



Dear **International Biomass Conference & Expo 2016** Exhibitor:

This Exhibitor Service Kit details important information to allow Valley Expo & Displays, Show Decorator, to help ensure your success at the **International Biomass Conference & Expo 2016**, at the **Charlotte Convention Center, April 11 - 13, 2016**.

VALLEY ONLINE ORDERING

For your convenience Valley Expo & Displays offers online ordering.

You can order your Valley services, view show schedule, and review your account information.

To place online orders you will be required to register with Valley Online.

If you received this Exhibitor Service Kit in an email, a direct link and your temporary password to online ordering were also included. Click on the link to be directed to our website and begin ordering. (<https://valleyexpodisplays.boomerecommerce.com>)

If you did not receive an email, visit, www.valleyexpodisplays.com. Click on "Register and get your Password Here" to request your online credentials. Fill out the required information and submit.

Once your request is processed you will receive an email with your login information. It may take up to two hours to generate your credentials. We appreciate your patience in advance.

HELPFUL HINTS

Order early and take advantage of the advance pricing to receive discounted rates.

Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business.

Please read each form carefully, and return them to the address shown on each form. Other suppliers may be used for some services (i.e. electrical) and orders with payment should be sent separately to them for those services.

Valley Expo & Displays does not take orders over the phone. All orders must be entered online (<https://valleyexpodisplays.boomerecommerce.com>) faxed (815-873-1544) or, emailed (events@valleyexpodisplays.com) by **April 5, 2016**.

Valley Expo & Displays will accept no orders without payment in full.

Please contact our *Exhibitor Services Department* at 877.332.4292, with any questions you may have.

Thank you for your business and we look forward to seeing you at the show!





International Biomass Conference & Expo 2016

Charlotte Convention Center, April 11 - 13, 2016

GENERAL

General Show information

Page 1

BBI INTERNATIONAL

Exhibitor Rules and Regulations

Pages 2, 3

BOOTH PACKAGE SPECIAL

Booth Package Order Form

Page 4

PAYMENT-CREDIT CARD AUTHORIZATION

ReCap of Cost & Payment (Credit Card Auth)

Page 5

THIRD PARTY/EXHIBITOR APPOINTED CONTRACTOR

Third Party Billing

Page 6

Exhibitor Appointed Contractor

Page 7

Official Contractors Information

Page 8

BOOTH FURNITURE AND CARPET

Booth Furniture

Page 9

Grid Wall Order Form

Page 10

Booth Carpet

Page 11

SHIPPING

Shipping Information

Page 12

Advance Shipment Labels

Page 13

Direct Shipment Labels

Page 14

YRC Freight Trade Show Services Information

Pages 15,16

Freight Services Information

Page 17

Special Handling Definitions

Page 18

Freight Handling Order Form

Page 19

Freight Service Questionnaire--**Must Complete**

Page 20

VEHICLE PLACEMENT

Vehicle Placement Order Form

Page 21

PORTABLE MODULAR DISPLAY RENTAL

Portable Modular Display Rental Order Form

Pages 22-29

LABOR

Event Labor Order Form

Page 30

Supervised Labor Installation & Dismantle Order Form

Page 31

Forklift Service Order Form

Page 32

Booth & Exhibit Porter Service Order Form

Page 33

SIGN & BANNER

Sign & Banner Order Form

Page 34

WORK SITE UNION RULES

Union Rules

Page 35

PLANT & FLORAL

Plant & floral Order Form

Page 36

AGILE FURNISHINGS

Agile Furnishings Catalog

Pages 37-64

Agile Furnishings Price & Order Form

Pages 65-69

CHARLOTTE CONVENTION CENTER FORMS

Electrical Service Order Form

Pages 70-71

Plumbing Service Order Form

Pages 72-73

Internet/Network and Telephone Service Order Form

Pages 74-77

Audio Video Service Order Form

Page 78

Lead Retrieval Order Form

Page 79





Register Here for Online Ordering...
www.valleyexpodisplays.com
 EMAIL: EVENTS@VALLEYEXPODISPLAYS.COM
 FAX: 815.873.1544

GENERAL SHOW INFORMATION

ADVANCED PRICE DEADLINE:
March 21, 2016

International Biomass Conference & Expo 2016

Charlotte Convention Center, April 11 - 13, 2016

Valley Expo & Displays is the official general service contractor for this event. We will have clearly identifiable representatives on the show floor during set up to answer your questions. Prior to set up, please direct your questions to our exhibitor services department in our main office listed below. Our goal is to help you make your participation in this event a success!

This **Exhibitor Information Packet** contains shipping instructions for this event. **You can guarantee a smooth installation by completing these forms and sending them with payment to Valley Expo & Displays as soon as possible.**

Please read each form carefully, and return them to the address shown on **each** form. Sometimes other suppliers are used for some services (i.e.: electrical), and orders with payment should be sent separately to them for those services.

Please note: *We strongly recommend that you pay for your services in advance using a credit card. This allows your representative at the show site to order additional needed furniture and equipment without having to arrange for payment on the show floor. Valley Expo & Displays will accept no orders without payment in full.*

Official	Valley Expo & Displays	phone: (877) 332-4292
Contractor:	4950 American Road	fax: (815) 873-1544
	Rockford, IL 61109	e-mail: events@valleyexpodisplays.com

Booth Package: A standard 10' x 10' booth will include:

Gold/White 8' Back Drape and Gold 3' Side Drape
 (1) 7" x 44" Identification Sign

Your exhibit area is **NOT** carpeted with facility carpet. Aisles are carpeted in grey speckle carpet.

**** all exhibit areas are required to have a floor covering****

Additional equipment and services may be ordered using the attached forms.

Important Schedule Information:

Advance Price Deadline:	Monday	March 21, 2016	
Exhibitor Move In:	Monday	April 11, 2016	8:00AM - 3:00PM
Show Hours:	Monday	April 11, 2016	5:00PM - 6:30PM
	Tuesday	April 12, 2016	11:00AM - 6:30PM
	Wednesday	April 13, 2016	7:30AM - 1:30PM
Exhibitor Move Out:	Wednesday	April 13, 2016	1:30PM - *5:30PM

*Carriers must check in by 4:00PM

All the information you need is contained on the attached forms. If at any time you have questions, please call our Exhibitor Services Department at (877) 332-4292.





Exhibitor Rules & Regulations

Booth Construction

All booth displays must be constructed so as to appear “finished” on all sides that may be visible, including from all adjoining booths. For example, if the framework structure of a pop-up booth is visible from an adjoining booth, that framework will need to be covered so as to not detract from the appearance of the adjoining booth. All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers or installation/dismantling equipment such as forklifts.

Line of Sight

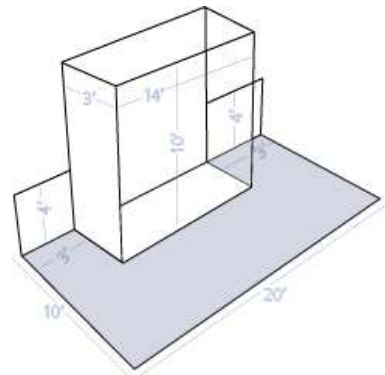
All exhibitors are entitled to a reasonable line of sight which varies by booth size and location. Generally, nothing should be over four feet (4') tall in the three feet (3') closest to the aisle. Regardless of the number of standard booths utilized, (e.g. 10'x20', 10'x30', 10'x40' etc.) display materials should be arranged in such a manner so as to not obstruct sight lines of neighboring exhibitors. The maximum height of eight feet (8') is allowed only in the rear of the booth space, with a four foot (4') height restriction imposed on all materials in the three feet closest to the aisle.

Standard Booth

A standard booth consist of an area 10'x 10'x8' high. All display material over four feet (4') high, must be set back three feet (3') from the main aisle.

Endcap Booth

An endcap booth is a 10'x20'x10' high booth exposed to aisles on three sides. The back wall is restricted to four feet (4') high within the three feet (3') closest to each aisle permitting adequate line of sight for the adjoining booths. The rest of the back wall can be no higher than ten feet (10'). Any portion of the back wall that extends beyond the eight foot (8') curtain must be finished (no exposed framing or structure) and may not carry any ad copy on the back side.



Split Endcap Booth

A Split Endcap is a 10'x20'x10' high booth exposed to aisles on three sides and shares a common back wall with another Endcap booth. In both cases, the entire cubic content of the booth may be used. Any portion of the back wall that extends beyond the eight foot (8') curtain must be finished (no exposed framing or structure) and may not carry any ad copy.

Peninsula Booth

Peninsula booths are any configuration of four or more booths exposed to aisles on three sides. Peninsula Booths are 20'x20'x16' high or larger. When a Peninsula booth backs up to two Standard Booths, the back wall is restricted to four feet (4') high within the three feet (3') closest to each aisle, in the back five feet (5') of the booth permitting adequate line of sight for the adjoining booths. The rest of the back wall can be no higher than sixteen feet (16'). Any portion of the back wall that extends beyond the eight foot (8') curtain must be finished (no exposed framing or structure) and may not carry any ad copy on the back side.



Island Booth/Split Island Booth

An Island booth is exposed to aisles on all four sides. A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth. In both cases, the entire cubic content of the booth may be used up to sixteen feet (16'). Any portion of the back wall within five feet (5') of booth perimeter that extends beyond the eight foot (8') curtain must be finished (no exposed framing or structure) and may not carry any ad copy.

Balloons

Helium balloons may be used as booth decorations if securely fastened within the height restrictions of booth type, but balloon distribution is prohibited.

Audio-Video/Music/Loud Demonstrations

Expo management reserves the right to limit or restrict sounds from any source that interfere with activities in neighboring exhibits. In general, sounds should be no louder than 85 decibels. As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation and demonstration area to ensure compliance. Special caution should be taken when demonstrating machinery or equipment that has moving parts or any product that is potentially dangerous. Exhibitors should establish a minimum setback of three feet (3') and/or install hazard barriers as necessary to prevent accidental injury to spectators. Demonstrations involving sound need to be limited in frequency and are at the discretion of show management. Generally, a neighbor across the aisle should not be able to hear your demonstration.

Hanging Signs and Graphics

Whether suspended from above or supported from below, they should comply with all ordinary use-of-space requirements. The highest point of any sign in any booth should not exceed the maximum allowable height for that type of booth. Hanging signs and graphics should be set back a minimum of five feet (5') from adjacent booths and aisles. Multi-sided signs, projection screens or logos may not face an adjacent booth. This will include back walls, side panels, headers and towers.

Floor Coverings

All exposed floor area contained within the booth must be covered with carpet or other appropriate floor coverings.

Variance

Height variance fee is \$100. Expo management, in its sole discretion, may make exceptions to the height restrictions for some exhibitors as it considers advisable. Any exhibitor requesting a variance must submit the request in writing along with written approval from the exhibitors affected by the variance. Please send requests to jgerman@bbiinternational.com.

VALLEY
EXPO & DISPLAYS
 BETTER IDEAS. BETTER RESULTS.
 valleyexpodisplays.com



Register Here for Online Ordering...
 www.valleyexpodisplays.com
 EMAIL: EVENTS@VALLEYEXPODISPLAYS.COM
 FAX: 815.873.1544

**BOOTH
 PACKAGE**

BOOTH PACKAGE
 PRICE DEADLINE:
 March 7, 2016

International Biomass Conference & Expo 2016

Charlotte Convention Center, April 11 - 13, 2016

Your booth space does not include a furniture package. Valley Expo & Displays is offering a discounted furniture package to all exhibitors at the rate listed below. In order to receive the discounted rate, all exhibitors must complete this form and fax back to Valley by **March 7, 2016 (this date differs from the Advanced Price Deadline Date).**

Special Booth Package	Quantity	Show Special	Total
(1) 8' L x 30" H Skirted Table			
(2) Side Chairs		\$ 193.80	\$

Subtotal	\$
7.25% Sales Tax	\$
Total	\$

Skirted Table Color Selection: ☐Blue ☐Silver ☐Black ☐White

ORDER WITH PAYMENT MUST BE RECEIVED BY MARCH 7, 2016.

Please provide the following information so we may credit your account properly.

Company Name		Booth #	Date
Billing Address		City & State	Zip
E-Mail Address		Name (please print)	
Phone	Fax	Check No. (if paying by check)	
___ Visa ___ MC ___ Amex		Card Number	Exp. Date ___/___ CVC2
<small>(SIGNATURE REQUIRED BELOW ON ANY CREDIT CARD CHARGES)</small>			
X Cardholder Signature		Cardholder's Name (please print)	

BOOTH NUMBER: _____

COMPANY NAME: _____



VALLEY
EXPO & DISPLAYS
 BETTER IDEAS. BETTER RESULTS.
valleyexpodisplays.com



Register Here for Online Ordering...

www.valleyexpodisplays.com

EMAIL: EVENTS@VALLEYEXPODISPLAYS.COM

FAX: 815.873.1544

**RECAP OF
 COST &
 PAYMENT**

ADVANCED PRICE DEADLINE:
 March 21, 2016

International Biomass Conference & Expo 2016

Charlotte Convention Center, April 11 - 13, 2016

One copy of this form with your credit card information, and all applicable order forms must be forwarded to Valley Expo & Displays at the address below. Advance prices apply only to orders received with payment in full by the advance price deadline date listed on the General Show Information sheet. All orders received afterward, or at the show site will be subject to floor rates. We cannot accept phone orders, however, you may fax your order to us, provided we have your complete, valid credit card information. No invoice or statement will be issued.

For your convenience, when you pay with a credit card, any additional charges incurred for equipment and services by your show site representative will be billed to your card. In any event, no services will be rendered until payment in full has been received.

Exhibitors who have applied for special billing considerations, and to whom credit is extended agree to pay as a service charge 1 - 1/2% per month (18% per annum) and to pay all costs of collection, including a reasonable attorney's fee on all charges not paid within 30 days of invoice date. Payment for labor and services ordered by the exhibitor, their display house or other third parties is the responsibility of the exhibitor. The undersigned (jointly or severally) hereby does primarily and unconditionally guarantee the payment and discharge at maturity of each and every obligation incurred by this designate or assigns (display house or third party agent) in such transaction and agrees in the event of default by such third party of any such obligation to pay and otherwise make good on demand by Valley Expo & Displays or its assigns at any time thereafter, any sums and obligations then owing by the exhibitor to Valley Expo & Displays. **50% Surcharge on all refunds. No refunds will be issued after 14 days from the last day of the event. NO EXCEPTIONS!**

Please complete all the blanks below:

SERVICES AND EQUIPMENT ORDERED

\$ _____	Booth Package Order Form
\$ _____	Booth Furniture Order Form
\$ _____	Grid Wall Order Form
\$ _____	Booth Carpet Order Form
\$ _____	Freight Handling Order Form
\$ _____	Vehicle Placement Order Form
\$ _____	Portable/Modular Display Rental Order Form
\$ _____	Event Labor Order Form
\$ _____	Forklift Service Order Form
\$ _____	Sign & Banner Order Form
\$ _____	Total Now Due

Please provide the following information so we may credit your account properly.

Company Name _____ Booth # _____ Date _____

Billing Address _____ City & State _____ Zip _____

E-Mail Address _____ Name (please print) _____

Phone _____ Fax _____ Check No. (if paying by check) _____

___ Visa ___ MC ___ Amex Card Number _____ Exp. Date ___/___ CVC2 _____
3 digit or 4 digit code

(SIGNATURE REQUIRED BELOW ON ANY CREDIT CARD CHARGES)

X _____
 Cardholder Signature _____ Cardholder's Name (please print) _____

Please retain copies of all paperwork...Final invoices will be emailed after the show.



BOOTH NUMBER:

COMPANY NAME:



Register Here for Online Ordering...
www.valleyexpodisplays.com
 EMAIL: EVENTS@VALLEYEXPODISPLAYS.COM
 FAX: 815.873.1544

**THIRD
PARTY
BILLING**

International Biomass Conference & Expo 2016

Charlotte Convention Center, April 11 - 13, 2016

This form is to be used if you wish to have a Third Party handle your display, and be billed for services.

The Recap of Costs Payment Form should be completed by the Third Party to be billed for services, **however, we must also be provided with the Exhibiting Company's credit card information below for our files.** Unless otherwise requested, all charges incurred will be billed to the Third Party.

It should be understood that the Exhibiting Company is ultimately responsible for payment of charges. **If your Third Party does not pay all charges in full before the end of the show, all charges will revert to the exhibiting company, due on receipt.**

All information below must be completed by the respective parties:

Third Party Information

Third Party

Billing Address

City State Zip

Phone Fax

X _____
Authorized Signature

Print Authorized Name

EMAIL ADDRESS

Exhibiting Company Information

Exhibiting Company

Billing Address

City State Zip

Phone Fax

X _____
Authorized Signature

Print Authorized Signature

EMAIL ADDRESS

Please indicate any services that should **not** be billed to the Third Party:

Exhibiting Company's credit card information:

___ Visa ___ MC ___ Amex ___/___ Exp. Date ___ CVC2
Last 3 digits on back of card, 4 digits on front of AMX

Account #: _____

X _____
Cardholder's Signature

Print Cardholder's Name

Cardholder's Billing Address City State Zip

Third Party billing cannot be arranged without the Exhibiting Company's complete credit card information!





Register Here for Online Ordering...
www.valleyexpodisplays.com
 EMAIL: EVENTS@VALLEYEXPODISPLAYS.COM
 FAX: 815.873.1544

**EXHIBITOR
APPOINTED
CONTRACTOR**

AUTHORIZATION FORM

International Biomass Conference & Expo 2016

Charlotte Convention Center, April 11 - 13, 2016

NAME OF SHOW _____

COMPANY NAME _____

ADDRESS _____
(STREET) (CITY) (STATE) (ZIP)

PHONE # _____ FAX # _____

ORDERED BY _____ TITLE _____

SIGNATURE _____ DATE _____

E-MAIL ADDRESS _____

If your company plans to use a contractor, which is not the official service contractor as designated by Show Management, please complete this form and mail to the address listed above.

Company Name: _____ Booth No: _____

Contact At Show: _____

Exhibitor Appointed Contractor: _____

Address of Contractor: _____

Type of Service to be performed: _____

Inform your **Exhibitor Appointed Contractor** that they **must** send a copy of their General Liability Insurance Certificate no later than **30 days** prior to the first day of exhibitor move-in or they will not be permitted to service your exhibit.

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulation of this event.

BOOTH NUMBER: _____

COMPANY NAME: _____



International Biomass Conference & Expo 2016

Charlotte Convention Center, April 11 - 13, 2016

EXHIBITOR APPOINTED CONTRACTORS

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The exhibitor must notify Show Management and Valley Expo & Displays of the intention to utilize an independent contractor no later than 30 days prior to the first day of move-in, furnishing the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has proper certificates of insurance with at least the minimum as described below, unless Show Management requires more.
 - a. Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person in an occurrence.
 - b. \$2,000,000 with respect to injuries to more than one person in any occurrence.
 - c. Workers' Compensation Insurance including employee liability coverage in the minimum amount not less than \$1,000,000 of individual and/or aggregate coverage and/or statutory limitation.
 - d. Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
 - e. Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence and {\$1,000,000} each aggregate.
 - f. **Valley Expo & Displays, Show Management and Facility must be named as additional insureds on a primary and non-contributory basis.**
3. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Valley Expo & Displays.
4. For services such as electrical, plumbing, telephone, and cleaning and drayage, no contractor other than the Official Service Contractor will be approved. This regulation is necessary due to licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
5. The Exhibitor Appointed Contractor:
 - a. Must agree to abide by all rules and regulations of the show, as outlined in this exhibitor kit, including all union rules and regulations.
 - b. Will share with Valley Expo & Displays all reasonable costs related to its operation, including but not limited to overtime pay for stewards, restoration of exhibit space to its initial condition.
 - c. Must furnish Show Management and Valley Expo & Displays with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
 - d. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The exhibitor Appointed Contractor may not solicit business on the exhibit floor.
 - e. Must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space and must be kept clear.
 - f. Shall provide, if requested, evidence to Valley Expo & Displays that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts could lead to work stoppages, strikes, or labor problems.
 - g. Must coordinate all of its activities with Valley Expo & Displays.
 - h. Must comply with all reasonable rules and regulations of the venue, Show Management and Official Service Contractor in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue if the condition cannot be corrected.
6. All information must be received by Valley Expo & Displays' office no later than 30 days prior to the first day of move-in.



International Biomass Conference & Expo 2016

Charlotte Convention Center, April 11 - 13, 2016

 ADVANCED PRICE DEADLINE:
 March 21, 2016

Orders with payment in full must be received by March 21, 2016, for Advance Prices.

 All orders subject to availability of equipment. Prices include delivery to booth, set up and removal. All equipment remains property of Valley Expo & Displays. No orders will be accepted without payment in full. **Orders refused after delivery to booth will be subject to a 100% service charge. Thank you for your order!**
Be sure to indicate skirting color. Orders received without color indicated will receive Foreman's choice.
Skirting Color Selection: ☐Blue ☐White ☐Gold ☐Green ☐Black ☐Burgundy ☐Red ☐Teal ☐Silver ☐Purple

Skirted Tables	Quantity	Advance	Floor	Total
4' L x 30" H		\$ 121.80	\$ 158.35	
6' L x 30" H		\$ 144.60	\$ 188.00	
8' L x 30" H		\$ 162.45	\$ 211.20	
4' L x 42" H		\$ 127.80	\$ 166.15	
6' L x 42" H		\$ 155.40	\$ 202.05	
8' L x 42" H		\$ 185.30	\$ 240.90	

Plain Tables	Quantity	Advance	Floor	Total
4' L x 30" H		\$ 54.60	\$ 71.00	
6' L x 30" H		\$ 80.35	\$ 104.45	
8' L x 30" H		\$ 96.30	\$ 125.20	
4' L x 42" H		\$ 73.90	\$ 96.10	
6' L x 42" H		\$ 99.00	\$ 128.70	
8' L x 42" H		\$ 114.35	\$ 148.65	
30" x 13' Skirting Only (4th Side)		\$ 59.10	\$ 76.85	
42" x 13' Skirting Only (4th Side)		\$ 68.40	\$ 88.95	
White Table Vinyl, 8' Long		\$ 11.30	\$ 14.70	

Cocktail Tables	Quantity	Advance	Floor	Total
30" Round, 30" High		\$ 92.25	\$ 119.95	
30" Round, 42" High		\$ 100.05	\$ 130.10	

Chairs	Quantity	Advance	Floor	Total
Folding Chair		\$ 24.00	\$ 31.20	
Black Contour Chair		\$ 47.95	\$ 62.35	
Padded Chair		\$ 61.70	\$ 80.25	
Bar Stool with Back		\$ 77.70	\$ 101.05	

Miscellaneous	Quantity	Advance	Floor	Total
Tripod Adjustable Easel		\$ 31.45	\$ 40.90	
Wastebasket		\$ 14.25	\$ 18.55	
Garment Rack		\$ 35.50	\$ 46.15	
3' Drape (Side) per LnFt		\$ 8.75	\$ 11.40	
8' Drape (Back) per LnFt		\$ 12.40	\$ 16.15	
Literature Stand		\$ 166.20	\$ 216.10	
Table Riser 1' x 1' x 4 White Skirted		\$ 67.65	\$ 87.95	
Posterboard 4' x 8' Horizontal/Vertical (circle one)		\$ 209.95	\$ 272.95	

Subtotal
7.25% Sales Tax
Total

BOOTH NUMBER:

COMPANY NAME:



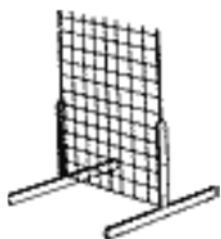
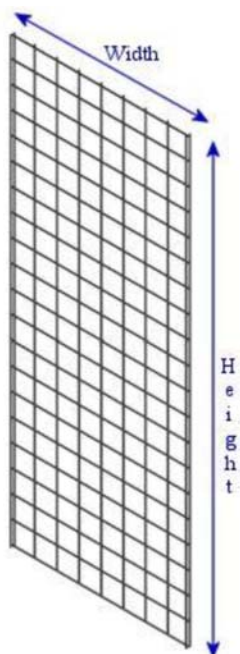


International Biomass Conference & Expo 2016

Charlotte Convention Center, April 11 - 13, 2016

Orders with payment in full must be received by March 21, 2016, for Advance Prices. All orders subject to availability of equipment. Prices include delivery to booth, set up and removal. All equipment remains property of Valley Expo & Displays. No orders will be accepted without payment in full. **Orders refused after delivery to booth will be subject to a 100% service charge.** **Thank you for your order!**

Item Description	Quantity	Advanced Pricing	Floor Pricing	Total
PANELS				
2' w x 4' h Panel		\$ 34.65	\$ 45.05	
2' w x 6" h Panel		\$ 40.10	\$ 52.07	
2' w x 8' h Panel		\$ 50.90	\$ 66.15	
BASES				
"T" Base, per set		\$ 23.85	\$ 40.00	
SHELVES				
24" w/shelf brackets		\$ 13.05	\$ 16.95	
48" w/shelf brackets		\$ 18.45	\$ 24.00	
MOUNTING				
6 Ball Waterfall		\$ 8.70	\$ 11.30	
Hang Rail		\$ 9.80	\$ 12.70	
Picture Hanger		\$ 2.25	\$ 2.90	
Hat Display		\$ 5.45	\$ 7.05	
Peg Hook (4", 6", 12")		\$ 2.25	\$ 2.90	
Subtotal				
7.25% Sales Tax				
Order Total				\$



"T" Base



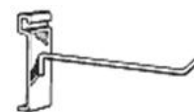
Picture Hanger



Hat Display



Hang Rail



Peg Hook



6 Ball Waterfall



Shelf





Register Here for Online Ordering...
www.valleyexpodisplays.com
 EMAIL: EVENTS@VALLEYEXPODISPLAYS.COM
 FAX: 815.873.1544

**BOOTH
CARPET**

ADVANCED PRICE DEADLINE:
March 21, 2016

International Biomass Conference & Expo 2016

Charlotte Convention Center, April 11 - 13, 2016

Orders with payment in full must be received by March 21, 2016, for Advance Prices. All orders subject to availability of equipment. Prices include delivery to booth, set up and removal. All equipment remains property of Valley Expo & Displays. No orders will be accepted without payment in full. **Orders refused after delivery to booth will be subject to a 100% service charge.**

Thank you for your order!

Standard carpet rental includes installation, front edge taping and pickup at the close of the show. If carpet is ordered in multiples of two or more, the carpets are not guaranteed to be a color match. **Carpet orders received without color indicated will receive Foreman's choice.**

Crown Jewel 18 Color Selection: ☐Blue ☐Green ☐Black ☐Burgundy ☐Red ☐Gray

Crown Jewel 18 Carpet	Quantity	Advance	Floor	Total
10' x 10'		\$ 195.30	\$ 253.90	
10' x 20'		\$ 391.40	\$ 508.85	
10' x 30'		\$ 586.65	\$ 762.65	
Additional taping per foot	LnFt	\$ 1.60	\$ 2.10	

Carpet price includes taping front aisle edge only

Crown Jewel 18 Custom Color Selection: ☐Blue ☐Green ☐Black ☐Burgundy ☐Red ☐Gray

Crown Jewel Custom Carpet - Booths Larger than 30'	Quantity	Advance	Floor	Total
Carpet Size _____ x _____ = _____ SqFt		\$ 4.20	\$ 5.50	

Custom size booth carpet is available in 10' widths only. This carpet is cut specifically to your booth measurements. Rental includes installation, all necessary taping, and pick up at the close of the show. Include a layout for carpet installation if your carpet is different from your booth size. If you require additional carpet to cover steps, skids, or display fixtures, please include a floorplan and a quotation will be forwarded to you before we proceed.

Designer Plus 28 Color Selection: ☐Blue ☐Green ☐Black ☐Burgundy ☐Red ☐Gray ☐Silver Cloud ☐White

Designer Plus 28 Booth Carpet	Quantity	Advance	Floor	Total
Carpet Size _____ x _____ = _____ SqFt		\$ 4.50	\$ 5.85	

This luxurious carpet is cut specifically to your booth measurements. Rental includes installation, all necessary taping, plastic covering for your protection and pickup at the close of the show. Include a layout for carpet installation if your carpet is different from your booth size. If you require additional carpet to cover steps, skids, or display fixtures, please include a floorplan and a quotation will be forwarded to you before we proceed. Purchase options are available. Samples are available upon request.

Foam Padding and Visqueen	Quantity	Advance	Floor	Total
Padding	SqFt	\$ 1.60	\$ 2.10	
Visqueen	SqFt	\$ 0.70	\$ 1.00	
Subtotal				
7.25% Sales Tax				
Total				

BOOTH NUMBER: _____

COMPANY NAME: _____





Register Here for Online Ordering...
www.valleyexpodisplays.com
 EMAIL: EVENTS@VALLEYEXPODISPLAYS.COM
 FAX: 815.873.1544

SHIPPING INFORMATION

International Biomass Conference & Expo 2016

Charlotte Convention Center, April 11 - 13, 2016

Please read this information carefully, and call us if you have questions.

Freight Handling Charges: Valley Expo & Displays is prepared to receive your freight in advance at one of our warehouse locations, or directly at the show site. **All shipments must be sent prepaid; collect freight shipments will be refused.** Valley Expo freight handling charges are based on incoming weight, rounded up to the nearest 100 lbs. For rates and schedule information that apply to this convention, please refer to the **Freight Handling Order Form**.

Exhibitors are responsible for crating and uncrating of their own product.

Advance Shipments:

- A. Receiving at our warehouse up to 30 days prior to the first day of move in
- B. Delivery to your exhibit booth
- C. Storage of empty containers, and return of empty containers to your booth
- D. Reloading freight for outbound shipping

Please complete your bill of lading, and label your shipment as follows:

EXHIBITING COMPANY NAME
 BOOTH NUMBER
International Biomass Conf. & Expo 2016
 YRC FREIGHT
 C/O VALLEY EXPO & DISPLAYS
 11010 REAMES ROAD
 CHARLOTTE, NC 28269

First day freight will be accepted at advance location: **3/11/16**

Last day freight will be accepted: **4/6/16**

Direct Shipments to the Show Site:

- A. Receiving at the show site, and delivery to your exhibit booth
- B. Storage of empty containers
- C. Return of empty containers to your booth
- D. Reloading for outbound shipment

Please complete your bill of lading, and label your shipment as follows:

EXHIBITING COMPANY NAME
 BOOTH NUMBER
International Biomass Conf. & Expo 2016
 CHARLOTTE CONVENTION CENTER
 C/O VALLEY EXPO & DISPLAYS
 501 SOUTH COLLEGE STREET
 CHARLOTTE, NC 28202

Do not send shipments in advance of 4/11/16 to the show site. The facility has no means of storage, and will refuse your shipment.

Days freight will be accepted at show site: **4/11/16; 8:00AM - *3:00PM**
***Drivers must check in by 2:00PM.**

Authorization To Provide Freight Services: By completing the Freight Handling Order Form, it is understood that Valley Expo & Displays and its subcontractors do not automatically insure materials, that insurance, if any, shall be arranged by the Exhibitor and the amounts payable to Valley Expo & Displays for drayage services are based on the value of the material handling services and the scope of Valley Expo & Displays liability as herein set forth. The amounts payable to Valley Expo & Displays are unrelated to the value of the Exhibitor's property being handled by Valley Expo & Displays or its subcontractor. It is impractical and extremely difficult to fix the value of each shipment handled by Valley Expo & Displays or its subcontractors. It is agreed therefore that if Valley Expo & Displays or its subcontractors should be found liable for loss or damage to Exhibitor's materials, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to 30 cents per pound per article, with a maximum liability of \$500 per item, or \$1,000 per shipment, whichever amount shall be less, as agreed upon damages bit as a penalty, and such agreed upon damages shall be the Exhibitors exclusive remedy. Exhibits left on exhibit floor without return instructions will be returned to our warehouse and held for disposition at an additional charge. Valley Expo & Displays will not be responsible for condition, count or content until such time as exhibits or materials are picked up for removal after the close of the exhibition.

Make certain all your material is properly insured against fire, theft and all hazards while in transit to and from your booth and for the duration of the exhibition.

The Freight Handling Order Form must be completed and returned with payment to Valley Expo & Displays before exhibit freight will be handled!



RUSH

EXHIBITOR MATERIAL

FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

International Biomass Conference & Expo 2016

SHOW NAME

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS
YRC TRANSPORTATION
11010 REAMES ROAD
CHARLOTTE, NC 28269

Shipment Should Arrive Between:
March 11, 2016 thru April 6, 2016

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

Carrier _____
Number _____ of _____ pieces

RUSH

EXHIBITOR MATERIAL

FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

International Biomass Conference & Expo 2016

SHOW NAME

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS
YRC TRANSPORTATION
11010 REAMES ROAD
CHARLOTTE, NC 28269

Shipment Should Arrive Between:
March 11, 2016 thru April 6, 2016

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

Carrier _____
Number _____ of _____ pieces

RUSH

EXHIBITOR MATERIAL

FROM:

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

International Biomass Conference & Expo 2016

SHOW NAME

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS
CHARLOTTE CONVENTION CENTER
501 SOUTH COLLEGE STREET
CHARLOTTE, NC 28202

Shipment Should Arrive:

April 11, 2016; 8:00AM – 3:00PM

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

Carrier

Number of pieces

RUSH

EXHIBITOR MATERIAL

FROM:

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

International Biomass Conference & Expo 2016

SHOW NAME

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS
CHARLOTTE CONVENTION CENTER
501 SOUTH COLLEGE STREET
CHARLOTTE, NC 28202

Shipment Should Arrive:

April 11, 2016; 8:00AM – 3:00PM

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

Carrier

Number of pieces

Exhibit Services

Reliable trade show shipping services





The show must go on!

YRC Freight is ready to customize transportation solutions for any exhibit shipment, any size load, delivering great service, savings and simplicity.

After the show, specify YRC Freight for the move out on the materials handling agreement (MHA), then give us a call. We'll take it from there.

And if others handle your trade show shipping, remember to tell them about YRC Freight savings and service.

Delivering confidence at the show

- 100% inbound service guarantee* at no additional cost
- On-site Exhibit managers monitor your inbound shipments for on-time, smooth move ins
- Time-Critical expedited
- Comprehensive North American coverage and online visibility

Giving you more for your money

- Lowest trade show shipping fees in the industry
- 30 days free storage prior to the show; a great way to save when moving from show to show
- No detention fees at trade shows
- No extra fees for weekend/after-hour pickups

Keeping it simple for you

- Exhibit customer service representatives available 24/7; call 1-800-531-EXPO (3976)
- Around-the-clock assistance with quotes, bookings, tracking or expediting
- Single-shipment transportation for your entire display
- Online shipment visibility throughout the move on my.yrcfreight.com

* Subject to applicable Tariffs and Rules and Conditions publications.

Confidence Delivered.®

yrcfreight.com | 800.531.EXPO (3976) |  Live Chat





Register Here for Online Ordering...

www.valleyexpodisplays.com

EMAIL: EVENTS@VALLEYEXPODISPLAYS.COM

FAX: 815.873.1544

**FREIGHT
SERVICES**

International Biomass Conference & Expo 2016

Charlotte Convention Center, April 11 - 13, 2016

As the official service contractor, Valley Expo & Displays is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight—either to the warehouse or directly to show site (if applicable).

Shipping to the Advanced Warehouse

- We may accept freight up to 30 days prior to show move-in. Please check the Freight Handling page for specific dates.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Shipping Information page. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor setup.
- Please call our Exhibitor Services Department at 877.332.4292 if you want to ship oversized material that requires special equipment to the warehouse.

Shipping to Show Site

- Please refer to the Shipping Information page for the specific dates and times direct freight will be accepted.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

Prepaid or Collect Shipping Charges

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading "prepaid".
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

Labeling Your Freight

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the advance warehouse or show site is located on the Shipping Information page.

Estimating Material Handling Charges

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 lbs. Each 100 lbs. is considered one "cwt" (one hundred weight). All shipments are subject to reweigh.
- On the Freight Handling order form, select whether the freight will arrive at the warehouse or be sent directly to show site (if applicable).
- Next, select the category that best describes your shipment. There are three categories of freight:
 - Crated:** material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
 - Special Handling:** material delivered by the carrier in such a manner that it requires additional handling, such as ground loading, stacked or constricted space, unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, carpet or labor to unload. **Federal Express and UPS** are included in this category due to their delivery procedures.
 - Uncrated:** material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- Add 20% surcharge for inbound if material is delivered to the booth during the overtime period. This includes both warehouse and show-site shipment.
- Add 20% surcharge for outbound if material is loaded onto the outbound carrier during the overtime period.
- Add the late delivery charge listed on the Freight Handling order form if material is loaded onto the outbound carrier during the overtime period.
- Add the late delivery charge listed on the Freight Handling order form if the shipment is accepted at the warehouse or at show site after the deadline date.
- Shipments received without receipts or freight bills, such as UPS and Federal express, will be delivered to the booth without guarantee of piece count or condition.

Empty Containers

- Pick up "Empty Labels" at "Exhibitor Services". Place a label on each container. Labeled containers will be picked up periodically and stored in a non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

Protecting Materials

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show-time between your departure and the actual pickup of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

Shipping Materials After the Close of Show

- Each shipment must have a completed Bill of Lading in order to ship materials from the show. All pieces must be labeled individually. Bill of Ladings are available at Exhibitor Services at show site.
- After materials are packed, labeled and ready to be shipped, the completed Bill of Lading must be turned in at Exhibitor Services. Do not leave this in your booth with your shipment.
- Call your designated carrier with pick-up information. Please refer to the General Information page for specific dates and times. In the event your carrier fails to show on final move-out day, your shipment will be rerouted to Valley Expo & Displays' carrier of choice at exhibitor's expense.
- For your convenience, the show-recommended carrier may be on site to handle outbound transportation.





International Biomass Conference & Expo 2016

Charlotte Convention Center, April 11 - 13, 2016

Special handling applied to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground loading, constricted space loaded, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment to unload, sort and deliver.

Ground Loading/Unloading

Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not at dock level, etc.

Constricted Space Loading/Unloading

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer—top to bottom, side to side. One example of this is freight loaded down one side of a trailer that must be by-passed to reach target freight.

Designated Piece Loading/Unloading

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit the trailer that must be loaded in a sequence to ensure all items fit.

Stacked Shipments

Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

Shipment Integrity

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

Alternate Delivery Location

Alternate Delivery Location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building or to other buildings in the same facility.

Mixed Shipments

Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. Valley defines special handling for mixed loads as having less than 50% of the volume as uncrated.

No Documentation

Shipments arrive from a small a small package carrier (including, among others, Federal Express, UPS, Airborne Express and DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

Carpet Only Shipments

Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and equipment to unload.

Crated vs. Uncrated Shipments

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly stacked skids. An uncrated shipment is material that is shipped loose or pad wrapped, and/or unskidded without proper lifting bars and hooks.





International Biomass Conference & Expo 2016

Charlotte Convention Center, April 11 - 13, 2016

This Freight Handling Form must be completed and returned with payment to Valley Expo & Displays before your freight will be handled. Immediately upon shipping, please forward a copy of your freight bill of lading to us. Exhibitor shipments by carriers not giving delivery receipts or bill of lading, such as UPS, FedEx or US Postal Service, will be accepted and delivered to your booth space with no guarantee of piece count or condition. No liability whatsoever will attach to Valley Expo & Displays for those shipments. Valley Expo & Displays assumes no liability for lost or damaged items stored during any event.

FREIGHT HANDLING SERVICES

Crated: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
Special Handling: Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload.
Uncrated: **Federal Express, UPS Ground, & DHL** are included in this category due to their delivery procedures.
Straight Time : Material that is shipped loose or pad-wrapped, and/or skidded machinery without proper lifting bars or hooks.
 8:00 AM to 4:30 PM Monday through Friday
Surcharge: All material delivered to your booth after 3PM on April 11, 2016 are subject to a 20% surcharge.

WAREHOUSE SHIPMENT (200lbs. Minimum Per Shipment)

Valley is unable to receive flatbed shipments or any single piece weighting over 5,000 pounds at the Advance Warehouse.

Crated or Skidded Shipment			Special Handling Shipment		
Rate Classification	Per CWT	200lbs Min.	Rate Classification	Per CWT	200lbs Min.
Standard Rate	\$107.15	\$214.30	Standard Rate	\$139.20	\$278.40

Shipments delivered to the Warehouse after deadline date of 4/6/16 will incur a \$20.05 surcharge per CWT

SHOWSITE SHIPMENT (200lbs. Minimum Per Shipment)

Crated or Skidded Shipment			Special Handling Shipment			Uncrated or Pad Wrapped Shipment		
Rate Classification	Per CWT	200lbs Min	Rate Classification	Per CWT	200lbs Min	Rate Classification	Per CWT	200lbs Min
Standard Rate	\$113.80	\$227.60	Standard Rate	\$147.75	\$295.50	Standard Rate	\$164.45	\$328.90

Shipments delivered to the Show Site after deadline date of 4/11/16 will incur a \$22.80 surcharge per CWT

SMALL PACKAGE (Maximum weight is 50lbs. Per Shipment)

First Carton	Each Additional Carton
\$63.35	\$15.65

Shipments delivered after deadline date listed above, will incur a \$11.70 surcharge for the first carton and \$2.90 for each additional carton

Please understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

SMALL PACKAGE - ESTIMATE OF FREIGHT HANDLING CHARGES

Total # of Carton in Shipment	TOTAL ESTIMATE
_____ First Carton + _____ # of Additional Cartons =	\$ _____

ESTIMATE OF FREIGHT HANDLING CHARGES (200LBS MINIMUM PER SHIPMENT)

Shipment Will Be Sent To	Approximate Weight of Shipment (rounded to the nearest 100)	X CWT (Weight of Shipment + 100 = CWT)	+ Additional Surcharges	TOTAL ESTIMATE
<input type="checkbox"/> Warehouse	LBS.			\$ _____
<input type="checkbox"/> Show site				

Consolidate shipments when total weight is less than 200 lbs. It can save you money! For example:

3 Separate Shipments

60 lbs. charged @ 200 lbs. \$ 214.30

52 lbs. charged @ 200 lbs. \$ 214.30

65 lbs. charged @ 200 lbs. \$ 214.30 = \$642.90

1 Consolidated Shipment

3 pieces (1 shipment)

177 lbs. charged @ 200 lbs. = \$214.30

Added benefit - your shipments are less likely to get misplaced if they are packaged together w/larger items

Outbound shipments from your booth: Exhibitor routings on outbound shipments will be honored when possible. However, we reserve the right to reroute as necessary. All outbound shipments must be tendered with a Bill of Lading. If you prefer to assign your own carrier to handle outbound shipping, you must have your carrier check-in by the designated time. Copies of any outbound shipping forms should be left at our service desk. In the event the designated carrier fails to pick up by the specified time, such shipments will be rerouted by Valley Expo & Displays. Specified (freight force) time can be obtained at the Valley Service Desk or by calling customer service.

**** In any event, do not simply abandon your freight! Our representative on site must be given the appropriate paperwork and outbound shipping instructions****





International Biomass Conference & Expo 2016

Charlotte Convention Center, April 11 - 13, 2016

ALL EXHIBITORS SHIPPING FREIGHT MUST RETURN THIS FORM

1. Estimate total number of pieces being shipped:

_____ Crated
 _____ Uncrated
 _____ Machinery
 _____ Total

2. Indicate total number of trucks in each category that you will use:

_____ Van Line
 _____ Common Carrier
 _____ Flatbed
 _____ Company Truck
 _____ Overseas Container

3. List carrier name(s):

4. If using a Customs Broker, please print name:

Phone _____

5. Print the name of person in charge of your move-in:

Phone _____

6. What is the minimum number of days required to set your displays?

7. What is the weight of the single heaviest piece that must be lifted?

_____ Lbs.

8. What is the total weight of your exhibit or equipment being shipped?

_____ Lbs.

9. Is there any special handling equipment required to unload your exhibit materials, i.e. extended forklift blades, special slings, lifting bars, etc.?

It is the responsibility of the Exhibitor to provide proper special handling instructions. Failure to provide these instructions will result in the elimination of any liability for loss or damage by Valley Expo & Displays.

DIRECT SHIPMENTS ONLY:

1. What date and time are you scheduling your shipment(s) to arrive on-site?

BOOTH NUMBER: _____

COMPANY NAME: _____





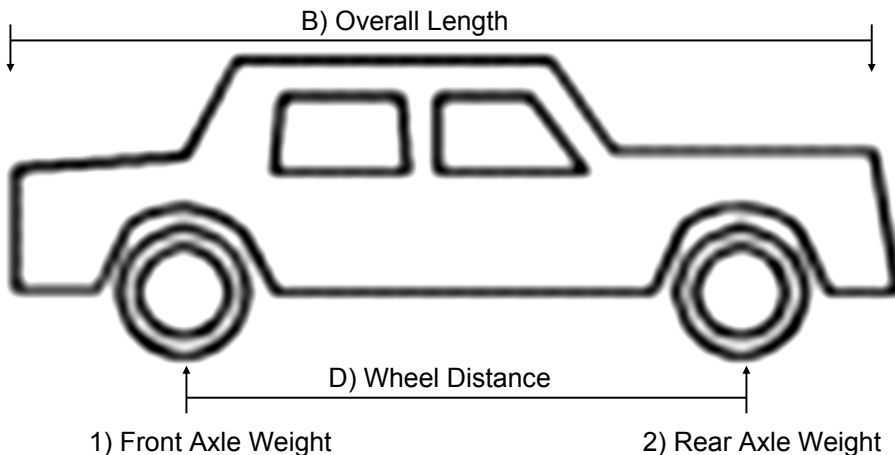
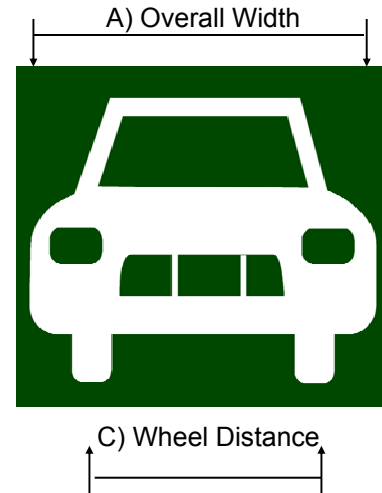
International Biomass Conference & Expo 2016

Charlotte Convention Center, April 11 - 13, 2016

Valley Expo & Displays charges a round-trip fee of \$231.80 per vehicle to place a vehicle on the tradeshow floor. It is understood that this will apply to rolling stock, self-propelled, towed and/or pushed vehicles/machinery. Valley personnel will receive equipment at show site and drive to the exhibitor booth. We will also handle the outbound as an inclusive service.

The City Fire Marshall requires disconnecting the battery, sealing the gas tank and placing a protective covering under the vehicle. Check local Fire Marshal rules and regulations for additional requirements.

Be advised that if you are planning to display a vehicle, you are required to provide the information listed on this page.



BOOTH NUMBER: _____

COMPANY NAME: _____

Vehicle Description	A) Overall Width	B) Overall Length	Total Sq. Ft.	C) Wheel Distance	D) Wheel Distance	1) Front Axle Wgt.	2) Rear Axle Wgt.	Total Weight	Total Price
									\$
									\$
									\$
									\$
* For dual axle vehicles measure distance from the front wheel to between the back wheels			Total Due						\$



Register Here for Online Ordering...
www.valleyexpodisplays.com
 EMAIL: EVENTS@VALLEYEXPODISPLAYS.COM
 FAX: 815.873.1544

PORTABLE MODULAR DISPLAY RENTAL

ADVANCED PRICE DEADLINE:
March 21, 2016

International Biomass Conference & Expo 2016

Charlotte Convention Center, April 11 - 13, 2016

Orders with payment in full must be received by March 21, 2016, for Advance Prices. All orders subject to availability of equipment. Prices include delivery to booth, set up and removal. All equipment remains property of Valley Expo & Displays. No orders will be accepted without payment in full. **Orders refused after delivery to booth will be subject to a 100% service charge.**

Thank you for your order!

Graphics: Headers do not include graphics. Headers can be one color or full four color digital process. There are several graphic options. Headers, Small panels, Backlit panels, Full length panels. Design is available and all proofing can be done via Email. Call (877) 332-4292 for all services available.

Item #	Description	Hardware Advanced Rental Price*	Hardware Regular Rental Price*	Hardware Sale Price*	Qty	Total
115	Capsule Counter	\$398.00	\$517.00	\$1,592.00		
129	Fan Counter	\$701.00	\$911.00	\$2,804.00		
135	Rectangle Counter	\$462.00	\$600.00	\$1,848.00		
137	Rectangle Counter w/Display	\$550.00	\$715.00	\$2,200.00		
138	Full View Display Counter	\$650.00	\$845.00	\$2,600.00		
139	Pedestal	\$360.00	\$468.00	\$1,440.00		
LIT	Literature Rack	\$115.00	\$173.00	\$460.00		
IPAD	iPad Stand	\$175.00	\$228.00	\$700.00		
1160	Inline Table Top Pop-Up	\$625.00	\$783.00	\$2,200.00		
1000	Inline Floor Standing Pop-Up	\$1,073.00	\$1,365.00	\$3,992.00		
1001	Inline Floor Standing Pop-Up w/Counter	\$1,359.00	\$1,737.00	\$5,136.00		
2184	Inline 20 Ft Fabric Display	\$4,832.00	\$6,222.00	\$18,728.00		
2192	Inline 20 Ft Serpentine Pop-Up Display	\$1,807.00	\$2,289.00	\$6,628.00		
2193	Inline 20 Ft Hybrid Display	\$3,883.00	\$4,988.00	\$14,932.00		
4087	Island 20 Ft x 20 Ft Display	\$6947.00	\$9032.00	\$27,792.00		
4541	Island 20 Ft x 20 Ft Display	\$7,734.00	\$10,055.00	\$30,938.00		
4744	Island 20 Ft x 20 Ft Display	\$6,520.00	\$8,475.00	\$26,078.00		

*Graphics, taxes and shipping are not included.

Rental Units Include:

Material handling, installation & dismantle of exhibit.

1-150 watt Arm Light/Table Top Unit

2-150 watt Arm Light/Floor Unit

(Electrical Service and Labor to Install Lights is Not Included)

Total Items Ordered: _____
 Add 7.25% Sales Tax: _____
 Total Due This Page: \$ _____

Item # 1160, 1000, 1001, 2184, 2192, 2193, 4087, 4541, and 4744 includes a Standard Carpet (circle color)

Blue Red Grey Green Burgundy Black

Item # 1160 includes draped table (circle color) Blue White Gold Green Black Burgundy Red Teal Silver Purple

BOOTH NUMBER: _____

COMPANY NAME: _____



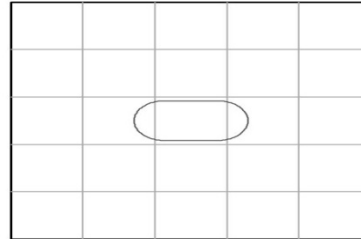


International Biomass Conference & Expo 2016

Charlotte Convention Center, April 11 - 13, 2016

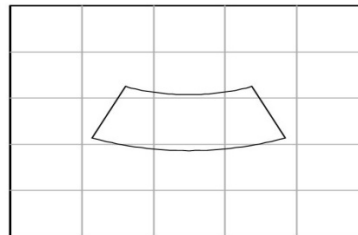
Counter Kit 115 Capsule counter \$398.00

- Freestanding counter constructed of lower Velcro compatible black fabric panels, black laminate top and locking storage.
- Dimensions approximately: 38.11"wide x 20"deep x 40"high
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- Optional front graphic 20"wide x 30"high. Additional cost \$90.00



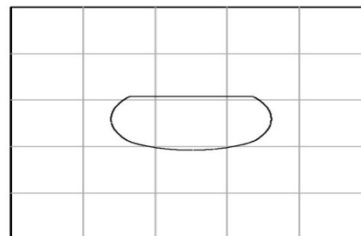
Counter Kit 129 Fan counter \$701.00

- Freestanding counter constructed of aluminum extrusion gray base panels and black laminate top with locking storage.
- Overall dimensions approximately: 64.75"wide x 33.407"deep x 40" high
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- Optional front graphic 60.75"wide x 36.25"high. Additional cost \$379.00



Counter Kit 135 Rectangle counter \$462.00

- Freestanding counter constructed of aluminum extrusion gray base panels and black laminate top and locking storage.
- Dimensions: 48"wide x 24" deep x 40"high
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- Optional front graphic 38.25"wide x 32.25"high. Additional cost \$212.00



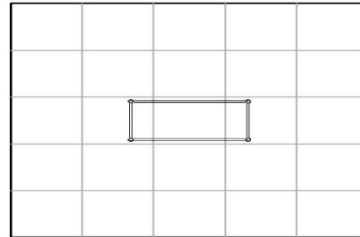


International Biomass Conference & Expo 2016

Charlotte Convention Center, April 11 - 13, 2016

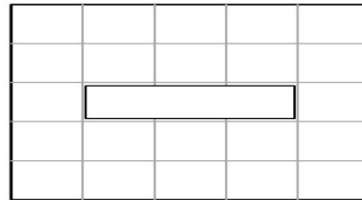
Counter Kit 137 Rectangle counter with display case top \$550.00

- Freestanding counter constructed of aluminum extrusion gray base panels and a clear plex top section and locking storage.
- Dimensions: 38.25"wide x 18.875"deep x 40"high
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- Optional front graphic 38.25"wide x 25.75"high. Additional cost \$169.00



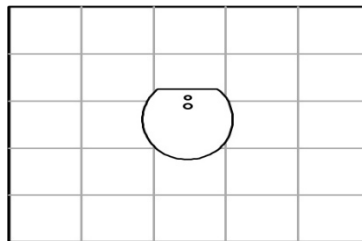
Counter Kit 138 Full View display case \$650.00

- Freestanding case has plex top, front, sides with two interior plexi shelves, lights and locks.
- Dimensions approximately: 72"wide x 24"deep x 40"high
- All Rentals include: Material handling, installation and dismantle of exhibit only.



Pedestal Kit 139 \$360.00

- Freestanding counter constructed of white laminate base, black laminate top and locking storage.
- Dimensions approximately: 30"wide x 36"deep x 40"high
- All Rentals include: Material handling, installation and dismantle of exhibit only.



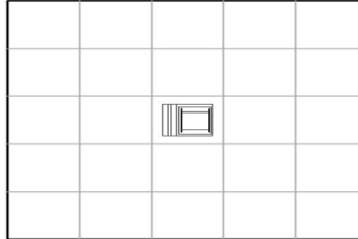


International Biomass Conference & Expo 2016

Charlotte Convention Center, April 11 - 13, 2016

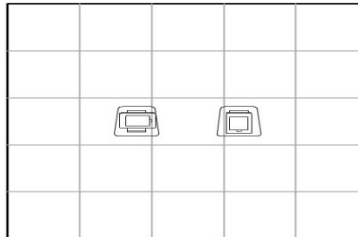
Literature Rack \$115.00

- Freestanding silver finish accordion style literature rack with 6 pockets 12 1/8" x 9" x 1" each.
- Dimensions approximately: 11"wide x 15"deep x 60"high
- All Rentals include: Material handling, installation and dismantle of exhibit only.



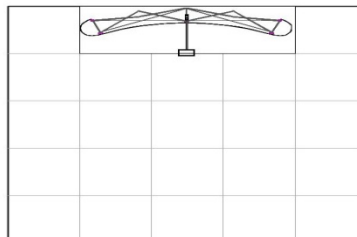
iPad Stand \$175.00

- Freestanding silver finish iPad stand with lock and power cord access. iPad NOT included.
- Dimensions approximately: 15.3"wide x 15.5"deep x 54.3"high
- All Rentals include: Material handling, installation and dismantle of exhibit only.



Inline Kit 1160 Table Top Pop-up Display \$525.00

- Classic expandable frame covered with black (Velcro compatible) fabric panels, one halogen stem light and one 6ft skirted table included.
- Dimensions approximately: 60" x 60"
- Standard table skirt color selection
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights. Graphics sold separately. Call for quote.



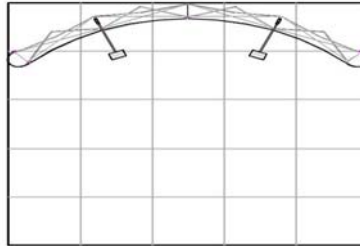
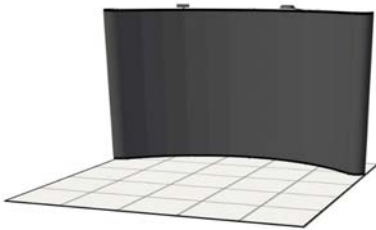


International Biomass Conference & Expo 2016

Charlotte Convention Center, April 11 - 13, 2016

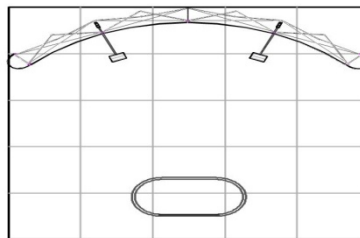
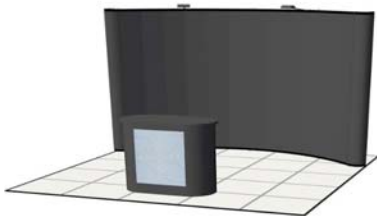
Inline Kit 1000 Floor Standing Pop-up Display \$973.00

- Classic expandable frame covered with (Velcro compatible) black fabric panels, two halogen stem lights.
- Dimensions approximately: 10ft wide x 8ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights. Graphics sold separately. Call for quote.



Inline Kit 1001 Floor Standing Pop-up Display \$1,259.00

- Classic expandable frame covered with (Velcro compatible) black fabric panels, two halogen stem lights. Includes counter.
- Dimensions approximately: 10ft wide x 8ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights. Graphics sold separately. Call for quote.



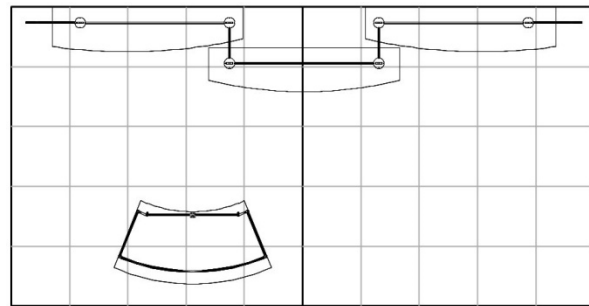


International Biomass Conference & Expo 2016

Charlotte Convention Center, April 11 - 13, 2016

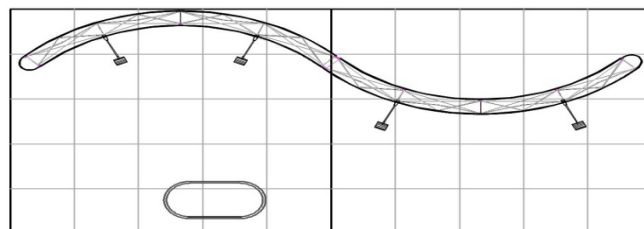
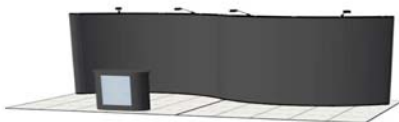
Inline Kit 2184 20ft Valley Fabric Display \$4,632.00

- Brushed aluminum extrusion with a rigid two piece center graphic, two side fabric graphics, three black canopies with lighting and black side wings. Includes counter kit 129.
- Dimensions approximately: 20ft wide x 8ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights. Graphics sold separately. Graphic package as shows \$2,689.00



Inline Kit 2192 20ft Serpentine Pop-up Display \$1,607.00

- Classic expandable frame covered with (Velcro compatible) black fabric panels, set in a serpentine configuration with four halogen stem lights. Includes counter kit 115.
- Dimensions approximately: 20ft wide x 8ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights.
- Graphics sold separately. Call for quote.



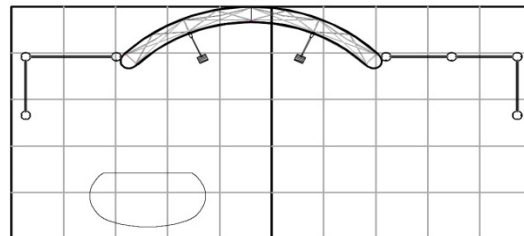


International Biomass Conference & Expo 2016

Charlotte Convention Center, April 11 - 13, 2016

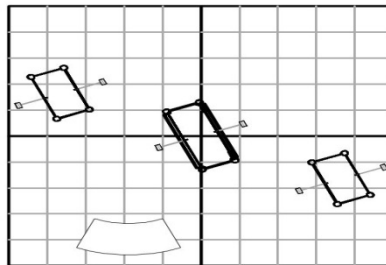
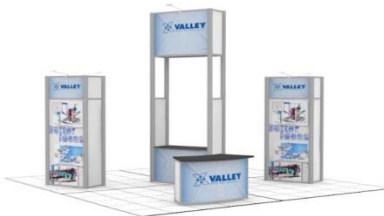
Inline Kit 2193 20ft Hybrid Display \$3,683.00

- Expandable frame covered with black (Velcro compatible) fabric panels, two halogen stem lights in the center flanked by aluminum structure and rigid infill panels. Includes counter kit 135.
- Dimensions approximately: 20ft wide x 8ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights. Graphics sold separately. Graphic package as shows \$5,641.00



Island Kit 4087 20ft x 20ft Island Display \$6,617.00 (Innovative Control Solutions)

- Brushed aluminum extrusion creating a center tower and two side panels with gray infill panels. Includes six stem lights, one counter kit 129, one standard 36" x 30" café table and four standard side chairs.
- Dimensions approximately: 20ft x 20ft x 12ft or 16ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights.
- Graphics sold separately. Graphic package as shows \$4,627.



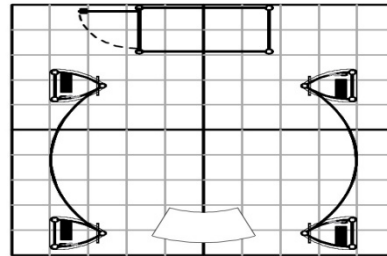
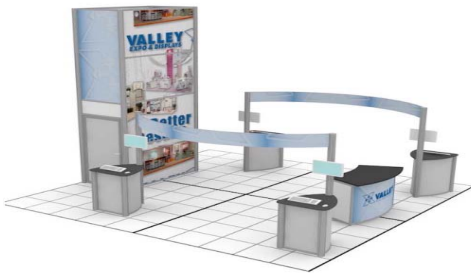


International Biomass Conference & Expo 2016

Charlotte Convention Center, April 11 - 13, 2016

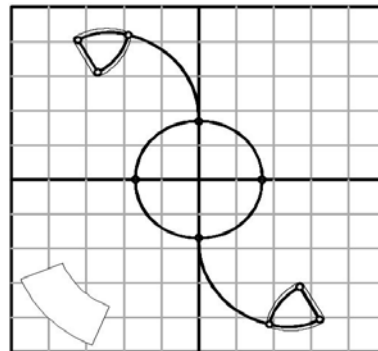
Island Kit 4541 20ft x 20ft Island Display \$7,366.00

- Brushed aluminum extrusion creating a corner storage closet, with four stem lights. A aluminum curved header, four workstations gray base panels, black laminate top with monitor mounting brackets and storage. One counter kit 129.
- Dimensions approximately: 20ft x 20ft x 12ft or 16ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights. Graphics sold separately. Graphic package as shows \$5,958.00



Island Kit 4744 20ft x 20ft Island Display \$6,209.00

- Brushed aluminum extrusion creating a round center tower. Two curved side wings with one workstation, gray base panels, black laminated top, on each end with storage. Includes four stem lights and one counter kit 129,
- Dimensions approximately: 20ft x 20ft x 12ft or 16ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights. Graphics sold separately. Graphic package as shows \$7,279.00





Register Here for Online Ordering...
www.valleyexpodisplays.com
 EMAIL: EVENTS@VALLEYEXPODISPLAYS.COM
 FAX: 815.873.1544

EVENT LABOR

ADVANCED PRICE DEADLINE:
 March 21, 2016

International Biomass Conference & Expo 2016

Charlotte Convention Center, April 11 - 13, 2016

Display Installation: To ensure prompt and efficient processing of your labor request for installation and dismantling of displays, please review the information on this page carefully, and contact us if you have any questions.

All installation and dismantling will be performed by qualified personnel in compliance with any applicable labor contracts. If you wish to hire Valley Expo & Displays to perform this work, please complete this form, and return it with payment to Valley Expo.

Orders with payment in full must be received by March 21, 2016, for Advance Prices. All floor orders subject to availability of labor at the show site.

A minimum charge of one hour per man will apply to all labor orders, with the time commencing upon assignment of labor in accordance with your order. **IT IS IMPORTANT, THEREFORE, THAT YOU CHECK IN AT THE VALLEY EXPO & DISPLAYS SERVICE DESK TO PICK UP THE LABOR YOU HAVE ORDERED, AND TO RETURN THOSE PEOPLE TO THE SERVICE DESK UPON COMPLETION. IF YOU FAIL TO PICK UP LABOR YOU HAVE ORDERED, A ONE HOUR PER MAN NO-SHOW CHARGE WILL APPLY.**

Surcharge: All work performed during move in times of 8am - 3pm on Monday April 11, 2016 will be done at the hourly rate below. All work performed outside of these times will be subject to a 20% surcharge

Supervision: If Valley Expo personnel are to perform work without your supervision, please forward all necessary instructions, drawings or diagrams in advance with this order. We add a 25% supervision fee. Supervised Labor Form must be completed.

Requested Starting Time can only be guaranteed at the start of the working day (8:00AM), or the official beginning of set up, if later in the day. We will make every attempt to provide labor at times subsequent to 8:00 AM (or start of official set up), however such starting time must be approximate since labor is assigned to jobs at the start of the day, and it is impossible to gauge completion times of the first job assignments.

Authorization to Provide Labor Services: By completing the Event Labor Form, it is understood that Valley Expo & Displays and its subcontractors do not automatically insure materials, that insurance, if any, shall be arranged by the Exhibitor and the amounts payable to Valley Expo & Displays for labor services are based on the value of the services rendered and the scope of Valley Expo & Displays' liability as herein set forth. The amounts payable to Valley Expo & Displays are unrelated to the value of the Exhibitor's property being handled by Valley Expo & Displays or its subcontractors. It is impractical and extremely difficult to fix the value of each item handled by Valley Expo & Displays or its subcontractors. It is agreed therefore that if Valley Expo & Displays or its subcontractors should be found liable for loss or damage to Exhibitor's materials, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum less than or equal to the charges for services rendered as agreed upon damages bit as a penalty, and such agreed upon damages shall be the Exhibitors exclusive remedy.

Installation & Dismantling	Straight Time Rate
Advance	\$ 135.85
Floor	\$ 176.60
Supervision Installation & Dismantling	
Advance	\$ 169.81
Floor	\$ 220.75

Computation of Labor Charges	# of Workers x	# Hours x	Labor Rate	Total
Installation				
Dismantling				
Total Due				\$

Requesting Date & Time	Date Labor Requested	Time Labor Requested
Installation		AM or PM
Dismantling		AM or PM

Requested starting times cannot be guaranteed, however, every effort is made to meet all requests.

Please provide brief description of labor requested:

BOOTH NUMBER:

COMPANY NAME:



VALLEY
EXPO & DISPLAYS
 BETTER IDEAS. BETTER RESULTS.
valleyexpodisplays.com



Register Here for Online Ordering...
www.valleyexpodisplays.com
 EMAIL: EVENTS@VALLEYEXPODISPLAYS.COM
 FAX: 815.873.1544

**SUPERVISED LABOR
 INSTALLATION &
 DISMANTLE**

International Biomass Conference & Expo 2016

Charlotte Convention Center, April 11 - 13, 2016

PLEASE COMPLETE THE FOLLOWING INFORMATION IF VALLEY IS SETTING UP AND/OR DISMANTLING YOUR DISPLAY . THIS INFORMATION WILL HELP US BETTER SERVE YOU.

Company _____ Booth No _____
 Contact Person _____ Phone _____
 Freight will be shipped to Warehouse _____ Show Site _____ Date Shipped _____
 Total # of Crates _____ Cartons _____ Fiber Cases _____ Special Handling _____
 Setup Plans/Photo: Attached _____ To be sent with Exhibit _____ In Crate No. _____
 Carpet: With Exhibit _____ Rented From Valley _____ Color _____ Size _____
 Electrical Placement: _____ Please attach diagram with placement
 Graphic: With Exhibit _____ Shipped Separately _____
 Comments _____

 Special Tools/Hardware Required _____

OUTBOUND SHIPPING INFORMATION

SHIP TO _____

METHOD OF SHIPMENT

COMMON CARRIER(NAME) _____ UPS _____ FED EX _____

SHOW CARRIER _____

IF LABELS ARE PROVIDED WHERE WILL THEY BE _____

FREIGHT CHARGES: Prepaid _____ Collect _____

Bill to _____

In the event a selected carrier fails to show on the final move out time and day, Valley will force shipment accordingly via show carrier.

BOOTH NUMBER: _____

COMPANY NAME: _____



VALLEY
EXPO & DISPLAYS
BETTER IDEAS. BETTER RESULTS.
valleyexpodisplays.com



Register Here for Online Ordering...
www.valleyexpodisplays.com
EMAIL: EVENTS@VALLEYEXPODISPLAYS.COM
FAX: 815.873.1544

**FORKLIFT
SERVICE**

International Biomass Conference & Expo 2016

Charlotte Convention Center, April 11 - 13, 2016

ADVANCED PRICE DEADLINE:
March 21, 2016

PLEASE COMPLETE THIS FORM FOR ALL IN-BOOTH FORKLIFT AND LABOR NEEDED. TO DETERMINE IF YOU NEED IN-BOOTH FORKLIFT AND LABOR, PLEASE READ THIS FORM CAREFULLY.

- In-Booth Forklift and Labor may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more.
- If you require a forklift, a crew will be assigned consisting of a Rigger Foreman and forklift with an operator.

IMPORTANT INFORMATION AND RATES

All exhibitors requesting labor must go to labor dispatch to confirm labor requests. All labor and equipment requests should be confirmed by 2:00 pm the day prior, with the exception of the first day of move in. Requested starting times cannot be guaranteed, however, every effort is made to meet all requests. Valley reserves the right to dispatch all labor calls based upon availability of labor crews and the order that the requests are confirmed. Upon completion of work, an exhibitor representative must return to labor dispatch to sign the completed work ticket and confirm accuracy of the work order. No adjustments will be made after the fact. Equipment and labor cancelled without a 24 hour notice will be charged a one (1) hour cancellation fee per worker and equipment ordered. If the labor and equipment is not used at the time confirmed there will be a one (1) hour no-show fee charged per work and equipment ordered.

The minimum charge for labor and equipment is one (1) hour per worker and forklift. Equipment and labor thereafter is charged in half (1/2) hour increments. **GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY VALLEY.** Valley requires the highest standards of integrity from all employees. Please call us to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs. **SURCHARGES:** All work performed during move in times of 8am-3pm on Monday, April 11, 2016 will be done at the hourly rate listed below. All work performed outside of these times will be subject to a 20% surcharge.

ADVANCE LABOR RATES AS FOLLOWS IF ORDERED BY ABOVE DEADLINE DATE:

Rate

FORKLIFT CREW

\$341.75 per hour

ONSITE LABOR RATES AS FOLLOWS IF ORDERED AFTER ABOVE DEADLINE DATE:

Rate

\$444.30 per hour

PLEASE INDICATE SERVICE

Valley is responsible for the Following:

- ☐ Uncrating
- ☐ Leveling
- ☐ Reskidding
- ☐ Unskidding
- ☐ Dismantling
- ☐ Positioning
- ☐ Recrating

PLACE ORDER HERE

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF FORKLIFTS	LABOR RATE	TOTAL
						\$
						\$
						\$
						\$

						\$
						\$
						\$
						\$

I agree in placing this order that I have accepted Valley Payment Policy and Valley Terms & Conditions of Contract.

1. Total Labor Ordered \$

2. Total Due \$

Please estimate the number of forklifts and/or workers and hours per forklift and/or work needed for installation and dismantling above. If you do not require a forklift, order the number of laborers required on the Event Labor Form. Invoice will be calculated according to actual hours worked.

BOOTH NUMBER:

COMPANY NAME:





Register Here for Online Ordering...
www.valleyexpodisplays.com
 EMAIL: EVENTS@VALLEYEXPODISPLAYS.COM
 FAX: 815.873.1544

**BOOTH & EXHIBIT
PORTER SERVICE**

ADVANCED PRICE DEADLINE:
March 21, 2016

International Biomass Conference & Expo 2016

Charlotte Convention Center, April 11 - 13, 2016

Carpet Vacuuming: Booth carpeting is clean upon installation, however vacuuming services are available. Charges are based on booth square footage. Display installation can result in soiled carpet, so we recommend at least ordering vacuuming once prior to show opening. **Orders received with payment in full must be received by *March 21, 2016*, to qualify for Advance prices.**

Porter Service: Includes wipedown & dusting of all display surfaces and furnishings, emptying of wastebaskets.

Standard Booth Size (10' x 10') = Square Footage (100 square feet per booth)

Vacuuming Service (100 Sq. Ft. Minimum)	Sq. Ft.	Advance	Floor	# Days	Total
Once Prior to Show Opening (sq. ft. x price)		\$ 0.41	\$ 0.53	N/A	
Prior to Show Opening Each Day (sq. ft. x price x # of days)		\$ 0.41	\$ 0.53	3	

Carpet Shampooing (100 Sq. Ft. Minimum)	Sq. Ft.	Advance	Floor	# Days	Total
Once Prior to Show Opening (sq. ft. x price)		\$ 0.63	\$ 0.82	N/A	

Porter Service (100 Sq. Ft. Minimum)	Sq. Ft.	Advance	Floor	# Days	Total
Once Prior to Show Opening (sq. ft. x price)		\$ 0.46	\$ 0.60	N/A	
Prior to Show Opening Each Day (sq. ft. x price x # of days)		\$ 0.46	\$ 0.46	3	

Total Due \$

BOOTH NUMBER: _____

COMPANY NAME: _____





Register Here for Online Ordering...
www.valleyexpodisplays.com
 EMAIL: EVENTS@VALLEYEXPODISPLAYS.COM
 FAX: 815.873.1544

**SIGN &
BANNER**

ADVANCED PRICE DEADLINE:
March 21, 2016

International Biomass Conference & Expo 2016

Charlotte Convention Center, April 11 - 13, 2016

This form can be used to order custom show cards and banners for your exhibit booth. **Custom signs and banners can be ordered in advance only.** We must receive your order with payment by **March 21, 2016**, to guarantee delivery.

Labor to install signs or banners is not included. Please refer to the Display Installation Order Form for assistance in installing your signs if it will be needed.

All signs are printed on white background. 10 word limit per sign. Additional words and logos are extra. **Attach your sign copy to a separate page.** Please provide us with a contact name, E-mail address and phone number in case we have questions.

Contact for sign questions: _____

Foamcore Signs - White Background/One Color	Quantity	Price	Total
11" x 14"		\$ 56.60	
14" x 22"		\$ 79.35	
22" x 28"		\$ 100.45	
28" x 44"		\$ 137.00	

Foamcore Signs - White Background/Two Color	Quantity	Price	Total
22" x 28"		\$ 128.65	
28" x 44"		\$ 166.30	

Vinyl Banners - White Background Only	Quantity	Price	Total
2' x 4'		\$ 138.10	
2' x 6'		\$ 166.00	
2' x 8'		\$ 249.50	

Grommets for hanging are included

Miscellaneous	Quantity	Price	Total
Easel Back		\$ 10.80	
Logos		Call for Price	
Sign Grommets		\$ 3.95	
Color Background		Add 25%	
		Subtotal	
		7.25% Sales Tax	
		Total	

Sign copy to be arranged: ☐ Horizontally ☐ Vertically

Color of Printing (one color only): _____

Our sign shop can produce any type of sign or banner you need, including multiple colors, photographic reproductions, etc. If an option or feature you want is not listed on this form, please call us for a special quote.

BOOTH NUMBER: _____

COMPANY NAME: _____





Register Here for Online Ordering...
www.valleyexpodisplays.com
 EMAIL: EVENTS@VALLEYEXPODISPLAYS.COM
 FAX: 815.873.1544

**SHOW SITE
WORK RULES**

International Biomass Conference & Expo 2016

Charlotte Convention Center, April 11 - 13, 2016

UNION INFORMATION

North Carolina is a "right-to-work" state, exhibitor personnel may set up their own exhibits if so desired. Labor is available to assist in the installation and dismantling of exhibit booths.

EXHIBIT LABOR JURISDICTION:

Local exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays when this work is done by persons other than company personnel. They may be employed by completion of labor forms enclosed in this manual. They are not required to place your products on your display: to open cartons containing your products; nor to perform testing, maintenance or repairs on your products. If, however, you hire any labor to assist you, it must be through the Official Contractor or a contractor which meets all of the regulations as an Exhibitor Appointed Contractor.

FREIGHT HANDLING JURISDICTION:

Valley Expo & Displays has the responsibility of receiving and handling all exhibit materials and empty crates. It is their responsibility to manage docks area for the smooth and efficient move-in and move-out of the exhibition. Valley Expo & Displays will not be responsible, however, for any material they do not handle. Valley Expo & Displays will have complete control of the loading docks at all times. Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at owner's expense. The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall.

GRATUITIES

Our work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, product or gifts of any kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

SAFETY:

The safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support standing weight. Valley Expo & Displays cannot be responsible for injuries or falls caused by the improper use of our furniture. If assistance is required in assembling your booth, please order labor on the Display Labor order form and all necessary ladders and tools will be provided.

ALWAYS ETHICAL

Valley Expo & Display requires the highest standards of integrity from all employees. Please give us a call to report fraudulent or unethical behavior.





FLORAL ORDER FORM

Name of Show:			
Location:		Show Dates:	
Exhibitor:		Booth Number:	
Bill to:		Email:	
Address:		City:	State: Zip:
Phone:	Fax:	Company Representative:	
Purchase Order #:	Job #:	Date Ordered:	
COMPLETE THIS BOX ONLY IF DESIGNER IS NEEDED ON SITE			
Booth Contact: _____		Contact Phone: _____	Available Time/Date: _____

PAYMENT INFORMATION

Circle one VISA MC AMEX DISCOVER

Name: _____

Card #: _____

Exp. Date: _____ CVV code: _____

Signature: _____

- Foliage plants and architectural containers on rental basis.
- Price includes: ***PLANT INSTALLATION, ARCHITECTURAL CONTAINERS, SERVICING THROUGHOUT THE SHOW, & DISMANTLING AT END OF SHOW***
- **NO ADJUSTMENTS NOR REFUNDS CAN BE MADE AFTER THE SHOW OPENING.**

Quantity	Tropical Plants <i>(Please specify quantity, heights, and variety)</i>	Price	Total
	Potted Ferns	\$66.40	
	2' Plants	\$97.50	
	3' Plants	\$101.05	
	4' Plants	\$116.50	
	5' Plants	\$151.55	
	6'-7' Plants	\$170.00	
	Containers for Plants: Black _____ White _____		
	<i>TALLER PLANTS ARE AVAILABLE, PLEASE INQUIRE IN ADVANCE</i>		
	Blooming Plants		
	Potted Mums <i>(Yellow, White, & Lavender)</i>	\$73.05	
	Potted Azaleas <i>(Red, Pink, & White)</i>	\$73.05	
	Bromeliads	\$73.05	
	Floral Arrangements Please Choose Tropical or Seasonal <i>(Please indicate desired colors)</i> <i>Floral Arrangements are only guaranteed for 3 days</i>		
	Small Arrangement <i>(12"x12")</i>	\$86.50	
	Medium Arrangement <i>(18"x14")</i>	\$110.00	
	Large Arrangement <i>(24"x18")</i>	\$132.50	
		Tax (8%)	
		TOTAL	

Floral Exhibits, Ltd.
2555 S Leavitt St.
Chicago, IL 60608

Phone #: 773.277.1888
Fax #: 773.277.1919
www.floralexhibits.com

PLEASE RETAIN A COPY FOR YOUR RECORDS



2015 AFR TRADE SHOW FURNISHINGS KIT CATALOG





WHISPER



Whisper Sofa

White Leather
87"L x 37"D x 35"H



Whisper Loveseat

White Leather
61"L x 37"D x 35"H



Whisper Chair

White Leather
35"L x 37"D x 35"H



Whisper Bench Ottoman

White Leather
60"L x 24"D x 17"H



Whisper Square Ottoman

White Leather
40"Square x 17"H



Whisper Round Ottoman

White Leather
46"Round x 17"H

FUNCTION



Function Armless Chair

White Leather
28"Square x 29"H



Function Corner

White Leather
28"Square x 29"H

CONTINENTAL



Continental Curved Loveseat

White Leather
82"L x 34"D x 31"H



Continental Reverse Curved Loveseat

White Leather
72"L x 34"D x 31"H



Continental Wedge Ottoman

White Leather
30"L x 34"D x 19"H



Continental Curved Bench Ottoman

White Leather
70"L x 26"D x 19"H



Continental Half Moon Ottoman

White Leather
33"L x 19"D x 19"H

SOPHISTICATION



Sophistication Sofa

White Leather
72"L x 31"D x 48"H



Sophistication Loveseat

White Leather
48"L x 31"D x 48"H



Sophistication Chair

White Leather
24"L x 31"D x 48"H

SOPHISTICATION



Sophistication Corner

White Leather
 31"Square x 48"H



Sophistication Ottoman

White Leather
 31"Square x 19"H

BOCA



Boca Corner

■ Black Leather
 □ White Leather
 28"D x 22"W x 30.7"H



Boca Armless

■ Black Leather
 □ White Leather
 28"D x 22"W x 30.7"H

METRO



Metro Sofa

Black Leather
 85"L x 35"D x 35"H



Metro Loveseat

Black Leather
 60"L x 35"D x 35"H



Metro Chair

Black Leather
 35"Square x 35"H

METRO



Metro Square Ottoman

Black Leather
40"Square x 17"H



Metro Bench Ottoman

Black Leather
60"L x 24"D x 17"H

SUAVE MIDNIGHT



Suave Midnight Sofa

Midnight Suede
77"L x 36"D x 33"H



Suave Midnight Loveseat

Midnight Suede
54"L x 36"D x 33"H



Suave Midnight Chair

Midnight Suede
32"L x 36"D x 33"H

GRAMMERCY

*See page 9 & 10 for additional Grammercy product available



Grammercy Sofa

Charcoal Leather
82"L x 36"D x 36"H



Grammercy Loveseat

Charcoal Leather
57"L x 36"D x 36"H



Grammercy Chair

Charcoal Leather
28"L x 36"D x 36"H

PARMA



Parma Sofa

Brown Leather
 79"L x 37"D x 36"H



Parma Loveseat

Brown Leather
 56"L x 37"D x 36"H



Parma Chair

Brown Leather
 33"L x 37"D x 38"H



Parma Bench Ottoman

Brown Leather
 60"L x 24"D x 17"H

MONTANA MOCHA



Montana Mocha Sofa

Mocha Tan Fabric
 79"L x 35"D x 34"H



Montana Mocha Loveseat

Mocha Tan Fabric
 57"L x 35"D x 34"H



Montana Mocha Chair

Mocha Tan Fabric
 35"Square x 34"H

CHANDLER



Chandler Sofa

Red Leather
 76"L x 37"D x 35"H



Chandler Loveseat

Red Leather
 53"L x 37"D x 35"H



Chandler Chair

Red Leather
 31"L x 37"D x 35"H



Chandler Bench Ottoman

Red Leather
 60"L x 24"D x 17"H

IMPERIAL



Imperial Sofa

Purple Microfiber
 82"L x 36"D x 36"H



Imperial Chair

Purple Microfiber
 28"L x 36"D x 36"H



Imperial Bench Ottoman

Purple Microfiber
 48"L x 21"D x 18"H



TANGERINE



Tangerine Sofa

Orange Microfiber
84"L x 36"D x 33"H



Tangerine Chair

Orange Microfiber
40"L x 36"D x 33"H



Tangerine Bench Ottoman

Orange Microfiber
62"L x 24"D x 18"H

EVOKE



Evoke Sofa

Coffee Resin Frame with Tan Cushions
81"L x 35"D x 27"H



Evoke Chair

Coffee Resin Frame with Tan Cushions
33"L x 35"D x 27"H



Evoke Cocktail Table

Coffee Resin Frame
48"L x 24"D x 18"H



Evoke End Table

Coffee Resin Frame
24"L x 28"D x 25"H



Evoke Cube

Coffee Resin Frame
18" Square

STAGE CHAIRS



Midnight Stage Chair

Midnight Microfiber
25"L x 26"D x 37"H



Chamois Stage Chair

Beige Microfiber
25"L x 26"D x 37"H



Buckskin Stage Chair

Tan Microfiber
25"L x 26"D x 37"H



Empire Chair

■ Black Leather
□ White Leather
28"L x 32"D x 32"H



Ibiza Chair

■ Black Leather
□ White Leather
31"L x 35"D x 32"H



Tulip Chair

Black Fabric/Tilt Back/Caster Feet
27"L x 26"D x 35"H

OTTOMANS & BENCHES



Curved Bench

Continental White Leather
70"L x 26"D x 19"H



Square Ottoman

■ Metro Black Leather
□ Whisper White Leather
■ Grammercy Charcoal Leather
40"Square x 17"H



Bench Ottoman

■ Metro Black Leather
□ Whisper White Leather
■ Chandler Red Leather
■ Grammercy Charcoal Leather
■ Parma Brown Leather
60"L x 24"D x 17"H

OTTOMANS & BENCHES



Hayden Bench

Black Wood
 67"L x 16"D x 17"H



Essentials Storage Ottoman

White Leather with Locking Mechanism
 48"L x 24"D x 20"H
 Lock Not Included



Round Ottoman

■ Grammercy Charcoal Leather
 □ Whisper White Leather
 46"Round x 17"H



1/4 Round Ottoman

■ Grammercy Charcoal Leather
 □ Whisper White Leather
 34"L x 19"D x 17"H

BANQUETTES



Essentials Banquette

White Leather
 60"Round x 48"H (2 Pieces)



Whisper Banquette

White Leather
 59"Round x 38"H (2 Pieces)



Grammercy Banquette

Charcoal Leather
 59"Round x 38"H (2 Pieces)

TURNING BEDS



Essentials Turning Bed

White Leather
 96\"L x 48\"D x 34\"H



Essentials Turning Bed with Charging Insert

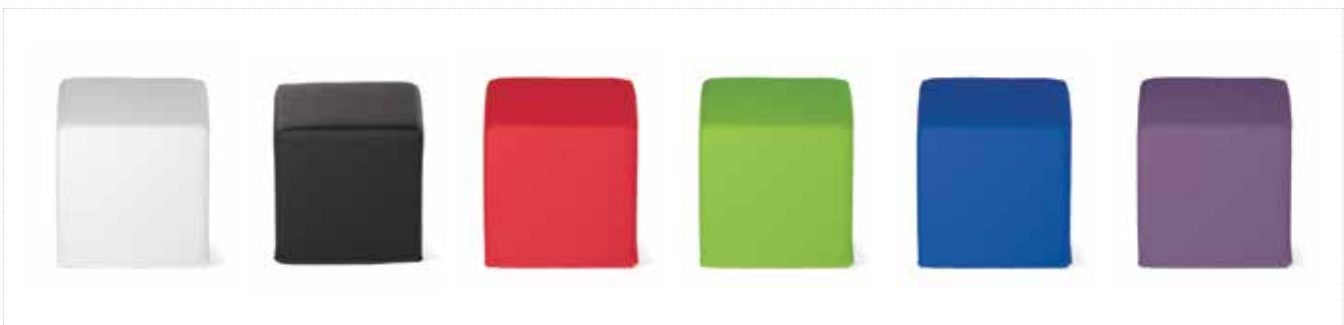
White Leather
 96\"L x 48\"D x 19\"H

CUBE OTTOMANS



Regency Cube Ottomans

From left to right: Orange Fabric, Teal Fabric, Ruby Fabric, Camel Fabric, Apple Fabric, Fuchsia Fabric
 18\"Square



Cube Ottomans

From left to right: White Leather, Black Leather, Red Vinyl, Green Vinyl, Blue Vinyl, Purple Vinyl
 18\"Square

OCCASIONAL TABLES



Princeton Tables

End Table Clear Glass/Black
 21"L x 22"D x 21"H
 Cocktail Table Clear Glass/Black
 45"L x 21"D x 16"H



Tribeca Tables

End Table Wood/Black
 24"L x 28"D x 22"H
 Sofa/Console Table Wood/Black
 48"L x 18"D x 30"H
 Cocktail Table Wood/Black
 48"L x 28"D x 19"H



Harmony Tables

End Table Wood/Esspresso
 24"Round x 22"H
 Sofa/Console Table Wood/Esspresso
 52"L x 18"D x 30"H
 Cocktail Table Wood/Esspresso
 51"L x 28"D x 18"H



Aria Tables Red

End Table Red/Brushed Steel
 24"L x 20"D x 22"H
 Cocktail Table Red/Brushed Steel
 44"L x 20"D x 18"H



Aria Tables Green

End Table Green/Brushed Steel
 24"L x 20"D x 22"H
 Cocktail Table Green/Brushed Steel
 44"L x 20"D x 18"H



Aria Tables Blue

End Table Blue/Brushed Steel
 24"L x 20"D x 22"H
 Cocktail Table Blue/Brushed Steel
 44"L x 20"D x 18"H



Aria Tables Purple

End Table Purple/Brushed Steel
 24"L x 20"D x 22"H
 Cocktail Table Purple/Brushed Steel
 44"L x 20"D x 18"H



Aria Tables White

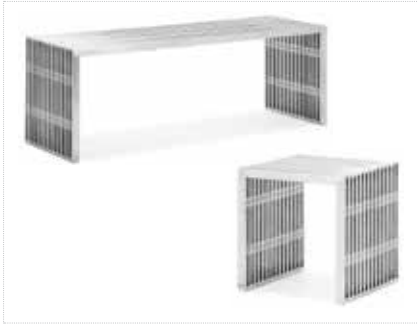
End Table White/Brushed Steel
 24"L x 20"D x 22"H
 Sofa/Console Table White/Brushed Steel
 44"L x 20"D x 38"H
 Cocktail Table White/Brushed Steel
 44"L x 20"D x 18"H



Aria Tables Charcoal

End Table Storm Grey/Brushed Steel
 24"L x 20"H x 22"H
 Sofa/Console Table Storm Grey/Brushed Steel
 44"L x 20"D x 38"H
 Cocktail Table Storm Grey/Brushed Steel
 44"L x 20"D x 18"H

OCCASIONAL TABLES



Novel Tables

End Table Satin Steel
 15"Square x 16"H
 Cocktail Table Satin Steel
 46"L x 15"D x 16"H



Reno Tables

End Table Chrome
 25"Round x 21"H
 Sofa/Console Table Chrome
 46"L x 17"D x 29"H
 Cocktail Table Chrome
 45"L x 32"D x 18"H



Vivid Tables

End Table Smoked Powder Coat Finish
 26"Square x 21"H
 Sofa/Console Table Smoked Powder Coat Finish
 50"L x 24"D x 30"H
 Cocktail Table Smoked Powder Coat Finish
 50"L x 24"D x 16"H



Club Cocktail Table

44"L x 22"D x 18"H
 (Includes built in Wireless LED Lighting)



Club End Table

22"Square x 18"H
 (Includes built in Wireless LED Lighting)



Rose Table

17"Round x 17"H



Zanzibar Table

17"Square



Cube End Tables

■ Black 24"
 □ White 24"
 24"Square x 21"H



Cube Cocktail Tables

■ Black 30"
 □ White 30"
 30"Square x 16"H
 ■ Black 24"
 □ White 24"
 24"Square x 16"H

OCCASIONAL TABLES



Phoebe Tables

From left to right: Yellow, Lime Green, Rose, Gold, Teal
 17"Round x 22"H



Hylton Tablet Table

White/Brushed Steel
 18"L x 12"D x 28"H

BARS & BAR BACKS



Manhattan Bar

Black/Chrome
 63"L x 29"D x 42"H



VIP Glow Bar 6'

Frosted Plexi with Built-in Wireless LED Kit
 72"L x 24"D x 42"H(Bar)
 13"D x 18"H (Shelf)
 *Includes remote control



VIP Glow Bar 4'

Frosted Plexi with Built-in Wireless LED Kit
 48"L x 24"D x 42"H(Bar)
 13"D x 18"H (Shelf)
 *Includes remote control

BARS & BAR BACKS



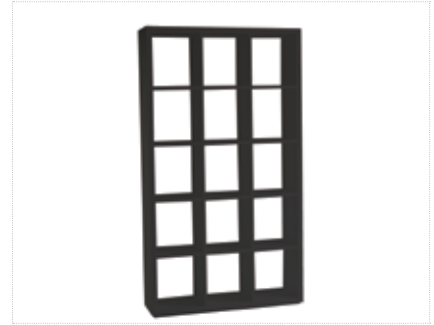
Bar

☒ Black with 2 shelves in back
☐ White with 2 shelves in back
 48"L x 16"D x 42"H



Shanti Bar Back White

White
 44"W x 12"D x 78"H
 13"W x 14.25"H (Inside Shelf)



Shanti Bar Back Espresso

Espresso
 44"W x 12"D x 78"H
 13"W x 14.25"H (Inside Shelf)

BAR STOOLS



Park Avenue Bar Stool

Maple/Chrome
 16"L x 19"D x 43"H



Criss Cross Bar Stool

☒ Espresso Leather
☐ White Leather
 15"W x 19"D x 41"H



Escape Stool

Natural Maple
 16"Square x 41"H



Silk Back Bar Stool

☒ Black
☐ White
☐ Blue
☐ Green
☐ Purple
☐ Red
 17"L x 18"D x 42"H



Euro Bar Stool

Black
 21"W x 23"D x 43"H



Hourglass Bar Stool

☒ Black
☐ White
 18"W x 20"D x 43"H

BAR STOOLS



Vienna Stool

■ Gray Acrylic
 ■ Orange Acrylic
 ■ Teal Acrylic
 17"W x 17"D x 39"H



Equino Stool

■ Black
 ■ White
 15"W x 13"D x 35"H



Caprice Stool

Black Fabric
 25"W x 26"D x 44"H



Sonic Stool

Black
 22"W x 23"D x 42"H



Marcus Bar Stool

18"W (at footbase) x 29"H



Regal Stool

Brown Leather
 19"W x 24"D x 45"H

CAFE CHAIRS



Silk Back Chair

■ Black
 ■ White
 ■ Blue
 ■ Green
 ■ Purple
 ■ Red
 17"W x 18"D x 34"H
 (Also Available With Arms)



Escape Chair

Natural Maple
 17"W x 16"D x 32"H



Park Avenue Chair

Maple
 16"W x 18"D x 31"H

CAFE CHAIRS



Vienna Chair

■ Gray Acrylic
 ■ Orange Acrylic
 ■ Teal Acrylic
 21"Square x 32"H



Leslie Chair

White
 17"W x 21"D x 31"H



Criss Cross Chair

■ Espresso Leather
 □ White Leather
 17"W x 21"D x 35"H



Sonic Chair

Black
 20"W x 21"D x 32"H



Caprice Chair

Black
 25"W x 24"D x 32"H



Comet Chair

Black
 23"W x 22"D x 32"H (With Arms)
 19"W x 22"D x 32"H (Without Arms)



Trend Chair

■ Black
 □ White
 ■ Lime
 ■ Natural
 ■ Orange
 19"W x 18"D x 33"H



Elio Chair

17"Square x 33"H



Regal Dining Chair

Brown Leather
 19"W x 23"D x 38"H

BAR TABLES



Euro Bar Table

Black/Black 30"
 30"Round x 42"H
 Black/Black 36"
 36"Round x 42"H



Silk Bar Table

Black/Chrome 30"
 30"Round x 42"H
 Black/Chrome 36"
 36"Round x 42"H



Park Ave Bar Table

Maple/Chrome 30"
 30"Round x 42"H
 Maple/Chrome 36"
 36"Round x 42"H



Chardonnay Bar Table

Clear Glass/Chrome
 31"Round x 42"H



Aspen Pub Table

White/Brushed Steel
 72"L x 26"D x 42"H



Blanco Bar Table

White/Chrome 30" 30"Round x 42"H	White/Chrome Square 24"Square x 42"H
White/Chrome 36" 36"Round x 42"H	White/Chrome Rectangle 72"L x 24"D x 42"H



City Bar Table

Maple/Black 30"
 30"Round x 42"H
 Maple/Black 36"
 36"Round x 42"H



Summit Bar Table

White/Black 30"
 30"Round x 42"H
 White/Black 36"
 36"Round x 42"H



Spectrum Bar Tables

■ Blue/Chrome
■ Green/Chrome
■ Purple/Chrome
■ Red/Chrome
 24"Square x 42"H

CAFÉ TABLES



Euro Café Table

Black/Black 30"
 30"Round x 30"H
 Black/Black 36"
 36"Round x 30"H



Silk Café Table

Black/Chrome 30"
 30"Round x 30"H
 Black/Chrome 36"
 36"Round x 30"H



Park Ave Café Table

Maple/Chrome 30"
 30"Round x 30"H
 Maple/Chrome 36"
 36"Round x 30"H



City Café Table

Maple/Black 30"
 30"Round x 30"H
 Maple/Black 36"
 36"Round x 30"H



Summit Café Table

White/Black 30"
 30"Round x 30"H
 White/Black 36"
 36"Round x 30"H



Blanco Café Table

White/Chrome 30"
 30"Round x 30"H
 White/Chrome 36"
 36"Round x 30"H



Blanco Café Table

White/Chrome Rectangle
 72"L x 24"D x 30"H
 White/Chrome Square
 24"Square x 30"H



Spectrum Café Tables

Blue/Chrome
 Green/Chrome
 Purple/Chrome
 Red/Chrome
 24"Square x 30"H

OFFICE SEATING



Tamiri High Back Chair

Black Leather
25"W x 27"D x 45"H



Tamiri Mid Back Chair

Black Leather
25"W x 27"D x 41"H



Tamiri Guest Chair

Black Leather
25"W x 27"D x 37"H



Accord Chair

■ Black
□ White
25"Square x 44"H



Goal Task Chair

Black
25"Square x 39"H



Goal Task Chair Armless

Black
21"W x 24"D x 39"H



Enterprise High Back Conference Chair

Black Fabric
25"W x 27"D x 45"H



Enterprise Mid Back Conference Chair

Black Fabric
25"W x 27"D x 39"H



Enterprise Guest Chair

Black Fabric
25"W x 27"D x 37"H

OFFICE SEATING



Goal Drafting Stool

Black
 25"W x 24"D x 48"H



Goal Drafting Stool Armless

Black
 21"W x 24"D x 48"H

CONFERENCE TABLES



Conference Table Rectangle

■ Black 6'
 ■ Mahogany 6'
 ■ Maple 6'
 □ White 6'
 72"L x 36"D x 30"H
 ■ Black 8'
 ■ Mahogany 8'
 ■ Maple 8'
 □ White 8'
 96"L x 48"D x 30"H



Conference Table Racetrack

■ Black 8'
 ■ Mahogany 8'
 96"L x 48"D x 30"H
 ■ Black 6'
 ■ Mahogany 6'
 72"L x 36"D x 30"H



Conference Table Round

Mahogany
 42"Round x 29"H



Chrome & Glass Table Rectangle

Clear Glass/Chrome
 60"L x 36"D x 29"H



Chrome & Glass Table Round

Clear Glass/Chrome
 42"Round x 29"H



Chrome & Glass Table Square

Clear Glass/Chrome
 32"Square x 29"H

CONFERENCE TABLES



Chrome & Glass Trestle Table

Clear Glass/Chrome
48"L x 32"D x 29"H

OFFICE FURNITURE



Computer Kiosk

■ Black
□ White
24"Square x 42"H



Computer Counter

Graphite
48"L x 24"D x 42"H



Computer Desk

Graphite
48"L x 24"D x 29"H



5 Shelf Bookcase

■ Black
■ Mahogany
36"L x 12"D x 72"H



Black Credenza

Black
60"L x 20"D x 29"H



Black Double Pedestal

Black
60"L x 30"D x 29"H

OFFICE FURNITURE



Credenza Maple

Maple
 72"L x 20"D x 29"H



Desk Maple

Double Pedestal
 60"L x 30"D x 29"H



Lateral File Maple

2 Drawer with Lock
 36"L x 20"D x 29"H



Genoa Storage Credenza

Mahogany 2 Filing Cabinets
 2-Drawers-Inside Shelves
 66"L x 20"D x 29"H



Genoa Kneespace Credenza

Mahogany 2 Filing Cabinets/2-Drawers
 66"L x 20"D x 29"H



Genoa Executive Desk

Mahogany Double Pedestal-Locking Drawers
 72"L x 36"D x 29"H



Presidential Kneespace Credenza

Mahogany
 24"L x 66"L x 29"H



Presidential Executive Desk

Mahogany
 36"L x 72"L x 29"H



Presidential File Cabinet

Mahogany
 24"L x 36"L x 29"H



OFFICE FURNITURE



Hayden Table

Black Wood
78"L x 36"D x 30"H



Vivid Café Table Square

Clear Glass/Smoked Powder Coat Finish
42"Square x 30"H



Vivid Café Table Rectangle

Clear Glass/Smoked Powder Coat Finish
60"L x 36"D x 30"H

METAL FILE & STORAGE CABINETS



2-Drawer File

Black Letter
15"L x 25"D x 29"H
Black Legal
18"L x 25"D x 29"H



4-Drawer File

Black Letter
15"L x 25"D x 52"H
Black Legal
18"L x 25"D x 52"H



2-Drawer Lateral File

Black (Pictured)
36"L x 18"D x 27"H
Black (Not Pictured)
36"L x 20"D x 29"H



4-Drawer Lateral File

Black
36"L x 18"D x 54"H



Storage Cabinet

Black
36"W x 18"D x 72"H

PEDESTALS



Display Pedestals 42"

- Black
14"Square x 42"H
- Black
24"Square x 42"H
- Black
18"Square x 42"H
- White
14"Square x 42"H



Display Pedestals 36"

- Black
14"Square x 36"H
- Black
24"Square x 36"H
- White
14"Square x 36"H
- White
24"Square x 36"H



Display Pedestals 30"

- Black
14"Square x 30"H
- Black
24"Square x 30"H
- Black
18"Square x 30"H
- White
14"Square x 30"H



Locking Pedestal

- Black
- White
- 24"Square x 42"H

MISCELLANEOUS ITEMS



Stanchion

Chrome
41"H

Stanchion Rope

Red Velour
6'L



Literature Stand

■ Black
■ Aluminum
14.75"W x 12"D x 53.5"H



Literature Rack

Black/Metal
10.5"W x 9.5"D x 57"H



Refrigerator Compact

White 4 Cu Ft
19"W x 21"D x 33.5"H



Plexi Display Unit

18"Square x 68"H
(Height Includes Top Piece)



iPad[®] Stand

■ Black
■ Silver
14.25"W x 41.75"H
(Fits 2nd, 3rd, or 4th iPad[®] generations. Can be positioned in portrait or landscape views.)

**Apple[®] and iPad[®] are registered trademarks of Apple Inc.*

LIGHTING



Brushed Steel Lamps

Table Lamp White/Steel
26"H
Floor Lamp White/Steel
66"H



Brushed Nickel Lamps

Table Lamp White/Nickel
29"H
Floor Lamp White/Nickel
60"H



Rubbed Bronze Lamps

Table Lamp White/Bronze
28"H
Floor Lamp White/Bronze
60"H



Brushed Steel Lamps

Table Lamp Red/Steel
26"H
Floor Lamp Red/Steel
66"H



Neutrino Floor Lamp

Steel
67"H

DESIGN YOUR BOOTH SPACE YOUR WAY



10x20 Booth Footprint

Grammercy Loveseat & Corner • Novel Cocktail & End Table • 4FT VIP Bar • Criss Cross Chairs • Café Table



10x10 Booth Footprint

Chamois Stage Chairs • Phoebe Table • Equino Stools
Chardonnay Bar Table



10x10 Booth Footprint

Metro Sofa & Chair • Novel End Tables
Equino Stools • Silk Bar Table



20x20 Booth Footprint

Whisper Sofa & Chairs • Reno Cocktail & End Tables • Criss Cross Stools • Blanco Bar Table



Trade Show Order Form

TRADE SHOW INFORMATION

Diana Gonzalez / Janet Anderson

dgonzalez@rentfurniture.com

janderson@rentfurniture.com

Phone: 773-350-3503 Fax: 630-783-8561

Show Name		Company Name	
Show Dates		Contact Name	
Venue Name		Contact Cell #	
Venue Address		Delivery Date	Time:
City, State, Zip		Pickup Date	Time:
Booth # and Name		Show Contractor	

All Furniture Subject to Availability

Terms & Conditions:

Payments: Payment terms - 100% Payment due prior to delivery to secure the order unless Credit Approved with AFR
You may be subject to additional charges by the drayage company for moving the furniture from the loading dock to the exhibit space, please check your Exhibitor Manual.

Cancellation Fee: If cancelled within 3 days prior to delivery, a 100% charge will be applied.

Late Fee: All orders received within 14 days of the show opening will receive at 25% Late Fee. Show Site orders will be based on availability and charged a 30% Late Fee.

Confirmation: Please email your sales team if you do not receive confirmation within 1-2 days of submitting this order form.

Item Number	Weight	Description	Dimensions	Standard	Qty.	Total
Whisper (Pg. 2)						
18228-0607	100 lbs.	Whisper White Leather Sofa	87"L x 37"D x 35"H	\$575.00		\$ -
18167-0471	90 lbs.	Whisper White Leather Loveseat	61"L x 37"D x 35"H	\$550.00		\$ -
18284-0487	75 lbs.	Whisper White Leather Chair	35"L x 37"D x 35"H	\$450.00		\$ -
18024-0003	30 lbs.	Whisper White Leather Bench Ottoman	60"L x 24"D x 17"H	\$250.00		\$ -
18184-0034	30 lbs.	Whisper White Leather Square Ottoman	40" Square x 17"H	\$250.00		\$ -
18184-0038	30 lbs.	Whisper White Leather Round Ottoman	46" Round x 17"H	\$250.00		\$ -
Function (Pg. 2)						
18284-0554	32 lbs.	Function White Leather Armless Chair	28" Square x 29"H	\$300.00		\$ -
18066-0016	36 lbs.	Function White Leather Corner	28" Square x 29"H	\$325.00		\$ -
Continental (Pg. 3)						
18303-0001	90 lbs.	Continental White Leather Curved Loveseat	82"L x 34"D x 31"H	\$595.00		\$ -
18304-0001	100 lbs.	Continental White Leather Reverse Loveseat	72"L x 34"D x 31"H	\$575.00		\$ -
18296-0005	50 lbs.	Continental White Leather Wedge Ottoman	30"L x 34"D x 19"H	\$250.00		\$ -
18184-0131	75 lbs.	Continental White Leather Curved Bench	70"L x 26"D x 19"H	\$295.00		\$ -
18184-0132	50 lbs.	Continental White Leather Half Moon Ottoman	33"L x 19"D x 19"H	\$250.00		\$ -
Sophistication (Pg. 3 & 4)						
18228-0674	110 lbs.	Sophistication White Leather Sofa	72"L x 31"D x 48"H	\$595.00		\$ -
18167-0466	90 lbs.	Sophistication White Leather Loveseat	48"L x 31"D x 48"H	\$395.00		\$ -
18284-0563	75 lbs.	Sophistication White Leather Chair	27"L x 31"D x 48"H	\$295.00		\$ -
18066-0017	80 lbs.	Sophistication White Leather Corner	31" Square x 48"H	\$295.00		\$ -
18184-0130	40 lbs.	Sophistication White Leather Ottoman	31" Square x 19"H	\$225.00		\$ -
Boca (Pg. 4)						
18066-0021	38 lbs.	Boca Corner - White	28"L x 22"D x 30.7"H	\$349.00		\$ -
18066-0022	38 lbs.	Boca Corner - Black	28"L x 22"D x 30.7"H	\$349.00		\$ -
18284-0669	28 lbs.	Boca Armless - White	28"L x 22"D x 30.7"H	\$325.00		\$ -
18284-0670	28 lbs.	Boca Armless - Black	28"L x 22"D x 30.7"H	\$325.00		\$ -
Metro (Pg. 4 & 5)						
18228-0602	100 lbs.	Metro Black Leather Sofa	85"L x 35"D x 35"H	\$495.00		\$ -
18167-0467	90 lbs.	Metro Black Leather Loveseat	60"L x 35"D x 35"H	\$470.00		\$ -
18284-0482	75 lbs.	Metro Black Leather Chair	35" Square x 35"H	\$370.00		\$ -
18184-0179	30 lbs.	Metro Black Leather Square Ottoman	40" Square x 17"H	\$250.00		\$ -
18024-0008	30 lbs.	Metro Black Leather Bench Ottoman	60"L x 24"D x 17"H	\$250.00		\$ -
Suave Midnight (Pg. 5)						
18228-0085	100 lbs.	Suave Midnight Sofa	77"L x 36"D x 33"H	\$425.00		\$ -
18167-0069	90 lbs.	Suave Midnight Loveseat	54"L x 36"D x 33"H	\$375.00		\$ -
18284-0151	75 lbs.	Suave Midnight Chair	32"L x 36"D x 33"H	\$275.00		\$ -
Grammercy (Pg. 5)						
18228-0605	100 lbs.	Grammercy Charcoal Leather Sofa	82"L x 36"D x 36"H	\$550.00		\$ -
18167-0469	90 lbs.	Grammercy Charcoal Leather Loveseat	57"L x 36"D x 36"H	\$475.00		\$ -
18284-0485	50 lbs.	Grammercy Charcoal Leather Chair	28"L x 36"D x 36"H	\$300.00		\$ -
Parma (Pg. 6)						
18228-0789	100 lbs.	Parma Brown Leather Sofa	79"L x 37"D x 36"H	\$495.00		\$ -
18167-0577	90 lbs.	Parma Brown Leather Loveseat	56"L x 37"D x 36"H	\$470.00		\$ -
18284-0710	75 lbs.	Parma Brown Leather Chair	33"L x 37"D x 36"H	\$370.00		\$ -
18024-0061	30 lbs.	Parma Brown Leather Bench Ottoman	60"L x 24"D x 17"H	\$250.00		\$ -
Montana Mocha (Pg. 6)						
18228-0784	100 lbs.	Montana Mocha Sofa	79"L x 35"D x 34"H	\$460.00		\$ -
18167-0573	90 lbs.	Montana Mocha Loveseat	57"L x 35"D x 34"H	\$400.00		\$ -
18284-0704	75 lbs.	Montana Mocha Chair	35" Square x 34"H	\$310.00		\$ -
Chandler (Pg. 7)						
18228-0795	100 lbs.	Chandler Red Leather Sofa	76"L x 37"D x 35"H	\$495.00		\$ -
18167-0581	90 lbs.	Chandler Red Leather Loveseat	53"L x 37"D x 35"H	\$470.00		\$ -
18284-0717	75 lbs.	Chandler Red Leather Chair	31"L x 37"D x 35"H	\$370.00		\$ -
18024-0062	30 lbs.	Chandler Red Leather Bench Ottoman	60"L x 24"D x 17"H	\$250.00		\$ -
Imperial (Pg. 7)						
18228-0604	100 lbs.	Imperial Purple Sofa	82"L x 36"D x 36"H	\$425.00		\$ -
18284-0484	50 lbs.	Imperial Purple Chair	28"L x 36"D x 36"H	\$250.00		\$ -

18184-0134	30 lbs.	Imperial Purple Bench Ottoman	48"L x 21"D x 18"H	\$195.00	\$	-
Tangerine (Pg. 8)						
18228-0084	100 lbs.	Tangerine Orange Sofa	84"L x 36"D x 33"H	\$425.00	\$	-
18284-0150	75 lbs.	Tangerine Orange Chair	40"L x 36"D x 33"H	\$300.00	\$	-
18184-0032	35 lbs.	Tangerine Orange Bench Ottoman	62"L x 24"D x 18"H	\$195.00	\$	-
Evoke (Pg. 8)						
13229-0007	94 lbs.	Evoke Sofa	81"L x 35"D x 27"H	\$750.00	\$	-
13041-0015	48 lbs.	Evoke Chair	33"L x 35"D x 27"H	\$395.00	\$	-
13054-0011	32 lbs.	Evoke Cocktail Table	48"L x 24"D x 18"H	\$250.00	\$	-
13110-0009	23 lbs.	Evoke End Table	24"L x 28"D x 25"H	\$225.00	\$	-
13110-0008	15 lbs.	Evoke Cube	18" Square	\$150.00	\$	-
Stage Chairs (Pg. 9)						
18284-0478	29 lbs.	Midnight Microfiber Stage Chair	25"L x 26"D x 37"H	\$175.00	\$	-
18284-0477	29 lbs.	Chamois Microfiber Stage Chair	25"L x 26"D x 37"H	\$175.00	\$	-
18284-0476	29 lbs.	Buckskin Microfiber Stage Chair	25"L x 26"D x 37"H	\$175.00	\$	-
18284-0564	80 lbs.	Empire Chair White Leather	28"L x 32"D x 32"H	\$325.00	\$	-
18284-0621	80 lbs.	Empire Chair Black Leather	28"L x 32"D x 32"H	\$325.00	\$	-
18284-0449	75 lbs.	Ibiza White Leather Chair	31"L x 35"D x 32"H	\$450.00	\$	-
18284-0590	75 lbs.	Ibiza Black Leather Chair	31"L x 35"D x 32"H	\$450.00	\$	-
05035-0028	65 lbs.	Tulip Black Fabric Chair	26"L x 27"D x 35"H	\$195.00	\$	-
Ottomans & Benches (Pg. 9 & 10)						
18184-0131	75 lbs.	Continental White Leather Curved Bench	70"L x 26"D x 19"H	\$295.00	\$	-
18184-0034	30 lbs.	Whisper White Leather Square Ottoman	40" Square x 17"H	\$250.00	\$	-
18184-0033	30 lbs.	Grammercy Charcoal Leather Square Ottoman	40" Square x 17"H	\$250.00	\$	-
18184-0179	30 lbs.	Metro Black Leather Square Ottoman	40" Square x 17"H	\$250.00	\$	-
18024-0002	30 lbs.	Grammercy Charcoal Leather Bench Ottoman	60"L x 24"D x 17"H	\$250.00	\$	-
18024-0003	30 lbs.	Whisper White Leather Bench Ottoman	60"L x 24"D x 17"H	\$250.00	\$	-
18024-0008	30 lbs.	Metro Black Leather Bench Ottoman	60"L x 24"D x 17"H	\$250.00	\$	-
18024-0062	30 lbs.	Chandler Red Leather Bench Ottoman	60"L x 24"D x 17"H	\$250.00	\$	-
18024-0061	30 lbs.	Parma Brown Leather Bench Ottoman	60"L x 24"D x 17"H	\$250.00	\$	-
05026-0005	40 lbs.	Hayden Black Wood Bench	67"L x 16"D x 17"H	\$125.00	\$	-
18184-0192	70 lbs.	Essentials White Leather Storage Ottoman	48"L x 24"D x 20"H	\$350.00	\$	-
Banquettes & Turning Beds (Pg. 10 & 11)						
18011-0011	150 lbs.	Essentials White Banquette (2 pcs)	60" Round x 48"H	\$750.00	\$	-
18011-0001	130 lbs.	Whisper White Leather Banquette, Tufted (2 pcs)	59" Round x 38"H	\$750.00	\$	-
18011-0002	130 lbs.	Grammercy Charcoal Leather Banquette (2 pcs)	59" Round x 38"H	\$750.00	\$	-
18184-0030	15 lbs.	Whisper White 1/4 Round Ottoman	34"L x 19"D x 17"H	\$145.00	\$	-
18184-0028	15 lbs.	Grammercy Charcoal 1/4 Round Ottoman	34"L x 19"D x 17"H	\$145.00	\$	-
18184-0038	30 lbs.	Whisper White Leather Round Ottoman	46" Round x 17"H	\$250.00	\$	-
18184-0036	30 lbs.	Grammercy Charcoal Leather Round Ottoman	46" Round x 17"H	\$250.00	\$	-
02082-0033	200 lbs.	Essentials White Leather Turning Bed	96"L x 48"D x 34"H	\$895.00	\$	-
10214-0001	235 lbs.	Essentials White Leather Turning Bed with Charging Station Insert	96"L x 48"D x 19"H	\$1,000.00	\$	-
Cube Ottomans (Pg. 11)						
18184-0198	7 lbs.	Regency Orange Cube	18" Square	\$95.00	\$	-
18184-0196	7 lbs.	Regency Teal Cube	18" Square	\$95.00	\$	-
18184-0197	7 lbs.	Regency Ruby Cube	18" Square	\$95.00	\$	-
18184-0200	7 lbs.	Regency Camel Cube	18" Square	\$95.00	\$	-
18184-0193	7 lbs.	Regency Apple Cube	18" Square	\$95.00	\$	-
18184-0199	7 lbs.	Regency Fuchsia Cube	18" Square	\$95.00	\$	-
18184-0129	7 lbs.	Cube Ottoman - White	18" Square	\$95.00	\$	-
18184-0128	7 lbs.	Cube Ottoman - Black	18" Square	\$95.00	\$	-
18184-0213-R	7 lbs.	Cube Ottoman - Red	18" Square	\$95.00	\$	-
18184-0213-G	7 lbs.	Cube Ottoman - Green	18" Square	\$95.00	\$	-
18184-0213-B	7 lbs.	Cube Ottoman - Blue	18" Square	\$95.00	\$	-
18184-0213-P	7 lbs.	Cube Ottoman - Purple	18" Square	\$95.00	\$	-
Occasional Tables (Pg. 12 - 14)						
12107-0437	20 lbs.	Princeton End Table	21"L x 22"D x 21"H	\$165.00	\$	-
12055-0376	30 lbs.	Princeton Cocktail Table	45"L x 21"D x 16"H	\$170.00	\$	-
12107-0008	36 lbs.	Tribeca End Table	24"L x 28"D x 22"H	\$170.00	\$	-
12055-0008	55 lbs.	Tribeca Cocktail Table	48"L x 28"D x 19"H	\$180.00	\$	-
12230-0005	46 lbs.	Tribeca Sofa/Console Table	48"L x 18"D x 30"H	\$190.00	\$	-
12107-0281	33 lbs.	Harmony End Table	24" Round x 22"H	\$170.00	\$	-
12055-0272	75 lbs.	Harmony Cocktail Table	51"L x 28"D x 18"H	\$180.00	\$	-
12230-0080	66 lbs.	Harmony Sofa/ConsoleTable	52"L x 18"D x 30"H	\$190.00	\$	-
99-12304-05	40 lbs.	Aria Red End Table	24"L x 20"D x 22"H	\$170.00	\$	-
99-12050-05	50 lbs.	Aria Red Cocktail Table	44"L x 20"D x 18"H	\$180.00	\$	-
99-12304-03	40 lbs.	Aria Green End Table	24"L x 20"D x 22"H	\$170.00	\$	-
99-12050-03	50 lbs.	Aria Green Cocktail Table	44"L x 20"D x 18"H	\$180.00	\$	-
99-12304-06	40 lbs.	Aria Blue End Table	24"L x 20"D x 22"H	\$170.00	\$	-
99-12050-06	50 lbs.	Aria Blue Cocktail Table	44"L x 20"D x 18"H	\$180.00	\$	-
99-12304-04	40 lbs.	Aria Purple End Table	24"L x 20"D x 22"H	\$170.00	\$	-
99-12050-04	50 lbs.	Aria Purple Cocktail Table	44"L x 20"D x 18"H	\$180.00	\$	-
99-12304-01	40 lbs.	Aria White End Table	24"L x 20"D x 22"H	\$170.00	\$	-
99-12050-01	50 lbs.	Aria White Cocktail Table	44"L x 20"D x 18"H	\$180.00	\$	-
99-12305-01	62 lbs.	Aria White Sofa/ConsoleTable	44"L x 20"D x 30"H	\$190.00	\$	-
99-12304-02	40 lbs.	Aria Charcoal End Table	24"L x 20"D x 22"H	\$170.00	\$	-
99-12050-02	50 lbs.	Aria Charcoal Cocktail Table	44"L x 20"D x 18"H	\$180.00	\$	-
99-12305-02	62 lbs.	Aria Charcoal Sofa/ConsoleTable	44"L x 20"D x 30"H	\$190.00	\$	-
18024-0011	60 lbs.	Novel Satin Steel Cocktail Table	46"L x 15"D x 16"H	\$250.00	\$	-
18024-0010	36 lbs.	Novel Satin Steel End Table	15" Square x 16"H	\$225.00	\$	-
12107-0065	29 lbs.	Reno End Table	25" Round x 21"H	\$155.00	\$	-
12055-0061	52 lbs.	Reno Cocktail Table	45"L x 32"D x 18"H	\$175.00	\$	-

12230-0023	36 lbs.	Reno Sofa/ConsoleTable	46"L x 17"D x 29"H	\$195.00	\$	-
12107-0282	42 lbs.	Vivid End Table	26" Square x 21"H	\$170.00	\$	-
12055-0273	56 lbs.	Vivid Cocktail Table	50"L x 24"D x 16"H	\$180.00	\$	-
12230-0081	62 lbs.	Vivid Sofa/ConsoleTable	50"L x 24"D x 30"H	\$190.00	\$	-
12055-0318	75 lbs.	Club Cocktail Table w/ built in LED Lighting	44"L x 22"D x 18"H	\$250.00	\$	-
12107-0331	60 lbs.	Club End Table w/ built in LED Lighting	22" Square x 18"H	\$225.00	\$	-
12003-0038	17 lbs.	Rose Table	17" Round x 17"H	\$195.00	\$	-
12003-0039	22 lbs.	Zanzibar Table	17" Square	\$195.00	\$	-
12107-0297	40 lbs.	Cube, White 24" End Table	24" Square x 21"H	\$175.00	\$	-
12107-0296	40 lbs.	Cube, Black 24" End Table	24" Square x 21"H	\$175.00	\$	-
12078-0012	50 lbs.	Cube, White 30" Cocktail Table	30" Square x 16"H	\$175.00	\$	-
12078-0011	50 lbs.	Cube, Black 30" Cocktail Table	30" Square x 16"H	\$175.00	\$	-
12055-0286	40 lbs.	Cube, White 24" Cocktail Table	24" Square x 16"H	\$170.00	\$	-
12055-0285	40 lbs.	Cube, Black 24" Cocktail Table	24" Square x 16"H	\$170.00	\$	-
12003-0056	15 lbs.	Phoebe Table - Yellow	17" Round x 22"H	\$115.00	\$	-
12003-0052	15 lbs.	Phoebe Table - Lime Green	17" Round x 22"H	\$115.00	\$	-
12003-0053	15 lbs.	Phoebe Table - Rose	17" Round x 22"H	\$115.00	\$	-
12003-0051	15 lbs.	Phoebe Table - Gold	17" Round x 22"H	\$115.00	\$	-
12003-0074	15 lbs.	Phoebe Table - Teal	17" Round x 22"H	\$115.00	\$	-
12107-0467	15 lbs.	Hylton Table	18"L x 12"D x 28"H	\$150.00	\$	-
Bars & Bar Backs (Pg. 14 & 15)						
05012-0001	256 lbs.	Manhattan Martini Bar	63"L x 29"D x 42"H	\$650.00	\$	-
05012-0026	120 lbs.	VIP Frosted Plexi Glow Bar 6'	72"L x 24"D x 42"H	\$650.00	\$	-
05012-0024	100 lbs.	VIP Frosted Plexi Glow Bar 4'	48"L x 24"D x 42"H	\$550.00	\$	-
05012-0054	70 lbs.	White Bar - 2 Shelf	48"L x 16"D x 42"H	\$295.00	\$	-
05012-0053	70 lbs.	Black Bar - 2 Shelf	48"L x 16"D x 42"H	\$295.00	\$	-
05001-0007	125 lbs.	Shanti Bar Back - White	44"L x 12"D x 78"H	\$350.00	\$	-
05001-0006	125 lbs.	Shanti Bar Back - Espresso	44"L x 12"D x 78"H	\$350.00	\$	-
Bar Stools (Pg. 15 & 16)						
05237-0223	25 lbs.	Park Avenue Bar Stool - Maple	16"W x 19"D x 43"H	\$150.00	\$	-
05237-0039	20 lbs.	Criss Cross Bar Stool - White	15"W x 19"D x 41"H	\$160.00	\$	-
05237-0038	20 lbs.	Criss Cross Bar Stool - Espresso	15"W x 19"D x 41"H	\$160.00	\$	-
05237-0036	15 lbs.	Escape Bar Stool - Natural Maple	16" Square x 41"H	\$135.00	\$	-
99-05237-01	20 lbs.	Silk Back Bar Stool - Black	17"W x 18"D x 42"H	\$150.00	\$	-
99-05237-02	20 lbs.	Silk Back Bar Stool - White	17"W x 18"D x 42"H	\$150.00	\$	-
99-05237-03	20 lbs.	Silk Back Bar Stool - Green	17"W x 18"D x 42"H	\$150.00	\$	-
99-05237-04	20 lbs.	Silk Back Bar Stool - Purple	17"W x 18"D x 42"H	\$150.00	\$	-
99-05237-05	20 lbs.	Silk Back Bar Stool - Red	17"W x 18"D x 42"H	\$150.00	\$	-
99-05237-06	20 lbs.	Silk Back Bar Stool - Blue	17"W x 18"D x 42"H	\$150.00	\$	-
05237-0221	20 lbs.	Euro Bar Stool - Black	22"W x 24"D x 42"H	\$150.00	\$	-
05237-0231	40 lbs.	Hourglass Bar Stool - White	18"W x 20"D x 43"H	\$165.00	\$	-
05237-0230	40 lbs.	Hourglass Bar Stool - Black	18"W x 20"D x 43"H	\$165.00	\$	-
05237-0262	38 lbs.	Vienna Stool - Teal	17" Square x 39"H	\$180.00	\$	-
05237-0263	38 lbs.	Vienna Stool - Orange	17" Square x 39"H	\$180.00	\$	-
05237-0264	38 lbs.	Vienna Stool - Smoke	17" Square x 39"H	\$180.00	\$	-
05237-0160	35 lbs.	Equino Bar Stool - Black	15"W x 13"D x 35"H	\$165.00	\$	-
05237-0041	35 lbs.	Equino Bar Stool - White	15"W x 13"D x 35"H	\$165.00	\$	-
05237-0169	25 lbs.	Caprice Bar Stool - Black	25"W x 26"D x 44"H	\$165.00	\$	-
05237-0042	18 lbs.	Sonic Bar Stool - Black	22"W x 23"D x 42"H	\$135.00	\$	-
05237-0215	13 lbs.	Marcus Bar Stool - Gunmetal	18"W(at footbase) x 29"H	\$125.00	\$	-
05237-0156	24 lbs.	Regal Stool - Brown	19"W x 24"D x 45"H	\$165.00	\$	-
Café Chairs (Pg. 16 & 17)						
99-05035-10	18 lbs.	Silk Back Armless Chair - Black	17"W x 18"D x 34"H	\$95.00	\$	-
99-05035-11	18 lbs.	Silk Back Armless Chair - White	17"W x 18"D x 34"H	\$95.00	\$	-
99-05035-12	18 lbs.	Silk Back Armless Chair - Green	17"W x 18"D x 34"H	\$95.00	\$	-
99-05035-13	18 lbs.	Silk Back Armless Chair - Purple	17"W x 18"D x 34"H	\$95.00	\$	-
99-05035-14	18 lbs.	Silk Back Armless Chair - Red	17"W x 18"D x 34"H	\$95.00	\$	-
99-05035-15	18 lbs.	Silk Back Armless Chair - Blue	17"W x 18"D x 34"H	\$95.00	\$	-
05035-0009	10 lbs.	Escape Chair - Natural Maple	17"W x 16"D x 32"H	\$95.00	\$	-
05035-0026	21 lbs.	Park Avenue Chair - Maple	16"W x 18"D x 31"H	\$135.00	\$	-
05035-0031	28 lbs.	Vienna Chair - Orange	21" Square x 32"H	\$115.00	\$	-
05035-0030	28 lbs.	Vienna Chair - Teal	21" Square x 32"H	\$115.00	\$	-
05035-0032	28 lbs.	Vienna Chair - Smoke	21" Square x 32"H	\$115.00	\$	-
05035-0008	15 lbs.	Leslie Chair - White	17"W x 21"D x 31"H	\$85.00	\$	-
05035-0011	12 lbs.	Criss Cross Chair - White	17"W x 21"D x 35"H	\$110.00	\$	-
05035-0010	12 lbs.	Criss Cross Chair - Espresso	17"W x 21"D x 35"H	\$110.00	\$	-
14233-0016	13 lbs.	Sonic Chair - Black	20"W x 21"D x 32"H	\$95.00	\$	-
14233-0025	22 lbs.	Caprice Chair - Black	25"W x 24"D x 32"H	\$95.00	\$	-
14233-0005	17 lbs.	Comet Stack Arm Chair - Black	23"W x 22"D x 32"H	\$130.00	\$	-
14233-0006	15 lbs.	Comet Stack Chair - Black	19"W x 22"D x 32"H	\$125.00	\$	-
14233-0034	10 lbs.	Trend Chair - Black	19"W x 18"D x 33"H	\$125.00	\$	-
14233-0038	10 lbs.	Trend Chair - White	19"W x 18"D x 33"H	\$125.00	\$	-
14233-0035	10 lbs.	Trend Chair - Lime	19"W x 18"D x 33"H	\$125.00	\$	-
14233-0037	10 lbs.	Trend Chair - Orange	19"W x 18"D x 33"H	\$125.00	\$	-
14233-0036	10 lbs.	Trend Chair - Natural	19"W x 18"D x 33"H	\$125.00	\$	-
05035-0023	14 lbs.	Elio Chair	17" Square x 33"H	\$95.00	\$	-
05221-0039	18 lbs.	Regal (Parson) Chair - Brown	19"W x 23"D x 38"H	\$135.00	\$	-
Bar Tables (Pg. 18)						
99-05245-01	42 lbs.	Euro 30" Round Bar Table - Black/Black	30" Round x 42"H	\$170.00	\$	-
99-05245-02	51 lbs.	Euro 36" Round Bar Table - Black/Black	36" Round x 42"H	\$175.00	\$	-
99-05245-04	42 lbs.	Silk 30" Round Bar Table - Black/Chrome	30" Round x 42"H	\$170.00	\$	-
99-05245-05	51 lbs.	Silk 36" Round Bar Table - Black/Chrome	36" Round x 42"H	\$175.00	\$	-

99-05245-07	42 lbs.	Park Ave 30" Round Bar Table - Maple/Chrome	30" Round x 42"H	\$170.00	\$	-
99-05245-08	51 lbs.	Park Ave 36" Round Bar Table - Maple/Chrome	36" Round x 42"H	\$175.00	\$	-
05012-0002	50 lbs.	Chardonnay Glass & Chrome Bar Table	31" Round x 42"H	\$250.00	\$	-
05202-0073	75 lbs.	Aspen Pub Table	72"L x 26"D x 42"H	\$695.00	\$	-
99-05245-10	42 lbs.	Blanco 30" Round Bar Table - White/Chrome	30" Round x 42"H	\$170.00	\$	-
99-05245-11	51 lbs.	Blanco 36" Round Bar Table - White/Chrome	36" Round x 42"H	\$175.00	\$	-
99-05245-12	46 lbs.	Blanco Square Bar Table - White/Chrome	24" Square x 42"H	\$170.00	\$	-
99-05245-13	40 lbs.	Blanco Rectangle Bar Table - White/Chrome	72"L x 24"D x 42"H	\$270.00	\$	-
99-05245-14	37 lbs.	City 30" Round Bar Table - Maple/Black	30" Round x 42"H	\$170.00	\$	-
99-05245-15	46 lbs.	City 36" Round Bar Table - Maple/Black	36" Round x 42"H	\$175.00	\$	-
99-05245-16	37 lbs.	Summit 30" Round Bar Table - White/Black	30" Round x 42"H	\$170.00	\$	-
99-05245-17	46 lbs.	Summit 36" Round Bar Table - White/Black	36" Round x 42"H	\$175.00	\$	-
99-05245-20	46 lbs.	Spectrum Red Bar Table	24" Square x 42"H	\$190.00	\$	-
99-05245-19	46 lbs.	Spectrum Green Bar Table	24" Square x 42"H	\$190.00	\$	-
99-05245-21	46 lbs.	Spectrum Blue Bar Table	24" Square x 42"H	\$190.00	\$	-
99-05245-18	46 lbs.	Spectrum Purple Bar Table	24" Square x 42"H	\$190.00	\$	-
Café Tables (Pg. 19)						
99-05036-01	37 lbs.	Euro 30" Round Café Table - Black/Black	30" Round x 29"H	\$170.00	\$	-
99-05036-02	46 lbs.	Euro 36" Round Café Table - Black/Black	36" Round x 29"H	\$175.00	\$	-
99-05036-04	37 lbs.	Silk 30" Round Café Table - Black/Chrome	30" Round x 29"H	\$170.00	\$	-
99-05036-05	46 lbs.	Silk 36" Round Café Table - Black/Chrome	36" Round x 29"H	\$175.00	\$	-
99-05036-07	37 lbs.	Park Ave 30" Round Café Table - Maple/Chrome	30" Round x 29"H	\$170.00	\$	-
99-05036-08	46 lbs.	Park Ave 36" Round Café Table - Maple/Chrome	36" Round x 29"H	\$175.00	\$	-
99-05036-14	42 lbs.	City 30" Round Café Table - Maple/Black	30" Round x 29"H	\$170.00	\$	-
99-05036-15	51 lbs.	City 36" Round Café Table - Maple/Black	36" Round x 29"H	\$175.00	\$	-
99-05036-16	42 lbs.	Summit 30" Round Café Table - White/Black	30" Round x 29"H	\$170.00	\$	-
99-05036-17	51 lbs.	Summit 36" Round Café Table - White/Black	36" Round x 29"H	\$175.00	\$	-
99-05036-10	37 lbs.	Blanco 30" Round Café Table - White/Chrome	30" Round x 29"H	\$170.00	\$	-
99-05036-11	46 lbs.	Blanco 36" Round Café Table - White/Chrome	36" Round x 29"H	\$175.00	\$	-
99-05036-12	46 lbs.	Blanco Square Café Table - White/Chrome	24" Square x 29"H	\$170.00	\$	-
99-05036-13	84 lbs.	Blanco Rectangle Café Table - White/Chrome	72"L x 24"D x 29"H	\$270.00	\$	-
99-05036-18	46 lbs.	Spectrum Purple Café Table	24" Square x 29"H	\$185.00	\$	-
99-05036-20	46 lbs.	Spectrum Red Café Table	24" Square x 29"H	\$185.00	\$	-
99-05036-19	46 lbs.	Spectrum Green Café Table	24" Square x 29"H	\$185.00	\$	-
99-05036-21	46 lbs.	Spectrum Blue Café Table	24" Square x 29"H	\$185.00	\$	-
Office Seating (Pg. 20 & 21)						
14136-0002	45 lbs.	Tamiri Black Leather High Back	25"L x 27"D x 45"H	\$225.00	\$	-
14176-0007	42 lbs.	Tamiri Black Leather Mid Back	27" Square x 39"H	\$190.00	\$	-
14128-0002	41 lbs.	Tamiri Black Leather Guest Chair	25"L x 26"D x 37"H	\$175.00	\$	-
14136-0010	43 lbs.	Accord White Leather High Back	25" Square x 44"H	\$275.00	\$	-
14136-0081	43 lbs.	Accord Black Leather High Back	25" Square x 44"H	\$275.00	\$	-
14250-0013	36 lbs.	Goal Black Task Chair With Arms	25" Square x 39"H	\$140.00	\$	-
14250-0014	30 lbs.	Goal Black Task Chair Armless	21"L x 25"D x 39"H	\$130.00	\$	-
14136-0016	40 lbs.	Enterprise High Back Black Fabric Conference Chair	25"L x 27"D x 45"H	\$195.00	\$	-
14176-0008	35 lbs.	Enterprise Mid Back Black Fabric Conference Chair	24"L x 26"D x 39"H	\$175.00	\$	-
14128-0023	30 lbs.	Enterprise Guest Black Fabric Conference Chair	25"L x 27"D x 37"H	\$160.00	\$	-
14307-0003	44 lbs.	Goal Black Drafting Stool - Arms	25"L x 24"D x 48"H	\$150.00	\$	-
14307-0004	36 lbs.	Goal Black Drafting Stool - Armless	21"L x 24"D x 48"H	\$140.00	\$	-
Conference Tables (Pg. 21 & 22)						
14062-0256	174 lbs.	Conference Rectangle Table 6' - Maple	72"L x 36"D x 30"H	\$415.00	\$	-
14062-0109	174 lbs.	Conference Rectangle Table 6' - Black	72"L x 36"D x 30"H	\$415.00	\$	-
14062-0110	174 lbs.	Conference Rectangle Table 6' - Mahogany	72"L x 36"D x 30"H	\$415.00	\$	-
14062-0281	174 lbs.	Conference Rectangle Table 6' - White	72"L x 36"D x 30"H	\$440.00	\$	-
14062-0257	218 lbs.	Conference Rectangle Table 8' - Maple	96"L x 48"D x 30"H	\$450.00	\$	-
14062-0113	218 lbs.	Conference Rectangle Table 8' - Black	96"L x 48"D x 30"H	\$450.00	\$	-
14062-0114	218 lbs.	Conference Rectangle Table 8' - Mahogany	96"L x 48"D x 30"H	\$450.00	\$	-
14062-0282	218 lbs.	Conference Rectangle Table 8' - White	96"L x 48"D x 30"H	\$475.00	\$	-
14062-0252	218 lbs.	Conference Oval Racetrack Table 8' - Black	96"L x 48"D x 30"H	\$450.00	\$	-
14062-0260	218 lbs.	Conference Oval Racetrack Table 8' - Mahogany	96"L x 48"D x 30"H	\$450.00	\$	-
14062-0259	174 lbs.	Conference Oval Racetrack Table 6' - Black	72"L x 36"D x 30"H	\$415.00	\$	-
14062-0254	174 lbs.	Conference Oval Racetrack Table 6' - Mahogany	72"L x 36"D x 30"H	\$415.00	\$	-
14062-0250	97 lbs.	Conference Table Round - Mahogany	42" Round x 29"H	\$395.00	\$	-
05244-0022	70 lbs.	Conference Table Rectangle Glass/Chrome	60"L x 36"D x 29"H	\$395.00	\$	-
05244-0025	50 lbs.	Conference Table Round Glass/Chrome	42" Round x 29"H	\$295.00	\$	-
05244-0024	60 lbs.	Conference Table Square Glass/Chrome	32" Square x 29"H	\$275.00	\$	-
05244-0023	60 lbs.	Conference Trestle Glass/Chrome	48"L x 32"D x 29"H	\$380.00	\$	-
Office Furniture (Pg. 22 & 23)						
14309-0001	125 lbs.	Computer Kiosk - Black	24" Square x 42"H	\$365.00	\$	-
14179-0005	125 lbs.	Computer Kiosk - White	24" Square x 42"H	\$365.00	\$	-
14061-0002	20 lbs.	Computer Counter - Graphite	48"L x 24"D x 42"H	\$175.00	\$	-
14076-0014	20 lbs.	Computer Desk - Graphite	48"L x 24"D x 29"H	\$165.00	\$	-
14029-0096	56 lbs.	5 Shelf Bookcase - Mahogany	36"L x 12"D x 72"H	\$350.00	\$	-
14029-0098	56 lbs.	5 Shelf Bookcase - Black	36"L x 12"D x 72"H	\$350.00	\$	-
14072-0108	225 lbs.	Black Credenza	60"L x 20"D x 29"H	\$375.00	\$	-
14083-0105	286 lbs.	Black Double Pedestal Desk	60"L x 30"D x 29"H	\$375.00	\$	-
14072-0122	175 lbs.	Maple Credenza	72"L x 20"D x 29"H	\$475.00	\$	-
14083-0293	286 lbs.	Maple Double Pedestal Desk	60"L x 30"D x 29"H	\$450.00	\$	-
14143-0140	125 lbs.	Lateral File Maple - 2 Drawer w/ Lock	36"L x 20"D x 29"H	\$315.00	\$	-
14072-0038	225 lbs.	Genoa Storage Credenza - Mahogany - 2 Drawer	66"L x 20"D x 29"H	\$325.00	\$	-
14072-0039	200 lbs.	Genoa Kneespace Storage Credenza - Mahogany	66"L x 20"D x 29"H	\$300.00	\$	-

14083-0117	286 lbs.	Genoa Exec. Desk - Mahogany - Double Pedestal	72"L x 36"D x 29"H	\$350.00	\$	-
14072-0042	250 lbs.	Presidential Kneespace Credenza - Mahogany	66"L x 24"D x 29"H	\$395.00	\$	-
14083-0125	250 lbs.	Presidential Executive Desk - Mahogany	72"L x 36"D x 29"H	\$495.00	\$	-
14143-0060	220 lbs.	Presidential Lateral File - Mahogany	36"L x 24"D x 29"H	\$310.00	\$	-
05088-0366	175 lbs.	Hayden Table - Black Wood	78"L x 36"D x 30"H	\$400.00	\$	-
05088-0365	58 lbs.	Vivid Café - Square Table Glass	42" Square x 30"H	\$300.00	\$	-
05088-0364	68 lbs.	Vivid Café - Rectangle Table Glass	60"L x 36"D x 30"H	\$350.00	\$	-

Metal File & Storage Cabinets (Pg. 24)

14148-0001	35 lbs.	2 Drawer Vertical File - Letter Size Locking Black	15"L x 25"D x 29"H	\$120.00	\$	-
14147-0001	35 lbs.	2 Drawer Vertical File - Legal Size Locking Black	18"L x 25"D x 29"H	\$150.00	\$	-
14148-0002	45 lbs.	4 Drawer Vertical File - Letter Size Locking Black	15"L x 25"D x 52"H	\$155.00	\$	-
14147-0002	45 lbs.	4 Drawer Vertical File - Legal Size Locking Black	18"L x 25"D x 52"H	\$175.00	\$	-
14143-0006	125 lbs.	2 Drawer Lateral File - Locking Black	36"L x 18"D x 27"H	\$155.00	\$	-
14143-0144	125 lbs.	2 Drawer Lateral File - Locking Black	36"L x 20"D x 29"H	\$185.00	\$	-
14143-0008	197 lbs.	4 Drawer Lateral File - Locking Black	36"L x 18"D x 54"H	\$200.00	\$	-
14034-0015	133 lbs.	Storage Cabinet - Locking Black	36"L x 18"D x 72"H	\$200.00	\$	-

Pedestals (Pg. 25)

12091-0023	50 lbs.	Display Pedestal 14x42 Black	14" Square x 42"H	\$240.00	\$	-
12091-0004	120 lbs.	Display Pedestal 24x42 Black	24" Square x 42"H	\$290.00	\$	-
12091-0002	55 lbs.	Display Pedestal 18x42 Black	18" Square x 42"H	\$265.00	\$	-
12091-0030	50 lbs.	Display Pedestal 14x42 White	14" Square x 42"H	\$240.00	\$	-
12091-0024	45 lbs.	Display Pedestal 14x36 Black	14" Square x 36"H	\$205.00	\$	-
12091-0034	75 lbs.	Display Pedestal 24x36 Black	24" Square x 36"H	\$290.00	\$	-
12091-0031	45 lbs.	Display Pedestal 14x36 White	14" Square x 36"H	\$205.00	\$	-
12091-0033	75 lbs.	Display Pedestal 24x36 White	24" Square x 36"H	\$290.00	\$	-
12091-0025	40 lbs.	Display Pedestal 14x30 Black	14" Square x 30"H	\$185.00	\$	-
12091-0003	80 lbs.	Display Pedestal 24x30 Black	24" Square x 30"H	\$275.00	\$	-
12091-0001	45 lbs.	Display Pedestal 18x30 Black	18" Square x 30"H	\$195.00	\$	-
12091-0032	40 lbs.	Display Pedestal 14x30 White	14" Square x 30"H	\$185.00	\$	-
14309-0001	125 lbs.	Locking Pedestal Black	24" Square x 42"H	\$365.00	\$	-
14179-0005	125 lbs.	Locking Pedestal White	24" Square x 42"H	\$365.00	\$	-

Miscellaneous Items (Pg. 26)

14189-0077	50 lbs.	Stanchion Chrome	41"H	\$50.00	\$	-
11-517	2 lbs.	Stanchion Rope - Red Velour	6' Length	\$25.00	\$	-
14308-0010	8 lbs.	Literature Stand - Aluminum	14.75"W x 12"D x 53.5"H	\$130.00	\$	-
14308-0009	8 lbs.	Literature Stand - Black	14.75"W x 12"D x 53.5"H	\$130.00	\$	-
14308-0005	7 lbs.	Literature Rack - Black Metal	10.5"W x 9.5"D x 57"H	\$135.00	\$	-
01209-0003	50 lbs.	Compact Refrigerator White - 4.0 Cu Ft	19"W x 21"D x 33.5"H	\$250.00	\$	-
99-12091-01	78 lbs.	Plexi Display Unit	18" Square x 68"H	\$300.00	\$	-
14523-0001	9.25 lbs.	iPad® Stand Black	14.25"W x 41.75"H	\$150.00	\$	-
14523-0002	9.25 lbs.	iPad® Stand Silver	14.25"W x 41.75"H	\$150.00	\$	-

Lighting (Pg. 27)

09417-0001 BSW	4 lbs.	Brushed Steel Table Lamp - White	26"H	\$85.00	\$	-
09392-0001 BSW	8 lbs.	Brushed Steel Floor Lamp - White	66"H	\$125.00	\$	-
09417-0001 BN	7 lbs.	Brushed Nickel Table Lamp - White	29"H	\$85.00	\$	-
09392-0001 BN	12 lbs.	Brushed Nickel Floor Lamp - White	60"H	\$125.00	\$	-
09417-0001 RB	7 lbs.	Rubbed Bronze Table Lamp - White	28"H	\$85.00	\$	-
09392-0001 RB	11 lbs.	Rubbed Bronze Floor Lamp - White	60"H	\$125.00	\$	-
09417-0001 BSR	4 lbs.	Brushed Steel Table Lamp - Red	26"H	\$85.00	\$	-
09392-0001 BSR	8 lbs.	Brushed Steel Floor Lamp - Red	66"H	\$125.00	\$	-
50013	71 lbs.	Neutrino Steel Floor Lamp - Steel	67"H	\$125.00	\$	-



Please make payments payable to: American Furniture Rental

DO NOT MAIL Order Form

PO Box 821014

E-mail / Fax Order Form ONLY

Philadelphia, PA 19182

Total of Pages Above		\$	-
Late Fee %		\$	-
Sub Total		\$	-
Sales Tax %		\$	-
TOTAL Amount Due		\$	-

Company Name	-	Credit Card Type	
Address		Credit Card #	
City		Card Holder	
State		Expiration Date	
Zip Code		Security Code	
Name / Date of Show	-	Signature	
Booth Number	-	Date	
Contact Name	-		
Contact Phone		E-Mail Address	
Contact Cell	-	Fax	
Special Instructions			

electrical services order form



Effective January 1, 2015 - December 31, 2015

Electrical Rules & Regulations

01. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by media organizations or the exposition services provider unless specified otherwise. Electrical panels or other equipment in column recesses may not be blocked at any time.
02. All equipment regardless of source of power must meet federal, state and local safety codes. The Charlotte Convention Center reserves the right to refuse electrical connection of equipment based on safety.
03. Claims will not be considered unless filed by exhibitors prior to close of show.
04. Prices are based on current wage rates and are subject to change without notice.
05. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc. The Charlotte Convention Center will not be responsible for power failure or voltage fluctuation.
06. All material and equipment furnished by the Charlotte Convention Center for electrical service orders shall remain the Convention Center's property and shall be removed only by Convention Center personnel, at the close of the show.
07. Charlotte Convention Center electricians are authorized to cut floor coverings, to permit installation of service and to maintain floor pit systems. No exceptions will be made in this area. Failure to comply may result in loss of service order. Workspace layouts are prepared by convention management or media organizations, NOT the Convention Center.
08. All media-provided electrical cords must be of the 3-wire grounding type, suitable for installation. "Zip" cord or Romex are not allowed. All exposed non-current carrying metal parts of fixed equipment, which may become energized, shall be grounded.
09. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment or special wiring. All work performed within the booth will be charged on a time and material basis.
10. Advance orders must be received a minimum of twenty-one (21) days prior to show opening.
11. Payment must accompany order. No exceptions please. Notice of cancellation must be received prior to scheduled move-in, in order to receive credit. Credit will not be given for services installed and not used.
12. Lighting levels for move-in and move-out will be at 50%. Exhibit halls are not air conditioned during move in and move out.
13. Media organizations are NOT allowed access to floor pits at any time.
14. Floor Rate prices apply to orders received after the due date (21 days prior to show opening). The Charlotte Convention Center does not guarantee service prior to show opening for late orders. All requirements exceeding the rate schedule must be priced and approved by the Convention Center prior to ordering.
15. Power will not be installed until payment is received. NO EXCEPTIONS.
16. Motor and equipment prices are for ordered power sources only. Hook-ups are not included. No receptacles of any kind are provided by the Convention Center. Media organizations may supply their own receptacles. Labor for electrical work on equipment including repairs, tracing malfunctions, fishing cable under carpet, and hook-ups provided by Convention Center electricians, will be charged at the prevailing rate (\$70.00 per hour, 1 hour minimum). If floor plans are received in advance (21 days prior to show opening) every attempt will be made to work with the Decorator to install cable under carpet.
17. Exhibitor Technicians are permitted to perform all electrical work inside booths, including hook-ups, to ordered power sources. All work must conform to national and local codes, and is subject to inspection by Charlotte Convention Center personnel.
18. Labor rates are based on 9 hour days, typically from 7:30am to 5:00pm. Booth labor will be charged an overtime rate after 5:00pm at the rate of 1.5 times the normal rate.
19. Larger lights such as Leiko lights can be ordered from the Convention Center's preferred in-house audio visual production contractor. For information on services and pricing call 704.339.6180.
20. All power 100 amps and below are typically brought to booths through the floor pit system, located 30 feet on center throughout exhibit halls. Air and water lines are NOT directed from overhead.
21. The Convention Center's power is 120/208 or 277/480 volts, 3 phase, 5 wire wye. Other voltages are not available unless step-up or step-down transformers are provided by the licensee. Rates run the duration of the show. Power, air and water are available 24 hours.
22. Will you require a Convention Center electrician?
☐ YES ☐ NO

QUANTITY	DESCRIPTION	ADVANCED RATE	FLOOR RATE	TOTALS
_____	Power Strip (no power)	—	20.00	_____
_____	Extension Cord (no power)	—	20.00	_____
120 VOLT LIGHTING AND UTILITY (DUPLEX) OUTLETS				
_____	5 AMP (600 WATT)	80.00	105.00	_____
_____	10 AMP (1200 WATT)	100.00	135.00	_____
_____	20 AMP (2400 WATT)	125.00	175.00	_____
MOTOR AND EQUIPMENT SCHEDULE				
208 VOLT SINGLE PHASE*				
_____	0 to 20 AMPS	195.00	290.00	_____
_____	21 to 30 AMPS	240.00	355.00	_____
_____	31 to 50 AMPS	325.00	475.00	_____
_____	51 to 70 AMPS	430.00	620.00	_____
_____	71 to 100 AMPS	525.00	750.00	_____
208 VOLT THREE PHASE*				
_____	0 to 20 AMPS	275.00	380.00	_____
_____	21 to 30 AMPS	360.00	510.00	_____
_____	31 to 50 AMPS	510.00	762.00	_____
_____	51 to 70 AMPS	650.00	975.00	_____
_____	71 to 100 AMPS	835.00	1,210.00	_____
480 VOLT THREE PHASE*				
_____	0 to 20 AMPS	485.00	715.00	_____
_____	21 to 30 AMPS	650.00	975.00	_____
_____	31 to 50 AMPS	1,010.00	1,480.00	_____
_____	51 to 70 AMPS	1,375.00	2,050.00	_____
_____	71 to 100 AMPS	1,750.00	2,560.00	_____
SERVICE DROPS				
_____	208 VOLT, 200 AMPS, SINGLE-PHASE	800.00	1,200.00	_____
_____	208 VOLT, 200 AMPS, THREE-PHASE	1,300.00	1,840.00	_____
_____	208 VOLT, 400 AMPS, SINGLE-PHASE	1,710.00	2,360.00	_____
_____	208 VOLT, 400 AMPS, THREE-PHASE	2,700.00	3,600.00	_____
* For direct tie in only. No receptacles provided.			SUBTOTAL	_____
* Utility charges are based on estimated needs at the time of order. Over/under payments of less than \$5.00 will be written off at the conclusion of the event.			RENTALS	_____
			TOTAL CHARGES	_____

Please Print

Name of Event _____
 Event Date _____ Booth No. _____
 Company Name _____
 Contact _____
 Telephone _____
 Fax _____
 Email Address _____
 Address _____
 City _____
 State _____ Zip _____
 Authorized by _____
 Print Name _____
 Date _____
 Check / Money Order \$ _____
 American Express / MasterCard / Visa (circle one)
 Account Number _____
 Expiration Date _____

Make checks payable to:

Charlotte Convention Center
c/o Smart City Networks
5795 W. Badura Ave Suite #110
Las Vegas, NV 89118

Credit Card Fax Orders
 702.943.6001

Order Verification
 888.446.6911

Technical Questions
 704.339.6700

Charlotte Convention Center Exhibit Floor Service Desk during event: 704.339.6700

Orders must be received 21 days prior to show opening to be eligible for advanced rate.

NOTE: Before any additional work can be performed, a credit card number must be on file. Under no circumstances can power be resold by show management, production companies, show's general contractor or exhibitors.

Online Orders
 smartcity.com

Email Orders to:
 csr@smartcity.com

plumbing services order form



Effective January 1, 2015 - December 31, 2015

Plumbing Rules & Regulations

01. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors or decorators unless specified otherwise. Equipment in column recesses may not be blocked at any time. Under no circumstances shall anyone other than "house personnel" make service connections or disconnects.
02. All equipment must meet federal, state and local safety codes. The Charlotte Convention Center reserves the right to refuse plumbing connection of equipment based on safety. PVC is not an approved method of air distribution within this facility.
03. Claims will not be considered unless led by exhibitors prior to close of show.
04. Prices are based on current wage rates and are subject to change without notice.
05. All equipment must be properly tagged with complete information as to volume, size and PSI requirements.
06. All material and equipment furnished by the Charlotte Convention Center for plumbing service orders shall remain the Convention Center's property (unless purchased as part of the service order) and shall be removed only by Convention Center personnel, at the close of the show.
07. Compressed air will be turned on one hour prior to show opening time and turned off at show closing time daily, unless other arrangements are made in advance.
08. Charlotte Convention Center plumbers are authorized to cut exhibitor or decorator floor coverings, to permit installation of service and to maintain floor pit systems. No exceptions will be made in this area. Failure to comply may result in loss of service order. Booth layouts are prepared by show management or decorators, NOT the Convention Center.
09. Service outlet size will be determined by volume required.
10. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment or special work. All work performed within the booth will be charged on a time and material basis.
11. Advance orders must be received a minimum of twenty-one (21) days prior to show opening.
12. Payment must accompany order. No exceptions please. Notice of cancellation must be received prior to scheduled move-in, in order to receive credit. Credit will not be given for services installed and not used.
13. A separate connection fee will be paid for each piece of equipment using connected service, connected direct or otherwise.
14. It is recommended that exhibitors provide a filter separator or dryer for all equipment requiring airlines. The Charlotte Convention Center will not be responsible for moisture or water in airlines.
15. If air and water pressure is critical, it is recommended that exhibitors supply a pressure regulator. The Charlotte Convention Center does not guarantee minimum and maximum pressure.
16. Floor Rate prices apply to orders received after the due date (21 days prior to show opening). The Charlotte Convention Center does not guarantee service prior to show opening for late orders. All requirements exceeding the rate schedule must be priced and approved by the Convention Center prior to ordering.
17. Plumbing will not be installed until payment is received. NO EXCEPTIONS.
18. Plumbing prices are for ordered air or water sources only. Hook-ups are not included. Labor for plumbing work on equipment including repairs, tracing malfunctions, fishing air and water lines under carpet, and hook-ups provided by Convention Center Plumbers, will be charged at the prevailing rate (\$70.00 per hour, 1 hour minimum). If floor plans are received in advance (21 days prior to show opening) every attempt will be made to work with the Decorator to install lines under carpet.
19. Exhibitor Technicians are permitted to perform all plumbing work inside booths, including hook-ups, to ordered plumbing sources. All work must conform to national and local codes, and is subject to inspection by Charlotte Convention Center personnel.
20. Labor rates are based on 9 hour days, typically from 7:30am to 5:00pm. Booth labor will be charged an overtime rate after 5:00pm at the rate of 1.5 times the normal rate.
21. Please consult with the Convention Center on air and water layouts, as these lines are round and create a bulge in the carpet. In most cases they may be routed around the perimeter of the booth line and out of high traffic areas.
22. Air and water lines are NOT directed from overhead.
23. Rates run the duration of the show. Power, air and water are available 24 hours.
24. Will you require a Convention Center plumber?
☐ YES ☐ NO

QUANTITY	DESCRIPTION	ADVANCED RATE	FLOOR RATE	TOTALS
COMPRESSED AIR (90 - 100 PSI)				
_____	1 ST CONNECTION 1/2	175.00	225.00	_____
_____	EACH ADDITIONAL	125.00	155.00	_____
_____	1 ST CONNECTION 3/4	260.00	310.00	_____
_____	EACH ADDITIONAL	235.00	260.00	_____
_____	1 ST CONNECTION 1	330.00	360.00	_____
_____	EACH ADDITIONAL	275.00	295.00	_____
WATER AND DRAINAGE 1/2" LINE				
_____	1 ST CONNECTION	155.00	200.00	_____
_____	EACH ADDITIONAL	115.00	140.00	_____
DRAINAGE 3/4" LINE				
_____	1 ST CONNECTION	125.00	155.00	_____
_____	EACH ADDITIONAL	90.00	100.00	_____
ONE TIME FILL AND DRAIN WATER ONLY				
_____	FIRST 500 GALLON UNIT	175.00	225.00	_____
_____	EACH ADDITIONAL UNIT	140.00	180.00	_____
_____	EACH ADDITIONAL 500 GALLONS	35.00	45.00	_____
_____	30 GALLON WATER HEATER	310.00	460.00	_____
_____	SINGLE UTILITY SINK	325.00	485.00	_____
CONVENTION CENTER				_____
QUOTE				_____
SUBTOTAL				_____
TOTAL CHARGES				_____

NOTES: No chemicals of any kind are to be dumped into the Charlotte Convention Center's drainage system. Exhibitors and/or Decorators are responsible for the removal of all liquids other than water. Water service must be ordered for coolants, which are mixed on the show floor, if not ordered as part of booth service. Please contact the Convention Center for pricing on any service not listed in the service order form. All materials used for the connection of an exhibitor's equipment are purchased by and become the property of the exhibitor. Exhibitors are responsible for air dryers and/or water separators for the protection of their equipment. The Convention Center does not guarantee that airlines do not contain moisture or water.

Please Print

Name of Event _____

Event Date _____ Booth No. _____

Company Name _____

Contact _____

Telephone _____

Fax _____

Email Address _____

Address _____

City _____

State _____ Zip _____

Authorized by _____

Print Name _____

Date _____

Check / Money Order \$ _____

American Express / MasterCard / Visa (circle one)

Account Number _____

Expiration Date _____

Make checks payable to:

Charlotte Convention Center
c/o Smart City Networks
5795 W. Badura Ave Suite #110
Las Vegas, NV 89118

Credit Card Fax Orders
702.943.6001

Order Verification
888.446.6911

Technical Questions
704.339.6700

Online Orders
smartcity.com

Email Orders to:
csr@smartcity.com

Charlotte Convention Center Exhibit Floor Service Desk during event: 704.339.6700

Orders must be received 21 days prior to show opening to be eligible for advanced rate.

NOTE: Before any additional work can be performed, a credit card number must be on file. Under no circumstances can power be resold by show management, production companies, show's general contractor or exhibitors.

Exhibitor Company Name:	Booth / Room #:	Show Name:
Billing Company Name:	Show Dates: / / To / /	
Billing Company Address:	Incentive Order Deadline: 14 Days Prior 1st Day Show Move-in	
City, State / Country, Zip:	Phone Number: () -	
Contact:	Email:	
Credit Card Number: <input type="checkbox"/> AMX <input type="checkbox"/> MC <input type="checkbox"/> Visa <div style="border: 1px solid black; width: 100px; height: 20px;"></div>	Expire Date(MM/YY): <div style="border: 1px solid black; width: 50px; height: 20px;"></div>	Cell Number: () -
Credit Card Billing Address:	Credit Card Billing City, State / Country, Zip:	
Print Credit Card Holder Name(as it appears on card):	Card Holder Signature:	

A valid credit card number with signature must be on file regardless of payment method. Total payment must accompany order.

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

View complete Terms & Conditions at: orders.smartcitynetworks.com/tc.aspx?center=002

Print Authorized Name Accepting Terms and Conditions:	Authorized Signature Accepting Terms and Conditions:
--	---

<p>Dedicated Wired Internet Routers Allowed</p> <p>Connection speeds of 3Mbps and up</p> <p>Required for:</p> <ul style="list-style-type: none"> Web Casting HD Streaming Routers(wired or wireless) <p>Includes 5 Static Public IP Addresses</p>	<p>Premium High Speed Wired Internet No wired or wireless routers</p> <p>Shared Connection speeds up to 10Mbps</p> <p>Recommended for:</p> <ul style="list-style-type: none"> Wired Cyber Cafe Social Media Feeds Multi Media Downloads <p>Includes 1 Static Private IP Address</p>	<p>Basic Wired Internet No wired or wireless routers</p> <p>Shared Connection speeds up to 1.54Mbps</p> <p>Recommended for:</p> <ul style="list-style-type: none"> Email Surfing the Internet <p>Supports 1 device only</p>
---	---	--

Important! All online internet and telephone orders will receive a 5% discount.

ORDER ONLINE: orders.smartcitynetworks.com/ordering.aspx

*****Incentive rate applies to orders received with payment 14 days prior to 1st day of show move-in*****

1. Shared Internet Services – Routers Prohibited						QTY	Incentive	Base	On-Site	Total
a. Premium Internet Service							\$1,095	\$1,395	\$1,674	
b. Additional Devices for Premium Service							\$150	\$185	\$222	
c. Upgrade to Public IP Address for Premium Internet Service							\$199	\$299	\$358	
d. Basic Internet Service							\$695	\$895	\$1,074	
2. Dedicated Internet Services – Routers Supported										
a. Dedicated 3Mbps							\$3,495	\$4,370	\$5,244	
b. Dedicated 6Mbps							\$5,900	\$7,375	\$8,850	
c. Dedicated 10Mbps							\$7,850	\$9,810	\$11,772	
d. Upgrade to 29 Public Static IP Addresses							\$995	\$1,194	\$1,433	
Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.										
3. Internet Equipment & Labor										
a. Switch Rental – up to 24 ports							\$185	\$225	\$270	
b. Patch Cable (up to 50') – Cat5e							\$50	\$62	\$74	
c. Labor / Floor Work – Fee Per Hour							\$125	\$125	\$125	
4. Voice Services: PBX Service – Domestic LD Included										
a. Single Line – <input type="checkbox"/> Instrument, <input type="checkbox"/> Non Dial 9, <input type="checkbox"/> Int'l LD							\$275	\$345	\$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line							\$415	\$520	\$624	
c. Speaker Phone Line w/ Polycom Instrument							\$465	\$575	\$690	
5. Special Quote – Attachment A or Statement of Work (if applicable)										
6. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (number of lines)										
For extension of 3 rd party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.										
Send Completed Orders with Payment and Floor Plan To: SMART CITY NETWORKS 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 csr@smartcity.com							SUBTOTAL			
							ESTIMATED 10% TAX / FEES			
							GRAND TOTAL			
Effective January 1, 2015 – December 31, 2015						Customer No: 2015 - 002 -				

Network Security Declaration

Center: Charlotte CC (002) - NC
 Show: _____

Company Name: _____
 Booth / Room #: _____
 Customer / Ref #: 2015 - 002 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

*** **Please inform all show site personnel about the importance of Smart City's Network Security compliance issues** ***

*** **Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements** ***

Device(s) Operating System: _____ Total # of Devices
 Connecting to Smart
 City's Network:: _____

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: _____

Virus Scan Last Updated: _____ Date Security Updates Last Performed: _____ Date

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature _____

Date _____

Printed Name _____

Title _____

Floor Plan – Communications Cable

Center: Charlotte CC (002) - NC
 Show: _____

Company Name: _____
 Booth / Room #: _____
 Customer / Ref #: 2015 - 002 -

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

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

		Adjacent Booth or Aisle# _____											
Adjacent Booth or Aisle#													Adjacent Booth or Aisle#
		Adjacent Booth or Aisle# _____											

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

T = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

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

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____. **Scale** = 1 Box is equal to _____ ft.

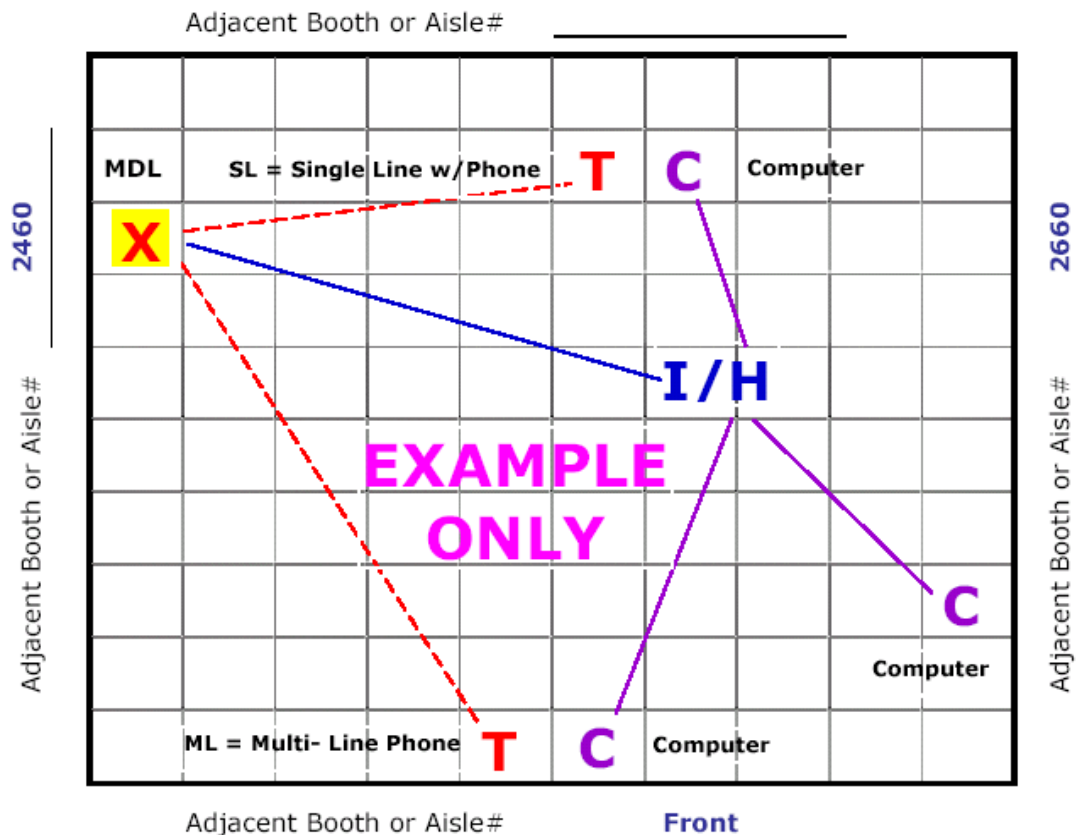
Floor Plan – Communications Cable

Center: Charlotte CC (002) - NC
 Show: ABC EXAMPLE SHOW

Company Name: ABC EXAMPLE COMPANY
 Booth / Room #: 1 2 3 4
 Customer / Ref #: 2015 - 002 - XXX - XXXX

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

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



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

T = Location of Telephones, Fax lines or other telecommunications equipment "T".

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

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) 20 x 20. **Scale** = 1 Box is equal to 2 ft.



April 11-14, 2016
Charlotte Convention Center
Charlotte, North Carolina



PRESENTATION SERVICES
EXHIBITOR ORDER FORM

CHARLOTTE CONVENTION CENTER

Video Equipment	Qty	DAILY RATE		Days Used	Total	Customer Information
		advanced	regular			
32" LCD Monitor with Table Top Stand		\$300.00	\$350.00			Firm Name:
42" LCD Monitor with Table Top Stand		\$450.00	\$500.00			Address:
46" LCD Monitor with Table Top Stand		\$495.00	\$545.00			City:
Floor Stand for Monitors Above		\$75.00	\$100.00			State:
DVD Player		\$90.00	\$135.00			Zip:
						Ordered By:
						Telephone #:
						EMAIL:
						Today's Date:
Other: PLEASE CALL TO INQUIRE ABOUT ITEMS NEEDED THAT ARE NOT LISTED ON THIS FORM.						

Audio Equipment	Qty	DAILY RATE		Days Used	Total	Ordering Instructions
		advanced	regular			
CD Player		\$75.00	\$125.00			<p>⇒ CALCULATIONS: The total charge per item is determined by multiplying the quantity by the daily rate by the number of days to be used.</p> <p>⇒ TAX EXEMPT STATUS: In order to avoid NC state sales taxes, please provide us with a <u>current</u> copy of your NC tax exempt certificate.</p> <p>⇒ ADVANCED RATE PRICING: To guarantee equipment availability & advanced rate pricing, this order should reach us 14 days prior to delivery.</p> <p>⇒ CANCELLATIONS: All cancellations must be received in writing, 48 hours prior to proposed delivery date/time.</p>
Wired Microphone: Handheld		\$55.00	\$80.00			
Wireless Microphone: Handheld or Lavalier		\$180.00	\$210.00			
Wireless Microphone Headset		\$75.00	\$125.00			
Powered Speaker with stand		\$100.00	\$150.00			
Sound System with (2) powered speakers, (2) stands and (1) Wired Microphone: Handheld or Lavalier		\$305.00	\$405.00			
Sound System with (2) powered speakers, (2) stands and (1) Wireless Microphone: Handheld or Lavalier		\$465.00	\$510.00			
Other:						

Computer Equipment	Qty	DAILY RATE		Days Used	Total
		advanced	regular		
Windows Laptop		\$240.00	\$275.00		
MacBook Pro (Call for pricing.)					
Any computer needs please contact us below.					

RIGGING SERVICES SUBMIT TO: <http://www.psav.com/RiggingForm/>

Rental Totals	PAYMENT IS DUE WHEN ORDER IS PLACED		Delivery Information	
EQUIPMENT TOTAL	1		On-Site Contact:	
DELIVERY/SETUP/PICKUP (25% of line 1 or \$100.00 minimum)	2		Booth #:	
SUBTOTAL	3		Delivery Date:	Time:
SALES TAX (7.25% of line 1)	4		Pickup Date:	Time:
TOTAL DUE	5		Component #:	Job #:
Method of Payment			Return for Processing	
Card Number: _____ Exp Date ____ / ____ American Express <input type="checkbox"/> Cardholder's Name (as appears on card): _____ Zip Code: _____ Visa <input type="checkbox"/> Cardholders Signature: _____ MasterCard <input type="checkbox"/> _____ Check <input type="checkbox"/>			Contact: Ar Michael Payne Asst. Director of Operations Direct: 704-339-6183 Fax: 704-339-6182 jpayne@psav.com Pricing valid through Dec 31, 2016	



Lead retrieval services for the 2016 International Biomass Conference and Expo

Lead Retrieval Benefits:

- Generate more leads
- Increase booth traffic
- More face-to-face conversations
- Higher return on your investment

How it Works:

- **Onsite Booth Lead Retrieval:** Booth staff can scan the badge of an attendee or an attendee can scan booth QR code using the Biomass/Onsite Connect app on their smartphone. (Available on the App Store and Google Play)
- **Virtual Booth Lead Retrieval:** We'll add a "Request Information" button to your listing on Biomass/Onsite Connect to encourage attendees to reach out proactively for meetings at the event. You'll be notified by email automatically whenever someone responds, 24 hours a day, 7 days a week. Includes all available contact information for the attendee.
- **Passive Leads List:** Afraid your leads are being shy? Find out who has visited your exhibitor page, which ones have downloaded your collateral and how often they've visited. Includes ability to contact each lead directly through Biomass/Onsite Connect.

Investment: Only \$300.00

To get started contact Tami Vigness at tvigness@bbiinternational.com or 701-738-4977.