



## Exposition Services

# ASRS 37<sup>th</sup> Annual Meeting

Hyatt Regency Chicago

Chicago, IL

July 26-30, 2019

As the Official Service Contractor for your event, we are committed to providing you with a smooth running exposition. Please review the following information carefully and place orders early to obtain valuable discounts. We hope this will be a successful marketing event for your company. If we can help in any way, please contact our office at 301.937.8600 or email: [cswashington@brede.com](mailto:cswashington@brede.com)

### Show Management

Contact Name: Sam Zerang - Senior Manager. Meeting and Exhibits / American Society of Retina Specialists  
Phone: 312.578.5760 Email: [sam.zerang@asrs.org](mailto:sam.zerang@asrs.org)

### Exhibit Information

- Each 10' booth includes:
- 8' high back drape - Blue/White
- 3' high side drape - Blue
- (1) 6' x 30" draped table - Blue
- (2) side chairs
- (1) waste basket

(1) one-line booth ID sign with booth number

Drape Colors: Blue/White

Aisle Carpet Color: Venue is carpeted (multi colored)

**The exhibit hall is carpeted.** Exhibitors may choose to rent carpet through Brede Exposition Services using the *Carpet Order* form.

### Important Dates

<b>Non-Official EAC Notification:</b>	<b>June 28, 2019</b>	<b>Advance Freight Deadline:</b> (without surcharge)	<b>July 19, 2019</b>
<b>Brede Advance Order Discount Deadline:</b>	<b>July 12, 2019</b>	<b>Direct to Show Site 1st Day For Delivery:</b>	<b>July 26, 2019</b>

### Exhibit Show Schedule

<b>Exhibitor Move-In:</b>	Friday	July 26, 2019	11:00 AM	—	7:00 PM
<b>Show Hours:</b>	Saturday	July 27, 2019	7:15 AM	—	5:35 PM
	Sunday	July 28, 2019	7:15 AM	—	4:35 PM
	Monday	July 29, 2019	7:15 AM	—	4:35 PM
	Tuesday	July 30, 2019	7:15 AM	—	11:45 AM
<b>Exhibitor Move-out:</b>	Tuesday	July 30, 2019	11:45 AM	—	6:00 PM
<b>Driver Check In No Later Than:</b>	Tuesday	July 30, 2019	3:00 PM		

- Brede reserves the right to re-route shipments if your carrier fails to show or refuses a shipment.

### Shipping Information

#### Advance to Warehouse

Exhibiting Company Name and Booth #  
ASRS 37<sup>th</sup> Annual Meeting  
Brede Exposition Services  
c/o ABF  
5300 West 47<sup>th</sup> St  
Chicago, IL 60638

#### Direct to Show Site

Exhibiting Company Name and Booth #  
ASRS 37<sup>th</sup> Annual Meeting  
c/o Brede Exposition Services  
Hyatt Regency Chicago  
151 East Wacker Dr  
Chicago, IL 60601

### Utilities & Services

- For booth utilities and additional booth services, please contact the individual suppliers using the enclosed order forms.



**Brede**  
Exposition Services

**ASRS 37<sup>th</sup> Annual Meeting**

Hyatt Regency Chicago

Chicago, IL

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*This form along with your order, check and/or credit card information for payment must be returned to Brede Exposition Services at the address below. A credit card on file is required when using Brede Exposition Services.*

*Orders received without payment and credit card information will not be processed.*

**Order Summary**

- Pay by Credit Card
- Pay by Check
- Pay by Wire Transfer
- Third Party Payer
- Tax Exempt (submit certificate)

<b>Carpet</b>	\$ _____
<b>Tables, Furnishings &amp; Accessories</b>	\$ _____
<b>Brede Rental Exhibits</b>	\$ _____
<b>Material Handling (estimate)</b>	\$ _____
<b>Labor / Forklift (estimate)</b>	\$ _____
<b>Graphics</b>	\$ _____
<b>Total</b>	\$ _____

Brede Federal ID: #52-1248980

Please include **ASRS 37<sup>th</sup> Annual Meeting** and booth # on all payments.

**Payment Authorization**

Cardholder's name (please print): \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Cardholder's Billing Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Visa MC AMEX #: \_\_\_\_\_ Exp \_\_\_\_\_

I authorize Brede Exposition Services to charge any additional amounts incurred by me or my show representative. If credit card is declined, Standard-Floor pricing prevails and a \$25.00 service charge will be added.

**\* Brede does not accept credit card information via email**

**Terms**

- By submitting this form or ordering materials/services from Brede Exposition Services, you agree to the terms set forth in this manual and the Brede General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <http://www.brede.com/Home/PrivacyPolicy.aspx>
- To receive discount pricing, order forms and full payment must be received by the deadline date on each form.
- A credit card authorization on file is required. Purchase orders are not considered payment. Payment can be made by cash, check, credit card or wire transfer. Wire processing fee is \$35.00.
- Any additional cost incurred for orders or services placed at show site, are due and payable upon presentation of the invoice.
- All adjustments must be made at show site. Absolutely no credits will be issued after show closing.
- All accounts must be settled at the Brede Service Desk prior to show closing. Your show site representative must be made aware of this policy and the responsibility to review the Statement of Account prior to the close of show.
- The exhibiting firm is ultimately responsible for payment of all charges.
- Note: Rental items not ordered, yet found in booths are invoiced at 'standard-floor' pricing.
- International Exhibitors: 100% pre-payment of advance orders. Checks must be drawn on a U.S. bank, U.S. funds account only, American Express, MasterCard or Visa credit card accepted.
- Cancelled orders will be charged 50% of original price unless otherwise noted on order form.

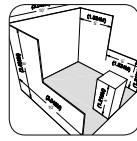
**Exhibiting Company:** \_\_\_\_\_

**Booth #:** \_\_\_\_\_

# Guidelines for Display Rules & Regulations

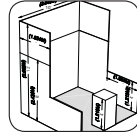


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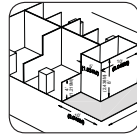
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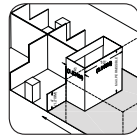
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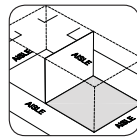
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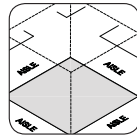
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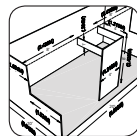
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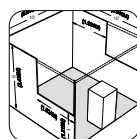
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## Guidelines for Display Rules and Regulations 2017 Update

The following *Guidelines for Display Rules and Regulations* have been established by the International Association of Exhibitions and Events™ (IAEE). *Guidelines for Display Rules and Regulations* are created to promote continuity and consistency among North American exhibitions and events. They are the model for most domestic exhibitions and events. It is recommended that exhibition organizers include a copy in the Exhibition Prospectus and/or Exhibitor Rules and Regulations.

This revised 2017 edition of IAEE's *Guidelines for Display Rules and Regulations* is offered as a resource for exhibitions and events organizers to use in creating consistent and fair exhibiting standards for their events. These *Guidelines* afford exhibitors a maximum return on their exhibit investments. Compliance with fire, safety, Americans with Disabilities Act (ADA), and other state, federal or provincial government requirements has also been addressed. However, always check with a local exhibition service contractor and the facility for local regulations.

It is IAEE's goal that the display rules and regulations, ultimately developed by each exhibitions and events organizer, shall provide exhibitors with all the information necessary to properly design and build exhibits, as well as plan their booth's layout and content. Show organizers should present the professional standards expected of exhibitors. Finally, they should assure all exhibitors, regardless of exhibit size or location, an environment conducive to successful interaction with their audiences.

IAEE is a global association that serves as the foremost authority on exhibitions and events management and operations.

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**For display rules and regulations specific to an exhibition or event,  
consult the exhibition or event organizer.**

# Linear Booth

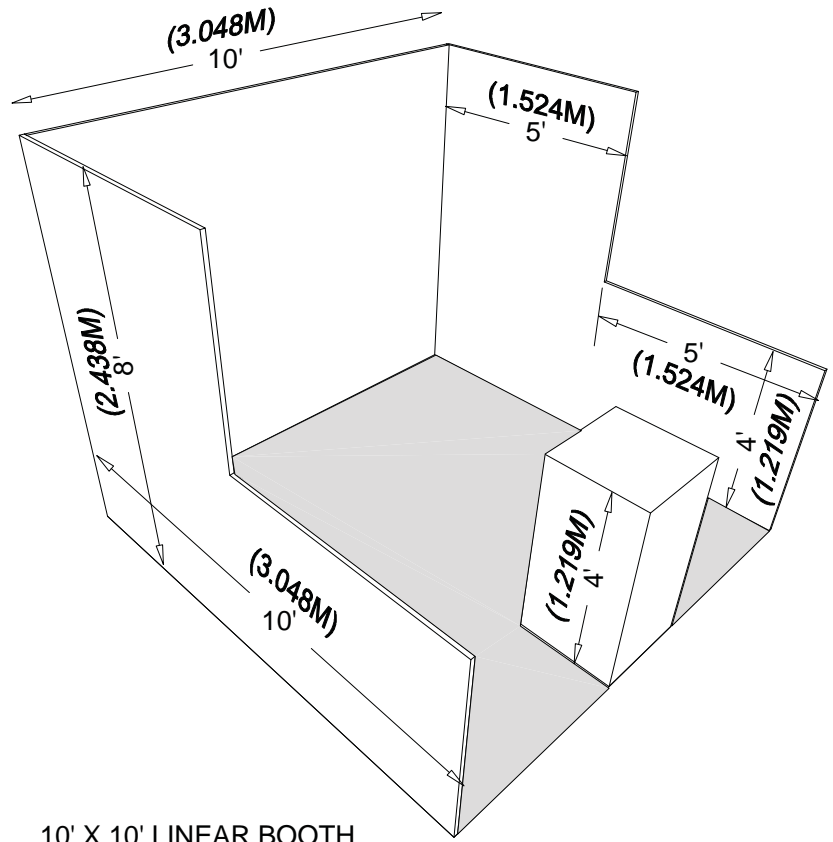
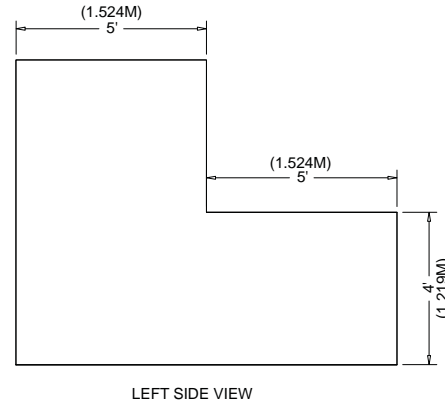
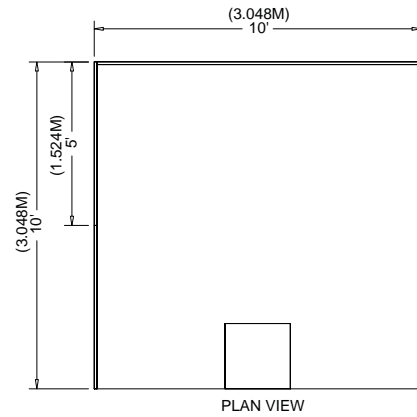
Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

## Dimensions

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is generally specified.

## Use of Space

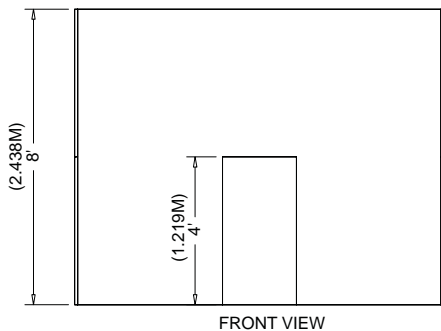
Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), etc. display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. (See Line-of-Sight exception on page 8.) Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.



10' X 10' LINEAR BOOTH

# Corner Booth

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All other guidelines for Linear Booths apply.



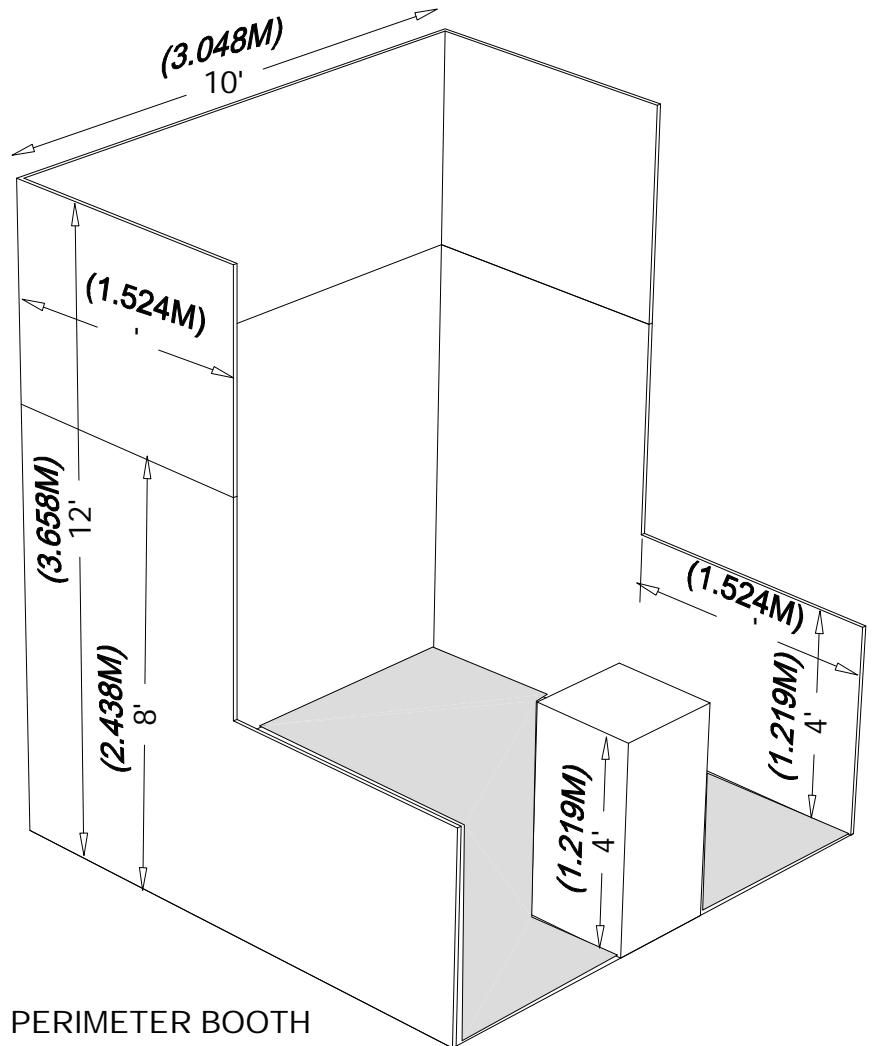
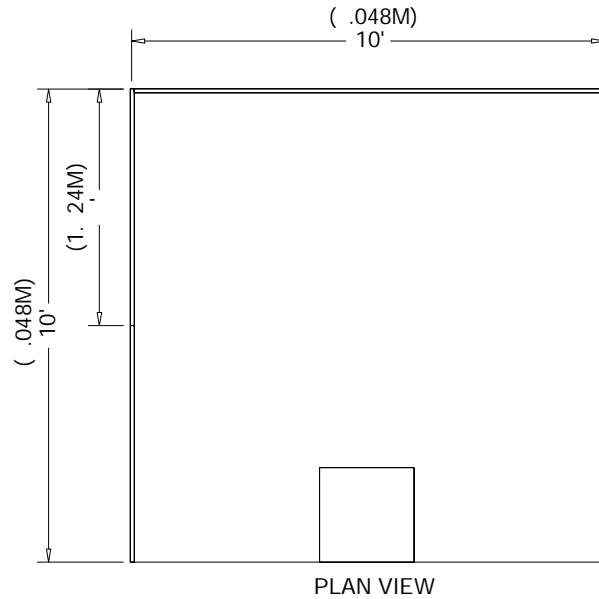
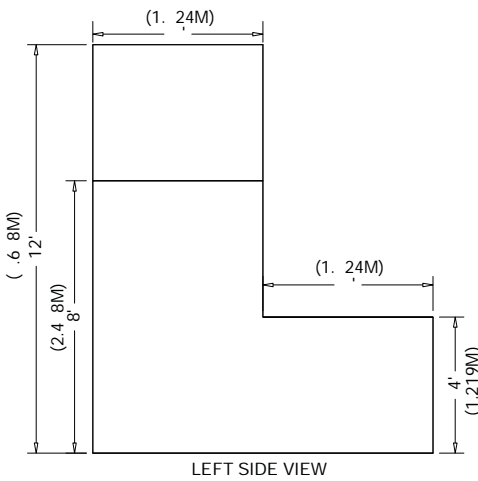
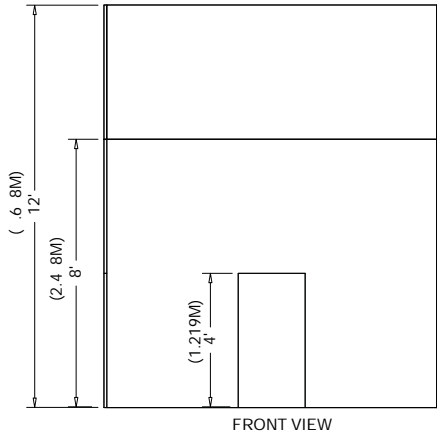
FRONT VIEW

# Perimeter Booth

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

## Dimensions and Use of Space

All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height is 12ft (3.66m).

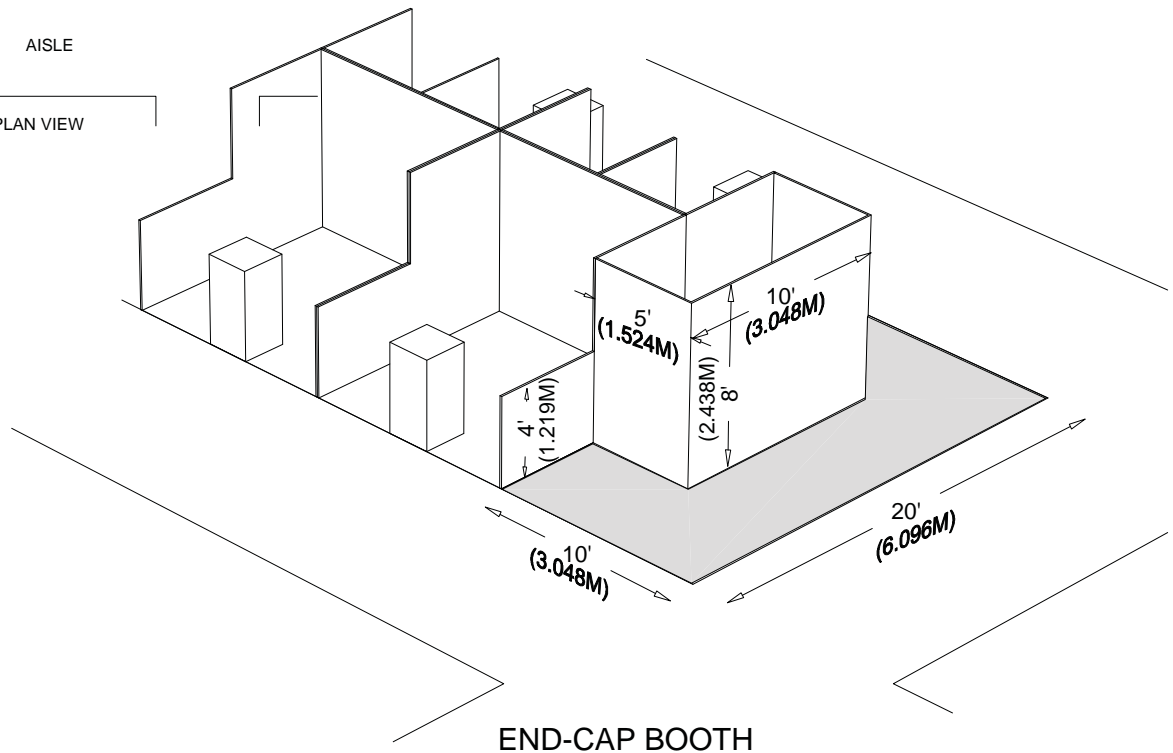
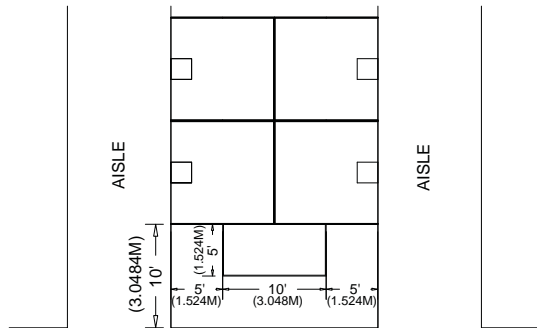
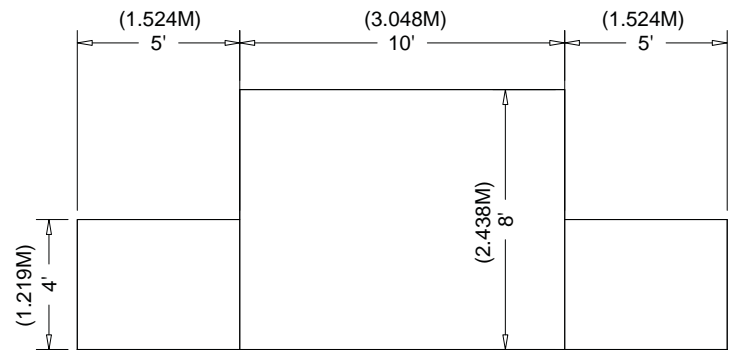
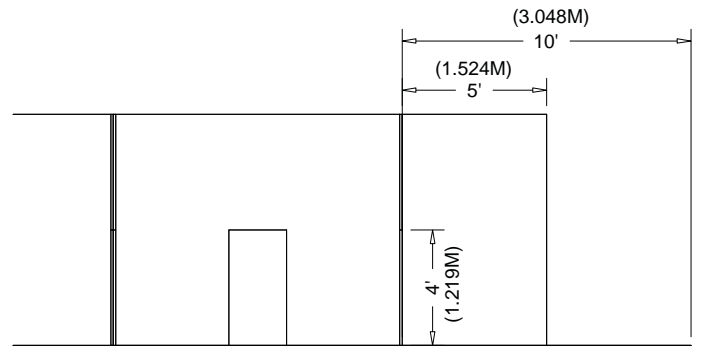


# End-cap Booth

An End-cap configuration is essentially an in-line (linear) booth placed in the position of a Peninsula or Split Island. For shows that have Line-of-Sight rules and not cubic content, this configuration must follow the dimensions below. For shows that have cubic content rules, the space may be used without restriction.

## Dimensions

End-cap Booths are generally 10ft (3.05m) deep by 20ft (6.10m) wide. The maximum back wall height allowed is 8ft (2.44m) and the maximum back-wall width allowed is 10ft (3.05m) at the center of the back-wall with a maximum 5ft (1.52m) height on the two side aisles. Within 5' of the 2 side aisles, the maximum height for any display materials is 4'.



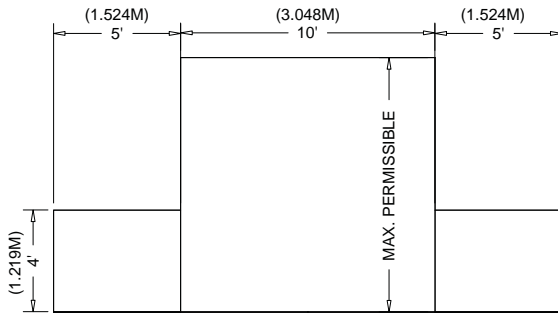
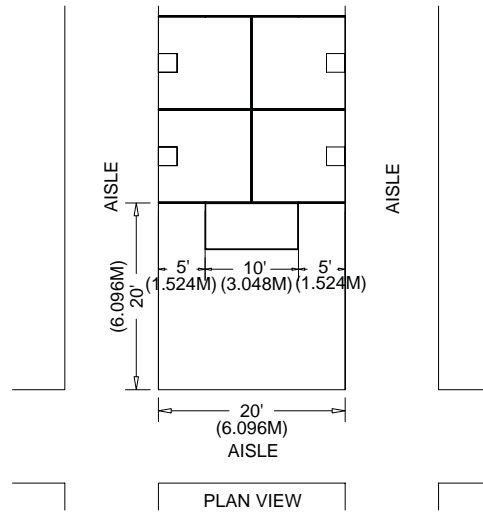


# Peninsula Booth

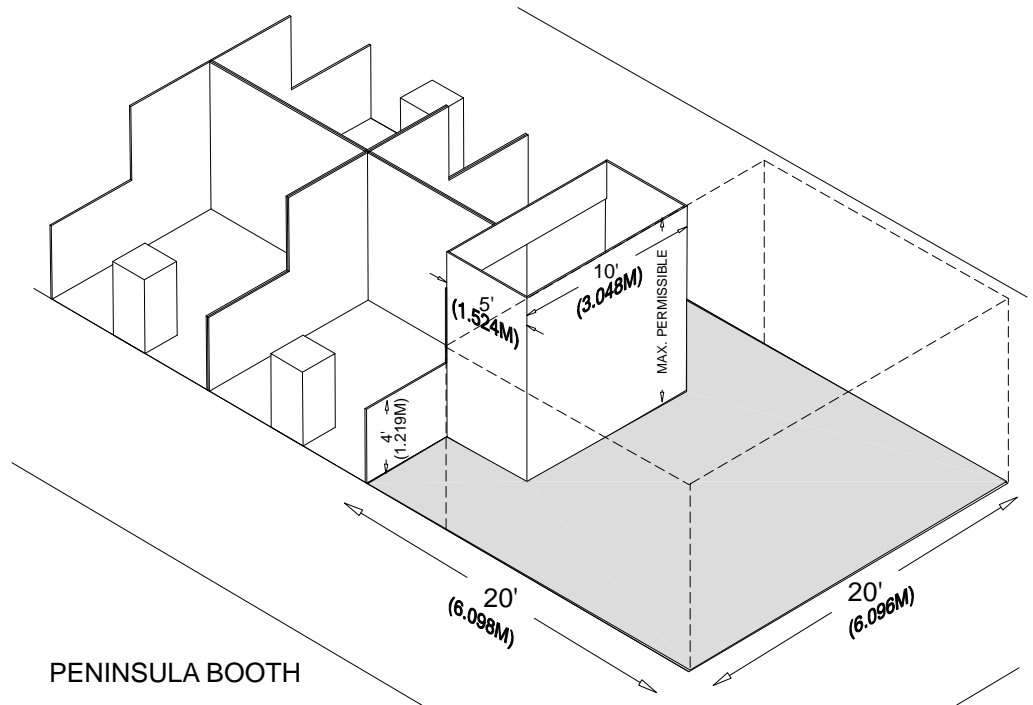
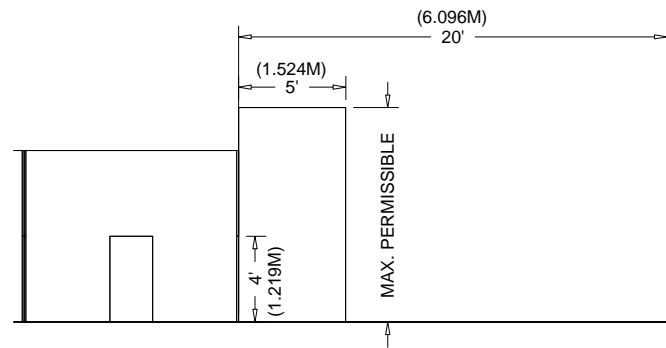
A Peninsula Booth is exposed to aisles on three sides, and comprised of a minimum of four booths. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth and is referred to as a “Split Island Booth.”

## Dimensions

A Peninsula Booth is usually 20ft by 20ft (6.10m by 6.10m) or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining Linear Booths. (See Line-of-Sight exception on page 8.) A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage for the center portion of the back wall. Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from adjacent booths.

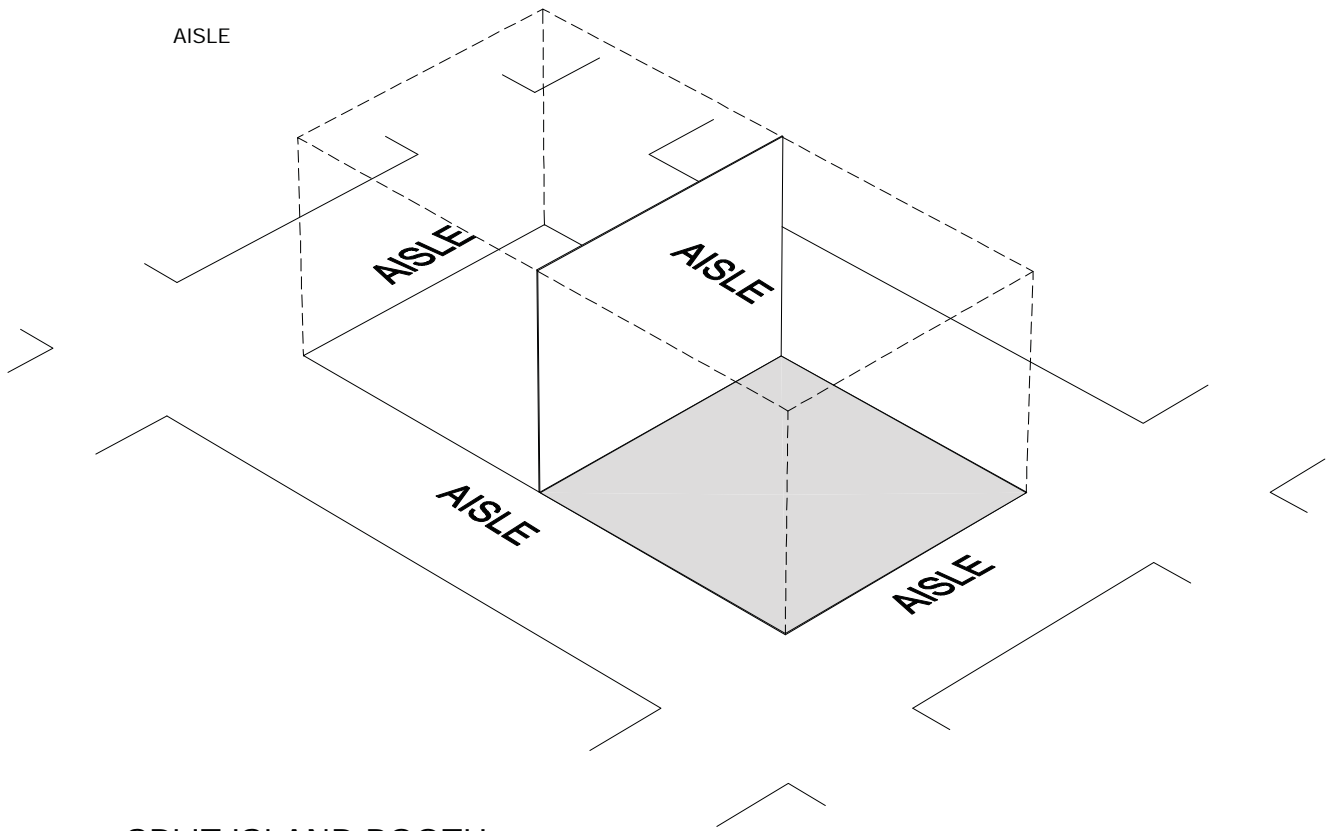
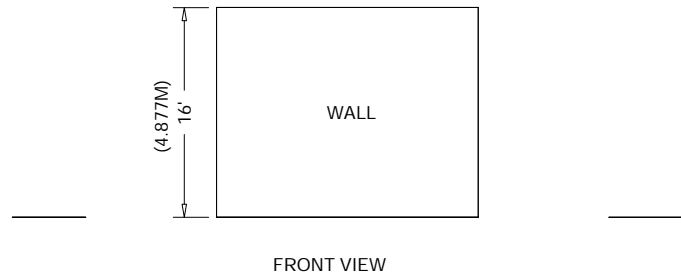
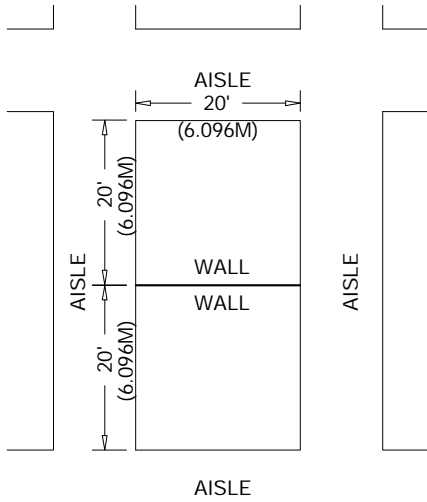
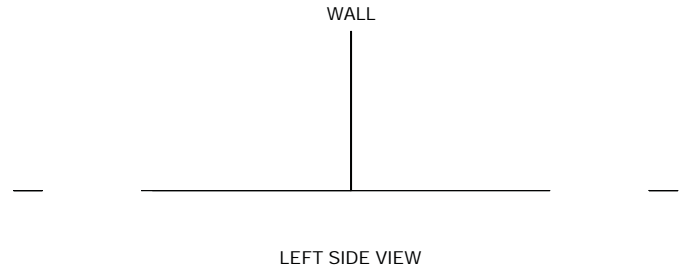


FRONT VIEW



# Split Island Booth

A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth. The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage. The entire cubic content of the space may be used up to the maximum allowable height. Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from adjacent booths.



SPLIT ISLAND BOOTH

# Island Booth

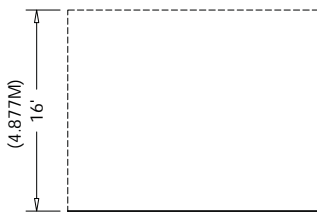
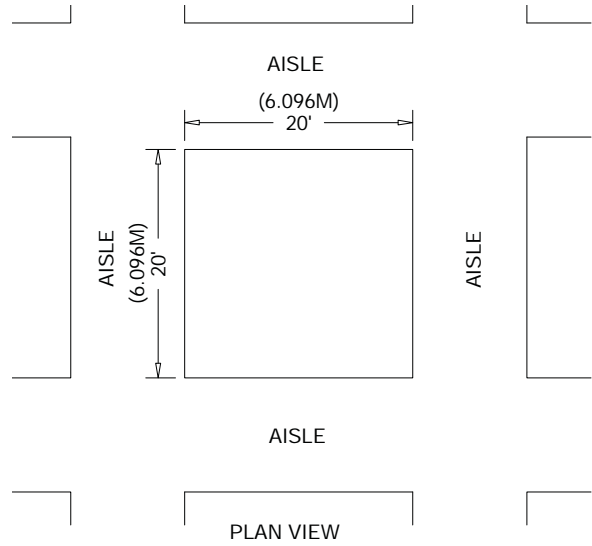
An Island Booth is any size booth exposed to aisles on all four sides.

## Dimensions

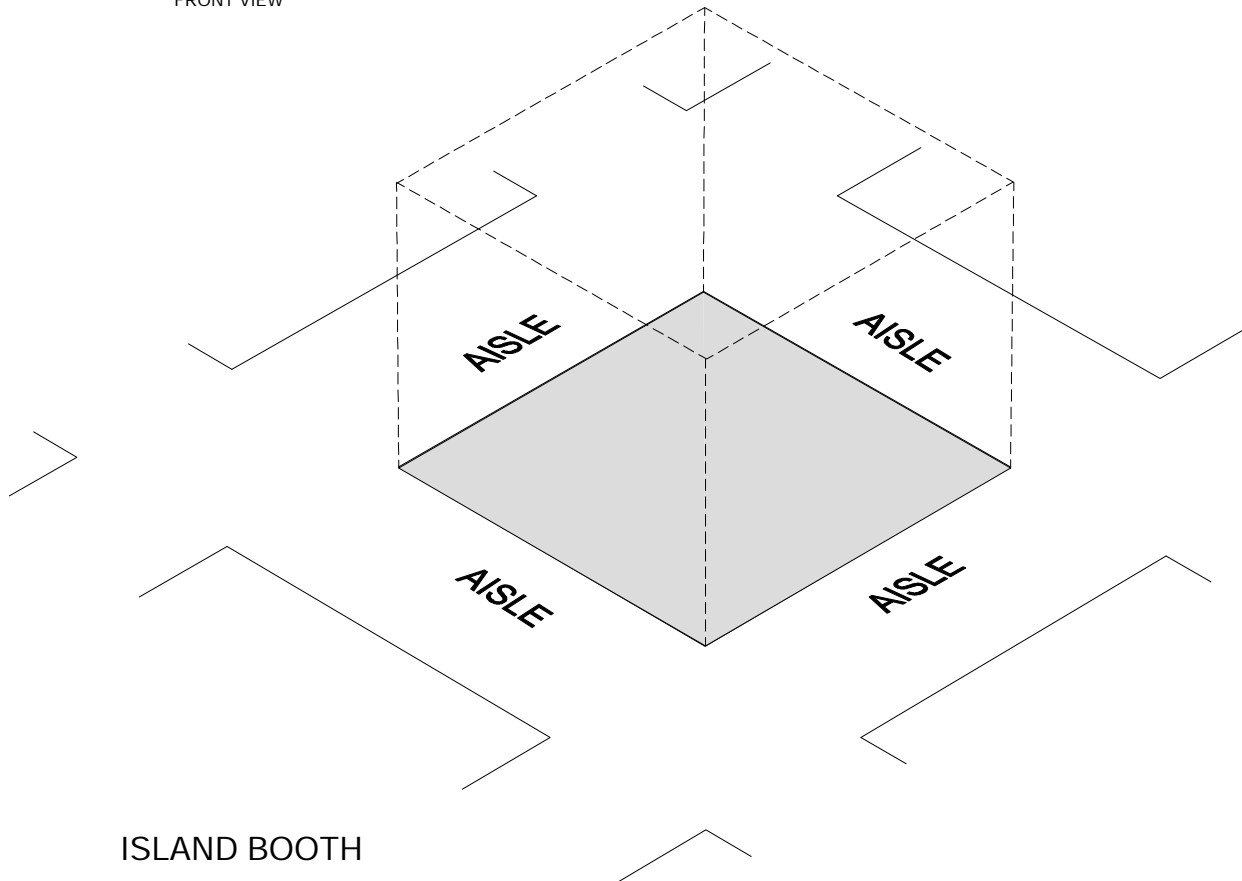
An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently.

## Use of Space

The entire cubic content of the space may be used up to the maximum allowable height, which is usually a range of 16ft to 20ft (4.88m to 6.10m), including signage.



FRONT VIEW

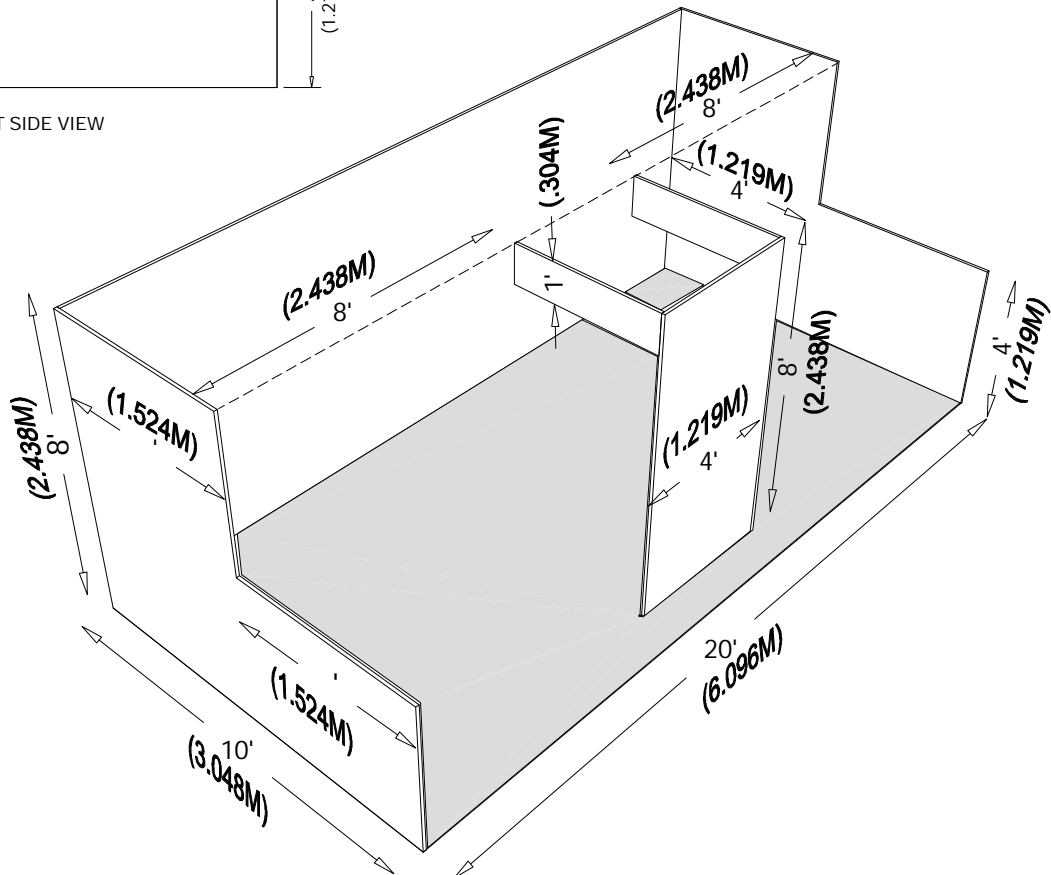
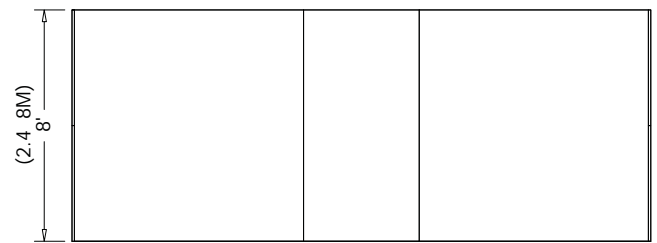
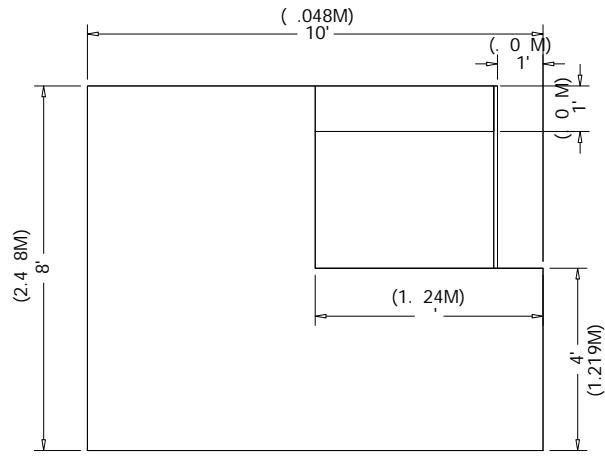
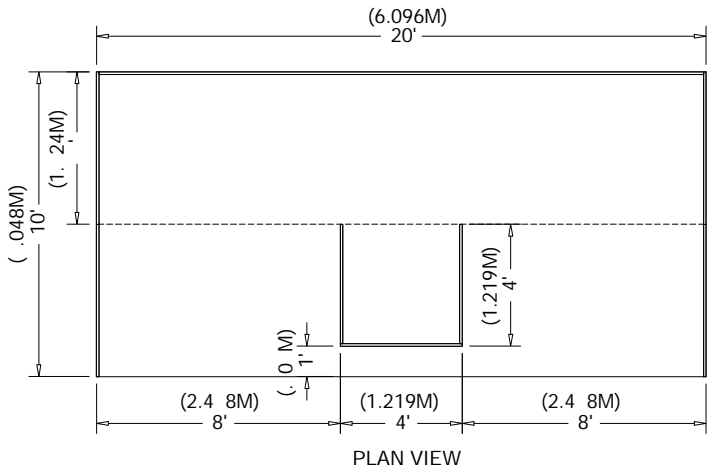


# Extended Header Booth 20ft (6.10m) or Longer

An Extended Header Booth is a Linear Booth 20ft (6.10m) or longer with a center extended header.

## Dimensions and Use of Space

All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8ft (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9ft (2.7m) from the back wall.



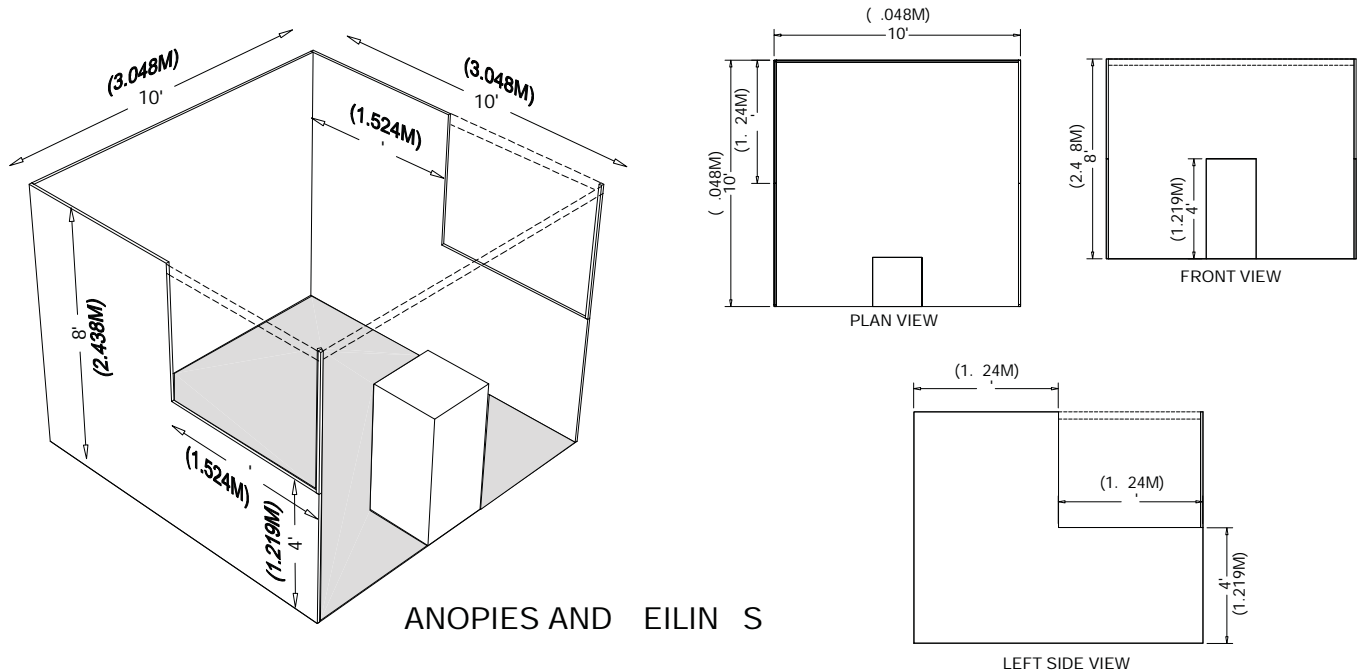
10' 20' EXTENDED HEADER BOOTH

# Other Important Considerations

## Canopies and Ceilings

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for Linear or Perimeter Booths should comply with Line-of-Sight requirements. (See “Use of Space” for Linear or Perimeter Booths).

The bottom of the canopy should not be lower than 7ft (2.13m) from the floor within 5ft (1.52m) of any aisle. Canopy supports should be no wider than three inches 3in (.08m). This applies to any booth configuration that has a sight line restriction, such as a Linear Booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings and other similar coverings. Check with the appropriate local agencies prior to determining specific exhibition rules.



## Hanging Signs & Graphics

Most exhibitions and events rules allow for Hanging Signs and Graphics in all standard Peninsula and Island Booths, usually to a maximum height range of 16ft to 20ft (4.88m to 6.10m) from the top of the sign, or as determined by the show organizer. End-cap Booths do not qualify for Hanging Signs and Graphics. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they should comply with all ordinary use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type.

Hanging Signs and Graphics should be set back 10ft (3.05m) from adjacent booths and be directly over contracted space only.

Approval for the use of Hanging Signs and Graphics, at any height, should be received from the exhibitions or events organizer at least 60 days prior to installation. Variances may be issued at the exhibitions or events management’s discretion. Drawings should be available for inspection.

## Towers

A Tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used.

Towers in excess of 8ft (2.44m) should have drawings available for inspection. Fire and safety regulations in many facilities strictly govern the use of Towers. A building permit or safety lines may be required.

## Multi-story Exhibit

A Multi-story Exhibit is a booth where the display fixture includes two or more levels. In many cities, a Multi-story Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as show management because it is deemed to be a “structure” for building purposes. The city building department generally needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met. Exhibitions and events organizers should be prepared to assist exhibitors in this application process.

# Issues Common To All Booth Types

## Americans with Disabilities Act (ADA)

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301, and from the ADA website at [www.ada.gov](http://www.ada.gov). Some examples of how to design an exhibit for ADA compliance:

- Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle. Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12 inches of run (change in length)
- Ramp the entry or use hydraulic lifts to trailer exhibits
- Avoid double-padded plush carpet to ease mobility device navigation
- Provide the same attendee experience on both levels of a two-story exhibit
- Offer a signer or other auxiliary hearing-impaired apparatus for sound presentations or have a printed copy of the presentation available
- Run an audio presentation for people with sight problems
- Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair

To avoid heavy fines by the U. S. Department of Justice, exhibitors must adhere to the ADA rules. Exhibits are not exempt from ADA compliance.

## Structural Integrity

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 fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

It is recommended that all 20ft by 20ft (6.10m by 6.10m) and over exhibits require a drawing, plans or renderings, preferably digital, to be submitted to the show organizer, and to the show's general service contractor.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

## Flammable and Toxic Materials

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

## Storage

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly.

## Issues Common To All Booth Types *(continued)*

### Electrical

Every exhibit facility has different electrical requirements. However, minimum guidelines are suggested:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be “SO” cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for “extra hard usage.”
- Cord wiring above floor level can be “SJ” which is rated for “hard usage.”
- Using zip cords, two-wire cords, latex cords, plastic cords, lamp cords, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps should be prohibited.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load surge protectors.

### Lighting

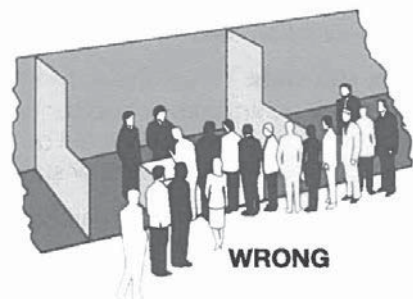
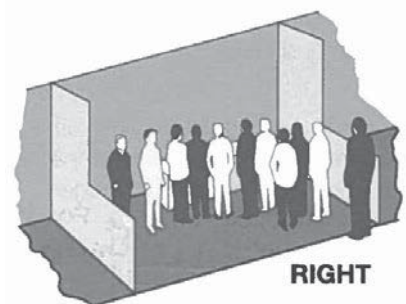
Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to exhibition management for approval.
- Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting that is potentially harmful, such as lasers, ultraviolet lights or flashing or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by exhibition management.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- LED lights can be very bright yet generally generate less heat.
- Currently, some convention facilities are not allowing certain types of quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with exhibition management.
- Reduced lighting for theater areas should be approved by the exhibition organizer, the utility provider, and the exhibit facility.

### Demonstrations

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, audio visual presentations, and demonstration areas to ensure compliance. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3ft (.91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.



## Issues Common To All Booth Types *(continued)*

### **Sound/Music**

In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. (Refer to OSHA at [www.osha.gov](http://www.osha.gov) for more information.)

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

### **Vehicles**

**Vehicles:** Rules vary depending on the facility, but generally it is required that vehicles on display have no more than one fourth tank of gas. The filler cap should be sealed and the batteries disconnected. External chargers are usually recommended for demonstration purposes. Keys should always be surrendered to show management while participating in an exhibition or event.



## Advisory Notes To Exhibition Organizers

**End-cap Booths:** End-cap Booths cause more problems between exhibitors than any other type of booth, because most exhibitors fail to observe back wall height restrictions. Exhibition managers should be alert to exhibitors reserving End-cap configurations to ensure they do not violate Linear Booth Line-of-Sight regulations for neighboring exhibits.

**Fire Equipment:** Fire hoses, extinguishers, and audible or visual devices for fire alarms should be visible and accessible at all times.

**Hanging Signs:** Although these *Guidelines* indicate 16ft to 20ft (4.88m to 6.10m) as a maximum height range from the top of the sign, some exhibitions permit other heights, or have no height limit. Caution should be exercised so exhibitors will not compete over air space for Hanging Signs. Most show organizers limit the height of signs.

Exhibitors should be advised to install “hanging points” at the time of manufacture of the sign or display. It is also advisable to have Hanging Signs labeled and cased separately so that they can be easily identified on-site as they usually must be installed before other exhibit construction can begin.

**Hardwall Booths:** Exhibitions that provide Hardwall Booths should specify if these structures can be used for display and attaching products.

**Full Cubic Content in Linear Space:** It is the responsibility of the exhibitions or events organizer to establish rules to best achieve the goals for their exhibition or event based on the nature of their exhibition and event, and industry sector it serves.

**Cubic Content Definition:** Using the perimeter lines of a booth as a guide, the exhibitor may install a booth up to these lines and utilize all the volume of space within these lines up to the maximum height permitted by the show rules as determined by the show organizer.

It is the choice of the exhibitions or events organizer to allow use of full Cubic Content in linear exhibit space or to observe the Line-of-Sight set-back rule. It is common at certain types of exhibitions or events to eliminate the Line-of-Sight requirement for Linear, End-cap, and Peninsula Booths that back up to Linear Booths. This permits exhibitors to utilize the full Cubic Content of the booth.

Organizers that permit use of Cubic Content in Linear Booths do so for one or all of these reasons:

- Cubic Content is more conducive to certain types of product displays or experiences.
- Cubic Content maximizes the exhibit space and investment.
- International exhibitions generally utilize Cubic Content making the show friendlier to international exhibitors.
- Cubic Content reduces the need to police exhibits to enforce setback rules.

Use of Cubic Content may create situations where the organizer must address exhibits that have unfinished walls. A determination must be made as to responsibility for finishing these unfinished walls.

It is prudent for the exhibitions or events organizer considering Cubic Content to examine the concerns, advantages and disadvantages prior to putting Cubic Content guidelines into practice. It is often wise to consult with the exhibition’s Exhibits Advisory Board or perhaps conduct a focus group of the exhibition’s or event’s exhibitors to determine their interest and gain their feedback and support for the concept. Exhibitions and events organizers must be proactive in communicating with exhibitors and understanding the effect it will have on the exhibition or event.

To learn more about Full Cubic Content, read the IAEE White Paper: **Evaluating and Implementing Cubic Content into Linear Exhibit Space.**

## Advisory Notes To Exhibition Organizers *(continued)*

**Perimeter Openings:** Large Peninsulas and Islands with long high walls can create a “tunnel-like” effect. Exhibitors may be required to install a minimum 6ft (1.83m) opening every 30ft (9.14m).

**Pipe and Drape:** These are commonly used at exhibitions and events in the United States to define exhibit space. Exhibitions and events organizers often include in their rules and regulations that this equipment is not intended as a display fixture. Therefore, product and signs should not be attached or affixed. Measurements of booths must allow for size of pipe on sides and back.

**Product Height:** Some exhibitors have products that exceed display height restrictions. Exhibitions and events organizers should establish guidelines for displaying such products. For example, some exhibitions or events require that these exhibitors reserve only perimeter space. Products exceeding height restrictions for Islands and Peninsulas are usually permitted, providing they are displayed in operating mode, and the names and logos, etc. on the product are as it is sold.

**Height Variances:** Height Variances may be issued for all types of booths. However, in a Linear Booth, the back side of any structure over 8ft (2.44m) must be free of trademarks, graphics and/or logos.

**Environmental Responsibility:** Exhibitions and events, by their very nature, create waste. Properly managed, exhibitions and events can recycle excess materials and supplies in useful and meaningful ways, and they can do so using methods that result in minimized impact on the environment. Exhibits should utilize recycled, renewable and energy efficient materials whenever possible.

## Standard Carpet Colors

*Burgundy*



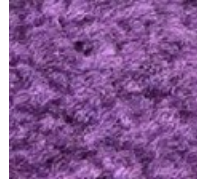
*Blue*



*Red*



*Plum*



*Teal*



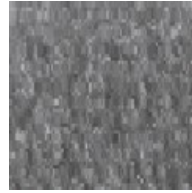
*Black*



*Forest Green*

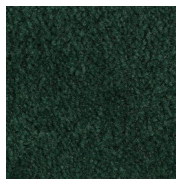


*Grey*



## Plush Custom Carpeting

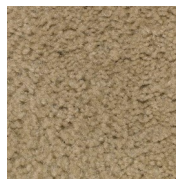
*Emerald*



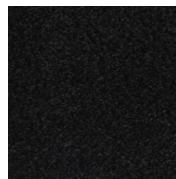
*Navy*



*Beige*



*Black*



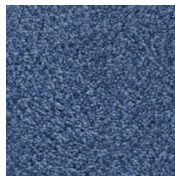
*Burgundy*



*Charcoal*



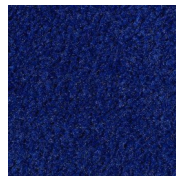
*Nu Blue*



*Red*



*Royal Blue*

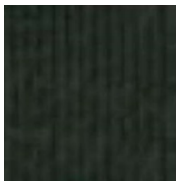


*Silver Cloud*



## Display Tables Drape Colors

*Black*



*Blue*



*Burgundy*



*Forest Green*



*Plum*



*Gold*



*Grey*



*Red*



*Teal*



*White*





Exposition Services

ASRS 37th Annual Meeting

Hyatt Regency Chicago

Chicago, IL

July 26-30, 2019

Submit this form to rent carpet, visqueen, or padding from Brede. Enter the Carpet Total below on the Payment Authorization/Order Summary form. Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: July 12, 2019

Standard Carpeting

Select from Standard Colors (if no color is selected, show colors will prevail.)

- Black Blue Grey Burgundy Red

Table with columns: Qty, Size, Advance, Standard, Subtotal. Rows for 10', 20', 30', 40' Carpet.

- Standard carpets ordered in multiples of 2 or more do not include seaming and exact color match is not guaranteed.

Full Coverage Carpeting

Table with columns: Size, Advance, Standard, Subtotal. Row for Full Coverage.

Options

Table with columns: Size, Advance, Standard, Subtotal. Rows for Carpet Padding, Visqueen.

Plush Custom Carpeting

Select from Custom Colors

- Emerald Navy Beige Black Royal Blue Burgundy Charcoal Nu Blue Red White Silver Cloud

Table with columns: Size, Advance, Standard, Subtotal. Row for Plush Carpet.

- Includes poly covering (Visqueen) for protection. To guarantee availability, orders must be received 30 days prior to show move-in.

Terms / Order Estimate

- Orders cancelled prior to move-in will be charged 50% of the original price. Cancelled orders for custom carpet will be charged 100%. Orders cancelled after move-in begins will be charged 100% of the original price. Transfer this total to the Payment Authorization/Order Summary form.

Subtotal \$ 10.25% IL Tax \$ Total \$

Exhibiting Company:

Booth #:

Carpet



**Exposition Services**

**ASRS 37<sup>th</sup> Annual Meeting**

Hyatt Regency Chicago

Chicago, IL

July 26-30, 2019

Submit this form to rent tables, risers or furnishings from Brede. Enter the total below to the Payment Authorization/Order Summary form. Orders received without full payment or credit card information will not be processed.

**Advance Order Discount Deadline: July 12, 2019**

**Tables**

Qty	Item	Advance	Standard	Subtotal
<b>30" High Display Tables (includes white vinyl top, 3 side drape)</b>				
_____	4' x 2' draped table	\$ 160.00	\$ 208.00	\$ _____
_____	6' x 2' draped table	\$ 189.00	\$ 245.75	\$ _____
_____	8' x 2' draped table	\$ 235.00	\$ 305.50	\$ _____
_____	4th side drape	\$ 70.00	\$ 91.00	\$ _____
_____	4' x 2' undraped table	\$ 93.00	\$ 121.00	\$ _____
_____	6' x 2' undraped table	\$ 112.00	\$ 145.50	\$ _____
_____	8' x 2' undraped table	\$ 140.00	\$ 182.00	\$ _____
<b>42" High Display Tables (includes white vinyl top, 3 side drape)</b>				
_____	4' x 2' draped table	\$ 185.00	\$ 240.50	\$ _____
_____	6' x 2' draped table	\$ 240.00	\$ 312.00	\$ _____
_____	8' x 2' draped table	\$ 279.00	\$ 361.50	\$ _____
_____	4th side drape	\$ 89.00	\$ 115.75	\$ _____
_____	4' x 2' undraped table	\$ 128.00	\$ 166.50	\$ _____
_____	6' x 2' undraped table	\$ 147.00	\$ 191.00	\$ _____
_____	8' x 2' undraped table	\$ 162.00	\$ 210.50	\$ _____
<b>12" Tabletop Risers (includes white vinyl top)</b>				
_____	4' x 12" draped riser	\$ 75.00	\$ 98.00	\$ _____
_____	6' x 12" draped riser	\$ 86.00	\$ 112.00	\$ _____
<b>Other Tables</b>				
_____	30"h x 30"d Pedestal Table	\$ 350.00	\$ 455.00	\$ _____

**Furnishings & Accessories**

Qty	Item	Advance	Standard	Subtotal
_____	Side Chair	\$ 113.00	\$ 146.00	\$ _____
_____	Padded Arm Chair - Grey	\$ 220.00	\$ 286.00	\$ _____
_____	Swivel Chair - Grey	\$ 260.00	\$ 338.00	\$ _____
_____	Counter Stool with Back	\$ 350.00	\$ 455.00	\$ _____
_____	Waste basket	\$ 35.00	\$ 45.00	\$ _____
_____	Floor Easel	\$ 100.00	\$ 130.00	\$ _____
_____	Tackboard 8'x4' (horizontal only)	\$ 340.00	\$ 442.00	\$ _____
_____	Perfboard 8' x 4'			
	<input type="checkbox"/> horizontal <input type="checkbox"/> vertical	\$ 340.00	\$ 442.00	\$ _____
_____	3' high drapery (per ft)	\$ 35.00	\$ 45.00	\$ _____
_____	8' high drapery (per ft)	\$ 40.00	\$ 52.00	\$ _____

Tables, Furnishings & Accessories

**Drape Color Selection**

• If no color is selected, show colors will prevail.

- Black
  Blue
  White
  Red
  Grey

**Terms / Order Estimate**

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- Transfer this total to the *Payment Authorization/Order Summary form*.

<b>Subtotal</b>	\$ _____
<b>10.25% IL Tax</b>	\$ _____
<b>Total</b>	\$ _____

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

Booth #: \_\_\_\_\_

Submit this form to rent a hardwall exhibit from Brede. Enter the total below to the Payment Authorization/Order Summary form. Orders received without full payment or credit card information will not be processed. Please contact Brede to inquire about Custom Rental Exhibits.

### Advance Order Discount Deadline: July 12, 2019

#### Plan A: 10' N-Line Option

**Includes:** Hardwall Panels / Carpet / (1) side chair / (1) counter / (2) shelves / Header / Labor to install & dismantle



Qty	Item	Advance	Standard	Subtotal
_____	White Hardwall Panels	\$ 2,717.25	\$ 3,532.50	\$ _____
_____	Color Hardwall Panels	\$ 2,942.00	\$ 3,825.50	\$ _____
_____	Velcro Compatible Panels	\$ 3,662.75	\$ 4,761.50	\$ _____

#### Plan B: 20' N-Line Option

**Includes:** Hardwall Panels / Carpet / (2) side chair / (1) counter / (4) shelves / Header / Labor to install & dismantle



Qty	Item	Advance	Standard	Subtotal
_____	White Hardwall Panels	\$ 4,837.00	\$ 6,288.00	\$ _____
_____	Color Hardwall Panels	\$ 5,275.75	\$ 6,858.50	\$ _____
_____	Velcro Compatible Panels	\$ 6,361.25	\$ 8,269.75	\$ _____

#### Color Options

Select Panel Color (Hardwall Color/Velcro Panels):  Black  Blue  Grey

Select Carpet Color:  Black  Blue  Red  Grey  Burgundy

#### Header Copy

Header Copy ~ One line with block letters: \_\_\_\_\_

(Please print clearly. Logos, color, & special lettering available at an additional cost. Call for quote.)

#### Additional Options

Qty	Item	Advance	Standard	Subtotal
_____	Standard Counter 18"x39"x40"	\$ 200.00	\$ 260.00	\$ _____
_____	Adjustable Shelves	\$ 51.00	\$ 66.50	\$ _____
_____	Spot Lights (use w/ rental only)	\$ 56.75	\$ 73.50	\$ _____

Additional booth furnishings can be found throughout this manual. Look for upgraded carpet, carpet pad, graphics, chairs, etc.

#### Custom Rental Exhibits



#### Why Choose Custom?

Every exhibitor wants to present a strong positive image of their company. What better way to do this than with a personalized exhibit?



#### Terms / Order Estimate

- Cancelled orders will be charged 100% of the original price.
- Transfer this total to the Payment Authorization/Order Summary form.

Subtotal \$ \_\_\_\_\_

10.25% IL Tax \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

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

Booth #: \_\_\_\_\_

Exhibitors will have full access to Brede Exposition Services' design expertise. A Brede Design Specialist is available to create a customized exhibit that is within your desired budget. An attractive and functional exhibit will complement your marketing strategy, maximize your booth space, and enhance your presence on the show floor. We will work with you to create a customized exhibit to showcase your company. Most importantly, the Brede Design Team will work with you from the beginning concept through on-site completion.

### Inline



10x20



10x20

### Island



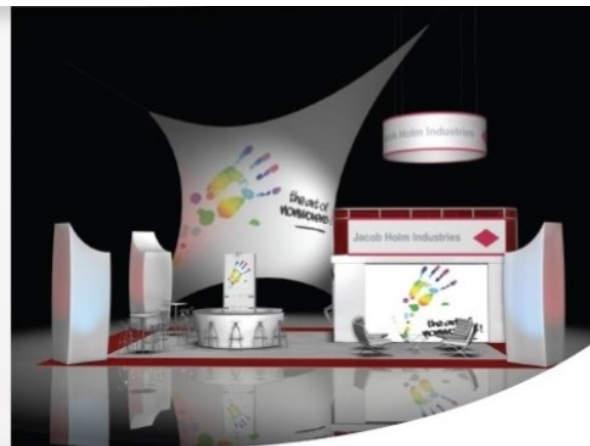
20x20



15x30

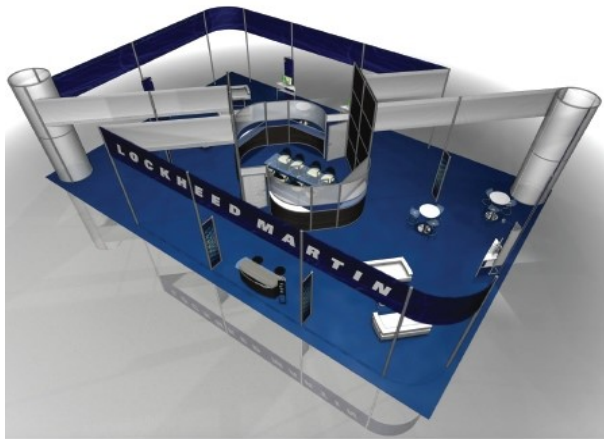


15x20



30x45

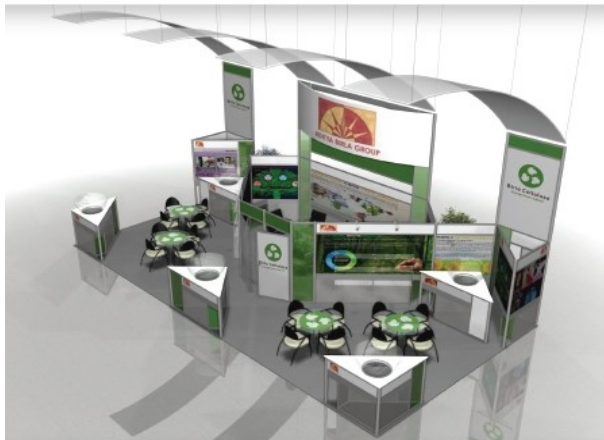
Custom



40x60



20x30



20x40



30x50



40x80



20x45

Custom Rental Exhibits



*Brede Exposition Services' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below. Please make your show site representative aware of the following policy.*

## Limitations of Brede Exposition Services' Liability and Responsibility

1. Brede Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Brede bills of lading covering outgoing shipments which are tendered to Brede Exposition Services by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
4. Brede Exposition Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Brede Exposition Services by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
6. Brede Exposition Services shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. Brede Exposition Services shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Brede Exposition Service's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Brede Exposition Services is limited to \$ .30 per pound per article, with a maximum of \$50.00 per item, and a maximum of \$1,000.00 per shipment. This applies while these goods are in Brede's warehouse, in vehicles for delivery, or at show site.
7. Claims for loss or damage which are not submitted to Brede Exposition Services within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Brede Exposition Services or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
8. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede Exposition Services for such shipments.
9. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Brede Exposition Services assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Brede Exposition Services labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Brede will assist in the preparation of Brede bills of lading. Be sure that your material has been carefully crated or packed, and properly tagged or marked.
11. In order to expedite removal of materials, Brede Exposition Services shall have authority, without further clearance with exhibitors, to change designated carriers.
12. Labor and services ordered on behalf of exhibitors by display builders or other parties must be so authorized in a letter from exhibitors. Payment for all labor and services will be the responsibility of the exhibitor.
13. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

The exhibitor agrees, in the event of a dispute with Brede Exposition Services relative to any loss or damage to any of their materials or equipment, that they will not withhold payment of any amount due to Brede Exposition Services for Drayage or any other services provided by Brede Exposition Services as an offset against the amount of the alleged loss or damage. Instead, they agree to pay Brede Exposition Services at the close of the show for all such charges, and they further agree that any claim they may have against Brede Exposition Services shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
14. Service charge of 1-1/2% per month on any unpaid balance will be made starting 30 days after date of invoice.
15. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
16. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
17. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE** covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding riders to existing insurance policies, often at no additional cost. It is understood that Brede Exposition Services is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Brede Exposition Services hereunder are based on the value of the material handling services and the scope of Brede Exposition Services liability as set forth above.

*Make sure that your show representative is aware of the following move-in policy*

## **Please Read**

### **Important Information**

***Do not ship advance freight to the Hyatt Regency Chicago.***

### **Material Handling Information**

There will be a charge for material handling based on CWT (per 100 pounds) which is applicable if freight is handled by Brede Exposition Services. This applies when Brede has labor move freight from the showsite dock to the exhibitor's booth, providing empty stickers, storing empties, returning empties at the close of the show and loading onto the exhibitor appointed show carrier (see Material Handling Rate Page). Please be sure to see our Exhibitor Service Center located on the show floor to assist you with your outbound material handling preparation. Make sure you identify your company name and booth number when making arrangements with outside carriers for shipping your exhibit at the close of the show.

### **Jurisdiction Information**

Should any freight be received by The Hyatt Regency Chicago, it will be consigned to Brede Exposition Services and subject to the prevailing drayage rate plus an additional fee for handling. The unloading and delivery of all display related materials from the showsite receiving area to the exhibitor's booth, and unloading out from the exhibitor's booth to trucks at the receiving area, falls under the jurisdiction of Brede Exposition Services and will be performed exclusively by Brede Exposition Services. The only exception to this rule is that exhibitors may "hand carry" items into the exhibit area, provided they do not go through the dock or loading area at the facility and they do not use material handling equipment to assist them in either the loading or unloading of their materials.

### **Advance Shipment Information**

**We urge you to ship your materials in advance to the designated material handling/drayage warehouse.** By shipping in advance, your materials will be in your booth for you to begin set-up at our assigned set-up time.

### Advance Shipments

Exhibitors may choose to ship freight to the advance warehouse. Brede will receive and manage your materials shipped in advance and when brought to show site.

Material handling fees are paid to Brede, and are separate from and independent of freight transportation charges, which are paid to freight carriers such as YRC, ABF, FedEx, or any other carrier of the exhibitor's choosing.

Exhibitors are responsible for securing a carrier of their choice, arranging freight transportation to and from the event, and all associated fees.

For detailed information regarding advance material handling services provided by Brede and the associated charges, please see below.

Please make your show site representative aware of the following information.

### Shipments to the Warehouse

- Receiving begins **30 days prior to exhibitor move-in**.
- Shipments received at the warehouse after **July 19, 2019** are subject to additional charges.
- Ship pre-paid; collect shipments will be refused.
- Uncrated, pad wrapped, specialized equipment or hazardous materials will not be accepted at the warehouse.

#### Advantages:

- Exhibitors can confirm shipment has arrived and is intact in advance of the move-in date.
- Materials will be delivered to your booth prior to your arrival on site.
- Delivery dates and times are more flexible.

### Advance Warehouse Rates

See below for definitions and descriptions of warehouse rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

#### Rates Include:

- Receiving exhibitor shipment at the advance warehouse, and storage beginning 30 days prior to the show.
- Movement of all exhibitor freight from warehouse to exhibit site, unloading and delivery to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier at the loading dock.

### Crated or Skidded Rate

Shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. 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 Rate

Shipments that are crated van line shipments, or are packed in such a manner as to require special handling, such as ground unloading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments, and shipments from any carrier without certified weight tickets or delivery receipts, such as FedEx, UPS, POVs (personally owned vehicles).

### Small Package Rate

Cartons/envelopes weighing less than 25 lbs. per shipment without documentation. These will be delivered to the booth without guarantee of piece count or condition.

### Overtime Charges

#### Inbound:

- Your shipment is received at the warehouse, and is delivered to show site before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or observed union holidays.

#### Outbound:

- Your shipment is loaded after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or observed union holidays, or
- Your carrier driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or observed union holidays.

### Direct Shipments

Exhibitors may choose to ship freight direct to show site. Brede will receive and manage freight on show site as described in the following pages. Material handling fees are paid to Brede, and are separate from and independent of freight transportation charges, which are paid to freight carriers such as YRC, ABF, FedEx, or any other carrier of the exhibitor's choosing.

Exhibitors are responsible for securing a carrier of their choice, arranging freight transportation to and from the event, and all associated fees.

For detailed information regarding direct material handling services provided by Brede and the associated charges, please see below.

Please make your show site representative aware of the following information.

### Direct Shipments to Show Site

- Do not ship to the facility prior to **July 26, 2019**. Early shipments to show site may be refused.
- Brede Exposition Services will be on show site at the loading dock to receive exhibitor materials only during move-in hours.
- Ship pre-paid; collect shipments will be refused.
- Hazardous materials will not be accepted.

### Direct to Show Site Rates

See below for definitions and descriptions of direct to show site rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

#### Rates Include:

- Receiving exhibitor shipment, unloading at loading dock and delivery to booth.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier at the loading dock.

### Crated or Skidded Rate

Shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. 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 Rate

Shipments that are crated van line shipments, or are packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments, and shipments from any carrier without certified weight tickets or delivery receipts, such as FedEx, UPS, POVs (personally owned vehicles).

### Uncrated, Unskidded, or Wrapped Rate

Shipments that are not in crates, cases, or boxes and/or pad wrapped, specialized equipment, unskidded machinery or uncrated POV shipments. Uncrated shipments are received at show site only.

### Small Package Rate

Cartons/envelopes weighing less than 25 lbs. per shipment without documentation. These will be delivered to the booth without guarantee of piece count or condition.

### Overtime Charges

#### Inbound:

- Your shipment is delivered to your booth before 8:00 am or after 4:00 pm on weekdays, anytime on a Saturday, Sunday and/or observed union holidays, or
- A vehicle driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or observed union holidays.

#### Outbound:

- Your shipment is loaded after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or observed union holidays, or
- Your carrier driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or observed union holidays.

### Inbound Bill of Lading

All inbound shipments must have a Bill of Lading or delivery slip showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition.

No liability will be assumed by Brede for such shipments.

Billed weight is based on incoming weight, whether outbound services are used completely or in part.

The weight is rounded up to the next one hundred pounds (100 lbs) and is taken from the inbound Bill of Lading and/or the certified weight ticket. Separate shipments will not be combined.

Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Brede. This weight will prevail.

### Advance Warehouse Shipping Address

**TO:** Exhibiting Company Name and Booth #

**FOR:** ASRS 37<sup>th</sup> Annual Meeting

Brede Exposition Services

c/o ABF

5300 West 47<sup>th</sup> St

Chicago, IL 60638

- Use this address and information on your inbound bill of lading if shipping your freight to the Advance Warehouse.
- Please use the freight labels provided in this service manual.
- Receiving hours: M - F 8:00 am to 4:00 pm.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- **All shipments to the Advance Warehouse must arrive by: July 19, 2019 to avoid late charges.**

### Direct to Show Site Shipping Address

**TO:** Exhibiting Company Name and Booth #

**FOR:** ASRS 37<sup>th</sup> Annual Meeting

c/o Brede Exposition Services

Hyatt Regency Chicago

151 East Wacker Dr

Chicago, IL 60601

- Use this address and information on your inbound bill of lading if shipping your freight Direct to Show Site.
- Please use the freight labels provided in this service manual.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- **Shipments will be received at the facility no sooner than: July 26, 2019 during move-in hours.**

### Empty Containers, Labels

Exhibitors with crates or boxes that need to be returned to pack up booth equipment at the end of the show must affix empty labels on the containers as soon as they are empty. Empty labels will be available at the Brede Service Desk. Affixing the labels is the sole responsibility of the exhibitor. Brede assumes no responsibility for removal of containers with old empty labels, improper information on labels or valuables stored in containers with empty labels.

Empty containers will be removed from the floor and stored until the close of the show. You will not have access to empty containers during the show. In most cases, empty containers may not be stored in your booth during the show as it is considered a fire hazard.

### Outbound Bill of Lading

Outbound shipping is not an automatic process. Outbound Bills of Lading must be completed and turned in to the Brede Service Desk: *do not leave outbound Bills of Lading in your booth.*

Exhibitors who choose to ship outbound materials via any carrier other than the official show carrier must advise carrier to be checked in at the Brede Service Desk by the driver check-in time specified on the *Show Details* page. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Service Desk.

Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in by the designated time, Brede reserves the right to re-route the shipment via the official show carrier as necessary, at the exhibitor's expense.



**Brede**  
Exposition Services

Submit this form if you will be shipping material to the warehouse or show site. Use the rates below to estimate your material handling charges. Enter the total below to the Payment Authorization/Order Summary form.

Orders received without full payment or credit card information will not be processed.

**Material Handling Rate Schedule**

- For full definitions and descriptions of all rates, and rules, see the *Material Handling Information* forms included in this manual.
- All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown below. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

	<b>OT One Way</b> <i>move-in or move-out on OT per 100 lbs</i>	<b>OT Two Way</b> <i>move-in and move-out on OT per 100 lbs</i>
<b>A 200 lb minimum charge per shipment applies</b>		
<b>Advance to Warehouse: Crated</b>	\$200.00	\$240.00
<b>Direct to Show site: Crated</b>	\$196.00	\$235.00
<b>Advance to Warehouse: Special Handling</b>	\$248.00	\$289.00
<b>Direct to Show site: Special Handling</b>	\$244.00	\$285.00
<b>Direct to Show site: Uncrated, Unskidded, or Wrapped</b>	\$296.00	\$370.00
<b>Advance to Warehouse/Direct to Show site: Small Packages</b>	\$60.00 <i>each</i>	

**Additional Services**

<p><b>Late shipments, off-target shipments &amp; site shipments received before published move-in or after show opening.</b> Freight received at the warehouse after <b>July 19, 2019</b> or at show site prior to published move-in or after show opening, add an additional charge per 100 lbs. Additional transportation charges may apply.</p>	<p><b>\$40.00</b> <i>per 100 lbs.</i></p>
<p><b>Special Services.</b> Shipments returned to warehouse will be charged \$15.00 per 100 lbs. with a \$250.00 minimum. Storage will be charged if shipment is not routed or picked up after three working days. Storage fees prior to 30 days before show, or after 3 days following the show are \$1.25 per 100 lbs. per day with a \$35.00 minimum. On-site container storage for freight brought in by exhibitors is \$30.00 per piece.</p>	

**Material Handling Rate Schedule**

Advanced

Direct

Carrier(s)	Tracking # or Shipped From	Date of Arrival	# Pieces	Est. Weight <i>CWT</i>	Rate <i>per CWT</i>	Estimated Cost <i>200 lb minimum</i>

Transfer this total to the *Payment Authorization/Order Summary form*.

**Total Estimate \$**

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

Booth #: \_\_\_\_\_

Material Handling Rates

## Material Handling Tips

### Shipping Inbound:

- **Advance to Warehouse** - ensure your shipment arrives by the deadline date of **July 19, 2019** to avoid additional surcharges.
- **Direct to Show Site** - shipments will be received starting **July 26, 2019** during posted Exhibitor Move-in hours.
- Clearly mark your company name, booth number and **ASRS 37<sup>th</sup> Annual Meeting** on all labels.
- Material Handling is charged per shipment. To avoid multiple charges, ship all your pieces together.
- Shipments arriving at the same time from different destinations are considered separate shipments.
- Please be aware that small package handlers may split shipments resulting in Brede receiving multiple shipments.
- Make sure your shipment arrives with a certified weight ticket to help avoid Special Handling charges.

### Storing Empty Containers:

- Pickup Empty Labels at the Brede Service Desk.
- Place a label on each container with your company name & booth number.
- Labeled containers will be picked up periodically and stored during the show.
- Once containers are placed in empty storage there will be no access to those containers.
- At the close of the show, the empty containers will be returned to your booth in random order.

### Shipping Outbound:

- Schedule your carrier for pickup at the appropriate time if you are not shipping via the show carrier.
- Each individual shipment destination must have a completed Bill of Lading.
- Each piece must be individually labeled. Pre-printed shipping labels are available at the Brede Service Desk.
- When materials are packed, labeled and ready to be shipped, bring the completed Bill of Lading to the Brede Service Desk.

### Consolidate Your Shipment:

- Separate shipments received by Brede will not be combined. The minimum 200 lb. charge applies to each shipment received.
- Consolidate your shipment whenever possible to avoid multiple minimum charges.

1 piece weighing 36 lbs. charged @ 200 lb. minimum x \$100.00 per CWT = \$200.00

1 piece weighing 62 lbs. charged @ 200 lb. minimum x \$100.00 per CWT = \$200.00

1 piece weighing 54 lbs. charged @ 200 lb. minimum x \$100.00 per CWT = \$200.00

**TOTAL cost of three shipments arriving separately: \$600.00**

**OR**

3 pieces totaling 152 lbs @ 200 lb minimum x \$100.00 per CWT = \$200.00

**TOTAL cost of one consolidated shipment: \$200.00 Savings of \$400.00**

- Shipments arriving at the same time from different destinations are considered separate shipments.
- Please be aware that small package handlers may split shipments resulting in Brede receiving multiple shipments.

**ADVANCE WAREHOUSE**

**EXHIBIT MATERIAL**

**Rush to:**



**c/o ABF  
5300 West 47<sup>th</sup> St  
Chicago, IL 60638**

**ASRS 37<sup>th</sup> Annual Meeting**

*Hyatt Regency Chicago  
Chicago, IL  
July 26-30, 2019*

Exhibitor \_\_\_\_\_

Booth \_\_\_\_\_

**Late to warehouse charges apply after:  
July 19, 2019**

**ADVANCE WAREHOUSE**

**EXHIBIT MATERIAL**

**Rush to:**



**c/o ABF  
5300 West 47<sup>th</sup> St  
Chicago, IL 60638**

**ASRS 37<sup>th</sup> Annual Meeting**

*Hyatt Regency Chicago  
Chicago, IL  
July 26-30, 2019*

Exhibitor \_\_\_\_\_

Booth \_\_\_\_\_

**Late to warehouse charges apply after:  
July 19, 2019**

- These shipping labels are provided for your convenience to assist in preparing shipments to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment to the advance warehouse.
- Please make additional copies of these labels as needed.

**Important notes: Warehouse is not temperature controlled.**

**Hazardous materials will not be accepted at the warehouse.**



**DIRECT TO SHOW SITE**

**EXHIBIT MATERIAL**

**Rush to:**



**Hyatt Regency Chicago  
151 East Wacker Dr  
Chicago, IL 60601**

**ASRS 37<sup>th</sup> Annual Meeting**

*Hyatt Regency Chicago  
Chicago, IL  
July 26-30, 2019*

\_\_\_\_\_  
*Exhibitor*

\_\_\_\_\_  
*Booth*

**Do not deliver prior to:  
July 26, 2019**

**DIRECT TO SHOW SITE**

**EXHIBIT MATERIAL**

**Rush to:**



**Hyatt Regency Chicago  
151 East Wacker Dr  
Chicago, IL 60601**

**ASRS 37<sup>th</sup> Annual Meeting**

*Hyatt Regency Chicago  
Chicago, IL  
July 26-30, 2019*

\_\_\_\_\_  
*Exhibitor*

\_\_\_\_\_  
*Booth*

**Do not deliver prior to:  
July 26, 2019**

- These shipping labels are provided for your convenience to assist in preparing shipments direct to the show site.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of these labels as needed.

**Important note: Hazardous materials will not be accepted at show site.**



Brede  
Exposition Services

ASRS 37<sup>th</sup> Annual Meeting

Hyatt Regency Chicago

Chicago, IL

July 26-30, 2019

Complete this form to request a pre-printed outbound bill of lading and shipping labels for your outbound shipment.  
Forms and labels will be delivered to your booth at show site.

Requests should be submitted by: July 12, 2019

**Outbound Shipping Information**

Ship to (Company): \_\_\_\_\_

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

Destination (Street Address): \_\_\_\_\_

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

**Shipping Method**

Ground:  ABF       Other Ground \_\_\_\_\_

Air:  Liberty       Other Air \_\_\_\_\_

Next Day     2nd Day     Deferred

**Freight Charges Guaranteed By**

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

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

Permanent Street Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Shipping Labels Request**

# of Shipping Labels Requested: \_\_\_\_\_

Exhibitors using FedEx or UPS must provide pre-printed labels with their account number.

**Notes**

- Please complete one form per shipment.
- Do not leave Bills of Lading in your booth.
- Please review the *Material Handling Information*, *Material Handling Rate Schedule*, and *Limits of Liability* forms.

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

Booth #: \_\_\_\_\_

Bill of Lading & Labels Request

TRUST YOUR IMPORTANT TRADE SHOW SHIPMENT WITH THE LEADER IN EXHIBIT TRANSPORTATION SERVICES

Your Recommended Carrier

**ABF** **tradeshow**

*On-Site... On-Time... Damage-Free*

**800-654-7019**

## Let ABF make your show the easiest you have attended.

Choose ABF guaranteed, expedited shipping solutions — air or ground with special show discounted rates for your inbound and outbound shipments.

For personalized quotes, please call our trade show division at 800-654-7019.

On the floor and behind the scenes, **ABF Freight System, Inc.®** makes it happen with:

- Priority handling of your inbound and outbound shipment.
- Guaranteed expedited air and ground services.
- LTL ground transportation.
- International transportation.



[tradeshow@abf.com](mailto:tradeshow@abf.com)

# ABF FREIGHT SYSTEM, INC.® • TRADE SHOW SERVICES

Show Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Show Date \_\_\_\_\_ Show City \_\_\_\_\_

Contractor \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Street Address \_\_\_\_\_

P.O. Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip (P.O. Box) \_\_\_\_\_ Zip (Street Address) \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Estimated Exhibit Value \_\_\_\_\_

Normal Exhibit Weight \_\_\_\_\_ Number of Shows Per Year \_\_\_\_\_

Normal Number of Exhibit Pieces \_\_\_\_\_ Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Cases \_\_\_\_\_ Carpet \_\_\_\_\_

Would you like to be included on future mailings?  Yes  No

Would you like an ABF Trade Show coordinator to call you with a quote or information?  Yes  No

Please send me a detailed information packet on ABF's Trade Show Service.

Please fax completed form back to 800-836-3320.

ABF Freight System, Inc. • Trade Show Services • P.O. Box 697 • Cherryville, NC 28021



*On-Site... On-Time... Damage-Free*

tradeshow@abf.com

**(800) 654-7019**





## The Liberty Advantage

Heading off to a trade show? Whether you are a seasoned professional or a first timer, LibertyCFS NV, Inc. is there to help you with any of your logistical needs. Let our team of transportation experts guide and support you through the entire process. LibertyCFS. offers complete worldwide land, sea and air freight forwarding services that are 100% devoted to tradeshow and conventions. We design solutions, tailored to fit your shipping and customs needs, be it across town, or across the continent.

## Transportation

At LibertyCFS, we focus everyday on making your tradeshow experience a success, and we build competitively priced transportation solutions to do it.

- *Overnight / 2ndDay Service*
- *Economy Air*
- *Liberty Saver – Express or Regular Ground*
- *Exclusive Use Full Trailer*
- *International Freight Forwarding*
- *Dedicated Advanced Warehouse*
- *Customs Services*

## Exhibitor Services

### Pre-Show Support

- LibertyCFS will help you choose the most effective shipping solution, tailored to your needs and budget
- Tracking your freight and monitoring its progress, from your office to the showsite
- On-call freight professionals, every day, all day, answering your questions and giving you peace of mind

### Show-time Support

- LibertyCFS people are on-site supervising the loading and unloading of your freight, making sure it is on-site, on time.
- On-site freight experts throughout the event, keeping you informed and prepared for the journey home

### Post-Show Support

- Tracking your freight to its destination and making sure it arrives safely, on time and without incident
- Follow-up contact after the event to ensure your satisfaction with our services

*Complete the Order Form on the next page. You may also speak to your LibertyCFS  
Exhibit Service Representative at 905-338-3993*

*Order Form to be returned to:*

*[exhibitorservices@libertycfs.us](mailto:exhibitorservices@libertycfs.us) or [customs@libertycfs.us](mailto:customs@libertycfs.us)*

*“Delivering Freedom”*



1. Please accept this form as your authority to provide Customs and/or Transportation services.  
We wish to use LibertyCFS NV, Inc. for the following:

Customs & Transportation     Customs Only     Transportation Only     **Return Only**

2. Pick-up Location	Company			3. Destination	Exhibitor		Booth	
	IRS # Tax ID <i>Int'l Shipments Only</i>				Show Name			
	Address 1				Address 1			
	Address 2				Address 2			
	City	State	Zip		Address 3			
	Contact				City	State	Zip	
	Phone	Fax			Show Contact		Cell	
<input type="checkbox"/> Shipper    Other:				<input type="checkbox"/> Shipper    Other:				
4. Billing Address	Address 1			5. Return Freight to:	Address 1			
	Address 2				Address 2			
	City	State	Zip		City	State	Zip	
	Contact				Contact			Phone
	Phone	Fax			PU Date		Arrive by	
6. Credit Card	Card Number:				Charge to: <input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> AMEX			
	Expiry Date:		Security Code:		E-mail Address:			
	I hereby authorize the use of this card for payment of services related to this order form. I understand that declined credit cards are subject to a 30% surcharge.				Card Holder Name			
				Signature <i>(Hand Written)</i>				
7. <b>Transportation Info</b>				8. <b>Service Requested:</b>				
Pick up	Date	Hours - From		To	<input type="checkbox"/> Express <input type="checkbox"/> Ground LTL 5-7 Day <input type="checkbox"/> Int'l			
Delivery	Date	Time			<input type="checkbox"/> Inside Pickup <input type="checkbox"/> Inside Delivery			
				<input type="checkbox"/> Liftgate for pickup <input type="checkbox"/> Liftgate for delivery				
				<input type="checkbox"/> Other (Specify below)				
Description of Packages/Contents				Declared Value for Carriage				
<input type="checkbox"/>	Cartons or Boxes	Dimensions (LxWxH)		The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than \$50.00 per shipment unless a value is declared below and applicable charges paid thereon. Subject to the Terms and Conditions on reverse side. The liability of Carrier for loss/damage is as stated below. LibertyCFS NV, Inc charge 4% of value, Min \$40. Exclusion does not include TV/Monitors.				
<input type="checkbox"/>	Vinyl Cases			Enter Amount \$ _____				
<input type="checkbox"/>	Wooden Crates			FAA/DOT Security Approval:    Known/Unknown				
<input type="checkbox"/>	Flat Pieces	Description of Goods		Shipper Security and Hazardous Material Declaration				
<input type="checkbox"/>	Skids or Pallets STC _____ pieces			I certify that this shipment does not contain any hazardous materials. I consent to search of this shipment. I am aware that this endorsement and original signature, along with other shipping documents, will remain on file until this shipment is delivered. I also certify that the described materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of DOT				
<input type="checkbox"/>	Trunks			Signature _____				
<input type="checkbox"/>	Tubes	Weight						
<input type="checkbox"/>	Other							
<input type="checkbox"/>	Total	<input type="checkbox"/> Pounds	<input type="checkbox"/> Kilos					

**Please note: When shipping to a second conference, please complete a second form**

*We have provided these definitions to acquaint you with specific guidelines for labor. Trade shows, conventions and special events in this vicinity are governed by local union contracts. Please review the following information in order to better understand the applicable union jurisdictions. If you have any questions once you have read this, please address them directly to Brede Exposition Services.*

### Teamsters Union

Teamsters handle all freight within the exhibit hall. They unload all trucks and vehicles, deliver the material to your booth, and remove and reload materials at the close of the show.

### Machinery Workers & Riggers Union

Riggers handle all machinery. This includes the unloading of the machines from the truck, moving the material to your booth, and a one time spotting of display ready equipment, which the exhibitor must supervise at the time of unloading. Riggers also remove skids and reskid machines, uncrate machine, and respot machines in the booth if needed. This service must be ordered as needed, at the exhibitor's expense.

### Carpenters Union

Carpenters handle the erection and dismantling of display and exhibit booths. This includes all display work with the exception of machinery, signs, or lighted headers, unless the sign or header is a permanently attached part of the display. Carpenters also recreate machines for outbound loading. Millwrights a division of the carpenters union, handle assembly, leveling of machinery, as well as the attachment of all guards and shields. Any use of power tools is considered carpenter labor, regardless of booth size.

### Decorators Union

Decorators handle the installation of signs, drape background, table skirting and other items of decorative nature that must done after a display background is erected.

### Electrical Union

Electricians handle all electrical work, which includes supplying power lines to your booth, connecting equipment to the proper outlets, installing any signs or headers that are lighted, unless they are permanently attached to the exhibit backwall, and the running of cable within the exhibitor's booth.

### Plumbers Union

Plumbers handle all plumbing work such as compressed air, water/drain, or natural gas.

### Theatrical Stagehands Union

Stagehands assemble portable lighting and sound systems, as well as picture screens, 10' x 14' in size or larger. They also set stages, operate lighting, and sound consoles, and hang lighting truss and speaker systems.

### What You Can Do Without Unions In The Chicago Area

Recent work rules modifications now enable exhibitors to perform several set-up tasks, which in the past were under union jurisdiction. Each of these is itemized below, and must be completed by a full-time employee of the exhibiting company. If you should have any questions in regards to these modifications or feel that further clarification is in order, please contact Brede.

- Hand carry small items and pop up displays through the main entrance not the dock. No hand trucks, carts, or wheeled dollies.
- Install and dismantle displays within a 300 square ft booth space if one person can accomplish the task in one half hour or less without the use of tools.
- Install graphics and small signs, and logos and graphics that are attached with precut velcro strips.

Make technical, electrical connections, and interwire equipment for computers providing the cables do not exceed 10 feet in length.

Perform simple electrical requirements, such as installing lightbulbs.

### Safety

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Brede cannot be responsible for injuries or falls caused by improper use of this furniture. If assistance is required in the assembly/dismantle of your booth, please order labor on the enclosed Labor/Forklift order form and the necessary ladders and tools will be provided.

### Gratuities

Brede Exposition Services requests that exhibitors do not tip our employees. Do not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a Brede supervisor. Employees of Brede are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees.

### In General

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed directly to Brede management personnel. It is recommended that any questions arising with regard to union jurisdiction or practices should be directed to a management representative of Brede.



Brede Exposition Services

Submit this form to order labor/forklift from Brede. Labor is available for installation and dismantling of exhibits, unskidding, and/or spotting of machinery. Forklift does not cover any Material Handling services, see Material Handling Information. Enter the Total below on Payment Authorization/Order Summary. Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: July 12, 2019

Labor Options

Option A: Brede Supervised

- All work is performed and supervised by Brede personnel. Labor under Brede supervision is straight time when possible. Charge for supervisory service is 30% of total daily charges, with a \$50.00 minimum. An outbound Bill of Lading must be completed and turned in at the Brede Service Desk.

Option B: Exhibitor Supervised

- All work is performed under the direction of the exhibitor. Exhibitor must meet labor at the Brede Service Desk at scheduled time. All labor is billed on a 1 hour per laborer minimum and then billed in 1/2 hour increments. No shows will be billed at the minimum per laborer rate.

Information

Labor Information:

- Shipped to: Warehouse Show Site
Shipment: Crates Boxes Carpet/Pad
Carpet if not shipped: From Brede None
Blueprints/Instructions: Attached w/Display
Electrical under carpet: Yes No

Forklift Information:

- Work to be done: Spot Equipment Lift Header
Additional Equipment: Straps Chains Fork Extensions
4 Stage Forklift Required: Yes No

Show Site Contact:

Cell:

Rates

Table with 3 columns: Hours, Laborer, 5k Forklift operator per hour. Rows include Straight Time, Overtime, and Double Time with their respective rates.

Labor Estimate Costs

Brede Supervised Exhibitor Supervised

Table for Labor Estimate Costs with columns: Date, Time, # Laborers, Est. Hrs. per laborer, Total Hrs., Rate per person per hour, Subtotal, Brede Supervision, Estimated Cost.

Forklift Estimate Costs

Table for Forklift Estimate Costs with columns: Date, Time, Heaviest Piece (lbs.), FL Size, # of Forklifts, Est. Hrs., Rate per hour, Estimated Cost.

Terms / Order Estimate

- A 30% surcharge will be assessed to all Late/Floor orders. Transfer this total to the Payment Authorization/Order Summary form. Orders not cancelled prior to move-in will result in a minimum one-hour charge per laborer requested. 4 hour minimums may apply on dedicated labor calls.

Total Estimate \$

Exhibiting Company:

Booth #:

Labor / Forklift





Brede  
Exposition Services

ASRS 37<sup>th</sup> Annual Meeting

Hyatt Regency Chicago

Chicago, IL

July 26-30, 2019

Submit this form if the exhibiting company intends to use a contractor other than Brede Exposition Services. If the exhibiting company fails to comply with any or all of the requirements listed below, the non-official contractor will not be permitted to service your exhibit, and Brede Exposition Services must be hired for installation and dismantle labor. The non-official contractor will be able to provide supervision only.

### Contractor Requirements

Non-Official, exhibitor appointed contractors must use labor supplied by Brede Exposition Services unless the following requirements are fulfilled:

- Exhibitors must return this completed form to Brede Exposition Services at least thirty (30) days prior to the show.
- Non-official (EAC) contractors must **submit proof of adequate insurance**, in the form of an original policy rider, listing Brede as an additional insured, furnished by their broker to Brede's office no later than thirty (30) days in advance of actual installation dates. This must include a copy of your Worker's Compensation Insurance.
- Non-official (EAC) contractors must furnish show management the names, addresses and telephone numbers of key executives for emergency contact.
- All personnel must be properly badged at show site.

Non-official installation and dismantle contractors may provide supervision. Non-official (EAC) contractors are allowed on the exhibit floor only during official installation and dismantle hours, providing the information above is supplied.

### Non-Official (EAC) Contractor Information

Non-Official (EAC) Contractor: \_\_\_\_\_

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

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

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

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

Contact In Booth: \_\_\_\_\_ Cell \_\_\_\_\_

Non-Official (EAC) Contractor

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

Booth #: \_\_\_\_\_



Exposition Services

ASRS 37th Annual Meeting

Hyatt Regency Chicago

Chicago, IL

July 26-30, 2019

Submit this form to order signage from Brede. Enter the Total below on Payment Authorization/Order Summary form. Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: July 12, 2019

Standard Sizes

- Standard signs are digitally produced with color copy, mounted on white foam board, and include up to 10 words.

Table with 5 columns: Qty, Size, Advance, Standard, Subtotal. Rows for sizes 11" X 14", 14" X 22", 22" X 28", and 28" X 44".

Indicate sign copy & layout here

\*File conversion, retouching, cloning or color correcting may incur additional labor charges.

Custom Sizes

- Brede can provide digital graphic reproduction in custom sizes. Please contact us for full-color, photo-quality, high resolution digital printing in virtually any size for banners, exhibit graphics and more.

Table for custom sizes with columns: Length, Width, Square footage, Advance, Standard, Subtotal. Includes a row with 'X' and '=' symbols.

Material: [ ] Foamcore [ ] Masonite [ ] PVC [ ] Plexi [ ] Gatorfoam [ ] Other

Select One: [ ] Vertical [ ] Horizontal

Special Instructions: \_\_\_\_\_

Terms / Order Estimate

- Orders cancelled will be charged 100% of the original price.
Transfer this total to the Payment Authorization/Order Summary form.

Subtotal \$
10.25% IL Tax \$
Total \$

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

Booth #: \_\_\_\_\_

Graphics

Please be sure to inform your show site representative of the following fire regulations to ensure safety throughout the duration of the show.

## Booth Construction

Booths, platforms and space dividers shall be of materials that are rendered flame-retardant, satisfactory to the local fire department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus shall be of a 3-wire UL type approved.

## Permits

A permit shall be required for the following:

- Display and operation of any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operation of any electrical, mechanical, or chemical device which may be deemed hazardous by the local fire department.
- Use or storage of flammable liquids and dangerous chemicals.
- Display of any internal combustion engine (special requirements available upon request).
- Use of any compressed gases (permit required for 32CF bottles 1/2 full or less).

## Obstructions

Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily-seen locations and may be required to be posted with designating signs.

## Flame Retardant Treatment

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth and similar materials shall be flame-retardant unless smaller than 1,232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame-retardant, therefore their use is prohibited.

## Combustibles

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the fire department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

***Storage behind booth backwall is strictly prohibited.***

# NORTHERN GREENHOUSES

1800 W. LAKE ST. - CHICAGO, IL 60612

Phone (312) 666-9177 | Fax (312) 666-8978 | Email: Northerngreenhouses@hotmail.com

**PREPAYMENT REQUIRED**

## American Society of Retina Specialists 2019

Show Dates: July 26-31, 2019 | Hyatt Regency Chicago

Exhibitor: \_\_\_\_\_ Booth # \_\_\_\_\_ Order Date: \_\_\_\_\_

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

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

Company Representative: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Credit Card (circle): VISA MC AMEX DISCOVER CVV Code: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Credit Card # \_\_\_\_\_ Signature \_\_\_\_\_

- Foliage plants & architectural containers are property of Northern Greenhouses | A \$15 delivery fee will apply
- Price includes: Installation, service throughout show, removal and rental of architectural containers

### GREEN PLANTS

CONTAINERS: (Please specify) [ ] WHITE [ ] BLACK [ ] BASKET (If you do not specify, BLACK will be provided)

QUANTITY (Please specify quantity, height, and variety of plants)	Price Ea.	Line Ext. Price
_____ 3 Ft. Plants _____	\$ 46.00	_____
_____ 4 Ft. Plants _____	\$ 56.00	_____
_____ 5 Ft. Plants _____	\$ 66.00	_____
_____ 6-7 Ft. Plants _____	\$ 76.00	_____
_____ 8 - 9 Ft. Plants _____	\$ 136.00	_____
Potted Ferns: qty: _____ Tabletop Small (\$33 each)   qty: _____ Large (\$38 each)		_____

### BLOOMING PLANTS AND FLOWER ARRANGEMENTS

Phalaenopsis Orchid Plant (in ceramic): qty: \_\_\_\_\_ Single Stem (\$95 each) | qty: \_\_\_\_\_ Double Stem (\$135 each) \_\_\_\_\_

\_\_\_\_\_ Potted Azalea: (circle one) Red White Pink |OR| Bromeliad: Red Orange Yellow \$ 48.00 \_\_\_\_\_

\_\_\_\_\_ Floral Arrangements: \_\_\_\_\_ \$ 60 & up \_\_\_\_\_

Please specify size & write a brief description: Small (\$60) Medium (\$85) Large (\$115- up)

SUBTOTAL: \_\_\_\_\_

10.25% Sales Tax: \_\_\_\_\_

\$15 Delivery Fee: \_\_\_\_\_

**GRAND TOTAL (Add Subtotal + Tax)** \_\_\_\_\_

*Any discrepancies with order must be addressed on first day of show. No refunds issued after show open.*

# Electrical Order Checklist

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

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<input type="checkbox"/> Completed Credit Card Authorization Form	Required regardless of other form of payment. To secure discount rates, must be received by Electrical Discount Deadline Date.
<input type="checkbox"/> Completed Electrical Outlet Order Form	Must include complete Credit Card Authorization, Labor Order Form and floor plan to secure discount rates, if applicable. Call Trade Show Electrical (TSE) for assistance.
<input type="checkbox"/> Completed Labor Order Form	Floor Work labor must include complete floor plan. Regular or showsite rates on outlets and labor will be applied based on the date the complete order is received.
<input type="checkbox"/> Complete electrical and overhead lighting layout	A legible, scaled floor plan in CAD or pdf format (diagram must include MDL for power, distribution, orientation and all 1000 Watt overhead focus points).
<input type="checkbox"/> Check rating plates on your equipment	Ensure that you will have the proper power to operate your display.
<input type="checkbox"/> Do you require additional lighting?	We can handle a variety of lighting options to enhance your display.
<input type="checkbox"/> Exhibitor's equipment will be modified to conform to GES' electrical cords and caps and will be billed on a time and material basis.	Exhibitors may pre-wire their equipment to match our receptacles. The following plugs are compatible: <ul style="list-style-type: none"> <li>• 15 amp 120 volt: Standard U-ground cord cap</li> <li>• 30 amp 208 volt 1Ø or 3Ø: Leviton 2811 or Hubbell 2811</li> <li>• 60 amp 208 volt 1Ø or 3Ø: Daniel Woodhead Plug Y560P</li> <li>• 100 amp 208 volt 1Ø or 3Ø: Litton-Veam Plug CIR01GRH</li> </ul>
<input type="checkbox"/> Avoid code violations	Check the electrical code requirements on the Electrical Information form.
<input type="checkbox"/> Helpful Tip	Please have the following available at showsite: a successful fax transmittal and/or copy of email sent showing attachments.
<input type="checkbox"/> Still have questions?	Please do not hesitate to contact us at (800) 475-2098. We're here to help!

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Form Continues on Next Page



# Electrical Information

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

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## Electrical Code

Electrical requirements for an exhibit at all convention facilities are for the safety of all Exhibitors and are based on national electrical codes and local ordinances.

Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding of the risks involved.

In the interest of public safety, exhibits at all convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and materials basis. If the Exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected.

If an Exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to convention facilities.

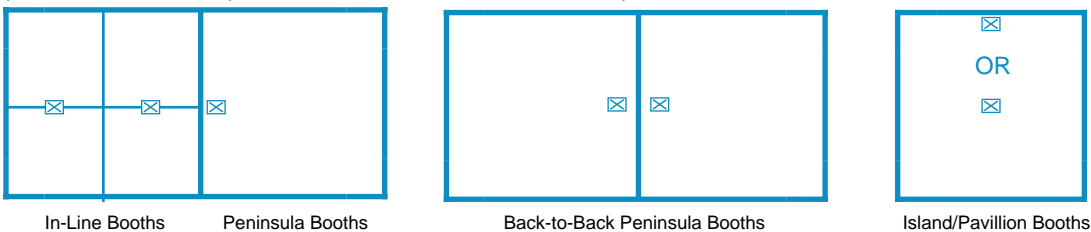
Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:

- All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
- Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
- The use of clip-on sign sockets, latex, or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
- Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities. Please leave all 2-wire cords at home!
- Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less.
- GES is not responsible for voltage fluctuation or power failure due to temporary conditions. Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less.

If you have any questions, please call us at (800) 475-2098

### Where will my outlet be located?

There are four different types of trade show booths: In-Line Booths, Peninsula Booths, Back-to-Back Peninsula Booths, Pavilion Booths, and Island Booths. Each type of booth has its own standard method of installation. In the following diagrams, the symbol represents the approximate location of power outlets. Main drop locations must be indicated on the floor plan as MDL:



One drop will be provided within the booth when power source is in the ceiling or one location on perimeter when power is in the floor.

### In-Line Booths, Peninsula Booths, or Back-to-Back Peninsula Booths:

Your pre-ordered electrical outlet will be installed at the rear of your booth, at the drapery line.

### Island or Pavilion Booths:

You need to designate one location for each outlet you order. Multiple outlet locations will be charged on a labor and material basis. For facilities with power originating in the floor, your electrical outlet will be placed at one location at our discretion. All other distribution will be done on a time and material basis. If you fail to provide us with a floor plan, outlet will be placed at one location at our discretion.

### How much power do I need?

Calculate your lighting needs by adding wattage in each location. For other equipment, read the ratings from the metal plates attached to each unit.

V120 PH1   
 Hz60  
 W1000

120 Volt Single Phase  
 60 Cycle  
 1000 Watts

V230   
 A30  
 PH3

230 volts  
 30 Amps  
 3 Phase

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Form Continues on Next Page



# Electrical Outlets and Labor Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

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Company Name	Email	Phone Number
Show Site Contact	Show Site Email	Show Site Phone Number



Tips

## Easy Ordering Tips:

- Electrical Labor is required for: all under-carpet distribution of electrical wiring, all facility overhead distribution of electrical wiring, all motor and equipment hook-ups requiring hard wiring connections, installation and/or repair of electrical fixtures and installation of electrical motors and electrical apparatus.
- All outlets over 20 amps and/or with a voltage over 150 volts will require electrical labor. Labor is required to inspect equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.

## Step 1. Order Outlets and Accessories

### 120v Motor and Equipment Outlets

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700003	15 Amp/1500 Watts, 1/4 HP 120V	<b>275.53</b>	383.16		9.0	\$
700004	20 Amp/2000 Watts, 1/4 HP 120V	<b>301.28</b>	418.70		9.0	\$

### Electrical Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700130	Extension Cord, 14/3 120V, 15'	<b>22.87</b>	36.83		9.0	\$
700099	Plug Strip, 120 Volt	<b>31.11</b>	39.04		9.0	\$

## Step 2. Order Labor

Item Code	Description	RATE (\$)	# of Electricians	# Hours	Total
705060	Electrical Floor Work, ST	<b>154.50</b>			\$
705060	Electrical Floor Work, OT	<b>231.75</b>			\$
705060	Electrical Floor Work, DT	<b>309.00</b>			\$
705061	Electrical Booth Work, ST	<b>154.50</b>			\$
705061	Electrical Booth Work, OT	<b>231.75</b>			\$
705061	Electrical Booth Work, DT	<b>309.00</b>			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/071695213/labor/esm>

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# Electrical Outlets and Labor Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Company Name	Email	Phone Number
Show Site Contact	Show Site Email	Show Site Phone Number

## Step 3. Schedule Electrical Labor

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment.

Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. Exhibitors requiring electrical installation labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time, and does not need to be scheduled. Please take notice - this event moves in and out on overtime, all applicable surcharges will apply.

### Installation

Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM

**Total and Sign:** Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

**Please Sign**

**X**

Authorized Signature

Authorized Name - Please Print Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment Enclosed**

\$
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By signing and delivering the Electrical Outlets and Labor Order Form to GES Electrical, customer agrees to all terms and conditions printed on this form along with information provided on the Frequently Asked Questions and Safety and Regulations Form.

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# Booth Layout - Electrical


All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

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Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

 Main Drop Location

 120 V \_\_\_\_\_ AMPS

 208 V Single Phase \_\_\_\_\_ AMPS



### Form Tips:

- Use bold lines to indicate the outline of your booth.
- If this grid scale is too small for easy drawing return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary. Can be submitted through a PDF or CAD.

### Step 1. Booth Information

Each square is \_\_\_\_\_ feet square since my booth is \_\_\_\_\_ feet wide by \_\_\_\_\_ feet long.

Back Adjacent Booth or Aisle Number: \_\_\_\_\_

Right Side Adjacent Booth or Aisle Number: \_\_\_\_\_

Left Side Adjacent Booth or Aisle Number: \_\_\_\_\_

Front Adjacent Booth or Aisle Number: \_\_\_\_\_

### Step 2. Draw Your Booth Layout

Front of Booth

**Review and Return:** Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

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# Exhibit Request Form

## Exhibit Rentals and Exhibit Networking Guide

VIDEO EQUIPMENT	SHOW RATE	QUANTITY	TOTAL
90" HD Monitor (Includes Stand)	\$5,250.00		
80" HD Monitor (Includes Stand)	\$3,500.00		
70" HD Monitor (Includes Stand)	\$2,750.00		
60" HD Monitor (Includes Stand)	\$2,000.00		
55" HD Touch Screen Monitor (Includes Stand)	\$3,500.00		
46" HD Monitor (Includes Stand)	\$1,500.00		
32" HD Monitor (Includes Tabletop Stand)	\$750.00		
24" HD Monitor (Includes Tabletop Stand)	\$500.00		
Apple TV Media Player	\$325.00		
Solid State Media Player (Suggested for all Monitor HD Video Playback Needs)	\$325.00		
Blue Ray DVD Player	\$325.00		

All monitor rentals are sold on floor stands and come with one standard HDMI connection cable. If custom cables or adapters are required, please contact Encore prior to your event. Additional rental fees may apply. Custom installations such as wall or exhibit mounting, nonstandard orientation, and/or desktop placement may require additional labor and equipment. Please contact Encore Event Technologies prior to submitting this form. On-site design changes may result in emergency fees.

MISCELLANEOUS RENTAL ITEMS AND SUPPORT	SHOW RATE	QUANTITY	TOTAL
Windows Laptop (includes current Windows operating system and Microsoft Office)	\$500.00		
Macbook Laptop (includes current macOS with Keynote)	\$1,000.00		
Apple iPad	\$500.00		
Apple iPad Mini	\$425.00		
Android Tablets	Please Call		
Windows Tablets	Please Call		
Booth Size PA System with Wireless Mic	\$650.00		
Social Media Walls	Please Call		
Charging Stations	Please Call		
Battery Powered Wireless LED Uplights	Please Call		

NETWORK AND TELECOM	PER DAY RATE	QUANTITY	TOTAL
House Phone	\$95.00		
Speaker Phone	\$175.00		
Conference Speaker Phone	\$250.00		
Expanded Conference Speaker Phone	\$350.00		

Telecom rentals are for basic line installation and phone rental only. Additional needs or customization will require extra labor and fees. Charges do not include call charges. These fees will be posted to hotel account folio or guest room account post event.

Wired Internet Access	\$500.00/show		
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Wireless Internet access can be purchased on-site via the Hyatt Conference Web Portal by using a credit card or charging to a guest room.

Encore Event Technologies is the unified network provider at the Hyatt Regency Chicago and maintains a full time on-site IT team. For all advanced networking services such as: high density wireless solutions, Static IP Addresses, VLAN Setup, custom Wi-Fi Networks, QOS Configuration, or Dedicated Bandwidth, please contact us at [hrcexhibits@encore-us.com](mailto:hrcexhibits@encore-us.com).

*Note: Custom installations or dedicated Internet service beyond the scope of existing facilities will be individually quoted upon request. An additional 24% service charge will be added to all transactions. The service charge is calculated from the full price of the items. Illinois state sales tax will be assessed on the service charge.*

SUBTOTAL: \_\_\_\_\_  
 Rental tax=10.25% of Subtotal: \_\_\_\_\_  
 Service Charge=24% of Subtotal: \_\_\_\_\_  
 City tax=9% of Service: \_\_\_\_\_  
 Calculated by Encore  
**GRAND TOTAL:** \_\_\_\_\_

**EXHIBIT RENTAL CONTRACT (NEXT PAGE) MUST BE COMPLETED FOR ORDER TO BE PROCESSED AND RESERVED. PLEASE SUBMIT A MINIMUM OF 72 HOURS IN ADVANCE. FAILURE TO SUBMIT A COMPLETED FORM WILL RESULT IN EQUIPMENT DELIVERY DELAYS. ON-SITE CONTACT NAME AND NUMBER MUST BE PROVIDED BEFORE EQUIPMENT WILL BE DELIVERED.**

# Contract Information

## Exhibit Rentals and Exhibit Networking Guide

Exhibitor is responsible for equipment until it is picked up by an Encore Event Technologies representative. Pick-up will be at close of show unless otherwise specified. No removal of equipment will take place during show hours.

**Payment Information**

IF YOU CLAIM SALES TAX EXEMPTION IN THIS STATE, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER.

Please indicate method of payment. This section must be completed before your order can be processed. A credit authorization is requested as a deposit against additional services and/or labor. Payment of any balances may also be made by company check upon presentation of statement while at the show, but a credit card authorization should be on file. Any balances outstanding as of move-out will be charged to your account. Please do not ask us to bill you.

Please complete forms and submit via fax to Encore Event Technologies at 312-239-4664. You will receive a confirmation via email within 48 hours. If you do not receive a confirmation email, please contact hrcehibits@encore-us.com.

Company Name: \_\_\_\_\_ Booth Name: \_\_\_\_\_ Number: \_\_\_\_\_

Master Account #: \_\_\_\_\_ Authorized Signer's Name: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ CCID: \_\_\_\_\_ Type: \_\_\_\_\_ Exp: \_\_\_\_\_

Billing Address: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

On-site Contact Name: \_\_\_\_\_ On-site Contact Cell Phone Number: \_\_\_\_\_

**Terms and Conditions**

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW.

By executing this order form, Lessee agrees as follows:

1. All company checks must be received 72 hours prior to event.
2. Cancellation: In the event Lessee cancels this order, Lessee will be charged a cancellation fee equal to 10% of one day's rental of the equipment. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to up to 50% of rental plus any handling charges, service charge, and labor fees.
3. Risk of Loss: Equipment rental is the responsibility of Lessee. Any equipment that is lost, damaged, or stolen while in Lessee's care or possession will result in Lessee being charged for replacement cost, labor, or parts for repair, as the case may be.
4. Rentals in the city of Chicago are subject to city tax of 9%.
5. Insurance for the subject equipment is Lessee's responsibility.
6. On-location set-up and take-down by required union labor is not included in the equipment rental price. This fee will be charged Freeman Electrical Services. Please contact Freeman Electrical Services at 773-473-7080.

I understand the above condition:

**Authorized Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

7. Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges.
8. It is the responsibility of the exhibitor to advise an Encore Event Technologies representative of any problems with their order on show site. Absolutely no credits will be issued after show closing.
9. Encore Event Technologies must supply all switches and hubs for the high-speed internet service.



## F.A.Q. Riverside Exhibition Hall

### Exhibit Rentals and Exhibit Networking Guide

Thank you for choosing Encore Event Technologies as your Internet and audio visual equipment provider. Encore is the premier provider of event technologies for the Hyatt Regency Chicago. We look forward to assisting you with all of your audio visual needs during your show appearance.

The following information will help answer frequently asked questions before, during and after your event. Specific questions not addressed here should be via email to the following address: [hrcexhibits@encore-us.com](mailto:hrcexhibits@encore-us.com). Please include your show dates, name of your company, and your contact information.

**Q. What are the deadlines and/or cut-off dates?**

A. The deadline to complete and fax all forms will be 72 hours prior to the set-up day of your show. All orders received after the 72 hour cut-off date will be considered on-site orders and are SUBJECT TO EQUIPMENT AVAILABILITY and A 25% ADDITIONAL on-site EXPEDITE FEE. If you are only ordering wireless Internet, no request form is needed. Wireless Internet can be ordered once you arrive on-site by using the web portal. You can use a credit card to book or place your charge to your room.

**Q. When will my credit card be charged?**

A. All credit cards will be charged for the entire amount of the order 24 hours in advance of the set-up of the show. All credit card orders must include the entire number, the expiration date, the billing address, billing zip code and the CID number located on the back of the card. Orders will be considered incomplete without inclusion of the requested information and therefore will be subject to equipment availability on the day of the show and escalated rush fees.

**Q. How do I get a receipt?**

A. Receipts for completed orders will be issued upon email request at the conclusion of the show. Please forward all requests to [hrcexhibits@encore-us.com](mailto:hrcexhibits@encore-us.com). Please include your contact information. The name of the show and the show dates are helpful. If you are a third party exhibitor requesting a receipt, include your company name in the request.

**Q. Can I pay with a company check?**

A. Credit card payments are strongly encouraged; however, company checks are a valid form of payment. Checks are to be made payable to Encore Event Technologies and sent to 151 E Wacker Drive, Chicago IL 60601. When paying by check please include a copy of your order as generated by Encore, therefore providing verification of the correct amount and the valid order for which it will be applied to. All checks must be received 72 hours prior to the set-up date of the show that you are attending.

**Q. Are wire transfers an acceptable form of payment?**

A. FOR INTERNATIONAL ORDERS ONLY. Wire transfers are an acceptable form of payment. An additional processing fee of \$30.00 will be assessed. Contact [hrcexhibits@encore-us.com](mailto:hrcexhibits@encore-us.com) for written instructions.

**Q. Where is my equipment?**

A. Hyatt Regency Chicago is a union hotel. Therefore, on set-up day, the equipment you have ordered will be delivered to the exhibit floor. At that point, responsibility for all equipment will transfer from Encore to Local Union. A union electrician will be responsible for the delivery and set-up of the equipment ordered. Encore does not control this schedule.

**Q. Can I bring my own networking equipment?**

A. Encore Event Technologies is the unified network provider at the Hyatt Regency Chicago and maintains a full time on-site IT team. Advanced networking services for custom requirements are available for purchase. These may include high density wireless solutions, routable Static Public IP Addresses, VLAN Setup, custom Wi-Fi Networks, QOS Configuration, or Dedicated Bandwidth. Please contact us at [hrcexhibits@encore-us.com](mailto:hrcexhibits@encore-us.com) for more information.

**Q. Does the cost of the telecom equipment include the cost of calls?**

A. No, these charges will be assessed by the Hyatt Regency Chicago and will need to be charged to a Master Account or Guest Room Folio. Contact Encore Event Technologies for more information.

**Q. Who do I contact if I have problems with equipment during the show?**

A. For Encore equipment, wired and wireless internet connections, login information and passwords; contact Encore directly at 312-239-4660. For union related issues, contact Freeman Exhibitor Services at 312-938-0320.

**Q. Does Encore require a diagram of my booth?**

A. Diagrams are extremely helpful when setting equipment. If available, send your diagram in with your completed forms.

**Q. How will I know my order was received?**

A. Once your completed forms have been faxed to Encore, Encore will process them and send you a final order within 48 hours of receipt. IF YOU CLAIM SALES TAX EXEMPTION IN THE STATE OF ILLINOIS OR THE CITY OF CHICAGO, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER.

# Plumbing Services Information

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

ASCRS 37th Annual Meeting  
Hyatt Regency Chicago  
July 26 - 31, 2019

## Important Conditions and Regulations

- All material and equipment furnished by GES for this service order shall remain GES property and shall be removed ONLY by GES at the close of the show.
- Wall, column and permanent building utility outlets are not a part of the booth space and are not to be used by Exhibitors.
- All equipment must comply with state and local safety codes.
- Claims will not be considered unless filed by Exhibitor prior to close of exposition, no exceptions.
- Prices are based upon current wage rates and are subject to change without notice.
- Under no circumstances shall anyone other than "Plumbing Personnel" make service connections.
- Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without GES "Plumbing Personnel." However, all service connections to such equipment must be made by GES "Plumbing Personnel" only.
- All equipment using water must have inlet and outlet properly tagged.
- Unless otherwise directed, GES "Plumbing Personnel" are authorized to cut floor coverings to permit installation of service.
- Service outlet size will be determined by the volume required.
- All work performed within booth attaching lines to equipment will be charged on a time and material basis in addition to connection fees.
- A separate connection fee will be made for each piece of equipment using connected service, whether connected directly or otherwise.
- GES must have 30 days notice in order to supply special regulators, strainers, traps, etc.
- All booths include up to 100 feet of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and materials rates.
- GES Plumbing will not be responsible for sediment, color or taste of water in water line.
- All cylinders must be firmly attached to exhibit. If cylinder must be made secure by contractor, a labor charge may be added.
- A connection of a regulator to equipment will be subject to a 1 hour minimum labor charge plus materials at prevailing labor rates.

## Compressed Air

- Trade Show Electrical (GES) is not responsible for moisture, oil, or water in the lines, loss of pressure or excess pressure. GES Plumbing is the exclusive provider of compressed air for this event. The use of portable compressors are strictly prohibited. Only compressors that are part of an Exhibitor's product display or installed as an integral part of an Exhibitor's product will be allowed on the show floor. Exhibitors must supply their own filters, air dryers, or pressure regulators.

## Water

- Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, Exhibitor should arrange to have a pressure regulator valve or pump installed.

## Labor

- Laying of any lines under carpet, or other flooring, or spotting from ceiling will be an additional labor charge.

## Rates

- Discount rates apply if a complete order is received by the discount deadline date.
- A complete order consists of:
  - Complete valid Payment and Credit Card Authorization
  - Order Plumbing Outlets
  - Schedule Plumbing Labor
  - Return Booth Layout for PlumbingIncomplete orders will be subject to change to regular on outlets and labor rates based on when complete order is received.
- GES' liability for any and all loss or damage is limited to the value of the cost of plumbing services provided or depreciated value of goods, whichever is less.

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# Plumbing Services Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

ASCRS 37th Annual Meeting  
 Hyatt Regency Chicago  
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Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Show Site Contact \_\_\_\_\_ Show Site Email \_\_\_\_\_ Show Site Phone Number \_\_\_\_\_



## Easy Ordering Tips:

- Always include the Plumbing Layout Form with your order for correct placement of outlets and connections.
- If you would like to order Bottled Gases (not available in all locations), please call for quote.
- Any and all service will be subject to a labor charge. Please remember to schedule labor on the the Plumbing Labor Order Form before the deadline date to avoid extra charges.

### Compressed Air: 90-100 lbs PSI

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
701037	1st Air Outlet	284.00	454.50		9.0	\$
701039	Air Outlet, Connection	226.00	257.50		9.0	\$

### Drain: 1/2" and 3/4"

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
701046	Drain Outlet, 1-1/2"	284.00	454.50		9.0	\$
701051	Drain Outlet, Connection	226.00	257.50		9.0	\$

### Water: 1/2" and 3/4"

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
701081	1st Water Outlet	284.00	454.50		9.0	\$
701087	Water Outlet, Connection	226.00	257.50		9.0	\$

**Total and Sign:** Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign

X

Authorized Signature \_\_\_\_\_

Authorized Name - Please Print \_\_\_\_\_

Date \_\_\_\_\_

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment Enclosed

\$ \_\_\_\_\_

By signing and delivering the Plumbing Services Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Plumbing Services Information Form.

Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

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# Plumbing Labor Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

ASCRS 37th Annual Meeting  
Hyatt Regency Chicago  
July 26 - 31, 2019

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



## Easy Ordering Tips:

- Any and all connections will be subject to a labor charge.
- Include a Plumbing Layout Form for easier installation.
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.

## Step 1. Order Labor

Item Code	Description	RATE (\$)	# Plumbers	# Hours	Total
705011	Plumbing, ST	87.60			\$
705011	Plumbing, OT	175.25			\$

## Step 2. Please Indicate Service



**What is Exhibitor Supervision?** An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer in person. The exhibitor is required to be in the booth and there are no supervision fees. A Scheduled date and time is necessary for this choice.

**What is GES Supervision?** An exhibitor chooses GES Supervised when they want the work completed prior to their assigned target date and time. This allows exhibitors to start their booth build at their assigned target date and time. On most shows and services, there is a minimum surcharge (\$50.00 Minimum) for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

### Option 1

- Exhibitor Supervised
- You must schedule date & time below as well as # of plumbers and estimated hours.
  - GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.
  - Labor cannot be scheduled prior to assigned target date.

### Option 2

- GES Supervised (OK to proceed without exhibitor.)
- If this is left unmarked and a floor plan has been submitted, GES will proceed with the labor. A 30% surcharge will be added to the labor rates above for this professional supervision.
  - Date and time not required. No need to complete Step 3. Proceed to Total and Sign.

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Form Continues on Next Page



# Plumbing Labor Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Company Name Email Phone Number Booth Number

Show Site Contact Show Site Email Show Site Phone Number

## Step 3. Schedule Plumbing Labor for Exhibitor Supervised Labor

### Installation

Start time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM start times will be dispatched to booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "No-Show" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker for both installation, removal, and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. Exhibitors requiring plumbing installation labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time (overtime rates may apply), and does not need to be scheduled. If plumbers are required in booth at a specific time for dismantle, please notify the GES Electrical Service Desk at the show.

Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

### Installation

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Plumbers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Plumbers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

### Dismantle

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Plumbers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Plumbers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

**Total and Sign:** Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

**Please Sign**

**X** \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Name - Please Print Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment Enclosed** \$ \_\_\_\_\_

By signing and delivering the Plumbing Labor Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Plumbing Information Form.

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# Cleaning and Porter Service Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

ASCRS 37th Annual Meeting  
 Hyatt Regency Chicago  
 July 26 - 31, 2019

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



### Easy Ordering Tips:

- Vacuuming includes emptying your wastebasket nightly.
- If ordering Porter Service, GES will empty wastebaskets and wipe down counters at two hour intervals during show hours only. (Vacuuming is not included. Calculate by your booth size.)
- Cost of services will be invoiced based on the total area of your booth.

### Step 1. Calculate Booth Square Footage

Width 10 X Length 10 = 100 Total Sq. Ft.

### Step 2. Order Cleaning Services

#### Vacuuming

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
500601	Before Show Open Only (per sq. ft.)	0.95	1.32		1	\$
500600	Duration of Show (per sq. ft. per day)	1.03	1.49		6	\$
500602	Per Day (per sq. ft. per day)	0.62	0.77			\$

#### Shampooing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Total
501004	Cleaning, Carpet Shampoo Before Show Open	1.08	1.49		\$

#### Mopping and Waxing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
501002	Cleaning, Damp Mop & Wax	0.57	0.79			\$

#### Porter Service - Emptying Wastebaskets

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
501010	Porter Service, 0-500 sq.ft., Per Day	65.46	91.62			\$
501010	Porter Service, 501-1500 sq.ft., Per Day	85.91	120.26			\$
501010	Porter Service, 1501-3000 sq.ft., Per Day	108.41	151.78			\$

### Step 3. List dates and times Vacuuming Per Day/Periodic Porter service is needed:

Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM

**Total and Sign:** Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

**Please Sign**

**X** \_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Authorized Name - Please Print Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment Enclosed** \$ \_\_\_\_\_

**Cancellation Policy:** Due to material and labor costs, orders cancelled before move-in begins will be charged **50%** of original price. Similarly, orders cancelled after move-in will be charged **100%**.

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## Exhibitor Information

Company		Booth #	
Address			
City		Onsite Contact	
Prov/State		Phone	
Postal/Zip Code		Fax	

**\*Early Bird Price: order and payment must be received by July 17, 2019**

## MYLEADS - Standard

Quantity Amount

A small, light weight & easy to carry scanner, equipped with just one key, allows for easy and straight forward use. Equipped with 128 kB of memory, it provides an economical method of collecting leads. An electronic file is provided within one business day after the show closes. No electrical power required.

**\*Early Bird Price**      **\$250.00**  
**Price(After July 17th)**      **\$275.00**

	\$
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• Email To: \_\_\_\_\_


## MYLEADS – Mobile App

Real-time attendee lead information. Ability to either scan badges or type badge ID's. Multiple device option, which syncs to one portal. Lead details upload to your exhibitor portal. Take notes within each lead and answer custom surveys/qualifiers. Ability to modify custom qualifiers on demand through the exhibitor portal. Native application which allows the ability for off-line capturing in areas with poor connectivity. Ability to export your leads in multiple formats. No electrical power required.

**\*3 Licenses Included**      **\$275.00**  
**Additional License**      **\$100.00/ea**

	\$
	\$

## Payment

	<input type="checkbox"/> Paying by Check Check Payable to CONEXSYS	Tax ID #76-0704632 Total amount due in U.S. dollars	<b>TOTAL</b>	\$
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Account #	Expiry Date
Cardholder <i>Please Print</i>	Signature
Ordered By <i>Please Print</i>	Email address for receipt

### CANCELLATION POLICY: No refunds after July 17, 2019

Complete both sides and return to:	Please Note:
<p><b>Order Online: <a href="http://www.conexsysleads.com">www.conexsysleads.com</a></b>  <b>Event Code: ASRS19</b></p> <p><b>Order By Fax:</b> (877) 247-0864  <b>Order By Mail:</b>                  CONEXSYS INTERNATIONAL                  100 Cummings Center, Suite 320-H                  Beverly, MA 01915</p> <p><b>Order By Email:</b>                  james@conexsys.com</p> <p><b>Additional Information:</b> (877) 393-3979</p>	<p>Barcode Scanners must be picked up at the Lead Retrieval Services desk located at the registration area. On-site orders see CONEXSYS at the Lead Retrieval Services desk.</p> <p>All equipment is offered on a rental basis and must be returned to the lead retrieval desk at the start of the scheduled exhibit breakdown period. All equipment is the sole responsibility of the exhibitor during the rental period. Lost or damaged equipment is subject to an additional charge, up to the full replacement cost of \$800.</p> <p>CONEXSYS will take reasonable precautions to ensure the safety and integrity of the data produced from this service and does not accept liability for any losses incurred resulting from missing or invalid information.</p>

**Exhibitor Lead Menu (Optional)**

Exhibitor: \_\_\_\_\_

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

**REFERENCES: (MAXIMUM 8)**

Ex. Sales Reps, Territories, Divisions, etc.

1		5	
2		6	
3		7	
4		8	

**PRODUCTS AND SERVICE:**

1		14	
2		15	
3		16	
4		17	
5		18	
6		19	
7		20	
8		21	
9		22	
10		23	
11		24	
12		25	
13		26	

**FOLLOW UPS: (MAXIMUM 8)**

<input type="checkbox"/>	1. PHONE CALL		OTHER
<input type="checkbox"/>	2. SALES VISIT	<input type="checkbox"/>	
<input type="checkbox"/>	3. DEMONSTRATION	<input type="checkbox"/>	
<input type="checkbox"/>	4. QUOTATION	<input type="checkbox"/>	
<input type="checkbox"/>	5. SEND LITERATURE	<input type="checkbox"/>	
<input type="checkbox"/>	6. HOT LEAD (URGENT)	<input type="checkbox"/>	
<input type="checkbox"/>	7. SEE NOTES	<input type="checkbox"/>	
<input type="checkbox"/>	8. READY TO PURCHASE	<input type="checkbox"/>	
<input type="checkbox"/>	9. MAKES PURCHASING DEC.	<input type="checkbox"/>	
<input type="checkbox"/>	10. ORDER PLACED AT SHOW	<input type="checkbox"/>	

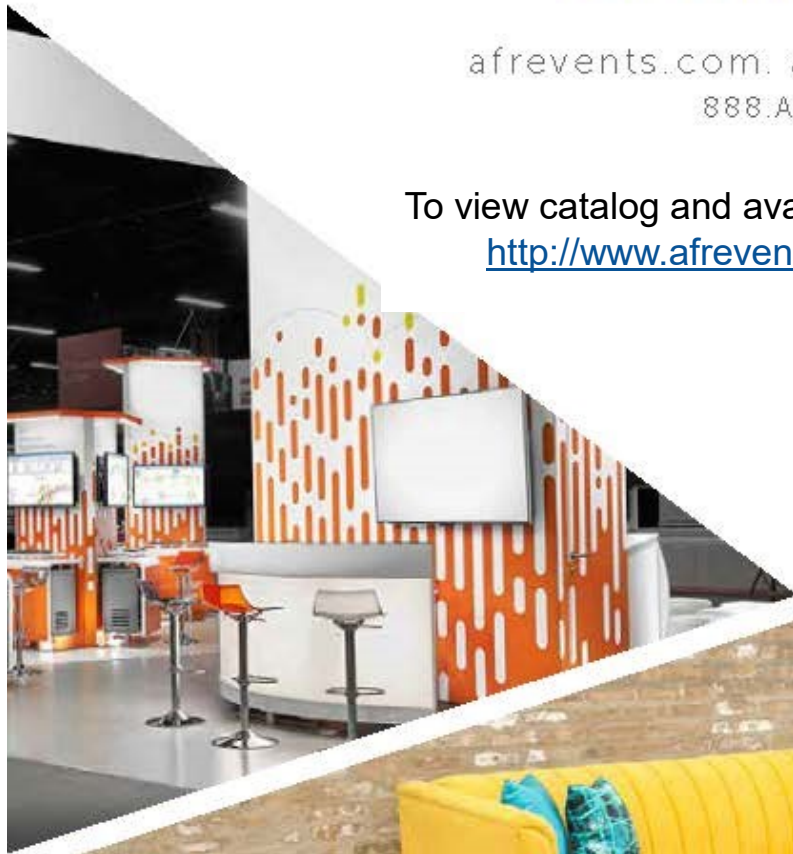
Lead Menu included when ordered before event date. If added onsite, \$100 additional charge may apply.

## 2019 Trade Show Furnishings



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888.AFR.RENT

To view catalog and available furnishing, please visit:  
<http://www.afrevents.com/bluebookcatalog/>



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# Trade Show Order Form

AFR Sales Representative: Anne Scales, National Account Manager / Ashley Livigni, Event Sales Coordinator

Email/Fax: [ascales@rentfurniture.com](mailto:ascales@rentfurniture.com) / [Alivigni@rentfurniture.com](mailto:Alivigni@rentfurniture.com) 781-7215414

## TRADE SHOW INFORMATION

Show Name		Company Name	
Show Dates		Onsite Contact Name	
Venue Name		Onsite Contact Cell #	
Venue Address		Delivery Date	Time
		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 a 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		Dimensions	Standard	Qty.	Total
<b>Blanc (Pg. 3)</b>						
18228-0847	100 lbs.	Blanc Sofa	75"W x 35"D x 35"H	\$640.00		\$ -
18167-0614	90 lbs.	Blanc Loveseat	54"W x 35"D x 35"H	\$610.00		\$ -
18284-0834	75 lbs.	Blanc Chair	33"W x 35"D x 35"H	\$510.00		\$ -
18024-0072	40 lbs.	Blanc Bench Ottoman	48"W x 24"D x 18"H	\$305.00		\$ -
18184-0274	15 lbs.	Blanc Cube	17"Square	\$105.00		\$ -
<b>Whisper (Pg. 3 &amp; 4)</b>						
18228-0607	115 lbs.	Whisper White Leather Sofa	87"W x 37"D x 35"H	\$610.00		\$ -
18167-0471	90 lbs.	Whisper White Leather Loveseat	61"W x 37"D x 35"H	\$585.00		\$ -
18284-0487	60 lbs.	Whisper White Leather Chair	35"W x 37"D x 35"H	\$485.00		\$ -
18024-0003	43 lbs.	Whisper White Leather Bench Ottoman	60"W x 24"D x 17"H	\$270.00		\$ -
18184-0034	65 lbs.	Whisper White Leather Square Ottoman	40"Square x 17"H	\$270.00		\$ -
18184-0038	64 lbs.	Whisper White Leather Round Ottoman	46"Round x 17"H	\$270.00		\$ -
<b>Function (Pg. 4)</b>						
18284-0554	38 lbs.	Function White Leather Armless Chair	28"Square x 29"H	\$325.00		\$ -
18066-0016	27 lbs.	Function White Leather Corner	28"Square x 29"H	\$350.00		\$ -
<b>Continental (Pg. 4 &amp; 5)</b>						
18303-0001	105 lbs.	Continental White Leather Curved Loveseat	82"W x 34"D x 31"H	\$630.00		\$ -
18304-0001	105 lbs.	Continental White Leather Reverse Loveseat	72"W x 34"D x 31"H	\$610.00		\$ -
18296-0005	35 lbs.	Continental White Leather Wedge Ottoman	30"W x 34"D x 19"H	\$270.00		\$ -
18184-0131	75 lbs.	Continental White Leather Curved Bench	70"W x 26"D x 19"H	\$320.00		\$ -
18184-0132	30 lbs.	Continental White Leather Half Moon Ottoman	33"W x 19"D x 19"H	\$270.00		\$ -
<b>Sophistication (Pg. 5)</b>						
18228-0674	100 lbs.	Sophistication White Leather Sofa	72"W x 31"D x 48"H	\$630.00		\$ -
18167-0466	90 lbs.	Sophistication White Leather Loveseat	48"W x 31"D x 48"H	\$425.00		\$ -
18284-0563	60 lbs.	Sophistication White Leather Chair	27"W x 31"D x 48"H	\$320.00		\$ -
18066-0017	60 lbs.	Sophistication White Leather Corner	31"Square x 48"H	\$320.00		\$ -
18184-0130	40 lbs.	Sophistication White Leather Ottoman	31"Square x 19"H	\$240.00		\$ -
<b>Boca (Pg. 6)</b>						
18066-0026	38 lbs.	Boca Black Leather Corner	27"W x 27"D x 30"H	\$350.00		\$ -
18284-0786	28 lbs.	Boca Black Leather Armless	22"W x 27"D x 30"H	\$325.00		\$ -
<b>Metro (Pg. 6)</b>						
18228-0602	110 lbs.	Metro Black Leather Sofa	85"W x 35"D x 35"H	\$525.00		\$ -
18167-0467	90 lbs.	Metro Black Leather Loveseat	60"W x 35"D x 35"H	\$505.00		\$ -
18284-0482	75 lbs.	Metro Black Leather Chair	35"Square x 35"H	\$395.00		\$ -
18184-0179	65 lbs.	Metro Black Leather Square Ottoman	40"Square x 17"H	\$270.00		\$ -
18024-0008	43 lbs.	Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	\$270.00		\$ -
<b>Suave Midnight (Pg. 7)</b>						
18228-0085	105 lbs.	Suave Midnight Sofa	77"W x 36"D x 33"H	\$460.00		\$ -
18167-0069	80 lbs.	Suave Midnight Loveseat	54"W x 36"D x 33"H	\$400.00		\$ -
18284-0151	65 lbs.	Suave Midnight Chair	32"W x 36"D x 33"H	\$300.00		\$ -
<b>Grammercy (Pg. 7)</b>						
18228-0605	90 lbs.	Grammercy Charcoal Leather Sofa	82"W x 36"D x 36"H	\$585.00		\$ -
18167-0469	90 lbs.	Grammercy Charcoal Leather Loveseat	57"W x 36"D x 36"H	\$510.00		\$ -
18284-0485	40 lbs.	Grammercy Charcoal Leather Chair	28"W x 36"D x 36"H	\$325.00		\$ -
18066-0015	51 lbs.	Grammercy Charcoal Leather Corner	36"Square x 36"H	\$375.00		\$ -
18184-0036	64 lbs.	Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	\$270.00		\$ -
18184-0033	65 lbs.	Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	\$270.00		\$ -

<b>Parma (Pg. 8)</b>						
18228-0789	100 lbs.	Parma Brown Leather Sofa	79"W x 37"D x 36"H	\$525.00	\$	-
18167-0577	90 lbs.	Parma Brown Leather Loveseat	56"W x 37"D x 36"H	\$505.00	\$	-
18284-0710	75 lbs.	Parma Brown Leather Chair	33"W x 37"D x 36"H	\$395.00	\$	-
18024-0061	43 lbs.	Parma Brown Leather Bench Ottoman	60"W x 24"D x 17"H	\$270.00	\$	-
<b>Montana Mocha (Pg. 8)</b>						
18228-0784	100 lbs.	Montana Mocha Sofa	79"W x 35"D x 34"H	\$495.00	\$	-
18167-0573	90 lbs.	Montana Mocha Loveseat	57"W x 35"D x 34"H	\$435.00	\$	-
18284-0704	75 lbs.	Montana Mocha Chair	35"Square x 34"H	\$335.00	\$	-
<b>Madison (Pg. 9)</b>						
18228-0823	100 lbs.	Madison Sofa	86"W x 34"D x 34"H	\$610.00	\$	-
18284-0794	75 lbs.	Madison Chair	33"W x 34"D x 34"H	\$355.00	\$	-
18184-0256	35 lbs.	Madison Sky Bench	4"W x 24"D x 17"H	\$250.00	\$	-
18184-0252	20 lbs.	Madison Ottoman - Willow	24"Square x 17"H	\$160.00	\$	-
18184-0253	20 lbs.	Madison Ottoman - Sand Dollar	24"Square x 17"H	\$160.00	\$	-
18184-0254	20 lbs.	Madison Ottoman - Apricot	24"Square x 17"H	\$160.00	\$	-
18184-0255	20 lbs.	Madison Ottoman - Sunflower	24"Square x 17"H	\$160.00	\$	-
<b>Chandler (Pg. 10)</b>						
18228-0795	100 lbs.	Chandler Red Leather Sofa	76"W x 37"D x 35"H	\$525.00	\$	-
18167-0581	90 lbs.	Chandler Red Leather Loveseat	53"W x 37"D x 35"H	\$505.00	\$	-
18284-0717	75 lbs.	Chandler Red Leather Chair	31"W x 37"D x 35"H	\$395.00	\$	-
18024-0062	43 lbs.	Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	\$270.00	\$	-
<b>Evoke (Pg. 10 &amp; 11)</b>						
13229-0007	80 lbs.	Evoke Sofa	81"W x 35"D x 27"H	\$795.00	\$	-
13041-0015	40 lbs.	Evoke Chair	33"W x 35"D x 27"H	\$425.00	\$	-
13054-0011	20 lbs.	Evoke Cocktail Table	48"W x 24"D x 18"H	\$270.00	\$	-
13110-0009	20 lbs.	Evoke End Table	24"W x 28"D x 25"H	\$240.00	\$	-
13110-0008	10 lbs.	Evoke Cube	18"Square	\$170.00	\$	-
<b>Niko (Pg. 11)</b>						
18228-0858	100 lbs.	Niko Sofa	81"W x 30"D x 38"H	\$650.00	\$	-
18167-0622	85 lbs.	Niko Loveseat	58"W x 30"D x 38"H	\$595.00	\$	-
18284-0856	70 lbs.	Niko Chair	31"W x 30"D x 38"H	\$495.00	\$	-
<b>Stage Chairs (Pg. 11 &amp; 12)</b>						
18284-0478	29 lbs.	Midnight Stage Chair	25"W x 26"D x 37"H	\$195.00	\$	-
18284-0477	29 lbs.	Chamois Stage Chair	25"W x 26"D x 37"H	\$195.00	\$	-
18284-0476	29 lbs.	Buckskin Stage Chair	25"W x 26"D x 37"H	\$195.00	\$	-
18284-0621	80 lbs.	Empire Chair Black Leather	28"W x 32"D x 32"H	\$350.00	\$	-
18284-0564	80 lbs.	Empire Chair White Leather	28"W x 32"D x 32"H	\$350.00	\$	-
05035-0028	45 lbs.	Tulip Black Fabric Chair	26"W x 27"D x 35"H	\$210.00	\$	-
18284-0785	24 lbs.	Monarch Chair - Bright White	28"Square x 30"H	\$400.00	\$	-
<b>Ottomans &amp; Benches (Pg. 12 &amp; 13)</b>						
18184-0131	75 lbs.	Continental White Leather Curved Bench	70"W x 26"D x 19"H	\$320.00	\$	-
18184-0179	65 lbs.	Metro Black Leather Square Ottoman	40"Square x 17"H	\$270.00	\$	-
18184-0034	65 lbs.	Whisper White Leather Square Ottoman	40"Square x 17"H	\$270.00	\$	-
18184-0033	65 lbs.	Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	\$270.00	\$	-
18024-0008	43 lbs.	Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	\$270.00	\$	-
18024-0003	43 lbs.	Whisper White Leather Bench Ottoman	60"W x 24"D x 17"H	\$270.00	\$	-
18024-0062	43 lbs.	Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	\$270.00	\$	-
18024-0002	43 lbs.	Grammercy Charcoal Leather Bench Ottoman	60"W x 24"D x 17"H	\$270.00	\$	-
18024-0061	43 lbs.	Parma Brown Leather Bench Ottoman	60"W x 24"D x 17"H	\$270.00	\$	-
18184-0192	70 lbs.	Essentials White Leather Storage Ottoman	48"W x 24"D x 20"H	\$375.00	\$	-
18184-0036	64 lbs.	Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	\$270.00	\$	-
18184-0038	64 lbs.	Whisper White Leather Round Ottoman	46"Round x 17"H	\$270.00	\$	-
18184-0028	15 lbs.	Grammercy Charcoal 1/4 Round Ottoman	34"W x 19"D x 17"H	\$165.00	\$	-
18184-0030	15 lbs.	Whisper White 1/4 Round Ottoman	34"W x 19"D x 17"H	\$165.00	\$	-
18184-0256	35 lbs.	Madison Sky Bench	4"W x 24"D x 17"H	\$250.00	\$	-
18184-0252	20 lbs.	Madison Ottoman - Willow	24"Square x 17"H	\$160.00	\$	-
18184-0253	20 lbs.	Madison Ottoman - Sand Dollar	24"Square x 17"H	\$160.00	\$	-
18184-0254	20 lbs.	Madison Ottoman - Apricot	24"Square x 17"H	\$160.00	\$	-
18184-0255	20 lbs.	Madison Ottoman - Sunflower	24"Square x 17"H	\$160.00	\$	-
<b>Banquettes &amp; Turning Beds (Pg. 13)</b>						
18011-0011	185 lbs.	Essentials White Banquette (2 pcs)	60"Round x 48"H	\$795.00	\$	-
18011-0001	130 lbs.	Whisper White Tufted Leather Banquette (2 pcs)	59"Round x 38"H	\$795.00	\$	-
18011-0002	130 lbs.	Grammercy Charcoal Leather Banquette (2 pcs)	59"Round x 38"H	\$795.00	\$	-
02082-0033	200 lbs.	Essentials White Leather Turning Bed	96"W x 48"D x 34"H	\$955.00	\$	-
<b>Cube Ottomans (Pg. 14)</b>						
18184-0274	15 lbs.	Blanc Cube	17"Square	\$105.00	\$	-
18184-0129	15 lbs.	Cube Ottoman - White	18"Square	\$105.00	\$	-
18184-0128	15 lbs.	Cube Ottoman - Black	18"Square	\$105.00	\$	-
18200-0001	15 lbs.	Cube Ottoman - Red	18"Square	\$105.00	\$	-
18200-0002	15 lbs.	Cube Ottoman - Green	18"Square	\$105.00	\$	-
18200-0003	15 lbs.	Cube Ottoman - Blue	18"Square	\$105.00	\$	-
18200-0004	15 lbs.	Cube Ottoman - Purple	18"Square	\$105.00	\$	-
<b>Charged (Pg. 14 &amp; 15)</b>						



22100-0001	192 lbs.	Essentials Turning Bed w/Charging Station Insert	96"W x 48"D x 19"H	\$1,060.00	\$	-
22051-0001	40 lbs.	Boca Bright White Corner - Charged	27"W x 27"D x 30"H	\$400.00	\$	-
22050-0001	40 lbs.	Boca Bright White Armless - Charged	22"W x 27"D x 30"H	\$370.00	\$	-
22001-0001	80 lbs.	Aspen Bar Table - Charged	72"W x 26"D x 42"H	\$620.00	\$	-
22002-0002	55 lbs.	Aspen Cocktail Table - Charged	48"W x 24"D x 18"H	\$350.00	\$	-
22200-0001	230 lbs.	White Conference Table - Charged	96"W x 43"D x 30"H	\$835.00	\$	-
18284-0812	52 lbs.	Patrice Tablet Chair	28"W x 30.5"D x 31"H	\$385.00	\$	-
22052-0001	60 lbs.	Lincoln Bench - Charged	59"W x 39"D x 17"H	\$585.00	\$	-
<b>Occasional Tables (Pg. 15, 16, &amp; 17)</b>						
12107-0008	30 lbs.	Tribeca End Table	24"W x 28"D x 22"H	\$190.00	\$	-
12230-0005	40 lbs.	Tribeca Console Table	48"W x 18"D x 30"H	\$210.00	\$	-
12055-0008	50 lbs.	Tribeca Cocktail Table	48"W x 28"D x 19"H	\$200.00	\$	-
12107-0281	30 lbs.	Harmony End Table	24"Round x 22"H	\$190.00	\$	-
12230-0080	55 lbs.	Harmony Console Table	52"W x 18"D x 30"H	\$210.00	\$	-
12055-0272	60 lbs.	Harmony Cocktail Table	51"W x 28"D x 18"H	\$200.00	\$	-
18024-0010	30 lbs.	Novel End Table	15"Square x 16"H	\$240.00	\$	-
18024-0011	50 lbs.	Novel Cocktail Table	46"W x 15"D x 16"H	\$270.00	\$	-
99-12304-05	10 lbs.	Aria Red End Table	24"W x 20"D x 22"H	\$190.00	\$	-
99-12050-05	20 lbs.	Aria Red Cocktail Table	44"W x 20"D x 18"H	\$200.00	\$	-
99-12304-03	10 lbs.	Aria Green End Table	24"W x 20"D x 22"H	\$190.00	\$	-
99-12050-03	20 lbs.	Aria Green Cocktail Table	44"W x 20"D x 18"H	\$200.00	\$	-
99-12304-06	10 lbs.	Aria Blue End Table	24"W x 20"D x 22"H	\$190.00	\$	-
99-12050-06	20 lbs.	Aria Blue Cocktail Table	44"W x 20"D x 18"H	\$200.00	\$	-
99-12304-04	10 lbs.	Aria Purple End Table	24"W x 20"D x 22"H	\$190.00	\$	-
99-12050-04	20 lbs.	Aria Purple Cocktail Table	44"W x 20"D x 18"H	\$200.00	\$	-
99-12304-01	10 lbs.	Aria White End Table	24"W x 20"D x 22"H	\$190.00	\$	-
99-12305-01	35 lbs.	Aria White Console Table	44"W x 20"D x 30"H	\$210.00	\$	-
99-12050-01	20 lbs.	Aria White Cocktail Table	44"W x 20"D x 18"H	\$200.00	\$	-
99-12304-02	10 lbs.	Aria Charcoal End Table	24"W x 20"D x 22"H	\$190.00	\$	-
99-12305-02	35 lbs.	Aria Charcoal Console Table	44"W x 20"D x 30"H	\$210.00	\$	-
99-12050-02	20 lbs.	Aria Charcoal Cocktail Table	44"W x 20"D x 18"H	\$200.00	\$	-
12107-0512	27 lbs.	Fuze End Table	24"Square x 23"H	\$205.00	\$	-
12055-0453	55 lbs.	Fuze Cocktail Table	40"Square x 16"H	\$230.00	\$	-
12230-0116	49 lbs.	Fuze Console Table	60"W x 16"D x 34"H	\$250.00	\$	-
12107-0493	27 lbs.	London End Table	24"Square x 23"H	\$205.00	\$	-
12230-0110	49 lbs.	London Console Table	60"W x 16"D x 34"H	\$250.00	\$	-
12055-0428	55 lbs.	London Cocktail Table	40"Square x 16"H	\$230.00	\$	-
12107-0494	21 lbs.	Brooklyn II Square End Table	22"W x 22"D x 20"H	\$175.00	\$	-
12107-0495	15 lbs.	Brooklyn II Round End Table	20"Round X 20"H	\$175.00	\$	-
12055-0429	35 lbs.	Brooklyn II Rect Cocktail Table	42"W x 24"D x 16"H	\$195.00	\$	-
12055-0430	25 lbs.	Brooklyn II Round Cocktail Table	30"Round X 16"H	\$195.00	\$	-
12107-0282	35 lbs.	Vivid End Table	26"Square x 21"H	\$190.00	\$	-
12230-0081	62 lbs.	Vivid Console Table	50"W x 24"D x 30"H	\$210.00	\$	-
12055-0273	50 lbs.	Vivid Cocktail Table	50"W x 24"D x 16"H	\$200.00	\$	-
12107-0331	35 lbs.	Club End Table w/ Built-in LED Lighting	22"Square x 18"H	\$240.00	\$	-
12055-0318	55 lbs.	Club Cocktail Table w/ Built-in LED Lighting	44"W x 22"D x 18"H	\$270.00	\$	-
12003-0038	15 lbs.	Rose Table	17"Round x 17"H	\$210.00	\$	-
12003-0039	20 lbs.	Zanzibar Table	17"Square	\$210.00	\$	-
12107-0296	50 lbs.	Cube, Black 24" End Table	24"Square x 21"H	\$195.00	\$	-
12107-0297	55 lbs.	Cube, White 24" End Table	24"Square x 21"H	\$195.00	\$	-
12055-0285	40 lbs.	Cube, Black 24" Cocktail Table	24"Square x 16"H	\$190.00	\$	-
12055-0286	40 lbs.	Cube, White 24" Cocktail Table	24"Square x 16"H	\$190.00	\$	-
12003-0056	11 lbs.	Phoebe Table - Yellow	17"Round x 22"H	\$125.00	\$	-
12003-0052	11 lbs.	Phoebe Table - Lime Green	17"Round x 22"H	\$125.00	\$	-
12003-0053	11 lbs.	Phoebe Table - Rose	17"Round x 22"H	\$125.00	\$	-
12003-0051	11 lbs.	Phoebe Table - Gold	17"Round x 22"H	\$125.00	\$	-
12003-0074	11 lbs.	Phoebe Table - Teal	17"Round x 22"H	\$125.00	\$	-
12107-0467	13 lbs.	Hylton Tablet Table	18"W x 12"D x 28"H	\$170.00	\$	-
<b>Bars &amp; Bar Backs (Pg. 18)</b>						
05012-0026	185 lbs.	VIP Frosted Plexi Glow Bar 6'	72"W x 24"D x 42"H	\$695.00	\$	-
05012-0024	130 lbs.	VIP Frosted Plexi Glow Bar 4'	48"W x 24"D x 42"H	\$585.00	\$	-
05012-0053	70 lbs.	Black Bar - 2 Shelf	48"W x 16"D x 42"H	\$320.00	\$	-
05012-0054	70 lbs.	White Bar - 2 Shelf	48"W x 16"D x 42"H	\$320.00	\$	-
12112-0010	60 lbs.	Blox Bar Back	30"W x 16"D x 86"H	\$400.00	\$	-
05001-0017	150 lbs.	Piazza Bar Back - Black	44"W x 12"D x 80"H	\$375.00	\$	-
05001-0018	150 lbs.	Piazza Bar Back - White	44"W x 12"D x 80"H	\$375.00	\$	-
<b>Bar Stools (Pg. 19 &amp; 20)</b>						
05237-0264	15 lbs.	Vienna Stool - Gray	17"Square x 39"H	\$200.00	\$	-
05237-0263	15 lbs.	Vienna Stool - Orange	17"Square x 39"H	\$200.00	\$	-
05237-0262	15 lbs.	Vienna Stool - Teal	17"Square x 39"H	\$200.00	\$	-
05237-0038	15 lbs.	Criss Cross Bar Stool - Espresso	15"W x 19"D x 41"H	\$180.00	\$	-
05237-0039	15 lbs.	Criss Cross Bar Stool - White	15"W x 19"D x 41"H	\$180.00	\$	-
05237-0036	15 lbs.	Escape Bar Stool - Natural Maple	16"Square x 41"H	\$150.00	\$	-
99-05237-01	20 lbs.	Silk Back Bar Stool - Black	17"W x 18"D x 42"H	\$170.00	\$	-

99-05237-02	20 lbs.	Silk Back Bar Stool - White	17"W x 18"D x 42"H	\$170.00	\$	-
99-05237-06	20 lbs.	Silk Back Bar Stool - Blue	17"W x 18"D x 42"H	\$170.00	\$	-
99-05237-03	20 lbs.	Silk Back Bar Stool - Green	17"W x 18"D x 42"H	\$170.00	\$	-
99-05237-04	20 lbs.	Silk Back Bar Stool - Purple	17"W x 18"D x 42"H	\$170.00	\$	-
99-05237-05	20 lbs.	Silk Back Bar Stool - Red	17"W x 18"D x 42"H	\$170.00	\$	-
05237-0221	20 lbs.	Euro Bar Stool - Black	22"W x 24"D x 42"H	\$170.00	\$	-
05237-0270	40 lbs.	Hourglass Bar Stool - Black	18"W x 20"D x 43"H	\$185.00	\$	-
05237-0271	40 lbs.	Hourglass Bar Stool - White	18"W x 20"D x 43"H	\$185.00	\$	-
05237-0160	35 lbs.	Equino Bar Stool - Black	15"W x 13"D x 35"H	\$185.00	\$	-
05237-0041	35 lbs.	Equino Bar Stool - White	15"W x 13"D x 35"H	\$185.00	\$	-
05237-0298	16 lbs.	Clara Stool	17"W x 21"D x 41"H	\$180.00	\$	-
05237-0215	15 lbs.	Marcus Bar Stool - Gunmetal	18"Square x 29"H	\$135.00	\$	-
05237-0156	20 lbs.	Regal Stool - Brown Leather	19"W x 24"D x 45"H	\$185.00	\$	-
05237-0169	25 lbs.	Caprice Bar Stool - Black	25"W x 26"D x 44"H	\$185.00	\$	-
05237-0042	15 lbs.	Sonic Bar Stool - Black	22"W x 23"D x 42"H	\$150.00	\$	-
05237-0300	6 lbs.	Nexus Stool	19"W x 20"D x 44"H	\$155.00	\$	-
<b>Café Chairs (Pg. 20, 21 &amp; 22)</b>						
05035-0032	15 lbs.	Vienna Chair - Gray	21"Square x 32"H	\$125.00	\$	-
05035-0031	15 lbs.	Vienna Chair - Orange	21"Square x 32"H	\$125.00	\$	-
05035-0030	15 lbs.	Vienna Chair - Teal	21"Square x 32"H	\$125.00	\$	-
99-05035-10	20 lbs.	Silk Back Armless Chair - Black	17"W x 18"D x 34"H	\$105.00	\$	-
99-05035-11	20 lbs.	Silk Back Armless Chair - White	17"W x 18"D x 34"H	\$105.00	\$	-
99-05035-15	20 lbs.	Silk Back Armless Chair - Blue	17"W x 18"D x 34"H	\$105.00	\$	-
99-05035-12	20 lbs.	Silk Back Armless Chair - Green	17"W x 18"D x 34"H	\$105.00	\$	-
99-05035-13	20 lbs.	Silk Back Armless Chair - Purple	17"W x 18"D x 34"H	\$105.00	\$	-
99-05035-14	20 lbs.	Silk Back Armless Chair - Red	17"W x 18"D x 34"H	\$105.00	\$	-
05035-0048	11 lbs.	Clara Chair	18"W x 21"D x 35"H	\$120.00	\$	-
05035-0008	10 lbs.	Leslie Chair - White	17"W x 21"D x 31"H	\$95.00	\$	-
05035-0010	15 lbs.	Criss Cross Chair - Espresso	17"W x 21"D x 35"H	\$120.00	\$	-
05035-0011	15 lbs.	Criss Cross Chair - White	17"W x 21"D x 35"H	\$120.00	\$	-
05035-0023	24 lbs.	Elio Chair	17"Square x 33"H	\$105.00	\$	-
14233-0025	20 lbs.	Caprice Chair - Black	25"W x 24"D x 32"H	\$105.00	\$	-
14233-0005	20 lbs.	Comet Stack Arm Chair - Black	23"W x 22"D x 32"H	\$145.00	\$	-
14233-0006	15 lbs.	Comet Stack Armless Chair - Black	19"W x 22"D x 32"H	\$135.00	\$	-
05221-0039	20 lbs.	Regal Dining Chair - Brown	19"W x 23"D x 38"H	\$150.00	\$	-
14233-0016	10 lbs.	Sonic Chair - Black	20"W x 21"D x 32"H	\$105.00	\$	-
05035-0050	5 lbs.	Nexus Chair	19"W x 22"D x 32"H	\$125.00	\$	-
05035-0009	10 lbs.	Escape Chair - Natural Maple	17"W x 16"D x 32"H	\$105.00	\$	-
<b>Bar Tables (Pg. 22, 23, &amp; 24)</b>						
99-05245-01	34 lbs.	Euro Bar Table Black/Black 30" Round	30"Round x 42"H	\$190.00	\$	-
99-05245-02	41 lbs.	Euro Bar Table Black/Black 36" Round	36"Round x 42"H	\$195.00	\$	-
99-05245-04	30 lbs.	Silk Bar Table Black/Chrome 30" Round	30"Round x 42"H	\$190.00	\$	-
99-05245-05	37 lbs.	Silk Bar Table Black/Chrome 36" Round	36"Round x 42"H	\$195.00	\$	-
99-05245-14	34 lbs.	City Bar Table Maple/Black 30" Round	30"Round x 42"H	\$190.00	\$	-
99-05245-15	41 lbs.	City Bar Table Maple/Black 36" Round	36"Round x 42"H	\$195.00	\$	-
99-05245-07	30 lbs.	Park Ave Bar Table Maple/Chrome 30" Round	30"Round x 42"H	\$190.00	\$	-
99-05245-08	37 lbs.	Park Ave Bar Table Maple/Chrome 36" Round	36"Round x 42"H	\$195.00	\$	-
99-05245-16	34 lbs.	Summit Bar Table White/Black 30" Round	30"Round x 42"H	\$190.00	\$	-
99-05245-17	41 lbs.	Summit Bar Table White/Black 36" Round	36"Round x 42"H	\$195.00	\$	-
99-05245-10	30 lbs.	Blanco Bar Table White/Chrome 30" Round	30"Round x 42"H	\$190.00	\$	-
99-05245-11	37 lbs.	Blanco Bar Table White/Chrome 36" Round	36"Round x 42"H	\$195.00	\$	-
99-05245-22	43 lbs.	Fuze Bar Table	36"Square x 42"H	\$210.00	\$	-
99-05245-12	28 lbs.	Blanco Bar Table - White/Chrome 24"Square	24"Square x 42"H	\$190.00	\$	-
99-05245-13	69 lbs.	Blanco Rectangle Bar Table - White/Chrome	72"W x 24"D x 42"H	\$295.00	\$	-
99-05245-20	28 lbs.	Spectrum Bar Table Red	24"Square x 42"H	\$205.00	\$	-
99-05245-21	28 lbs.	Spectrum Bar Table Blue	24"Square x 42"H	\$205.00	\$	-
99-05245-18	28 lbs.	Spectrum Bar Table Purple	24"Square x 42"H	\$205.00	\$	-
99-05245-19	28 lbs.	Spectrum Bar Table Green	24"Square x 42"H	\$205.00	\$	-
05012-0002	35 lbs.	Chardonnay Glass & Chrome Bar Table	31"Round x 42"H	\$270.00	\$	-
05202-0049	50 lbs.	Zinc Bar Table	24"Round x 42"H	\$285.00	\$	-
05204-0001	75 lbs.	Aspen Bar Table	72"W x 26"D x 42"H	\$530.00	\$	-
<b>Café Tables (Pg. 24 &amp; 25)</b>						
99-05036-01	30 lbs.	Euro Café Table Black/Black 30" Round	30"Round x 30"H	\$190.00	\$	-
99-05036-02	37 lbs.	Euro Café Table Black/Black 36" Round	36"Round x 30"H	\$195.00	\$	-
99-05036-04	27 lbs.	Silk Café Table Black/Chrome 30" Round	30"Round x 30"H	\$190.00	\$	-
99-05036-05	34 lbs.	Silk Café Table Black/Chrome 36" Round	36"Round x 30"H	\$195.00	\$	-
99-05036-07	27 lbs.	Park Ave Café Table Maple/Chrome 30" Round	30"Round x 30"H	\$190.00	\$	-
99-05036-08	34 lbs.	Park Ave Café Table Maple/Chrome 36" Round	36"Round x 30"H	\$195.00	\$	-
99-05036-14	30 lbs.	City Café Table Maple/Black 30" Round	30"Round x 30"H	\$190.00	\$	-
99-05036-15	37 lbs.	City Café Table Maple/Black 36" Round	36"Round x 30"H	\$195.00	\$	-
99-05036-16	30 lbs.	Summit Café Table White/Black 30" Round	30"Round x 30"H	\$190.00	\$	-
99-05036-17	37 lbs.	Summit Café Table White/Black 36" Round	36"Round x 30"H	\$195.00	\$	-
99-05036-10	27 lbs.	Blanco Café Table White/Chrome 30" Round	30"Round x 30"H	\$190.00	\$	-
99-05036-11	34 lbs.	Blanco Café Table White/Chrome 36" Round	36"Round x 30"H	\$195.00	\$	-

99-05036-22	40 lbs.	Fuze Café Table	36"Square x 30	\$210.00	\$	-
99-05036-12	25 lbs.	Blanco Café Table White/Chrome 24"Square	24"Square x 30"H	\$190.00	\$	-
99-05036-13	63 lbs.	Blanco Café Table White/Chrome Rectangle	72"W x 24"D x 30"H	\$295.00	\$	-
99-05036-20	25 lbs.	Spectrum Café Table Red	24"Square x 29"H	\$205.00	\$	-
99-05036-21	25 lbs.	Spectrum Café Table Blue	24"Square x 29"H	\$205.00	\$	-
99-05036-18	25 lbs.	Spectrum Café Table Purple	24"Square x 29"H	\$205.00	\$	-
99-05036-19	25 lbs.	Spectrum Café Table Green	24"Square x 29"H	\$205.00	\$	-
05090-0001	90 lbs.	Aspen Dining Table	72"W x 30"D x 30"H	\$455.00	\$	-
05088-0505	200 lbs.	Brio Dining Table	96"W x 48"D x 30"H	\$610.00	\$	-
<b>Office Seating (Pg. 26 &amp; 27)</b>						
14136-0002	38 lbs.	Tamiri Black Leather High Back Chair	25"W x 27"D x 45"H	\$240.00	\$	-
14176-0007	37 lbs.	Tamiri Black Leather Mid Back Chair	27"Square x 39"H	\$210.00	\$	-
14128-0002	41 lbs.	Tamiri Black Leather Guest Chair	25"W x 26"D x 37"H	\$195.00	\$	-
14136-0081	40 lbs.	Accord Black Leather High Back	25"Square x 44"H	\$300.00	\$	-
14136-0010	40 lbs.	Accord White Leather High Back	25"Square x 44"H	\$300.00	\$	-
14250-0013	36 lbs.	Goal Black Task Chair With Arms	25"Square x 39"H	\$160.00	\$	-
14250-0014	38 lbs.	Goal Black Task Chair Armless	21"W x 25"D x 39"H	\$145.00	\$	-
14136-0080	40 lbs.	Enterprise High Back Black Fabric Conference Chair	25"W x 27"D x 45"H	\$210.00	\$	-
14176-0046	35 lbs.	Enterprise Mid Back Black Fabric Conference Chair	24"W x 26"D x 39"H	\$195.00	\$	-
14128-0096	30 lbs.	Enterprise Guest Black Fabric Conference Chair	25"W x 27"D x 37"H	\$180.00	\$	-
14307-0003	36 lbs.	Goal Black Drafting Stool - Arms	25"W x 24"D x 48"H	\$170.00	\$	-
14307-0004	30 lbs.	Goal Black Drafting Stool - Armless	21"W x 24"D x 48"H	\$160.00	\$	-
<b>Conference Tables (Pg. 27)</b>						
14062-0105	97 lbs.	42" Round Conference Table - Black	42" Round x 29"H	\$265.00	\$	-
14062-0106	97 lbs.	42" Round Conference Table - Mahogany	42" Round x 29"H	\$265.00	\$	-
14062-0224	175 lbs.	Conference Rectangle Table 6' - Black	72"W x 36"D x 30"H	\$450.00	\$	-
14062-0220	175 lbs.	Conference Rectangle Table 6' - Mahogany	72"W x 36"D x 30"H	\$450.00	\$	-
14062-0281	175 lbs.	Conference Rectangle Table 6' - White	72"W x 36"D x 30"H	\$475.00	\$	-
14062-0225	220 lbs.	Conference Rectangle Table 8' - Black	96"W x 48"D x 30"H	\$485.00	\$	-
14062-0226	220 lbs.	Conference Rectangle Table 8' - Mahogany	96"W x 48"D x 30"H	\$485.00	\$	-
14062-0282	220 lbs.	Conference Rectangle Table 8' - White	96"W x 48"D x 30"H	\$510.00	\$	-
<b>Office Furniture (Pg. 28 &amp; 29)</b>						
14309-0001	125 lbs.	Computer Kiosk - Black	24"Square x 42"H	\$390.00	\$	-
14179-0005	125 lbs.	Computer Kiosk - White	24"Square x 42"H	\$390.00	\$	-
14061-0002	20 lbs.	Computer Counter	48"W x 24"D x 42"H	\$195.00	\$	-
14076-0014	20 lbs.	Computer Desk	48"W x 24"D x 29"H	\$185.00	\$	-
14029-0098	56 lbs.	5 Shelf Bookcase - Black	36"W x 12"D x 72"H	\$375.00	\$	-
14029-0091	55 lbs.	5 Shelf Bookcase - Mahogany	36"W x 12"D x 72"H	\$375.00	\$	-
14072-0108	225 lbs.	Black Credenza	60"W x 20"D x 29"H	\$350.00	\$	-
14083-0105	290 lbs.	Black Double Pedestal Desk	60"W x 30"D x 29"H	\$400.00	\$	-
14072-0038	225 lbs.	Genoa Storage Credenza - Mahogany - 2 Drawer	66"W x 20"D x 29"H	\$350.00	\$	-
14072-0039	200 lbs.	Genoa Kneespace Storage Credenza - Mahogany	66"W x 20"D x 29"H	\$325.00	\$	-
14083-0117	290 lbs.	Genoa Exec. Desk - Mahogany - Double Pedestal	72"W x 36"D x 29"H	\$415.00	\$	-
05088-0365	70 lbs.	Vivid Café - Square Table Glass	42"Square x 30"H	\$325.00	\$	-
05088-0364	90 lbs.	Vivid Café - Rectangle Table Glass	60"W x 36"D x 30"H	\$375.00	\$	-
05088-0498	77 lbs.	Brooklyn II Rect Dining Table	60"W x 36"D x 30"H	\$390.00	\$	-
05088-0499	59 lbs.	Brooklyn II Round Dining Table	42" Round x 30"H	\$305.00	\$	-
05090-0001	90 lbs.	Aspen Dining Table	72"W x 30"D x 30"H	\$455.00	\$	-
05088-0505	200 lbs.	Brio Dining Table	96"W x 48"D x 30"H	\$610.00	\$	-
<b>Metal File &amp; Storage Cabinets (Pg. 30)</b>						
14148-0001	35 lbs.	2 Drawer Vertical File - Letter Size Black	15"W x 25"D x 29"H	\$130.00	\$	-
14147-0001	35 lbs.	2 Drawer Vertical File - Legal Size Black	18"W x 25"D x 29"H	\$170.00	\$	-
14148-0002	45 lbs.	4 Drawer Vertical File - Letter Size Black	15"W x 25"D x 52"H	\$175.00	\$	-
14147-0002	45 lbs.	4 Drawer Vertical File - Legal Size Black	18"W x 25"D x 52"H	\$195.00	\$	-
14143-0006	100 lbs.	2 Drawer Lateral File - Black	36"W x 18"D x 27"H	\$175.00	\$	-
14143-0144	125 lbs.	2 Drawer Lateral File - Black	36"W x 20"D x 29"H	\$205.00	\$	-
14143-0008	170 lbs.	4 Drawer Lateral File - Black	36"W x 18"D x 54"H	\$215.00	\$	-
14034-0015	135 lbs.	Storage Cabinet - Black	36"W x 18"D x 72"H	\$215.00	\$	-
<b>Pedestals (Pg. 31)</b>						
12091-0023	50 lbs.	Display Pedestal 14" x 42" Black	14"Square x 42"H	\$260.00	\$	-
12091-0004	120 lbs.	Display Pedestal 24" x 42" Black	24"Square x 42"H	\$315.00	\$	-
12091-0002	55 lbs.	Display Pedestal 18" x 42" Black	18"Square x 42"H	\$290.00	\$	-
12091-0030	50 lbs.	Display Pedestal 14" x 42" White	14"Square x 42"H	\$260.00	\$	-
12091-0024	45 lbs.	Display Pedestal 14" x 36" Black	14"Square x 36"H	\$220.00	\$	-
12091-0034	75 lbs.	Display Pedestal 24" x 36" Black	24"Square x 36"H	\$315.00	\$	-
12091-0031	45 lbs.	Display Pedestal 14" x 36" White	14"Square x 36"H	\$220.00	\$	-
12091-0033	75 lbs.	Display Pedestal 24" x 36" White	24"Square x 36"H	\$315.00	\$	-
12091-0025	40 lbs.	Display Pedestal 14" x 30" Black	14"Square x 30"H	\$205.00	\$	-
12091-0003	80 lbs.	Display Pedestal 24" x 30" Black	24"Square x 30"H	\$300.00	\$	-
12091-0001	45 lbs.	Display Pedestal 18" x 30" Black	18"Square x 30"H	\$210.00	\$	-
12091-0032	40 lbs.	Display Pedestal 14" x 30" White	14"Square x 30"H	\$205.00	\$	-
14309-0001	125 lbs.	Locking Pedestal Black	24"Square x 42"H	\$390.00	\$	-
14179-0005	125 lbs.	Locking Pedestal White	24"Square x 42"H	\$390.00	\$	-
12091-0055	24 lbs.	Fuze Pedestal	16"Square x 44"H	\$215.00	\$	-

12091-0043	24 lbs.	London Pedestal	16"Square x 44"H	\$215.00	\$	-
<b>Miscellaneous Items (Pg. 32)</b>						
14189-0066	50 lbs.	Stanchion Chrome	41"H	\$60.00	\$	-
11526-0001	2 lbs.	Stanchion Rope - Red Velour	6' L	\$30.00	\$	-
14308-0009	8 lbs.	Literature Stand - Black	15"W x 12"D x 53.5"H	\$145.00	\$	-
14308-0010	8 lbs.	Literature Stand - Aluminum	15"W x 12"D x 53.5"H	\$145.00	\$	-
14308-0005	7 lbs.	Literature Rack - Black Metal	10.5"W x 9.5"D x 57"H	\$150.00	\$	-
01209-0003	50 lbs.	Compact Refrigerator White - 4.0 Cu Ft	21"W x 22"D x 32"H	\$270.00	\$	-
14523-0001	9.25 lbs.	iPad® Stand Black	14.25"W x 41.75"H	\$170.00	\$	-
14523-0002	9.25 lbs.	iPad® Stand Silver	14.25"W x 41.75"H	\$170.00	\$	-
<b>Lighting (Pg. 33)</b>						
09417-0001	4 lbs.	Brushed Steel Table Lamp - White	26"H	\$95.00	\$	-
09392-0001	8 lbs.	Brushed Steel Floor Lamp - White	66"H	\$135.00	\$	-
09417-0001	7 lbs.	Brushed Nickel Table Lamp - White	29"H	\$95.00	\$	-
09392-0001	12 lbs.	Brushed Nickel Floor Lamp - White	60"H	\$135.00	\$	-
09417-0001	7 lbs.	Rubbed Bronze Table Lamp - White	28"H	\$95.00	\$	-
09392-0001	11 lbs.	Rubbed Bronze Floor Lamp - White	60"H	\$135.00	\$	-
09417-0001	4 lbs.	Brushed Steel Table Lamp - Red	26"H	\$95.00	\$	-
09392-0001	8 lbs.	Brushed Steel Floor Lamp - Red	66"H	\$135.00	\$	-
09392-0001	7 lbs.	Neutrino Steel Floor Lamp - Steel	67"H	\$135.00	\$	-



**DO NOT MAIL ORDER FORM - Email / Fax Form ONLY**

**Please make payments payable to:** American Furniture Rental  
 PO Box 65035  
 Baltimore, MD 21264-5035

<b>Total Product</b>	\$	-
<b>Late Fee %</b>	\$	-
<b>Sub Total</b>	\$	-
<b>Sales Tax %</b>	\$	-
<b>Total Amount Due</b>	\$	-

<b>Company Name</b>	-	<b>Credit Card Type</b>			
<b>Street Address</b>		<b>Credit Card #</b>			
<b>City</b>		<b>Card Holder</b>			
<b>State</b>		<b>Expiration Date</b>	<b>Security Code</b>		
<b>Zip Code</b>		<b>Signature</b>			
<b>Name / Date of Show</b>					
<b>Booth Number</b>	-	<b>Date</b>			
<b>Contact Name</b>		<b>Email Address</b>			
<b>Contact Cell</b>		<b>Fax #</b>			
<b>Special Instructions:</b>					