive a full and complete refund of any overpayments following final audit after the close of the Show. TEG will remit refunds to EXHIBITOR at the name and address indicated on the Exhibitor Data Sheet. EXHIBITOR will receive a refund for any extra overpayment above and beyond the amount which EXHIBITOR owes to TEG. Also provided for the EXHIBITOR with the final refund shall be a final accounting showing the services or equipment ordered.

13. CREDIT CARD: TEG is pleased to accept orders for services, with payment being made by a credit card. By paying for these services in advance, and adhering to the deadline date, you have taken advantage of the discount offered. However, if a payment is subsequently made by check with the intention of reversing the initial credit card payment, there will be a fee assessed for each subsequent transaction following the initial transaction. The fee to reverse the credit card payment and replace it with a check or an alternate credit card is as follows: If the credit card charge is \$1.00 to \$500.00 the fee is \$25.00, \$501.00 to \$1,000.00 the fee is \$30.00, \$1,001.00 to \$2,000.00 the fee is \$60.00, \$2,001.00 to \$5,000.00 the fee is \$150.00, \$5,001.00 to \$10,000.00 the fee is \$300.00, \$10,001.00 to \$20,000.00 the fee is \$450.00. Amounts over \$20,000.00 the fee is 4% of the amount owed.

14. Insurance: It is understood that TEG is not an insurer. Insurance should be obtained by the EXHIBITOR. It is highly recommended that exhibitors arrange All Risk coverage which usually can be done by endorsements to existing policies. EXHIBITOR's materials should be insured from the time they leave their firm until they are returned after the close of the show. Insurance and liability against theft or property damage to equipment or exhibit material owned or rented by EXHIBITOR, or bodily injury occurring within the confines of EXHIBITOR's booth, remain the sole and complete responsibility of EXHIBITOR. Except where prohibited by law, the EXHIBITOR and its insurers waive all rights of recovery or subrogation against TEG and their respective directors, officers, employees, and agents.

15. By completing and submitting the service forms, Exhibitor hereby authorizes TEG as its Exhibitor Appointed Contractor to process and pay for those services on behalf of the Exhibitor as a third party.

16. TEG Reserves the right to adjust the price charged for any item in the event of a sudden and unexpected price increase. By way of example without limiting the foregoing, in the event fuel prices escalate in a rapid manner, the price of any individual item may be adjusted to reflect the impact of higher fuel prices. Additionally, TEG reserves the right to pass through to Exhibitor any incremental charges or fees levied by the facility, suppliers or other third parties.

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

Exhibiting Company: _____ Booth Number: _____

Print Name: _____

Authorizer's Signature: _____

Date: _____

Exhibiting Company: _____ Booth Number: _____

Third Party Information:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

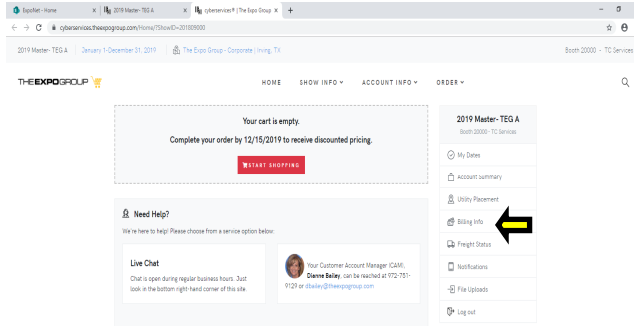
Contact Name: _____

Telephone Number: _____

Email Address: _____

Third Party Payment Policy

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



- The exhibiting firm is ultimately responsible for payment of all charges and payment is due prior to the last day of the event.
- **All billing discrepancies must be resolved with The Expo Group within 7 days of the close of the show.**

Services to be Invoiced to Third Party

<input type="checkbox"/> All The Expo Group Services	<input type="checkbox"/> Furniture/ Carpet	<input type="checkbox"/> Forklift Labor	<input type="checkbox"/> Booth Labor
<input type="checkbox"/> Suspended Sign Labor	<input type="checkbox"/> Booth Cleaning	<input type="checkbox"/> Material Handling	
<input type="checkbox"/> Other: _____			

ACKNOWLEDGEMENT TO BE COMPLETED BY EXHIBITING COMPANY

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event Third Party named above does not make payment, such charges will be presented to the exhibiting firm, and the exhibiting firm will make payment to The Expo Group prior to last day of the event. (Exhibiting Company's signature required below.)

PLEASE SIGN

X _____

Exhibiting Company: _____ Booth Number: _____

EAC Information:

Company Name: _____

Billing Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Contact Name: _____ Email Address: _____

Telephone Number: _____ Fax Number: _____

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

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

Official Show Contractors:

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

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

- The exhibitor must inform The Expo Group of the name and address of the contractor and the work to be performed by completing the Authorization below. The Authorization must be received by The Expo Group no later than 30 days prior to the show. If notification is not received 30 days prior to the show, The Expo Group labor must be used for all work and the exhibitor appointed contractor will be permitted to supervise only.

The contractor hired by the exhibitor must:

- Provide no later than 30 days prior to the show a Certificate of Insurance with at least the following limits:
- Commercial Liability not less than \$1,000,000 each occurrence/\$2,000,000 general aggregate, Workers Compensation Insurance, including Employer's Liability coverage, in a minimum amount not less than \$1,000,000; Auto Liability not less than \$1,000,000 each occurrence, naming The Expo Group (the General Contractor), Show Management, Facility, and Organizer as additional insured, except for Workers Compensation.
- Agree to abide by all rules and regulations of the show and union rules and regulations.
- Wear identification badges at all times. Temporary labor badges will be provided. Badges will be issued only to representatives of said contractor assigned to supervise, install, dismantle, or maintain exhibits and exhibit-related equipment.

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

INCOMPLETE OR UNSIGNED FORMS WILL NOT BE ACCEPTED.

Signature of Exhibitor: _____ Date: _____

Service to be Performed: _____

Exhibiting Company Name: _____ Booth Number: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Contact Name: _____ Email Address: _____

Telephone Number: _____ Fax Number: _____

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

Exhibiting Company: _____ Booth Number: _____

Print Name: _____

Authorizer's Signature: _____ Date: _____

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

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

The Expo Group, Inc.

ORGANIZER

FACILITY

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

SHOW Move-In date(s) through Move-Out date(s) (See Quick Facts page)

The insurance form must list as the Certificate Holder:

The Expo Group, Inc.

5931 West Campus Circle Drive

Irving, TX 75063

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

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

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

Coverage for contractual liability and products liability

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

The Expo Group, Inc.

ORGANIZER

FACILITY

Exhibitor(s) Represented (all Exhibitors represented by the contractor must be named as Additional Insured)

SHOW Move-In date(s) through Move-Out date(s) (See Quick Facts pages)

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

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

Each Accident \$1,000,000

Disease - Each Employee \$1,000,000

Disease - Policy Limit \$1,000,000

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

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

Combined Single Limit \$1,000,000

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

Name of EAC: _____

Booth Number: _____

By (print name): _____

Signature: _____

Date: _____

CERTIFICATE OF LIABILITY INSURANCE

SAMPLE

DATE (MM/DD/YYYY)

00/00/0000

PRODUCER (000) 000-0000 FAX

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

INSURER A:

INSURER B:

INSURER C:

INSURER D:

INSURER E:

EAC FOR:
COVERAGES

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

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

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

ADDITIONAL INSURED AS RESPECTS LIABILITY PER WRITTEN CONTRACT:
CERTIFICATE HOLDER

 The Expo Group
 5931 West Campus Circle Drive
 Irving, TX 75063

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

5931 Campus Circle Drive West, Irving, Texas 75063
Phone: 972.580.9000
Order Services online at theexpogroup.com

Fort Worth Convention Center
Fort Worth, TX

Discount Deadline:
February 24, 2020

**Exhibitor Appointed Contractor (EAC)
Work Authorization Form**

Return completed forms 7a and 7b to The Expo Group via email to your Customer Account Manager by the Discount Deadline. **Please forward a copy of the Certificate of Liability Insurance sample to your EAC.**

NOTE: Exhibitor will be charged \$0.25 per square foot, with a \$150.00 minimum, to cover additional expenses incurred. These fees will be waived if The Expo Group provides the labor.

This form must be completed by the exhibiting company. No EAC will be granted access to the show floor without this form **AND** completion of requirements and signature by your EAC on Forms 7a and 7b. Please check the appropriate boxes below of the products and/or services you will have outside of those provided by the designated official contractor.

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

Electrical Booth Cleaning Plumbing Material Handling Telecommunications Suspended Signs Rigging

Services:	<input type="checkbox"/> Installation & Dismantle	<input type="checkbox"/> Installation & Dismantle - Supervision Only
	<input type="checkbox"/> Photography	<input type="checkbox"/> Security
	<input type="checkbox"/> Personnel/Models	<input type="checkbox"/> Other (please identify): _____
Products:	<input type="checkbox"/> Flooring/Carpet Rental	<input type="checkbox"/> Audio Visual - Rental/Production/Lighting
	<input type="checkbox"/> Furniture/Signs/Accessories	<input type="checkbox"/> Computer Rental
	<input type="checkbox"/> Floral	<input type="checkbox"/> Other (please identify): _____

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

**Note Other Products/Services Here:

Please Type or Print

Exhibitor Information:

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

EAC Information:

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

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

If less than 30 days out, please contact The Expo Group for availability.

Please note: The Exhibit Hall will have wall-to-wall carpeting. However, you may choose to enhance the appearance of your booth. All rental carpeting will be placed on top of the exhibit hall carpet. Prices are for rental only.

If you plan on bringing your own carpet, please note how you will ship it below.

Will bring our own carpet: **Shipping to Warehouse** **Shipping Direct to Dock**

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

Custom Carpet Ultra 40oz. Plush	Plush 100% nylon pile and heavy ounce weight carpet. Rental includes installation, visqueen covering and pick up at close of show.				
	Booth Dimensions _____ x _____				
		Total Sq. Ft.	Advance Price	Standard Price	Total
	Custom Carpet - Rental	_____ X	\$5.20 per sq. ft.	\$7.45 per sq. ft. =	_____
Check color. <input type="checkbox"/> Black <input type="checkbox"/> Cement <input type="checkbox"/> Silver Cloud <input type="checkbox"/> Royal Blue <input type="checkbox"/> Red					

Custom Carpet Premium 28oz. Plush	Plush 100% polypropylene and heavy ounce weight carpet. Rental includes installation, visqueen covering and pick up at close of show.				
	Booth Dimensions _____ x _____				
		Total Sq. Ft.	Advance Price	Standard Price	Total
	Custom Carpet - Rental	_____ X	\$4.35 per sq. ft.	\$6.25 per sq. ft. =	_____
Check color. <input type="checkbox"/> Cobalt Blue <input type="checkbox"/> Royal Blue <input type="checkbox"/> Red <input type="checkbox"/> Black <input type="checkbox"/> White** <input type="checkbox"/> Silver Cloud <input type="checkbox"/> Cement <input type="checkbox"/> Charcoal **Add 25% for White Carpet					

Custom Vinyl Wood Grain Flooring (100 sq. ft. Minimum)	Flooring is available in 10 ft. Widths. Rental includes installation and pick up at close of show.				
	Booth Dimensions _____ x _____				
		Total Sq. Ft.	Advance Price	Standard Price	Total
	Custom Vinyl Wood Flooring	_____ X	\$3.70 per sq. ft.	\$5.30 per sq. ft. =	_____
Padding for Vinyl Wood Flooring	_____ X	\$1.40 per sq. ft.	\$2.00 per sq. ft. =	_____	
Check color. <input type="checkbox"/> White Washed <input type="checkbox"/> Dark Maple <input type="checkbox"/> Rain Cloud <input type="checkbox"/> Light Maple					

Cancellation Policy: Cancellation of Custom Carpet received less than 2-weeks prior to the first day of exhibitor scheduled move-in will be billed 100%. Items ordered and delivered, but subsequently cancelled, will be charged 100% of the applicable price.

ADDITIONAL INFORMATION

If you would like The Expo Group to install your own carpet, please use the labor form to order installation and dismantle labor and indicate for carpet installation.

CALCULATING YOUR TOTAL

Subtotal	_____
Taxes and Fees Multiplied by 8.25%	_____
TOTAL	_____

Exhibiting Company: _____
 Print Name: _____
 Authorizer's Signature: _____

Booth Number: _____
 Date: _____

Please note: The Exhibit Hall will have wall-to-wall carpeting. However, you may choose to enhance the appearance of your booth. All rental carpeting will be placed on top of the exhibit hall carpet. Prices are for rental only. Standard Cut Carpet may not be used in any booth 20'x20' or larger as booth areas must have full coverage.

If you plan on bringing your own carpet, please note how you will be shipping it below.

Will bring our own carpet: Shipping to Warehouse Shipping Direct to Dock

All carpets ordered are installed clean for your use.

You may order additional cleaning services for debris created during set-up and show hours.

See the Booth Cleaning Order Form.

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

Standard Cut Carpet		Advance Price	Standard Price	Total
10' x 10'	X	\$ 205.00	\$ 293.00	=
10' x 20'	X	\$ 410.00	\$ 585.75	=
10' x 30'	X	\$ 615.00	\$ 878.75	=
10' x 40'	X	\$ 820.00	\$1,171.50	=

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

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

Special Cut Carpet	You may order standard rental carpet cut and configured to your exact booth dimensions. Price includes labor to lay and tape carpet on-site. Please indicate color choice above.			
	Booth Dimensions _____ x _____			
	Total Sq. Ft.	Advance Price	Standard Price	Total
Special Cut Carpet	_____ X	\$3.75 per sq. ft.	\$5.40 per sq. ft.	= _____

	Total Sq. Ft.	Advance Price	Standard Price	Total
3/8" Foam Padding - Rental	_____ X	\$1.25 per sq. ft.	\$1.80 per sq. ft.	= _____
Visqueen Plastic Covering	_____ X	\$0.90 per sq. ft.	\$1.30 per sq. ft.	= _____

*Visqueen is included with Custom Carpet.

Cancellation Policy: Cancellations received less than 1-week prior to the first day of exhibitor scheduled move-in will be billed at 50%. Items ordered and delivered, but subsequently cancelled, will be charged 100% of the applicable price.

ADDITIONAL INFORMATION

If you would like The Expo Group to install your own carpet, please use the labor form to order installation and dismantle labor and indicate for carpet installation.

CALCULATING YOUR TOTAL

Subtotal	_____
Taxes and Fees Multiplied by 8.25%	_____
TOTAL	_____

Exhibiting Company: _____
 Print Name: _____
 Authorizer's Signature: _____

Booth Number: _____
 Date: _____

Each exhibitor will receive (1) wastebasket on Thursday morning. The wastebasket will be emptied Thursday evening. This does not include vacuuming or shampooing the carpet.

Carpet Cleaning	Cleaning includes either vacuuming or shampooing the carpet and emptying the wastebaskets for the areas within the exhibitor's booth. Any cleaning services required within the exhibitor's space during the show are the responsibility of the exhibitor or you may choose 'Porter Service.' Exhibit and furnishing wipe down not included.			
	A. One-Time Only Cleaning (First day only - 100 square feet minimum)			
	Total Sq. Ft.	Advance Price	Standard Price	Total
One Time Vacuuming of Booth	_____ X	\$0.55 per sq. ft.	\$0.79 per sq. ft. =	_____
B. Daily Cleaning (Every show day - 100 square feet minimum)				
	Total Sq. Ft.	Advance Price	Standard Price	Total
Daily Vacuuming (Two Days)	_____ X	\$1.10 per sq. ft.	\$1.58 per sq. ft. =	_____

Porter Service	Porter service (empty wastebaskets, police floor area at 2-hour intervals during show hours). Vacuuming not included.			
	Indicate Days: <input type="checkbox"/> Friday <input type="checkbox"/> Saturday			
	# of Days	Advance Price	Standard Price	Total
0-500 sq. ft.	_____ X	\$172.00	\$245.71 =	_____
501-1500 sq. ft.	_____ X	\$194.00	\$277.14 =	_____
1501-3000 sq. ft.	_____ X	\$218.00	\$311.43 =	_____

Excessive Trash will be subject to an additional fee for dismantling and disposal.

Cancellation Policy: Cancellations received less than 1-week prior to the first day of exhibitor scheduled move-in will be billed at 50%.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	Carpet Cleaning Subtotal _____
	Porter Service Subtotal _____
	TOTAL _____

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

		Quantity	Advance Price	Standard Price	Total
Furniture	Arm Chair	X	\$120.00	\$171.50	=
	Side Chair	X	\$110.00	\$157.25	=
	Slimline Chair	X	\$ 75.00	\$107.25	=
	Barstool	X	\$144.00	\$205.75	=
	30" Round, 30" High Pedestal Table	X	\$215.00	\$307.25	=
	30" Round, 42" High Pedestal Table	X	\$225.00	\$321.50	=
	Bag Rack	X	\$110.00	\$157.25	=
	Wastebasket	X	\$ 19.00	\$ 27.25	=
	Tripod Easel	X	\$ 41.00	\$ 58.75	=
	Literature Stand	X	\$189.00	\$270.00	=

Tables	Draping includes white vinyl top and taffeta skirting on three sides. Please circle the color of your choice.								
		white	black	red	teal	blue	gray	burgundy	green
	4' Long x 2' x 30" (incl. 4th side drape)		X			\$112.00	\$160.00	=	
	6' Long x 2' x 30"		X			\$142.00	\$203.00	=	
	8' Long x 2' x 30"		X			\$172.00	\$245.75	=	
	4' Long x 2' x 42" (incl. 4th side drape)		X			\$148.00	\$211.50	=	
	6' Long x 2' x 42"		X			\$178.00	\$254.50	=	
	8' Long x 2' x 42"		X			\$208.00	\$297.25	=	
	4th Side Draping for 6' & 8' Items 30"		X			\$ 36.00	\$ 51.50	=	
	4th Side Draping for 6' & 8' Items 42"		X			\$ 39.00	\$ 55.75	=	

Special Drapery	ORDER WITH SHOW MANAGEMENT PERMISSION ONLY. Please circle the color of your choice.							
		gray	teal	red	black	blue	white	
	8' high drape (4' minimum)		X			\$ 24.00	\$ 34.50	=
	3' high drape		X			\$ 20.00	\$ 28.75	=

Accessories	4' x 8' Tackboard - Horizontal	X	\$221.00	\$315.75	=
	4' x 8' Tackboard - Vertical	X	\$221.00	\$315.75	=

Cancellation Policy: Cancellations received less than 1-week prior to the first day of exhibitor scheduled move-in will be billed at 50%. Items ordered and delivered, but subsequently cancelled, will be charged 100% of the applicable price.

ADDITIONAL INFORMATION

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

CALCULATING YOUR TOTAL

Subtotal _____
 Taxes and Fees Multiplied by 8.25% _____
TOTAL _____

Exhibiting Company: _____
 Print Name: _____
 Authorizer's Signature: _____

Booth Number: _____
 Date: _____

5931 Campus Circle Drive West, Irving, Texas 75063
Phone: 972.580.9000
Order Services online at theexpogroup.com

Fort Worth Convention Center
Fort Worth, TX

Discount Deadline:
February 24, 2020

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

	Description	Qty	Advance Price	Standard Price	Total
Powered Seating	SFAPWR Roma Sofa, Powered, White	X	\$ 909.50	\$1,299.50	=
	CHRPWR Roma Chair, Powered, White	X	\$ 566.25	\$ 809.00	=
	NPLCHP Naples Chair, Powered, Black	X	\$ 566.25	\$ 809.00	=
	NPLLOP Naples Loveseat, Powered, Black	X	\$ 783.25	\$1,119.00	=
	NPLSOP Naples Sofa, Powered, Black	X	\$ 909.50	\$1,299.50	=
	BNQ417 Full Banquette, Powered, White	X	\$2,322.75	\$3,318.25	=
	BNQTL7 Center Cone, Powered, White	X	\$ 734.00	\$1,048.75	=
Powered Tables	VNTWHT Ventura Powered Bar Table, White	X	\$ 524.75	\$ 749.75	=
	VNTBLK Ventura Powered Bar Table, Black	X	\$ 524.75	\$ 749.75	=
	VNTCBK Ventura Powered Café Table, Black	X	\$ 645.50	\$ 922.25	=
	VNTCWH Ventura Powered Café Table, White	X	\$ 645.50	\$ 922.25	=
	CUBPOW Wireless Charging Table, Powered	X	\$ 479.25	\$ 684.75	=
	C1WP Sydney Cocktail Tbl., Powered, Wh.	X	\$ 319.00	\$ 455.75	=
	C1YP Sydney Cocktail Tbl., Powered, Blk.	X	\$ 319.00	\$ 455.75	=
Powered Pedestals	PDL36W 36"H Powered Locking Pedestal, W.	X	\$ 405.75	\$ 579.75	=
	PDL42W 42"H Powered Locking Pedestal, W.	X	\$ 485.00	\$ 693.00	=
	PDL36B 36"H Powered Locking Pedestal, Bl.	X	\$ 405.75	\$ 579.75	=
	PDL42B 42"H Powered Locking Pedestal, Bl.	X	\$ 485.00	\$ 693.00	=
Powered Tech Desk	TECH3B Tech Desk, Pwr'd., w/3 Drawer File	X	\$ 498.25	\$ 712.00	=
	TECH Tech Desk Powered, Black	X	\$ 404.00	\$ 577.25	=

Cancellation Policy: Cancellations received less than 1-week prior to the first day of exhibitor scheduled move-in will be billed at 100%. Cancellations after furniture is delivered is 100%.

ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

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

Subtotal _____

(Transfer Subtotal to Form 11k)

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____

5931 Campus Circle Drive West, Irving, Texas 75063
Phone: 972.580.9000
Order Services online at theexpogroup.com

Fort Worth Convention Center
Fort Worth, TX

Discount Deadline:
February 24, 2020

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

	Description	Qty	Advance Price	Standard Price	Total
Soft Seating Collections	VALSOF Valencia Sofa, Coffee Brown Velvet	X	\$ 500.00	\$ 714.50	=
	VALCHA Valencia, Chair, Coffee Brown Velv.	X	\$ 337.75	\$ 482.50	=
	FAIRSW Fairfax Sofa, White Vinyl	X	\$ 426.50	\$ 609.50	=
	FAIRCW Fairfax Chair, White Vinyl	X	\$ 307.75	\$ 439.75	=
	CHR002 Allegro Chair, Blue Fabric	X	\$ 417.00	\$ 595.75	=
	SFA002 Allegro Sofa, Blue Fabric	X	\$ 594.50	\$ 849.50	=
	PALSOF Palm Beach Sofa, White	X	\$ 747.25	\$1,067.50	=
	MNCHSC Munich Sectional (3pcs.), Gray	X	\$1,881.25	\$2,687.50	=
	MNCHLV Munich Armless Loveseat, Gray	X	\$ 837.75	\$1,197.00	=
	MNCHCC Munich Corner Chair, Gray	X	\$ 571.75	\$ 817.00	=
	MNCHCH Munich Armless Chair, Gray	X	\$ 471.75	\$ 674.00	=
	BCHWHT Baja Chair, White Vinyl	X	\$ 464.25	\$ 663.25	=
	BLVWHT Baja Loveseat, White Vinyl	X	\$ 677.50	\$ 968.00	=
	BSFWHT Baja Sofa, White Vinyl	X	\$ 943.50	\$1,348.00	=
	TANCHR Tangiers Chair, Beige Fabric	X	\$ 368.00	\$ 525.75	=
	TANLOV Tangiers Loveseat, Beige Fabric	X	\$ 700.00	\$1,000.00	=
	TANSOF Tangiers Sofa, Beige Fabric	X	\$ 564.25	\$ 806.25	=
	KEYCHR Key Largo Chair, Black Fabric	X	\$ 281.25	\$ 402.00	=
	KEYLOV Key Largo Loveseat, Black Fabric	X	\$ 326.50	\$ 466.50	=
	KEYSOF Key Largo Sofa, Black Fabric	X	\$ 422.75	\$ 604.00	=
NPLCHR Naples Chair, Black Vinyl	X	\$ 496.25	\$ 709.00	=	
NPLLOV Naples Loveseat, Black Vinyl	X	\$ 598.25	\$ 854.75	=	
NPLSOF Naples Sofa, Black Vinyl	X	\$ 711.50	\$1,016.50	=	

Cancellation Policy: Cancellations received less than 1-week prior to the first day of exhibitor scheduled move-in will be billed at 100%. Cancellations after furniture is delivered is 100%.

ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

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

Subtotal _____

(Transfer Subtotal to Form 11k)

Exhibiting Company: _____
Print Name: _____
Authorizer's Signature: _____

Booth Number: _____
Date: _____

5931 Campus Circle Drive West, Irving, Texas 75063
Phone: 972.580.9000
Order Services online at theexpogroup.com

Fort Worth Convention Center
Fort Worth, TX

Discount Deadline:
February 24, 2020

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

	Description	Qty	Advance Price	Standard Price	Total
Accent Chairs	LABREA La Brea Swivel Chair, Charcoal	X	\$ 351.00	\$ 501.50	=
	WENCHA Wentworth Chair, Brown Vinyl	X	\$ 366.25	\$ 523.25	=
	OCB Key West Chair, Black	X	\$ 339.75	\$ 485.50	=
	BCW Madrid Chair, White	X	\$ 549.25	\$ 784.75	=
	PROGB Pro Executive Guest Chair, Black	X	\$ 232.25	\$ 332.00	=
	SWAN Swanson Swivel Chair, White Vinyl	X	\$ 304.00	\$ 434.50	=

Group Seating	OCMTAU Meeting Chair, Taupe Fabric	X	\$ 232.25	\$ 332.00	=
	OCMWHT Meeting Chair, White Vinyl	X	\$ 232.25	\$ 332.00	=
	OCMESP Meeting Chair, Espresso Vinyl	X	\$ 232.25	\$ 332.00	=
	MARCWH Marina Chair, White Vinyl	X	\$ 164.25	\$ 234.75	=
	MARCBK Marina Chair, Black Vinyl	X	\$ 164.25	\$ 234.75	=
	MARCBR Marina Chair, Brown Fabric	X	\$ 164.25	\$ 234.75	=
	MARCBE Marina Chair, Ocean Blue Fabric	X	\$ 164.25	\$ 234.75	=
	MARCRD Marina Chair, Red Fabric	X	\$ 164.25	\$ 234.75	=
	CS8 Berlin Chair, Black, White	X	\$ 107.75	\$ 154.00	=
	CS4 Syntax Chair, Black, Chrome	X	\$ 209.50	\$ 299.50	=
	XCHR Christopher Chair, White, Chrome	X	\$ 90.75	\$ 129.75	=
	SC3 Brewer Chair, Onyx, Black	X	\$ 149.25	\$ 213.25	=
	RSTDIN Rustique Chair w/ Arms, Gunmetal	X	\$ 94.50	\$ 135.00	=
	ZENCHR Zenith Chair, White, Chrome	X	\$ 170.00	\$ 243.00	=
	LMCHR Laguna Chair, Maple, Chrome	X	\$ 151.00	\$ 215.75	=
	SC10 Razor Armless Chair, White	X	\$ 68.00	\$ 97.25	=
	BLDCSB Blade Chair, Sky Blue	X	\$ 75.50	\$ 108.00	=
	BLDCRD Blade Chair, Red	X	\$ 75.50	\$ 108.00	=
	LUCHCL Lucent Chair, Frosted	X	\$ 202.00	\$ 288.75	=
	DUET Duet Chair, Black, Chrome	X	\$ 56.75	\$ 81.25	=
MALGRN Malba Chair, Green	X	\$ 115.25	\$ 164.75	=	
MALGRY Malba Chair, Gray	X	\$ 115.25	\$ 164.75	=	

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	Description	Qty	Advance Price	Standard Price	Total
Ottomans	VIB09	Vibe Cube Ottoman, White	X \$ 119.00	\$ 170.00	=
	VIB10	Vibe Cube Ottoman, Black	X \$ 119.00	\$ 170.00	=
	VIB11	Vibe Cube Ottoman, Steel Blue	X \$ 119.00	\$ 170.00	=
	VIB13	Vibe Cube Ottoman, Purple	X \$ 119.00	\$ 170.00	=
	VIB12	Vibe Cube Ottoman, Silver	X \$ 119.00	\$ 170.00	=
	VIB04	Vibe Cube Ottoman, Red	X \$ 119.00	\$ 170.00	=
	VIB05	Vibe Cube Ottoman, Yellow	X \$ 119.00	\$ 170.00	=
	VIB15	Vibe Cube Ottoman, Taupe	X \$ 119.00	\$ 170.00	=
	VIB02	Vibe Cube Ottoman, Blue	X \$ 119.00	\$ 170.00	=
	VIB08	Vibe Cube Ottoman, Orange	X \$ 119.00	\$ 170.00	=
	VIB14	Vibe Cube Ottoman, Citrus Green	X \$ 119.00	\$ 170.00	=
	VIB17	Vibe Cube Ottoman, Desert Rose	X \$ 119.00	\$ 170.00	=
	VIB16	Vibe Cube Ottoman, Spice Orange	X \$ 119.00	\$ 170.00	=
	VIB06	Vibe Cube Ottoman, Gold/Bronze	X \$ 119.00	\$ 170.00	=
	VIB01	Vibe Cube Ottoman, Green	X \$ 119.00	\$ 170.00	=
	END02B	Endless Square Ottoman, Black	X \$ 304.00	\$ 434.50	=
	END02W	Endless Square Ottoman, White	X \$ 304.00	\$ 434.50	=
	WHT12	Half Bench, White	X \$ 381.25	\$ 544.75	=
	REGBEN	Regis Bench, Brushed Metal	X \$ 217.00	\$ 310.00	=
	END01B	Endless Curved Ottoman, Black	X \$ 373.75	\$ 534.00	=
	END01W	Endless Curved Ottoman, White	X \$ 373.75	\$ 534.00	=
	BNQ7	Quarter Curve, Ottoman, White	X \$ 498.25	\$ 712.00	=
	BNQR17	Ring (4 Ottoman seats), White	X \$1,787.00	\$2,553.00	=
	BVLYWH	Beverly Bench, White Vinyl	X \$ 407.75	\$ 582.50	=
	BVLYBK	Beverly Bench, Black Vinyl	X \$ 407.75	\$ 582.50	=
	BVLYGR	Beverly Bench, Gray Fabric	X \$ 407.75	\$ 582.50	=
	BVLYRD	Beverly Bench, Red Fabric	X \$ 407.75	\$ 582.50	=
	BVLYOB	Beverly Bench, Ocean Blue Fabric	X \$ 407.75	\$ 582.50	=
	BVLYLN	Beverly Bench, Linen Fabric	X \$ 407.75	\$ 582.50	=
	BVLYBN	Beverly Bench, Brown Fabric	X \$ 407.75	\$ 582.50	=

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Ottomans (cont.)	MAR001	Marche Swivel Ottoman, White Vinyl	X \$ 188.75	\$ 269.75	=
	MAR005	Marche Swivel Ottoman, Red Fabric	X \$ 188.75	\$ 269.75	=
	MAR009	Marche Swivel Ottoman, Pear Yellow	X \$ 188.75	\$ 269.75	=
	MAR007	Marche Swivel Ottoman, Plum Fabric	X \$ 188.75	\$ 269.75	=
	MAR010	Marche Swivel Ottoman, Blue Fabric	X \$ 188.75	\$ 269.75	=
	MAR002	Marche Swivel Ottoman, Gray Fabric	X \$ 188.75	\$ 269.75	=
	MAR003	Marche Swivel Ottoman, Linen Fabric	X \$ 188.75	\$ 269.75	=
	MAR004	Marche Swivel Ottoman, Raspberry	X \$ 188.75	\$ 269.75	=
	MAR008	Marche Swivel Otmn., Meadow Grn.	X \$ 188.75	\$ 269.75	=
	MAR011	Marche Swivel Ottoman, Orange Fbr.	X \$ 188.75	\$ 269.75	=
	MAR015	Marche Swivel Ottoman, Black	X \$ 188.75	\$ 269.75	=
	MAR012	Marche Swivel Ottoman, Forest Grn.	X \$ 188.75	\$ 269.75	=
	MAR013	Marche Swivel Ottoman, Teal	X \$ 188.75	\$ 269.75	=
	MAR014	Marche Swivel Otmn., Distrsd Brown	X \$ 188.75	\$ 269.75	=
	MAR006	Marche Swivel Otmn., Rose Quartz	X \$ 188.75	\$ 269.75	=
	CUBL20	Edge LED Cube Ottoman, White	X \$ 170.00	\$ 243.00	=

Accent Tables	MESETW	Mesa End Table, Wood, Bronze	X \$ 143.50	\$ 205.00	=
	MESCTW	Mesa Cocktail Table, Wood, Bronze	X \$ 219.00	\$ 313.00	=
	MESETG	Mesa End Table, Glass, Bronze	X \$ 143.50	\$ 205.00	=
	MESCTG	Mesa Cocktail Table, Glass, Bronze	X \$ 219.00	\$ 313.00	=
	MESETB	Mesa End Table, Black, Bronze	X \$ 143.50	\$ 205.00	=
	MESCTB	Mesa Cocktail Table, Black, Bronze	X \$ 219.00	\$ 313.00	=
	ALC100	Alondra Cocktail Table, Glass, Chrm.	X \$ 339.75	\$ 485.50	=
	ALC200	Alondra Cocktail Table, Wood, Chrm.	X \$ 339.75	\$ 485.50	=
	ALE100	Alondra End Table, Glass, Chrome	X \$ 245.50	\$ 350.75	=
	ALE200	Alondra End Table, Wood, Chrome	X \$ 245.50	\$ 350.75	=
	C1C	Geo Cocktail Table, Glass, Chrome	X \$ 213.25	\$ 304.75	=
	C1FWB	Geo Cocktail Table, Wood, Black	X \$ 296.25	\$ 423.25	=
	E1C	Geo End Table, Glass, Chrome	X \$ 177.50	\$ 253.75	=
	E1FWB	Geo End Table, Wood, Black	X \$ 258.50	\$ 369.50	=

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	Description	Qty	Advance Price	Standard Price	Total
Accent Tables	TAOBWH Taos Side Table, White, Bronze	X	\$ 145.50	\$ 208.00	=
	TAOBBK Taos Side Table, Black, Bronze	X	\$ 145.50	\$ 208.00	=
	TAOBWD Taos Side Table, Wood, Bronze	X	\$ 145.50	\$ 208.00	=
	SEDBWH Sedona Side Table, White, Bronze	X	\$ 145.50	\$ 208.00	=
	SEDBBK Sedona Side Table, Black, Bronze	X	\$ 145.50	\$ 208.00	=
	SEDBWD Sedona Side Table, Wood, Bronze	X	\$ 145.50	\$ 208.00	=
	C1W Sydney Cocktail Table, White	X	\$ 241.75	\$ 345.50	=
	C1Y Sydney Cocktail Table, Black	X	\$ 241.75	\$ 345.50	=
	SYDBEC Sydney Cocktail Table, Blue	X	\$ 317.00	\$ 453.00	=
	SYDWDC Sydney Cocktail Table, Wood	X	\$ 317.00	\$ 453.00	=
	E1W Sydney End Table, White	X	\$ 217.00	\$ 310.00	=
	E1Y Sydney End Table, Black	X	\$ 217.00	\$ 310.00	=
	SYDBEE Sydney End Table, Blue	X	\$ 279.25	\$ 399.00	=
	SYDWDE Sydney End Table, Wood	X	\$ 279.25	\$ 399.00	=
	REGBEN Regis Bench, Brushed Metal	X	\$ 217.00	\$ 310.00	=
	REGOTT Regis End Table, Brushed Metal	X	\$ 151.00	\$ 215.75	=
	E1E Silverado End Table, Glass, Chrome	X	\$ 188.75	\$ 269.75	=
	C1E Silverado Cocktail Table, Glass, Chrm.	X	\$ 236.00	\$ 337.25	=
	ETBL E-Table, Wood	X	\$ 153.00	\$ 218.75	=
	TMBTBL Timber Table, Wood	X	\$ 128.50	\$ 183.75	=
AURA Aura Round Table, White Metal	X	\$ 122.75	\$ 175.50	=	
CUBPOW Wireless Charging Table, Powered	X	\$ 479.25	\$ 684.75	=	
CUBTBL Edge LED Cube Table, White, Plexi	X	\$ 170.00	\$ 243.00	=	
Bar Tables	VTK 30"Rx42"H Maple, Std. Black Base	X	\$ 185.00	\$ 264.50	=
	VTB 30"Rx42"H Red, Standard Blk. Base	X	\$ 185.00	\$ 264.50	=
	30WH42 30"Rx42"H White Lam., Std. Blk. Bs.	X	\$ 264.25	\$ 377.50	=
	VTA 30"Rx42"H Mad. Gray, St. Black Base	X	\$ 251.00	\$ 358.75	=
	30BEBB 30"Rx42"H Blue, Standard Black Base	X	\$ 279.25	\$ 399.00	=
	30WDBB 30"Rx42"H Wood, Stnd. Black Base	X	\$ 279.25	\$ 399.00	=

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	Description	Qty	Advance Price	Standard Price	Total	
Bar Tables (cont.)	30BKSB 30"Rx42"H Black, Standard Black Base	X	\$ 279.25	\$ 399.00	=	
	30AGBB 30"Rx42"H Brushed Gnmrtl., Std. Blk. Bs.	X	\$ 279.25	\$ 399.00	=	
	30OSBB 30"Rx42"H Orange, Standard Black Bs.	X	\$ 279.25	\$ 399.00	=	
	30YBBB 30"Rx42"H Brushed Yellow, Std. Blk. Bs.	X	\$ 279.25	\$ 399.00	=	
	30GSBB 30"Rx42"H Green, Standard Black Base	X	\$ 279.25	\$ 399.00	=	
	VTW 36"Rx42"H White Lam., Std., Blk. Bs.	X	\$ 224.75	\$ 321.25	=	
	VTN 36"Rx42"H Graphite Neb, Std. Blk. Bs.	X	\$ 224.75	\$ 321.25	=	
	VTP 36"Rx42"H Maple, Std. Black Base	X	\$ 224.75	\$ 321.25	=	
	36BKSB 36"Rx42"H Black, Standard Black Base	X	\$ 224.75	\$ 321.25	=	
	30GRHB 30"Rx45"H Grpht. Neb, Hyd. Chr. Bs.	X	\$ 270.00	\$ 385.75	=	
	30MTHB 30"Rx45"H Maple, Hyd. Chrome Base	X	\$ 270.00	\$ 385.75	=	
	30BRHB 30"Rx45"H Red, Hydraulic Chr. Base	X	\$ 270.00	\$ 385.75	=	
	30WHHB 30"Rx45"H Wh. Lam., Hyd. Chr. Base	X	\$ 270.00	\$ 385.75	=	
	30MAHB 30"Rx45"H Mad.Gry. Hyd. Chr. Base	X	\$ 304.00	\$ 434.50	=	
	30BEHB 30"Rx45"H Blue, Hydraulic Chr. Base	X	\$ 337.75	\$ 482.50	=	
	30WDHB 30"Rx45"H Wood, Hydraulic Chr. Base	X	\$ 337.75	\$ 482.50	=	
	30BKHB 30"Rx45"H Black, Hydraulic Chrome Bs.	X	\$ 337.75	\$ 482.50	=	
	30AGHB 30"Rx45"H Brushed Gnmrtl., Hyd. Chr. Bs.	X	\$ 337.75	\$ 482.50	=	
	30OSHB 30"Rx45"H Orange, Hydr. Chrome Base	X	\$ 337.75	\$ 482.50	=	
	30YSHB 30"Rx45"H Brushed Yellow, Hyd, Chr. Bs.	X	\$ 337.75	\$ 482.50	=	
	30GSHB 30"Rx45"H Green, Hyd. Chrome Base	X	\$ 337.75	\$ 482.50	=	
	36WTHB 36"Rx45"H Wh. Lam., Hyd. Chr. Base	X	\$ 292.50	\$ 418.00	=	
	36GRHB 36"Rx45"H Grpht. Neb., Hyd., Chr. Bs.	X	\$ 292.50	\$ 418.00	=	
	36MTHB 36"Rx45"H Maple, Hyd. Chrome Base	X	\$ 292.50	\$ 418.00	=	
	36BKHB 36"Rx45"H Black, Hyd. Chrome Base	X	\$ 292.50	\$ 418.00	=	
	RSTSQT Rustique Square Metal Bar Table	X	\$ 277.50	\$ 396.50	=	
	Café Tables	ZTK 30"Rx29"H Maple, Std. Black Base	X	\$ 171.75	\$ 245.50	=
		30WH29 30"Rx29"H White Lam., Std. Blk. Base	X	\$ 241.75	\$ 345.50	=
ZTB 30"Rx29"H Red, Standard Blk. Base		X	\$ 171.75	\$ 245.50	=	

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	Description	Qty	Advance Price	Standard Price	Total
Café Tables (cont.)	ZTA 30"Rx29"H Mad. Gry, Std. Blk. Base	X	\$ 234.00	\$ 334.50	=
	30BEBC 30"Rx29"H Blue, Standard Black Base	X	\$ 251.00	\$ 358.75	=
	30WDBC 30"Rx29"H Wood, Standard Blk Base	X	\$ 251.00	\$ 358.75	=
	30AGBC 30"Rx29"H Brushed Gnmtl., Std. Blk, Bs.	X	\$ 251.00	\$ 358.75	=
	30BKSC 30"Rx29"H Black, Standard Black Base	X	\$ 251.00	\$ 358.75	=
	30OSBC 30"Rx29"H Orange, Standard Black Bs.	X	\$ 251.00	\$ 358.75	=
	30YSBC 30"Rx29"H Brushed Yellow, Std. Blk, Bs.	X	\$ 251.00	\$ 358.75	=
	30GSBC 30"Rx29"H Green, Standard Black Base	X	\$ 251.00	\$ 358.75	=
	ZTQ 36"Rx29"H Wh. Lam., Std. Blk. Base	X	\$ 209.50	\$ 299.50	=
	ZTN 36"Rx29"H Graphite Neb. Std. Blk. Bs.	X	\$ 209.50	\$ 299.50	=
	ZTP 36"Rx29"H Maple, Std. Black Base	X	\$ 209.50	\$ 299.50	=
	36BKSC 36"Rx29"H Black, Standard Black Base	X	\$ 209.50	\$ 299.50	=
	30GRHC 30"Rx29"H Grpht. Neb., Hyd. Chr. Bs.	X	\$ 270.00	\$ 385.75	=
	30MTHC 30"Rx29"H Maple, Hyd. Chrome Base	X	\$ 270.00	\$ 385.75	=
	30BRHC 30"Rx29"H Red, Hydraulic Chr. Base	X	\$ 270.00	\$ 385.75	=
	30MAHC 30"Rx29"H Mad. Gry., Hyd. Chr. Base	X	\$ 304.00	\$ 434.50	=
	30WHHC 30"Rx29"H Wh. Lam., Hyd. Chr. Base	X	\$ 270.00	\$ 385.75	=
	30BEHC 30"Rx29"H Blue, Hydraulic Chrm. Base	X	\$ 337.75	\$ 482.50	=
	30WDHC 30"Rx29"H Wood, Hydr. Chrome Base	X	\$ 337.75	\$ 482.50	=
	30AGHC 30"Rx29"H Brshd. Gnmtl., Hyd. Chr. Bs.	X	\$ 337.75	\$ 482.50	=
	30BKHC 30"Rx29"H Black, Hydraulic Chrome Bs.	X	\$ 337.75	\$ 482.50	=
	30OSHC 30"Rx29"H Orange, Hyd. Chrome Base	X	\$ 337.75	\$ 482.50	=
	30YSHC 30"Rx29"H Brushed Yellow, Hyd. Chr. Bs.	X	\$ 337.75	\$ 482.50	=
	30GSHC 30"Rx29"H Green, Hyd. Chrome Base	X	\$ 337.75	\$ 482.50	=
	36WTHC 36"Rx29"H Wh. Lam., Hyd. Chr. Base	X	\$ 292.50	\$ 418.00	=
	36GRHC 36"Rx29"H Grpht. Neb., Hyd. Chr, Bs.	X	\$ 292.50	\$ 418.00	=
	36MTHC 36"Rx29"H Maple, Hyd. Chrome Base	X	\$ 292.50	\$ 418.00	=
	36BKHC 36"Rx29"H Black, Hydraulic Chrome Bs.	X	\$ 292.50	\$ 418.00	=

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Description		Qty	Advance Price	Standard Price	Total
Barstools	BS003 Zoey Barstool, Black, Chrome	X	\$ 249.25	\$ 356.25	=
	BS002 Zoey Barstool, White, Chrome	X	\$ 249.25	\$ 356.25	=
	ROLLWH Lift Barstool, White Vinyl	X	\$ 181.25	\$ 259.00	=
	ROLLRD Lift Barstool, Red Vinyl	X	\$ 181.25	\$ 259.00	=
	ROLLBL Lift Barstool, Black Vinyl	X	\$ 181.25	\$ 259.00	=
	ROLLGY Lift Barstool, Gray Vinyl	X	\$ 181.25	\$ 259.00	=
	BST Banana Barstool, White, Chrome	X	\$ 213.25	\$ 304.75	=
	ZENBAR Zenith Barstool, White, Chrome	X	\$ 170.00	\$ 243.00	=
	APS08 Apex Barstool, Black Vinyl	X	\$ 200.00	\$ 285.75	=
	APS59 Apex Barstool, Red Vinyl	X	\$ 200.00	\$ 285.75	=
	APS75 Apex Barstool, White Vinyl	X	\$ 200.00	\$ 285.75	=
	APS12 Apex Barstool, Blue Ultra Suede	X	\$ 200.00	\$ 285.75	=
	BSC Oslo Barstool, White	X	\$ 222.75	\$ 318.25	=
	XBAR Christopher Barstool, White, Chrome	X	\$ 162.50	\$ 232.25	=
	BS001 Shark Barstool, White Chrome	X	\$ 271.75	\$ 388.25	=
	BSR Syntax Barstool, Black, Chrome	X	\$ 228.50	\$ 326.50	=
	RSTSTL Rustique Barstool, Gunmetal	X	\$ 113.25	\$ 162.00	=
	LUBSCL Lucent Barstool, Frosted	X	\$ 288.75	\$ 412.50	=
LMBAR Laguna Barstool, Maple, Chrome	X	\$ 188.75	\$ 269.75	=	
BLDBRD Blade Barstool, Red	X	\$ 145.50	\$ 208.00	=	
BLDBSB Blade Barstool, Sky Blue	X	\$ 145.50	\$ 208.00	=	
Conference Tables	CONF42 42"R White Laminate Conf. Table	X	\$ 326.50	\$ 466.50	=
	CB1 42"R Graphite Nebula Conf. Table	X	\$ 326.50	\$ 466.50	=
	CB8 42"R Madison, Gray Acajou Conf. Tbl.	X	\$ 326.50	\$ 466.50	=
	42BKCT 42"R Black Lam. Conference Table	X	\$ 326.50	\$ 466.50	=
	MADC05 5' Madison, Gray Acajou Conf. Table	X	\$ 487.00	\$ 695.75	=
	MADC08 8' Madison, Gray Acajou Conf. Table	X	\$ 971.75	\$1,388.25	=
	MADC10 10' Madison, Gray Acajou Conf. Table	X	\$ 971.75	\$1,388.25	=

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	Description	Qty	Advance Price	Standard Price	Total
Conference Tables (cont.)	42ATO 42"R Atomic Conf. Table, Glass, Chr.	X	\$ 321.00	\$ 458.75 =	
	36ATO 36"R Atomic Conf. Table, Glass, Chr.	X	\$ 321.00	\$ 458.75 =	
	CE1 Geo Rounded Sq. Tbl., Glass, Chr.	X	\$ 271.75	\$ 388.25 =	
	CF1 Geo Rounded Sq. Tbl., Glass, Black	X	\$ 271.75	\$ 388.25 =	
	CF2 Geo Rectangular Tbl., Glass, Black	X	\$ 385.00	\$ 550.00 =	
	CE2 Geo Rectangular Tbl., Glass, Chrome	X	\$ 385.00	\$ 550.00 =	
	MERLIN Merlin Multi-Use Table	X	\$ 294.50	\$ 420.75 =	
	WD3 Work Table	X	\$ 283.25	\$ 404.75 =	
	CB3 8' Graphite Nebula Conference Table	X	\$ 475.50	\$ 679.50 =	
	CB2 6' Graphite Nebula Conference Table	X	\$ 402.00	\$ 574.50 =	
	C508GR 8' Granite Conference Table	X	\$ 475.50	\$ 679.50 =	
	CT10GR 10' Granite Conference Table	X	\$ 711.50	\$1,016.50 =	
	CT06GR 6' Granite Conference Table	X	\$ 402.00	\$ 574.50 =	
Executive Seating	CUPCHA Cupertino Mid Back Chair, Black	X	\$ 311.50	\$ 445.00 =	
	PROEXE Pro Executive High Back Chair, White	X	\$ 277.50	\$ 396.50 =	
	PROEXB Pro Executive High Back Chair, Black	X	\$ 277.50	\$ 396.50 =	
	PROMID Pro Executive Mid Back Chair, White	X	\$ 211.50	\$ 302.25 =	
	PROMDB Pro Executive Mid Back Chair, Black	X	\$ 211.50	\$ 302.25 =	
	PROGB Pro Executive Guest Chair, Black	X	\$ 232.25	\$ 332.00 =	
	TASKST Task Stool, Black Fabric	X	\$ 164.25	\$ 234.75 =	
	GENCHA Genesis Chair, Black Fabric	X	\$ 271.75	\$ 388.25 =	
Office Essentials	JD8 Executive Desk, Madison Gray Acajou	X	\$ 613.25	\$ 876.25 =	
	CR8 Credenza, Madison Gray Acajou	X	\$ 519.00	\$ 741.50 =	
	BC8 Bookcase, Madison Gray Acajou	X	\$ 445.50	\$ 636.50 =	
Tech Desk	TECH3 3 Drawer Filing Cabinet on Casters, Blk.	X	\$ 134.00	\$ 191.50 =	

Cancellation Policy: Cancellations received less than 1-week prior to the first day of exhibitor scheduled move-in will be billed at 100%. Cancellations after furniture is delivered is 100%.

ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

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

Subtotal _____

(Transfer Subtotal to Form 11k)

Exhibiting Company: _____
Print Name: _____
Authorizer's Signature: _____

Booth Number: _____
Date: _____

5931 Campus Circle Drive West, Irving, Texas 75063
Phone: 972.580.9000
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Fort Worth Convention Center
Fort Worth, TX

Discount Deadline:
February 24, 2020

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

	Description	Qty	Advance Price	Standard Price	Total
Communal Tables	VNTMNP Ventura Bar Table, Maple, Solid	X	\$ 564.25	\$ 806.25 =	
	VNTBMW Ventura Bar Table, Maple, w/ Grommets	X	\$ 564.25	\$ 806.25 =	
	VNTBWW Ventura Bar Table, White, w/ Grommets	X	\$ 564.25	\$ 806.25 =	
	VNTWNP Ventura Bar Table, White, Solid	X	\$ 564.25	\$ 806.25 =	
	VNTBNP Ventura Bar Table, Black, Solid	X	\$ 564.25	\$ 806.25 =	
	VNTCMN Ventura Café Table, Maple, Solid	X	\$ 568.00	\$ 811.50 =	
	VNTCMW Ventura Café Table, Maple, w/ Grom.	X	\$ 568.00	\$ 811.50 =	
	VNTCWW Ventura Café Table, White, w./ Grom.	X	\$ 568.00	\$ 811.50 =	
	VNTCWN Ventura Café Table, White, Solid	X	\$ 568.00	\$ 811.50 =	
	VNTCBN Ventura Café Table, Black, Solid	X	\$ 568.00	\$ 811.50 =	

Office Accessories and Decor	LA15 Mason Floor Lamp	X	\$ 187.00	\$ 267.25 =	
	LA14 Mason Table Lamp	X	\$ 122.75	\$ 175.50 =	
	PSHCCS Posh Shelving, Chrome / Acrylic	X	\$ 521.00	\$ 744.50 =	
	HDG7FT Boxwood Hedge, 7' (36.5"Lx12"Dx84"H)	X	\$ 798.25	\$1,140.50 =	
	HDG4FT Boxwood Hedge, 4' (46"Lx9"Dx47"H)	X	\$ 490.75	\$ 701.25 =	

Midtown Counter and Bar	MTCPUL Midtown Powered Counter, Pewter/Glass, Unlighted	X	\$1,549.25	\$2,213.25 =	
	MTCLPI Midtown Powered Counter, Pewter/Glass, Lighted w/ Plug -in	X	\$1,645.50	\$2,350.75 =	
	MTBUUL Midtown Bar, Pewter, Glass, Unlighted	X	\$1,539.75	\$2,199.75 =	
	MTBLPI Midtown Bar, Pewter, Gl., Lighted w/ Plug-in	X	\$1,645.50	\$2,350.75 =	

Cancellation Policy: Cancellations received less than 1-week prior to the first day of exhibitor scheduled move-in will be billed at 100%. Cancellations after furniture is delivered is 100%.

ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

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

Subtotal	
Taxes and Fees Multiplied by 8.25%	
Delivery Charge	\$75.00
TOTAL	

Exhibiting Company: _____
Print Name: _____
Authorizer's Signature: _____

Booth Number: _____
Date: _____

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Fort Worth Convention Center
Fort Worth, TX

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***Additional Electrical Service must be ordered separately.**

	Structure Code	Description	Qty	Price	Total
Essentials Line (10' x 10' Booths)	Presence_100_Basic	Presence Basic	X	\$1,618.75 =	
	Presence_100_Designer	Presence Designer (with graphics)	X	\$2,868.75 =	
	<i>For Presence Exhibits, please indicate choice of metal color: _____ Silver _____ Black</i>				
	Waveline_100_Basic	Waveline Basic	X	\$2,243.75 =	
	Waveline_100_Designer	Waveline Designer (with graphics)	X	\$3,668.75 =	
	Impact_100_Basic	Impact Basic	X	\$2,618.75 =	
	Impact_100_Designer	Impact Designer (with graphics)	X	\$4,118.75 =	

Essentials Line (10' x 20' Booths)	Presence_200_Basic	Presence Basic	X	\$3,368.75 =	
	Presence_200_Designer	Presence Designer (with graphics)	X	\$5,068.75 =	
	<i>For Presence Exhibits, please indicate choice of metal color: _____ Silver _____ Black</i>				
	Waveline_200_Basic	Waveline Basic	X	\$4,243.75 =	
	Waveline_200_Designer	Waveline Designer (with graphics)	X	\$6,118.75 =	
	Impact_200_Basic	Impact Basic	X	\$5,118.75 =	
	Impact_200_Designer	Impact Designer (with graphics)	X	\$6,793.75 =	

Essentials Line (Accessories)	ACC1	Curved Reception w/ Open Back	X	\$ 495.00 =	
	ACC1	Curved Reception w/ Open Back (with graphics)	X	\$ 625.00 =	
	ACC2	Presence Credenza	X	\$ 495.00 =	
	ACC2	Presence Credenza (with graphics)	X	\$ 625.00 =	
	<i>For Presence Credenza (ACC2), please indicate choice of metal color: _____ Silver _____ Black</i>				
	ACC3	Cosmopolitan Credenza	X	\$ 595.00 =	
	ACC3	Cosmopolitan Credenza (with graphics)	X	\$ 745.00 =	

Cancellation Policy: A 50% penalty is charged for cancellations after the Discount Deadline date and prior to 2-weeks prior to first day of exhibitor move-in. No refunds will be made thereafter.

ADDITIONAL INFORMATION

!!! Don't forget to fill out and return form 12f with your Exhibit Options selections with this order.

CALCULATING YOUR TOTAL

Subtotal	_____
50% Expedite Fee if ordered after 3-weeks prior to first day of Exhibitor Move-in	_____
100% Expedite Fee if ordered after 2-weeks prior to first day of Exhibitor Move-in	_____
Subtotal	_____
Taxes & Fees Multiplied by 8.25% of Subtotal	_____
TOTAL	_____

Exhibiting Company: _____
Print Name: _____
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Booth Number: _____
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***Electrical Service must be ordered separately.**

	Structure Code	Description	Qty	Price	Total
Essentials Line (Accessories cont.)	ACC5	Waveline Credenza	X	\$ 625.00 =	
	ACC5	Waveline Credenza (with graphics)	X	\$ 745.00 =	
	ACC6	Waveline Credenza w/ Standoff Sign	X	\$ 678.00 =	
	ACC6	Waveline Credenza w/ Standoff Sign (with graphics)	X	\$ 828.00 =	
	ACC7	Waveline Computer Pedestal	X	\$ 695.00 =	
	ACC7	Waveline Computer Pedestal (with graphics)	X	\$ 865.00 =	
	ACC8	Presence Pedestal	X	\$ 495.00 =	
	ACC8	Presence Pedestal (with graphics)	X	\$ 625.00 =	
	ACC9	Reception Counter w/ Open Back	X	\$ 550.00 =	
	ACC9	Reception Counter w/ Open Back (with graphics)	X	\$ 725.00 =	
	ACC10	Presence Extended Credenza w/ Shelf	X	\$ 630.00 =	
	ACC10	Presence Extended Credenza w/ Shelf (with graphics)	X	\$ 845.00 =	
	ACC11	Additional Stem Light*	X	\$ 56.25 =	
	ACC12	Floor Can Light*	X	\$ 62.50 =	
	ACC13	8" Straight White Laminate Shelf	X	\$ 50.00 =	
	ACC33	12" Straight White Laminate Shelf	X	\$ 68.75 =	
	ACC14	8" Straight Black Laminate Shelf	X	\$ 50.00 =	
ACC34	12" Straight Black Laminate Shelf	X	\$ 68.75 =		
ACC15	8" Straight Clear Shelf	X	\$ 68.75 =		
ACC35	12" Straight Clear Shelf	X	\$ 87.50 =		
ACC16	Angled White Metal Shelf	X	\$ 50.00 =		
ACC17	Product Display Case w/ Light*	X	\$ 593.75 =		

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ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
<p>!!! Don't forget to fill out and return form 12f with your Exhibit Options selections with this order.</p>	Subtotal _____
	50% Expedite Fee if ordered after 3-weeks prior to first day of Exhibitor Move-in _____
	100% Expedite Fee if ordered after 2-weeks prior to first day of Exhibitor Move-in _____
	Subtotal _____
	Taxes & Fees Multiplied by 8.25% of Subtotal _____
	TOTAL _____

Exhibiting Company: _____
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	Structure Code	Description	Qty	Price	Total
Essentials Line (Accessories, cont.)	ACC18	Tower Display Case w/ Light*	X	\$ 868.75 =	
	ACC19	Square Tower Display Case w/ Light*	X	\$ 781.25 =	
	ACC22	Information Station Credenza	X	\$ 743.75 =	
	ACC23	Information Station Tower (Island Booth only)	X	\$ 993.75 =	
	ACC24	Free Standing Panel w/ Graphics	X	\$ 493.75 =	
	ACC25	Internet Station	X	\$ 618.75 =	

Impressions Line (10' x 10' Booths)	Launch_100_01	Launch (Audio Visual priced separately)	X	PRICING FROM \$5,738.75	
	Tour_100_01	Tour	X	PRICING FROM \$5,418.75	
	Confer_100_02	Confer	X	PRICING FROM \$5,118.75	
	Dialogue_100_03	Dialogue (Audio Visual priced separately)	X	PRICING FROM \$5,993.75	
	Exchange_100_02	Exchange (Audio Visual priced separately)	X	PRICING FROM \$6,096.25	
	Huddle_100_01	Huddle	X	PRICING FROM \$4,893.75	
	Lounge_100_02	Lounge (includes furniture without power, Audio Visual priced separately)	X	PRICING FROM \$5,748.75	
	LoungePWR_100_02	Lounge w/ Power (Audio Visual priced separately, powered furniture is included, electricity for furniture not included)	X	PRICING FROM \$5,918.75	
	Session_100_03	Session	X	PRICING FROM \$6,028.75	
	Array_100_03	Array (includes battery-powered LED cubes)	X	PRICING FROM \$5,533.75	
	Fashion_100_01	Fashion	X	PRICING FROM \$5,618.75	
	Freeform_100_03	Freeform	X	PRICING FROM \$5,431.25	
	Freeform-S_100_03	Freeform (includes Slatwall backing)	X	PRICING FROM \$5,431.25	
	Showcase_100_02	Showcase (includes showcase)	X	PRICING FROM \$5,762.50	
	Showcase-C_100_02	Showcase (storage closet option)	X	PRICING FROM \$5,706.25	
	Showcase-SC_100_02	Showcase (includes Slatwall backing with storage closet)	X	PRICING FROM \$5,393.75	

Cancellation Policy: A 50% penalty is charged for cancellations after the Discount Deadline date and prior to 2-weeks prior to first day of exhibitor move-in. No refunds will be made thereafter.

ADDITIONAL INFORMATION

!!! Don't forget to fill out and return form 12f with your Exhibit Options selections with this order.

CALCULATING YOUR TOTAL

Subtotal	_____
50% Expedite Fee if ordered after 3-weeks prior to first day of Exhibitor Move-in	_____
100% Expedite Fee if ordered after 2-weeks prior to first day of Exhibitor Move-in	_____
Subtotal	_____
Taxes & Fees Multiplied by 8.25% of Subtotal	_____
TOTAL	_____

Exhibiting Company: _____
Print Name: _____
Authorizer's Signature: _____

Booth Number: _____
Date: _____

The Expo Group Exhibit Rental Division offers exhibitors a quick and cost effective solution to showcase your booth for trade show participation. Price includes graphics (for Impressions and Inventive Line Booths, elsewhere as noted), shipping, installation and dismantle labor for all items, plus carpet, daily cleaning and basic power for exhibit lights on booth structures.

***Additional Electrical Service must be ordered separately.**

	Structure Code	Description	Qty	Price	Total
Impressions Line (10' x 20' Booths)	Launch_200_01	Launch (Audio Visual priced separately)	X	PRICING FROM \$	9,213.75
	Tour_200_01	Tour	X	PRICING FROM \$	9,218.75
	Confer_200_02	Confer	X	PRICING FROM \$	9,968.75
	Dialogue_200_03	Dialogue (Audio Visual priced separately)	X	PRICING FROM \$	10,020.00
	Exchange_200_02	Exchange (Audio Visual priced separately)	X	PRICING FROM \$	9,071.25
	Huddle_200_01	Huddle	X	PRICING FROM \$	8,770.00
	Lounge_200_02	Lounge (includes furniture without power, Audio Visual priced separately)	X	PRICING FROM \$	9,797.50
	LoungePWR_200_02	Lounge w/ Power (Audio Visual priced separately, powered furniture is included, electricity for furniture not included)	X	PRICING FROM \$	10,195.00
	Session_200_03	Session	X	PRICING FROM \$	10,408.75
	Array_200_03	Array (includes battery-powered LED cubes)	X	PRICING FROM \$	9,256.25
	Fashion_200_01	Fashion	X	PRICING FROM \$	8,843.75
	Freeform_200_03	Freeform	X	PRICING FROM \$	9,243.75
	Freeform-S_200_03	Freeform (includes Slatwall backing)	X	PRICING FROM \$	9,243.75
	Showcase_200_02	Showcase (includes showcase)	X	PRICING FROM \$	10,256.25
	Showcase-C_200_02	Showcase (storage closet option)	X	PRICING FROM \$	10,393.75
	Showcase-SC_200_02	Showcase (includes Slatwall backing with storage closet)	x	PRICING FROM \$	10,393.75

Cancellation Policy: A 50% penalty is charged for cancellations after the Discount Deadline date and prior to 2-weeks prior to first day of exhibitor move-in. No refunds will be made thereafter.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
<p>!!! Don't forget to fill out and return form 12f with your Exhibit Options selections with this order.</p>	Subtotal _____
	50% Expedite Fee if ordered after 3-weeks prior to first day of Exhibitor Move-in _____
	100% Expedite Fee if ordered after 2-weeks prior to first day of Exhibitor Move-in _____
	Subtotal _____
	Taxes & Fees Multiplied by 8.25% of Subtotal _____
	TOTAL _____

Exhibiting Company: _____
 Print Name: _____
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Booth Number: _____
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***Additional Electrical Service must be ordered separately.**

	Structure Code	Description	Qty	Price	Total
Impressions Line (20' x 20' Booths)	Theater_400	Theater	X	PRICING FROM \$32,840.00	
	Billboard_400	Billboard	X	PRICING FROM \$29,856.25	
	Marquee_400	Marquee	X	PRICING FROM \$30,206.25	
	Icon_400	Icon	X	PRICING FROM \$31,410.00	

Impressions Line (Accessories)		1 Meter bx Counter	X	\$495.00	=
		1 Meter bx Counter w/ Graphics	X	\$625.00	=
		1 Meter bx Curved Counter	X	\$495.00	=
		1 Meter bx Curved Counter w/ Graphics	X	\$625.00	=
		1 Meter bx Back Cabinet	X	\$495.00	=
		1 Meter x 1 Meter Storage Closet	X	\$925.00	=
		Bx Cube Shelving	X	\$169.00	=
		Bx Floor Base Unit	X	\$325.00	=
		Bx Shelving	X	\$ 59.00	=

Inventive Line (20' x 20' Booths)	Inventive_Salon_01	Salon	X	Please Visit Quote Estimator www.perspectiveseries.com For Pricing
	Inventive_Showstopper_01	Showstopper	X	
	Inventive_Splash_01	Splash	X	
	Inventive_Venue_01	Venue	X	

Cancellation Policy: A 50% penalty is charged for cancellations after the Discount Deadline date and prior to 2-weeks prior to first day of exhibitor move-in. No refunds will be made thereafter.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
<p>!!! Don't forget to fill out and return form 12f with your Exhibit Options selections with this order.</p>	Subtotal _____
	50% Expedite Fee if ordered after 3-weeks prior to first day of Exhibitor Move-in _____
	100% Expedite Fee if ordered after 2-weeks prior to first day of Exhibitor Move-in _____
	Subtotal _____
	Taxes & Fees Multiplied by 8.25% of Subtotal _____
	TOTAL _____

Exhibiting Company: _____
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Please indicate the options that you wish to use for your ordered exhibit or accessories:

Carpet Color	Carpet is included with the exhibit. <i>Please choose only one:</i> <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Black <input type="checkbox"/> Gray <input type="checkbox"/> Dark Green <input type="checkbox"/> *Blue Jay <input type="checkbox"/> *Cayenne <input type="checkbox"/> *Pepper
---------------------	---

***Green Options**

Header Options (Essentials Line Only)	<input type="checkbox"/> Standard Header Copy: _____ (Please type or print.)	<input type="checkbox"/> Custom Header - \$250.00 Please contact your CAM for instructions on sending artwork and logo.
	Letter Color: <input type="checkbox"/> Black <input type="checkbox"/> Red <input type="checkbox"/> Blue Font Type: <input type="checkbox"/> Friz Quadrata Bold <input type="checkbox"/> Castle T Bold <input type="checkbox"/> Helvetica Bold <input type="checkbox"/> Cooper Black	

Non-Graphic Panel Options (Essential Line Only)	Please choose only one color to use for panels without graphics: Fabric: <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Black Fabric Hardwall: <input type="checkbox"/> Black <input type="checkbox"/> Gray <input type="checkbox"/> White <input type="checkbox"/> Blue (Pegboard, Slat Wall and Grid Wall are available. Contact your Customer Account Manager.)
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Non-Graphic Panel Options (Impressions Line Only)	Please choose only one color to use for panels without graphics: Panel Fills: <input type="checkbox"/> Black <input type="checkbox"/> Gray <input type="checkbox"/> White <input type="checkbox"/> Blue (Pegboard, Slat Wall and Grid Wall are available. Contact your Customer Account Manager.)
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Graphic Options	Custom Digital Graphics are included in the price of a Designer rental package. This includes the \$125.00 Digital Set-Up Fee. Please contact your Customer Account Manager for instructions on how to format your graphics and sending your files. Final approval for graphics must be received 2-weeks prior to the first day of exhibitor move-in or a 100% expedite fee will apply.
------------------------	---

Exhibiting Company: _____
 Print Name: _____
 Authorizer's Signature: _____

Booth Number: _____
 Date: _____

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Fort Worth Convention Center
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The Expo Group Exhibit Modular Solutions Division offers exhibitors a quick and cost effective solution to showcase your booth for trade show participation. **Please note items listed below are available for purchase, not rental. However, rental pricing is available for marked items (**). Please contact your Customer Account Manager for details.**

Installation and Dismantle labor is not included. To order labor, please see Labor forms.
Electrical service is not included. To order electrical service, please see Electrical Service form.

	Item Number	Description	Qty	Price	Total
Exhibit Backwalls	All backwalls include the frame, fabric graphic, and travel bag.				
	CMIL-00-002	10 ft. D5 Milan FlatWall**		X \$2,720.75 =	
	CMIL-00-005	10 ft. D5 Milan Curve**		X \$2,389.00 =	
	FAM-00-009	8 ft. Flat Fabric Mural w/ End Caps		X \$1,616.75 =	
	FAM-00-010	10 ft. Flat Fabric Mural w/ End Caps		X \$2,050.50 =	

Light Boxes/ Towers	All light boxes come with frame, fabric graphic, and rotomoulded wheeled case.				
	10WRF100	10 ft. Single Sided Litex Frame 116" x 94"***		X \$4,281.75 =	
	10BL115	10 ft. Double Sided Litex Frame 116" x 94" **		X \$5,128.00 =	
	7WRF100	Single Sided Backlit Tower 30"w x 84"h**		X \$1,715.00 =	
	7BL115	Double Sided Backlit Tower 30"w x 84"h**		X \$2,599.50 =	

Counters	All counters include the frame, fabric graphic, and travel bag.				
	CMIP-00-001	Curved Podium		X \$1,066.25 =	
	BLC-00-002	Rectangular Counter w/ SilverGray Counter		X \$ 871.75 =	
	BCS-05-004	Case to Counter (Full Oval Case and Counter Top)		X \$ 417.25 =	
	BCS-02-004	Case to Counter Conversion (Full Oval Graphic Wrap Only)		X \$ 184.75 =	

Banner Stands	All stands include the frame, fabric graphic, and travel bag.				
	BSI-00-002	Single Sided Pull Up Banner		X \$ 425.75 =	
	BTW-00-018	Single Sided Quickstand Banner (Non-Retractable)		X \$ 336.50 =	

Cancellation Policy: Once graphics are submitted, all sales are final and no refunds will be given thereafter. A 50% penalty is charged for cancellations after the Discount Deadline date and prior to 2-weeks prior to first day of exhibitor move-in. No refunds will be made thereafter.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs, or special requests.	Subtotal
	50% Expedite Fee if ordered after 3-weeks prior to first day of Exhibitor Move-in
	100% Expedite Fee if ordered after 2-weeks prior to first day of Exhibitor Move-in
	Expedited Shipping Rates will apply. Subtotal
	Taxes & Fees Multiplied by 8.25% of Subtotal
	TOTAL

Exhibiting Company: _____

Booth Number: _____

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Electrical service is not included. To order electrical service, please see Electrical Service form.

Item Number	Description	Qty	Price	Total
Hanging Signs				
All Signs include the frame, fabric graphic, harness kit, and traveling bag.				
CHHA-00-005	8' Single Sided Circular Hanging Sign**	X	\$2,953.00	=
CHHA-00-006	8' Double Sided Circular Hanging Sign**	X	\$3,276.25	=
CHHA-00-013	10' Single Sided Circular Hanging Sign**	X	\$3,522.75	=
CHHA-00-014	10' Double Sided Circular Hanging Sign**	X	\$4,030.50	=
CHHA-00-019	12' Single Sided Circular Hanging Sign**	X	\$4,239.25	=
CHHA-00-020	12' Double Sided Circular Hanging Sign**	X	\$4,847.00	=
CHSQ-00-003	8' Single Sided Square Hanging Sign**	X	\$3,589.25	=
CHSQ-00-004	8' Double Sided Square Hanging Sign**	X	\$4,106.25	=
CHSQ-00-005	10' Single Sided Square Hanging Sign**	X	\$4,338.25	=
CHSQ-00-006	10' Double Sided Square Hanging Sign**	X	\$4,984.50	=
CHSQ-00-007	12' Single Sided Square Hanging Sign**	X	\$5,112.25	=
CHSQ-00-008	12' Double Sided Square Hanging Sign**	X	\$5,887.75	=
Accessories				
LRS-00-007	Literature Stand- <small>includes stand & travel bag</small>	X	\$ 535.75	=
ELI-05-001	LED Light 150W Equivalent Spotlight <small>(Silver)</small>	X	\$ 169.25	=
ELI-05-002	LED Light 150W Equivalent Spotlight <small>(Black)</small>	X	\$ 169.25	=

Cancellation Policy: Once graphics are submitted, all sales are final and no refunds will be given thereafter. A 50% penalty is charged for cancellations after the Discount Deadline date and prior to 2-weeks prior to first day of exhibitor move-in. No refunds will be made thereafter.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs, or special requests.	Subtotal
	50% Expedite Fee if ordered after 3-weeks prior to first day of Exhibitor Move-in
	100% Expedite Fee if ordered after 2-weeks prior to first day of Exhibitor Move-in
	Expedited Shipping Rates will apply. Subtotal
	Taxes & Fees Multiplied by 8.25% of Subtotal
	TOTAL

Exhibiting Company: _____
Print Name: _____
Authorizer's Signature: _____

Booth Number: _____
Date: _____

Enhance your booth with custom graphics from The Expo Group. Graphics and signs are created in-house and our Design Team offers many options to fit your needs.

Our Design Team can create digital custom graphics that fit your exhibit. Send us your logo and any graphics you want to expand and let us do the rest. Let your attendees know about your giveaways, show specials or speaking engagements. All signs are printed using six color printing and are on 3/16" foam board. Signs are priced per square foot. A digital set-up fee of \$125.00 is charged for all graphics.

	Qty	Price	Total
Digital Graphics and Signs 7" x 11"	X	\$ 62.75 =	
11" x 14"	X	\$ 77.00 =	
14" x 22"	X	\$ 79.00 =	
22" x 28"	X	\$ 99.00 =	
28" x 44"	X	\$119.75 =	
40" x 60"	X	\$192.75 =	
Banner per sq. ft. (Single-Sided)	X	\$ 15.00 =	
Easel Back (for up to 11" x 14" sign)	X	\$ 10.00 =	
Double Stick Back	X	\$ 10.00 =	
Additional Design Time	X	\$ 75.00/hr =	

PLEASE SPECIFY COPY AND LAYOUT BELOW.

Sign Options Please choose one:

Orientation Horizontal Vertical

Please contact your Customer Account Manager for instructions on how to format your graphics and sending your files.

Final approval of graphics must be received by the deadline date or expedite fees will apply.

Cancellation Policy: Once graphics are submitted, all sales are final and no refunds will be given thereafter. A 50% penalty is charged for cancellations after the Discount Deadline date and prior to 2-weeks prior to first day of exhibitor move-in. No refunds will be made thereafter.

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