VISTA
CONVENTION SERVICES

Complete Exhibitor Kit

TriplePlay
promoting
REALTOR®
success

ATLANTIC CITY CONVENTION CENTER
ATLANTIC CITY, NEW JERSEY
DECEMBER 4-5, 2018

TriplePlay promoting REALTOR® success

VISTA CONVENTION SERVICES

ATLANTIC CITY CONVENTION CENTER
ATLANTIC CITY, NJ
DECEMBER 4-5, 2018

6575 Delilah Road
PO Box 3000
Pleasantville, NJ 08232
P: 609-485-2421
F: 609-485-2392
E: info@vistacs.com
WWW.VISTACS.COM

SHOW CONTACT INFORMATION

Dear Exhibitor:

Vista Convention Services is honored to have been selected as the Official Show Service Contractor for this Exposition. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you!

All questions regarding the convention space assignments should be directed to:

TRIPLE PLAY 2018
c/o NJ Realtors
10 Hamilton Ave.
Trenton, NJ 08611
Tel: (609) 341-7100
Fax: (609) 599-9140

All questions regarding shipping, storage, furniture, and labor should be directed to:

Customer Service
VISTA CONVENTION SERVICES
6575 Delilah Road
PO Box 3000
Pleasantville, NJ 08232
Tel: (609) 485-2421
Fax: (609) 485-2392
email: info@vistacs.com

Included in this service kit are order forms for various items you may require for your exhibit.
The Vista forms are to be returned to our office and the others to the specific contractor who is providing the service. Please analyze and submit your order forms as early as possible.

Thank you!

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SHOW INFORMATION

Your booth is equipped with the following inventory. Additional equipment is available on the forms enclosed:

BOOTH PACKAGE

8' High Backwall - BLACK / GRAY / BLUE / GRAY / BLACK
3' High Siderail - BLACK
7" x 44" Booth ID Sign
1 - 6' Draped Table - BLACK
2 - Side Chairs
1 - Wastebasket
Aisle Carpet - GRAY

NOTE: EXHIBIT FLOOR IS CONCRETE

INSTALLATION

Monday	**December 3, 2018**	**8:00 am - 5:00 pm**
Tuesday	**December 4, 2018**	**8:00 am - 10:00 am**

EXHIBIT HOURS

Tuesday	**December 4, 2018**	**10:00 am - 6:00 pm**
Wednesday	**December 5, 2018**	**9:00 am - 5:00 pm**

DISMANTLE

Wednesday	**December 5, 2018**	**5:00 pm - 9:00 pm**

Any displays not removed by exhibitor, will be moved to Vista's Warehouse at the Exhibitor's expense

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DISCOUNT DEADLINE DATE: NOVEMBER 16, 2018

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PAYMENT & CREDIT CARD AUTHORIZATION FORM

Please complete the information requested & return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however; WE REQUIRE YOUR CREDIT CARD AUTHORIZATION TO BE ON FILE WITH VISTA CONVENTION SERVICES. For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for this event.

Standard Booth Furnishings & Accessories Order Form ..... $_____
Carpet/Carpet Padding Order Form ..... $_____
Perfboard & Grid Walls Order Form ..... $_____
VCS Modular Rental Unit Order Form ..... $_____
Estimated Labor Order Form ..... $_____
Priority Empty Container Return Order Form ..... $_____
Estimated Material Handling Order Form ..... $_____

SUB TOTAL $_____
*ADD 6.625% NJ SALES TAX $_____
NET AMOUNT DUE VISTA $_____

*** Note: All Services are Taxable in the State of NJ.***

INDICATE PAYMENT METHOD:

Check #_____ Dated_____ Amount $_____

Charge to: ☐ MasterCard ☐ VISA ☐ American Express
Indicate: ☐ Personal Credit Card ☐ Company Credit Card

Account # | | | | | | | | | | | | | | | | |

Expiration Date | | | | | | |

PURCHASING CARD: VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER _____

Cardholder's Name_____
(Print or Type)
Cardholder's Address_____ City_____ State_____ Zip_____

Signature_____

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY.

Company Name_____ Booth #_____

Street Address _____ Phone #_____

City_____ State_____ Zip_____ Fax#_____

Ordered by (Print or Type)_____E-Mail_____

Signature_____ Title_____

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE

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PAYMENT & CREDIT CARD AUTHORIZATION
LIMITS OF LIABILITY & RESPONSIBILITY

1. **Vista Convention Services** shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.

2. **Vista Convention Services** shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.

3. **Vista Convention Services** shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bill-of-lading covering outgoing shipments, which are furnished by **Vista Convention Services** to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.

4. **Vista Convention Services** shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.

5. **Vista Convention Services** liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event **Vista Convention Services** maximum liability shall be limited to $.30 per pound per article with a maximum liability of $50.00 per item, or $1,000.00 per shipment, whichever is less.

6. **Vista Convention Services** shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

7. The consignment or delivery of a shipment to **Vista Convention Services** by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

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PAYMENT POLICIES

- Orders received without full payment or credit card information will ***NOT*** be processed.
- A credit card on file is ***required*** when using Vista Convention Services
- All charges ***must*** be paid prior to close of show.
- For your convenience, we accept the following methods of payment: cash, checks and money orders drawn on U.S. banks in U.S. funds, and credit cards including VISA, MasterCard and American Express.
- Purchase Orders are not considered payment, therefore, a check or credit card is required.

WIRE TRANSFER

- Bank information call Vista Convention Services (609) 485-2421 or e-mail: dvenezia@vistacs.com
- Wire transfers must be initiated and confirmed at least two weeks before move-in.
- Wire transfers must include the show name, company name and booth number.
- Due to various processing fees we incur from banks clearing wire transfers into our accounts, Vista will charge the following fees:
  - ⇒ **Domestic incoming wire transfer fee: $25.00**
  - ⇒ **International incoming wire transfer fee: $35.00**

CANCELLATIONS & ADJUSTMENTS

- Items cancelled before the deadline date will be refunded at 50%, ***unless otherwise noted on Order Form***. ***NO REFUNDS AFTER DEADLINE DATE***.
- ***NO*** adjustments will be made after close of the show.

TAX EXEMPTION

- If tax exempt, a copy of your tax exempt certificate MUST accompany your order. This is NOT a resale certificate.
- ***NO*** adjustments for tax exempt status will be made after close of the show.

THIRD PARTY PAYMENT BILLING

- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice (s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.

MISCELLANEOUS

- ***NO*** telephone orders accepted
- Rental items not ordered, yet found in booths, are invoiced at "***Standard***" pricing.
- All prices are in U.S. dollars ($).
- All rental items are subject to applicable taxes.
- All rental items remain the property of Vista Convention Services.

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THIRD PARY AUTHORIZATION & STATEMENT OF PAYMENT TERMS

You may arrange for a third party to handle your display and be billed for services. ***Vista Convention Services*** will agree to this arrangement if the third party has a satisfactory payment record with us. **BOTH** firms must complete this form. Return this form by the Discounted Deadline Date. In the event of nonpayment by the third party, the exhibitor agrees to accept responsibility for payment of all charges incurred. **Should the third party fail to present full payment at show site, the exhibitor will assume responsibility for payment.**

EXHIBITING COMPANY NAME:_____ BOOTH#_____

CONTACT PERSON:_____ SIGNATURE:_____

CHECK ITEMS TO BE BILLED TO THIRD PARTY:

____All Services _____Material Handling/In and Out

____I&D Labor ____Rental Furniture & Carpet _____Signs Other (Please specify)_____

THIRD PARTY'S CREDIT CARD CHARGE AUTHORIZATION ****Information must be provided****

☐ **MasterCard** ☐ **Visa** ☐ **American Express** **Expiration Date**_____ ☐ **Corporate** ☐ **Personal**

Account Number | | | | | | | | | | | | | | | |

PURCHASING CARD: VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER _____

Cardholder's Signature_____ **Print Name**_____

Cardholder's Billing Address_____**City**_____**State**_____ **Zip**_____**Country**_____

THIRD PARTY NAME:_____

CONTACT PERSON: _____ **SIGNATURE:**_____

SHOW SITE REPRESENTATIVE:_____

PHONE NUMBER:_____ **FAX NUMBER:**_____

Retain one copy for your files. Attach the original to the PAYMENT AND CREDIT CARD AUTHORIZATION form.

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STANDARD BOOTH FURNISHINGS & ACCESSORIES ORDER FORM

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
	SEATING			
____	Upholstered Arm Chair (**black only**)	$69.00	$86.35	____
____	Side Chair (**black only**)	56.85	69.00	____
____	Padded Stool (**black only**)	74.20	91.15	____
	ACCESSORIES			
____	Cocktail Table Rectangle (46"lx24"wx16"h)	75.00	93.75	____
____	Round Pedestal Table (30"h x 30"rd)	103.65	128.80	____
____	Round Pedestal Table (42"h x 30"rd)	124.70	154.90	____
____	Wastebasket	21.60	26.00	____
____	Easel	43.60	51.70	____
____	Chrome Sign Frame (22" x 28")	82.45	103.40	____
____	Bag Holder	103.40	128.35	____
____	8' Stanchion	32.05	40.05	____
____	Crossbar	32.05	40.05	____
____	Garment Rack	89.95	111.40	____
____	Literature Rack	166.75	192.15	____
____	3' Black Stanchion/Pull out Tape (7 1/2 ft. lengths)	62.30	80.05	____
____	8' Special Background	15.00ft.	20.00ft.	____
	Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green			
____	3' Special Siderails	10.00ft.	15.00ft.	____
	Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green			
	DRAPED RISERS			
	White Vinyl			
_____	4' One Step	50.30	61.05	_____
_____	6' One Step	59.55	73.85	_____

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
	DRAPED DISPLAY TABLES - 30" HIGH			
	Price includes white vinyl top & 3 sides			
	Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green			
	*****IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL*****			
_____	2' x 4' x 30"	$110.30	$137.50	_____
_____	2' x 6' x 30"	130.30	162.85	_____
_____	2' x 8' x 30"	152.70	190.60	_____
_____	4th Side Drape	30.00	40.00	_____
	DRAPED DISPLAY TABLES - 42" COUNTER HIGH			
	Price includes white vinyl top & 3 sides			
	Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green			
	*****IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL*****			
_____	2' x 4' x 42"	145.90	175.75	_____
_____	2' x 6' x 42"	167.30	199.50	_____
_____	2' x 8' x 42"	179.55	224.35	_____
_____	4th Side Drape	30.00	40.00	_____
	UNDRAPED DISPLAY TABLES - 30" HIGH			
_____	2' x 4' x 30"	50.75	63.10	_____
_____	2' x 6' x 30"	59.80	74.10	_____
_____	2' x 8' x 30"	71.45	86.70	_____
	UNDRAPED DISPLAY TABLES - 42" HIGH			
_____	2' x 4' x 42"	65.45	79.50	_____
_____	2' x 6' x 42"	73.55	91.15	_____
_____	2' x 8' x 42"	85.20	104.05	_____

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. **CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

ALL CHARGES SUBJECT TO NJ SALES TAX (6.625%)
FULL PAYMENT MUST ACCOMPANY ORDER
ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM

Company Name_____ Booth #_____
Street Address_____ Phone #_____
City_____ State_____ Zip_____ Fax#_____
Ordered by (Print or Type)_____ E-Mail_____
Signature_____ Title_____

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CARPET / CARPET PADDING ORDER FORM

STANDARD CARPET

Price includes installation & taping front edge. ***NO*** guarantee of color match when ordering multiple carpets.

Qty.		Discount Rate	Standard Rate	Total
____	9'x 10'	159.00	194.00	_____
____	9'x 20'	318.00	388.00	_____
____	9'x 30'	477.00	582.00	_____
____	9'x 40'	636.00	776.00	_____
____	9'x 50'	795.00	970.00	_____

Circle color: **Blue * Burgundy * Gray * Teal * Red * Purple * Black * Hunter Green * Blue Jay * Pepper * Sand**

IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL*

CANCELLATION POLICY: *Items cancelled before the Deadline Date will be refunded 50%. NO REFUNDS AFTER DEADLINE DATE*

CUSTOM CARPET

Price includes installation to fit booth space, protective covering, and edges taped.
INDICATE OVERALL DIMENSIONS:

_____ft.x _____ft. (100 sq. ft. minimum)……..…....$3.35 sq. ft. $4.50 sq. ft. _____

Circle color: **Blue * Burgundy * Gray * Teal * Red * Purple * Black * Hunter Green * Blue Jay * Pepper * Sand**

****SEE CANCELLATION POLICY UNDER "PLUSH CARPET"****

CARPET PADDING

INDICATE OVERALL DIMENSION:

_____ft.x _____ft. (100 sq. ft. minimum)…….…….....…….$1.55 sq. ft. $1.90 sq. ft. _____

CANCELLATION POLICY: *Items cancelled before the Deadline Date will be refunded 50%. NO REFUNDS AFTER DEADLINE DATE*

PLUSH CARPET - 28 OZ.

PLUSH CARPET INCLUDES LABOR TO INSTALL AND REMOVE PROTECTIVE COVERING

Orders MUST be received by the Deadline Date above to guarantee delivery. Orders received after the deadline date will be charged at the Standard Rate.

Carpet Size _____x_____=_____(calculate to the next full foot, 100 sq. ft. minimum)

QTY

_____Square feet (**100 sq.ft. minimum**)…….....$4.50 sq. ft. $5.90 sq. ft. _____

Circle Color: **Charcoal Gray * French Beige * White * Red * Colony Blue * Cream * Navy * Emerald Green * Black**

CANCELLATION POLICY: *Plush & Custom carpet cancelled after orders have been received will be charged at 100% of original price*

ALL CHARGES SUBJECT TO NJ SALES TAX (6.625%)
FULL PAYMENT MUST ACCOMPANY ORDER
ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM

Company Name_____Booth #_____
Street Address_____Phone #_____
City_____State_____ Zip_____Fax#_____
Ordered by (Print or Type)_____E-Mail_____
Signature_____Title_____

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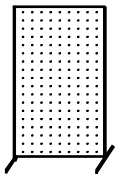
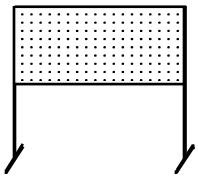
PERFBOARD & GRID WALLS ORDER FORM

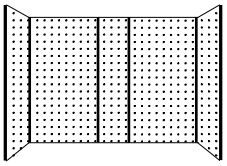
PERFBOARD



STYLE A



STYLE B



STYLE C
Complete Coverage
10' Wide booth space
2' Side Wings
Requires 2 - 4' x 8', 3 - 2' x 8'

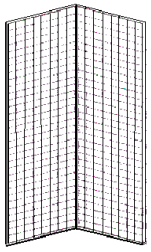
Perfboard holes are 1/8" Diameter. Exhibitors must furnish their own hooks.

INDICATE STYLE REQUIRED: ☐ **A - Vertical** ☐ **B - Horizontal** ☐ **C - Complete Booth Coverage - Number of panels required depends on booth size.**

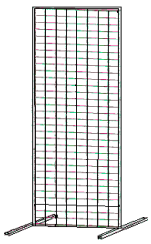
Rental price includes delivery to booth space, installation only where specified, and removal at close of show.

QUANTITY OF FRAMED PANELS REQUIRED:	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____ 4' x 8' Panel (white)……	$164.90	$203.75	_____
_____ 2' x 8' Panel (white)……	115.95	145.15	_____
Perfboard Shelving - 8" Wide			
_____ 4' Long (hardware supplied)……	44.35	55.00	_____

GRIDWALLLS



STYLE A: 2' x 8'



STYLE B: 2' x 6'

STYLE A:
ORDER 2'x8' GRIDS IF YOU ARE PLANNING TO STRING THE GRIDS TOGETHER.
MINIMUM ORDER 2 GRIDS

STYLE B:
ORDER 2'x6'GRID WITH FEET FOR A SINGLE FREE STANDING GRID.

PLEASE SUPPLY DIAGRAM OF LOCATION IN BOOTH FOR SET-UP

NOTE: NO GRID CAN BE HUNG OFF THE BOOTH EQUIPMENT DRAPE.

HOOKS TO BE SUPPLIED BY EXHIBITOR

QTY		DISCOUNT RATE	STANDARD RATE	AMOUNT
____Style A	2' x 8' Grid (**Minimum order (2) Grids**)……	$67.20	$83.35	_____
____Style B	2' x 6' Grid (w/feet)……	78.95	100.35	_____

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SUBJECT TO NJ SALES TAX (6.625%)
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ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM

Company Name_____ Booth #_____

Street Address_____ Phone #_____

City_____ State_____ Zip_____ Fax #_____

Ordered by (Print or Type)_____ E-Mail_____

Signature_____ Title_____

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VCS MODULAR RENTAL UNITS

☐ **VCS Table-Top Unit contains:**

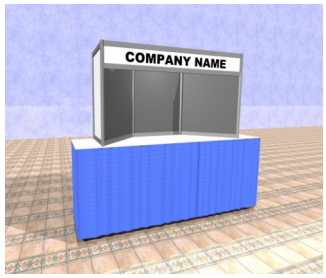
- lighted header
- 1 - 8' draped table

DRAPE COLOR: BLUE BLACK BURGUNDY PURPLE GRAY RED TEAL WHITE HUNTER GREEN

** Check One*

____White Panel
____Blue
____Gray

Price: $575.00



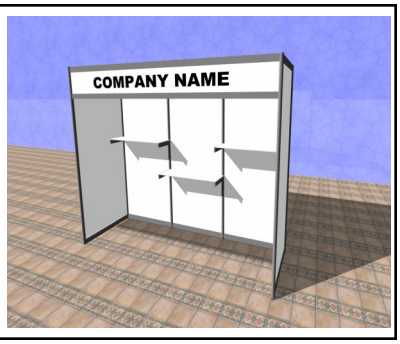
☐ **VCS A-10 Unit contains:**

- (3) Shelves
- (6) Brackets

** Check One*

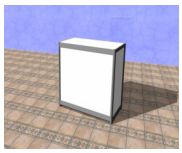
____White Panel
____Blue
____Gray

Price: $1600.00



COUNTERS:

	Qty.	Price	Total
40"L x 42" H x 22"W	____	$275.00	_____
80"L x 42" H x 22"W	____	$350.00	_____



Counter Colors: (*check one)
____White ____Blue ____Gray

OPTIONAL RENTAL ACCESSORIES:

Side Rail (each)	____	$85.00	_____
Extra Shelves (1) shelf & (2) brackets	____	$45.00	_____

ALL UNITS INCLUDE:
***STANDARD HEADER COPY**
***LIGHTS (Does NOT include outlet)**

Custom Graphics & Custom Units are available!
Please call Vista Convention Services for pricing.

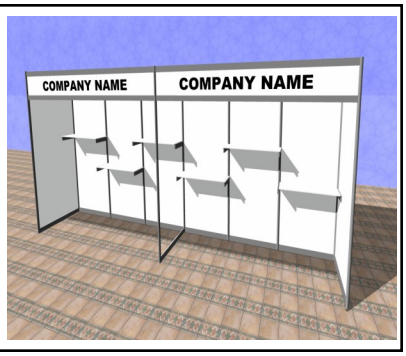
☐ **VCS B-20 Unit contains:**

- (6) Shelves
- (12) Brackets

** Check One*

____White Panel
____Blue
____Gray

Price: $2800.00



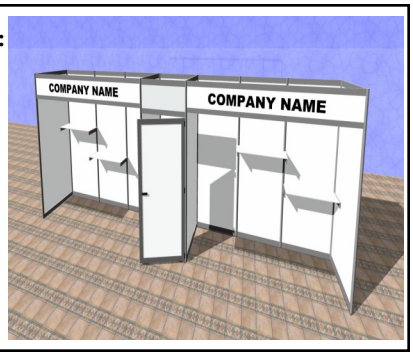
☐ **VCS C-20 Unit contains:**

- Locking Storage Unit
- (4) Shelves
- (8) Brackets

** Check One*

____White Panel
____Blue
____Gray

Price: $3400.00



HEADER COPY:

CANCELLATION POLICY: ***ALL Units cancelled after orders have been received will be charged at 100% of original price.***

SUBJECT TO NJ SALES TAX (6.625%)
FULL PAYMENT MUST ACCOMPANY ORDER
ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM

Company Name_____ Booth #_____

Street Address _____ Phone #_____

City_____ State_____ Zip_____ Fax#_____

Ordered by (Print or Type)_____E-Mail_____

Signature_____ Title_____

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE

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VISTA CONVENTION SERVICES

ATLANTIC CITY CONVENTION CENTER
ATLANTIC CITY, NJ
DECEMBER 4-5, 2018

DISCOUNT DEADLINE DATE: NOVEMBER 16, 2018

6575 Delilah Road
PO Box 3000
Pleasantville, NJ 08232
P: 609-485-2421
F: 609-485-2392
E: info@vistacs.com
WWW.VISTACS.COM

INTENT TO USE NON-OFFICIAL CONTRACTORS

A NON-OFFICIAL CONTRACTOR IS: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site at the convention facility and does not represent one or more of the official contractors.

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received at Vista Convention Services no later than the **Deadline Date** shown above. No extensions or exceptions will be granted after the published deadline.

2. The Non-Official Contractor must provide Vista Convention Services with an original "Certificate of Insurance". This certificate must be received no later than the **Deadline Date** shown above. No extensions or exceptions will be granted after the published deadline.

3. Failure to provide Vista Convention Services with the above items 1 and 2 will result in said firms being required to hire installation and dismantling labor from Vista Convention Services. Non-Official Contractors will be able to provide supervision only.

4. All representatives of the Non-Official Contractors must obtain an "EXHIBIT CREW" badge at Vista Convention Services Labor Desk.

NOTIFICATION DEADLINE DATE: See Above.

Exhibiting Firm:_____ **Booth #:**_____

Authorized Name & Title:_____

Authorized Signature:_____

Full Name of Non-Official Contractor:_____

Complete Address:_____

City, State:_____ **Zip Code:**_____

Phone Number:_____ **Fax Number:**_____

Email:_____

Non-Official Contractor "Show Site" Representative:_____

Type of Service to Be Performed:_____

_____

_____

_____

Retain one copy for your files.

EXHIBITOR RIGHTS

TEAMSTERS UNION

Teamsters handle freight in the exhibit hall. They unload all trucks or vehicles. In addition, they deliver freight to exhibitors' booth(s) after it has been unloaded and handle the reverse movement of this freight at the conclusion of the show. They also deliver furniture and floor covering. Teamsters also install rental carpet and handle all empty containers. **Any exhibitor may move material that is hand-carriable by one person in one trip, without the use of dollies, hand trucks or other mechanical equipment. When exhibitors choose to hand-carry in accordance with the foregoing, they must unload their vehicles (POV's) in an area designated by the show contractor.**

CARPENTERS UNION

Carpenters handle the set-up and dismantling of displays and exhibit booths and hang all exhibitor ceiling signs. This includes all display work. Carpenters also un-skid, re-skid, uncrate and re-crate machinery.
Carpenters also install all exhibitor owned floor covering, including carpeting, wood flooring and rubber mats. The only exception being where the exhibit flooring is actually manufactured by the exhibitor and is being installed by full time company employees.

DECORATORS UNION

Decorators handle installation of all drape, table skirting, floor marking and other items of a decorative nature. Decorators also hang signs from drape.

ELECTRICAL UNION

Electricians handle all electrical work, which includes supplying power lines to your booth(s), connecting equipment to the proper outlets and installing any signs or headers that are lighted.

Full-time Exhibitor personnel have the right to perform the following work:

Unload their own vehicle in an area specified by the show contractor for the unloading of privately owned vehicles provided:

- They utilize the space designated by the ACCC for said purpose.
- They provide their own dollies or hand trucks.
- They utilize no motorized lift equipment.
- The vehicle is no larger than a van.

Hand carry exhibit materials through public doorways, provided:

- They do not utilize material handling equipment other than personal luggage carriers.

Set up their own display in Exhibit Booths that are no larger than 400 net square feet:

- The installation can be accomplished by full time company employees.
- Set up and handle their own product; including but not limited to the installation, interconnection, calibration, and operation of equipment.

The following work shall be performed by Union Labor:

- In-Line booths larger than a 10’x 40’
- Island booths larger than a 20’x 20’
- Installation of Display
- Laying Exhibitor owned carpet
- Crating & uncrating of show materials

REVISED 7/16

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ATLANTIC CITY CONVENTION CENTER
ATLANTIC CITY, NJ
DECEMBER 4-5, 2018

DISCOUNT DEADLINE DATE: NOVEMBER 16, 2018

LABOR ORDER FORM

CARPENTER LABOR FOR INSTALLATION & DISMANTLING OF EXHIBITS

Carpenter Rates:

Straight Time:	
Advance Rate	**Standard Rate**
$105.00/hr.	**$131.25/hr.**

one hour minimum per worker
thereafter 1/2 hr. increments
ST: 8:00 AM to 4:30 PM
Monday through Friday

OverTime:	
Advance Rate	**Standard Rate**
$157.50/hr.	**$197.00/hr.**

one hour minimum per worker
thereafter 1/2 hr. increments
OT: Before 8:00 AM and after 4:30 PM
Monday through Friday
and all hours on Saturday and Sunday

ALL LABOR ORDERS RECEIVED AFTER THE DEADLINE DATE OR PLACED AT SHOWSITE WILL BE CHARGED AT THE STANDARD RATE.

NOTE: 8:00 AM is the only guaranteed starting time. All the other orders will be filled as labor is available. **All labor must be signed in/out at the Service Desk**. ***Exhibitors not checked in by their requested starting times are subject to a 1 hour minimum charge per man ordered, unless we received written cancellation 24 hours prior to starting time.***

PLEASE INDICATE SERVICE REQUIRED:

☐ **PLAN A - EXHIBITOR'S SUPERVISION** **All work performed must be under the supervision of the Exhibitor.**

	# MEN	DATE	TIME	APPROX. HOURS
SET-UP				
DISMANTLE				

☐ **PLAN B - VISTA SUPERVISION** **Hourly rate plus 35% Supervision Charge / Minimum $40.00 / $46.00**

Name of Carrier_____ # Crates_____ Cartons_____ Skids_____

Shipped to: ☐ Warehouse ☐ Showsite ☐ Display Includes Carpet ☐ Vista's Rental Carpet

Please include Set-up Plans with Order

After Dismantle Return Display To:_____

_____

_____**VIA**_____

Vista shall not be responsible for damage, loss, or theft of display installed and/or dismantled under our Supervision. Vista shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booths for reloading after the show.

Company Name_____Booth _____

Street Address_____Phone #_____

City_____ State_____ Zip_____Fax#_____

Ordered by (Print or Type)_____E-Mail_____

Signature_____Title_____

PAYMENT POLICY: CREDIT CARD INFORMATION MUST BE ON FILE FOR SET-UP & DISMANTLE LABOR ORDERS

Credit Card Information

☐ M/C ☐ VISA ☐ AMEX / ACCOUNT # | | | | | | | | | | | | | | | | |

EXPIRATION DATE:_____

CUSTOMER CODE #:_____

CARDHOLDERS SIGNATURE:_____ CARDHOLDERS NAME:_____

MAIL OR FAX TO VISTA BEFORE DEADLINE DATE / SUBJECT TO NJ SALES TAX (6.625%)

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ATLANTIC CITY CONVENTION CENTER
ATLANTIC CITY, NJ
DECEMBER 4-5, 2018

LIMITS OF LIABILITY & RESPONSIBILITY FOR LABOR

1. ***Vista Convention Services*** and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.

2. ***Vista Convention Services*** and its subcontractors shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by ***Vista Convention Services*** or its subcontractors, except when such laborers are working or operating equipment under the direct supervision of a supervisor designated by ***Vista Convention Services*** or its subcontractor.

3. ***Vista Convention Services*** and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.

4. Claims for loss, injury or damage which are not submitted to ***Vista Convention Services*** within thirty (30) days of the close of the show on which the loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against ***Vista Convention Services*** or its subcontractors more than one year after the accrual of the cause of action.

5. ***Vista Convention Services*** will not be responsible for improper packing of exhibitor material and products or incorrect labeling if working under the supervision of the exhibitor.

6. ***Vista Convention Services*** will not be responsible for improperly packed or concealed damages to exhibits.

7. The placing of an order for the services of laborers and the use of equipment by an exhibitor or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth in Sections 1 through 6 above.

8. If granted permission for early move-in (off-target move-in) by show management and ***Vista Convention Services***, the exhibitor is required to use ***Vista Convention Services*** labor for booth installation.

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ATLANTIC CITY CONVENTION CENTER
ATLANTIC CITY, NJ
DECEMBER 4-5, 2018

LIMITS OF LIABILITY FOR MATERIAL HANDLING

Vista Convention Services shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.

Vista Convention Services shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.

Vista Convention Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bill of lading covering outgoing shipments, which are furnished by ***Vista Convention Services*** to exhibitor, will be checked at time of actual pick up from booth and corrections made where discrepancies occur.

Vista Convention Services shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lock-outs or work stoppages of any kind or to any causes beyond its control.

Vista Convention Services' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event, ***Vista Convention Services'*** maximum liability shall be limited to $.30 per pound per article with a maximum liability of $50.00 per item, or $1,000.00 per shipment; whichever is less.

Vista Convention Services shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

The consignment or delivery of a shipment to ***Vista Convention Services*** by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

Rates are based on incoming weight only. All weights are rounded off to the next 100 weight. Each shipment received is considered separately. Freight handling charges are the responsibility of the exhibitor.

Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.

Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. ***Vista*** assumes no responsibility for removal of containers with old Empty labels, mislabeled, or valuables stored inside containers while containers are in storage.

Outbound shipping labels and bills of lading will be available at the Service Desk. Exhibitor or his/her representative must pack and label their exhibit material and turn in bill of lading for each shipment at the Service Desk before leaving the show. ***Vista*** will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick up by the removal date of the show, ***Vista*** reserves the right to route exhibit material by an alternate carrier. As a result of re-routing or handling no liability will be assumed by ***Vista.***

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ATLANTIC CITY CONVENTION CENTER
ATLANTIC CITY, NJ
DECEMBER 4-5, 2018

DEADLINE DATE: NOVEMBER 16, 2018

PRIORITY EMPTY CONTAINER RETURN

PLEASE NOTE THAT THIS SERVICE CANNOT BE ORDERED AFTER THE EMPTIES HAVE BEEN TAKEN TO STORAGE

This service provides for the priority return of your empties to your booth after the close of the show and once all aisle carpet is rolled up. If you would like this service, please fill out the information below and return to Vista Convention Services.

Priority Empty Container Return……..…….**$100.00 per container**

Estimated Number of Pieces…….._____

*****PLEASE NOTE** Special Empty Container Labels are required for this service. Labels must be picked up at Vista's Service Desk.***

Company Name_____ Booth _____
Street Address_____ Phone #_____
City_____ State_____ Zip_____ Fax#_____
Ordered by (Print or Type)_____ E-Mail_____
Signature_____ Title_____

PAYMENT POLICY: CREDIT CARD INFORMATION MUST BE ON FILE FOR THIS SERVICE

Credit Card Information
☐ M/C ☐ VISA ☐ AMEX / ACCOUNT #

EXPIRATION DATE:_____
CUSTOMER CODE #:_____

CARDHOLDERS SIGNATURE:_____ CARDHOLDERS NAME:_____

MAIL OR FAX TO VISTA BEFORE DEADLINE DATE / SUBJECT TO NJ SALES TAX (6.625%)

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ATLANTIC CITY CONVENTION CENTER
ATLANTIC CITY, NJ
DECEMBER 4-5, 2018

MATERIAL HANDLING SPECIAL SERVICES

EMPTY STORAGE

Those exhibitors who elect to **hand-carry in one trip** items into the exhibit hall without the assistance of Vista Convention Services may acquire on-site storage for empty containers based on the following rates: $20 per carton and $30 per fiber case. This service includes removing empties from your booth, storing them during the show and returning them to your booth after show closing. Please refer to the union regulations included in this manual.

MOBILE UNIT SPOTTING

Exhibitors authorized by show management to bring a motorized vehicle into the exhibit hall will be required to hire Vista Convention Services supervision services at the rate of $275.00 round-trip per mobile unit. A representative from Vista Convention Services will escort each vehicle into and out of the exhibit facility to provide safe access and minimize liabilities.

SHIPMENTS RETURNED TO WAREHOUSE

At the close of show, for re-forwarding or storage, there will be an additional charge of $16.00 per cwt. on straight time; $20.00 per cwt. on overtime, with a 1,000 lb. minimum. Warehouse storage space is limited. Please call our Customer Service Department at (609) 485-2421 to confirm availability prior to show.

SPECIAL RATES AND SERVICES

Steel banding: **$1.05** per linear foot, plus one-half hour minimum labor
Shrink Wrap Skid: **$60.00** per skid, labor included
Clear Tape: **$10.00** roll
Double Face Tape: **$30.00** roll

UPS & FEDEX SHIPMENTS

A fee of $75.00 will apply for all UPS & FedEx shipments going back to Vista Convention Services Warehouse.

ALL CHARGES SUBJECT TO NJ SALES TAX (6.625%)

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VISTA CONVENTION SERVICES

ATLANTIC CITY CONVENTION CENTER
ATLANTIC CITY, NJ
DECEMBER 4-5, 2018

WAREHOUSE DEADLINE DATE: NOVEMBER 23, 2018

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Pleasantville, NJ 08232
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WWW.VISTACS.COM

MATERIAL HANDLING ORDER FORM

RATES AND SHIPPING INSTRUCTIONS

1. Vista Convention Services has been designated as the official drayage contractor with responsibility for the unloading, delivery, reloading and processing of all exhibitors' freight shipments.
2. ***ALL SHIPMENTS MUST BE SENT PREPAID*** and all shipments must have a bill-of-lading showing number of pieces, weight, and description of merchandise. Trucks without a bill-of-lading or documented weight, estimated weights will prevail. Estimated weights will be binding by both parties.
3. **WHEN TO SHIP: SHIPMENTS CONSIGNED TO THE WAREHOUSE MUST ARRIVE NOT LATER THAN *FRIDAY, NOVEMBER 23, 2018.* SHIPMENTS RECEIVED AFTER THIS DATE WILL BE SUBJECT TO 35% SURCHARGE. SHIPMENTS CONSIGNED TO THE SHOW SITE SHOULD BE TIMED TO ARRIVE NOT EARLIER THAN *MONDAY, DECEMBER 3, 2018.***
4. **WHERE TO SHIP:**

Address all shipments consigned to ***WAREHOUSE*** to:

Exhibitor's Name_____
Booth No._____

TRIPLE PLAY 2018
c/o Vista Convention Services
300 Commerce Drive
Egg Harbor Township, NJ 08234

Address all shipments consigned to ***SHOWSITE*** to:

Exhibitor's Name_____
Booth No._____

TRIPLE PLAY 2018
c/o Vista Convention Services
Atlantic City Convention Center
Bacharach Blvd.
Atlantic City, NJ 08401

5. **RATE SCHEDULE**: **Warehouse Inquiries: (609) 485-2421**

A. **WAREHOUSE ADVANCE RECEIVING - Roundtrip - CRATED MATERIALS**

ST Rate: $82.00 per cwt. ***(100lbs.)*** **- *200 lb. Minimum***
The above rate includes the following:
*Receive crated shipments only at our warehouse 30 days prior to Show.
*Deliver to booth space.
*Removal, storage, return of empty containers.
*Pick-up at the booth and load onto outbound carrier.
*Shipments of loose or uncrated materials will not be received at warehouse.

B. **DIRECT SHIPMENT TO SHOWSITE - Roundtrip - CRATED MATERIALS**

ST Rate: $75.50 per cwt. ***(100lbs.)*** **- *200 lb. Minimum***
The above rate includes the following:
*Receive shipments at showsite on move-in dates.
*Deliver to booth space.
*Removal, storage, return of empty containers.
*Pick-up at the booth and load onto outbound carrier.

C. **DIRECT SHIPMENT TO SHOWSITE - Roundtrip - UNCRATED AND LOOSE MATERIALS**

ST Rate: $108.00 per cwt. ***(100lbs.)*** **- *200 lb. Minimum***
The above rate includes the following:
*Receive shipments at showsite on move-in dates.
*Deliver to booth space.
*Removal, storage, return of empty containers.
*Pick-up at the booth and load onto outbound carrier.

D. **OVERTIME RATE: Add 25% if handled IN or OUT on overtime**
Add 50% if handled both IN & OUT on overtime

All shipments handled on Saturday, Sunday and holidays and before 8:00 AM or checked in after 3:00 PM on weekdays will be charged at the overtime rate.

ALL CHARGES SUBJECT TO NJ SALES TAX (6.625%)

6. Rates are based on incoming weight only. All weights are rounded off to the next cwt. Each shipment received is considered separately. Freight handling charges are the responsibility of the exhibitor.
7. Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.
8. Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. Vista assumes no responsibility for removal of containers with old empty labels, mislabeled or valuables stored inside containers while containers are in storage.
9. Outbound shipping labels & bills-of-lading will be available at the Service Desk. Exhibitor or his representative must pack & label their exhibit material, turn in bill-of-lading for each shipment at the Service Desk before leaving the Show. Vista will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick-up by the removal date of the Show Vista reserves the right to route exhibit material by an alternate carrier. As a result of re-routing or handling no liability will be assumed by Vista.

LIMITS OF LIABILITY AND RESPONSIBILITY

10.

A. Vista Convention Services, Inc. shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.
B. Vista Convention Services, Inc. shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
C. Vista Convention Services, Inc. shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bill-of-lading covering outgoing shipments, which are furnished by Vista Convention Services, Inc. to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
D. Vista Convention Services, Inc. shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
E. Vista Convention Services, Inc. liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Vista Convention Services, Inc. maximum liability shall be limited to $.30 per pound per article with a maximum liability of $50.00 per item, or $1,000.00 per shipment, whichever is less.
F. Vista Convention Services, Inc. shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
G. The consignment or delivery of a shipment to Vista Convention Services, Inc. by an exhibitor, or by any shipper to or on behalf of the exhibitor, shal be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

AUTHORIZATION TO PROVIDE MATERIAL HANDLING

We hereby authorize Vista Convention Services, Inc. to handle our shipment(s) in accordance with the information above and on the reverse side of this form, and have read this order and agree to the terms and provisions hereof including those on the reverse side and acknowledge receipt of a copy. We agree that Vista will provide its services as our agent, and not as bailee or shipper, and if any employee of Vista shall sign a delivery receipt, bill-of-lading, or other documents, we agree that they will do so as our agent, and we accept the responsibility therefor.

We agree, in the event of a dispute with Vista relative to any loss or damage to any of our materials or equipment that we will not withhold payment of any amount due to them for drayage or any other services provided by Vista as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Vista for the full amount of the invoice for all such charges, and we further agree that any claim we may have against Vista shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

THIS AUTHORIZATION MUST BE COMPLETED BELOW AND SENT TO VISTA CONVENTION SERVICES BEFORE FREIGHT SHIPMENTS CAN BE HANDLED

Company Name_____Booth _____
Street Address_____Phone #_____
City_____ State_____ Zip_____Fax#_____
Ordered by (Print or Type)_____E-Mail_____
Signature_____Title_____

PAYMENT POLICY: CREDIT CARD INFORMATION MUST BE ON FILE BEFORE FREIGHT CAN BE HANDLED.

Credit Card Information
☐ M/C ☐ VISA ☐ AMEX / ACCOUNT #

EXPIRATION DATE:_____
CUSTOMER CODE #:_____

CARDHOLDERS SIGNATURE:_____ CARDHOLDERS NAME:_____

MAIL OR FAX TO VISTA BEFORE DEADLINE DATE / SUBJECT TO NJ SALES TAX (6.625%)

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ATLANTIC CITY CONVENTION CENTER
ATLANTIC CITY, NJ
DECEMBER 4-5, 2018

WAREHOUSE DEADLINE DATE: NOVEMBER 23, 2018

MATERIAL HANDLING RECAP

For complete information and descriptions on shipping and material handling, refer to the MATERIAL HANDLING order form in this Exhibitor Service Manual.

COMPUTATION OF ORDER: **When recording weight, round up to the next 100 pounds.**

A. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS
Warehouse
We will ship _____ lbs. @ **$82.00** per 100 lbs. (*200 lb. minimum/***$164.00**) $_____

B. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS
Showsite
We will ship _____ lbs. @ **$75.50** per l00 lbs. (*200 lb. minimum/***$151.00**) $ _____

C. UNCRATED, UNSKIDDED OR WRAPPED SHIPMENTS (SHOWSITE SHIPMENTS ONLY)
Showsite
We will ship _____ lbs. @ **$108.00** per 100 lbs. (*200 lb. minimum/***$216.00**) $ _____

D. OVERTIME FEES
All rates quoted above are straight time rates. All freight received at the warehouse and/or showsite that must be moved **into or out of** your booth before 8:00 am or after 4:30 pm on weekdays, or anytime on Saturday, Sunday or holidays, will be a **25% surcharge** for each occurrence will apply in addition to the above rates.

Delivery After Deadline Date: Shipments received at the warehouse after 3:30pm or after ***Friday, November 23, 2018*** and any shipment received at showsite after show opening will be charged 35% in addition to the above rates.

Note: Due to possible move-in on overtime and move-out on overtime, overtime fees will be applied

6.625% Sales Tax $_____

Payment Enclosed $_____

We understand that your calculation is only an estimate. Invoicing will be completed from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. ***Adjustments must be paid at show site***. If you have any questions about material handling, please contact Vista Convention Services.

Company Name: Booth #:

MAIL OR FAX TO VISTA CONVENTION SERVICES

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

_____

_____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

TRIPLE PLAY 2018
c/o VISTA CONVENTION SERVICES
300 COMMERCE DRIVE
EGG HARBOR TOWNSHIP, NJ 08234

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

_____

_____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

TRIPLE PLAY 2018
c/o VISTA CONVENTION SERVICES
300 COMMERCE DRIVE
EGG HARBOR TOWNSHIP, NJ 08234

FOR ADVANCE SHIPMENTS ONLY

DELIVER NO LATER THAN FRIDAY, NOVEMBER 23, 2018
RECEIVING 8AM - 3:30PM, MONDAY-FRIDAY, CHECK-IN BY 3PM

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

_____

_____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

TRIPLE PLAY 2018
c/o VISTA CONVENTION SERVICES
300 COMMERCE DRIVE
EGG HARBOR TOWNSHIP, NJ 08234

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

_____

_____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

TRIPLE PLAY 2018
c/o VISTA CONVENTION SERVICES
300 COMMERCE DRIVE
EGG HARBOR TOWNSHIP, NJ 08234

ON-SITE DIRECT SHIPMENTS ONLY

FROM:_____

_____

_____

TO: _____
(EXHIBITOR NAME) **(BOOTH #)**

TRIPLE PLAY 2018
c/o VISTA CONVENTION SERVICES
ATLANTIC CITY CONVENTION CENTER
BACHARACH BLVD.
ATLANTIC CITY, NJ 08401

ON-SITE DIRECT SHIPMENTS ONLY

FROM:_____

_____

_____

TO: _____
(EXHIBITOR NAME) **(BOOTH #)**

TRIPLE PLAY 2018
c/o VISTA CONVENTION SERVICES
ATLANTIC CITY CONVENTION CENTER
BACHARACH BLVD.
ATLANTIC CITY, NJ 08401

FOR ON-SITE DIRECT SHIPMENTS ONLY

ON-SITE DIRECT SHIPMENTS ONLY

FROM:_____

_____

_____

TO: _____
(EXHIBITOR NAME) **(BOOTH #)**

TRIPLE PLAY 2018
c/o VISTA CONVENTION SERVICES
ATLANTIC CITY CONVENTION CENTER
BACHARACH BLVD.
ATLANTIC CITY, NJ 08401

ON-SITE DIRECT SHIPMENTS ONLY

FROM:_____

_____

_____

TO: _____
(EXHIBITOR NAME) **(BOOTH #)**

TRIPLE PLAY 2018
c/o VISTA CONVENTION SERVICES
ATLANTIC CITY CONVENTION CENTER
BACHARACH BLVD.
ATLANTIC CITY, NJ 08401

Atlantic City CONVENTION CENTER

SHOW:		BOOTH #	
COMPANY:		BOOTH SIZE:	

Order Online at www.MeetAC.com

Deadline for advance rate is 15 days prior to show opening.

ELECTRICAL SERVICE ORDER FORM

QTY NON-24 HR	DESCRIPTION	ADVANCE RATE	REGULAR RATE	TOTAL
120V LIGHTING & UTILITY OUTLETS				
	Up to 1000 watts	$124.00	$185.00	
	Up to 2000 watts	$154.00	$229.00	
208V 1ø MOTOR AND EQUIPMENT OUTLETS				
	20 Amp	$320.00	$480.00	
	30 Amp	$390.00	$585.00	
	60 Amp	$680.00	$1020.00	
	100 Amp	$845.00	$1270.00	
	200 Amp	$1320.00	$1990.00	
208V 3ø MOTOR AND EQUIPMENT OUTLETS				
	20 Amp	$395.00	$590.00	
	30 Amp	$465.00	$690.00	
	60 Amp	$745.00	$1100.00	
	100 Amp	$895.00	$1300.00	
	200 Amp	$1550.00	$1950.00	
LIGHTS				
	Stem Lights	$100.00	$130.00	
	Single 120 W Flood	$105.00	$150.00	
	Double 120 W Flood	$135.00	$205.00	
	Overhead Quartz	$355.00	$540.00	

Specialty Lighting Available.
Call for details.

1. SUB TOTAL	$
2. SALES TAX 6.625%	$
3. TOTAL	$

Atlantic City Convention Center
1 Convention Boulevard
Atlantic City, NJ 08401
Phone: 609-449-2291
Fax: 609-449-2464

120 V CONNECTIONS

- Two outlets per connection.
- If you require 24 hour power please note with an (*). Please add 50% to the total.

208 V CONNECTIONS

- Requires labor. Please submit a floor plan indicating location in booth.
- Maximum of one connection per outlet.
- Please call for 480 V connections.

LIGHTS

- Price includes outlet and labor.
- Placement of floodlights is at the front corner(s) of your in-line booth.
- Any other location(s) or installation time may require an additional labor charge.

BY RETURNING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS. (See terms and conditions.)

VACUUMING SERVICE ORDER FORM

All Rates are based on the total square footage of your exhibit space (100 sq. ft. minimum)

ONE TIME_____ Vacuum carpet before initial opening of event **Advance Rate 30¢/sq. ft.** **Regular Rate 42¢/sq. ft.**

DAILY _____ Vacuum carpet before initial opening of event and daily thereafter **Advance Rate 25¢/sq. ft.** **Regular Rate 37¢/sq. ft.**

Exhibit Space_____ft. (x) _____ft.= _____sq. ft. (x) days _____(x) $_____= **TOTAL $**_____

PORTER SERVICE ORDER FORM

Empty wastebasket, tidy and spot clean exhibit space at two hour intervals during show hours. **Advance Rate $99.00** **Regular Rate $140.00**

Please check preference: ONE TIME_____ DAILY_____

Specify Day:_____ Date:_____ Porter Service:_____days (x) amount per day $_____ = **TOTAL $**_____

Company Name_____Phone Number_____

Credit Card #_____Exp.Date_____Sec. Code_____

Billing Address_____City_____State_____Zip_____

Card Holders Name_____Card Holders Signature_____

Contact Name_____Email_____

ONE CONVENTION BOULEVARD
ATLANTIC CITY, NJ 08401 USA

Atlantic City CONVENTION CENTER

PHONE (609) 449-2291
FAX (609) 449-2464
Fed ID #222638563

ELECTRICAL TERMS AND CONDITIONS

- All equipment, regardless of source of power, must comply with National Electrical Code, all Federal, State and local safety codes.
- The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
- Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
- All material and equipment furnished by the Convention Center for this service order shall remain the property of the Atlantic City Convention Center and shall be removed only by the Convention Center Electricians at the close of the show. Any material removed by exhibitors will be added to the invoice and billed to the card on file.
- Unless otherwise directed, Convention Center Electricians are authorized to cut floor coverings to permit installation of service.
- All wiring must have 3-wire grounded cord with a minimum of #14 gauge. Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.
- The Atlantic City Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Convention Center.
- Tipping is not permitted. Any requests from personnel for gratuities should be immediately reported to Atlantic City Convention Center Management.
- No credits will be issued on unused services installed as ordered.
- Disputes will not be considered unless filed by the exhibitor prior to close of show.

ELECTRICAL LABOR RULES AND RATES FOR OUTLET DISTRIBUTION AND CONNECTION

- Labor rates are subject to labor contract effective at time of show.
- Straight time labor will be charged for installation services provided Monday through Friday 8:00am-4:30pm. All other hours will be billed at overtime rates.
- Electrical Labor Rates: $107.00 per hour - Regular Time / $215.00 per hour - Overtime. Labor is billed in half-hour increments with a minimum of one hour.
- Dismantle labor is half that of total installation time. This service will be billed at the tear out rate of $158.00 per hour. Shows closing on Sundays and Holidays will be billed at overtime rates.
- Forklift Rates: prevailing labor rates (one hour minimum) plus $275.00 lift rental.
- Boom Lift Rental: Prevailing Labor Rates (one hour minimum) plus $500.00 lift rental.
- Starting time can only be guaranteed when labor is requested for the start of the work day at 8:00am. The minimum charge per booth is one hour for installation and one-half (1/2) hour for dismantle. Time will commence per exhibitor's request. Failure to start labor at requested time will result in a one hour charge per electrician requested, unless 24-hour advance notice is provided in writing.

OUTLET LOCATION & DISTRIBUTION

- All 110 volt electrical outlets will be installed on the floor at the draped back wall of In-Line and Peninsula Booths unless otherwise ordered by the exhibitor.
- All 110 volt electrical outlets for Island Booths will be set at one main location on the perimeter of the booth at our discretion if no floor plan provided.
- Any additional power locations are chargeable on a time and material basis.
- All services larger than 100 amps may be subject to an additional labor charge.
- All overhead services will require lift, labor and materials. Call for quote.

ACCC ELECTRICAL JURISDICTON

(Requires labor and/or material)

- All under-carpet distribution of electrical wiring.
- All power distribution, light hanging or general labor in any space larger than 200 sq. ft.
- All facility overhead distribution of electrical wiring, including HDMI cable, fiber optics, twisted pair, etc. The distribution of same from product to booth and from booth to booth.
- All connections requiring 208 volts and above.
- All motor and equipment hook-ups requiring hard wired connections.
- Installation and/or repair of electrical fixtures.
- Installation of all computers.
- All electrical signs, headers and monitors.
- Labor is required to inspect pre-wired equipment plugged into our system.

Atlantic City CONVENTION CENTER

SHOW:		BOOTH #	
COMPANY:		BOOTH SIZE:	

Order Online at www.MeetAC.com

Deadline for advance rate is 15 days prior to show opening.

LABOR REQUEST FOR ELECTRICAL/PLUMBING DISTRIBUTION

MUST CHECK ONE:

☐ OK to Proceed without Supervision per Attached Floor Plan

☐ DO NOT Proceed — Exhibitor will Call for Labor

DATE: _____ TIME: _____

ONSITE CONTACT: _____ CELL PHONE: _____

SELECT THE CORRECT BOOTH TYPE AND FILL-IN THE PROPER ORIENTATION AROUND YOUR BOOTH.

☐ In-Line Booth ☐ Peninsula Booth ☐ Island Booth

LEGEND FOR MARKING GRID—PLEASE USE THESE SYMBOLS:

=Main Drop Location | = 1000 watt/10amp | 2000 watt/20amp

= 208 volt | = Plumbing | (1 Square = 1 Foot)

Atlantic City Convention Center
1 Convention Boulevard
Atlantic City, NJ 08401
Phone: 609-449-2291
Fax: 609-449-2464

This Labor Order will not be processed until we receive a completed Electrical/Plumbing Service Order Form.

Please indicate neighboring booth and aisle numbers.

Every effort will be made to facilitate all requests, however start time can only be guaranteed when labor is requested to start at 8:00am.

We request that a floor plan be submitted prior to your arrival onsite.

Adjacent Booth or Aisle #:_____

Adjacent Booth or Aisle #:_____

Adjacent Booth or Aisle #:_____

Adjacent Booth or Aisle #:_____

SHOW:		BOOTH #	
COMPANY:		BOOTH SIZE:	

Order Online at www.MeetAC.com

Deadline for advance rate is 15 days prior to show opening.

PLUMBING SERVICE ORDER FORM

QUANTITY	DESCRIPTION	ADVANCE RATE	REGULAR RATE	TOTAL
COMPRESSED AIR LINES				
	1/4" Air Line 15CFM	$245.00	$370.00	
	3/8" Air Line 30CFM	$395.00	$555.00	
	1/2" Air Line 50CFM	$495.00	$620.00	
	Addt'l Connections	$95.00	$150.00	
WATER LINES				
	1/4" Water Line	$160.00	$245.00	
	3/8" Water Line	$190.00	$285.00	
	1/2" Water Line	$215.00	$295.00	
	3/4" Water Line	$245.00	$325.00	
	Addt'l Connections	$95.00	$150.00	
DRAIN LINES				
	3/4" Drain Line	$150.00	$165.00	
	1" Drain Line	$185.00	$206.00	
	Addt'l Connections	$95.00	$150.00	
NATURAL GAS LINES				
	1/2" Gas Line	$495.00	$740.00	
	3/4" Gas Line	$615.00	$925.00	
	1" Gas Line	$770.00	$1130.00	
	Addt'l Connections	$105.00	$160.00	
WATER FILL & DRAIN				
	Up to 100 Gallons	$120.00	$165.00	
	Addt'l 100 Gallons	$40.00	$55.00	
			SUB TOTAL	$
			SALES TAX 6.625%	$
			TOTAL	$

Atlantic City Convention Center
1 Convention Boulevard
Atlantic City, NJ 08401
Phone: 609-449-2291
Fax: 609-449-2464

ALL CONNECTIONS

- Plumber to make all connections.
- One connection per line.

- Prices do not include labor.
- These charges will be applied to the card on file.

- Water Pressure may vary.
- If pressure is critical, a pressure regulator valve maybe installed.
- All Gas Lines are overhead.

COMPRESSORS THAT ARE NOT AN INTERNAL/PERMANENT PART OF YOUR MACHINE WILL NOT BE PERMITTED IN FACILITY.

BY RETURNING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS. (See terms and conditions.)

Company Name_____Phone Number_____

Credit Card #_____Exp.Date_____Sec. Code_____

Billing Address_____City_____State_____Zip_____

Card Holders Name_____Card Holders Signature_____

Contact Name_____Email_____

ONE CONVENTION BOULEVARD
ATLANTIC CITY, NJ 08401 USA

PHONE (609) 449-2291

PLUMBING LABOR

- Straight time labor will be charged for installation services provided Monday through Friday 8:00am-4:30pm. All other hours will be billed at overtime rates.
- Plumber Labor Rates: $85.00 per hour - Regular Time / $170.00 per hour - Overtime. Labor is billed in half-hour increments with a minimum of one hour.
- Dismantle labor is half that of the total installation labor. Shows closing on Sundays and Holidays will be billed at overtime rates.
- Gas Lines and labor will be charged from point of attachment to inside of booth.
- Official Show Plumber will make all interconnections between exhibitor owned machines/equipment.
- All plumbing connections require labor. These charges will be applied to the card on file.

COMPRESSED AIR

- The Official Show Plumber will not be responsible for moisture or water in air line. Exhibitor should supply their own filter or other equipment to handle moisture or water.
- The Official Show Plumber requires fifteen (15) days notice if special regulators and/or filters need to be ordered. Rental charges apply. Call for quote.
- Compressed air lines are 1/4”, 1/2” and 3/8”. Any other size is considered a special request. Call for quote.
- Air is available during show hours only. There will be an additional charge for use after hours. Call for quote.
- All connections must be made by the Official Show Plumber.
- **ANY COMPRESSOR THAT IS NOT AN INTERNAL/PERMANENT PART OF YOUR MACHINE IS NOT PERMITTED IN FACILITY.**

WATER LINES AND DRAINS

- Water and drain lines are priced by the foot; depending on location of booth and distance from plumbing service. 25 feet of line is included in the initial cost. Additional footage may be necessary in order to reach your booth and to avoid crossing aisles.
- Standard water lines are 1/4”, 3/8”, 1/2” and 3/4”. Any other size is considered a special request. Call for quote.
- Certain types of installations may require additional labor.
- Ramping will be available on a time and material basis.
- All connections must be made by The Official Show Plumber.
- **HAND CARRYING OF WATER IS PROHIBITED IN THE FACILITY.**

PLUMBING TERMS AND CONDITIONS

- All equipment must comply with all Federal, State and local safety codes.
- Disputes will not be considered unless filed by the exhibitor prior to close of show.
- All materials and equipment furnished by the Convention Center for this service shall remain the property of the Convention Center and shall be removed only by the Convention Center Plumbers at the close of the show. Any material removed by exhibitors will be added to the invoice and billed to the card on file.
- Air and water pressures may vary and no guarantees can be made of minimum or maximum pressures. If the pressure is critical, exhibitors should arrange to have a pressure regulation valve installed.
- Unless otherwise directed, Convention Center Plumbers are authorized to cut floor coverings to permit installation of service.
- Credit will not be given for any services installed and not used.
- Tipping is not permitted. Any requests from personnel for gratuities should be immediately reported to Atlantic City Convention Center Management.

Local Event Pricing

Exhibitor Company Name:	Show Name: **Triple Play**
Billing Company Name:	Show Dates: **12 / 4 / 18** To **12 / 6 / 18**
Billing Company Address:	Incentive Order Deadline: **Thursday, November 15, 2018**
City, State / Country, Zip:	Booth / Room #:
Contact Name:	Phone Number: ( ) -
Contact Email:	Cell Number: ( ) -
On-Site Contact:	On-Site Number: ( ) -

When your order is processed, you will receive an email with a link to Smart City Networks payment portal. Payment in full is required prior to the event.

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

View complete Terms & Conditions at: orders.smartcitynetworks.com/tc.aspx?center=099

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

Dedicated Wired Internet Routers Allowed	Broadband Wired Internet No Wired or Wireless Routers
Connection speeds of 3Mbps and up	Connection speeds 1.5mbps Burstable to 3mbps, DHCP
Required for: • Web Casting • HD Streaming • Routers(wired or wireless)	**Recommended for**: • Email • Social Media • Surfing the web
Includes 5 Static Public IP Addresses	**Includes 1 Private IP Address**

Wireless services are NOT included on this form – please contact us for specific rates.

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

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

1. Internet Services – Routers Prohibited	QTY	Incentive	Base	On-Site	Total
a. Broadband Internet Service		$671	$855	$1,026	
b. Additional Device for Broadband Service, Per Device Up to 4		$138	$165	$191	
If you require 6 or more devices – Please call (888) 446-6911.					
2. Dedicated Internet Services – Routers Supported					
a. Dedicated 3Mbps		$2,621	$3,277	$3.933	
b. Dedicated 6Mbps		$4,425	$5,531	$6,637	
c. Dedicated 10Mbps		$5,887	$7,357	$8,829	
Dedicated Services include 29 Public Static IP Addresses					
Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.					
3. Internet Equipment & Labor					
a. Switch Rental – up to 24 ports		$185	$225	$270	
b. Patch Cable (up to 50') – Cat5e		$50	$62	$74	
c. Labor / Floor Work – Fee Per Hour		$125	$125	$125	
4. Voice Services: PBX Service – Domestic LD Included					
a. Single Line – ☐ Instrument, ☐ Non Dial 9, ☐ Int'l LD		$275	$345	$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line		$415	$520	$624	
c. Speaker Phone Line w/ Polycom Instrument		$465	$575	$690	
5. Special Quote – Attachment A or Statement of Work (if applicable)					
6. Distance Fee of $500 Internet / $100 Telephone for each line outside the convention venue x (number of lines)					
For extension of 3rd party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.					
			SUBTOTAL		
Make Checks Payable to SMART CITY NETWORKS Send Completed Orders with Payment To: 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 csr@smartcity.com			**ESTIMATED 10% TAX / FEES**		
			GRAND TOTAL		

Effective January 1, 2018 – December 31, 2018 **Customer No: 2018 - 018 - 402 -**

INTERNET - NETWORK / TELEPHONE SERVICE CONTRACT

Network Security Declaration

Center: Atlantic City CC – (018) – NJ **Company Name:** _____

Show: Triple Play **Booth / Room #:** _____

Customer / Ref #: 2018 - 018 - 402 -

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

Network Security Policy:

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

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

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

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

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

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

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

Device(s) Operating System: _____

Total # of Devices Connecting to Smart City's Network: _____

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

Virus Scan Last Updated - Date: / / Security Updates Last Performed - Date: / /

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

Rental Company Contact: _____ Contact Number: _____

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

Signature _____ Date _____

Printed Name _____ Title _____

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6087 • Fax (702) 943-6001

SmartCity

Floor Plan – Communications Cable

Center: Atlantic City CC – (018) – NJ **Company Name:** _____

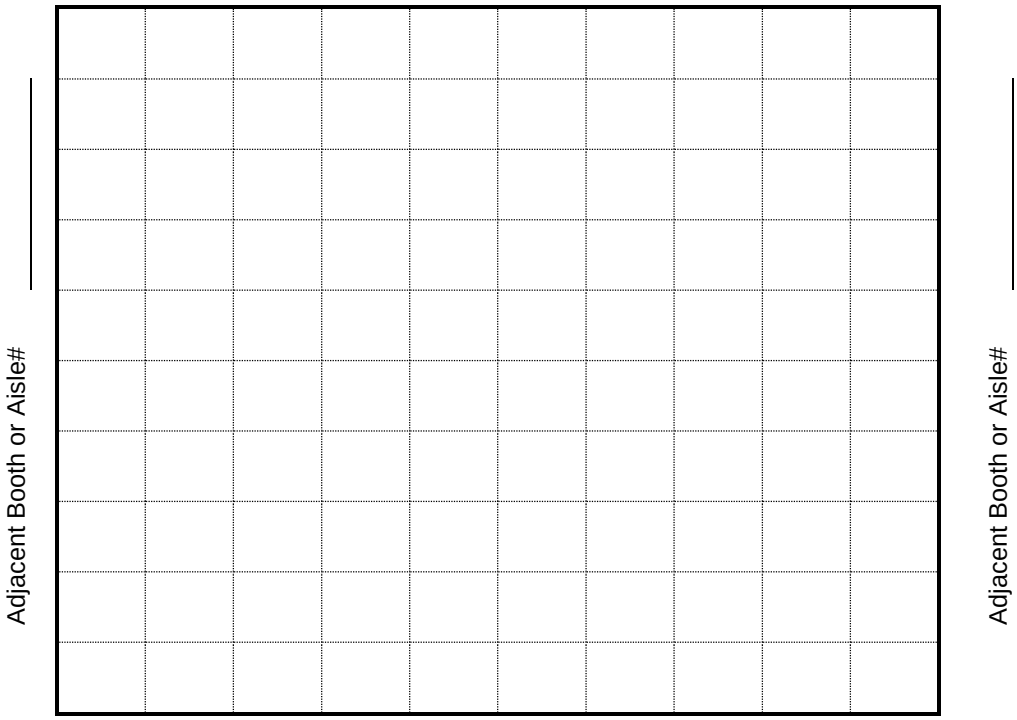
Show: Triple Play **Booth / Room #:** _____

Customer / Ref #: 2018 - 018 - 402 -

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

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

Adjacent Booth or Aisle# _____



Adjacent Booth or Aisle# _____

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

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

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

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

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

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6087 • Fax (702) 943-6001

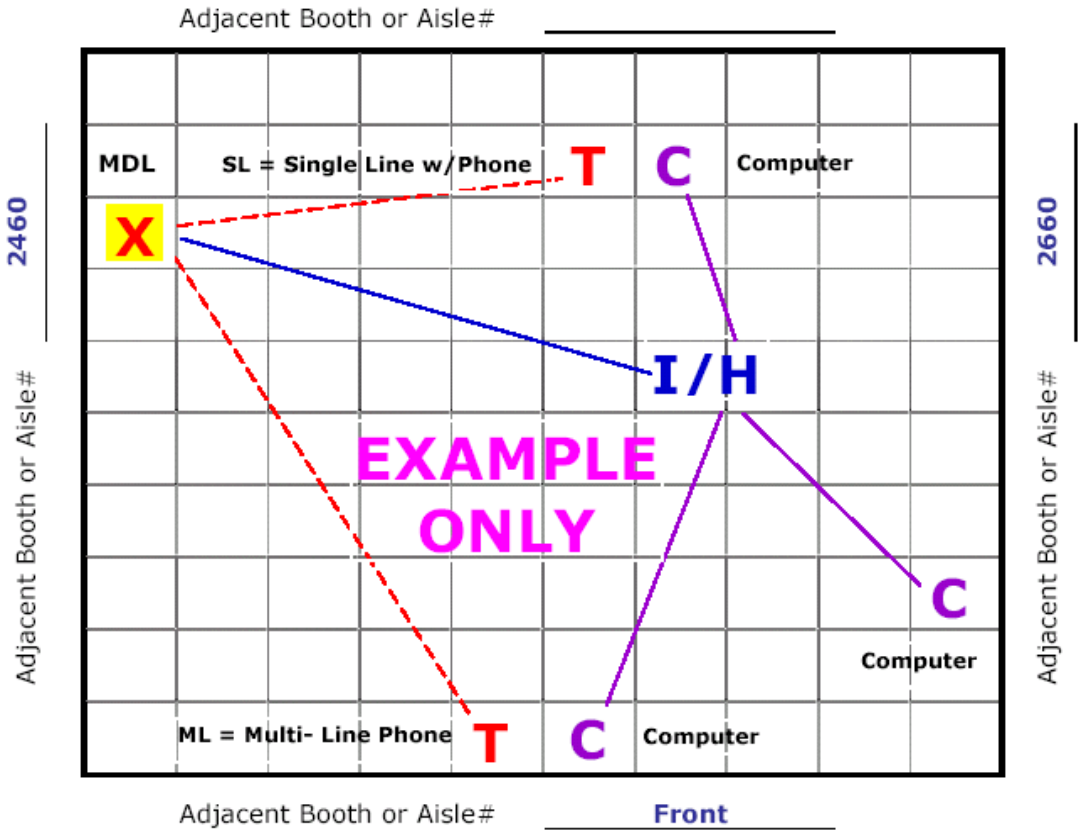
SmartCity

Floor Plan – Communications Cable

Center: Atlantic City CC – (018) – NJ
Show: ABC EXAMPLE SHOW
Company Name: ABC EXAMPLE COMPANY
Booth / Room #: 1234
Customer / Ref #: 2018 - 018 - XXX - XXXX

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

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



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

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

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

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

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

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6087 • Fax (702) 943-6001

Smart City Wireless Services

Atlantic City Convention Center - Local Exhibitor

1 CONNECT

Connect to the network name (i.e., Exhibitor Internet or Instant Internet) by following your computer's procedure for choosing available wireless networks.

2 OPEN BROWSER

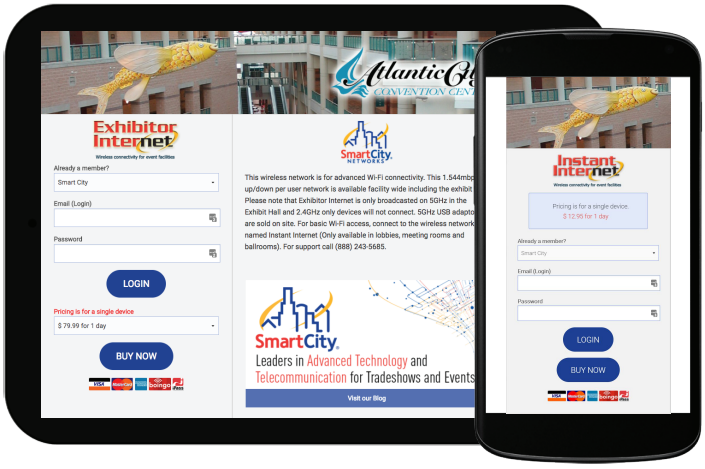
Open your browser (Internet Explorer, Firefox, Safari, or other browser). You should see a page resembling the graphic shown below. If you do not see the graphic shown, please refresh your browser.

3 BUY NOW

If this is your initial purchase click BUY NOW. Follow prompts to complete your purchase. Refer to service options and limitations shown to the right.

4 LOGIN

If you have already created an account and are returning for additional sessions, enter your username and password, then click LOGIN.



Wireless Options

Depending on where you are in the facility, you will see one or both of the following SSIDs (network names). Although you may see both Exhibitor and Instant Internet, they are not actually supported in all areas. These networks are supported only in the areas designated below. Choose the option which best suits your location and requirements.

Exhibitor Internet
Available in all facility areas
*Connectivity speeds up to 1.54Mbps up/down
5 GHz wireless frequency only
1 day for $55.00
3 day for $156.75 ***5% discount***
5 day for $247.50 ***10% discount***

Instant Internet
Available in all public spaces and meeting rooms
*Connectivity speeds up to 768k up/down
1 day for $12.95

Free Internet
Available in public spaces
*Connectivity speeds up to 256k up/down

** Each purchase is limited to one device. One account cannot be shared among multiple devices simultaneously.*

Questions

For questions regarding wireless services of any of the other wired internet and telephone services we provide, please call Smart City at 888-446-6911 or visit us online at www.smartcitynetworks.com

Custom Hotspot Options

Local Pricing

STANDARD (1.5Mbps)			
Device	Incentive	Base	On-Site
5	$1,871	$2,246	$2,694
15	$3,306	$3,968	$4,762
30	$5,410	$6,491	$7,790

PREMIER No User Rate Limit				
Device Limit	Incentive	Base	On-Site	Max Bandwidth
5	$2,760	$3,312	$3,974	2Mbps
15	$5,796	$6,955	$8,346	4Mbps
30	$8,280	$9,936	$11,923	6Mbps

All Hotspot products include a customized SSID, password (must be 8 characters) and the opportunity to purchase a customized Wi-Fi splash page which can be used for sponsorships. Design services are available at $250 per hour with a one hour minimum. Additional information on Wi-Fi Splash Page Design can be found at:

https://orders.smartcitynetworks.com/SplashPageDesign. aspx

All Hotspot products required a completed Network Security Declaration and Floor Plan when submitting your order.

SSID (name of network):_____

Password (must be 8 characters):_____

2018 AUDIO VISUAL ORDER FORM

Questions? Call 609-449-2474 or email: sjost@psav.com

Triple Play 2018 Convention

December 4-5, 2018

CUSTOMER INFORMATION

Company

Address

City State & Zip

Ordered By

Phone Fax

Email

Room/ Exhibit Number

On-site Contact

On-site Cell

Onsite Deliver/Setup:
Delivery Date

***Time frame** 8am-5pm

Display Monitors(includes speakers) Please call for items not listed on form.		On or Before 11/15/18	After 11/15/18	Total
(Pricing is weekly)	**Qty**	**Advanced Discount Rate**	**Standard Rate**	
32" Monitor with Table Stand		$ 250.00	$ 275.00	
40" Monitor with Floor Stand		$ 385.00	$ 410.00	
46" Monitor with Floor Stand		$ 455.00	$ 480.00	
52" Monitor with Floor Stand		$ 535.00	$ 560.00	
70" Monitor with Floor Stand		$ 995.00	N/A	

We have larger monitors available. Please call us for a quote

What source will be used with the monitor/ projector? Computer ____ ; DVD/VCR____; Multiple____; Flash Drive (.mp4/.mov)_____

MAC USERS: PSAV does not supply video display adaptors. Please be sure to bring your own.

Additional items (Pricing is daily)				**Qty**			
Wired Handheld Microphone (circle one)	**Podium**	**Table**	**Floor**		$ 60.00	$ 85.00	
UHF Wireless Microphone		**Handheld**	**Lavaliere**		$ 175.00	$ 200.00	
Individual Self Powered Speaker with stand *(up to 25 people)*					$ 125.00	$ 150.00	
4 Channel Audio Mixer(more than one microphone)					$ 65.00	$ 90.00	
DVD/Blu-Ray Disc Player					$ 75.00	$ 100.00	
Laptop Computer					$ 200.00	$ 225.00	
Wireless Mouse					$ 55.00	$ 80.00	
Digital Media Player					$ 65.00	$ 90.00	

PSAV reserves the right to modify this form at any time.

EQUIPMENT TOTAL

Terms & Conditions

Please allow 72 hours to confirm your order. If you do not receive a confirmation from PSAV, your order has not been received.
An authorized representative must be present to accept delivery of the equipment. We cannot leave the equipment unattended.

Labor charges include delivery/pick-up, set-up and on-site support.

Damage Waiver

If you would like a copy of the waiver, please contact us. By completing this section and by signing this form, you agree to **PSAV's Equipment Loss and Damage Acknowledgment**.

Sales taxes are estimated and are due on all equipment and labor.

If you are tax exempt, please provide us with a copy of the New Jersey State Tax Form

Delivery & Pickup Labor **(18 % OR $125 Min)**	
DAMAGE WAIVER	
SALES TAX 6.625**%**	
Grand Total	

Cancellations received within 24 hours of the scheduled delivery date are subject to a $125 fee.

PSAV accepts checks and credit cards. Please allow us to confirm total prior to submitting payment
Thank you for your business!

triple play **Show Dates** 12/4-5/18 ACCC Atlantic City

THE SECRET GARDEN
2 CENTRAL SQUARE
LINWOOD, NJ 08221
Phone (609) 926-8999
Fax (609) 926-1356
www.secretgardenlinwood.com

EXHIBITOR

PRICE and ORDER FORM

FLORAL ORDER FORM

FLORAL ARRANGEMENTS	Cost Each	Quantity	Total
Fresh Floral Arrangement 12 - 14" High	55.00		
Fresh Floral Large Arrangement 15 - 18" High	70.00		
Exotic Floral Arrangement 14" High	75.00		
Exotic Floral Large Arrangement 24" High	100.00		

RENTAL GREEN & FLOWERING PLANTS	Cost Each	Quantity	Total
Chrysanthemums ___ yellow ___ white ___ lavender	16.50		
Azaleas ___Pink ___White ___Red ___Mixed	30.00		
Seasonal Flowering Plant Hydrangea pink___ Purple___	35.00		
Tropical Bromeliads ___Pink ___Red___Yellow	35.00		
Green Table Plant	25.00		
Medium __ Fern __ Ivy __ Pothos Plant	26.50		
Large Fern	35.00		
3 Foot Green Foliage Plant	35.00		
4 Foot Green Foliage Plant	45.00		
5 Foot Green Foliage Plant	55.00		
6 Foot Green Foliage Plant	75.00		
7 Foot Green Foliage Plant	90.00		
ADVANCE ORDER SPECIAL 1 Fresh Floral Arrangement 15 - 18" High 1 Green Table Plant 2 - 3 Foot Green Foliage Plants	130.00		
		SUBTOTAL	
		7% SALES TAX	
		TOTAL	

ON SITE ORDERS SUBJECT TO AVAILABILITY

PRICES INCLUDE INSTALLATION, SERVICING AND REMOVAL OF ALL PLANTS AT END OF SHOW

ALL PLANTS INCLUDE DECORATIVE CONTAINERS

HELIUM AND BALLOONS AVAILABLE - CALL FOR DETAILS

PLEASE CONSULT US FOR SPECIAL ITEMS NOT LISTED ABOVE

RETURN THIS ORDER FORM WITH PAYMENT TO *THE SECRET GARDEN*

Company _____ Phone _____
Address _____ Fax _____
City _____ State ___ Zip Code _____ Email _____
Contact _____ **BOOTH #** _____

PAYMENT POLICY: ALL ORDERS MUST BE PAID IN ADVANCE

Enclose your check or credit card information as indicated below. Make checks payable to: ***THE SECRET GARDEN***

☐ American Express (15 digits) ☐ Visa (13 or 16 digits) ☐ MasterCard (16 digits) ☐ Check

Credit Card Number (3 numbers on back of card_____) Expiration Date

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ ☐☐ ☐☐

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 M M Y Y

Authorized Signature *Name on Card*

2018
TRADE SHOW FURNISHINGS
KIT CATALOG

afr®
furniture rental

the new creative standard.

888.AFR.RENT . afrtradeshow.com

BLANC

Blanc Sofa
Bright White Leather
75″W x 35″D x 35″H

Blanc Loveseat
Bright White Leather
54″W x 35″D x 35″H

Blanc Chair
Bright White Leather
33″W x 35″D x 35″H

Blanc Bench Ottoman
Bright White Leather
48″W x 24″D x 18″H

Blanc Cube Ottoman
Bright White Leather
17″Square x 17″H

WHISPER

Whisper Sofa
White Leather
87″W x 37″D x 35″H

Whisper Loveseat
White Leather
61″W x 37″D x 35″H

Whisper Chair
White Leather
35″W x 37″D x 35″H

WHISPER

Whisper Bench Ottoman
White Leather
60″W x 24″D x 17″H

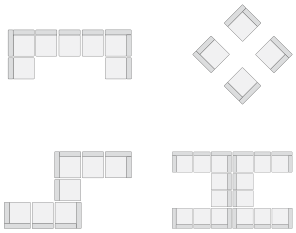
Whisper Square Ottoman
White Leather
40″Square x 17″H

Whisper Round Ottoman
White Leather
46″Round x 17″H

FUNCTION
Modular Seating Collection

Function Armless Chair
White Leather
28″Square x 29″H

Function Corner
White Leather
28″Square x 29″H



CONTINENTAL
Modular Seating Collection

Continental Curved Loveseat
White Leather
82″W x 34″D x 31″H

Continental Reverse Curved Loveseat
White Leather
72″W x 34″D x 31″H

Continental Wedge Ottoman
White Leather
30″W x 34″D x 19″H

CONTINENTAL

Modular Seating Collection

Continental Curved Bench
White Leather
70″W x 26″D x 19″H

Continental Half Moon Ottoman
White Leather
33″W x 19″D x 19″H

SOPHISTICATION

Modular Seating Collection

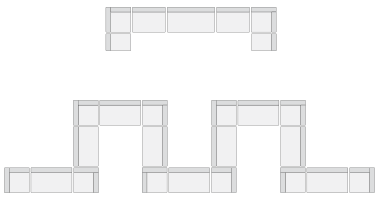
Sophistication Sofa
White Leather
72″W x 31″D x 48″H

Sophistication Loveseat
White Leather
48″W x 31″D x 48″H

Sophistication Chair
White Leather
24″W x 31″D x 48″H

Sophistication Corner
White Leather
31″Square x 48″H

Sophistication Ottoman
White Leather
31″Square x 19″H

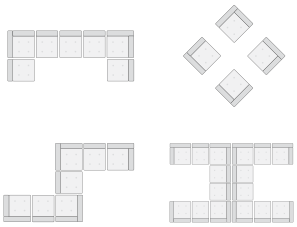


BOCA

Modular Seating Collection

Boca Corner
Black Leather
22″W x 27″D x 30″H

Boca Armless
Black Leather
27″Square x 30″H



METRO

Metro Sofa
Black Leather
85″W x 35″D x 35″H

Metro Loveseat
Black Leather
60″W x 35″D x 35″H

Metro Chair
Black Leather
35″Square x 35″H

Metro Square Ottoman
Black Leather
40″Square x 17″H

Metro Bench Ottoman
Black Leather
60″W x 24″D x 17″H

SUAVE MIDNIGHT

Suave Midnight Sofa
Midnight Suede
77″W x 36″D x 33″H

Suave Midnight Loveseat
Midnight Suede
54″W x 36″D x 33″H

Suave Midnight Chair
Midnight Suede
32″W x 36″D x 33″H

GRAMMERCY
Modular Seating Collection

Grammercy Sofa
Charcoal Leather
82″W x 36″D x 36″H

Grammercy Loveseat
Charcoal Leather
57″W x 36″D x 36″H

Grammercy Chair
Charcoal Leather
28″W x 36″D x 36″H

Grammercy Corner
Charcoal Leather
36″Square x 36″H

Grammercy Round Ottoman
Charcoal Leather
46″Round x 17″H

Grammercy Square Ottoman
Charcoal Leather
40″Square x 17″H
Also Available in Bench Ottoman
60″W x 24″D x 17″H

PARMA

Parma Sofa
Brown Leather
79″W x 37″D x 36″H

Parma Loveseat
Brown Leather
56″W x 37″D x 36″H

Parma Chair
Brown Leather
33″W x 37″D x 36″H

Parma Bench Ottoman
Brown Leather
60″W x 24″D x 17″H

MONTANA MOCHA

Montana Mocha Sofa
Mocha Tan Fabric
79″W x 35″D x 34″H

Montana Mocha Loveseat
Mocha Tan Fabric
57″W x 35″D x 34″H

Montana Mocha Chair
Mocha Tan Fabric
35″Square x 34″H

MADISON

Madison Sofa
Tan Fabric
86″W x 34″D x 34″H

Madison Chair
Tan Fabric
33″W x 34″D x 34″H

Madison Sky Bench
Teal Fabric
48″W x 24″D x 17″H

Madison Ottoman - Willow
Green Fabric
24″Square x 17″H

Madison Ottoman - Sand Dollar
Tan Fabric
24″Square x 17″H

Madison Ottoman - Apricot
Orange Fabric
24″Square x 17″H

Madison Ottoman - Sunflower
Yellow Fabric
24″Square x 17″H

CHANDLER

Chandler Sofa
Red Leather
76″W x 37″D x 35″H

Chandler Loveseat
Red Leather
53″W x 37″D x 35″H

Chandler Chair
Red Leather
31″W x 37″D x 35″H

Chandler Bench Ottoman
Red Leather
60″W x 24″D x 17″H

EVOKE

Evoke Sofa
Coffee Resin Frame with Tan Cushions
81″W x 35″D x 27″H

Evoke Chair
Coffee Resin Frame with Tan Cushions
33″W x 35″D x 27″H

Evoke Cocktail Table
Coffee Resin Frame
48″W x 24″D x 18″H

EVOKE

Evoke End Table
Coffee Resin Frame
24″W x 28″D x 25″H

Evoke Cube Table
Coffee Resin Frame
18″Square x 18″H

STAGE CHAIRS

Midnight Stage Chair
Midnight Microfiber
25″W x 26″D x 37″H

Chamois Stage Chair
Beige Microfiber
25″W x 26″D x 37″H

Buckskin Stage Chair
Tan Microfiber
25″W x 26″D x 37″H

Empire Chair
■ Black Leather
□ White Leather
28″W x 32″D x 32″H

Tulip Chair
Black Fabric/Tilt Back/Caster Feet
27″W x 26″D x 35″H

Monarch Chair
Bright White Leather
28″Square x 30″H

OTTOMANS & BENCHES

Curved Bench
Continental White Leather
70"W x 26"D x 19"H

Square Ottoman
- Metro Black Leather
- Whisper White Leather
- Grammercy Charcoal Leather

40"Square x 17"H

Bench Ottoman
- Metro Black Leather
- Whisper White Leather
- Chandler Red Leather
- Grammercy Charcoal Leather
- Parma Brown Leather

60"W x 24"D x 17"H

Essentials Storage Ottoman
White Leather with Locking Mechanism
48"W x 24"D x 20"H
Lock Not Included

Round Ottoman
- Grammercy Charcoal Leather
- Whisper White Leather

46"Round x 17"H

1/4 Round Ottoman
- Grammercy Charcoal Leather
- Whisper White Leather

34"W x 19"D x 17"H

Madison Sky Bench
Teal Fabric
48"W x 24"D x 17"H

Madison Ottomans
Left to Right: Willow, Sand Dollar, Apricot, Sunflower
24"Square x 17"H

BANQUETTES

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

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

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

TURNING BEDS

Essentials Turning Bed
White Leather
96"W x 48"D x 36"H

CUBE OTTOMANS

Regency Cube Ottomans
From left to right: Orange Fabric, Teal Fabric, Ruby Fabric, Camel Fabric, Apple Fabric, Fuchsia Fabric
18"Square x 18"H

CUBE OTTOMANS

Cube Ottomans
From left to right: Blanc Bright White Leather (17"Square x 17"H), Whisper White Leather, Metro Black Leather, Red Vinyl, Green Vinyl, Blue Vinyl, Purple Vinyl
18"Square x 18"H

CHARGED

Essentials Turning Bed - Charged
White Leather
96"W x 48"D x 25"H
**White slip cover available for black charging unit.*
**Maximum of 1 bed per power source.*

Boca Corner - Charged
Bright White Leather
27"Square x 30"H
**Maximum of 4 daisy linked together per power source.*

Boca Chair - Charged
Bright White Leather
22"W x 27"D x 30"H
**Maximum of 4 daisy linked together per power source.*

Aspen Bar Table - Charged
White / Brushed Steel
72"W x 26"D x 42"H
**Maximum of 1 table per power source.*

Aspen Cocktail Table - Charged
White / Brushed Steel
48"W x 24"D x 18"H
**Maximum of 1 table per power source.*

White Conference Table - Charged
White
96"W x 43"D x 30"H
**Maximum of 1 table per power source.*

CHARGED

Patrice Table Chair - Charged
Bright White Leather
28″W x 31″D x 31″H
**Maximum of 6 daisy linked together per power source.*

Lincoln Bench - Charged
Bright White Leather
59″W x 39″D x 17″H
**Maximum of 3 daisy linked together per power source.*

OCCASIONAL TABLES

Tribeca Tables
End Table Wood/Black
24″W x 28″D x 22″H
Console Table Wood/Black
48″W x 18″D x 30″H
Cocktail Table Wood/Black
48″W x 28″D x 19″H

Harmony Tables
End Table Wood/Espresso
24″Round x 22″H
Console Table Wood/Espresso
52″W x 18″D x 30″H
Cocktail Table Wood/Espresso
51″W x 28″D x 18″H

Novel Tables
End Table Satin Steel
15″Square x 16″H
Cocktail Table Satin Steel
46″W x 15″D x 16″H

Aria Tables Red
End Table Red/Brushed Steel
24″W x 20″D x 22″H
Cocktail Table Red/Brushed Steel
44″W x 20″D x 18″H

Aria Tables Green
End Table Green/Brushed Steel
24″W x 20″D x 22″H
Cocktail Table Green/Brushed Steel
44″W x 20″D x 18″H

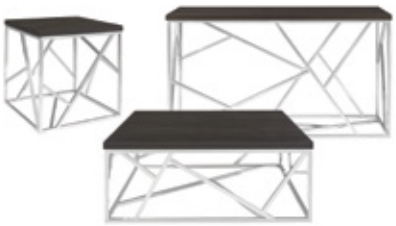
Aria Tables Blue
End Table Blue/Brushed Steel
24″W x 20″D x 22″H
Cocktail Table Blue/Brushed Steel
44″W x 20″D x 18″H

OCCASIONAL TABLES

Aria Tables Purple
End Table Purple/Brushed Steel
24″W x 20″D x 22″H
Cocktail Table Purple/Brushed Steel
44″W x 20″D x 18″H

Aria Tables White
End Table White/Brushed Steel
24″W x 20″D x 22″H
Console Table White/Brushed Steel
44″W x 20″D x 30″H
Cocktail Table White/Brushed Steel
44″W x 20″D x 18″H

Aria Tables Charcoal
End Table Storm Grey/Brushed Steel
24″W x 20″H x 22″H
Console Table Storm Grey/Brushed Steel
44″W x 20″D x 30″H
Cocktail Table Storm Grey/Brushed Steel
44″W x 20″D x 18″H



Fuze Tables
End Table Chrome/Zebrawood Laminate
24″Square x 23″H
Console Table Chrome/Zebrawood Laminate
60″W x 16″D x 34″H
Cocktail Table Chrome/Zebrawood Laminate
40″Square x 16″H

London Tables
End Table Chrome/Marble
24″Square x 23″H
Console Table Chrome/Marble
60″W x 16″D x 34″H
Cocktail Table Chrome/Marble
40″Square x 16″H

Brooklyn Tables
End Table Square - Chrome
22″Square x 20″H
End Table Round - Chrome
20″Round x 20″H
Cocktail Table Rectangle - Chrome
42″W x 24″D x 16″H
Cocktail Table Round - Chrome
30″Round x 16″H

Vivid Tables
End Table - Smoked Powder Coat Finish
26″Square x 21″H
Console Table - Smoked Powder Coat Finish
50″W x 24″D x 30″H
Cocktail Table - Smoked Powder Coat Finish
50″W x 24″D x 16″H

Club Tables
End Table
44″W x 22″D x 18″H
Cocktail Table
22″Square x 18″H
(Includes built in Wireless LED Lighting)

Rose Table
17″Round x 17″H

OCCASIONAL TABLES

Zanzibar Table
17"Square

Cube End Tables
■ Black 24"
□ White 24"
24"Square x 21"H

Cube Cocktail Tables
■ Black 24"
□ White 24"
24"Square x 16"H

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

Hylton Tablet Table
White/Brushed Steel
18"W x 12"D x 28"H

BARS & BAR BACKS

VIP Glow Bar 6'
Frosted Plexi with Built-in Wireless LED Kit
72"W x 24"D x 42"H(Bar)
13"D x 18"H (Shelf)
*Includes remote control

VIP Glow Bar 4'
Frosted Plexi with Built-in Wireless LED Kit
48"W x 24"D x 42"H(Bar)
13"D x 18"H (Shelf)
*Includes remote control

Bar
■ Black with 2 shelves in back
□ White with 2 shelves in back
48"W x 16"D x 42"H

Blox Bar Back
Walnut/Brushed Metal
30"W x 16"D x 86"H
Please Inquire About Shelf Dimensions

Piazza Bar Back
■ Black
□ White
44"W x 12"D x 79"H
13"W x 14"H (Inside Shelf)

BAR STOOLS

Vienna Stool
Gray Acrylic
Orange Acrylic
Teal Acrylic
17″Square x 39″H

Criss Cross Bar Stool
Espresso Leather
White Leather
15″W x 19″D x 41″H

Escape Stool
Natural Maple
16″Square x 41″H

Silk Back Bar Stool
Black
White
Blue
Green
Purple
Red
17″W x 18″D x 42″H

Euro Bar Stool
Black
22″W x 24″D x 42″H

Hourglass Bar Stool
Black
White
18″W x 20″D x 43″H

Equino Stool
Black
White
15″W x 13″D x 35″H

BAR STOOLS

Clara Stool
White
17″W x 21″D x 41″H

Marcus Bar Stool
Steel
17″Square (at footbase) x 29″H

Regal Stool
Brown Leather
19″W x 24″D x 45″H

Caprice Stool
Black Fabric
25″W x 26″D x 44″H

Sonic Stool
Black
22″W x 23″D x 42″H

CAFE CHAIRS

Vienna Chair
- Gray Acrylic
- Orange Acrylic
- Teal Acrylic

21″Square x 32″H

Silk Back Chair
- Black
- White
- Blue
- Green
- Purple
- Red

17″W x 18″D x 34″H

CAFE CHAIRS

Clara Chair
White
18″W x 21″D x 34″H

Leslie Chair
White
17″W x 21″D x 31″H

Criss Cross Chair
■ Espresso Leather
□ White Leather
17″W x 21″D x 35″H

Elio Chair
Steel
17″Square x 33″H

Caprice Chair
Black
25″W x 24″D x 32″H

Comet Chair
Black
23″W x 22″D x 32″H (With Arms)
19″W x 22″D x 32″H (Without Arms)

Regal Dining Chair
Brown Leather
19″W x 23″D x 38″H

Sonic Chair
Black
20″W x 21″D x 32″H

CAFE CHAIRS

Escape Chair
Natural Maple
17″W x 16″D x 32″H

BAR TABLES

Euro Bar Table
Black/Black 30″
30″Round x 42″H
Black/Black 36″
36″Round x 42″H

Silk Bar Table
Black/Chrome 30″
30″Round x 42″H
Black/Chrome 36″
36″Round x 42″H

City Bar Table
Maple/Black 30″
30″Round x 42″H
Maple/Black 36″
36″Round x 42″H

Park Ave Bar Table
Maple/Chrome 30″
30″Round x 42″H
Maple/Chrome 36″
36″Round x 42″H

Summit Bar Table
White/Black 30″
30″Round x 42″H
White/Black 36″
36″Round x 42″H

Blanco Round Bar Table
White/Chrome 30″
30″Round x 42″H
White/Chrome 36″
36″Round x 42″H

BAR TABLES

Fuze Bar Table
Zebrawood Laminate/Chrome
36"Square x 42"H

Blanco Square Bar Table
White/Chrome
24"Square x 42"H

Blanco Rectangle Bar Table
White/Chrome
72"W x 24"D x 42"H

Spectrum Bar Table Red
Red/Chrome
24"Square x 42"H

Spectrum Bar Table Blue
Blue/Chrome
24"Square x 42"H

Spectrum Bar Table Purple
Purple/Chrome
24"Square x 42"H

Spectrum Bar Table Green
Green/Chrome
24"Square x 42"H

Chardonnay Bar Table
Clear Glass/Chrome
31"Round x 42"H

Zinc Bar Table
Chrome
24"Round x 42"H

BAR TABLES

Aspen Bar Table
White/Brushed Steel
72″W x 26″D x 42″H

CAFÉ TABLES

Euro Café Table
Black/Black 30″
30″Round x 30″H
Black/Black 36″
36″Round x 30″H

Silk Café Table
Black/Chrome 30″
30″Round x 30″H
Black/Chrome 36″
36″Round x 30″H

Park Ave Café Table
Maple/Chrome 30″
30″Round x 30″H
Maple/Chrome 36″
36″Round x 30″H

City Café Table
Maple/Black 30″
30″Round x 30″H
Maple/Black 36″
36″Round x 30″H

Summit Café Table
White/Black 30″
30″Round x 30″H
White/Black 36″
36″Round x 30″H

Blanco Café Table
White/Chrome 30″
30″Round x 30″H
White/Chrome 36″
36″Round x 30″H

CAFÉ TABLES

Fuze Café Table
Zebrawood Laminate/Chrome
36″Square x 30″H

Blanco Square Café Table
White/Chrome Rectangle
24″Square x 30″H

Blanco Rectangle Café Table
White/Chrome Rectangle
72″W x 24″D x 30″H

Spectrum Café Table Red
Red/Chrome
24″Square x 30″H

Spectrum Café Table Blue
Blue/Chrome
24″Square x 30″H

Spectrum Café Table Purple
Purple/Chrome
24″Square x 30″H

Spectrum Café Table Green
Green/Chrome
24″Square x 30″H

Aspen Dining Table
White/Brushed Steel
72″W x 30″D x 30″H

Brio Dining Table
Reclaimed Grey Stone Finish/Brushed Bronze
96″W x 48″D x 30″H

OFFICE SEATING

Tamiri High Back Chair
Black Leather
25″W x 27″D x 45″H

Tamiri Mid Back Chair
Black Leather
25″W x 27″D x 39″H

Tamiri Guest Chair
Black Leather
25″W x 27″D x 37″H

Accord Chair
■ Black
□ White
25″Square x 44″H

Goal Task Chair
Black
25″W x 24″D x 39″H

Goal Task Chair Armless
Black
21″W x 24″D x 39″H

OFFICE SEATING

Enterprise High Back Conference Chair
Black Fabric
25″W x 27″D x 45″H

Enterprise Mid Back Conference Chair
Black Fabric
24″W x 26″D x 39″H

Enterprise Guest Chair
Black Fabric
25″W x 27″D x 37″H

Goal Drafting Stool
Black
25″W x 24″D x 48″H

Goal Drafting Stool Armless
Black
21″W x 24″D x 48″H

CONFERENCE TABLES

Conference Table Round
- Black
- Mahogany

42″Round x 29″H

Conference Table Rectangle

Black 6′	Black 8′
Mahogany 6′	Mahogany 8′
Maple 6′	Maple 8′
White 6′	White 8′
72″W x 36″D x 30″H	96″W x 48″D x 30″H

OFFICE FURNITURE

Computer Kiosk
■ Black
□ White
24″Square x 42″H

Computer Counter
Graphite
48″W x 24″D x 42″H

Computer Desk
Graphite
48″W x 24″D x 29″H

5 Shelf Bookcase
■ Black
■ Mahogany
36″W x 12″D x 72″H

Black Credenza
Black
60″W x 20″D x 29″H

Black Double Pedestal Desk
Black
60″W x 30″D x 29″H

Genoa Storage Credenza
Mahogany 2 Filing Cabinets
2-Drawers-Inside Shelves
66″W x 20″D x 29″H

Genoa Kneespace Credenza
Mahogany 2 Filing Cabinets/2-Drawers
66″W x 20″D x 29″H

Genoa Executive Desk
Mahogany Double Pedestal-Locking Drawers
72″W x 36″D x 29″H

OFFICE FURNITURE

Vivid Café Table Square
Clear Glass/Smoked Powder Coat Finish
42″Square x 30″H

Vivid Café Table Rectangle
Clear Glass/Smoked Powder Coat Finish
60″W x 36″D x 30″H

Brooklyn Rectangle Dining Table
Clear Glass/Chrome
60″W x 36″D x 30″H

Brooklyn Round Dining Table
Clear Glass/Chrome
42″Round x 30″H

Aspen Dining Table
White/Brushed Steel
72″W x 30″D x 30″H

Brio Dining Table
Reclaimed Grey Stone Finish/Brushed Bronze
96″W x 48″D x 30″H

METAL FILE & STORAGE CABINETS

2-Drawer File
Black Letter
15″W x 25″D x 29″H
Black Legal
18″W x 25″D x 29″H

4-Drawer File
Black Letter
15″W x 25″D x 52″H
Black Legal
18″W x 25″D x 52″H

2-Drawer Lateral File
Black (Pictured)
36″W x 18″D x 27″H
Black (Not Pictured)
36″W x 20″D x 29″H

4-Drawer Lateral File
Black
36″W x 18″D x 54″H

Storage Cabinet
Black
36″W x 18″D x 72″H

PEDESTALS

Display Pedestals 42″

■ Black
14″Square x 42″H
■ Black
24″Square x 42″H
■ Black
18″Square x 42″H
□ White
14″Square x 42″H

Display Pedestals 36″

■ Black
14″Square x 36″H
■ Black
24″Square x 36″H
□ White
14″Square x 36″H
□ White
24″Square x 36″H

Display Pedestals 30″

■ Black
14″Square x 30″H
■ Black
24″Square x 30″H
■ Black
18″Square x 30″H
□ White
14″Square x 30″H

Locking Pedestal

■ Black
□ White
24″Square x 42″H

Fuze Pedestal

Zebrawood Laminate/Chrome
16″Square x 44″H

London Pedestal

Marble/Chrome
16″Square x 44″H

MISCELLANEOUS ITEMS

Stanchion
Chrome
41″H

Stanchion Rope
Red Velour
6′L

Nero Literature Rack
Black
15″W x 12″D x 54″H

Argento Literature Rack
Aluminum
15″W x 12″D x 54″H

Alto Literature Rack
Black/Metal
11″W x 10″D x 57″H

Compact Refrigerator
White 4 Cu Ft
21″W x 22″D x 32″H

iPad® Stand
■ Black
□ Silver
14″W x 42″H
(Fits 2nd, 3rd, or 4th iPad® generations. Can be positioned in portrait or landscape views.)

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LIGHTING

Brushed Steel Lamps
Table Lamp White/Steel
26″H
Floor Lamp White/Steel
66″H

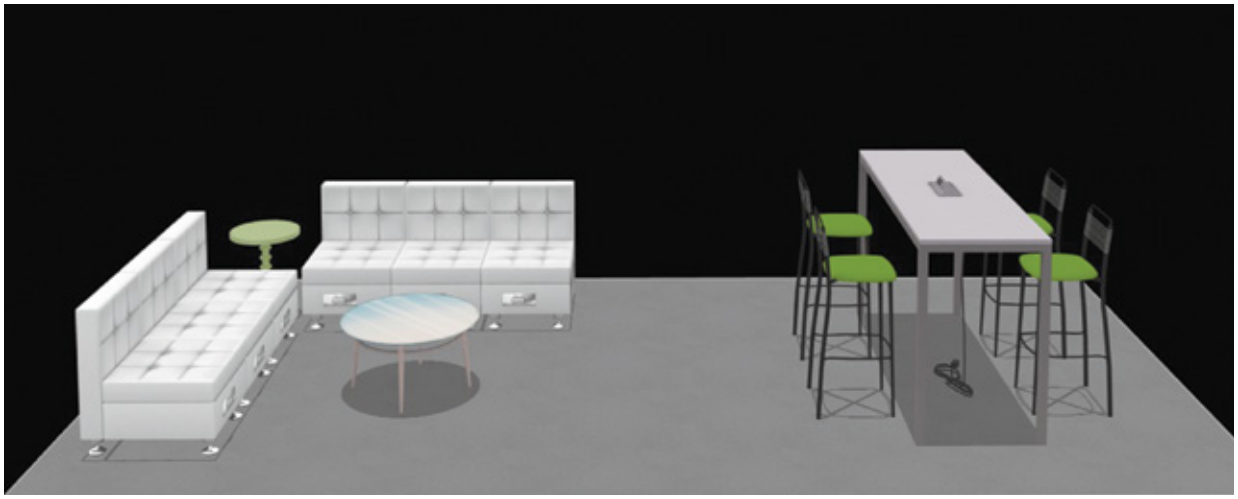
Brushed Nickel Lamps
Table Lamp White/Nickel
29″H
Floor Lamp White/Nickel
60″H

Rubbed Bronze Lamps
Table Lamp White/Bronze
28″H
Floor Lamp White/Bronze
60″H

Brushed Steel Lamps
Table Lamp Red/Steel
26″H
Floor Lamp Red/Steel
66″H

Neutrino Floor Lamp
Steel
67″H

DESIGN YOUR BOOTH SPACE ***YOUR WAY***

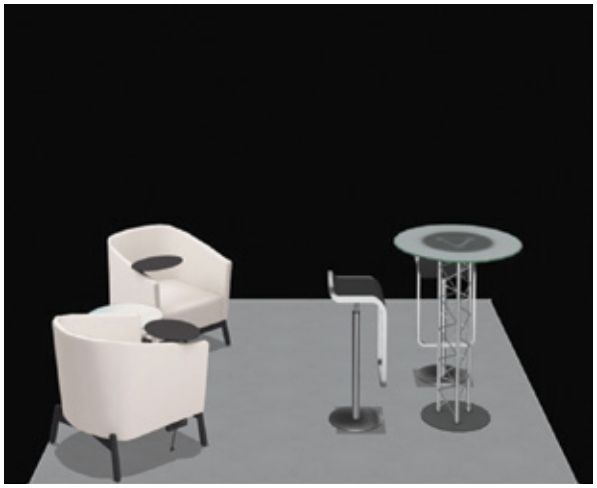


10x20 Booth Footprint

Boca Chair - Charged • Brooklyn Round Cocktail Table • Phoebe Table - Lime Green
Aspen Bar Table - Charged • Silk Back Stool - Green

10x10 Booth Footprint

Madison Chair • Madison Bench - Apricot
Phoebe Table - Hazelnut • Blox Bar Back



10x10 Booth Footprint

Patrice Tablet Chair - Charged • Brooklyn Round End Table
Equino Stool - Black • Chardonnay Bar Table

20x20 Booth Footprint

Grammercy Loveseats • Grammercy Corner • Brooklyn Round Cocktail Table • Monarch Chairs • Brooklyn Round End Table
Piazza Bar Back - Espresso • Silk Back Stools - Black • Aspen Bar Tables - Charged • 6′ VIP Bar

Trade Show Order Form

AFR Sales Representative: Lauren Kohler and Tara Giacinto

Email/Fax: Lkohler@rentfurniture.com & Tgiacinto@rentfurniture.com **FAX:800-867-8147**

TRADE SHOW INFORMATION

Show Name		**Company Name**			
Show Dates		**Onsite Contact Name**			
Venue Name		**Onsite Contact Cell #**			
Venue Address		**Delivery Date**		**Time**	
		Pickup Date		**Time**	
Booth # and Name		**Show Contractor**			

*****All Furniture Subject to Availability*****

Terms & Conditions:

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

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

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

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

Item Number	Weight		Dimensions	Standard	Qty.	Total
Blanc (Pg. 3)						
18228-0847	100 lbs.	Blanc Sofa	75”W x 35”D x 35”H	$625.00		$ -
18167-0614	90 lbs.	Blanc Loveseat	54”W x 35”D x 35”H	$600.00		$ -
18284-0834	75 lbs.	Blanc Chair	33”W x 35”D x 35”H	$495.00		$ -
18024-0072	40 lbs.	Blanc Bench Ottoman	48”W x 24”D x 18”H	$295.00		$ -
18184-0274	15 lbs	Blanc Cube	17"Square	$100.00		$ -
Whisper (Pg. 3 & 4)						
18228-0607	115 lbs.	Whisper White Leather Sofa	87"W x 37"D x 35"H	$600.00		$ -
18167-0471	90 lbs.	Whisper White Leather Loveseat	61"W x 37"D x 35"H	$575.00		$ -
18284-0487	60 lbs.	Whisper White Leather Chair	35"W x 37"D x 35"H	$470.00		$ -
18024-0003	43 lbs.	Whisper White Leather Bench Ottoman	60"W x 24"D x 17"H	$260.00		$ -
18184-0034	65 lbs.	Whisper White Leather Square Ottoman	40"Square x 17"H	$260.00		$ -
18184-0038	64 lbs.	Whisper White Leather Round Ottoman	46"Round x 17"H	$260.00		$ -
Function (Pg. 4)						
18284-0554	38 lbs.	Function White Leather Armless Chair	28"Square x 29"H	$315.00		$ -
18066-0016	27 lbs.	Function White Leather Corner	28"Square x 29"H	$340.00		$ -
Continental (Pg. 4 & 5)						
18303-0001	105 lbs.	Continental White Leather Curved Loveseat	82"W x 34"D x 31"H	$620.00		$ -
18304-0001	105 lbs.	Continental White Leather Reverse Loveseat	72"W x 34"D x 31"H	$600.00		$ -
18296-0005	35 lbs.	Continental White Leather Wedge Ottoman	30"W x 34"D x 19"H	$260.00		$ -
18184-0131	75 lbs.	Continental White Leather Curved Bench	70"W x 26"D x 19"H	$310.00		$ -
18184-0132	30 lbs.	Continental White Leather Half Moon Ottoman	33"W x 19"D x 19"H	$260.00		$ -
Sophistication (Pg. 5)						
18228-0674	100 lbs.	Sophistication White Leather Sofa	72"W x 31"D x 48"H	$620.00		$ -
18167-0466	90 lbs.	Sophistication White Leather Loveseat	48"W x 31"D x 48"H	$415.00		$ -
18284-0563	60 lbs.	Sophistication White Leather Chair	27"W x 31"D x 48"H	$310.00		$ -
18066-0017	60 lbs.	Sophistication White Leather Corner	31"Square x 48"H	$310.00		$ -
18184-0130	40 lbs.	Sophistication White Leather Ottoman	31"Square x 19"H	$235.00		$ -
Boca (Pg. 6)						
18066-0026	38 lbs.	Boca Black Leather Corner	27"W x 27"D x 30"H	$315.00		$ -
18284-0786	28 lbs.	Boca Black Leather Armless	22"W x 27"D x 30"H	$340.00		$ -
Metro (Pg. 6)						
18228-0602	110 lbs.	Metro Black Leather Sofa	85"W x 35"D x 35"H	$515.00		$ -
18167-0467	90 lbs.	Metro Black Leather Loveseat	60"W x 35"D x 35"H	$490.00		$ -
18284-0482	75 lbs.	Metro Black Leather Chair	35"Square x 35"H	$385.00		$ -
18184-0179	65 lbs.	Metro Black Leather Square Ottoman	40"Square x 17"H	$260.00		$ -
18024-0008	43 lbs.	Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	$260.00		$ -
Suave Midnight (Pg. 7)						
18228-0085	105 lbs.	Suave Midnight Sofa	77"W x 36"D x 33"H	$445.00		$ -
18167-0069	80 lbs.	Suave Midnight Loveseat	54"W x 36"D x 33"H	$390.00		$ -
18284-0151	65 lbs.	Suave Midnight Chair	32"W x 36"D x 33"H	$290.00		$ -
Grammercy (Pg. 7)						
18228-0605	90 lbs.	Grammercy Charcoal Leather Sofa	82"W x 36"D x 36"H	$575.00		$ -
18167-0469	90 lbs.	Grammercy Charcoal Leather Loveseat	57"W x 36"D x 36"H	$495.00		$ -
18284-0485	40 lbs.	Grammercy Charcoal Leather Chair	28"W x 36"D x 36"H	$315.00		$ -
18066-0015	51 lbs.	Grammercy Charcoal Leather Corner	36"Square x 36"H	$365.00		$ -
Parma (Pg. 8)						
18228-0789	100 lbs.	Parma Brown Leather Sofa	79"W x 37"D x 36"H	$515.00		$ -
18167-0577	90 lbs.	Parma Brown Leather Loveseat	56"W x 37"D x 36"H	$490.00		$ -
18284-0710	75 lbs.	Parma Brown Leather Chair	33"W x 37"D x 36"H	$385.00		$ -

18024-0061	43 lbs.	Parma Brown Leather Bench Ottoman	60"W x 24"D x 17"H	$260.00		$ -
Montana Mocha (Pg. 8)						
18228-0784	100 lbs.	Montana Mocha Sofa	79"W x 35"D x 34"H	$480.00		$ -
18167-0573	90 lbs.	Montana Mocha Loveseat	57"W x 35"D x 34"H	$420.00		$ -
18284-0704	75 lbs.	Montana Mocha Chair	35"Square x 34"H	$325.00		$ -
Madison (Pg. 9)						
18228-0823	100 lbs.	Madison Sofa	86"W x 34"D x 34"H	$600.00		$ -
18284-0794	75 lbs.	Madison Chair	33"Wx 34"D x 34"H	$345.00		$ -
18184-0256	35 lbs.	Madison Sky Bench	4"W x 24"D x 17"H	$245.00		$ -
18184-0252	20 lbs.	Madison Ottoman - Willow	24"Square x 17"H	$150.00		$ -
18184-0253	20 lbs.	Madison Ottoman - Sand Dollar	24"Square x 17"H	$150.00		$ -
18184-0254	20 lbs.	Madison Ottoman - Apricot	24"Square x 17"H	$150.00		$ -
18184-0255	20 lbs.	Madison Ottoman - Sunflower	24"Square x 17"H	$150.00		$ -
Chandler (Pg. 10)						
18228-0795	100 lbs.	Chandler Red Leather Sofa	76"W x 37"D x 35"H	$515.00		$ -
18167-0581	90 lbs.	Chandler Red Leather Loveseat	53"W x 37"D x 35"H	$490.00		$ -
18284-0717	75 lbs.	Chandler Red Leather Chair	31"W x 37"D x 35"H	$385.00		$ -
18024-0062	43 lbs.	Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	$260.00		$ -
Evoke (Pg. 10 & 11)						
13229-0007	80 lbs.	Evoke Sofa	81"W x 35"D x 27"H	$780.00		$ -
13041-0015	40 lbs.	Evoke Chair	33"W x 35"D x 27"H	$415.00		$ -
13054-0011	20 lbs.	Evoke Cocktail Table	48"W x 24"D x 18"H	$260.00		$ -
13110-0009	20 lbs.	Evoke End Table	24"W x 28"D x 25"H	$235.00		$ -
13110-0008	10 lbs.	Evoke Cube	18"Square	$160.00		$ -
Stage Chairs (Pg. 11)						
18284-0478	29 lbs.	Midnight Stage Chair	25"W x 26"D x 37"H	$185.00		$ -
18284-0477	29 lbs.	Chamois Stage Chair	25"W x 26"D x 37"H	$185.00		$ -
18284-0476	29 lbs.	Buckskin Stage Chair	25"W x 26"D x 37"H	$185.00		$ -
18284-0621	80 lbs.	Empire Chair Black Leather	28"W x 32"D x 32"H	$340.00		$ -
18284-0564	80 lbs.	Empire Chair White Leather	28"W x 32"D x 32"H	$340.00		$ -
05035-0028	65 lbs.	Tulip Black Fabric Chair	26"W x 27"D x 35"H	$205.00		$ -
18284-0785	24 lbs.	Monarch Chair - Bright White	28"Square x 30"H	$390.00		$ -
Ottomans & Benches (Pg. 12)						
18184-0131	75 lbs.	Continental White Leather Curved Bench	70"W x 26"D x 19"H	$310.00		$ -
18184-0179	65 lbs.	Metro Black Leather Square Ottoman	40"Square x 17"H	$260.00		$ -
18184-0034	65 lbs.	Whisper White Leather Square Ottoman	40"Square x 17"H	$260.00		$ -
18184-0033	65 lbs.	Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	$260.00		$ -
18024-0008	43 lbs.	Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	$260.00		$ -
18024-0003	43 lbs.	Whisper White Leather Bench Ottoman	60"W x 24"D x 17"H	$260.00		$ -
18024-0062	43 lbs.	Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	$260.00		$ -
18024-0002	43 lbs.	Grammercy Charcoal Leather Bench Ottoman	60"W x 24"D x 17"H	$260.00		$ -
18024-0061	43 lbs.	Parma Brown Leather Bench Ottoman	60"W x 24"D x 17"H	$260.00		$ -
18184-0192	70 lbs.	Essentials White Leather Storage Ottoman	48"W x 24"D x 20"H	$365.00		$ -
18184-0036	64 lbs.	Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	$260.00		$ -
18184-0038	64 lbs.	Whisper White Leather Round Ottoman	46"Round x 17"H	$260.00		$ -
18184-0028	15 lbs.	Grammercy Charcoal 1/4 Round Ottoman	34"W x 19"D x 17"H	$155.00		$ -
18184-0030	15 lbs.	Whisper White 1/4 Round Ottoman	34"W x 19"D x 17"H	$155.00		$ -
18184-0256	35 lbs.	Madison Sky Bench	4"W x 24"D x 17"H	$245.00		$ -
18184-0252	20 lbs.	Madison Ottoman - Willow	24"Square x 17"H	$150.00		$ -
18184-0253	20 lbs.	Madison Ottoman - Sand Dollar	24"Square x 17"H	$150.00		$ -
18184-0254	20 lbs.	Madison Ottoman - Apricot	24"Square x 17"H	$150.00		$ -
18184-0255	20 lbs.	Madison Ottoman - Sunflower	24"Square x 17"H	$150.00		$ -
Banquettes & Turning Beds (Pg. 13)						
18011-0011	185 lbs.	Essentials White Banquette (2 pcs)	60"Round x 48"H	$780.00		$ -
18011-0001	130 lbs.	Whisper White Tufted Leather Banquette (2 pcs)	59"Round x 38"H	$780.00		$ -
18011-0002	130 lbs.	Grammercy Charcoal Leather Banquette (2 pcs)	59"Round x 38"H	$780.00		$ -
02082-0033	200 lbs.	Essentials White Leather Turning Bed	96"W x 48"D x 34"H	$935.00		$ -
Cube Ottomans (Pg. 13 & 14)						
18184-0198	15 lbs.	Regency Orange Cube	18"Square	$100.00		$ -
18184-0196	15 lbs.	Regency Teal Cube	18"Square	$100.00		$ -
18184-0197	15 lbs.	Regency Ruby Cube	18"Square	$100.00		$ -
18184-0200	15 lbs.	Regency Camel Cube	18"Square	$100.00		$ -
18184-0193	15 lbs.	Regency Apple Cube	18"Square	$100.00		$ -
18184-0199	15 lbs.	Regency Fuchsia Cube	18"Square	$100.00		$ -
18184-0274	15 lbs	Blanc Cube	17"Square	$100.00		$ -
18184-0129	15 lbs.	Cube Ottoman - White	18"Square	$100.00		$ -
18184-0128	15 lbs.	Cube Ottoman - Black	18"Square	$100.00		$ -
18200-0001	15 lbs.	Cube Ottoman - Red	18"Square	$100.00		$ -
18200-0002	15 lbs.	Cube Ottoman - Green	18"Square	$100.00		$ -
18200-0003	15 lbs.	Cube Ottoman - Blue	18"Square	$100.00		$ -
18200-0004	15 lbs.	Cube Ottoman - Purple	18"Square	$100.00		$ -
Charged (Pg. 14 & 15)						
22100-0001	192 lbs.	Essentials Turning Bed w/Charging Station Insert	96"W x 48"D x 19"H	$1,040.00		$ -
22051-0001	40 lbs.	Boca Bright White Corner - Charged	27"W x 27"D x 30"H	$390.00		$ -
22050-0001	40 lbs.	Boca Bright White Armless - Charged	22"W x 27"D x 30"H	$360.00		$ -

22001-0001	80 lbs.	Aspen Bar Table - Charged	72"W x 26"D x 42"H	$610.00		$ -
22002-0002	55 lbs.	Aspen Cocktail Table - Charged	48"W x 24"D x 18"H	$340.00		$ -
22200-0001	230 lbs.	White Conference Table - Charged	96"W x 43"D x 30"H	$820.00		$ -
18284-0812	52 lbs.	Patrice Tablet Chair	28"W x 30.5"D x 31"H	$375.00		$ -
22052-0001	60 lbs.	Lincoln Bench - Charged	59"W x 39"D x 17"H	$575.00		$ -
Occasional Tables (Pg. 15, 16, & 17)						
12107-0008	30 lbs.	Tribeca End Table	24"W x 28"D x 22"H	$180.00		$ -
12230-0005	40 lbs.	Tribeca Console Table	48"W x 18"D x 30"H	$200.00		$ -
12055-0008	50 lbs.	Tribeca Cocktail Table	48"W x 28"D x 19"H	$190.00		$ -
12107-0281	30 lbs.	Harmony End Table	24"Round x 22"H	$180.00		$ -
12230-0080	55 lbs.	Harmony Console Table	52"W x 18"D x 30"H	$200.00		$ -
12055-0272	60 lbs.	Harmony Cocktail Table	51"W x 28"D x 18"H	$190.00		$ -
18024-0010	30 lbs.	Novel End Table	15"Square x 16"H	$235.00		$ -
18024-0011	50 lbs.	Novel Cocktail Table	46"W x 15"D x 16"H	$260.00		$ -
99-12304-05	10 lbs.	Aria Red End Table	24"W x 20"D x 22"H	$180.00		$ -
99-12050-05	20 lbs.	Aria Red Cocktail Table	44"W x 20"D x 18"H	$190.00		$ -
99-12304-03	10 lbs.	Aria Green End Table	24"W x 20"D x 22"H	$180.00		$ -
99-12050-03	20 lbs.	Aria Green Cocktail Table	44"W x 20"D x 18"H	$190.00		$ -
99-12304-06	10 lbs.	Aria Blue End Table	24"W x 20"D x 22"H	$180.00		$ -
99-12050-06	20 lbs.	Aria Blue Cocktail Table	44"W x 20"D x 18"H	$190.00		$ -
99-12304-04	10 lbs.	Aria Purple End Table	24"W x 20"D x 22"H	$180.00		$ -
99-12050-04	20 lbs.	Aria Purple Cocktail Table	44"W x 20"D x 18"H	$190.00		$ -
99-12304-01	10 lbs.	Aria White End Table	24"W x 20"D x 22"H	$180.00		$ -
99-12305-01	35 lbs.	Aria White Console Table	44"W x 20"D x 30"H	$200.00		$ -
99-12050-01	20 lbs.	Aria White Cocktail Table	44"W x 20"D x 18"H	$190.00		$ -
99-12304-02	10 lbs.	Aria Charcoal End Table	24"W x 20"D x 22"H	$180.00		$ -
99-12305-02	35 lbs.	Aria Charcoal Console Table	44"W x 20"D x 30"H	$200.00		$ -
99-12050-02	20 lbs.	Aria Charcoal Cocktail Table	44"W x 20"D x 18"H	$190.00		$ -
12107-0512	27 lbs.	Fuze End Table	24"Square x 23"H	$195.00		$ -
12055-0453	55 lbs.	Fuze Cocktail Table	40"Square x 16"H	$225.00		$ -
12230-0116	49 lbs.	Fuze Console Table	60"W x 16"D x 34"H	$245.00		$ -
12107-0493	27 lbs.	London End Table	24"Square x 23"H	$195.00		$ -
12230-0110	49 lbs.	London Console Table	60"W x 16"D x 34"H	$245.00		$ -
12055-0428	55 lbs.	London Cocktail Table	40"Square x 16"H	$225.00		$ -
12107-0494	21 lbs.	Brooklyn II Square End Table	22"W X 22"D X 20"H	$165.00		$ -
12107-0495	15 lbs.	Brooklyn II Round End Table	20"Round X 20"H	$165.00		$ -
12055-0429	35 lbs.	Brooklyn II Rect Cocktail Table	42"W X 24"D X 16"H	$185.00		$ -
12055-0430	25 lbs.	Brooklyn II Round Cocktail Table	30"Round X 16"H	$185.00		$ -
12107-0282	35 lbs.	Vivid End Table	26"Square x 21"H	$180.00		$ -
12230-0081	62 lbs.	Vivid Console Table	50"W x 24"D x 30"H	$200.00		$ -
12055-0273	50 lbs.	Vivid Cocktail Table	50"W x 24"D x 16"H	$190.00		$ -
12107-0331	35 lbs.	Club End Table w/ Built-in LED Lighting	22"Square x 18"H	$235.00		$ -
12055-0318	55 lbs.	Club Cocktail Table w/ Built-in LED Lighting	44"W x 22"D x 18"H	$260.00		$ -
12003-0038	15 lbs.	Rose Table	17"Round x 17"H	$205.00		$ -
12003-0039	20 lbs.	Zanzibar Table	17"Square	$205.00		$ -
12107-0296	50 lbs.	Cube, Black 24" End Table	24"Square x 21"H	$185.00		$ -
12107-0297	55 lbs.	Cube, White 24" End Table	24"Square x 21"H	$185.00		$ -
12055-0285	40 lbs.	Cube, Black 24" Cocktail Table	24"Square x 16"H	$180.00		$ -
12055-0286	40 lbs.	Cube, White 24" Cocktail Table	24"Square x 16"H	$180.00		$ -
12003-0056	11 lbs.	Phoebe Table - Yellow	17"Round x 22"H	$120.00		$ -
12003-0052	11 lbs.	Phoebe Table - Lime Green	17"Round x 22"H	$120.00		$ -
12003-0053	11 lbs.	Phoebe Table - Rose	17"Round x 22"H	$120.00		$ -
12003-0051	11 lbs.	Phoebe Table - Gold	17"Round x 22"H	$120.00		$ -
12003-0074	11 lbs.	Phoebe Table - Teal	17"Round x 22"H	$120.00		$ -
12107-0467	13 lbs.	Hylton Tablet Table	18"W x 12"D x 28"H	$160.00		$ -
Bars & Bar Backs (Pg. 18)						
05012-0026	185 lbs.	VIP Frosted Plexi Glow Bar 6'	72"W x 24"D x 42"H	$680.00		$ -
05012-0024	130 lbs.	VIP Frosted Plexi Glow Bar 4'	48"W x 24"D x 42"H	$575.00		$ -
05012-0053	70 lbs.	Black Bar - 2 Shelf	48"W x 16"D x 42"H	$310.00		$ -
05012-0054	70 lbs.	White Bar - 2 Shelf	48"W x 16"D x 42"H	$310.00		$ -
12112-0010	60 lbs.	Blox Bar Back	30"W x 16"D x 86"H	$390.00		$ -
05001-0017	150 lbs.	Piazza Bar Back - Black	44"W x 12"D x 80"H	$365.00		$ -
05001-0018	150 lbs.	Piazza Bar Back - White	44"W x 12"D x 80"H	$365.00		$ -
Bar Stools (Pg. 19 & 20)						
05237-0264	15 lbs.	Vienna Stool - Gray	17"Square x 39"H	$190.00		$ -
05237-0263	15 lbs.	Vienna Stool - Orange	17"Square x 39"H	$190.00		$ -
05237-0262	15 lbs.	Vienna Stool - Teal	17"Square x 39"H	$190.00		$ -
05237-0038	15 lbs.	Criss Cross Bar Stool - Espresso	15"W x 19"D x 41"H	$170.00		$ -
05237-0039	15 lbs.	Criss Cross Bar Stool - White	15"W x 19"D x 41"H	$170.00		$ -
05237-0036	15 lbs.	Escape Bar Stool - Natural Maple	16"Square x 41"H	$145.00		$ -
99-05237-01	20 lbs.	Silk Back Bar Stool - Black	17"W x 18"D x 42"H	$160.00		$ -
99-05237-02	20 lbs.	Silk Back Bar Stool - White	17"W x 18"D x 42"H	$160.00		$ -
99-05237-06	20 lbs.	Silk Back Bar Stool - Blue	17"W x 18"D x 42"H	$160.00		$ -
99-05237-03	20 lbs.	Silk Back Bar Stool - Green	17"W x 18"D x 42"H	$160.00		$ -
99-05237-04	20 lbs.	Silk Back Bar Stool - Purple	17"W x 18"D x 42"H	$160.00		$ -

99-05237-05	20 lbs.	Silk Back Bar Stool - Red	17"W x 18"D x 42"H	$160.00		$ -
05237-0221	20 lbs.	Euro Bar Stool - Black	22"W x 24"D x 42"H	$160.00		$ -
05237-0230	40 lbs.	Hourglass Bar Stool - Black	18"W x 20"D x 43"H	$175.00		$ -
05237-0231	40 lbs.	Hourglass Bar Stool - White	18"W x 20"D x 43"H	$175.00		$ -
05237-0160	35 lbs.	Equino Bar Stool - Black	15"W x 13"D x 35"H	$175.00		$ -
05237-0041	35 lbs.	Equino Bar Stool - White	15"W x 13"D x 35"H	$175.00		$ -
05237-0298	16 lbs.	Clara Stool	17"W x 21"D x 41"H	$170.00		$ -
05237-0215	15 lbs.	Marcus Bar Stool - Gunmetal	18"Square x 29"H	$130.00		$ -
05237-0156	20 lbs.	Regal Stool - Brown Leather	19"W x 24"D x 45"H	$175.00		$ -
05237-0169	25 lbs.	Caprice Bar Stool - Black	25"W x 26"D x 44"H	$175.00		$ -
05237-0042	15 lbs.	Sonic Bar Stool - Black	22"W x 23"D x 42"H	$145.00		$ -
Café Chairs (Pg. 20, 21 & 22)						
05035-0032	15 lbs.	Vienna Chair - Gray	21"Square x 32"H	$120.00		$ -
05035-0031	15 lbs.	Vienna Chair - Orange	21"Square x 32"H	$120.00		$ -
05035-0030	15 lbs.	Vienna Chair - Teal	21"Square x 32"H	$120.00		$ -
99-05035-10	20 lbs.	Silk Back Armless Chair - Black	17"W x 18"D x 34"H	$100.00		$ -
99-05035-11	20 lbs.	Silk Back Armless Chair - White	17"W x 18"D x 34"H	$100.00		$ -
99-05035-15	20 lbs.	Silk Back Armless Chair - Blue	17"W x 18"D x 34"H	$100.00		$ -
99-05035-12	20 lbs.	Silk Back Armless Chair - Green	17"W x 18"D x 34"H	$100.00		$ -
99-05035-13	20 lbs.	Silk Back Armless Chair - Purple	17"W x 18"D x 34"H	$100.00		$ -
99-05035-14	20 lbs.	Silk Back Armless Chair - Red	17"W x 18"D x 34"H	$100.00		$ -
05035-0048	11 lbs.	Clara Chair	18"W x 21"D x 35"H	$115.00		$ -
05035-0008	10 lbs.	Leslie Chair - White	17"W x 21"D x 31"H	$90.00		$ -
05035-0010	15 lbs.	Criss Cross Chair - Espresso	17"W x 21"D x 35"H	$115.00		$ -
05035-0011	15 lbs.	Criss Cross Chair - White	17"W x 21"D x 35"H	$115.00		$ -
05035-0023	24 lbs.	Elio Chair	17"Square x 33"H	$100.00		$ -
14233-0025	20 lbs.	Caprice Chair - Black	25"W x 24"D x 32"H	$100.00		$ -
14233-0005	20 lbs.	Comet Stack Arm Chair - Black	23"W x 22"D x 32"H	$140.00		$ -
14233-0006	15 lbs.	Comet Stack Armless Chair - Black	19"W x 22"D x 32"H	$130.00		$ -
05221-0039	20 lbs.	Regal Dining Chair - Brown	19"W x 23"D x 38"H	$145.00		$ -
14233-0016	10 lbs.	Sonic Chair - Black	20"W x 21"D x 32"H	$100.00		$ -
05035-0009	10 lbs.	Escape Chair - Natural Maple	17"W x 16"D x 32"H	$100.00		$ -
Bar Tables (Pg. 22, 23, & 24)						
99-05245-01	34 lbs.	Euro Bar Table Black/Black 30" Round	30"Round x 42"H	$180.00		$ -
99-05245-02	41 lbs.	Euro Bar Table Black/Black 36" Round	36"Round x 42"H	$185.00		$ -
99-05245-04	30 lbs.	Silk Bar Table Black/Chrome 30” Round	30"Round x 42"H	$180.00		$ -
99-05245-05	37 lbs.	Silk Bar Table Black/Chrome 36” Round	36"Round x 42"H	$185.00		$ -
99-05245-14	34 lbs.	City Bar Table Maple/Black 30" Round	30"Round x 42"H	$180.00		$ -
99-05245-15	41 lbs.	City Bar Table Maple/Black 36” Round	36"Round x 42"H	$185.00		$ -
99-05245-07	30 lbs.	Park Ave Bar Table Maple/Chrome 30” Round	30"Round x 42"H	$180.00		$ -
99-05245-08	37 lbs.	Park Ave Bar Table Maple/Chrome 36” Round	36"Round x 42"H	$185.00		$ -
99-05245-16	34 lbs.	Summit Bar Table White/Black 30” Round	30"Round x 42"H	$180.00		$ -
99-05245-17	41 lbs.	Summit Bar Table White/Black 36” Round	36"Round x 42"H	$185.00		$ -
99-05245-10	30 lbs.	Blanco Bar Table White/Chrome 30” Round	30"Round x 42"H	$180.00		$ -
99-05245-11	37 lbs.	Blanco Bar Table White/Chrome 36” Round	36"Round x 42"H	$185.00		$ -
99-05245-22	43 lbs.	Fuze Bar Table	36"Square x 42"H	$210.00		$ -
99-05245-12	28 lbs.	Blanco Bar Table - White/Chrome 24"Square	24"Square x 42"H	$180.00		$ -
99-05245-13	69 lbs.	Blanco Rectangle Bar Table - White/Chrome	72"W x 24"D x 42"H	$285.00		$ -
99-05245-20	28 lbs.	Spectrum Bar Table Red	24"Square x 42"H	$200.00		$ -
99-05245-21	28 lbs.	Spectrum Bar Table Blue	24"Square x 42"H	$200.00		$ -
99-05245-18	28 lbs.	Spectrum Bar Table Purple	24"Square x 42"H	$200.00		$ -
99-05245-19	28 lbs.	Spectrum Bar Table Green	24"Square x 42"H	$200.00		$ -
05012-0002	35 lbs.	Chardonnay Glass & Chrome Bar Table	31"Round x 42"H	$260.00		$ -
05202-0049	50 lbs.	Zinc Bar Table	24"Round x 42"H	$275.00		$ -
05204-0001	75 lbs.	Aspen Bar Table	72"W x 26"D x 42"H	$520.00		$ -
Café Tables (Pg. 24 & 25)						
99-05036-01	30 lbs.	Euro Café Table Black/Black 30” Round	30"Round x 30"H	$180.00		$ -
99-05036-02	37 lbs.	Euro Café Table Black/Black 36” Round	36"Round x 30"H	$185.00		$ -
99-05036-04	27 lbs.	Silk Café Table Black/Chrome 30” Round	30"Round x 30"H	$180.00		$ -
99-05036-05	34 lbs.	Silk Café Table Black/Chrome 36” Round	36"Round x 30"H	$185.00		$ -
99-05036-07	27 lbs.	Park Ave Café Table Maple/Chrome 30” Round	30"Round x 30"H	$180.00		$ -
99-05036-08	34 lbs.	Park Ave Café Table Maple/Chrome 36” Round	36"Round x 30"H	$185.00		$ -
99-05036-14	30 lbs.	City Café Table Maple/Black 30” Round	30"Round x 30"H	$180.00		$ -
99-05036-15	37 lbs.	City Café Table Maple/Black 36” Round	36"Round x 30"H	$185.00		$ -
99-05036-16	30 lbs.	Summit Café Table White/Black 30” Round	30"Round x 30"H	$180.00		$ -
99-05036-17	37 lbs.	Summit Café Table White/Black 36” Round	36"Round x 30"H	$185.00		$ -
99-05036-10	27 lbs.	Blanco Café Table White/Chrome 30” Round	30"Round x 30"H	$180.00		$ -
99-05036-11	34 lbs.	Blanco Café Table White/Chrome 36” Round	36"Round x 30"H	$185.00		$ -
99-05036-22	40 lbs.	Fuze Café Table	36"Square x 30	$205.00		$ -
99-05036-12	25 lbs.	Blanco Café Table White/Chrome 24"Square	24"Square x 30"H	$180.00		$ -
99-05036-13	63 lbs.	Blanco Café Table White/Chrome Rectangle	72"W x 24"D x 30"H	$285.00		$ -
99-05036-20	25 lbs.	Spectrum Café Table Red	24"Square x 29"H	$195.00		$ -
99-05036-21	25 lbs.	Spectrum Café Table Blue	24"Square x 29"H	$195.00		$ -
99-05036-18	25 lbs.	Spectrum Café Table Purple	24"Square x 29"H	$195.00		$ -
99-05036-19	25 lbs.	Spectrum Café Table Green	24"Square x 29"H	$195.00		$ -

05090-0001	90 lbs.	Aspen Dining Table	72"W x 30"D x 30"H	$440.00		$ -
05088-0505	200 lbs.	Brio Dining Table	96”W x 48”D x 30”H	$600.00		$ -
Office Seating (Pg. 26 & 27)						
14136-0002	38 lbs.	Tamiri Black Leather High Back Chair	25"W x 27"D x 45"H	$235.00		$ -
14176-0007	37 lbs.	Tamiri Black Leather Mid Back Chair	27"Square x 39"H	$200.00		$ -
14128-0002	41 lbs.	Tamiri Black Leather Guest Chair	25"W x 26"D x 37"H	$185.00		$ -
14136-0081	40 lbs.	Accord Black Leather High Back	25"Square x 44"H	$290.00		$ -
14136-0010	40 lbs.	Accord White Leather High Back	25"Square x 44"H	$290.00		$ -
14250-0013	36 lbs.	Goal Black Task Chair With Arms	25"Square x 39"H	$150.00		$ -
14250-0014	38 lbs.	Goal Black Task Chair Armless	21"W x 25"D x 39"H	$140.00		$ -
14136-0080	40 lbs.	Enterprise High Back Black Fabric Conference Chair	25"W x 27"D x 45"H	$205.00		$ -
14176-0046	35 lbs.	Enterprise Mid Back Black Fabric Conference Chair	24"W x 26"D x 39"H	$185.00		$ -
14128-0096	30 lbs.	Enterprise Guest Black Fabric Conference Chair	25"W x 27"D x 37"H	$170.00		$ -
14307-0003	36 lbs.	Goal Black Drafting Stool - Arms	25"W x 24"D x 48"H	$160.00		$ -
14307-0004	30 lbs.	Goal Black Drafting Stool - Armless	21"W x 24"D x 48"H	$150.00		$ -
Conference Tables (Pg. 27)						
14062-0105	97 lbs.	42" Round Conference Table - Black	42" Round x 29"H	$255.00		$ -
14062-0106	97 lbs.	42" Round Conference Table - Mahogany	42" Round x 29"H	$255.00		$ -
14062-0224	175 lbs.	Conference Rectangle Table 6' - Black	72"W x 36"D x 30"H	$435.00		$ -
14062-0220	175 lbs.	Conference Rectangle Table 6' - Mahogany	72"W x 36"D x 30"H	$435.00		$ -
14062-0256	175 lbs.	Conference Rectangle Table 6' - Maple	72"W x 36"D x 30"H	$435.00		$ -
14062-0281	175 lbs.	Conference Rectangle Table 6' - White	72"W x 36"D x 30"H	$460.00		$ -
14062-0225	220 lbs.	Conference Rectangle Table 8' - Black	96"W x 48"D x 30"H	$470.00		$ -
14062-0226	220 lbs.	Conference Rectangle Table 8' - Mahogany	96"W x 48"D x 30"H	$470.00		$ -
14062-0257	220 lbs.	Conference Rectangle Table 8' - Maple	96"W x 48"D x 30"H	$470.00		$ -
14062-0282	220 lbs.	Conference Rectangle Table 8' - White	96"W x 48"D x 30"H	$495.00		$ -
Office Furniture (Pg. 28 & 29)						
14309-0001	125 lbs.	Computer Kiosk - Black	24"Square x 42"H	$380.00		$ -
14179-0005	125 lbs.	Computer Kiosk - White	24"Square x 42"H	$380.00		$ -
14061-0002	20 lbs.	Computer Counter	48"W x 24"D x 42"H	$185.00		$ -
14076-0014	20 lbs.	Computer Desk	48"W x 24"D x 29"H	$175.00		$ -
14029-0098	56 lbs.	5 Shelf Bookcase - Black	36"W x 12"D x 72"H	$365.00		$ -
14029-0096	55 lbs.	5 Shelf Bookcase - Mahogany	36"W x 12"D x 72"H	$365.00		$ -
14072-0108	225 lbs.	Black Credenza	60"W x 20"D x 29"H	$340.00		$ -
14083-0105	290 lbs.	Black Double Pedestal Desk	60"W x 30"D x 29"H	$390.00		$ -
14072-0038	225 lbs.	Genoa Storage Credenza - Mahogany - 2 Drawer	66"W x 20"D x 29"H	$340.00		$ -
14072-0039	200 lbs.	Genoa Kneespace Storage Credenza - Mahogany	66"W x 20"D x 29"H	$315.00		$ -
14083-0117	290 lbs.	Genoa Exec. Desk - Mahogany - Double Pedestal	72"W x 36"D x 29"H	$405.00		$ -
05088-0365	70 lbs.	Vivid Café - Square Table Glass	42"Square x 30"H	$315.00		$ -
05088-0364	90 lbs.	Vivid Café - Rectangle Table Glass	60"W x 36"D x 30"H	$365.00		$ -
05088-0498	77 lbs.	Brooklyn II Rect Dining Table	60"W x 36”D x 30”H	$380.00		$ -
05088-0499	59 lbs.	Brooklyn II Round Dining Table	42" Round x 30"H	$295.00		$ -
05090-0001	90 lbs.	Aspen Dining Table	72"W x 30"D x 30"H	$440.00		$ -
05088-0505	200 lbs.	Brio Dining Table	96”W x 48”D x 30”H	$600.00		$ -
Metal File & Storage Cabinets (Pg. 30)						
14148-0001	35 lbs.	2 Drawer Vertical File - Letter Size Black	15"W x 25"D x 29"H	$125.00		$ -
14147-0001	35 lbs.	2 Drawer Vertical File - Legal Size Black	18"W x 25"D x 29"H	$160.00		$ -
14148-0002	45 lbs.	4 Drawer Vertical File - Letter Size Black	15"W x 25"D x 52"H	$165.00		$ -
14147-0002	45 lbs.	4 Drawer Vertical File - Legal Size Black	18"W x 25"D x 52"H	$185.00		$ -
14143-0006	100 lbs.	2 Drawer Lateral File - Black	36"W x 18"D x 27"H	$165.00		$ -
14143-0144	125 lbs.	2 Drawer Lateral File - Black	36"W x 20"D x 29"H	$195.00		$ -
14143-0008	170 lbs.	4 Drawer Lateral File - Black	36"W x 18"D x 54"H	$210.00		$ -
14034-0015	135 lbs.	Storage Cabinet - Black	36"W x 18"D x 72"H	$210.00		$ -
Pedestals (Pg. 31)						
12091-0023	50 lbs.	Display Pedestal 14" x 42" Black	14"Square x 42"H	$250.00		$ -
12091-0004	120 lbs.	Display Pedestal 24" x 42" Black	24"Square x 42"H	$305.00		$ -
12091-0002	55 lbs.	Display Pedestal 18" x 42" Black	18"Square x 42"H	$280.00		$ -
12091-0030	50 lbs.	Display Pedestal 14" x 42" White	14"Square x 42"H	$250.00		$ -
12091-0024	45 lbs.	Display Pedestal 14" x 36" Black	14"Square x 36"H	$215.00		$ -
12091-0034	75 lbs.	Display Pedestal 24" x 36" Black	24"Square x 36"H	$305.00		$ -
12091-0031	45 lbs.	Display Pedestal 14" x 36" White	14"Square x 36"H	$215.00		$ -
12091-0033	75 lbs.	Display Pedestal 24" x 36" White	24"Square x 36"H	$305.00		$ -
12091-0025	40 lbs.	Display Pedestal 14" x 30" Black	14"Square x 30"H	$195.00		$ -
12091-0003	80 lbs.	Display Pedestal 24" x 30" Black	24"Square x 30"H	$290.00		$ -
12091-0001	45 lbs.	Display Pedestal 18" x 30" Black	18"Square x 30"H	$205.00		$ -
12091-0032	40 lbs.	Display Pedestal 14" x 30" White	14"Square x 30"H	$195.00		$ -
14309-0001	125 lbs.	Locking Pedestal Black	24"Square x 42"H	$380.00		$ -
14179-0005	125 lbs.	Locking Pedestal White	24"Square x 42"H	$380.00		$ -
12091-0055	24 lbs.	Fuze Pedestal	16"Square x 44"H	$210.00		$ -
12091-0043	24 lbs.	London Pedestal	16"Square x 44"H	$210.00		$ -
Miscellaneous Items (Pg. 32)						
14189-0077	50 lbs.	Stanchion Chrome	41"H	$55.00		$ -
11526-0001	2 lbs.	Stanchion Rope - Red Velour	6' L	$30.00		$ -
14308-0009	8 lbs.	Literature Stand - Black	14.75"W x 12"D x 53.5"H	$140.00		$ -
14308-0010	8 lbs.	Literature Stand - Aluminum	14.75"W x 12"D x 53.5"H	$140.00		$ -

14308-0005	7 lbs.	Literature Rack - Black Metal	10.5"W x 9.5"D x 57"H	$145.00		$ -
01209-0003	50 lbs.	Compact Refrigerator White - 4.0 Cu Ft	19"W x 21"D x 33.5"H	$260.00		$ -
14523-0001	9.25 lbs.	iPad® Stand Black	14.25''W x 41.75''H	$160.00		$ -
14523-0002	9.25 lbs.	iPad® Stand Silver	14.25''W x 41.75''H	$160.00		$ -
Lighting (Pg. 33)						
09417-0001	4 lbs.	Brushed Steel Table Lamp - White	26"H	$90.00		$ -
09392-0001	8 lbs.	Brushed Steel Floor Lamp - White	66"H	$130.00		$ -
09417-0001	7 lbs.	Brushed Nickel Table Lamp - White	29"H	$90.00		$ -
09392-0001	12 lbs.	Brushed Nickel Floor Lamp - White	60"H	$130.00		$ -
09417-0001	7 lbs.	Rubbed Bronze Table Lamp - White	28"H	$90.00		$ -
09392-0001	11 lbs.	Rubbed Bronze Floor Lamp - White	60"H	$130.00		$ -
09417-0001	4 lbs.	Brushed Steel Table Lamp - Red	26"H	$90.00		$ -
09392-0001	8 lbs.	Brushed Steel Floor Lamp - Red	66"H	$130.00		$ -
09392-0001	7 lbs.	Neutrino Steel Floor Lamp - Steel	67"H	$130.00		$ -

DO NOT MAIL ORDER FORM - Email / Fax Form ONLY

Total Product		$ -
Late Fee %		$ -
Sub Total		$ -
Sales Tax %		$ -
Total Amount Due		$ -

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

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