



American  
Occupational Therapy  
Association

# INSPIRE

**2022 Annual Conference & Expo**

March 31–April 3 | San Antonio & Virtual

**EXHIBITOR SERVICES KIT**



# Welcome

Dear AOTA Inspire 2022 Exhibitor,

T3 Expo is proud to have been selected as the official service contractor for AOTA Inspire 2022. This document contains information and order forms for many of the services that we offer. Please take a few minutes to review and read this material carefully. Our goal is to help make your participation at this event a success. We recommend you place your orders as soon as possible in order to take advantage of the advance order discounts.

Our T3 Expo Customer Service department is ready to assist you with all your exhibiting needs; please contact [help@t3expo.com](mailto:help@t3expo.com) or call +1.888.698.3397.

Thank you for your business,  
From all of us at T3 Expo



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**IAEE**

Exhibitions and Events Mean Business

International  
Association of  
Exhibitions and Events®

# Guidelines for Display Rules and Regulations

## 2019 North American Update



The following ***Guidelines for Display Rules and Regulations*** have been established by the International Association of Exhibitions and Events® (IAEE) to assist in promoting continuity and consistency among North American exhibitions and events. This revised 2019 edition is offered as a resource for exhibition and event organizers to use in creating consistent and fair exhibiting standards for their events.

Recognizing that every show is unique, IAEE presents the information contained within as recommendations or suggestions for exhibiting standards each Organizer should consider. Organizers are encouraged to review the ***Guidelines*** and then develop their own show-customized set of exhibiting rules and regulations based on the individual features of their specific exhibition or event.

Once an Organizer has finalized their show's official set of display rules, it is good practice to provide access to a digital copy within the show's exhibitor prospectus, an exhibitor services kit, and the official rules and regulations pertaining to exhibitor participation. By providing exhibitors with the professional standards expected of their displays and participation, they will be prepared to properly design, build and plan their booth's layout and content allowing for an environment where all exhibitors will have the opportunity for successful interaction with their audiences.

**Important Note:** Although compliance with fire, safety, the U.S. Americans with Disabilities Act (ADA), and other state, federal or provincial government requirements have been addressed, Organizers should always check with exhibition service contractors and the facility for specific details on local regulations and requirements.

*IAEE is a global association that serves as the foremost authority on exhibitions and events management and operations, and these **Guidelines** are the model for most North American exhibitions and events but in all instances, organizations should consult their legal counsel. In no event shall IAEE be held liable for damages of any kind in connection with the material, methods, information, techniques, opinions or procedures expressed, presented, or illustrated in these **Guidelines** or related materials.*



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IAEE has identified two distinctly different styles of show display regulations. One style is “Line-of-Sight” while the second is “Cubic Content.” Organizers should decide which style is best suited to their event or designated section of the event.

## LINE-OF-SIGHT STYLE

Line-of-Sight display rules provide restrictions on certain areas of booths to allow attendees to view neighboring booths in their line of sight as they walk the floor. There are a variety of booth types, and each one is addressed below with specific insight on how to implement Line-of-Sight regulations.

### LINEAR BOOTH

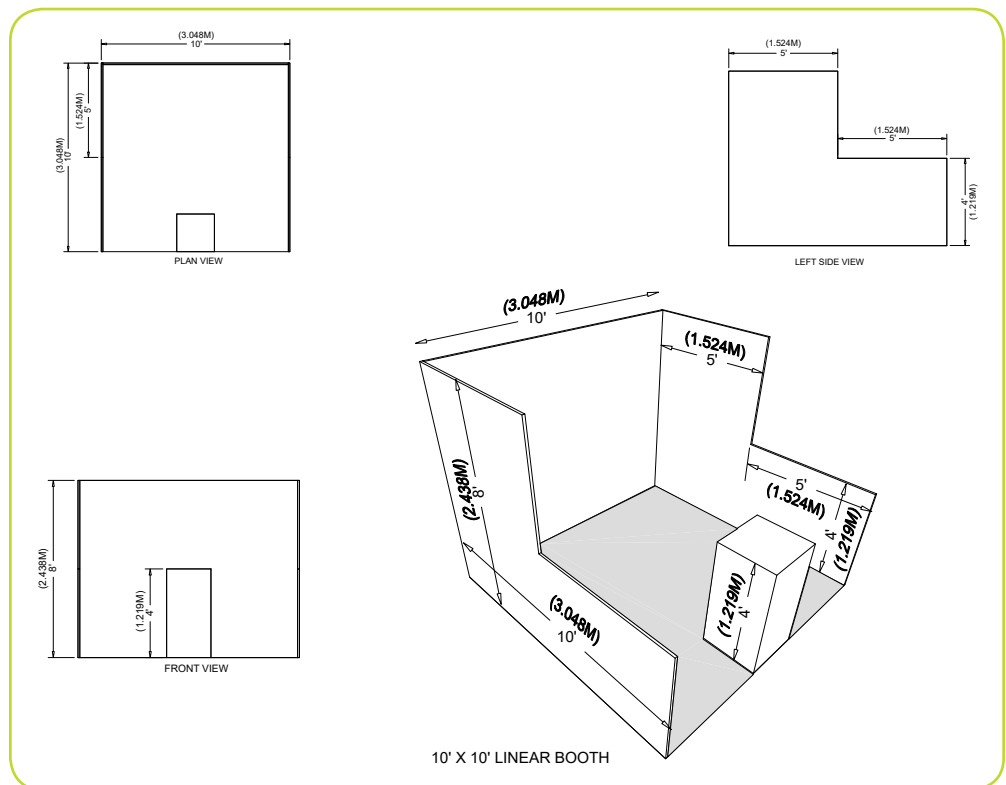
The ability to have products or services easily seen by attendees as they walk the aisles is essential to all exhibitors, and that is the basis for including a Linear Booth Line-of-Sight setback rule. Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring 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 to prevent display materials from imposing on neighboring exhibits behind the back wall.

#### 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. 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.

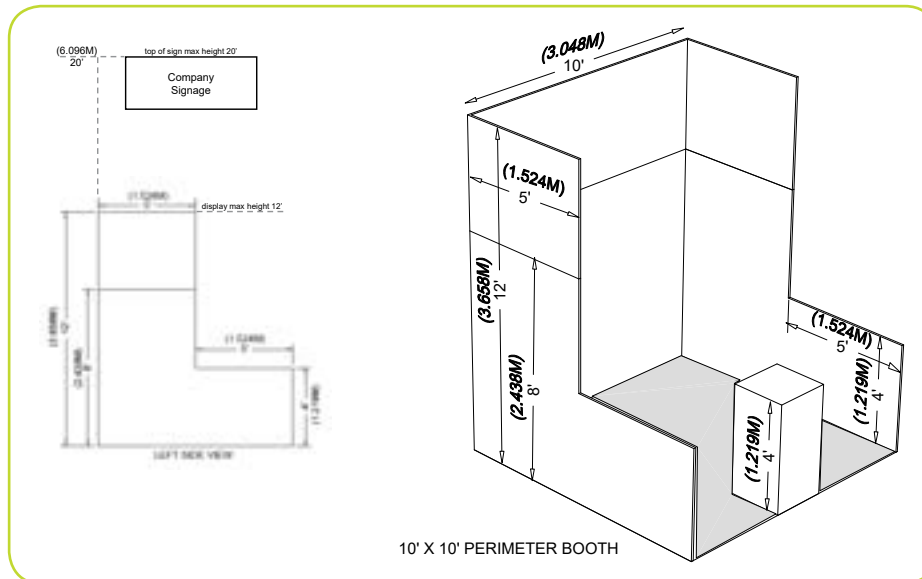


## CORNER BOOTH

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 guidelines for Linear Booths apply.

## PERIMETER BOOTH

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



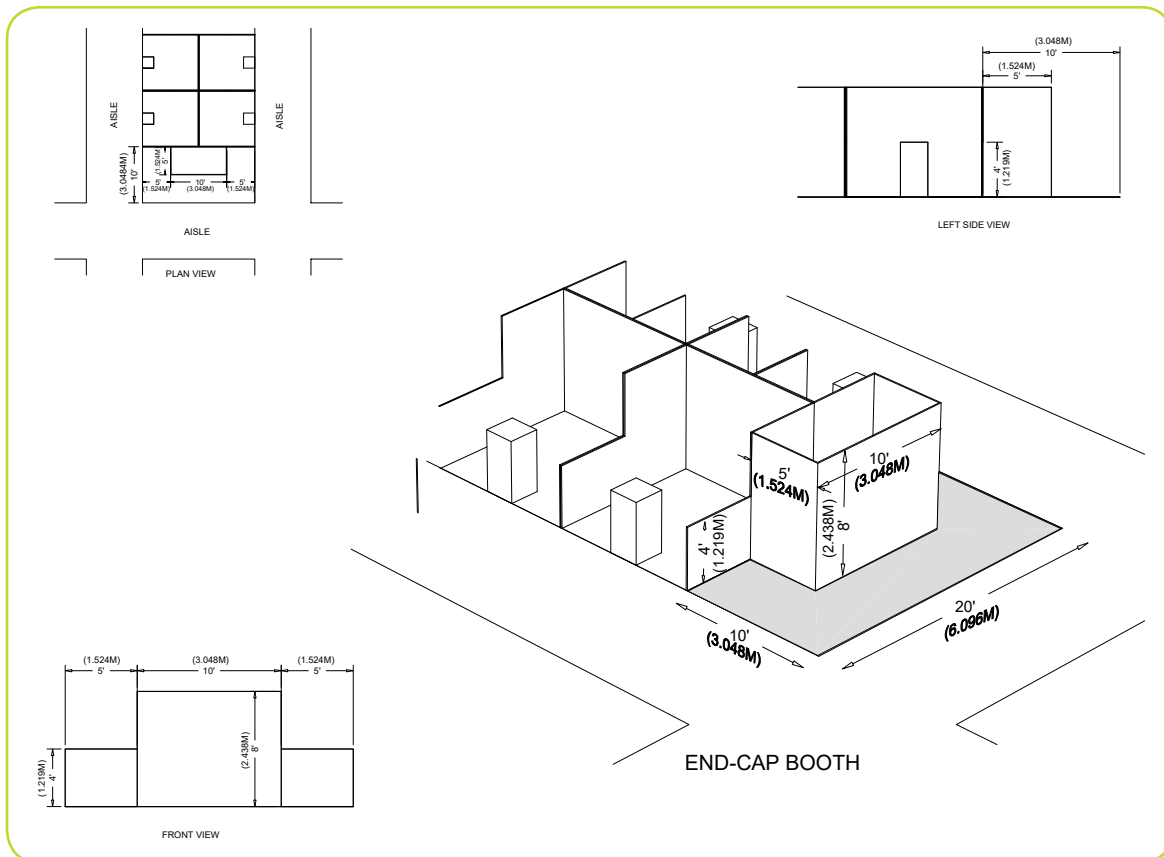
### Dimensions and Use of Space

All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height for Perimeter Booths 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. Organizers should be alert to exhibitors reserving End-cap configurations to ensure they do not violate Linear Booth Line-of-Sight regulations for neighboring exhibits. (In most cases, this booth style is not recommended due to the Line-of-Sight issues, and Organizers should be aware of these challenges when using them.)

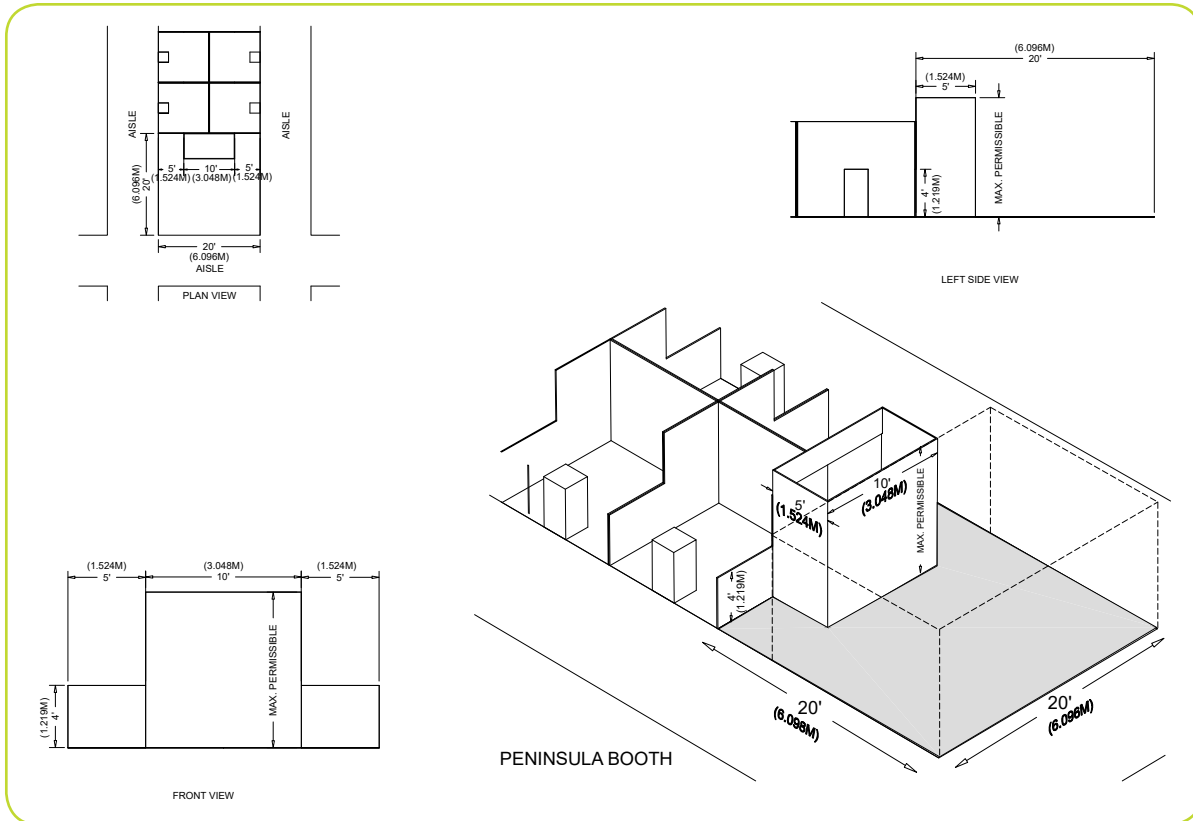


### Dimensions and Use of Space

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 backwall width allowed is 10ft (3.05m) at the center of the backwall with a maximum 5ft (1.52m) height on the two side aisles. Within 5ft of the two side aisles, the maximum height for any display materials is 4ft.

## PENINSULA BOOTH

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

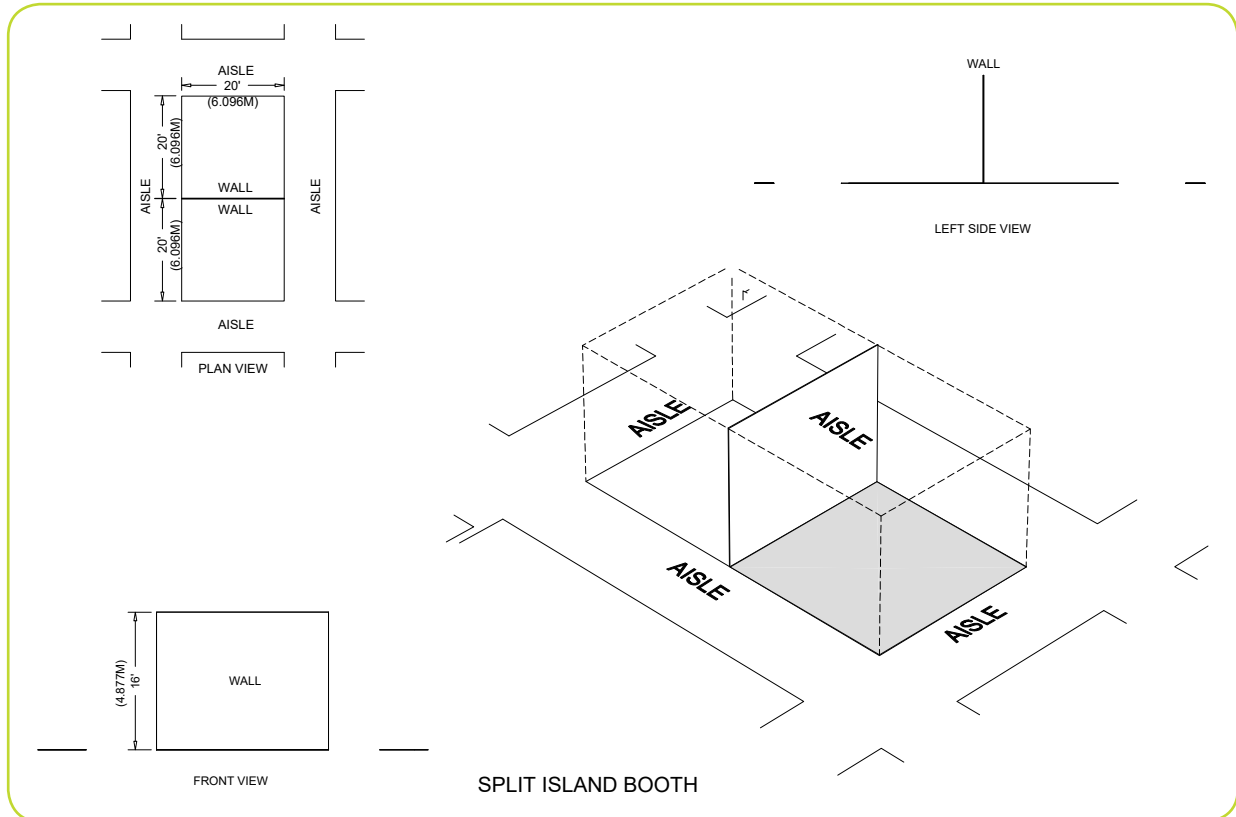


### Dimensions and Use of Space

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. 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 10ft (3.05m) from adjacent booths.

## SPLIT ISLAND BOOTH

A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth.

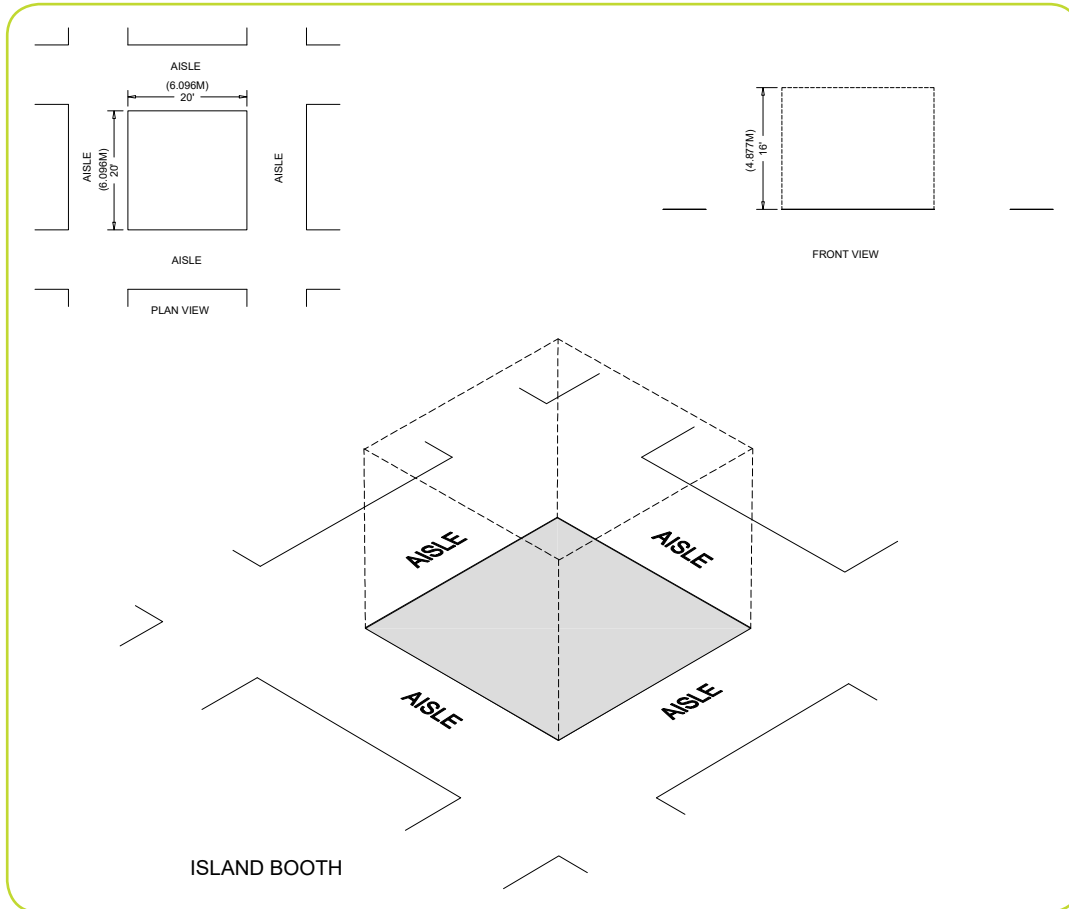


### Dimensions and Use of Space

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 10ft (3.05m) from adjacent booths.

## ISLAND BOOTH

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

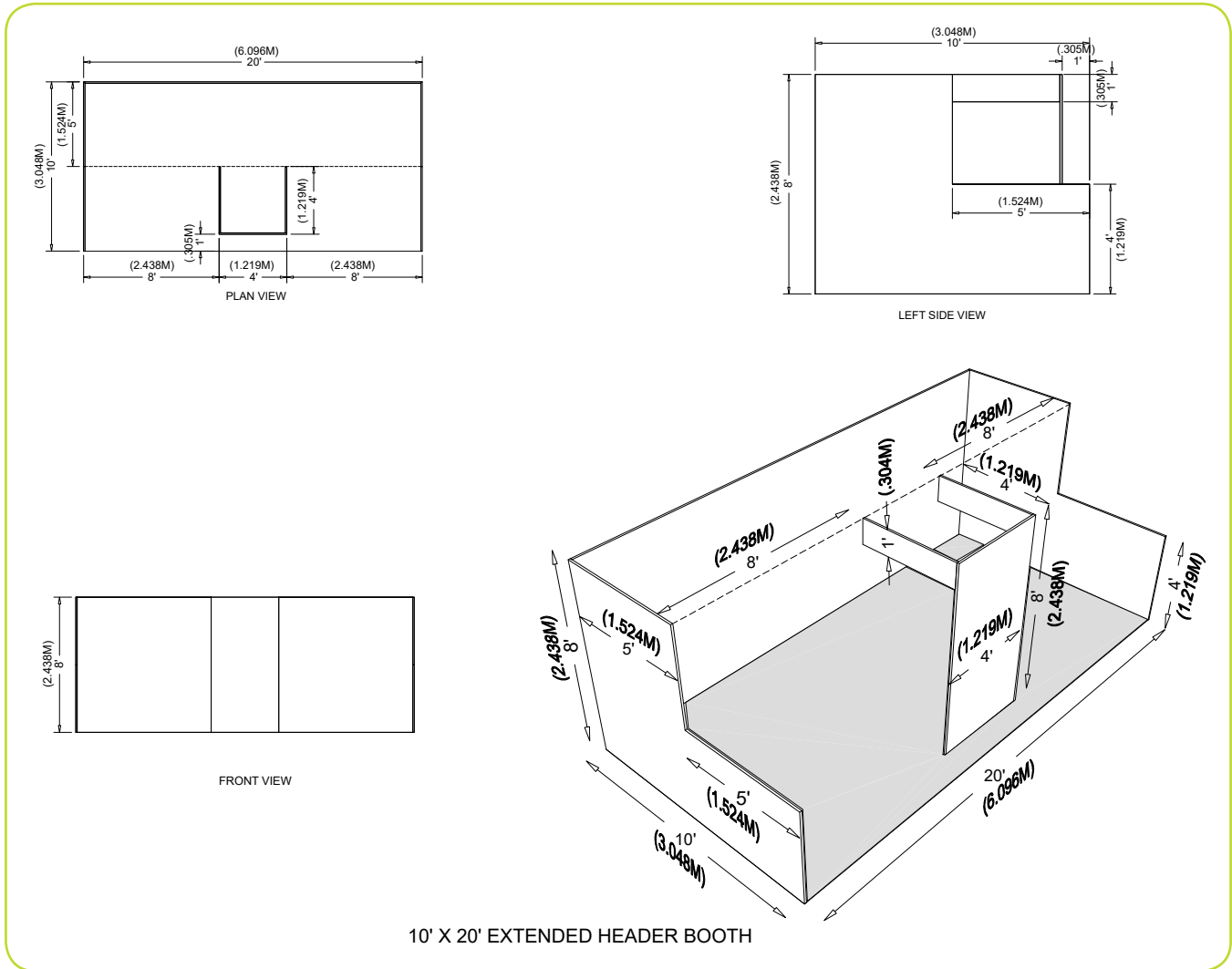


### Dimensions and Use of Space

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

## 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.

## CUBIC CONTENT STYLE

Cubic Content style allows exhibits to fully occupy the width, depth and height of the booth footprint. For example, a 10ft by 10ft (3.05m x 3.05m) booth would be allowed to utilize the full volume of the cube of a 10ft wide (3.05m) x 10ft deep (3.05m) x 8ft (2.44m) high area.

It is the choice of the 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 utilize 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.
- Generally, exhibitions outside North America utilize Cubic Content making the show friendlier to international exhibitors.
- Cubic Content reduces the need to police exhibits to enforce Line-of-Sight 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 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. Organizers must be proactive in communicating with exhibitors and understand the effect it will have on the exhibition or event.

To learn more about Cubic Content, read the [IAEE White Paper: Evaluating and Implementing Cubic Content into Linear Exhibit Space](#).

## OTHER IMPORTANT CONSIDERATIONS

### REMOTE-CONTROLLED DEVICES

Products such as remote-controlled cars, drones, planes, helicopters, robots, etc. are to be demonstrated in a safely controlled area of the exhibit floor (i.e. Demonstration Area). When a remote-controlled device is to be used for the purpose of demonstrating a product that requires use of an area outside of the exhibitor-assigned booth space, the Organizer will provide a Demonstration Area for this purpose. The Demonstration Area should include safe netting or other barrier appropriate to accommodate product(s) being demonstrated and be included on the master floor plan submitted for Fire Marshal approval. Each individual facility reserves the right to determine what constitutes a safe and controlled Demonstration Area prior to final plan approval.

**NOTE for Drone Operation:** Local facility and city ordinances are in effect in most areas and prohibit drone activity near the public or in public spaces. The accepted drone default regulation is the [FAA Small UAS Rule Part 107](#) which requires drone operators to obtain a Remote Pilot Certificate. Commercial regulations often require permits and insurance.

## 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 exhibition and event 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 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. (An exception to this rule is made for Perimeter Booths, which can have a 12ft [3.66m] backwall but max sign height can be 20ft. [6.10m]. See page 2 Perimeter Booth for diagram.)

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 Organizer at least 60 days prior to installation. Variances may be issued at the Organizer’s discretion. Drawings should be available for inspection.

## TOWERS AND MULTI-STORY EXHIBITS

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. Fire and safety regulations in many facilities strictly govern the use of Towers. A building permit or safety lines may be required.

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 the Organizer 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. Organizers should be prepared to assist exhibitors in this application process.

It is recommended that Organizers require exhibitors to provide engineering stamped documents for all Multi-story Exhibits and towers over 8ft (2.44m) in height. If engineering stamps are not required, exhibitors using these types of structures should, at a minimum, provide drawings for inspection.

## ISSUES COMMON TO ALL BOOTH TYPES

### U.S. AMERICANS WITH DISABILITIES ACT (ADA)

In the U.S., all exhibiting companies are required to be in compliance with the U.S. 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). Ramps should have a minimum width of 36 inches.
- 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 potential 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 exhibits 20ft by 20ft (6.10m by 6.10m) and larger require a drawing, plans or renderings, preferably digital, to be submitted to the Organizer, and to the show's Official Services 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, and must adhere to, all local regulations regarding fire/safety and environment.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the U.S. Environmental Protection Agency, or the appropriate government entity in the country the exhibition will be held, and the facility.

## HAZARDOUS WASTE

Hazardous waste requires special arrangements to be prepared in advance of event dismantle with either the facility or a local independent disposal company. Exhibitors are responsible for all costs associated with such specialized removal.

## 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, as long as these items do not impede access to utility services, create a safety problem, or look unsightly.

## 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.” It is particularly important for exhibitors to use flat electrical cord in under-carpet installations.
- 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.
- Local code commonly requires access to electrical cords and connections along the back wall of exhibit booths; typically, the back 9 inches of the space should remain accessible for this purpose. (This would apply to all booth types with a back wall.)

To better understand electrical at exhibitions, see the CEIR article [Demystifying Electrical Services for the Exhibitor](#).

## LIGHTING

It is important to remember that lighting issues need to be identified as early as possible during the move-in process so they can be addressed and corrected while the necessary equipment is still available on the show floor and booths can be accessed.

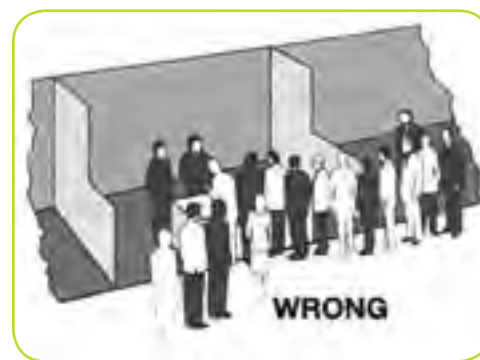
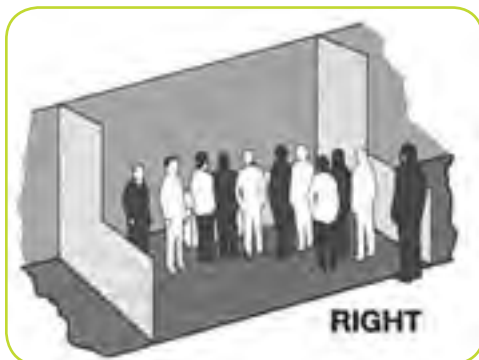
Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- 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 the Organizer for approval.
- Lighting should not project onto other exhibits or exhibition aisles. Lighting, including gobos, should be directed to the inner confines of the booth space.
- 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 the Organizer.
- 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.
- Reduced lighting for theater areas should be approved by the Organizer, the utility provider, and the facility.

## DEMONSTRATIONS

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations, product demonstrations, press conferences and other media events in a manner which assures all exhibitor personnel and attendees of such in-booth events are within the contracted exhibit space and not encroaching on the aisles or neighboring exhibits. Any queue lines formed for exhibitor customer interaction must also be contained within the booth footprint. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance with all other previously listed rules and regulations. Exhibitors should be aware of, and adhere to, local regulations regarding fire/safety and environment.

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 exhibitor personnel.



## SOUND/MUSIC

In general, the use of sound equipment in booths is permitted as long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths). Generally, sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. If an exhibitor or attendee is standing within ten feet of an exhibitor's booth and cannot carry on a normal voice-level conversation, the noise source is too loud. (Refer to the U.S. Occupational Safety and Health Act [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. Authorized licensing organizations, including but not limited to [ASCAP](#), [BMI](#) and [SESAC](#), collect copyright fees on behalf of composers and publishers of music. It is the exhibitors' responsibility to be informed of copyright laws and submit fees to the appropriate organizations.

## VEHICLES

Rules for display vehicles vary widely depending on the facility and local fire and safety regulations. Compliance with fire, safety, the U.S. Americans with Disabilities Act (ADA), and other city, county, federal, and provincial government requirements is the responsibility of the Organizer.

**Important Note:** Always check with local exhibition service contractors and/or the facility for all requirements regarding display vehicles.

Below are a few common examples of display vehicle regulations:

- Display vehicles must have battery cables disconnected and taped, and alarm systems deactivated.
- Fuel tank openings shall be locked or sealed in a manner to prevent escape of vapors through filler caps.
- Vehicles shall be limited in the amount of fuel that can remain in the tanks; specific amounts vary but one example is no more than one-quarter the tank capacity or a maximum of five gallons of fuel, whichever is less.
- Fueling or de-fueling of vehicles on the facility premises is prohibited.
- Once placed, display vehicles may not be started or moved without the approval and direction of show management.
- Auxiliary batteries not connected to engine starting system may remain connected. External power is recommended for demonstration purposes. No battery charging is permitted inside buildings.
- Combustible/flammable materials must not be stored beneath display vehicle. There may be no leaks underneath vehicles.
- It is not recommended that Organizers hold or take possession of display vehicle keys during the event. However, it is recommended that an official policy be established for the handling of vehicle keys which might include identifying booth contacts with mobile numbers should vehicles need to be moved in an emergency or some other unforeseen situation.

## ADVISORY NOTES TO EXHIBITION ORGANIZERS

### 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 to the top of the sign, some exhibitions permit other heights, or have no height limit. However, most Organizers do impose height limits. Caution should be exercised so exhibitors will not compete over air space for hanging signs. (See page 2 for details and a diagram for hanging signs in Perimeter Booths.)

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.

### PERIMETER OPENINGS

Local fire and/or facility regulations may require larger exhibit booths to have a certain number of openings within the perimeter walls for safe egress. Regulations vary with each location, but one example would be to provide, at a minimum, one 6ft (1.83m) wide opening every 30ft (9.14m).

### PIPE AND DRAPE

These are commonly used at exhibitions and events in the United States to define exhibit space. 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. 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. NOTE: Any special height variances allowed should apply only to those products represented, produced or manufactured by the exhibitor and would not apply to ancillary display or marketing items (such as promotional flags, signs, etc.).

### 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. Tall flags or markers on the front aisle of Linear Booths are prohibited. Pop up tents or canopies may be allowed but must follow all local fire and facility regulations.

# T3 EXPO INFORMATION

# Show Information

## Location

Henry B Gonzalez Convention Center  
 900 E Market St.  
 San Antonio, TX 78205

## Exhibit Halls

Exhibit Hall 1 - 3

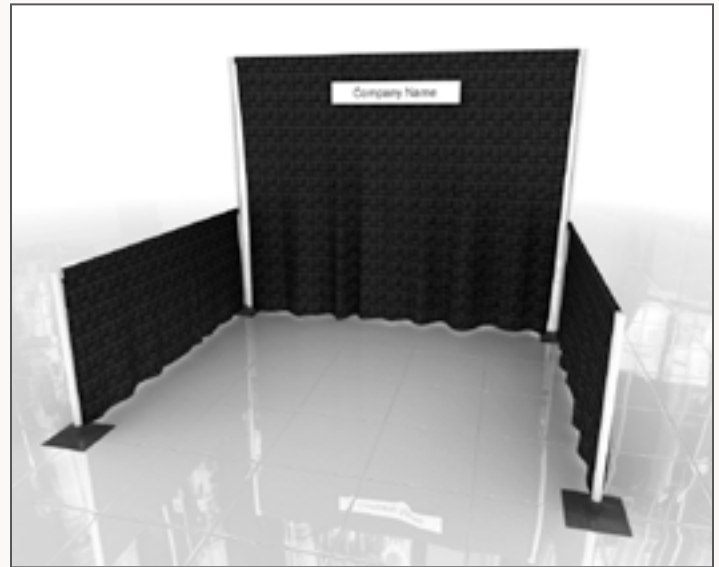
## Booth Package

Each 10' x 10' Exhibitor Booth includes:

- 8' High Back Wall Drape
- 3' High Side Rail
- (1) Booth ID Sign (44"w x 7"h)

## Show Colors

- Drapes – Black
- Side Rails – Black
- Aisle Carpet – Tuxedo



The booth space is not carpeted and floor covering is required by Show Management. Please order in this kit or at [www.t3expo.com](http://www.t3expo.com) or on the Floor Covering Order Form, page 42.

Exhibitor Move-in	Exhibit Hours	Dismantle/Move-out	Carrier Check-in
20' x 20' and Larger Tuesday, March 29 1:00pm - 4:00pm	Thursday, March 31, 2022 12:30pm - 5:00pm	Saturday, April 2, 2022 12:00pm - 6:00pm	Saturday, April 2, 2022 4:00pm
Wednesday, March 30 8:00am - 6:00pm	Friday, April 1, 2022 10:00am - 5:00pm		
Thursday, March 31 8:00am - 10:00am	Saturday, April 2, 2022 9:00am - 12:00pm		

PLEASE NOTE: Hours are subject to change. Colors and style may vary upon availability.

## Important Dates & Deadlines Checklist

Monday, February 21, 2022.....	Presta™ Rental Exhibit Package Order Deadline
Monday, February 21, 2022.....	Receiving at Advance Warehouse Begins
Monday, February 28, 2022.....	Presta™ Rental Exhibit Package Artwork Submission Deadline
Monday, February 28, 2022.....	Exhibitor Appointed Contractor Form Deadline
Monday, March 07, 2022 .....	Presta™ Rental Exhibit Package Artwork Approval Deadline
Monday, March 07, 2022 .....	T3 Service Orders Advanced Discount Deadline
Monday, March 07, 2022 .....	Vehical Spotting Free Notification Deadline
Monday, March 07, 2022 .....	Custom Furniture Advanced Discount Deadline
Monday, March 21, 2022 .....	Last Day for Advanced Shipments to Arrive without Surcharges
Tuesday, March 29, 2022 .....	Direct Shipments to Show Site May Begin Arriving After 1:00 pm
Monday, March 31, 2022 .....	All Exhibits Must Be Set by 10:00 am
Monday, April 02, 2022 .....	All Carriers Must Check In by 4:00 pm

# Preshow Checklist

[Please click here to view our Terms and Conditions](#)

**Review this entire Service Kit** (PLEASE NOTE: Payment is required with all orders)

## Arrange in-bound freight/Material Handling

If you, or any other vendor, are shipping materials to your booth, be sure to:

### 1. Choose **Advance** or **Direct Shipping**:

#### **Advance Shipping:**

- If you ship to the Advance Warehouse, your freight will be guaranteed to be in your booth for the first day of set up.
- Be sure to look at the Late to Warehouse date. Freight being received after the date will incur a surcharge.
- The Advance Warehouse is not able to accept loose unpackaged pieces. Shipping crates, fibers, cartons, hanging signs, carpet, padding and pallets are acceptable. Due to circumstances of timing or facility availability beyond the control of T3 Expo, this may result in an overtime surcharge: please refer to the Material Handling form.

#### **Direct Shipping:**

- If you ship direct to show site, note the dates that shipments can be received. Shipments arriving before these dates may be refused.
  - PLEASE NOTE: Any freight arriving on a Saturday, Sunday or before 8:00 am and after 4:30 pm Monday – Friday or observed local union holidays will incur an overtime surcharge.
2. Check the show timing to gauge which shipping option meets your scheduling parameters and make note of handling surcharges (overtime, off target, late/early to warehouse etc.).
  3. Fill out the Material Handling form in the Service Kit to estimate your costs and submit it with your payment.
  4. Label your freight correctly with your company name, booth number, event/AOTA Inspire 2022 and address listed in the Service Kit. Shipping label forms are provided in the Service Kit.
  5. Bring all copies of shipping documents with tracking numbers to show site.

## Order rental booth structure and/or option, if applicable

- Please choose the appropriate option and/or configuration of your booth structure.

## Order graphics/signage and submit artwork

- See the Artwork Submission Guidelines page in this Service Kit for format information and submission details.

## Order booth furnishings/accessories

- There are forms in this Service Kit with many options to enhance the look of your exhibit. Discount price deadlines are noted on the forms.

## Order T3 installation & dismantle labor, and / or submit EAC forms with proof of insurance

- Venues have different union regulations; please review the Labor Guidelines page to determine if you need to hire labor to set-up/tear down your exhibit properties.
- If you are using a firm other than the official service contractor, you must submit the Notification of Intent to Use EAC form and proof of insurance at least 30 days prior to the first day of exhibitor move-in. Without these documents, your EAC will not be allowed to set any exhibits.

## Order additional/ancillary services

- There may be forms in this Service Kit for other services such as; accessible storage, sign hanging, custom furnishings, electricity, internet, audio visual, lead retrieval, cleaning, floral or catering.
- Some of these services are provided by vendors other than T3 Expo; be sure to submit forms and payments to the proper vendors. Please make note of ordering discount deadlines.

## Submit your order with payment (REQUIRED)

- This will ensure all booth options, graphics, furnishings and accessories are reserved for your event. Orders received without payment cannot be processed.
- We accept Mastercard, Visa, American Express, company check or wire transfer.

## Arrange out-bound freight

- Before the end of your event, be sure to visit the T3 Service Desk to pick up a Material Handling form.
- No Material Handling form will be distributed unless the account is paid in full.
- There will be a show carrier providing air and/or ground shipping options. If you are using your own carrier, you will need to schedule them on your own for a pickup.
- Please note the carrier check-in time on the Show Information page.
- If your carrier does not check-in by the date/time listed, your freight will be re-routed to ship with the show carrier at your expense.



# On-site Checklist

## **Check all freight when you arrive**

- Verify that all your shipments have arrived in your booth space. Please check against your shipping documentation before unpacking any freight.

## **Booth set-up**

- If you are using T3 Expo Installation Labor, you must go to the T3 Service Desk to inform us that you are ready for your labor.
- Installation/Dismantle Labor start time is only guaranteed when ordered for 8:00 am.
- Once your booth is set up, tag your empty containers with Empty stickers which can be picked up at the T3 Service Desk.

## **Arrange outbound shipping**

- Before the end of the event, visit the T3 Service Desk to pick up your Material Handling form(s). You need a separate Material Handling form for each outbound shipping destination.
- Material Handling form(s) will not be distributed until account is paid in full.
- There will be show carriers on-site for air and ground service.
- If you are using your own carrier, you must schedule them in advance to pick up your shipment(s).
- Note the Carrier Check-in date/time on the Show Schedule form.
- If your carrier doesn't check in by the date/time listed, your freight will be rerouted onto a show carrier at your expense.

## **Booth freight packed and ready to ship out**

- Once your freight is packed and labeled to ship out, you must turn in your Material Handling form(s) at the T3 Service Desk.
- Do not leave your Material Handling form(s) in your booth space or on your freight.
- If you do not turn your Material Handling form(s) into the T3 Service Desk, your shipment may be delayed and/or rerouted to a show carrier.

# SHIPPING INFORMATION

<b>AOA INSPIRE 2022</b> <b>BOOTH #:</b> _____
--

# Material Handling

## Choosing Your Carrier

Please carefully consider your carrier prior to booking your shipment(s) to and from the event. Various carriers are set up to operate on a certain schedule or with limited delivery procedures. Please be sure to review your carrier's policies. Some carriers will not deliver to a loading dock, some deliver without verification or signature of delivery. This may result in delays in delivery or additional fees.

**POV (Privately Owned Vehicle):** If you are delivering your materials to show site in your own vehicle, there may be Material Handling charges applied. Please refer to the Union Regulations in this kit and plan accordingly. T3 has jurisdiction over the loading dock based on these regulations.

## Rate Classifications

**Crated:** Material that is skidded or in any type of shipping container that can be unloaded at the dock with no additional handling required.

**Uncrated:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. The Advance Warehouse is not able to accept loose/unpackaged pieces; shipping crates, fibers, cartons and pallets are acceptable.

**Small Package:** A shipment of any number of pieces with a combined weight of 1-50 lbs that is received on the same day, from the same shipper and delivered by the same carrier at the same time.

## Additional Fees May be Applicable

**Late to Warehouse Fee:** Shipments arriving after March 21, 2022 will be charged an additional 30%.

**Off Target Fee:** If your event has a targeted move in, you must schedule your delivery within your target time. If your freight is received Off Target, there will be an additional fee of 30% of your Material Handling costs for that shipment.

**Shipments Returned to Warehouse:** Shipments returned to the warehouse at close of the show will be charged an additional 30% per pound and must be picked up within 72 hours to avoid storage charges.

## Overtime/Double Time

- Overtime is before 8:00 am and after 4:30 pm, Monday-Friday, and all day Saturday. Double Time is all day Sunday and observed Union holidays.
- Based upon the Material Handling rates quoted, a 30% surcharge per pound for each occurrence will apply if:
  - Shipments are received on overtime.
  - Your advance shipment to the warehouse is received during straight time hours, but due to scheduling beyond T3 Expo's control, is moved into show site on overtime.
  - Shipments are loaded out on overtime.

## Outbound Shipping

- A Material Handling form MUST be filled out for any shipment leaving the Expo Hall. These forms can be picked up at the T3 Expo Service Desk. All accounts must be settled prior to requesting this form.
- Once you have filled out the Material Handling form and ALL of your booth materials are packed, labeled, and ready for shipping, please return the completed form to the T3 Expo Service Desk – **DO NOT LEAVE THIS FORM IN YOUR BOOTH SPACE.**

**Carrier Check In:** All carriers must be checked in no later than Saturday, April 2, 2022 at 4:00pm. If prior arrangements have not been made, the official show carrier will be on-site to coordinate or re-route shipments.

**UPS or Federal Express:** To use these carriers, you MUST have their shipping labels for each piece and schedule your pick up. Without these, your freight will NOT be picked up by either. If there is a Business Center on the property, it is recommended that you bring your items there.

**PLEASE NOTE:** There may be an additional fee from the facility for this service.

### Advance Shipments to T3 Expo Warehouse

Advance Shipments will be received at the Advance Warehouse beginning on March 7, 2022. Shipments arriving prior to this date may be refused.

#### Crated or Uncrated

Shipment Weight ..... x \$1.30/lb = \$ \_\_\_\_\_

#### Small Package Shipment - Total Shipment Weight 50 lbs or less

Small Package Shipment ..... x \$50.00 ea. = \$ \_\_\_\_\_

**Material Handling Estimate** ..... \$ \_\_\_\_\_

### Direct Shipments to Show Site

Direct shipments will be received starting on Tuesday, March 29, 2022, 1:00 pm to 4:00 pm. Shipments that arrive prior to this date may be refused by the Henry B Gonzalez Convention Center as T3 Expo will not have possession of the venue prior to this date and time.

#### Crated or Uncrated

Shipment Weight ..... x \$1.26/lb = \$ \_\_\_\_\_

#### Small Package Shipment - Total Shipment Weight 50 lbs or less

Small Package Shipment ..... x \$50.00 ea. = \$ \_\_\_\_\_

**Material Handling Estimate** ..... \$ \_\_\_\_\_

# Shipping Addresses

## Advance Shipments to T3 Expo Warehouse

### Address

To: (Exhibiting Company Name)  
(Booth #)

For: AOTA Inspire 2022

c/o: T3 Expo  
c/o: Arc Best  
4354 Director Drive  
San Antonio, TX 78219

### Information

Advanced shipments will be accepted beginning on Monday, March 7, 2022 through Monday, March 21, 2022 between the hours of 8:00 am – 4:00 pm.

Shipments received after March 21, 2022 will be charged an additional 30% per pound.

Please note when overtime rates apply as stated on Material Handling pages.

## Direct Shipments to Show Site

### Address

To: (Exhibiting Company Name)  
(Booth #)

For: AOTA Inspire 2022

c/o: T3 Expo  
c/o: Henry B Gonzalez Convention Center  
Exhibit Hall 1-3  
900 E Market St.  
San Antonio, TX 78205

### Information

Direct shipments are accepted starting on Tuesday, March 29, 2022 between the hours of 1:00 pm – 4:00 pm.

Please note when overtime rates apply as stated on Material Handling pages.

**Please be aware, there is no Marshalling Yard at this venue.**

**Spotting Fee Notification Deadline:  
Orders must be received by  
Monday, March 07, 2022**

# Vehicle Spotting Fee

T3 Expo is responsible for the placement and removal of all motorized units/vehicles entering and exiting the exhibit hall.

All vehicles being used on the exhibit hall floor, either as an actual exhibit or as part of the exhibit space, must be escorted by a T3 Expo spotting crew. There is a round trip fee per vehicle for this service.\*

The Fire Marshal requires that certain safety regulations are adhered to for all vehicles on the exhibit floor. Please see the facility & US Fire Department regulations in this kit to be sure all requirements are met.

\*Additional fees may apply if vehicle cannot be driven into place and must be assisted or if scheduled spotting time is missed. Oversize vehicles will be charged additional fees.

Type of vehicle	Number of vehicles	x	Price per vehicle (round trip)	=	Extended Price
Automobile	_____	x	\$356.00	=	\$ _____
Minivan / Van	_____	x	\$356.00	=	\$ _____
Cube / Bobtail	_____	x	\$356.00	=	\$ _____
RV	_____	x	\$356.00	=	\$ _____
Tractor Trailer	_____	x	Call for quote	=	\$ _____
Other _____ (description)	_____	x	Call for quote	=	\$ _____

**Requested Date & Time for Vehicle(s) Delivery:**

Deliver \_\_\_\_\_ (Day/Date) \_\_\_\_\_ (Time)

Pick Up \_\_\_\_\_ (Day/Date) \_\_\_\_\_ (Time)

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Booth #: \_\_\_\_\_

**Total Spotting Fee Estimate ..... \$ \_\_\_\_\_**

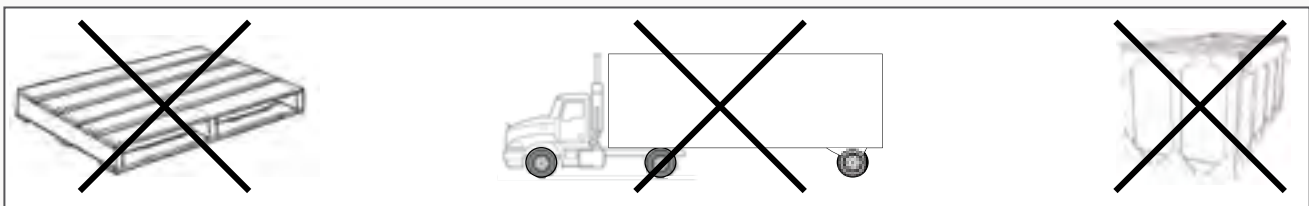
# Cartload Service

## Special Freight Services – Small Passenger Vehicles Only! Maximum Weight 200 lbs

- To facilitate the move-in and move-out for exhibitors with small exhibit material shipments, T3 Expo is pleased to provide Cartload Service. This service will be available during move-in and move-out.
- Cartload Service is designed for use by privately owned vehicles (POV's). A POV is a vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include cars, small vans, and taxis. Bobtail trucks, Box trucks and Pickup trucks pulling trailers are not considered POV's and not eligible for Cartload Service.
- Each Cartload will handle (8) pieces or less, weighing less than 200 lbs. total. Each exhibitor will be provided (1) laborer with (1) pushcart. Each exhibitor will be allowed a maximum of (2) trips from their vehicle to their booth for move-in and (2) return trips from their booth to their vehicle for move-out.
- T3 Expo personnel will direct all vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with your vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area once Cartload Service is complete.
- Material handling charges and processes will apply to any loads greater than the limits listed above and/or any vehicles that are deemed by T3 Expo not to be a POV.



To receive this service, watch for the Cartload Service signage



Cart Service	Anticipated number of trips (2) maximum each way		Price per trip (each way)	=	Extended Price
Inbound	_____	x	\$275.00	=	\$ _____
Outbound	_____	x	\$275.00	=	\$ _____

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Booth #: \_\_\_\_\_

**Total Cart Service Fee Estimate .... \$ \_\_\_\_\_**

# **Official Transportation Provider** *via the ABF Freight® Network*

**Let ArcBest® make your next trade show the easiest you have ever attended!**

We have over 90 years of experience in the freight industry and a dedicated Trade Show division with service through North America through the ABF Freight® network.

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

For personalized quotes, please call

**800-654-7019**

## **Our Services Include:**

*Priority handling of your inbound and outbound shipments*

*Guaranteed expedited air and ground services*

*LTL Ground Transportation*

*International Transportation*

*Trust your important trade show shipment to the leader in exhibition transportation services.*

**ArcBest®**  
*More Than Logistics™*

# REQUEST FOR INFORMATION

## ArcBest® Trade Show Services

Exhibiting Company \_\_\_\_\_ Contact Name \_\_\_\_\_

Title \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

### SHIPPER INFORMATION

Company \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

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

Pickup Date/Time \_\_\_\_\_

### FREIGHT INFORMATION

Piece Count and Type \_\_\_\_\_

Total Weight \_\_\_\_\_

Dimensions (L) \_\_\_\_\_ (W) \_\_\_\_\_ (H) \_\_\_\_\_

### SHIP TO: Warehouse Show Site

Show Name \_\_\_\_\_

Booth No. \_\_\_\_\_

Contractor \_\_\_\_\_

Show Dates \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

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

Delivery Date \_\_\_\_\_

### ADDITIONAL INFORMATION

Residential Pickup  Inside Pickup

Liftgate  Dock

Would you like an ArcBest Trade Show Coordinator to contact you with a quote or information?  YES  NO

If you are faxing this form, please print a copy, complete the requested information, and then fax to (844) 718-7620.

If you are completing electronically, you can either print and fax your request or click on the submit button to send your request to one of our Trade Show specialists.

**800-654-7019**

**tradeshow@arcb.com | arcb.com**



8401 McClure Drive • Fort Smith, AR • 72916



# ADVANCE SHIPMENT

ACCEPTED FROM MONDAY, MARCH 7, 2022 TO MONDAY, MARCH 21, 2022

To: \_\_\_\_\_

Exhibitor Name

c/o: T3 Expo

c/o: Arc Best

4354 Director Drive

San Antonio, TX 78219

Event: **AOTA INSPIRE 2022**

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

Piece #: \_\_\_\_\_ of: \_\_\_\_\_ pieces



# ADVANCE SHIPMENT

ACCEPTED FROM MONDAY, MARCH 7, 2022 TO MONDAY MARCH 21, 2022

To: \_\_\_\_\_

Exhibitor Name

c/o: T3 Expo

c/o: Arc Best

4354 Director Drive

San Antonio, TX 78219

Event: **AOTA INSPIRE 2022**

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

Piece #: \_\_\_\_\_ of: \_\_\_\_\_ pieces



These labels are provided for your convenience; please affix to each piece shipped to ensure proper delivery.

These labels are provided for your convenience; please affix to each piece shipped to ensure proper delivery.

# DIRECT SHIPMENT

ACCEPTED BEGINNING TUESDAY, MARCH 29, 2022 BETWEEN THE HOURS OF 1:00 PM - 4:00 PM

To: \_\_\_\_\_

Exhibitor Name

c/o: T3 Expo

c/o: Henry B Gonzalez Convention Center

Exhibit Halls 1-3

900 E Market St.

San Antonio, TX 78205

Event: **AOTA INSPIRE 2022**

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

Piece #: \_\_\_\_\_ of: \_\_\_\_\_ pieces



# DIRECT SHIPMENT

ACCEPTED BEGINNING TUESDAY, MARCH 29, 2022 BETWEEN THE HOURS OF 1:00 PM - 4:00 PM

To: \_\_\_\_\_

Exhibitor Name

c/o: T3 Expo

c/o: Henry B Gonzalez Convention Center

Exhibit Halls 1-3

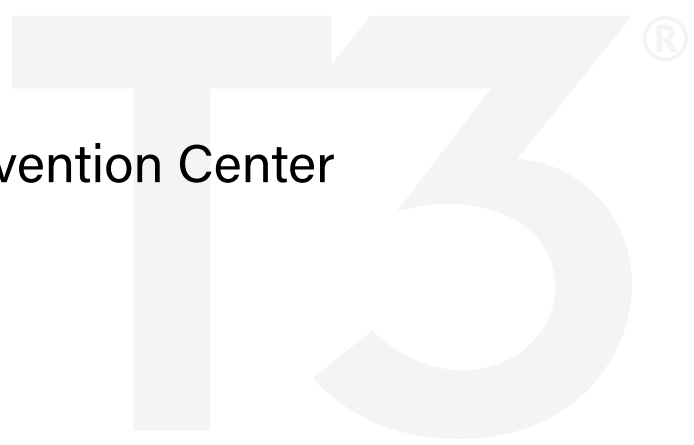
900 E Market St.

San Antonio, TX 78205

Event: **AOTA INSPIRE 2022**

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

Piece #: \_\_\_\_\_ of: \_\_\_\_\_ pieces



These labels are provided for your convenience; please affix to each piece shipped to ensure proper delivery.

# HANGING SIGN ADVANCE SHIPMENT

ACCEPTED FROM MONDAY, MARCH 7, 2022 TO MONDAY, MARCH 21, 2022

To: \_\_\_\_\_

Exhibitor Name

c/o: T3 Expo

c/o: Arc Best

4354 Director Drive

San Antonio, TX 78219



Event: **AOTA INSPIRE 2022**

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

Piece #: \_\_\_\_\_ of: \_\_\_\_\_ pieces

# HANGING SIGN ADVANCE SHIPMENT

ACCEPTED FROM MONDAY, MARCH 7, 2022 TO MONDAY, MARCH 21, 2022

To: \_\_\_\_\_

Exhibitor Name

c/o: T3 Expo

c/o: Arc Best

4354 Director Drive

San Antonio, TX 78219



Event: **AOTA INSPIRE 2022**

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

Piece #: \_\_\_\_\_ of: \_\_\_\_\_ pieces

# T3 SERVICE INFORMATION & FORMS

**10' x 10' Booth Package Order Deadline: Monday, March 7, 2022**

# 10' X 10' BOOTH PACKAGE

The following information is required. Please return completed form to T3 Expo.

## 10' x 10' Booth Package – \$692.00

- (1) Wastebasket
- (2) Side Chairs
- (1) 6' x 30" High Skirted Table (Please choose color below)
- (1) 10' x 10' Classic Booth Carpet (Please choose color below)

### Select Table Skirt color:

(Included in booth package price; please check one)



Red Plum    Blue White    Gold Grey    Green Black    Burgundy

### Select carpet color:

(Included in booth package price; please check one)



Red Green    Grey Black    Navy Burgundy    Blue

PLEASE NOTE: Colors and style may vary upon availability.

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Cell Phone #: \_\_\_\_\_  
 Booth #: \_\_\_\_\_

<b>10' x 10' Booth Package</b> .....	<b>\$692.00</b>
<b>Sales Tax 6.25%</b> .....	<b>\$ _____</b>
<b>Estimated Rental Package Total</b> .....	<b>\$ _____</b>
Pricing does not include electricity, internet connection or AV equipment.	

**Exhibitor Order Deadline:** ..... Monday, February 21, 2022  
**Artwork Submission Deadline:** ..... Monday, February 28, 2022  
**Artwork Approval Deadline:**..... Monday, March 7, 2022  
An additional 25% rush fee will be added to the total price of the package if graphic files are received after Monday, February 28, 2022.

# 10' x 10' Presta™ Rental Exhibit Package



**The following information is required; please return completed form to T3 Expo.**

### Review Package

- 9'w x 8'h Digitally Printed Back Wall
- 10' x 10' Standard Carpet
- (1) White, Lockable Display Counter
- (3) Clip Lights (electricity not included)
- Labor to Install and Dismantle
- First Day Cleaning

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Booth #: \_\_\_\_\_

### Submitting Artwork

Before submitting artwork, please see our Artwork Submission Guidelines on page 40. There you will find information on file setup and formats, as well as a link to upload graphics and download templates.

### Select Carpet Color (Included in package price; check one)

- |      |       |          |       |
|------|-------|----------|-------|
| Blue | Black | Burgundy | Green |
| Grey | Navy  | Red      |       |

### Submit This Form

Email or fax this completed form along with the **Payment Information Form** to: [orders@t3expo.com](mailto:orders@t3expo.com)

<b>10' x 10' Rental Exhibit Package</b> .....	<b>\$4,763.00</b>
<b>Sales Tax 7.0%</b> .....	<b>\$</b>
<b>Estimated Rental Package Total</b> .....	<b>\$</b>

Pricing does not include electricity, internet connection or AV equipment.

**Exhibitor Order Deadline:** ..... **Monday, February 21, 2022**  
**Artwork Submission Deadline:** ..... **Monday, February 28, 2022**  
**Artwork Approval Deadline:**..... **Monday, March 7, 2022**  
An additional 25% rush fee will be added to the total price of the package if graphic files are received after Monday, February 28, 2022.

# 10' x 20' Presta™ Rental Exhibit Package



**The following information is required; please return completed form to T3 Expo.**

### Review Package

- 18'w x 8'h Digitally Printed Back Wall
- 10' x 20' Standard Carpet
- (2) White, Lockable Display Counters
- (1) Reception Counter with Digital Graphic
- (6) Clip Lights (electricity not included)
- Labor to Install and Dismantle
- First Day Cleaning

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Booth #: \_\_\_\_\_

### Submitting Artwork

Before submitting artwork, please see our Artwork Submission Guidelines on page 40. There you will find information on file setup and formats, as well as a link to upload graphics and download templates.

### Select Carpet Color (Included in package price; check one)

- |      |       |          |       |
|------|-------|----------|-------|
| Blue | Black | Burgundy | Green |
| Grey | Navy  | Red      |       |

### Submit This Form

Email or fax this completed form along with the **Payment Information Form** to: [orders@t3expo.com](mailto:orders@t3expo.com)

<b>10' x 20' Rental Exhibit Package</b> .....	<b>\$7,425.00</b>
<b>Sales Tax 7.0%</b> .....	<b>\$</b> _____
<b>Estimated Rental Package Total</b> .....	<b>\$</b> _____
Pricing does not include electricity, internet connection or AV equipment.	

**Artwork Submission Deadline:**  
All artwork due by Monday, February 28, 2022

# Artwork Submission Guidelines

## General File Set Up

Please provide artwork in native forms whenever possible:

- **Adobe Illustrator and Adobe InDesign files are preferred**

When creating multiple-panel signs/structure graphics (booth back walls, etc.):

- **Use Adobe Illustrator for layout**
- Create artwork using one artboard for entire graphic. Don't use separate artboards for artwork spanning more than one panel.
- Include **2" bleeds** on all sides
- Convert fonts to outlines
- Embed all linked images

When creating single-panel graphics/smaller signs (meter boards, placards, etc.):

- **Use Adobe Illustrator or InDesign for layout**
- Include **1" bleeds** on all sides
- Convert fonts to outlines
- Embed or package all linked images

## Images

Rasterized pixel-based images such as PSD, TIF or JPGs should be high resolution (150-300 dpi) at full size, 1:1 ratio. This includes images linked or embedded in InDesign or Illustrator files.

Based on viewing distance, below are some basic guidelines for resolution when working with formats such as PSD, TIF and JPG files.

### 48" x 96" Graphics and larger

**Recommended** resolution for graphic at full size dimensions:

- Viewing distance of 1-4 feet ..... 200 dpi at full size
- Viewing distance of 5-9 feet ..... 150 dpi at full size

**Minimum** resolution for graphic at full size dimensions:

- Viewing distance of 1-4 feet ..... 150 dpi at full size
- Viewing distance of 5-9 feet ..... 100 dpi at full size

### Graphics smaller than 48" x 96"

- Viewing distance of 1-4 feet ..... 100 dpi at full size

## Preferred File Formats

- **Adobe Illustrator (AI or EPS):** Outline fonts and embed all links
- **Adobe InDesign:** Package all fonts and links
- **Adobe Photoshop (PSD, TIF or JPG):** For image files

## Checklist

SET DOCUMENT MODE TO CMYK  
USE APPROPRIATE DIMENSIONS AND SCALE  
SET APPROPRIATE BLEEDS ON ALL SIDES  
CHECK IMAGE RESOLUTION  
CONVERT FONTS TO OUTLINES  
EMBED IMAGES / SAVE & PACKAGE YOUR FILE  
INCLUDE PDF PROOF

## Submitting Artwork

Once your graphics are complete, please [CLICK HERE](#) to upload your graphic files or download templates.

## Questions?

**Questions regarding artwork may be emailed to:**

Exhibitor Graphics  
[graphics@t3expo.com](mailto:graphics@t3expo.com)

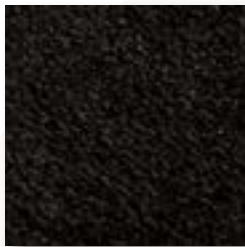
**Please include, in all inquiries:**

- Event name
- Company name
- Booth number
- Contact information



# Floor Covering

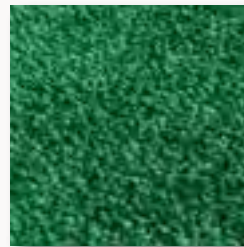
## Upgraded Carpet – 30 oz. Premium 100% Nylon Carpet



**Black**



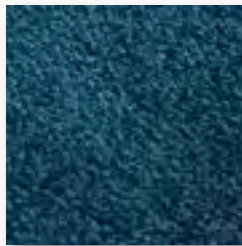
**Burgundy**



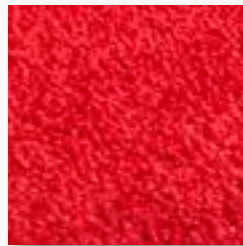
**Green**



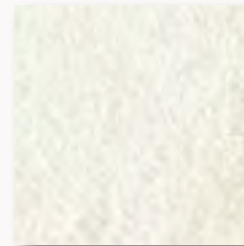
**Grey**



**Navy**

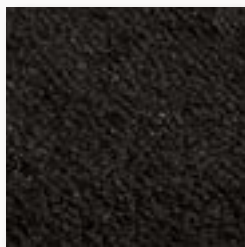


**Red**

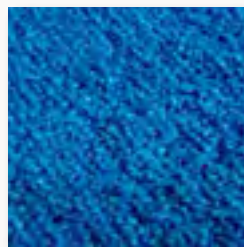


**White**

## Standard Carpet – 16 oz. Nylon Carpet



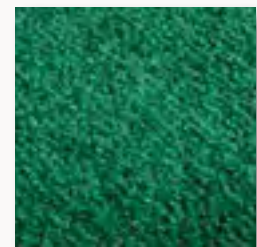
**Black**



**Blue**



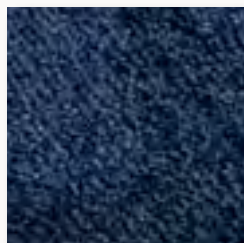
**Burgundy**



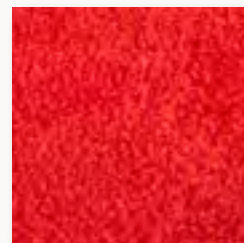
**Green**



**Grey**



**Navy**



**Red**

PLEASE NOTE: Colors and style may vary upon availability.

**T3 Advanced Discount Deadline:**  
Order and payment due by Monday, March 07, 2022

# Floor Covering Order Form

**Upgraded Carpet** – 30 oz. Premium 100% Nylon Carpet  
**Please enter size and select carpet color**

**PLEASE NOTE: The booth space is not carpeted and floor covering is required by Show Management.**

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
Size _____ x _____ = _____ sq. ft		x \$5.65	or \$9.04	= \$ _____

<b>Please select UPGRADED carpet color:</b> (check one)	Black Navy	Burgundy Red	Green White	Grey
--	---------------	-----------------	----------------	------

**Standard Carpet** – 16 oz. nylon carpet  
**Enter size and select carpet color**

	Discount Price		Standard Price		Extended Price		Discount Price		Standard Price		Extended Price
10' x 10'	\$240.00	or	\$384.00	\$ _____		20' x 20'	\$960.00	or	\$1,536.00	\$ _____	
10' x 20'	\$480.00	or	\$768.00	\$ _____		20' x 30'	\$1,440.00	or	\$2,304.00	\$ _____	
10' x 30'	\$720.00	or	\$1,152.00	\$ _____		20' x 40'	\$1,920.00	or	\$3,072.00	\$ _____	
10' x 40'	\$960.00	or	\$1,536.00	\$ _____		30' x 30'	\$2,160.00	or	\$3,456.00	\$ _____	

20' carpet comes as two matching 10' pieces.

**Custom Size** – Custom size is required for larger, island or peninsula booths, or if size needed is not shown above.  
**Please enter size and select carpet color**

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
Size _____ x _____ = _____ sq. ft		x \$3.75	or \$6.00	= \$ _____

<b>Please select STANDARD or CUSTOM carpet color:</b> (check one)	Black Grey	Blue Navy	Burgundy Red	Green
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## Carpet Padding

	Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
½" Foam Padding*	_____ x _____ = _____ sq. ft		x \$1.45	or \$2.32	= \$ _____
1" Foam Padding*	_____ x _____ = _____ sq. ft		x \$2.90	or \$4.64	= \$ _____
Visqueen	_____ x _____ = _____ sq. ft		x \$1.10	or \$1.76	= \$ _____

**Subtotal: \$ \_\_\_\_\_**

Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

**Sales Tax 6.3%** ..... \$ \_\_\_\_\_  
**Estimated Total Floor Covering** ..... \$ \_\_\_\_\_

## Furniture – Standard Chairs



A. Bar Stool, Black



B. Side Chair, Black

PLEASE NOTE: Colors and style may vary upon availability.

# Accessories

- A. Bag Stand – Chrome
- B. Brochure Holder
- C. Coat Tree – Chrome
- D. Display Board (8'w x 4'h)
- E. Display Counter – (36"w x 41"h x 21"d)  
 Display Counter with Decal (14" x 14")  
 Display Counter with Custom Graphics\*
- F. Easel – Tripod
- G. Display Showcase – (58"w x 38"h x 17.5"d)
- H. Literature Stand
- I. Sign Stand – Chrome
- J. Stanchion (includes 7' retractable cord)
- K. Wastebasket



PLEASE NOTE:  
 Colors and style may vary upon availability.

**T3 Advanced Discount Deadline:**  
**Order and payment due by Monday, March 07, 2022**

# Furniture & Accessories Order Form

## Furniture

	Quantity	Discount Price	Standard Price	Extended Price
A. Bar Stool – Black.....	_____ x	\$200.00	or \$280.00	= \$ _____
B. Side Chair – Black.....	_____ x	\$145.00	or \$203.00	= \$ _____

## Accessories

	Quantity	Discount Price	Standard Price	Extended Price
A. Bag Stand – Chrome.....	_____ x	\$198.00	or \$277.00	= \$ _____
B. Brochure Holder .....	_____ x	\$74.00	or \$104.00	= \$ _____
C. Coat Tree .....	_____ x	\$109.00	or \$153.00	= \$ _____
D. Display Board (8'w x 4'h).....	_____ x	\$200.00	or \$280.00	= \$ _____
E. Display Counter (36" w x 41" h x 21" d) .....	_____ x	\$342.00	or \$479.00	= \$ _____
Display Counter with Decal (14" x 14") .....	_____ x	\$417.00	or \$554.00	= \$ _____
Display Counter with Custom Graphics .....	_____ x	\$467.00	or \$604.00	= \$ _____
F. Easel – Tripod .....	_____ x	\$83.00	or \$116.00	= \$ _____
G. Display Showcase (58" x 38" x 17.5d") .....	_____ x	\$510.00	or \$714.00	= \$ _____
H. Literature Stand.....	_____ x	\$185.00	or \$259.00	= \$ _____
I. Sign Stand – Chrome (22" w x 28" h) .....	_____ x	\$133.00	or \$186.00	= \$ _____
J. Stanchion (with 7' retractable cord).....	_____ x	\$129.00	or \$181.00	= \$ _____
K. Wastebasket.....	_____ x	\$24.00	or \$34.00	= \$ _____

### \*Submitting Artwork

Before submitting artwork, please see our Artwork Submission Guidelines. There you will find information on file setup and formats, as well as a link to upload graphics and download templates.

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Cell Phone #: \_\_\_\_\_  
 Booth #: \_\_\_\_\_

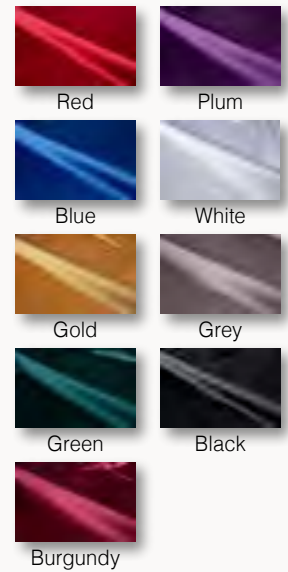
**Sales Tax 6.3%** ..... \$ \_\_\_\_\_  
**Est. Total Furniture & Accessories ...** \$ \_\_\_\_\_

# Display Tables & Counters

## Skirted Tables

- 4'w x 2'd x 30"h (shown)
- 6'w x 2'd x 30"h
- 8'w x 2'd x 30"h
- 4'w x 2'd x 40"h
- 6'w x 2'd x 40"h
- 8'w x 2'd x 40"h

- Skirted tables include white vinyl top and pleated skirt on three sides.
- Fourth side skirting is available at an additional cost.
- 4' tables do not require fourth side skirting.



## Unskirted Tables

- 4'w x 2'd x 30"h
- 6'w x 2'd x 30"h
- 8'w x 2'd x 30"h
- 4'w x 2'd x 40"h
- 6'w x 2'd x 40"h
- 8'w x 2'd x 40"h



## Round Tables

- 30" diameter x 30"h – Black
- 30" diameter x 40"h – Black



Skirting not available on round tables.

**PLEASE NOTE:**

Colors and style may vary upon availability for items on this page.

**T3 Advanced Discount Deadline:**  
Order and payment due by **Monday, March 07, 2022**

# Display Tables & Counters Order Form

	Quantity	Discount Price	Standard Price	Extended Price
<b>30" High Skirted (6' &amp; 8' skirted on 3 sides only)</b>				
4'w x 2'd.....	_____	x \$158.00	or \$221.00 = \$	_____
6'w x 2'd.....	_____	x \$184.00	or \$258.00 = \$	_____
8'w x 2'd.....	_____	x \$215.00	or \$301.00 = \$	_____
4th Side Skirting (for 6' and 8' tables only).....	_____	x \$50.00	or \$70.00 = \$	_____
<b>40" High Skirted (6' &amp; 8' skirted on 3 sides only)</b>				
4'w x 2'd.....	_____	x \$184.00	or \$258.00 = \$	_____
6'w x 2'd.....	_____	x \$215.00	or \$301.00 = \$	_____
8'w x 2'd.....	_____	x \$246.00	or \$344.00 = \$	_____
4th Side Skirting (for 6' and 8' tables only).....	_____	x \$58.00	or \$81.00 = \$	_____

**Please Select Skirting Color:** (check one)

Black      Blue      Burgundy      Gold      Green      Grey      Plum      Red      White

	Quantity	Discount Price	Standard Price	Extended Price
<b>30" High Unskirted</b>				
4'w x 2'd.....	_____	x \$62.00	or \$87.00 = \$	_____
6'w x 2'd.....	_____	x \$82.00	or \$115.00 = \$	_____
8'w x 2'd.....	_____	x \$101.00	or \$141.00 = \$	_____
<b>40" High Unskirted</b>				
4'w x 2'd.....	_____	x \$82.00	or \$115.00 = \$	_____
6'w x 2'd.....	_____	x \$101.00	or \$141.00 = \$	_____
8'w x 2'd.....	_____	x \$119.00	or \$167.00 = \$	_____
<b>Round Tables</b>				
30"d x 30"h, black.....	_____	x \$108.00	or \$151.00 = \$	_____
30"d x 40"h, black.....	_____	x \$121.00	or \$169.00 = \$	_____

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Cell Phone #: \_\_\_\_\_  
 Booth #: \_\_\_\_\_

**Sales Tax 6.3%** ..... \$ \_\_\_\_\_  
**Est. Total Display Tables & Counters \$** \_\_\_\_\_

## Display Labor & Forklift Order Form

### Important Information

- Straight Time: 8:00 am to 4:30 pm, Monday-Friday.
- Overtime: Before 8:00 am and after 4:30 pm, Monday-Friday, and all hours on Saturday.
- Double Time: Sunday and observed union holidays.
- Show Site Labor Orders: Add 30% to hourly rates.
- T3 Expo bills 30 minutes minimum per laborer. Additional time is billed in 30 minute increments per laborer.
- Exhibitors ordering forklift will be assigned a forklift and an operator.
- Determination of crew size is at the discretion of T3 Expo.
- Starting time is to be confirmed with T3 Expo. Only labor ordered for 8:00 am start time is guaranteed. All other start times will begin as soon as labor is available.
- Exhibitors MUST check in at the T3 Expo Service Desk when ready for labor, and check out at the T3 Expo Service Desk upon completion of work.
- Exhibitors ordering forklift to assemble displays or for uncrating, unskidding, positioning and reskidding equipment or machinery will need to estimate their needs on this form.

	Straight Time	Overtime	Double Time
<b>Display Labor</b>			
Labor .....	\$120.00	\$164.00	\$223.00
T3 Supervised Labor .....	\$156.00	\$214.00	\$290.00
Forklift and Operator.....	\$295.00	\$328.00	\$422.00

Requested Date/Time	# of Laborers	# Hours	Hourly Rate	Total Cost
Installation _____	_____ x _____	_____ x _____	_____ = \$ _____	
_____	_____ x _____	_____ x _____	_____ = \$ _____	
Dismantle _____	_____ x _____	_____ x _____	_____ = \$ _____	
_____	_____ x _____	_____ x _____	_____ = \$ _____	

### For Forklift Orders

#### Type of Work Being Performed

- Unskid/reskid equipment
- Place equipment
- Build booth structure
- Other: \_\_\_\_\_

#### Size of forklift required:

- 5,000 lb lift
- 10,000 lb lift
- 15,000 lb lift

Heaviest piece weight \_\_\_\_\_ Dimensions \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_  
 length width height

### For Display Labor – Supervision of all labor is required (check one)

**Exhibitor Supervision** On site/after hours contact cell phone: \_\_\_\_\_  
 On site/after hours contact name: \_\_\_\_\_

**T3 Expo Supervision** On site/after hours contact cell phone: \_\_\_\_\_  
 On site/after hours contact name: \_\_\_\_\_

Our fee for T3 Supervision is 30% of the exhibitor's total labor bill. In order to perform the labor without exhibitor's representative present, T3 Expo must receive detailed set-up instructions (blueprints/floor plans, etc.) with this labor order form. Exhibitor must also include outbound shipping instructions with this labor order form.

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Booth #: \_\_\_\_\_

**Set-Up Instructions Attached**

**Outbound Shipping Information Attached**

**Estimated Total Labor** ..... \$ \_\_\_\_\_





# Hanging Sign Description & Position

## Description of Sign

### Material

Cloth/Vinyl      Wood      System      Metal      Other \_\_\_\_\_

Single Sided      Double Sided      Pockets      Grommets      # of Hang Points \_\_\_\_\_

### Shape

Square      Circle      Triangle      Pinwheel      Other \_\_\_\_\_

### Dimensions

Height \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_ Approx Weight \_\_\_\_\_ lbs.

### Assembly Required?

Yes      No

### Electricity Required?

Yes      No

### Chain Motors Required? (call/email T3 Expo for rates)

Yes      No      Qty \_\_\_\_\_

### Is exhibitor supervision required for T3 Expo to assemble and hang the sign?

Yes      No

### Position of Sign

Distance from the floor to the top of the sign \_\_\_\_\_ or \_\_\_\_\_ to maximum height allowed

### Location

Center of Booth

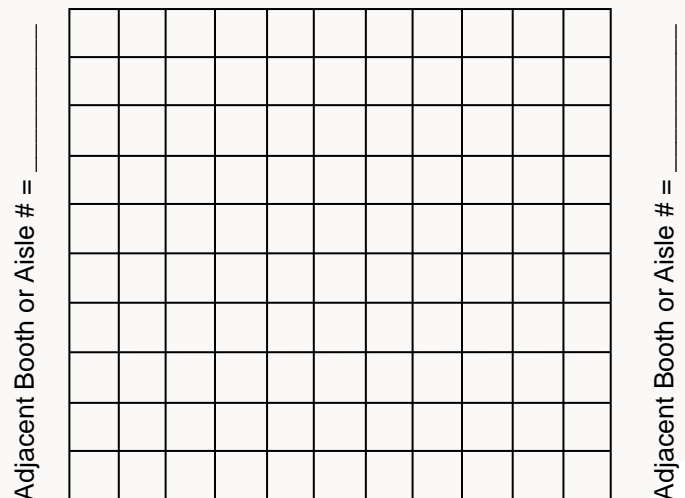
See Diagram Below

Each square = \_\_\_\_\_

Adjacent Booth or Aisle # = \_\_\_\_\_

### Use this grid to indicate the position of your hanging sign.

- Please indicate the scale of the grid (i.e. 1 square=1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers in the space around the grid.



Adjacent Booth or Aisle # = \_\_\_\_\_

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Booth #: \_\_\_\_\_

# Access & Empty Storage Order Form

## Important Information

Exhibitor must sign up for accessible storage at the on-site T3 Service Desk.

Accessible storage is for storing items such as giveaways or literature that need to be replenished.

Half hour minimum labor charge to bring items to storage and half hour minimum charge for each time retrieved. Actual hours will be included in final billing.

NOTE: If you are already paying for Advance or Direct Material Handling to T3 Expo, there is no additional charge for Empty Storage. If you are hand-carrying your exhibit and require storage, Empty Storage fees will apply.

Empty Storage fees cover the duration of the event.

## Accessible Storage

**Accessible Storage is \$2.00 per square foot per day.**

\*One half hour of labor will be charged to bring items to storage and one half hour for each time items are retrieved from or brought into storage.

Access Storage	Area	# Days	Extended Price
\$2.00 per sq. ft x	_____ sq. ft.	x _____	= \$ _____

	Straight Time	Overtime	Double Time
Access Storage Labor .....	\$120.00	\$164.00	\$223.00

Empty Storage	Quantity	Standard Price	Extended Price
Cardboard Box .....	_____ x	\$40.00 each	= \$ _____
Fiber Case .....	_____ x	\$50.00 each	= \$ _____

Cleaning	Area	Price	# Days	Extended Price
Porter Service ....	_____ x _____	\$0.80 per sq. ft.	x _____	= \$ _____
Vacuumping .....	_____ x _____	\$0.74 per sq. ft.	x _____	= \$ _____

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Booth #: \_\_\_\_\_

**Estimated Total Services** ..... \$ \_\_\_\_\_

**T3 Advanced Discount Deadline:**  
**Order and payment due by Monday, March 07, 2022**

# Signage Order Form

## Important Information

Double square footage for double sided graphics.

Round square foot to next whole increment.

File conversion, retouching or color correction may incur additional charges.

T3 Expo can design layouts of graphics for an additional fee of \$125 per hour (Two hour minimum).

Please refer to the Artwork Submission Guidelines page for information on file set-up, and a link to upload your graphic files or download templates.

## Signage

### Standard Size Signs

	Quantity	Advanced Price	Standard Price	Extended Price
8.5"w x 11"h.....	_____ x	\$54.00	or \$65.00	= \$ _____
14"w x 22"h.....	_____ x	\$71.00	or \$85.00	= \$ _____
22"w x 28"h.....	_____ x	\$169.00	or \$203.00	= \$ _____
28"w x 44"h.....	_____ x	\$196.00	or \$235.00	= \$ _____

**Subtotal = \$ \_\_\_\_\_**

### Custom Size Banner (in square feet)

#### Single Sided

	Advanced Price	Standard Price	Extended Price
_____ x _____ = _____ width height area	x \$22.00	or \$26.00	= \$ _____ (per square foot)

#### Double Sided (x2)

_____ x _____ = _____ width height area	x \$44.00	or \$52.00	= \$ _____ (per square foot)
--	-----------	------------	---------------------------------

**Subtotal = \$ \_\_\_\_\_**

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Booth #: \_\_\_\_\_

**Sales Tax 6.3%.....\$ \_\_\_\_\_**  
**Estimated Total Signage.....\$ \_\_\_\_\_**



# TRADESHOW

FURNISHINGS | 2021

[Click here to view the 2021 Trade Show Furnishings Catalog](#)

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Booth #: \_\_\_\_\_

QTY	CODE	ITEM	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
<b>POWERED FURNITURE</b>						
	BKCT5P	5' Table	Black Top, Silver	\$1,115	\$1,394	
	BKCT8P	8' Table	Black Top, Silver	\$2,143	\$2,679	
	BKCT10P	10' Table	Black Top, Silver	\$2,143	\$2,679	
	NPLCHP	Naples Chair	Black Vinyl	\$1,000	\$1,250	
	NPLLOP	Naples Loveseat	Black Vinyl	\$1,340	\$1,675	
	NPLSOP	Naples Sofa	Black Vinyl	\$1,543	\$1,929	
	C1YP	Sydney Cocktail Table	Black Top, Brushed Steel	\$420	\$525	
	C1WP	Sydney Cocktail Table	White Top, Brushed Steel	\$418	\$523	
	VNTBLK	Ventura Communal Bar Table	Black Top, Silver	\$1,303	\$1,629	
	VNTWHT	Ventura Communal Bar Table	White Top, Silver	\$1,303	\$1,629	
	VNTCBK	Ventura Communal Café Table	Black Top, Silver	\$1,050	\$1,313	
	VNTCVH	Ventura Communal Café Table	White Top, Silver	\$1,050	\$1,313	
	CUBPOW	Wireless Charging Table	White, AC Plug In	\$555	\$764	
	VILHUB	Village Charging Hub	Cream	\$353	\$441	
<i>Additional Powered Products under Office &amp; Product Display on Page 2</i>						
<b>SOFT SEATING COLLECTIONS</b>						
	CHR002	Allegro Chair	Blue Fabric, Brushed Metal	\$573	\$716	
	SFA002	Allegro Sofa	Blue Fabric, Brushed Metal	\$813	\$1,016	
	BCHWHT	Baja Chair	White Vinyl	\$585	\$731	
	BLVWHT	Baja Loveseat	White Vinyl	\$928	\$1,060	
	BSFWHT	Baja Sofa	White Vinyl	\$1,083	\$1,354	
	FAIRCW	Fairfax Chair	White Vinyl, Brushed Metal	\$403	\$504	
	FAIRSW	Fairfax Sofa	White Vinyl, Brushed Metal	\$555	\$694	
	KEYCHR	Key Largo Chair	Black Fabric, Wood	\$365	\$456	
	KEYLOV	Key Largo Loveseat	Black Fabric, Wood	\$423	\$529	
	KEYSOF	Key Largo Sofa	Black Fabric, Wood	\$535	\$669	
	NPLCHR	Naples Chair	Black Vinyl	\$680	\$850	
	NPLLOV	Naples Loveseat	Black Vinyl	\$820	\$1,025	
	NPLSOF	Naples Sofa	Black Vinyl	\$973	\$1,216	
	PALSOF	Palm Beach Sofa	White Vinyl	\$850	\$1,063	
	STECOA	Sterling Chair	Gray Fabric	\$1,005	\$1,256	
	STESOF	Sterling Sofa	Gray Fabric	\$1,463	\$1,829	
	VALCHA	Valencia Chair	Spice Orange Velvet	\$448	\$560	
	VALSOF	Valencia Sofa	Coffee Brown Velvet	\$570	\$713	
<b>ACCENT CHAIRS</b>						
	ATHCHA	Atherton Chair	Brown Leather, Black Metal	\$755	\$944	
	BOWCHA	Bowery Chair	Ochre Fabric	\$708	\$885	
	CNTCHR	Century Chair	Gray Velvet	\$720	\$900	
	LABREA	La Brea Swivel Chair	Charcoal Gray Fabric, Chrome	\$480	\$600	
	LENCHA	Lena Chair	Moss Green Leather, Bronze	\$635	\$794	
	BCW	Madrid Chair	White Vinyl, Chrome	\$748	\$935	
	OCMWHT	Meeting Chair	White Vinyl, Wenge	\$318	\$398	
	MONCHA	Montreal Chair	Blue, Black Metal	\$778	\$973	
	MMNCHC	Munich Armless Chair	Gray Fabric, Black	\$573	\$716	
	SWAN	Swanson Swivel Chair	White Vinyl, Chrome	\$418	\$523	
	TCHP	Tech Chair, No Tablet	Gray Vinyl, Chrome Base	\$555	\$694	
	TCHGRY	Tech Tablet Chair	Gray Vinyl, White Metal Tablet	\$540	\$675	
	WENCHA	Wentworth Swivel Chair	Brown Vinyl	\$418	\$523	
<b>GROUP SEATING</b>						
	BLDCRD	Blade Chair	Red	\$93	\$116	
	BLDCSB	Blade Chair	Sky Blue	\$93	\$116	
	SC3	Brewer Chair	Onyx, Chrome	\$205	\$256	
	XCHR	Christopher Chair	White Vinyl, Chrome	\$123	\$154	
	DUET	Duet Stack Chair	Black, Chrome	\$78	\$98	
	LMCHR	Laguna Chair	Maple, Chrome	\$175	\$219	
	LUCHCL	Lucent Chair	Frosted Acrylic, Chrome	\$230	\$288	
	MALGRY	Malba Chair	Gray, Chrome	\$133	\$166	
	MALGRN	Malba Chair	Green, Chrome	\$133	\$166	
	MARCBK	Marina Chair	Black Vinyl, Brushed Metal	\$185	\$231	
	MARCBR	Marina Chair	Brown Fabric, Brushed Metal	\$185	\$231	
	MARCBE	Marina Chair	Ocean Blue Fabric, Brushed Metal	\$185	\$231	
	MARCRD	Marina Chair	Red Fabric, Brushed Metal	\$185	\$231	
	MARCWH	Marina Chair	White Vinyl, Brushed Metal	\$185	\$231	
	PASCHR	Pasadena Chair	White Molded Plastic w/Chrome Tower Base	\$438	\$548	
	SC10	Razor Armless Chair	White	\$85	\$106	
	RSTDIN	Rustique Chair w/ Arms	Gunmetal	\$125	\$156	
	CS4	Syntax Chair	Black, Chrome	\$250	\$313	
	ZENCHR	Zenith Chair	White, Chrome	\$165	\$206	
<b>OTTOMANS</b>						
	BVLYBK	Beverly Bench Ottoman	Black Vinyl	\$470	\$588	
	BVLYBN	Beverly Bench Ottoman	Brown Fabric	\$470	\$588	
	BVLYGR	Beverly Bench Ottoman	Gray Fabric	\$470	\$588	
	BVLYLN	Beverly Bench Ottoman	Linen Fabric	\$470	\$588	
	BVLYOB	Beverly Bench Ottoman	Ocean Blue Fabric	\$470	\$588	
	BVLYRD	Beverly Bench Ottoman	Red Fabric	\$470	\$588	
	BVLYWH	Beverly Bench Ottoman	White Vinyl	\$470	\$588	
	BVSMBK	Beverly Small Bench Ottoman	Black Vinyl	\$390	\$488	

QTY	CODE	ITEM	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
<b>OTTOMANS (CONTINUED)</b>						
	BVSMBL	Beverly Small Bench Ottoman	Ocean Blue Fabric	\$390	\$488	
	BVSMBN	Beverly Small Bench Ottoman	Brown Fabric	\$390	\$488	
	BVSMGN	Beverly Small Bench Ottoman	Olive Green Fabric	\$390	\$488	
	BVSMGY	Beverly Small Bench Ottoman	Gray Fabric	\$390	\$488	
	BVSMNL	Beverly Small Bench Ottoman	Linen Fabric	\$390	\$488	
	BVSMNLV	Beverly Small Bench Ottoman	Lavender Fabric	\$390	\$488	
	BVSMOR	Beverly Small Bench Ottoman	Orange Fabric	\$390	\$488	
	BVSMRD	Beverly Small Bench Ottoman	Red Fabric	\$390	\$488	
	BVSMWH	Beverly Small Bench Ottoman	White Vinyl	\$390	\$488	
	BVSMYL	Beverly Small Bench Ottoman	Yellow Fabric	\$390	\$488	
	END01B	Endless Curved Ottoman	Black Vinyl, Chrome	\$613	\$766	
	END01W	Endless Curved Ottoman	White Vinyl, Chrome	\$613	\$766	
	END02B	Endless Square Ottoman	Black Vinyl, Chrome	\$418	\$523	
	END02W	Endless Square Ottoman	White Vinyl, Chrome	\$418	\$523	
	MAR001	Marche Swivel Ottoman	White Vinyl	\$215	\$269	
	MAR002	Marche Swivel Ottoman	Gray Fabric	\$215	\$269	
	MAR003	Marche Swivel Ottoman	Linen Fabric	\$215	\$269	
	MAR004	Marche Swivel Ottoman	Raspberry Fabric	\$215	\$269	
	MAR005	Marche Swivel Ottoman	Red Fabric	\$215	\$269	
	MAR006	Marche Swivel Ottoman	Rose Quartz Fabric	\$215	\$269	
	MAR007	Marche Swivel Ottoman	Plum Fabric	\$215	\$269	
	MAR008	Marche Swivel Ottoman	Meadow Green	\$215	\$269	
	MAR009	Marche Swivel Ottoman	Pear Yellow Fabric	\$215	\$269	
	MAR010	Marche Swivel Ottoman	Blue Fabric	\$215	\$269	
	MAR011	Marche Swivel Ottoman	Orange Fabric	\$215	\$269	
	MAR012	Marche Swivel Ottoman	Forest Green Vinyl	\$215	\$269	
	MAR013	Marche Swivel Ottoman	Teal Velvet	\$215	\$269	
	MAR014	Marche Swivel Ottoman	Distressed Brown Vinyl	\$215	\$269	
	MAR015	Marche Swivel Ottoman	Black Vinyl	\$215	\$269	
	MAR016	Marche Swivel Ottoman	Ivory Faux Sheep Fur	\$215	\$269	
	VIB01	Vibe Cube Ottoman	Green Vinyl	\$148	\$185	
	VIB02	Vibe Cube Ottoman	Blue Vinyl	\$148	\$185	
	VIB04	Vibe Cube Ottoman	Red Vinyl	\$148	\$185	
	VIB05	Vibe Cube Ottoman	Bright Yellow Vinyl	\$148	\$185	
	VIB08	Vibe Cube Ottoman	Orange Vinyl	\$148	\$185	
	VIB09	Vibe Cube Ottoman	White Vinyl	\$148	\$185	
	VIB10	Vibe Cube Ottoman	Black Vinyl	\$148	\$185	
	VIB11	Vibe Cube Ottoman	Steel Blue Vinyl	\$148	\$185	
	VIB12	Vibe Cube Ottoman	Silver Vinyl	\$148	\$185	
	VIB13	Vibe Cube Ottoman	Purple Vinyl	\$148	\$185	
	VIB14	Vibe Cube Ottoman	Citrus Green Vinyl	\$148	\$185	
	VIB15	Vibe Cube Ottoman	Taupe Vinyl	\$148	\$185	
	VIB16	Vibe Cube Ottoman	Spice Orange Vinyl	\$148	\$185	
	VIB17	Vibe Cube Ottoman	Desert Rose Vinyl	\$148	\$185	
<b>CAFÉ TABLES WITH STANDARD BLACK BASE</b>						
	30BKSC	30" Round Café Table	Black Top	\$240	\$300	
	30BEBE	30" Round Café Table	Blue Top	\$240	\$300	
	30AGBC	30" Round Café Table	Brushed Gunmetal Top	\$240	\$300	
	30YSBC	30" Round Café Table	Brushed Yellow Top	\$240	\$300	
	ZTI	30" Round Café Table	Graphite Nebula Top	\$240	\$300	
	ZTA	30" Round Café Table	Gray Acajou Top	\$240	\$300	
	30GSBC	30" Round Café Table	Green Top	\$240	\$300	
	ZTK	30" Round Café Table	Maple Top	\$240	\$300	
	30OSBC	30" Round Café Table	Orange Top	\$240	\$300	
	ZTB	30" Round Café Table	Red Top	\$240	\$300	
	30WH29	30" Round Café Table	White Top	\$240	\$300	
	30WDDB	30" Round Café Table	Barnwood Top	\$240	\$300	
	36BKSC	36" Round Café Table	Black Top	\$285	\$356	
	ZTN	36" Round Café Table	Graphite Nebula Top	\$285	\$356	
	ZTP	36" Round Café Table	Maple Top	\$285	\$356	
	ZTQ	36" Round Café Table	White Top	\$285	\$356	
<b>CAFÉ TABLES WITH HYDRAULIC CHROME BASE</b>						
	30MAHC	30" Round Café Table	Gray Acajou Top	\$350	\$438	
	30BRHC	30" Round Café Table	Red Top	\$350	\$438	
	30WHHC	30" Round Café Table	White Top	\$350	\$438	
	30WDHC	30" Round Café Table	Barnwood Top	\$350	\$438	
	30BKHC	30" Round Café Table	Black Top	\$350	\$438	
	30BEHC	30" Round Café Table	Blue Top	\$350	\$438	
	30AGHC	30" Round Café Table	Brushed Gunmetal Top	\$350	\$438	
	30YSHC	30" Round Café Table	Brushed Yellow Top	\$350	\$438	
	30GRHC	30" Round Café Table	Graphite Nebula Top	\$350	\$438	
	30GSHC	30" Round Café Table	Green Top	\$350	\$438	
	30MTHC	30" Round Café Table	Maple Top	\$350	\$438	
	30OSHC	30" Round Café Table	Orange Top	\$350	\$438	
	36BKHC	36" Round Café Table	Black Top	\$380	\$475	
	36GRHC	36" Round Café Table	Graphite Nebula Top	\$380	\$475	
	36MTHC	36" Round Café Table	Maple Top	\$380	\$475	
	36WTHC	36" Round Café Table	White Top	\$380	\$475	

QTY	CODE	ITEM	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
<b>ACCENT TABLES</b>						
	ALC100	Alondra Cocktail Table	Glass Top, Chrome	\$390	\$488	
	ALC200	Alondra Cocktail Table	Brandy Maple Top, Chrome	\$390	\$488	
	ALE100	Alondra End Table	Glass Top, Chrome	\$283	\$354	
	ALE200	Alondra End Table	Brandy Maple Top, Chrome	\$283	\$354	
	AURA	Aura Round Table	White Metal	\$170	\$213	
	C1C	Geo Cocktail Table	Glass Top, Chrome	\$295	\$369	
	C1FWB	Geo Cocktail Table	Brandy Maple Top, Black	\$340	\$425	
	E1C	Geo End Table	Glass Top, Chrome	\$240	\$300	
	E1FWB	Geo End Table	Brandy Maple Top, Black	\$298	\$373	
	MESCTB	Mesa Cocktail Table	Black Top, Bronze	\$250	\$313	
	MESCTG	Mesa Cocktail Table	Glass Top, Bronze	\$250	\$313	
	MESCTW	Mesa Cocktail Table	Barmwood Top, Bronze	\$250	\$313	
	MESETB	Mesa End Table	Black Top, Bronze	\$165	\$206	
	MESEFG	Mesa End Table	Glass Top, Bronze	\$165	\$206	
	MESETW	Mesa End Table	Barmwood Top, Bronze	\$165	\$206	
	REGBEN	Regis Bench/Table	Brushed Metal	\$393	\$491	
	REGOTT	Regis End Table	Brushed Metal	\$318	\$398	
	SEDBBK	Sedona Side Table	Black Top, Bronze	\$165	\$206	
	SEDBWH	Sedona Side Table	White Top, Bronze	\$165	\$206	
	SEDBWD	Sedona Side Table	Wood Top, Bronze	\$165	\$206	
	C1E	Silverado Cocktail Table	Glass, Chrome	\$325	\$406	
	E1E	Silverado End Table	Black Top, Brushed Steel	\$255	\$319	
	C1Y	Sydney Cocktail Table	Black Top, Brushed Steel	\$328	\$410	
	SYDBEC	Sydney Cocktail Table	Blue Top, Brushed Steel	\$373	\$466	
	C1W	Sydney Cocktail Table	White Top, Brushed Steel	\$328	\$410	
	SYWDWC	Sydney Cocktail Table	Barmwood Top, Brushed Steel	\$373	\$466	
	E1Y	Sydney End Table	Black Top, Brushed Steel	\$298	\$373	
	SYDBEE	Sydney End Table	Blue Top, Brushed Steel	\$325	\$406	
	E1W	Sydney End Table	White Top, Brushed Steel	\$298	\$373	
	SYDWDE	Sydney End Table	Barmwood Top, Brushed Steel	\$325	\$406	
	TAOBK	Taos Side Table	Black Top, Bronze	\$165	\$206	
	TAOBWH	Taos Side Table	White Top, Bronze	\$165	\$206	
	TAOBWD	Taos Side Table	Wood Top, Bronze	\$165	\$206	
	TMBTBL	Timber Table	Wood	\$178	\$223	
<b>BAR TABLES WITH STANDARD BLACK BASE</b>						
	30BKSB	30" Round Bar Table	Black Top	\$240	\$300	
	30EBB	30" Round Bar Table	Blue Top	\$240	\$300	
	30AGBB	30" Round Bar Table	Brushed Gunmetal Top	\$240	\$300	
	30YBB	30" Round Bar Table	Brushed Yellow Top	\$240	\$300	
	VTJ	30" Round Bar Table	Graphite Nebula Top	\$240	\$300	
	VTA	30" Round Bar Table	Gray Acajou Top	\$240	\$300	
	30GSBB	30" Round Bar Table	Green Top	\$240	\$300	
	VTK	30" Round Bar Table	Maple Top	\$240	\$300	
	300SBB	30" Round Bar Table	Orange Top	\$240	\$300	
	VTB	30" Round Bar Table	Red Top	\$240	\$300	
	30WH42	30" Round Bar Table	White Top	\$240	\$300	
	30WDBB	30" Round Bar Table	Barmwood Top	\$240	\$300	
	36BKSB	36" Round Bar Table	Black Top	\$285	\$356	
	VTN	36" Round Bar Table	Graphite Nebula Top	\$285	\$356	
	VTP	36" Round Bar Table	Maple Top	\$285	\$356	
	VTW	36" Round Bar Table	White Top	\$285	\$356	
<b>BAR TABLES WITH HYDRAULIC CHROME BASE</b>						
	30BKHB	30" Round Bar Table	Black Top	\$350	\$438	
	30EBHB	30" Round Bar Table	Blue Top	\$350	\$438	
	30AGHB	30" Round Bar Table	Brushed Gunmetal Top	\$350	\$438	
	30YSHB	30" Round Bar Table	Brushed Yellow Top	\$350	\$438	
	30GRHB	30" Round Bar Table	Graphite Nebula Top	\$350	\$438	
	30GSHB	30" Round Bar Table	Green Top	\$350	\$438	
	30MTHB	30" Round Bar Table	Maple Top	\$350	\$438	
	300SHB	30" Round Bar Table	Orange Top	\$350	\$438	
	30BRHB	30" Round Bar Table	Red Top	\$350	\$438	
	30WHHB	30" Round Bar Table	White Top	\$350	\$438	
	30WDHB	30" Round Bar Table	Barmwood Top	\$350	\$438	
	30MAHB	30" Round Bar Table	Gray Acajou Top	\$350	\$438	
	36BKHB	36" Round Bar Table	Black Top	\$380	\$475	
	36GRHB	36" Round Bar Table	Graphite Nebula Top	\$380	\$475	
	36MTHB	36" Round Bar Table	Maple Top	\$380	\$475	
	36WTHB	36" Round Bar Table	White Top	\$380	\$475	
<b>BAR TABLES</b>						
	RSTSQT	Rustique Square Metal Bar	Gunmetal	\$318	\$398	
<b>BARSTOOLS</b>						
	BSS	Banana Barstool	Black, Chrome	\$290	\$363	
	BST	Banana Barstool	White, Chrome	\$290	\$363	
	BLDBRD	Blade Barstool	Red	\$170	\$213	
	BLDBSB	Blade Barstool	Sky Blue	\$170	\$213	
	XBAR	Christopher Barstool	White Vinyl, Chrome	\$210	\$263	
	LMBAR	Laguna Barstool	Maple, Chrome	\$215	\$269	
	ROLLBL	Lift Barstool	Black Vinyl, Chrome	\$245	\$306	
	ROLLGY	Lift Barstool	Gray Vinyl, Chrome	\$245	\$306	
	ROLLRD	Lift Barstool	Red Vinyl, Chrome	\$245	\$306	
	ROLLWH	Lift Barstool	White Vinyl, Chrome	\$245	\$306	
	LUBSCL	Lucent Barstool	Frosted Acrylic, Chrome	\$325	\$406	
	MARBBE	Marina Barstool	Ocean Blue Fabric, Brushed Metal	\$390	\$488	
	MARBBK	Marina Barstool	Black Vinyl, Brushed Metal	\$390	\$488	
	MARBBR	Marina Barstool	Brown Fabric, Brushed Metal	\$390	\$488	
	MARBRD	Marina Barstool	Red Fabric, Brushed Metal	\$390	\$488	
	MARBWH	Marina Barstool	White Vinyl, Brushed Metal	\$390	\$488	
	RSTSTL	Rustique Barstool	Gunmetal	\$135	\$169	

QTY	CODE	ITEM	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
<b>BARSTOOLS (CONTINUED)</b>						
	BS001	Shark Barstool	White, Chrome	\$373	\$466	
	BSR	Syntax Barstool	Black, Chrome	\$215	\$269	
	ZENBAR	Zenith Barstool	White, Chrome	\$180	\$225	
	BS002	Zoey Barstool	White, Chrome	\$255	\$319	
<b>COMMUNAL TABLES WITH SOLID TOPS &amp; SILVER FRAME</b>						
	VNTBNP	Ventura Communal Bar Table	Black Top, Silver	\$775	\$969	
	VNTMNP	Ventura Communal Bar Table	Maple Top, Silver	\$775	\$969	
	VNTWNP	Ventura Communal Bar Table	White Top, Silver	\$775	\$969	
	VNTCBN	Ventura Communal Cafe Table	Black Top, Silver	\$648	\$810	
	VNTCMN	Ventura Communal Cafe Table	Maple Top, Silver	\$648	\$810	
	VNTCWN	Ventura Communal Cafe Table	White Top, Silver	\$648	\$810	
<b>COMMUNAL TABLES WITH GROMMET HOLES &amp; SILVER FRAME</b>						
	VNTBMW	Ventura Communal Bar Table	Black Top, Silver	\$775	\$969	
	VNTBWW	Ventura Communal Bar Table	White Top, Silver	\$775	\$969	
	VNTCMW	Ventura Communal Cafe Table	Maple Top, Silver	\$648	\$810	
	VNTCWW	Ventura Communal Cafe Table	White Top, Silver	\$648	\$810	
<b>CONFERENCE TABLES</b>						
	36ATO	Atomic 36" Round Table	Glass Top, Chrome	\$373	\$466	
	42ATO	Atomic 42" Round Table	Glass Top, Chrome	\$373	\$466	
	WD3	Work Table	White Top, White	\$388	\$485	
	CB8	42" Round Madison Table	Gray Acajou, Black	\$448	\$560	
	CB1	42" Round Table	Graphite Nebula Top	\$448	\$560	
	CONF42	42" Round Table	White Top	\$448	\$560	
	42BKCT	42" Round Table	Black Top, Black	\$448	\$560	
	BKCT5N	5' Table	Black Top, Silver	\$655	\$819	
	BKCT8N	8' Table	Black Top, Silver	\$1,115	\$1,394	
	BKCT10N	10' Table	Black Top, Silver	\$1,263	\$1,579	
	CF2	Geo Table, Rectangle	Glass Top, Black	\$525	\$656	
	CE2	Geo Table, Rectangle	Glass Top, Chrome	\$525	\$656	
	CF1	Geo Table, Rounded Square	Glass Top, Black	\$373	\$466	
	CE1	Geo Table, Rounded Square	Glass Top, Chrome	\$373	\$466	
	MADC05	Madison 5' Table	Gray Acajou, Chrome	\$558	\$698	
	MADC08	Madison 8' Table	Gray Acajou, Chrome	\$1,115	\$1,394	
	MADC10	Madison 10' Table	Gray Acajou, Chrome	\$1,115	\$1,394	
<b>EXECUTIVE CHAIRS</b>						
	TASKST	Task Stool	Black Fabric, Black	\$185	\$231	
	CUPCHA	Cupertino Mid Back Chair	Black Vinyl	\$355	\$444	
	GENCHA	Genesis Chair	Black	\$310	\$388	
	PROGB	Pro Executive Guest Chair	Black Vinyl, Chrome	\$375	\$469	
	PROEXB	Pro Executive High Back Chair	Black Vinyl, Chrome	\$433	\$541	
	PROEXE	Pro Executive High Back Chair	White Vinyl, Chrome	\$378	\$473	
	PROMDB	Pro Executive Mid Back Chair	Black Vinyl, Chrome	\$350	\$438	
	PROMID	Pro Executive Mid Back Chair	White Vinyl, Chrome	\$343	\$429	
<b>OFFICE &amp; PRODUCT DISPLAY</b>						
	TECH3	3 Drawer File Cabinet on Castors	Black Top, Black Metal	\$163	\$204	
	JD8	Madison Executive Desk	Gray Acajou, Chrome	\$705	\$881	
	TECH	Tech Desk, Powered	Black Metal, Black Laminate	\$525	\$656	
	TECH3B	Tech Desk, Powered w/ 3 Drawer File Cabinet	Black Metal, Black Laminate	\$648	\$810	
	BC8	Madison Bookcase	Gray Acajou, Chrome	\$510	\$638	
	PSHCCS	Posh Shelving	Chrome, Acrylic	\$600	\$750	
	PDL36B	Powered Locking Pedestal, 36"	Black	\$555	\$694	
	PDL36W	Powered Locking Pedestal, 36"	White	\$555	\$694	
	PDL42B	Powered Locking Pedestal, 42"	Black	\$663	\$829	
	PDL42W	Powered Locking Pedestal, 42"	White	\$663	\$829	
<b>LAMPS</b>						
	LA15	Mason Floor Lamp	Brushed Silver	\$255	\$319	
	LA14	Mason Table Lamp	Brushed Silver	\$168	\$210	
<b>BARS &amp; COUNTERS</b>						
	MTBLPI	Midtown Bar, Lighted w/ Plug In	Taupe Glass Top, Pewter	\$1,885	\$2,356	
	MTBUUL	Midtown Bar, Unlighted	Taupe Glass Top, Pewter	\$1,760	\$2,200	
	MTCLPI	Midtown Powered Counter, Lighted w/ Plug In	Taupe Glass Top, Pewter	\$1,995	\$2,494	
	MTCFUL	Midtown Powered Counter, Unlighted	Taupe Glass Top, Pewter	\$1,775	\$2,219	
<b>GREENERY</b>						
	HDG4FT	Boxwood Hedge, 4'	Green, Black	\$555	\$694	
	HDG7FT	Boxwood Hedge, 7'	Green, Black	\$913	\$1,141	
<b>DIVIDERS</b>						
	DIVBAR	Clear Divider, Bar/Counter	Clear, Black	\$235	\$294	
	DIVFRE	Clear Divider, Freestanding	Silver, Clear	\$470	\$588	
	DIVFCR	Clear Divider, Freestanding Corner	Silver, Clear	\$943	\$1,179	
	DIVFWL	Clear Divider, Freestanding Wall	Silver, Clear	\$470	\$588	
	DIVFST	Clear Divider, Sofa/Table	Silver, Clear	\$423	\$529	
	DIVFWB	Divider, Freestanding Whiteboard	Silver, White	\$588	\$735	
	MIRWHT	Miramar Divider, White	Molded Plastic	\$603	\$754	
	STNSGN	Stanchion Sign Holder	Chrome	\$73	\$91	
	STNCHI	Stanchion w/ Retractable Belt	Black, Chrome	\$83	\$104	

TOTAL

Email this completed form to: [orders@3xexpo.com](mailto:orders@3xexpo.com)

Sales Tax 6.3% ..... \$ \_\_\_\_\_

Estimated Furniture Rental Total ..... \$ \_\_\_\_\_

ADDITIONAL  
INFORMATION  
& FORMS



## Payment Information

### Important Information

\*If paying by check or wire, T3 also requires a Credit Card as a contingency should either check or wire not clear in time to place your orders.

\*Please make payable to T3 Expo, and mail to:

T3 Expo  
 8 Lakeville Business Park  
 Lakeville, MA 02347

Credit Card will be charged for items ordered if intended method of payment is not received at least two weeks prior to the first move in day of the event.

\*\*Wire details will be sent to the contact email address upon receipt of this form.

Notwithstanding anything to the contrary in this Agreement, Exhibiting Company shall have the ultimate responsibility for the payment of all applicable fees as set forth and in accordance with the schedule set forth. Exhibiting Company's obligation to make payment in accordance with the schedule shall under no circumstances be relieved or excused due to the failure of any third party to issue payments on Exhibitor's behalf.

T3 Expo reserves all rights to withhold services should full payment not be received and cleared prior to the first day of move-in.

### Accepted Credit Cards:

- Visa
- Master Card
- American Express

T3 will use this authorization to charge your credit card for any additional subsequent orders placed by you or your representative for services rendered to your company for this event.

PLEASE NOTE: There is a 25% cancellation fee for any items that are cancelled more than 21 days prior to the first day of move-in. There is a 50% cancellation fee for all items that are cancelled 7-21 days prior to the first day of move-in and 100% cancellation fee for any items that are cancelled less than 7 days prior to the first day of move-in.

### Services Ordered

Material Handling .....	= \$ _____
Vehicle Spotting Fee .....	= \$ _____
Cartload Service.....	= \$ _____
10x10 Booth Package .....	= \$ _____
Presta™ Rental Exhibit Packages .....	= \$ _____
Floor Covering .....	= \$ _____
Furniture & Accessories .....	= \$ _____
Custom Furniture .....	= \$ _____
Display Tables & Counters.....	= \$ _____
Display & Forklift Labor .....	= \$ _____
Access & Empty Storage Services.....	= \$ _____
Signage .....	= \$ _____
<b>Total:</b>	<b>\$ _____</b>

### Exhibitor Profile

Company Name:		Booth #:
Street Address:		City:
State:	Zip:	Country:
Contact Name:		Email Address:
Cell Phone: (    )	Fax: (    )	

### Method of Payment

**Company Check\***  
 (Checks must be in U.S. Funds, payable to T3 Expo )

**Wire Transfer\*\***  
**Credit Card**

### Credit Card Information

Exhibiting Company:		Booth #:
Cardholder Name:		Email Address:
Account Number:	Card Type:	Expiration Date:
Signature:		CCID#:
Cardholder Billing Address:		
City/State/Zip:		

**Please Return EAC Form By:  
Monday, February 28, 2022**

# Notification Of Intent To Use EAC

## Important Information

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

You **MUST** include the Exhibitor Name and Booth # under the Description of Operations section on the Certificate of Insurance.

It is the responsibility of the exhibitor to see that each representative of an EAC abides by the official rules and regulations of this event.

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

Please return to: **T3 Expo**  
8 Lakeville Business Park  
Lakeville, MA 02347  
RE: AOTA Inspire 2022

Phone: +1.888.698.3397  
Email: [orders@t3expo.com](mailto:orders@t3expo.com)

## Exhibiting Company Information

Company Name:	Booth Number:
Contact Name:	
Signature:	Date:

## Exhibitor Appointed Contractor Information

EAC Company Name:	
EAC Contact Name:	
EAC Address:	
City/State/Zip:	
Contact Email Address:	
Phone: (    )	Fax: (    )
Type of Service to be Performed:	

# Third Party Authorization

## Important Information

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from T3 Expo, to be bound by all terms and conditions as described in the Terms & Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party." T3 Expo reserves all rights to withhold services should full payment not be received and cleared prior to the first day of move-in. Notwithstanding anything to the contrary in this Agreement, Exhibiting Company shall have the ultimate responsibility for the payment of all applicable fees as set forth and in accordance with the schedule set forth. Exhibiting Company's obligation to make payment in accordance with the schedule shall under no circumstances be relieved or excused due to the failure of any third party to issue payments on Exhibitor's behalf.

All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

T3 Expo reserves all rights to withhold services should full payment not be received and cleared prior to the first day of move-in. Notwithstanding anything to the contrary in this Agreement, Exhibiting Company shall have the ultimate responsibility for the payment of all applicable fees as set forth and in accordance with the schedule set forth. Exhibiting Company's obligation to make payment in accordance with the schedule shall under no circumstances be relieved or excused due to the failure of any third party to issue payments on Exhibitor's behalf.

## Third Party covering the following charges for exhibitor:

- Material Handling
- Vehicle Spotting Fee
- Cartload Service
- Presta™ Rental Package
- Floor Covering
- Furniture & Accessories
- Display Tables & Counters
- Display Forklift & Labor
- Hanging Sign
- Access & Empty Storage Services
- Signage
- Custom Furniture
- All Services

## Exhibiting Company Authorization of Third Party Billing

Exhibitor Name:	Date:
Exhibitor Signature:	

## Exhibiting Company Information

Exhibiting Company Name:	Booth Number:
Exhibiting Company Address:	
City/State/Zip:	
Contact Name:	Email Address:
Phone: (    )	Fax: (    )

## Third Party Company Information

Third Party Company Name:	
Third Party Billing Address:	
City/State/Zip:	
Contact Name:	Email Address:
Phone: (    )	Fax: (    )
Third Party Responsible For (list services):	

## Third Party Credit Card Authorization

Cardholder Name:	CCID #:	Expiration Date:
Account Number:	Card Type:	
Authorized Signature:		
Card Holder Billing Address:	Email Address:	
City/State/Zip:		

# United States Fire Department Regulations

## For Exhibits, Exhibitions, Displays and Trade Shows – Public & Private

### Booth Construction

Booths, platforms and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to the 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 will be of a 3-wire UL approved type.

### Fire Department

A permit shall be required for the following:

- 1) Display and operate any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- 2) Display or operate any electrical, mechanical, or chemical device which may be deemed hazardous by the Fire Department.
- 3) Use or storage of inflammable liquids and dangerous chemicals.
- 4) Display any internal combustion engine (special requirements available upon request).
- 5) Use of compressed gases. (Permit available for 32CF bottles that are half 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.

### Fire-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 to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oilcloth, tarpaper, nylon and certain other plastic materials cannot be made flame-retardant, and 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 one gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

**Storage behind booths is strictly prohibited.**

# Texas Labor Guidelines

## For Exhibits, Exhibitions, Displays and Trade Shows, Public & Private

To simplify show preparation, we are certain you will appreciate knowing in advance that labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following:

### Exhibit Installation and Dismantling

Full time employees of the exhibiting companies may set their own exhibit. If you prefer for T3 Expo to set your booth, labor can be ordered in advance by returning the Labor form in this Exhibitor Service Kit, or at show site to T3 Expo's Service Desk. Exhibitors must provide proof of insurance.

### Material Handling

Exhibitors may hand-carry their own small items, such as laptops, into the exhibit facility in one trip. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. T3 Expo will control access to the loading docks in order to provide for a safe and orderly move-in/out. No Exhibitors will be permitted to hand carry items via the loading dock. For liability reasons, only full time employees of the exhibiting company will be allowed to hand-carry items. Unloading and reloading at the dock of any and all carriers and vehicles will be handled by T3 Expo.

### Safety

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. T3 Expo cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, labor can be ordered through T3 Expo by returning the Display Labor order form in this Exhibitor Service Kit in advance, or returning it on show site to T3 Expo's Service Desk.

### Tipping

T3 Expo requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status and we feel that tipping is not necessary; this applies to all employees. Any request for tipping should be brought to the attention of a T3 Expo representative at the Service Desk.

ANCILLARY  
INFORMATION  
& FORMS

# EXHIBITOR PACK

HENRY B. GONZÁLEZ CONVENTION CENTER  
SAN ANTONIO, TEXAS



THE RK CULINARY GROUP

# Welcome, Bienvenido, Bienvenue, Willkommen, 'Ahlaan Bik, Välkomna, Welkom, Yokoso, 欢迎 (Huān Yíng)

On behalf of The RK Culinary Group, we welcome you to the dynamic Henry B. González Convention Center and the amazing city of San Antonio. Prepare to discover an incredible diversity of contemporary attractions, historic landmarks and virtually non-stop entertainment—all matched by our equally amazing options for award-winning cuisine!

The RK Culinary Group, the largest privately held culinary group in San Antonio, represents the talents of our city's finest catering professionals with over 70 years of renowned experience. Our dedication to the most inspired selections, locally sourced whenever possible for authentic preparation and freshest flavor, matched by the highest standards of service make every event a success from start to finish.

Whatever your taste, event theme, or dietary requests, we have the perfect menu and ideal solutions to fit the occasion for any number of

guests. Quality preparation, exacting attention to every detail and presentation, and sensational cuisine has raised the bar for event dining that surpasses all others.

The distinguished professionals who comprise The RK Culinary Group understand what it takes to make great food—so please explore our extensive menu opportunities and let us know if you have any special needs or event considerations that require customized meal selections.

Our entire team is here to help and ensure your visit to the Henry B. González Convention Center is bold, bright, and the most beautiful experience on every level. We look forward to serving you soon!



# POLICIES AND PROCEDURES

## THE RK CULINARY GROUP (RKIII), LLC

### EXHIBITOR FOOD SERVICE

Please advise if a table is needed for service as well as the show colors so we can dress the table properly.

All prices quoted are subject to a 22% service charge and applicable sales tax.

Orders must be received and either paid in full or secured with a credit card two weeks prior to the start of the show, as a 10% or \$50 late fee (whichever is greater) will be applied.

Your credit card will be charged 72 hours prior to the start of your service for the total estimated amount plus a \$200.00 deposit.

All additional charges will be charged to the credit card on file.

A final invoice and receipt will be sent at the conclusion of the show.

We accept: Visa, Master Card, American Express or check made payable to:  
The RK Culinary Group, LLC

A Copy of the credit card and driver's license must accompany the Credit Card Authorization Form.

Please note when requesting specialty items, The RK Culinary Group will order and bill exhibitor for the exact amount requested.

All electrical needs must be arranged through **the show's electrician.**

## HENRY B. GONZÁLEZ CONVENTION CENTER

### EXHIBITOR SAMPLE & FOOD PROMOTION GUIDELINES

Exhibitors are permitted to use their own serving vessels (buckets, cups, bags) displaying their logo.

In the event that The RK Culinary Group cannot provide a specific product, the exhibitor must first obtain verification from the Catering Sales Staff. Once confirmed the Event Services Manager of the Henry B. González Convention Center must grant permission to bring in the specific product.

Distribution of individual pieces of hard candy or chocolate mints from any source is permitted.

Exhibitors may provide 2 ounce, or less, food product samples of their individual brand name products.

Exhibitors may provide 4 ounce, or less, non-alcoholic beverage samples of their individual brand name products.

Exhibitors may provide full-size food or non alcoholic beverage samples of their individual brand name products. Corking fees will apply.

Any exhibitor wanting to distribute alcoholic beverages must first receive permission from **the show's** management at least one week prior to the event. The Off Duty Police Office must be notified. It is up to their discretion whether or not an officer will need to be present. All product must be provided through the RK Culinary Group.

Requests for permission to serve food and/ or beverage samples outside of these parameters must be submitted in writing to the Event Service Manager. The written request must come from the customer (licensee), and must contain the name of the exhibitor(s) or sponsor(s), date, time, location, the product(s) to be served, and reason why.

# EXHIBITOR SERVICES

## FEES

### BOOTH DELIVERY

\$25 | DELIVERY

### RECEIVING & STORAGE FEE

\$250 | DAY

### CHINA FLATWARE

\$2.50 | PERSON

### ICE

\$15 | 10 LBS

### ATTENDANT & BARTENDER FEE

Five consecutive hour minimum

TABC CERTIFIED BARTENDER IS REQUIRED  
WHEN PURCHASING ALCOHOL BEVERAGES

\$30 | HOUR

## BEVERAGES

### COFFEE

Regular and Decaffeinated

\$70 | GALLON

### ASSORTED HOT HERBAL TEA

\$70 | GALLON

### ICED TEA

\$47.50 | GALLON

### HOT COCOA

\$60 | GALLON

### SODAS

\$4 | CAN

### LEMONADE

\$47.50 | GALLON

### AGUA FRESCAS

\$50 | GALLON

### FRUIT INFUSED WATER

Prickly Pear-Hibiscus  
Watermelon-Mint  
Pineapple-Strawberry

\$50 | GALLON

### BOTTLED WATER

\$4 | BOTTLE

### FIJI WATER

\$7 | BOTTLE

### SELF SERVE WATER UNIT

\$85 | DAY

*Spring Water*

\$32 | 5 GAL BOTTLE

ALL BEVERAGE SERVICES INCLUDE  
8 OZ. CUPS AND COCKTAIL NAPKINS.

ONE GALLON EQUALS APPROXIMATELY 18-20 SERVINGS

22% ADDITIONAL SERVICE CHARGE AND ALL APPLICABLE SALES TAXES

# EXHIBITOR SERVICES

## MACHINE RENTAL

NOTE: ELECTRICITY REQUIREMENTS WILL NEED TO BE MADE FOR ALL MACHINES THROUGH THE **SHOW'S ELECTRICIAN**.



### STARBUCKS COFFEE & HOT TEA SET-UP

Service includes Tazo tea bags, sleeves, cups, sugar, creamers, stirs.

**BOOTH FLOOR SPACE REQUIREMENTS: 4'10" L x 2'5" W x 2'10" H**  
**POWER REQUIREMENTS: NO POWER IS NEEDED**

\$250 | SET UP FEE

#### Syrups

Optional, additional cost

CUP SIZE: 12 OZ STARBUCKS CUPS WITH LID & SLEEVES

\$95 | GALLON

### MARGARITA MACHINE

Service includes 8 oz. disposable cups, cocktail napkins, margarita salt, stirrers, and fresh cut lime.

MACHINE HOLDS UP TO TWO (2) FLAVORS  
**BOOTH FLOOR SPACE REQUIREMENTS: 36" L x 21" W**  
**POWER REQUIREMENTS: 120 VOLTS**

\$500 | DAY

#### Margarita Mix Flavors

Classic Margarita, Strawberry, Mango, and Watermelon

MINIMUM OF 3 GALLONS PER ORDER

\$125 | GALLON

### SMOOTHIE MACHINE

Service includes 8 oz. disposable cups, cocktail napkins.

MACHINE HOLDS UP TO TWO (2) FLAVORS  
**BOOTH FLOOR SPACE REQUIREMENTS: 36" L x 21" W**  
**POWER REQUIREMENTS: 120 VOLTS**

\$400 | DAY

#### Smoothie Flavors

Peach, Strawberry, Mango, Strawberry-Banana

MINIMUM OF 3 GALLONS PER ORDER

\$100 | GALLON

### ANTIQUE POPCORN CART

Service includes bags and cocktail napkins.

**BOOTH FLOOR SPACE REQUIREMENTS: 24" L x 40" W**  
**POWER REQUIREMENTS: 120 VOLTS**

\$500 | DAY

#### Popcorn

One case contains 24 packages.

Approximately 15-18 servings per package.

\$200 | CASE

### COOKIE BAKING OVEN

Service includes disposable napkins and plates.

**BOOTH COUNTER SPACE REQUIREMENTS: 21" L x 20" W**  
**POWER REQUIREMENTS: 120 VOLTS**

\$500 | DAY

#### Cookie Options

Chocolate Chip, Oatmeal Raisin, Sugar

\$44.25 | DOZEN



### STARBUCKS ICED TEA SET-UP

Service includes 3 Types of Tea, Passion, Zen, Black Tea, Clear Cups with Lids, Sugar, Classic and Raspberry Syrup, Napkins and Ice.

**BOOTH FLOOR SPACE REQUIREMENTS: 36" L x 21" W**  
**POWER REQUIREMENTS: NO POWER IS NEEDED**

\$250 | SET UP FEE

#### Syrups

Classic and raspberry are included

CUP SIZE: 16 OZ STARBUCKS CLEAR CUPS WITH LID

\$95 | GALLON

ALL MACHINES REQUIRE AN ATTENDANT OR BARTENDER  
ATTENDANT & BARTENDER FEE: \$30 | HOUR—MINIMUM FIVE  
(5) CONSECUTIVE HOURS PER MACHINE

22% ADDITIONAL SERVICE CHARGE AND ALL APPLICABLE SALES TAXES

# EXHIBITOR SERVICES

## MACHINE RENTAL (CONT.)

NOTE: ELECTRICITY REQUIREMENTS WILL NEED TO BE MADE FOR ALL MACHINES THROUGH THE SHOW'S ELECTRICIAN.

### FREEZER

**BOOTH FLOOR SPACE REQUIREMENTS:** 59" L x 26" W | 25" L x 50" W  
**POWER REQUIREMENTS:** 120 VOLTS: 2000 WATT OUTLET

\$250 | DAY

*Ice Cream Bars*

\$4.00 | EACH

### ITALIAN ICE CART RENTAL

**BOOTH FLOOR SPACE REQUIREMENTS:** 25" L x 33" W  
**POWER REQUIREMENTS:** 120 VOLTS: 2000 WATT OUTLET

\$500 | DAY

*Italian Ice Flavors*

Mango, Watermelon, Strawberry, Lime

MINIMUM ORDER OF 100 SERVINGS

\$4 | 4OZ SERVING



### YOGURT MACHINE

Service includes full hopper of two flavors, cups, spoons and various toppings.

**BOOTH FLOOR SPACE REQUIREMENTS:** MACHINE IS 15 SQUARE FEET  
**POWER REQUIREMENTS:** 220 VOLT / 30 AMP

\$325 | DAY

\$1200 | SET UP

*Additional Gallons of Yogurt*

\$1000 | GALLON

### PRETZEL WARMER

Service includes disposable napkins and plates.

**BOOTH COUNTER SPACE REQUIREMENTS:** 20" L X 19" W  
**POWER REQUIREMENTS:** 120 VOLTS

\$500 | DAY

*Soft Pretzel*

\$52 | DOZEN



### OJ MACHINE

Service includes cups, lids, straws, napkins.

**BOOTH FLOOR SPACE REQUIREMENTS:** 70"H X 27"L X 21" W  
**POWER REQUIREMENTS:** 120 VOLTS

\$400 | DAY

*Oranges*

\$100 | CASE

*Prosecco*

\$30 | BOTTLE

MINIMUM ORDER OF SIX (6) BOTTLES

### TABLE TOP ESPRESSO MACHINE

Service includes 12 oz. disposable coffee cups, lids, stir sticks, assorted sugars, creamer, milk.

**BOOTH COUNTER SPACE REQUIREMENTS:** 21" L x 17" W  
**POWER REQUIRED:** TWO-WIRE GROUNDED SERVICE | 220 VOLTS: 30 AMPS | (L1, L2, G) | NEMA L6-30P RECEPTACLE REQUIRED

\$750 | DAY

*Espresso Beverage Options*

Americano, Cappuccino, Caramel Macchiato, Latte, Mocha  
5 flavored syrups included

MINIMUM OF 250 BEVERAGES SERVED

\$5 | BEVERAGE

ALL MACHINES REQUIRE AN ATTENDANT OR BARTENDER

ATTENDANT & BARTENDER FEE: \$30 | HOUR—MINIMUM FIVE (5) CONSECUTIVE HOURS PER MACHINE

22% ADDITIONAL SERVICE CHARGE AND ALL APPLICABLE SALES TAXES

# EXHIBITOR SERVICES

## BAKERY ITEMS

### BAKERY FRESH COOKIES

\$44.25 | DOZEN

### ASSORTED PASTRIES

Cinnamon Rolls, Danish, Donuts

\$50.50 | DOZEN

### PECAN BROWNIES AND BLONDIES

\$44.25 | DOZEN

### ASSORTED MINI CUPCAKES

\$52 | DOZEN

### PIE TIME

Mini and Classic Pies

Includes: Seasonal Fruit, Chocolate Pies

\$8 | SERVING

## HORS D'OEUVRES

### INDIVIDUAL VEGGIE CRUDITÉ SHOOTERS

Ranch Dressing, Blue Cheese Dressing

\$6 | EACH

### CHICKEN SALAD MINI PO'BOYS

Green Grapes, Poppy Seed Brioche

\$7 | EACH

### CHIPS AND SALSA

Corn Tortilla Crisps, Roasted Salsa, Green Salsa, Pico de Gallo

\$7 | PERSON

### PICNIC CHEESES AND CRACKERS DISPLAY

Domestic Cheeses, Crackers, Breadsticks, Green Grapes

\$7 | PERSON

### RK'S JALAPEÑO CHICKEN BITES

\$6 | EACH

### CHIPOTLE CHICKEN CHEDDAR FLAUTAS

\$6 | EACH

### BEEF EMPANADAS

\$5 | EACH

### CORNED BEEF "REUBEN" TAQUITOS

Swiss, Sauerkraut, 1000 Island Dressing

\$7 | EACH

### SPICY SRIRACHA TOFU TAQUITOS

Black Beans, Onions, Kale Rice

\$7 | EACH

**SERVICE INCLUDES 6" DISPOSABLE PLATES  
AND COCKTAIL NAPKINS**

22% ADDITIONAL SERVICE CHARGE AND ALL APPLICABLE SALES TAXES

# EXHIBITOR SERVICES

## BAR

### TEXAS WINE TASTING EXPERIENCE BECKER VINEYARDS

Becker Cabernet Sauvignon Reserve

Becker Chardonnay

Becker Viognier Reserve

Becker Tempranillo

*BARTENDER REQUIRED*

*MUST ORDER ALL (4) FOUR VARIETALS*

*MINIMUM OF (2) TWO BOTTLES OF EACH VARIETAL*

\$35 | BOTTLE

### SAN ANTONIO BEER TASTING EXPERIENCE

*BARTENDER REQUIRED*

*MUST ORDER ALL (3) THREE VARIETALS*

\$525 | PONY KEY (APPROXIMATELY 85 SERVINGS)

\$780 | KEG (APPROXIMATELY 165 SERVINGS)

### WHISKEY TASTING

#### *Bourbon Whiskey*

Angel's Envy

\$160 | BOTTLE

Buffalo Trace

\$160 | BOTTLE

#### *Texas Bourbon*

Garrison Bros

\$200 | BOTTLE

#### *Scotch Whiskey*

Glenmorangie Quinta Ruban - 12 year

\$250 | BOTTLE

#### *Irish Whiskey*

Red Breast - 12 year

\$250 | BOTTLE

\$2000 | WHISKEY EXPERT AND SET UP

**BARTENDER FEE: \$25 | HOUR—MINIMUM FIVE  
(5) CONSECUTIVE HOURS**

22% ADDITIONAL SERVICE CHARGE AND ALL APPLICABLE SALES TAXES

### LIQUID NITROGEN COCKTAIL BAR

*Frozen Cocktail Bar (alcoholic) Package Includes:*

Trained and licensed staff

LED bar and podium with ability to match company colors (LED only)

Disposable cups, spoons, and napkins

Up to two (2) flavors

#### *2-Hour Package*

\$2900 | 200 STANDARD BOOTH SERVINGS

#### *4-Hour Package*

\$4785 | 400 STANDARD BOOTH SERVINGS

#### *6-Hour Package*

\$6585 | 600 STANDARD BOOTH SERVINGS

*ADDITIONAL SERVICE TIME IS \$35 | HOUR*

*ADDITIONAL DAY SET-UP FEE: \$250 | DAY*

*ALCOHOL MUST BE PURCHASED FROM THE RK CULINARY GROUP*

#### *Flavor Options*

Simply Lime Margarita, Chocolate Whiskey Ice Cream Cocktail, Peach Bellini, Sinfully Scotch Ice Cream Cocktail, Cranberry Cocktail, Strawberry Margarita, Amaretto Freeze, Piña Colada, or White Russian Ice Cream Cocktail



EXAMPLE OF WHISKEY TASTING BOOTH SHOWN ABOVE

# EXHIBITOR ORDER FORM & CREDIT CARD AUTHORIZATION



PLEASE RETURN THIS PAGE ONLY TO:

210.225.4535 | FAX 210.224.5120

THE RK CULINARY GROUP

Trade Show Name:				Show Dates:			
Location of Exhibits:			Booth Number:		Booth Name:		
Company Name:				On-Site Contact: [AUTHORIZED SIGNEE]			
Phone #:				Phone #:			
Cell #:				Cell #:			
Fax #:				Fax #:			
Email #:							
Date	Time	Quantity	Item	Table Needed	Attendant Required	Price Per Unit	Total
Sign for Authorization: _____						Sub Total:	
						22% Service Charge:	
						8.25% Sales Tax:	
						Additional Deposit:	\$200.00
						Grand Total:	

**PLEASE REMEMBER:**  
 SEND COPIES OF YOUR CREDIT CARD AND  
**DRIVER'S LICENSE ALONG WITH YOUR SIGNED**  
 CREDIT CARD AUTHORIZATION

*IF WE DO NOT RECEIVE—WE CANNOT PROCESS YOUR ORDER  
 ANY ADDITIONAL ORDERS WILL BE BILLED TO CREDIT CARD BELOW*



THE RK CULINARY GROUP

CREDIT CARD AUTHORIZATION FORM  
THE RK CULINARY GROUP  
900 E. MARKET ST SAN ANTONIO, TX 78205  
Phone: 210-225-4535 Fax: 210-224-5120

Please fill out the following information and fax or e-mail back allowing us to process your credit card payment request. Please fill out all areas of the form. The charge will appear from The RK Culinary Group for any of the services you may receive.

I, \_\_\_\_\_ (client) hereby authorize The RK Culinary Group to charge my credit card as indicated on this form **and use for any outstanding balances due to the company.**

CARDHOLDER INFORMATION:

Name as it appears on card: \_\_\_\_\_

Credit Card Stmt Address: \_\_\_\_\_  
Street / City / State / Zip Code

Phone Number: \_\_\_\_\_ (including area code)

Cardholder Signature: \_\_\_\_\_

Email Address for receipt verification: \_\_\_\_\_

CREDIT CARD INFORMATION:

VISA \_\_\_\_\_ MASTERCARD \_\_\_\_\_ AMX \_\_\_\_\_ DISCOVER \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV2 Security Code: \_\_\_\_\_

Amount to be charge: \_\_\_\_\_

EVENT INFORMATION:

Event Order # \_\_\_\_\_ Date of Event: \_\_\_\_\_

Event Name: \_\_\_\_\_ Location: \_\_\_\_\_

Name to be Billed (invoiced): \_\_\_\_\_

Billing Address: \_\_\_\_\_  
Street / City / State / Zip Code





INTERNET | TELEPHONE

# HENRY B. GONZALEZ

CONVENTION CENTER

# EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO  
A SUCCESSFUL EVENT



Where  
TECHNOLOGY  
Meets HOSPITALITY

# EXPERTISE

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

## FIRST CLASS CUSTOMER SERVICE

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

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

## KNOWLEDGEABLE TECHNICAL SUPPORT

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

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

## REDUNDANCY OF EQUIPMENT

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

## 24/7 NETWORK MONITORING

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





Is the exclusive provider of the following services:

A woman with blonde hair, wearing a black top and a headset, is sitting at a white desk in a modern office. She is looking at a laptop and holding a smartphone. The background is a bright blue wall with geometric patterns.

**INTERNET**

A man in a white dress shirt and black tie is sitting at a desk, smiling and looking at a laptop. He is pointing at the screen with his right hand. The background is a light blue wall.

**TELEPHONE**

# Need just a **BASIC** CONNECTION?



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

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

\* **NOT FOR STREAMING**

\*\* **ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

#### Basic Internet Includes:

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

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

ORDER NOW >



Order online at:  
<https://orders.smartcitynetworks.com>  
or call 888.446.6911

# What if it's **MISSION CRITICAL?**

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

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

**\*ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

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

#### Dedicated Services Include:

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

ORDER NOW 



Order online at:  
<https://orders.smartcitynetworks.com>  
or call 888.446.6911

# NEED WIRELESS CONNECTIVITY?



Our **STANDARD HOTSPOT** provides **SIMPLE & SECURE WIRELESS** connectivity ideal for checking emails, browsing the web, processing payments, and light website demonstrations.

STANDARD HOTSPOT PROVIDES 1.5 Mbps PER DEVICE*			
DEVICE LIMIT	INCENTIVE**	BASE	ON-SITE
5 Device Limit	<b>\$2,339</b>	\$2,807	\$3,368
15 Device Limit	<b>\$4,133</b>	\$4,960	\$5,952
30 Device Limit	<b>\$6,762</b>	\$8,114	\$9,737
Additional Access Point Rental	<b>\$750</b>	\$750	\$750

\* **NOT FOR STREAMING.**

\*\* **ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

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

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

ORDER NOW >



Order online at:  
<https://orders.smartcitynetworks.com>  
or call 888.446.6911



**Wi-Fi Splash Page services starting at \$250**  
<https://orders.smartcitynetworks.com/wifi-splash-page-design>

# WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

Our **PREMIUM HOTSPOT** combines

## HIGH BANDWIDTH WIRELESS

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

### PREMIUM HOTSPOTS ARE NOT RATE LIMITED PER DEVICE

BANDWIDTH ALLOCATION	STREAMING			INCENTIVE *	BASE	ON-SITE
	SD	or HD	or UHD			
10 Mbps	3	N/A	N/A	<b>\$8,800</b>	\$10,560	\$12,672
20 Mbps	6	4	N/A	<b>\$16,600</b>	\$19,920	\$23,904
30 Mbps	10	6	1	<b>\$24,200</b>	\$29,040	\$34,848
40 Mbps	13	8	1	<b>\$31,550</b>	\$37,860	\$45,434
50 Mbps	16	10	2	<b>\$39,050</b>	\$46,860	\$56,232
Additional Access Point Rental	N/A	N/A	N/A	<b>\$750</b>	\$750	\$750

**\*ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

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

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

ORDER NOW 



Order online at:  
<https://orders.smartcitynetworks.com>  
 or call 888.446.6911



Wi-Fi Splash Page services starting at \$250  
<https://orders.smartcitynetworks.com/wifi-splash-page-design>

# NEED TELEPHONE OR CONFERENCE SERVICES?

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

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

**\* ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

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

#### Telephone Service Information:

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

ORDER NOW >



Order online at:  
<https://orders.smartcitynetworks.com>  
or call 888.446.6911



# FAQ

## Frequently Asked Questions

### DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

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

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

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

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

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

### WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

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

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



Order online at:  
<https://orders.smartcitynetworks.com>  
or call 888.446.6911

### DO YOU OFFER INCENTIVE RATES?

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

### WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

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

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

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

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

### HOW MUCH BANDWIDTH DO I NEED?

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

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

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

FORMAT	RESOLUTION	BANDWIDTH REQUIRED
Standard Definition (SD)	720x480	3.0-5.0 Mbps
High Definition (HD)	1280x720 & 1920x1080	5.0-8.0 Mbps
Ultra High Definition (UHD)	3840x2160	25 Mbps



## Our Promise ★★★★★

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

**“IN A HECTIC WORLD, WE PROVIDE PEACE OF MIND.”**

# Audio/Visual Services provider for:



# INSPIRE

2022 Annual Conference & Expo  
March 31 - April 3  
San Antonio & Virtual

Organization Name _____	
Booth # _____	On Site Contact _____
Delivery Date _____ AM PM	On Site Phone _____
Pickup Date _____	Email _____

Billing Contact Name _____	Phone _____
Address _____	Email _____
City _____	State _____ Zip _____

**ALL ADVANCE ORDERS MUST BE RECEIVED BY MARCH 20, 2022**

Qty.	LED Monitors	Advance	March 22 <sup>nd</sup>	March 25 <sup>th</sup>	Total
_____	24" Monitor ( ) Tabletop Stand.....	\$250.00	\$287.50	\$312.50	_____
_____	27" Monitor ( ) Tabletop Stand.....	\$325.00	\$373.75	\$406.25	_____
_____	32" Monitor ( ) Tabletop Stand ( ) Floor Stand ( ) Custom Wall Mount*.....	\$400.00	\$460.00	\$500.00	_____
_____	40" Monitor ( ) Tabletop Stand ( ) Floor Stand ( ) Custom Wall Mount*.....	\$525.00	\$603.75	\$656.25	_____
_____	46" Monitor ( ) Tabletop Stand ( ) Floor Stand ( ) Custom Wall Mount*.....	\$675.00	\$776.25	\$843.75	_____
_____	55" Monitor ( ) Tabletop Stand ( ) Floor Stand ( ) Custom Wall Mount*.....	\$1100.00	\$1265.00	\$1375.00	_____
_____	65" Monitor ( ) Tabletop Stand ( ) Floor Stand ( ) Custom Wall Mount*.....	\$1700.00	\$1955.00	\$2125.00	_____
_____	80" Monitor ( ) Tabletop Stand ( ) Floor Stand ( ) Custom Wall Mount*.....	\$2500.00	\$2875.00	\$3,125.00	_____

\*Additional Charges May Apply

Computers & Tablets		Advance	March 22 <sup>nd</sup>	March 25 <sup>th</sup>	Total
_____	PC Laptop Computer (Windows10 Pro, Office 2016, i7 Processor, 15.6" Screen).....	\$375.00	\$431.25	\$468.75	_____
_____	MacBook Pro Laptop Computer (OSX Sierra, Keynote, i7 Processor, 15" Screen).....	\$450.00	\$517.50	\$562.50	_____
_____	Wireless Keyboard & Mouse.....	\$50.00	\$57.50	\$62.50	_____
_____	Computer Audio (Anchor AN1000 Powered Speaker).....	\$75.00	\$86.25	\$93.75	_____
_____	iPad (Standard Size).....	\$200.00	\$230.00	\$250.00	_____
_____	iPad w/Kiosk Mount ( ) Tabletop ( ) Floor .....	\$425.00	\$488.75	\$531.25	_____

Video		Advance	March 22 <sup>nd</sup>	March 25 <sup>th</sup>	Total
_____	LED Tile/Video Wall (sizing & configuration needs vary).....	Please call for more information			
_____	USB Media Player.....	\$30.00	\$34.50	\$37.50	_____
_____	DVD Player BluRay Player (circle one).....	\$30.00	\$34.50	\$37.50	_____

Rates are for run of show, NOT a daily rate!

**Upon receipt of your order, we will contact you for secure processing of your payment.**

Subtotal \_\_\_\_\_

21% Service Charge \_\_\_\_\_

Subtotal \_\_\_\_\_

8.25%TX Sales Tax \_\_\_\_\_

Grand Total \_\_\_\_\_

**Please Note:**

- INSPIRE is a full service Audio Visual Rental & Production Company. Please call for any desired equipment not listed on this form including: lighting, touchscreen monitors, projection/screens, LCD monitor walls or seamless LED video walls.
- To order power, please contact the conference general contractor/decorator.
- Orders not cancelled within 24 hours of scheduled delivery will be given 50% refund.

Please eMail, fax or mail completed form to:

**INSPIRE • 160 Bud Mil Dr • Buffalo, NY 14206**  
**Phone: 800-264-5010 • Fax: 716-685-5014**  
**Jon Majdanik • jon.majdanik@INSPIREsolutions.com**




# Inspire 2022 Annual Conference & Expo

March 31 - April 4, 2022 | Henry B. Gonzalez Convention Center



Choose the solution that will *instantly* capture contact & demographic data

See page 2 for our enhanced product descriptions.

Order Lead Retrieval	on or before 1/20/22	from 1/21/22 to 3/3/22	after 3/3/22	number of units	TOTAL
<b>SWAP® Mobile App</b> (1 - 3 users) <b>NEW FEATURES!</b>	\$ 549	\$ 579	\$ 599		\$
<b>Handheld Badge Scanner</b> (RT2000) For "Touchless" scanner with stand, please contact exhibitorservices@maritz.com.	\$ 549	\$ 579	\$ 599		\$
<b>Tablet (Android Device)</b> For "Touchless" tablet with stand, please contact exhibitorservices@maritz.com.	\$ 479	\$ 499	\$ 549		\$
<b>Add SWAP Mobile App Users to any above products</b> (after purchase of initial lead option)	\$ 149 each				\$
<b>Bluetooth Printer</b> Order 1:1 for all SWAP Mobile Users, Handheld Scanners and Tablets purchased	\$ 100	\$ 125	\$ 150		\$
<b>Developer's Kit</b> (Real Time Data Services) Click <a href="#">here</a> for more information	\$ 950				\$
<b>Delivery of Reader to Booth</b> (Post show pickup not available)	\$ 200				\$
 <b>Your Safety is our Top Priority!</b> <a href="#">Learn more about Exhibiting Safely</a>	<b>Sub-Total</b>			\$	
	<b>Processing Fee*</b>			\$	9.99
	<b>Total with 8.25% Sales Tax**</b>			\$	
	<b>TOTAL</b>			\$	



**Your Lead Retrieval Order Confirmation will be emailed to you.**

**Note:** All equipment must be picked up at the exhibitor services desk unless delivery arrangements are made and paid for in advance of the show.

**TERMS AND CONDITIONS:** Purchase Orders are not accepted.

All orders cancelled prior to 30 days of the show will incur a \$100 cancellation fee. Orders cancelled within 30 days of the show will not be refunded.

Risk-Free COVID-19 [Refund Policy](#).

Click [here](#) for additional Terms and Conditions.

\* Processing fee waived when order is placed using company's online lead portal.

\*\* Taxable items and rates vary among states and are subject to change. Please call for exact quote.

**Order Online Now:** <https://exhibitor.swap.mge360.com/>

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Check if information is for:  Exhibiting Company  Third Party

3rd Party Company (if applicable): \_\_\_\_\_ Contact Name: \_\_\_\_\_

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

State/Country: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

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

**Do not email credit card information**

Upon registration for this event, all guests (foreign and domestic) agreed to Terms of Use which include voluntarily sharing their personal information with exhibiting companies via lead retrieval. Maritz Global Events recommends all customers seek their own expert advice for GDPR Compliance concerns.

**Order Online Now:** <https://exhibitor.swap.mge360.com/>

For Assistance Contact:  
 ExhibitorServices@maritz.com  
 877-623-3487

*It is against Maritz Global Events' security policy to accept credit card information via email.*



## Which Solution is Right for Your Booth?



### SWAP

- Native app for Android or iOS
- Economical way to get scanning solution into the hands of each salesperson
- Tracks leads by individual
- Supports sending marketing collateral through email
- Printers pair 1:1 with each SWAP mobile device
- Business card scanning



### Handheld Scanner (RT2000)

- High Speed: excellent for booth events, product theaters, and in-booth sessions
- Ergonomic—left and right hand enabled
- Good for busy booths that require shared devices
- Printers pair 1:1 with each device



### Tablet (Android Device)

- Full connectivity with integrated scanning
- Good for booths that require a shared scanning device
- Larger screen is perfect for long surveys or detailed notes
- Printers pair 1:1 with each device
- Business card scanning

All our badge scanners run on the easy-to-use SWAP platform. Choose the option that's right for your booth or mix and match to create a custom solution.

#### Every lead choice allows you to:

- Gather data from attendee badges
- Rank leads
- Provide custom surveys
- Add notes to leads
- Access and download data from your secure portal
- Mix and match scanning solutions
- Scan leads with or without data connection
- View and edit data in real time

#### What's NEW with our badge scanning devices:

- Printers pair 1:1 with all lead solutions
- Copy over surveys from previous events
- Enhanced surveys: new branching functionality to allow for better lead qualification
- Lead matchmaking

Order Online Now: <https://exhibitor.swap.mge360.com/>

# American Occupational Therapy

March 31-April 2, 2022

HENRY B. GONZÁLEZ CONVENTION CENTER



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03 / 10 / 2022

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