

APPA ACADEMY

E&O

CONFERENCE
ENGINEERING
& OPERATIONS

AMERICAN
PUBLIC POWER

APRIL 30 – MAY 3

PASADENA, CALIFORNIA

EXHIBITOR SERVICE KIT

INSTRUCTIONS AND ORDER FORMS

CURTIN

Convention & Exposition Services, Inc.

www.curtinconvention.com

415.883.7818



APPA Academy
Engineering & Operations
2023 Conference
April 30-May 3, 2023
Pasadena Convention Center
Pasadena, CA

2269 Chestnut Street, Suite 628
San Francisco, CA 94123
415.883.7818
www.curtinconvention.com

Welcome

Welcome Exhibitors:

Curtin Convention & Exposition Services, Inc. is pleased to serve as the General Service Contractor for this event, and we look forward to partnering with you.

We welcome the opportunity to blend our experience with your plans to develop a custom look and theme for your exhibit space. The following pages offer numerous selections for you to choose from. For ease in ordering services, refer to the enclosed [Table of Contents](#) to guide you through our Exhibitor Service Kit.

We are available to answer any questions and to assist you as you complete your plans for this event. Please contact Curtin directly for anything not included in this Kit.

Curtin's Office Hours: 9:00 am to 5:00 pm PST, Monday through Friday - (415) 883-7818
Fax: (415) 883-1755
Email: info@curtinconvention.com

To order online click the link: [ORDER NOW](#)

The Curtin Team looks forward to supporting you towards a successful event.

Curtin Convention & Exposition Services, Inc.



APPA Academy
 Engineering & Operations
 2023 Conference
 April 30-May 3, 2023
 Pasadena Convention Center
 Pasadena, CA

2269 Chestnut Street, Suite 628
 San Francisco, CA 94123
 415.883.7818
www.curtinconvention.com

Table of Contents

IMPORTANT EXHIBITOR INFORMATION

Show Information	A
Important Dates & Deadlines Checklist	B
Preshow Checklist	C
On-Site Checklist	D
Payment Terms	E
Shipping Information	F
YRC Information	G
Union Regulations, Safety, and Tipping	H
Petroleum Surcharge	I

CURTIN ORDER FORMS

Limits of Liability & Responsibility	1-2
Computation of Charges Form	3
Payment Information Form	4
Material Handling Information	5
Material Handling Order Form	6
Advance Shipment Labels.....	7
Reforwarding Instructions & Outbound Shipping	8
Display Tables & Counters Order Form.....	9
Furniture & Accessories Order Form	10
Furniture & Accessories Options	11
10' x 10' Rental Exhibit	12
Specialty Furnishing Order Form	13
Specialty Furnishing Catalog	14
Display Order Form	15-19
Booth Cleaning Order Form	20
Sign Order Form	21
Artwork Submission Guidelines.....	22
Notification Of Intent To Use Exhibitor-Appointed Contractor	23

ADDITIONAL ORDER FORMS

- Electrical
- Audio Visual
- Internet
- Lead Retrieval

2269 Chestnut Street, Suite 628
San Francisco, CA 94123
415.883.7818
www.curtinconvention.com

Show Information

LOCATION

Pasadena Convention Center
300 E. Green Street
Pasadena, CA 91101

EXHIBIT HALL

Hall A and B

BOOTH PACKAGE

Each 10' x 10' Exhibitor Booth Includes:

*Note: 10' x 20' spaces include double the furniture listed below.

- 8' High Back Wall Drape
- 3' High Side Rail Drape
- (1) 10' Black Carpet
- (1) 6' Burgundy Skirted Table
- (2) Chairs
- (1) Wastebasket
- (1) 7" x 44" two-line booth identification sign
- Booth space is carpeted.
- Electrical, Audiovisual, Internet, Lead Retrieval are NOT included. To order these services, refer to the order forms for these services in this Kit.



Backwall is Burgundy and Side Rails is Burgundy.
*Furniture and Carpet is included with your booth space.

EVENT SCHEDULE

Exhibitor Move-In	Exhibitor Hours	Dismantle/Move-out	Carrier Check-in
Sunday, April 30 12:00nn to 4:00pm	Sunday, April 30 5:00pm to 6:30pm	Tuesday, May 2 3:15pm to 5:15pm	Tuesday, May 2 3:15pm to 5:15pm
	Monday, May 1 7:30am to 4:30pm	Floor must be cleared by 5:15pm	
	Tuesday, May 2 7:30am to 3:15pm		

2269 Chestnut Street, Suite 628
San Francisco, CA 94123
415.883.7818
www.curtinconvention.com

Important Dates and Deadlines Checklist

<input type="checkbox"/>	Monday, 03/27/2023	First day Freight can arrive to the advance warehouse
<input type="checkbox"/>	Monday, 04/10/2023	Last day to receive Advance Price on furniture, accessories, labor, and signs
<input type="checkbox"/>	Monday, 04/10/2023	Deadline to order Specialty Furnishings
<input type="checkbox"/>	Monday, 04/10/2023	Deadline to provide art for Exhibit Display branding orders
<input type="checkbox"/>	Thursday, 04/27/2023	Advance Freight paperwork and payment due
<input type="checkbox"/>	Thursday, 04/27/2023	Last day to cancel Display Labor
<input type="checkbox"/>	Thursday, 04/27/2023	Last day Freight can arrive to the Advance Warehouse
<input type="checkbox"/>	Sunday, 04/30/2023	Direct to Show Site Shipments Accepted at Loading Dock/Area.
<input type="checkbox"/>	Sunday, 04/30/2023	Exhibitor Set up: 12:00 pm to 4:00 pm
<input type="checkbox"/>	Sunday, 04/30/2023	Exhibit Hours: 5:00 pm to 6:30 pm
<input type="checkbox"/>	Monday, 05/01/2023	Exhibit Hours: 7:30 am to 4:30 pm
<input type="checkbox"/>	Tuesday, 05/02/2023	Exhibit Hours: 7:30 am to 3:15 pm
<input type="checkbox"/>	Tuesday, 05/02/2023	Exhibitor Tear down: 3:15 pm to 5:15 pm
<input type="checkbox"/>	Tuesday, 05/02/2023	Exhibit Floor must be cleared by 5:15 pm

2269 Chestnut Street, Suite 628
San Francisco, CA 94123
415.883.7818
www.curtinconvention.com

Preshow Checklist

Please review the entire Exhibitor Service Kit.

All orders must comply with Curtin's payment terms and conditions
as specified in the Exhibitor Service Kit.

Arrange in-bound freight/Material Handling

1. If you are shipping materials for your booth, be sure to:

- o Choose Advance or Direct Shipping:

Advance Shipping:

- If you ship to the Advance Warehouse, your freight will be guaranteed to be in your booth for the first day of set up.
- Refer to the Late to Warehouse date. Freight received after the date will incur a 25% Late Fee plus a transit fee.
- The Advance Warehouse is not able to accept loose unpackaged pieces. Shipping crates, fibers, cartons, hanging signs, carpet, padding, and pallets are acceptable.

Direct Shipping:

- If you ship direct to show site, note the dates that shipments can be received. Shipments arriving before these dates will be refused.
- PLEASE NOTE: Any freight arriving on a Saturday, Sunday or before 8:00 am and after 4:30 pm Monday – Friday or observed local union holidays will incur an overtime surcharge.

2. Fill out the Material Handling form in this Kit to estimate your costs and submit the form with your payment.

3. Label your freight correctly with your company name, booth number, event/show name and address listed in the Exhibitor Service Kit. Shipping label forms are provided for Advance Warehouse shipments.

4. Bring all copies of shipping documents with tracking numbers to show site.

Order graphics/signs and submit artwork

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

Order booth furnishings/accessories

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

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

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

Order additional/ancillary services

- There may be forms in this Kit for other services such as electricity, internet, audio visual, lead retrieval, floral or catering.
- These services are provided by vendors other than Curtin. Be sure to submit forms and payments to the proper vendors. Please make note of ordering discount deadlines.

Submit your order with payment (REQUIRED)

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

Arrange out-bound freight

- Before the end of the event, be sure to visit the Curtin Service Desk to confirm your outbound carrier.
- No Material Handling form will be distributed unless your account is paid in full.
- YRC is the official show carrier. If you are using your own carrier, you need to schedule them for a pickup according to the show schedule.
- Please note the carrier check-in time on the Show Information page.
- If your carrier does not check-in by the date/time listed, your freight will be re-routed to ship with YRC at your expense.

2269 Chestnut Street, Suite 628
San Francisco, CA 94123
415.883.7818
www.curtinconvention.com

On-site Checklist

- Check all freight when you arrive**
 - Verify that all of your shipments have arrived in your booth. Check against your shipping documentation before unpacking any freight.
- Booth set-up**
 - Make an inventory of all the items ordered and contact Curtin's Service Desk with any needs.
 - If you are using Curtin's Installation Labor, go to the Curtin Service Desk to inform us that you are ready for your labor.
 - Installation/Dismantle Labor start time is only guaranteed when confirmed by a Curtin.
 - Once your booth is set up, pick up "EMPTY" stickers at the Curtin Service Desk. Tag any empty containers you need stored with the provided "EMPTY" stickers, and let the service desk know.
- Arrange outbound shipping**
 - YRC Freight is the Official Show Carrier and will be on-site at the close of show to assist Exhibitors.
 - Bills of Lading and labels will be provided for those Exhibitors using YRC Freight.
 - If you are not using YRC Freight, you are responsible for providing Curtin with a Bill of lading containing outbound shipping information.
 - If you are using your own carrier, you must schedule them in advance to pick up your shipment(s), and advise Curtin of timing.
 - Note the Carrier Check-in date/time on the Show Schedule form.
 - If your carrier doesn't check in by the date/time listed, your freight will be rerouted onto YRC Freight at your expense, billed to your company by YRC.
 - Please provide all drivers with Curtin's Teamster Foreman's name and cell phone for the pick-up. Greg Pacheco - (408)-674-8470
- Booth freight packed and ready to ship out**
 - Once your freight is packed and labeled to ship out, you must turn in your Material Handling form(s) at the Curtin Service Desk.
 - **Do not leave your Bill of Lading in your booth space or on your freight.**
If your do not provide your Bill of Lading to Curtin, your shipment may be delayed and/or rerouted to a show carrier.

2269 Chestnut Street, Suite 628
San Francisco, CA 94123
415.883.7818
www.curtinconvention.com

Payment Terms

- All orders must be accompanied with **PAYMENT IN FULL**.
- Payment for all orders and services must be received prior to the close of the show. Please see the stated forms of payment to prepare your full payment.
- Payment must accompany all orders regardless of preferred payment method before orders will be filled or services will be rendered.

ADVANCE DISCOUNT PRICES will be applied if the order and full payment are received by Curtin 10 days prior to the show installation.

Advance discount pricing deadline: 04/10/2023

PAYMENT OPTIONS

- Company or Personal Check mailed with your order forms.
- Credit Card by completing the enclosed Payment Form or ordering online through Curtin's online portal. VISA, Mastercard, and American Express accepted.
- Wire Transfers are accepted: Call (415)883-7818 to arrange processing.

FURTHER INSTRUCTIONS OF PAYMENT BY CREDIT CARD

- Online orders may enter the Credit Card into Curtin secure portal.
- If you completed your order forms via the provided PDF of the Exhibitor Service Kit, please email the completed forms, including the Payment form, to info@curtinconvention.com.

ADDITIONAL PAYMENT TERMS

- Orders place at the show must be paid in full at the time of ordering and will be charged the **REGULAR PRICES**.
- If you order in **ADVANCE**, substantial savings will apply. We encourage you to take advantage of the **ADVANCE DISCOUNT ORDER** prices.
- Sign orders are at the prices shown plus sales tax. Tax is applied on signs only.
- **CANCELLATION POLICY FOR DISPLAY LABOR:** No refunds or credits will be issued after the date printed on the Display Labor Order Form (3-days prior to show move-in date).
- Any discrepancy in items ordered and items received, or any questions or complaints concerning services, **MUST** be reported to the Curtin Service Desk at the show immediately upon noting it.

2269 Chestnut Street, Suite 628
San Francisco, CA 94123
415.883.7818
www.curtinconvention.com

Shipping Information

ADVANCE WAREHOUSE INFORMATION

Material Handling Fees Include:

- Labor and equipment to unload shipments
- Receiving and Storage up to 30 days prior to show installation date.
- Roundtrip delivery of shipments to and from the booth location.
- Roundtrip handling of marked empty containers.
- Reloading of shipments onto outbound carriers or private vehicles.

International shipments must be cleared through customs. Curtin's Advance Warehouse does not handle clearing U.S. customs. Exhibitors shipping to the U.S. are responsible for all customs requirements.

SHOW SITE INFORMATION

The Teamsters Union has jurisdiction over the operation of the loading area/dock.

Hand Carry - If an Exhibitor can carry the full contents of his/her booth materials in one trip by one person without the use of a hand truck, dolly, or wheels, he/she is free to hand carry the items in at no charge. Exhibitors must self-park and then bring materials through the main entrance of the Exhibit Hall. Multiple trips are not permitted.

Unloading Service by Weight

Exceeding the Hand Carry option will result in the weighing in materials as described on the Material Handling form. Charges apply to 3rd party shipments and all private vehicles.

Advance shipments accepted 03/27/23 through 04/27/23 between the hours of 8:00 am - 3:00 pm Monday-Friday only. Closed weekends and holidays. Shipments received after the advance receiving deadline will be charged a 25% late fee plus a transit charge.

ADVANCE WAREHOUSE SHIPPING ADDRESS

Label as shown below or use the provided labels.

TO: (Exhibiting Company Name/Booth #)

FOR: APPA Engineering & Operations 2023 Conference

C/O: YRC Freight/Curtin Convention
9933 East Beverly Blvd
Pico Rivera, CA 90660

Direct to show site shipments must arrive only on 04/30/23 between 12nn and 4pm. Shipments will not be accepted prior to this date. Curtin is not on-site to accept shipments other than the date stated.

The Loading Dock Area is EXCLUSIVE to the Teamsters Union for unloading and reloading materials.

DIRECT TO SHOW SITE SHIPPING ADDRESS

Label as shown below:

TO: (Exhibiting Company Name/Booth #)

FOR: APPA Engineering and Operation 2023 Conference

C/O: Pasadena Convention Center/Curtin Convention
300 E. Green Street
Pasadena, CA 91101

REFER TO MATERIAL HANDLING PAGES FOR MORE INFORMATION



We get your show on the *Road* or in the *Air*

YRC Freight is the Show's Recommended Carrier

Let YRC Freight assist in handling your **Ground, Air** and **Expedited** shipping needs. Just stop by the Exhibitor's Service Desk and speak with our Trade Show Specialist from YRC Freight

YRC Freight's Services Advantages:

Time Critical - Any Need, Any Speed, Guaranteed.

- By Noon, By 5pm, Hour Window
- Guaranteed, By Noon, By 5 pm, Multiday Window

Standard Ground – The most reliable standard ground service in the Exhibit industry

Caravan Service – Conveniently transports your exhibit materials from show to show

Any Size Shipment – We have the ability to move everything from small packages to full truckloads at competitive prices

Sealed Exhibit – Is a safe, secure, guaranteed option to move your shipments and you only pay for the space you need.

World Class Customer Service – Our Exhibit customer service offers 24/7 support for your exhibit shipping needs at 1-800-531-EXPO (3976)

Don't worry if you are a first time user with YRC Freight, because we can establish competitive pricing for your outbound shipment right on the spot!

Contact us at 1- 800-531-EXPO (3976), yrcfreight.com or exhibit.services@yrcfreight.com

Union Regulations, Safety, and Tipping

UNION REGULATIONS

Stated below are the clauses pertaining to jurisdiction of the Union contracts that ALL Convention Decorating and Drayage companies are signatory to.

SIGN, DISPLAY AND ALLIED CRAFTS UNIONS

Members of this Union have jurisdiction over all setup and dismantling of exhibits, including signs, and laying of carpet. This does not apply to the unpacking and placement of your merchandise, i.e., items produced by your for sales that are to be displayed in your booth, or literature describing same. You may setup your exhibit display if one person can do so in less than one half-hour, without the use of tools.

TEAMSTERS UNION

This Union has jurisdiction over the loading area/dock which includes the operation of all material handling equipment, all unloading and reloading, and the handling of empty containers. An 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.

ELECTRICIANS UNION

The Electricians Union has jurisdiction over the installation, placement, and connecting of all electrical lines and power outlets, including floor and spotlights.

SAFETY

Standing on chairs, tables, or other rental furniture is **PROHIBITED**. This furniture is not engineered to support your standing weight. Curtin cannot be responsible for injuries or falls caused by standing on or any other improper use of Curtin furniture or equipment. If assistance is required in assembling your booth, please order labor on the DISPLAY LABOR ORDER FORM and the necessary ladders and tools will be provided with skilled Union labor.

TIPPING

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

2269 Chestnut Street, Suite 628
San Francisco, CA 94123
415.883.7818
www.curtinconvention.com

Petroleum Surcharge

PETROLEUM SURCHARGE INFORMATION

Curtin Convention & Exposition Services, Inc. has enacted a petroleum surcharge program.

While the industry standard petroleum surcharge is 4%, Curtin has enacted an increase of 2% on all services published in the Exhibitor Service Kit. The petroleum surcharge will be shown as a separate line item on your Curtin Convention & Exposition Services, Inc. "Computation of Charges" page.

Petroleum costs impact every facet of the trade show business, from the cost of carpeting (which is essentially processed petroleum), to plastics, visqueen, propane fuel and diesel fuel.

Curtin Convention & Exposition Services, Inc. appreciates you understanding.

CURTIN

Convention & Exposition Services, Inc.

ORDER FORMS

Send completed forms to: info@curtinconvention.com

All orders must comply with Curtin's payment terms and conditions as specified in the Exhibitor Service Kit.



2269 Chestnut Street, Suite 628
San Francisco, CA 94123
415.883.7818
www.curtinconvention.com

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

Limits of Liability & Responsibility

1. CURTIN and its contractors shall not be liable for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, mysterious failure of power or utilities, or other events of force majeure.
2. CURTIN and its contractors shall not be liable to any extent whatsoever for indirect, special, incidental, or consequential damages, including, but not limited to, delay; any actual, potential or assumed loss of profits or revenues; loss of use of equipment or products; or any collateral costs that result from any loss, injury or damage to Exhibitor's materials or exhibitor personnel which make it impossible or impractical to exhibit the Exhibitor's materials.
3. It is understood that CURTIN and its contractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by CURTIN hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that CURTIN and its contractors do not provide for full liability should loss or damage occur. In the event that CURTIN or its contractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$.3 per pound per article, with a maximum liability of \$450.00 per item or \$1000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or non-performance of obligations imposed by the offering of services to Exhibitors, or from negligence, active or otherwise by CURTIN, its contractors, or their employees.
4. CURTIN and its contractors shall not be liable for damage, loss, or delays due to uncrated freight, freight improperly packed, glass breakage or concealed damage.
5. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by CURTIN or its contractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pickup of freight from the booth for loading onto an outbound shipping company. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that CURTIN and its contractors are not liable for the loss of, disappearance of, or damage to Exhibitor's freight after the same has been delivered to Exhibitor's booth, nor are CURTIN and its contractors liable for Exhibitor's freight before it is picked up from the Exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to CURTIN or its contractors by Exhibitor will be checked at the time of pickup from booth and corrected where discrepancies exist.
6. CURTIN and its contractors shall not be liable for any damage incurred during the handling of equipment requiring special devices to properly load, place, or reload unless 14 days advance notice has been given to CURTIN in time to obtain the proper equipment.
7. CURTIN and its contractors shall not be liable for ordinary wear and tear in handling of equipment.
8. Claims for loss or damage must be submitted to CURTIN by the close of the show. No suit or action shall be brought against CURTIN or its contractor more than one month after the cause of action accrues.
9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that CURTIN and its contractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of CURTIN or its contractors shall sign a delivery receipt, bill of lading or other document, the parties agree that CURTIN or its contractors will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
10. CURTIN and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills, such as UPS or van lines. Such shipments will be delivered to booth without guarantee of piece count or condition.



2269 Chestnut Street, Suite 628
San Francisco, CA 94123
415.883.7818
www.curtinconvention.com

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

Limits of Liability & Responsibility

- 11. Empty container labels will be available at the CURTIN Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and CURTIN and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
- 12. In order to expedite removal of freight from the show site, CURTIN shall have the authority to change designated carriers if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight will be taken to a warehouse to await Exhibitor's shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. CURTIN assumes no liability as a result of such rerouting or handling.
- 13. The Exhibitor agrees, in the event of a dispute with CURTIN or its subcontractors relative to any loss or damage to any of the Exhibitors freight or equipment, that the Exhibitor will not withhold payment in any amount due to CURTIN for freight handling services or any other services provided by CURTIN against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay CURTIN prior to the close of the show for all such charges and further agrees that any claim the Exhibitor have against CURTIN, or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.
- 14. No credit or refund will be issued on any orders cancelled after the advance order deadline date.
- 15. No credit or refund will be issued after the close of the event. The placing of an order for the services of tradesmen and the use of equipment by exhibitor or any agent of the exhibitor shall be construed as an offer subject to acceptance and approval of CURTIN in its sole discretion. Upon CURTIN's written acceptance and approval, the Exhibitor and its agents shall be bound by the terms and conditions set forth in Sections 1 through 14 above. Likewise, once CURTIN has accepted and approved the Exhibitors offer, any shipper consigning or delivering a shipment to CURTIN or its subcontractors on behalf of the Exhibitor shall be bound by the terms and conditions set forth in Sections 1 through 14 above. Be sure your freight is insured from the time it leaves your firm until it is returned after the show. It is suggested the Exhibitors arrange all risk coverage. Riders to existing policies can usually do this. Contact your insurance representative. Be sure your liability insurance is in effect during transit & return of your freight, during storage & at show site. CURTIN is governed by the Limits of Liability & Responsibility as set forth as above.
- 16. Event Cancellation. The above Agreement is subject to the agreement between Curtin and the Association or other entity holding the Event (the "Service Agreement"). If the Event is cancelled for any reason, or the Service Agreement is terminated for any reason, Curtin shall have no obligation to Exhibitor in connection with the Event, and Exhibitor hereby releases Curtin from any and all damages incurred by Exhibitor as the result of such cancellation and/or termination. Curtin will refund monies paid to Curtin by Exhibitor in connection with its appearance at the Event, but not monies paid for services already rendered (e.g., shipping, special signs, etc.).

I have read and agree to these Limits of Liability & Responsibility.

Name, Title, and Organization _____

Signature _____ Date _____



2269 Chestnut Street, Suite 628
 San Francisco, CA 94123
 415.883.7818
 www.curtinconvention.com

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

Computation of Charges Form

IMPORTANT INFORMATION

Below are the options for submitting the completed Curtin order forms and payment:

Order online by clicking the link below.

ORDER NOW

Email to

info@curtinconvention.com

Mail

Curtin Convention & Exposition Services, Inc.
 2269 Chestnut Street
 Suite 628
 San Francisco, California
 94123

Fax

(415)883-1755

All other order forms (i.e. electrical, audio/visual, etc.) and payments should be sent directly to the appropriate company providing these services.

Contact information for these non-Curtin order forms is enclosed. Please refer to the Table of Contents to assist in viewing these forms

RECAP OF ITEMS AND SERVICES ORDERED AND PAYMENT

Material Handling.....	= \$ _____
Display Tables & Counters	= \$ _____
Furniture & Accessories	= \$ _____
Booth Carpet	= \$ _____
Exhibit Displays	= \$ _____
Specialty Furnishings	= \$ _____
Display Labor	= \$ _____
Booth Cleaning.....	= \$ _____
Signs.....	= \$ _____
	Subtotal = \$ _____
	2% Fuel Surcharge = \$ _____
	Sales Tax (8.5% applicable to Signs only) = \$ _____
	Total: \$ _____ (U.S. Dollars)

COMPLETE THE PAYMENT FORM ON THE FOLLOWING PAGE.



2269 Chestnut Street, Suite 628
San Francisco, CA 94123
415.883.7818
www.curtinconvention.com

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

Payment Information Form

IMPORTANT INFORMATION

PAYMENT IN FULL is required for all orders.

Advance Discount prices are valid 10 days prior to show installation. Send forms by 04/10/23 to receive discounted pricing.

Regular prices will be charged after 10 days prior to the show installation and for all show site orders.

Payment Options:

Check payable to and mailed to:

Curtin Convention & Exposition Services, Inc.
2269 Chestnut Street, Suite 628
San Francisco, CA 94123

Credit Card: Complete this form for VISA, Mastercard, and American Express

Wire Transfer: Call (415)883-7818 to arrange processing.

*Discrepancies between items ordered and received must be reported immediately to a Curtin representative to resolve and provide any valid adjustments to your account. If notifications of discrepancies are received after the show, Curtin will not honor adjustment and credits.

Tax is applied to Signs only.

EXHIBITOR PROFILE

Exhibiting Company:	Booth #:
Contact Name:	
Email:	Cell Phone:

METHOD OF PAYMENT

<input type="checkbox"/> Company Check	<input type="checkbox"/> Credit Card (select card type)
<input type="checkbox"/> Wire Transfer	VISA Mastercard American Express
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

CREDIT CARD INFORMATION

Cardholder Name:	
Email:	Phone:
Account #:	Expiration Date:
Signature:	Security Code:
Cardholder Billing Address:	
City/State/Zip:	



2269 Chestnut Street, Suite 628
 San Francisco, CA 94123
 415.883.7818
www.curtinconvention.com

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

Material Handling Information

CHOOSING YOUR CARRIER

Please carefully consider your carrier prior to shipping your materials to and from the event. Various carriers are set up to operate on a certain schedule or with limited delivery options. Some carriers will not deliver to a loading dock, some deliver without verification or signature of delivery. This may result in delays in delivery or additional fees.

POV (Privately Owned Vehicle): If you are delivering your materials to the show site loading dock/area in your own vehicle, Material Handling charges are applied. Please refer to the Union Regulations in this Exhibitor Service Kit and plan accordingly. Union Teamsters have jurisdiction over the loading dock for all shipments and deliveries.

RATE CLASSIFICATIONS

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

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

ADDITIONAL FEES MAY BE APPLICABLE

Late to Warehouse Fee: Shipments arriving after 03/13/23 will be charged a 25% late fee.

A transit charge from the advance warehouse to show site will be applied. Transit charges will be determined at the time of the receipt of late freight.

Extra Services Fees: Forklift and extra handling labor fees may apply. Call (415)883-7818 to make arrangements and receive a quote.

MINIMUM MATERIAL HANDLING FEE

There is a 200 pound minimum fee per shipment

When estimating total shipment weight, round up to the next 100 pounds.

The Teamster Union has jurisdiction over the operation of all material handling equipment, all unloading and reloading of trade show freight materials and the handling of empty containers.

All Private Owner Vehicles (POV) and Third Party Carriers will be unloaded/loaded at the facility's loading area/dock during the listed Set-Up and Teardown dates/times.

- Use of the Loading Dock/Area is EXCLUSIVE to Union unloading and loading of materials. -

Hand Carry - If an Exhibitor can carry the full contents of his/her booth materials in one trip by one person with the use of a hand truck, dolly, or wheels, he/she is free to hard carry the items in at no charge. Exhibitors must self-park and then bring materials through the main entrance of the Exhibit Hall. ***Multiple trips are not permitted.**

Unloading Service by Weight - If the full contents of an Exhibitor's booth materials EXCEED the above stated Hand Carry option, The Exhibitor's full contents will be weighed at the load area. The Exhibitor will be charged prior to unloading for on-site freight service according the published rate based on a 100 lbs. with a 200 lb. minimum charge for standard services. All private owner vehicles and third-party shipping companies will be unloaded/loaded at the loading area and charges will be billed as stated. The price includes unloading prior to the show and reloading after the show end. Please refer to the Material Handling Order Form on the following page for rates and description.



2269 Chestnut Street, Suite 628
 San Francisco, CA 94123
 415.883.7818
 www.curtinconvention.com

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

Material Handling Order Form

Originating City/State of Shipment:	
Carrier:	
Local Representative:	
Phone # of Local Representative:	
Shipping Date:	Approximate Arrival Date(s):
# of Shipments:	# of Total Pieces:

DEADLINE TO SHIP TO ADVANCE WAREHOUSE: 04/27/23 | TIMEFRAME TO SHIP TO SHOW SITE: DURNING LISTED SET HOURS ON 04/30/23

<p>ADVANCE WAREHOUSE SHIPMENTS</p> <p>Crated or Uncrated Regular Service Shipment Weight x \$205.00/CWT = \$ _____</p> <p>Crated or Uncrated Special Service (Shipped via UPS, Fed Ex, DHL) Shipment Weight x \$235.00/CWT = \$ _____</p> <p>Late Shipments - 25% Fee Shipments received at the warehouse after _____ are charged a 25% late fee. A transit charge from the advance warehouse to show site will be applied. Transit charges will be determined at the time of the receipt of freight.</p>	<p>DIRECT SHIPMENTS TO SHOW SITE</p> <p>Crated or Uncrated Regular Service Shipment Weight x \$205.00/CWT = \$ _____</p> <p>Crated or Uncrated Special Service (Shipped via UPS, Fed Ex, DHL) Shipment Weight x \$235.00/CWT = \$ _____</p>
<p>TOTAL COMBINED FEE (Advance Warehouse and Show Site): \$ _____</p>	

***When estimating and recording total weight per shipment, please round to next 100 lbs.**

***There is a 200 pound minium charge. Shipments under 200 pounds will be charged at 200 pounds.**

IMPORTANT: It is understood that your calculation as stated above is only an estimated weight. Final charges will be calculated and billed based on actual weight of the shipment.

THIS FORM MUST BE SIGNED AND RETURNED PRIOR TO SHIPMENT OF MATERIALS. ALL TERMS AND CONDITIONS HEREIN STATED ARE UNDERSTOOD AND ACCEPTED.

Authorized By: _____ Signature: _____

First date freight can arrive to Advance Warehouse: 03/27/2023

Last date freight can arrive to Advance Warehouse: 04/27/2023

SHIPPING LABEL INSTRUCTIONS AND INFORMATION

- The provided labels are for your convenience. Feel free to use your own labels and include all the information shown below.
- Make copies of the completed labels.
- Cut the completed shipping label(s) along the line and securely affix the label(s) to each piece in your shipment

ADVANCE WAREHOUSE SHIPMENT

To: _____
Exhibitor Name Booth #

C/O:
YRC Freight/Curtin Convention
9933 East Beverly Blvd
Pico Rivera, CA 90660



Event: _____

Booth #: _____

Piece #: _____ of: _____ pieces

****Must Arrive by 04/27/23 by 3pm!***

ADVANCE WAREHOUSE SHIPMENT

To: _____
Exhibitor Name Booth #

C/O:
YRC Freight/ Curtin Convention
9933 East Beverly Blvd
Pico Rivera, CA 90660



Event: _____

Booth #: _____

Piece #: _____ of: _____ pieces

****Must Arrive by 04/27/23 by 3pm!***



2269 Chestnut Street, Suite 628
 San Francisco, CA 94123
 415.883.7818
 www.curtinconvention.com

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

Reforwarding Instructions & Outbound Shipping

OUTBOUND SHIPPING IS NOT AUTOMATIC

PLEASE READ THE BELOW INSTRUCTIONS TO PROPERLY PREPARE YOUR OUTBOUND SHIPMENTS

- Curtin is not responsible for shipments left on the show floor by Exhibitors.
- At the time of removal from an Exhibitor's booth, Curtin will count and ship pieces as found in the booth.
- Curtin is not responsible for damage to improperly packed uncrated materials, any concealed damage, loss, theft of materials after they have been delivered to the booth, or before materials are picked up and loaded out of the exhibit area.

Exhibitors using the YRC FREIGHT, the Official Show Carrier

- YRC FREIGHT is the official show carrier and will be on-site at the close of the show to assist exhibitors with outbound shipments.
- Bills of Lading and Labels are provided by YRC Freight to Exhibitors using YRC Freight for outbound shipments.
- Exhibitors must fill out and turn in a YRC Bill of Lading to the Curtin Service Desk.

Exhibitors not using YRC FREIGHT

- Exhibitors are responsible for providing Curtin with the Bill of Lading containing outbound shipping information prior to leaving the show floor.
- At the close of the show where carriers fail or refuse to pick-up or refuse to accept shipments. Curtin reserves the right to reroute such shipments where no disposition is provided, or materials be hauled to a warehouse pending advice from the Exhibitor. The Exhibitor will be charged accordingly for this service. No liability will be assumed by Curtin as a result of such rerouting of handling. The liability of Curtin is hereby limited to \$.30 per pound per article and values exceeding this limitation should be insured by the shipper.

Important Dates/Times for Exhibitors not using YRC FREIGHT

- Carrier Pick-Up at the facility's Loading Area - 3:15 pm to 5:15 pm, Tuesday, 05/02/2023
- Deadline for Show to be clear of all shipments - 5:15 pm
- Any materials/shipments left on the show floor will be shipped out via YRC FREIGHT at the Exhibitor's expense after 8:00 pm.

METHOD OF OUTBOUND SHIPPING

(Check One)

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> YRC Freight | <input type="checkbox"/> Private Vehicle |
| <input type="checkbox"/> Air Van Line | <input type="checkbox"/> Other _____ |
| | _____ |

RETURN SHIPPING ADDRESS

Contact Person: _____

Phone: _____

Carrier: _____	# of Pieces: _____
----------------	--------------------

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

Display Tables & Counters

Skirted Tables

Tables- 30"H x 24"D
 Counters - 40"H x 24"D
 Lengths - 4'L, 6'L and 8'L



Round Tables

30" Diameter x 30"H
 30" Diameter x 40"H



Display Tables & Counters Order Form

Please Select Skirting Color: (check one) Black Blue White Silver Red Burgundy Unskirted tables (\$10.00 less)

30" High Tables

	Quantity	Advance Price	Regular Price	
4'W x 2'D	x	\$167.00	or \$230.00	\$ _____
6'W x 2'D	x	\$195.00	or \$264.00	\$ _____
8'W x 2'D	x	\$220.00	or \$297.00	\$ _____
4th side draped (add)	x	\$56.00	or \$66.00	\$ _____

40" High Counters

	Quantity	Advance Price	Regular Price	
4'W x 2'D	x	\$197.00	or \$270.00	\$ _____
6'W x 2'D	x	\$225.00	or \$305.00	\$ _____
8'W x 2'D	x	\$253.00	or \$341.00	\$ _____
4th side draped (add)	x	\$ 66.00	or \$76.00	\$ _____

Round Tables

	Quantity	Advance Price	Regular Price	
30"D x 30"H, black cloth	x	\$240.00	or \$240.00	\$ _____
30"D x 40"H, black spandex cover	x	\$240.00	or \$240.00	\$ _____

*Round tables not available for order on-site

Advance Price Discount Deadline: 4/10/23 Total Display Tables & Counters \$ _____



2269 Chestnut Street, Suite 628
 San Francisco, CA 94123
 415.883.7818
 www.curtinconvention.com

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

Furniture & Accessories Order Form

Please view the following page for photos of the available items listed on this page. For special requests, please contact info@curtinconvention.com.

Furniture	Quantity	Advance Price	Regular Price	
A. Side Chair - Black or Grey		x \$95.00	or \$133.00	\$ _____
B. Arm Chair, padded Grey		x \$142.00	or \$196.00	\$ _____
C. Stool, Black or Grey		x \$148.00	or \$199.00	\$ _____
D. Swivel Chair - Black		x \$142.00	or \$196.00	\$ _____

Accessories	Quantity	Advance Price	Regular Price	
E. Wastebasket		x \$24.00	or \$36.00	\$ _____
F. Easel		x \$83.00	or \$103.00	\$ _____
G. Bag Rack		x \$151.00	or \$225.00	\$ _____
H. Literature Rack		x \$185.00	or \$276.00	\$ _____
I. Raffle Drum		x \$100.00	or \$149.00	\$ _____
J. Posterboards		x \$164.00	or \$244.00	\$ _____
K. Chrome Sign Holder		x \$165.00	or \$246.00	\$ _____

**Items not available for order on-site: Bag Racks, Literature Racks, Raffle Drum, Posterboards, and Chrome Sign Holders.*

Advance Discount Price Deadline: 4/10/23

Total Furniture & Accessories \$ _____

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

Furniture and Accessories Options

OPTIONS:

- A. Side Chair
- B. Padded Arm Chair
- C. Stool, Black or Grey
- D. Swivel Chair, Black
- E. Wastebasket
- F. Easel
- G. Bag Rack
- H. Literature Rack
- I. Raffle Drum
- J. Poster Board (8'w x 4'h)
- K. Chrome Sign Holder (22"W x 28"H)

PAYMENT POLICY:

To obtain advance pricing, full payment must be included with your order and all orders must be received by CURTIN no later than 10 days prior to show installation.

Advance Discount Price
 Deadline: 4/10/23

All invoices must be settled at the on-site service desk prior to the close of the show.

No credits will be issued after the closing date of the show.

CANCELLATION POLICY:

Items cancelled after Curtin move-in begins will be charged at 50% of **original** prices.

Items cancelled after delivery will be charged at 100% of original price.



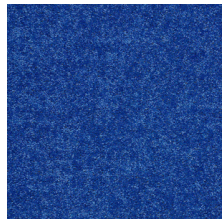
Event Name: _____
Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

Booth Carpet

Standard Carpet Colors - check selection



Black



Blue



Grey



Salt/Pepper



Red

Booth Carpet Options

Standard Carpet

	Advance Price	Regular Price
10' x 10' <input type="checkbox"/>	\$244.00	\$364.00
10' x 20' <input type="checkbox"/>	\$485.00	\$672.00
10' x 30' <input type="checkbox"/>	\$671.00	\$932.00

NOTE: For larger sizes, please contact Curtin at info@curtinconvention.com

Carpet Padding

	Advance Price	Regular Price
10' x 10' <input type="checkbox"/>	\$122.00	\$185.00
10' x 20' <input type="checkbox"/>	\$243.00	\$368.00
10' x 30' <input type="checkbox"/>	\$336.00	\$555.00

Custom Size

Booth Dimensions	Total Area	Advance Price	Regular Price
Size _____ x _____ = _____ sq. ft		x \$5.25	or \$7.50 = \$ _____

Custom colors and sizes are available. To request, please contact Curtin at info@curtinconvention.com.

Advance Price Discount Deadline: 3/03/23

Total Carpet Order \$ _____

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

10' x 10' Rental Exhibit Display

Customize your space with a branded backwall with options to brand the full wall or just 1 or 2 panels and add a branded counter(s).

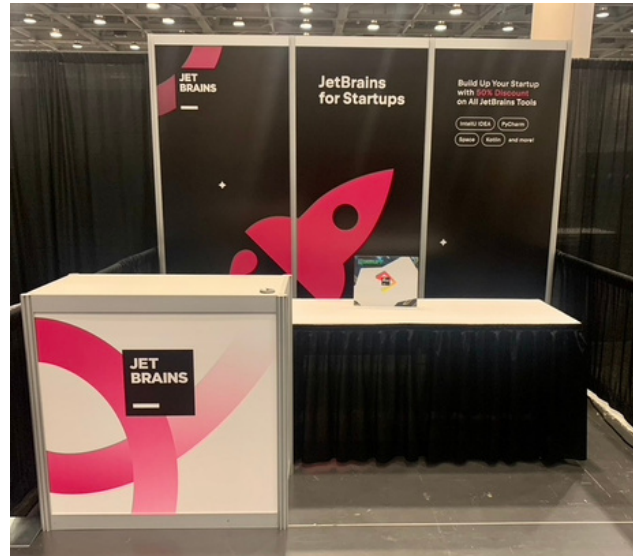
STANDARD DIMENSIONS

3-Panel Backwall - 10'w x 8't

Cube Counter - 40"t x 38"w x 19"d

**Please contact Dianna Curtin
for panel insert branding specs and questions at
dianna@curtinconvention.com*

- Custom sizes available upon request -



SUBMITTING ARTWORK

Before submitting artwork, please see our Artwork Submission Guidelines included in this Exhibitor Service Kit. You will find information on file setup and formats, as well as a link to upload graphics and download templates. **Deadline to submit camera-ready artwork: 04/10/23**

- | | |
|--|------------|
| <input type="checkbox"/> Full Branded Backwall (3-panels) | \$1,250.00 |
| <input type="checkbox"/> Branded Backwall (2-panels branded and 1-panel blank) | \$951.00 |
| <input type="checkbox"/> Branded Backwall (1-panel branded and 2-panels blank) | \$768.00 |
| <input type="checkbox"/> Non-Branded Backwall | \$585.00 |
|
 | |
| <input type="checkbox"/> Branded Cube Counter (front panel only) | \$630.00 |
| <input type="checkbox"/> Branded Cube Counter (front panels and 2 sides) | \$718.00 |
| <input type="checkbox"/> Non-Branded Counter | \$420.00 |

LABOR RATES

Curtin will add the estimated labor rates according to the dates and times of the event. For your reference, the rates and expected time for labor are below:

RATES: \$153/straight-time - \$248/overtime
 Installation labor estimated at 1.5 hours
 Removal labor estimated at 1 hour

*Additional furnishings and carpet available for rent via this Exhibitor Service Kit

Est. Total Rental Exhibit Package \$ _____

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

Specialty Furnishings Order Form

IMPORTANT INFORMATION

After reviewing the selections and pricing on the following pages, please complete this order form.

A complete catalog of the Special Furnishings Selections may be viewed by clicking the link: [SPECIALTY FURNISHINGS CATALOG](#)

Deadline to place Specialty Furnishings order: 4/10/23

PAYMENT POLICY:

All invoices must be settled at the on-site service desk prior to the close of the show.

CANCELLATION POLICY:

Specialty Furniture orders must be cancelled 72 hours prior to show installation. No refunds or exchanged permitted after this date.



Quantity	Item #	Description	Price	Total Price

Total Specialty Furnishings \$ _____

SPECIALTY FURNISHINGS

[CLICK TO VIEW SELECTIONS](#)



Questions:

Call us at (415) 883-7818

Specialty Furniture Pricelist

NEW PRODUCT

CODE	CATEGORY	SUBCATEGORY	ITEM	DETAILS	DIMENSIONS (L,D,H)	PRICING
P30BWH	Powered	Bar Table	30" Round Bar Table, Powered	White Top, Black	30" RND 42"H	\$593
P30CWH	Powered	Cafe Table	30" Round Cafe Table, Powered	White Top, Black	30" RND 29"H	\$593
BNMCOV	Chair	Accent Chair	Brooklyn Meeting Chair	White Vinyl, Oak	24.5"L 25.5"D 31.75"H	\$270
BNMCSW	Chair	Accent Chair	Brooklyn Meeting Chair, Swivel	White Vinyl, Black	24.5"L 25.5"D 31.75"H	\$270
COCHTP	Soft Seating	Club Chair	Cordoba Chair	Taupe Fabric, Black	37"L 32"D 32.75"H	\$405
COLVTP	Soft Seating	Loveseat	Cordoba Loveseat	Taupe Fabric, Black	60.5"L 32"D 33"H	\$579
BKC10N	Table	Conference Table	10' Table	Black Top, Silver	120"L 48"D 29"H	\$774
BKC10P	Table	Conference Table	10' Table, Powered	Black Top, Silver	120"L 48"D 29"H	\$937
TECH3	Office	Files	3 Drawer File Cabinet on Castors	Black Top, Black Metal	16"L 20"D 28"H	\$145
30AGHB	Table	Bar Table	30" Round Bar Table w/ Hydraulic Base	Brushed Gunmetal Top	30"RND 45"H	\$239
30BEHB	Table	Bar Table	30" Round Bar Table w/ Hydraulic Base	Blue Top	30"RND 45"H	\$239
30KHHB	Table	Bar Table	30" Round Bar Table w/ Hydraulic Base	Black Top	30"RND 45"H	\$239
30RRHB	Table	Bar Table	30" Round Bar Table w/ Hydraulic Base	Red Top	30"RND 45"H	\$239
30GRHB	Table	Bar Table	30" Round Bar Table w/ Hydraulic Base	Graphite Nebula Top	30"RND 45"H	\$239
30MTHB	Table	Bar Table	30" Round Bar Table w/ Hydraulic Base	Maple Top	30"RND 45"H	\$239
30OSHB	Table	Bar Table	30" Round Bar Table w/ Hydraulic Base	Orange Top	30"RND 45"H	\$239
30WBHB	Table	Bar Table	30" Round Bar Table w/ Hydraulic Base	Barnwood Top	30"RND 45"H	\$239
30WHHB	Table	Bar Table	30" Round Bar Table w/ Hydraulic Base	White Top	30"RND 45"H	\$239
30YSHB	Table	Bar Table	30" Round Bar Table w/ Hydraulic Base	Brushed Yellow Top	30"RND 45"H	\$239
VTJ	Table	Bar Table	30" Round Bar Table w/ Standard Black Base	Graphite Nebula Top	30"RND 42"H	\$196
VTK	Table	Bar Table	30" Round Bar Table w/ Standard Black Base	Maple Top	30"RND 42"H	\$196
30AGBB	Table	Bar Table	30" Round Bar Table w/ Standard Black Base	Brushed Gunmetal Top	30"RND 42"H	\$196
30BEBB	Table	Bar Table	30" Round Bar Table w/ Standard Black Base	Blue Top	30"RND 42"H	\$196
30KCSB	Table	Bar Table	30" Round Bar Table w/ Standard Black Base	Black Top	30"RND 42"H	\$196
30GSBB	Table	Bar Table	30" Round Bar Table w/ Standard Black Base	Green Top	30"RND 42"H	\$196
30OSBB	Table	Bar Table	30" Round Bar Table w/ Standard Black Base	Orange Top	30"RND 42"H	\$196
30WBDB	Table	Bar Table	30" Round Bar Table w/ Standard Black Base	Barnwood Top	30"RND 42"H	\$196
30WH42	Table	Bar Table	30" Round Bar Table w/ Standard Black Base	White Top	30"RND 42"H	\$196
30YBBB	Table	Bar Table	30" Round Bar Table w/ Standard Black Base	Brushed Yellow Top	30"RND 42"H	\$196
VTB	Table	Bar Table	30" Round Bar Table w/ Standard Black Base	Red Top	30"RND 42"H	\$196
30AGHC	Table	Cafe Table	30" Round Cafe Table w/ Hydraulic Base	Brushed Gunmetal Top	30"RND 29"H	\$239
30BEHC	Table	Cafe Table	30" Round Cafe Table w/ Hydraulic Base	Blue Top	30"RND 29"H	\$239
30KHC	Table	Cafe Table	30" Round Cafe Table w/ Hydraulic Base	Black Top	30"RND 29"H	\$239
30RRHC	Table	Cafe Table	30" Round Cafe Table w/ Hydraulic Base	Red Top	30"RND 29"H	\$239
30GRHC	Table	Cafe Table	30" Round Cafe Table w/ Hydraulic Base	Graphite Nebula Top	30"RND 29"H	\$239
30GSHC	Table	Cafe Table	30" Round Cafe Table w/ Hydraulic Base	Green Top	30"RND 29"H	\$239
30MTHC	Table	Cafe Table	30" Round Cafe Table w/ Hydraulic Base	Maple Top	30"RND 29"H	\$239
30OSHC	Table	Cafe Table	30" Round Cafe Table w/ Hydraulic Base	Orange Top	30"RND 29"H	\$239
30WH4C	Table	Cafe Table	30" Round Cafe Table w/ Hydraulic Base	Barnwood Top	30"RND 29"H	\$239
30YSHC	Table	Cafe Table	30" Round Cafe Table w/ Hydraulic Base	Brushed Yellow Top	30"RND 29"H	\$239
30AGBC	Table	Cafe Table	30" Round Cafe Table w/ Standard Black Base	Brushed Gunmetal Top	30"RND 29"H	\$196
30BEBC	Table	Cafe Table	30" Round Cafe Table w/ Standard Black Base	Blue Top	30"RND 29"H	\$196
30KBC	Table	Cafe Table	30" Round Cafe Table w/ Standard Black Base	Black Top	30"RND 29"H	\$196
30GSBC	Table	Cafe Table	30" Round Cafe Table w/ Standard Black Base	Green Top	30"RND 29"H	\$196
30OSBC	Table	Cafe Table	30" Round Cafe Table w/ Standard Black Base	Orange Top	30"RND 29"H	\$196
30WBBC	Table	Cafe Table	30" Round Cafe Table w/ Standard Black Base	Barnwood Top	30"RND 29"H	\$196
30WH29	Table	Cafe Table	30" Round Cafe Table w/ Standard Black Base	White Top	30"RND 29"H	\$196
30YBC	Table	Cafe Table	30" Round Cafe Table w/ Standard Black Base	Brushed Yellow Top	30"RND 29"H	\$196
ZTB	Table	Cafe Table	30" Round Cafe Table w/ Standard Black Base	Red Top	30"RND 29"H	\$196
ZTJ	Table	Cafe Table	30" Round Cafe Table w/ Standard Black Base	Graphite Nebula Top	30"RND 29"H	\$196
ZTK	Table	Cafe Table	30" Round Cafe Table w/ Standard Black Base	Maple Top	30"RND 29"H	\$196
30MAHB	Table	Bar Table	30" Round Madison Bar Table w/ Hydraulic Base	Gray Acajou Top	30"RND 45"H	\$239
VTA	Table	Bar Table	30" Round Madison Bar Table w/ Standard Black Base	Gray Acajou Top	30"RND 42"H	\$196
30MAHC	Table	Cafe Table	30" Round Madison Cafe Table w/ Hydraulic Base	Gray Acajou Top	30"RND 29"H	\$239
ZTA	Table	Cafe Table	30" Round Madison Cafe Table w/ Standard Black Base	Gray Acajou Top	30"RND 29"H	\$196
36KHB	Table	Bar Table	36" Round Bar Table w/ Hydraulic Base	Black Top	36"RND 45"H	\$283
36GRHB	Table	Bar Table	36" Round Bar Table w/ Hydraulic Base	Graphite Nebula Top	36"RND 45"H	\$283
36MTHB	Table	Bar Table	36" Round Bar Table w/ Hydraulic Base	Maple Top	36"RND 45"H	\$283
36WTHB	Table	Bar Table	36" Round Bar Table w/ Hydraulic Base	White Top	36"RND 45"H	\$283
36KCSB	Table	Bar Table	36" Round Bar Table w/ Standard Black Base	Black Top	36"RND 42"H	\$204
VTN	Table	Bar Table	36" Round Bar Table w/ Standard Black Base	Graphite Nebula Top	36"RND 42"H	\$204
VTV	Table	Bar Table	36" Round Bar Table w/ Standard Black Base	White Top	36"RND 42"H	\$204
36KHC	Table	Cafe Table	36" Round Cafe Table w/ Hydraulic Base	Black Top	36"RND 29"H	\$274
36KSC	Table	Cafe Table	36" Round Cafe Table w/ Standard Black Base	Black Top	36"RND 29"H	\$213
VTP	Table	Bar Table	36" Round Bar Table w/ Standard Black Base	Maple Top	36"RND 42"H	\$204
36GRHC	Table	Cafe Table	36" Round Cafe Table w/ Hydraulic Base	Graphite Nebula Top	36"RND 29"H	\$274
36MTHC	Table	Cafe Table	36" Round Cafe Table w/ Hydraulic Base	Maple Top	36"RND 29"H	\$274
36WTHC	Table	Cafe Table	36" Round Cafe Table w/ Hydraulic Base	White Top	36"RND 29"H	\$274
ZTN	Table	Cafe Table	36" Round Cafe Table w/ Standard Black Base	Graphite Nebula Top	36"RND 29"H	\$213
ZTP	Table	Cafe Table	36" Round Cafe Table w/ Standard Black Base	Maple Top	36"RND 29"H	\$213
ZTQ	Table	Cafe Table	36" Round Cafe Table w/ Standard Black Base	White Top	36"RND 29"H	\$213
CB8	Table	Conference Table	42" Round Madison Table	Gray Acajou, Black	42"RND 29"H	\$320
42BKCT	Table	Conference Table	42" Round Table	Black Top, Black	42"RND 29"H	\$319
CONF42	Table	Conference Table	42" Round Table	White Top	42"RND 29"H	\$320
BKCT5N	Table	Conference Table	5' Table	Black Top, Silver	60"L 48"D 29"H	\$406
BKCT5P	Table	Conference Table	5' Table, Powered	Black Top, Silver	60"L 48"D 29"H	\$448
BKCT8N	Table	Conference Table	8' Table	Black Top, Silver	96"L 48"D 29"H	\$774
BKCT8P	Table	Conference Table	8' Table, Powered	Black Top, Silver	96"L 48"D 29"H	\$937
CHR002	Chair	Club Chair	Allegro Chair	Blue Fabric, Brushed Metal	36"L 34.5"D 30"H	\$500
SFA002	Soft Seating	Sofa	Allegro Sofa	Blue Fabric, Brushed Metal	73"L 34.5"D 30"H	\$648
ALC100	Table	Cocktail Table	Alondra Cocktail Table	Glass Top, Chrome	47"L 24"D 16"H	\$274
ALC200	Table	Cocktail Table	Alondra Cocktail Table	Brandy Maple Top, Chrome	47"L 24"D 17"H	\$274
ALE100	Table	End Table	Alondra End Table	Glass Top, Chrome	20"L 20"D 20"H	\$213
ALE200	Table	End Table	Alondra End Table	Brandy Maple Top, Chrome	20"L 20"D 21"H	\$213
ATHCHA	Chair	Chair	Atherton Chair	Brown Leather, Black Metal	27"L 31"D 30"H	\$463
36ATO	Table	Conference Table	Atomic 36" Round Table	Glass Top, Chrome	36"RND 30"H	\$229
42ATO	Table	Conference Table	Atomic 42" Round Table	Glass Top, Chrome	42"RND 30"H	\$262
AURA	Table	Side Table	Aura Round Table	White Metal	15"RND 22"H	\$119
BCHWHT	Chair	Club Chair	Baja Chair	White Vinyl	36"L 30.5"D 28"H	\$500
BLVWHT	Soft Seating	Loveseat	Baja Loveseat	White Vinyl	61"L 30.5"D 28"H	\$658
BSFWHT	Soft Seating	Sofa	Baja Sofa	White Vinyl	86"L 30"D 28"H	\$766
BSS	Barstool	Barstool	Banana Barstool	Black, Chrome	21"L 22"D 41"H	\$228
BST	Barstool	Barstool	Banana Barstool	White, Chrome	21"L 22"D 41"H	\$228
BVLVBK	Ottoman	Ottoman	Beverly Bench Ottoman	Black Vinyl	60"L 20"D 18"H	\$291
BVLVBN	Ottoman	Ottoman	Beverly Bench Ottoman	Brown Fabric	60"L 20"D 18"H	\$291
BVLVGR	Ottoman	Ottoman	Beverly Bench Ottoman	Gray Fabric	60"L 20"D 18"H	\$291
BVLVLN	Ottoman	Ottoman	Beverly Bench Ottoman	Linen Fabric	60"L 20"D 18"H	\$291
BVLVOB	Ottoman	Ottoman	Beverly Bench Ottoman	Ocean Blue Fabric	60"L 20"D 18"H	\$291
BVLVRD	Ottoman	Ottoman	Beverly Bench Ottoman	Red Fabric	60"L 20"D 18"H	\$291
BVLVWH	Ottoman	Ottoman	Beverly Bench Ottoman	White Vinyl	60"L 20"D 18"H	\$291
BVSMBK	Ottoman	Ottoman	Beverly Small Bench Ottoman	Black Vinyl	30"L 20"D 18"H	\$244
BVSMBL	Ottoman	Ottoman	Beverly Small Bench Ottoman	Ocean Blue Fabric	30"L 20"D 18"H	\$244
BVSMBN	Ottoman	Ottoman	Beverly Small Bench Ottoman	Brown Fabric	30"L 20"D 18"H	\$244
BVSMGN	Ottoman	Ottoman	Beverly Small Bench Ottoman	Olive Green Fabric	30"L 20"D 18"H	\$244
BVSMGY	Ottoman	Ottoman	Beverly Small Bench Ottoman	Gray Fabric	30"L 20"D 18"H	\$244
BVSMNL	Ottoman	Ottoman	Beverly Small Bench Ottoman	Linen Fabric	30"L 20"D 18"H	\$244
BVSMNLV	Ottoman	Ottoman	Beverly Small Bench Ottoman	Lavender Fabric	30"L 20"D 18"H	\$244

BVMOR	Ottoman		Beverly Small Bench Ottoman	Orange Fabric	30"L 20"D 18"H	\$244
BVSMRD	Ottoman		Beverly Small Bench Ottoman	Red Fabric	30"L 20"D 18"H	\$244
BVSMWH	Ottoman		Beverly Small Bench Ottoman	White Vinyl	30"L 20"D 18"H	\$244
BVSMYL	Ottoman		Beverly Small Bench Ottoman	Yellow Fabric	30"L 20"D 18"H	\$244
BLDBRD	Barstool		Blade Barstool	Red	20.5"L 20"D 40.5"H	\$99
BLDBSB	Barstool		Blade Barstool	Sky Blue	20.5"L 20"D 40.5"H	\$99
BLDCRD	Chair	Group Seating	Blade Chair	Red	20.5"L 19"D 30.5"H	\$65
BLDCSB	Chair	Group Seating	Blade Chair	Sky Blue	20.5"L 19"D 30.5"H	\$65
BOWCHA	Chair	Accent Chair	Bowery Chair	Ochre Fabric	29.75"L 31"D 27.25"H	\$463
HDG4FT	Accessory	Greenery	Boxwood Hedge, 4'	Green, Black	48"L 9"D 47"H	\$424
HDG7FT	Accessory	Greenery	Boxwood Hedge, 7'	Green, Black	36.5"L 12"D 54"H	\$760
SC3	Chair	Group Seating	Brewer Chair	Oyge, Chrome	20"L 20"D 32"H	\$146
CNTCHR	Chair	Accent Chair	Century Chair	Gray Velvet	30"L 30"D 31"H	\$463
XBAR	Barstool		Christopher Barstool	White Vinyl, Chrome	39"L 19"D 41"H	\$173
XCHR	Chair	Group Seating	Christopher Chair	White Vinyl, Chrome	17"L 19"D 35"H	\$102
DIVBAR	Divider		Clear Divider, Bar/Counter	Clear, Black	48-70"L 12"D 31.5"H	\$161
DIVFRE	Divider		Clear Divider, Freestanding	Silver, Clear	39"L 1.5"D 72"H	\$322
DIVFCR	Divider		Clear Divider, Freestanding Corner	Silver, Clear	39"L 39"D 72"H	\$644
DIVFWL	Divider		Clear Divider, Freestanding Wall	Silver, Clear	40"L 1.5"D 72"H	\$322
DIVFST	Divider		Clear Divider, Sofa/Table	Silver, Clear	34"L 11"D 47-74"H	\$289
CUPCHA	Chair	Conference Chair	Cupertino Mid Back Chair	Black Vinyl	27"L 30.5"D 40-43"H	\$225
DIVFWB	Divider		Divider, Freestanding Whiteboard	Silver, White	39"L 1.5"D 72"H	\$425
DUET	Chair	Group Seating	Duet Stack Chair	Black, Chrome	21"L 23"D 33"H	\$65
END01B	Ottoman		Endless Curved Ottoman	Black Vinyl, Chrome	60.5"L 37.5"D 15"H	\$397
END01W	Ottoman		Endless Curved Ottoman	White Vinyl, Chrome	60.5"L 37.5"D 15"H	\$397
END02B	Ottoman		Endless Square Ottoman	Black Vinyl, Chrome	34"L 34"D 15"H	\$331
END02W	Ottoman		Endless Square Ottoman	White Vinyl, Chrome	34"L 34"D 15"H	\$331
FAIRCW	Chair	Club Chair	Fairfax Chair	White Vinyl, Brushed Metal	27"L 26"D 30"H	\$351
FAIRSW	Soft Seating	Sofa	Fairfax Sofa	White Vinyl, Brushed Metal	62"L 26"D 30"H	\$442
GENCHA	Chair	Conference Chair	Genesis Chair	Black	27.5"L 27.5"D 40-43.5"H	\$152
CIC	Table	Cocktail Table	Geo Cocktail Table	Glass Top, Chrome	50"L 22"D 16"H	\$222
C1FWB	Table	Cocktail Table	Geo Cocktail Table	Brandy Maple Top, Black	47"L 24"D 17"H	\$222
E1C	Table	End Table	Geo End Table	Glass Top, Chrome	24"L 24"D 20"H	\$175
E1FWB	Table	End Table	Geo End Table	Brandy Maple Top, Black	20"L 20"D 21"H	\$175
CE2	Table	Conference Table	Geo Table, Rectangle	Glass Top, Chrome	60"L 36"D 29"H	\$406
CF2	Table	Conference Table	Geo Table, Rectangle	Glass Top, Black	60"L 36"D 29"H	\$406
CE1	Table	Conference Table	Geo Table, Rounded Square	Glass Top, Chrome	42"L 42"D 29"H	\$236
CF1	Table	Conference Table	Geo Table, Rounded Square	Glass Top, Black	42"L 42"D 29"H	\$236
KEYCHR	Chair	Club Chair	Key Largo Chair	Black Fabric, Wood	35"L 35"D 34"H	\$351
KEYLOW	Soft Seating	Loveseat	Key Largo Loveseat	Black Fabric, Wood	57"L 35"D 34"H	\$406
KEYSOF	Soft Seating	Sofa	Key Largo Sofa	Black Fabric, Wood	79"L 35"D 34"H	\$442
LABREA	Chair	Accent Chair	La Brea Swivel Chair	Charcoal Gray Fabric, Chrome	35"L 27"D 40"H	\$405
LMBAR	Barstool		Laguna Barstool	Maple, Chrome	18"L 20"D 47"H	\$152
LMCHR	Chair	Group Seating	Laguna Chair	Maple, Chrome	18"L 19"D 34"H	\$116
LENCHA	Chair	Accent Chair	Lena Chair	Moss Green Leather, Bronze	27"L 25"D 31"H	\$405
ROLLBL	Barstool		Lift Barstool	Black Vinyl, Chrome	15"RND 23-33.5"H	\$173
ROLLGY	Barstool		Lift Barstool	Gray Vinyl, Chrome	15"RND 23-33.5"H	\$173
ROLLRD	Barstool		Lift Barstool	Red Vinyl, Chrome	15"RND 23-33.5"H	\$173
ROLLWH	Barstool		Lift Barstool	White Vinyl, Chrome	15"RND 23-33.5"H	\$173
LUBSCL	Barstool		Lucent Barstool	Frosted Acrylic, Chrome	22"L 22.5"D 45.5"H	\$228
LUCHCL	Chair	Group Seating	Lucent Chair	Frosted Acrylic, Chrome	19.5"L 19.75"D 32.5"H	\$173
MADC10	Table	Conference Table	Madison 10' Table	Gray Acajou, Silver	120"L 48"D 29"H	\$774
MADC05	Table	Conference Table	Madison 5' Table	Gray Acajou, Silver	60"L 48"D 29"H	\$406
MADC08	Table	Conference Table	Madison 8' Table	Gray Acajou, Silver	96"L 60"D 29"H	\$774
BC8	Office	Bookcase	Madison Bookcase	Gray Acajou	36"L 12"D 72"H	\$374
JD8	Office	Desk	Madison Executive Desk	Gray Acajou, Chrome	60"L 30"D 29"H	\$489
BCW	Chair	Accent Chair	Madrid Chair	White Vinyl, Chrome	30"L 30"D 31"H	\$463
MALGRY	Chair	Group Seating	Malba Chair	Gray, Chrome	20"L 20"D 32"H	\$65
MALGRN	Chair	Group Seating	Malba Chair	Green, Chrome	20"L 20"D 32"H	\$65
MAR001	Ottoman		Marche Swivel Ottoman	White Vinyl	17"RND 18"H	\$173
MAR002	Ottoman		Marche Swivel Ottoman	Gray Fabric	17"RND 18"H	\$173
MAR003	Ottoman		Marche Swivel Ottoman	Linon Fabric	17"RND 18"H	\$173
MAR004	Ottoman		Marche Swivel Ottoman	Beechery Fabric	17"RND 18"H	\$173
MAR005	Ottoman		Marche Swivel Ottoman	Red Fabric	17"RND 18"H	\$173
MAR006	Ottoman		Marche Swivel Ottoman	Rose Quartz Fabric	17"RND 18"H	\$173
MAR007	Ottoman		Marche Swivel Ottoman	Plum Fabric	17"RND 18"H	\$173
MAR008	Ottoman		Marche Swivel Ottoman	Meadow Green	17"RND 18"H	\$173
MAR009	Ottoman		Marche Swivel Ottoman	Pear Yellow Fabric	17"RND 18"H	\$173
MAR010	Ottoman		Marche Swivel Ottoman	Blue Fabric	17"RND 18"H	\$173
MAR011	Ottoman		Marche Swivel Ottoman	Orange Fabric	17"RND 18"H	\$173
MAR012	Ottoman		Marche Swivel Ottoman	Forest Green Vinyl	17"RND 18"H	\$173
MAR013	Ottoman		Marche Swivel Ottoman	Teal Velvet	17"RND 18"H	\$173
MAR014	Ottoman		Marche Swivel Ottoman	Distressed Brown Vinyl	17"RND 18"H	\$173
MAR015	Ottoman		Marche Swivel Ottoman	Black Vinyl	17"RND 18"H	\$173
MAR016	Ottoman		Marche Swivel Ottoman	Ivory Faux Sheep Fur	17"L 17"D 18"H	\$173
MARBBE	Barstool		Marina Barstool	Ocean Blue Fabric, Brushed Metal	21"L 17.5"D 41.5"H	\$228
MARBK	Barstool		Marina Barstool	Black Vinyl, Brushed Metal	21"L 17.5"D 41.5"H	\$228
MARBR	Barstool		Marina Barstool	Brown Fabric, Brushed Metal	21"L 17.5"D 41.5"H	\$228
MARBRD	Barstool		Marina Barstool	Red Fabric, Brushed Metal	21"L 17.5"D 41.5"H	\$228
MARBWH	Barstool		Marina Barstool	White Vinyl, Brushed Metal	21"L 17.5"D 41.5"H	\$228
MARCB	Chair	Group Seating	Marina Chair	Ocean Blue Fabric, Brushed Metal	17.5"L 19.5"D 35"H	\$138
MARCBK	Chair	Group Seating	Marina Chair	Black Vinyl, Brushed Metal	17.5"L 19.5"D 35"H	\$138
MARCBR	Chair	Group Seating	Marina Chair	Brown Fabric, Brushed Metal	17.5"L 19.5"D 35"H	\$138
MARCRD	Chair	Group Seating	Marina Chair	Red Fabric, Brushed Metal	17.5"L 19.5"D 35"H	\$138
MARCWH	Chair	Group Seating	Marina Chair	White Vinyl, Brushed Metal	17.5"L 19.5"D 35"H	\$138
LA15	Accessory	Lighting	Mason Floor Lamp	Brushed Silver	18"RND 55"H	\$216
LA14	Accessory	Lighting	Mason Table Lamp	Brushed Silver	16"RND 26"H	\$116
OCMWH	Chair	Accent Chair	Meeting Chair	White Vinyl, Wenge	25.5"L 23.5"D 34"H	\$270
MESC1B	Table	Cocktail Table	Mesa Cocktail Table	Black Top, Bronze	32.25"RND 17.25"H	\$193
MESC1G	Table	Cocktail Table	Mesa Cocktail Table	Glass Top, Bronze	36"RND 17.25"H	\$193
MESC1W	Table	Cocktail Table	Mesa Cocktail Table	Barnwood Top, Bronze	32.25"RND 17.25"H	\$193
MES1B	Table	End Table	Mesa End Table	Black Top, Bronze	20.5"RND 21.25"H	\$142
MES1G	Table	End Table	Mesa End Table	Glass Top, Bronze	21"RND 21.25"H	\$142
MES1W	Table	End Table	Mesa End Table	Barnwood Top, Bronze	20.5"RND 21.25"H	\$142
MTBLP1	Bar		Midtown Bar, Lighted w/ Plug In	Taupe Glass Top, Pewter	60"L 18"D 42"H	\$1,315
MTBUL	Bar		Midtown Bar, Unlighted	Taupe Glass Top, Pewter	60"L 18"D 42"H	\$1,101
MTCLP1	Counter		Midtown Powered Counter, Lighted w/ Plug In	Taupe Glass Top, Pewter	60"L 18"D 42"H	\$1,315
MTCPUL	Counter		Midtown Powered Counter, Unlighted	Taupe Glass Top, Pewter	60"L 18"D 42"H	\$1,241
MRWHT	Divider		Miramar Divider, White	Molded Plastic	63"L 23"D 83"H	\$389
MONCHA	Chair	Club Chair	Montreal Chair	Blue, Black Metal	30"L 23.25"D 30"H	\$600
MNCHC	Chair	Accent Chair	Munich Armless Chair	Gray Fabric, Black	22.5"L 27"D 28.5"H	\$360
NPLCHR	Chair	Club Chair	Naples Chair	Black Vinyl	36"L 30"D 33.25"H	\$600
NPLCHP	Powered	Chair	Naples Chair, Powered	Black Vinyl	36"L 30"D 33.25"H	\$622
NPLLOV	Soft Seating	Loveseat	Naples Loveseat	Black Vinyl	62"L 30"D 33.25"H	\$658
NPLLOP	Powered	Soft Seating	Naples Loveseat, Powered	Black Vinyl	62"L 30"D 33.25"H	\$777
NPLSOF	Soft Seating	Sofa	Naples Sofa	Black Vinyl	87"L 30"D 33.25"H	\$766
NPLSOP	Powered	Soft Seating	Naples Sofa, Powered	Black Vinyl	87"L 30"D 33.25"H	\$911
PALSOF	Soft Seating	Sofa	Palm Beach Sofa	White Vinyl	69"L 29"D 33"H	\$648
PASCHR	Chair	Group Seating	Pasadena Chair	White Molded Plastic w/Chrome Tower Base	27"L 25"D 26"H	\$283
PSHCCS	Shelving		Posh Shelving	Chrome, Acrylic	36"L 18"D 72"H	\$310
PDL36B	Product Display	Pedestal	Powered Locking Pedestal, 36"	Black	24"L 24"D 36"H	\$426
PDL36W	Product Display	Pedestal	Powered Locking Pedestal, 36"	White	24"L 24"D 36"H	\$426
PDL42B	Product Display	Pedestal	Powered Locking Pedestal, 42"	Black	24"L 24"D 42"H	\$503
PDL42W	Product Display	Pedestal	Powered Locking Pedestal, 42"	White	24"L 24"D 42"H	\$503
PROCB	Chair	Conference Chair	Pro Executive Guest Chair	Black Vinyl, Chrome	24"L 26"D 30"H	\$167
PROCB	Chair	Conference Chair	Pro Executive High Back Chair	Black Vinyl, Chrome	25"L 24"D 45-48"H	\$225
PROCB	Chair	Conference Chair	Pro Executive High Back Chair	White Vinyl, Chrome	25"L 24"D 45-48"H	\$225
PROMDB	Chair	Conference Chair	Pro Executive Mid Back Chair	Black Vinyl, Chrome	24"L 22"D 36.75-39.75"H	\$212

PROMID	Chair	Conference Chair	Pro Executive Mid Back Chair	White Vinyl, Chrome	24"L 22"D 36.75-39.75"H	\$212
SC10	Chair	Group Seating	Razor Armless Chair	White	15.5"L 23.5"D 30.5"H	\$65
REGGEN	Ottoman		Regis Bench/Table	Brushed Metal	hhhh	\$242
REGOTT	Table	End Table	Regis End Table	Brushed Metal	16"L 15.5"D 16.5"H	\$213
RSTLTL	Barstool		Rustique Barstool	Gummetal	13"L 13"D 30"H	\$99
RSTDIN	Chair	Group Seating	Rustique Chair w/ Arms	Gummetal	20"L 18"D 31"H	\$110
RSTSQT	Table	Bar Table	Rustique Square Metal Bar Table	Gummetal	23.75"L 23.75"D 41.25"H	\$239
SEDBBK	Table	Side Table	Sedona Side Table	Black Top, Bronze	15.75"L 15.75"D 24"H	\$119
SEDBWD	Table	Side Table	Sedona Side Table	Barnwood Top, Bronze	15.75"L 15.75"D 24"H	\$119
SEDBWH	Table	Side Table	Sedona Side Table	White Top, Bronze	15.75"L 15.75"D 24"H	\$119
BS001	Barstool		Shark Barstool	White, Chrome	22"L 19"D 34-44"H	\$247
OIE	Table	Cocktail Table	Silverado Cocktail Table	Glass Top, Chrome	36"RND 17"H	\$222
EIE	Table	End Table	Silverado End Table	Glass, Chrome	24"RND 22"H	\$175
STNSGN	Product Display	Stanchion	Stanchion Sign Holder	Chrome	10"L 15"H	\$48
STNCHI	Product Display	Stanchion	Stanchion w/ Retractable Belt	Black, Chrome	9.5"L 37"H	\$57
STECHA	Chair	Club Chair	Sterling Chair	Gray Fabric	33"L 33.5"D 32"H	\$622
STESOF	Soft Seating	Sofa	Sterling Sofa	Gray Fabric	82"L 33.5"D 32"H	\$911
SWAN	Chair	Accent Chair	Swanson Swivel Chair	White Vinyl, Chrome	28"L 25"D 30"H	\$315
C1W	Table	Cocktail Table	Sydney Cocktail Table	White Top, Brushed Steel	48"L 26"D 18"H	\$222
C1Y	Table	Cocktail Table	Sydney Cocktail Table	Black Top, Brushed Steel	48"L 26"D 18"H	\$222
SYDBEC	Table	Cocktail Table	Sydney Cocktail Table	Blue Top, Brushed Steel	48"L 26"D 18"H	\$222
SYDWDC	Table	Cocktail Table	Sydney Cocktail Table	Barnwood Top, Brushed Steel	48"L 26"D 18"H	\$222
E1Y	Table	End Table	Sydney End Table	Black Top, Brushed Steel	27"L 23"D 22"H	\$175
E1W	Table	End Table	Sydney End Table	White Top, Brushed Steel	27"L 23"D 22"H	\$213
SYDBEE	Table	End Table	Sydney End Table	Blue Top, Brushed Steel	27"L 23"D 22"H	\$213
SYDWDE	Table	End Table	Sydney End Table	Barnwood Top, Brushed Steel	27"L 23"D 22"H	\$213
C1WP	Powered	Table	Sydney Powered Cocktail Table	White Top, Brushed Steel	48"L 26"D 18"H	\$316
C1YP	Powered	Table	Sydney Powered Cocktail Table	Black Top, Brushed Steel	48"L 26"D 18"H	\$316
BSR	Barstool		Syntax Barstool	Black, Chrome	23"L 19"D 43.25"H	\$173
CS4	Chair	Group Seating	Syntax Chair	Black, Chrome	23"L 19"D 32.25"H	\$173
TAOBK	Table	Side Table	Taos Side Table	Black Top, Bronze	15.75"L 15.75"D 24"H	\$119
TAOBWD	Table	Side Table	Taos Side Table	Barnwood Top, Bronze	15.75"L 15.75"D 24"H	\$119
TAOBWH	Table	Side Table	Taos Side Table	White Top, Bronze	15.75"L 15.75"D 24"H	\$119
TASKST	Chair	Conference Chair	Task Stool	Black Fabric, Black	27.5"L 27.5"D 32.75"-40.25"H	\$132
TCHP	Chair	Accent Chair	Tech Chair, No Tablet	Gray Vinyl, Chrome Base	30.5"L 29"D 33.5"H	\$360
TECH	Powered	Desk	Tech Desk, Powered	Black Metal, Black Laminate w/electrical unit	60"L 30"D 30"H	\$312
TECH3B	Powered	Desk	Tech Desk, Powered w/ 3 Drawer File Cabinet	Black Metal, Black Laminate w/electrical unit	60"L 30"D 30"H	\$474
TCHGRY	Chair	Accent Chair	Tech Tablet Chair	Gray Vinyl, White Metal Tablet, Chrome Base	30.5"L 29"D 33.5"H	\$360
TM17SL	Table	Side Table	Timber Table	Wood	16"RND 17"H	\$119
VALCHA	Chair	Club Chair	Valencia Chair	Spice Orange Velvet	25"L 30.5"D 31"H	\$351
VALSOF	Soft Seating	Sofa	Valencia Sofa	Coffee Brown Velvet	63"L 30.5"D 31"H	\$442
VNTBNP	Table	Bar Table	Ventura Communal Bar Table	Black Top, Silver	72.25"L 26.25"D 42"H	\$625
VNTMNP	Table	Bar Table	Ventura Communal Bar Table	Maple Top, Silver	72.25"L 26.25"D 42"H	\$625
VNTWNP	Table	Bar Table	Ventura Communal Bar Table	White Top, Silver	72.25"L 26.25"D 42"H	\$625
VNTBMW	Table	Bar Table	Ventura Communal Bar Table w/ Grommet Holes	Maple Top, Silver	72.25"L 26.25"D 42"H	\$625
VNTBWW	Table	Bar Table	Ventura Communal Bar Table w/ Grommet Holes	White Top, Silver	72.25"L 26.25"D 42"H	\$625
VNTBLK	Powered	Bar Table	Ventura Communal Bar Table, Powered	Black Top, Silver	72.25"L 26.25"D 42"H	\$834
VNTWHT	Powered	Bar Table	Ventura Communal Bar Table, Powered	White Top, Silver	72.25"L 26.25"D 42"H	\$834
VNTCBN	Table	Cafe Table	Ventura Communal Cafe Table	Black Top, Silver	72.25"L 26.25"D 30"H	\$476
VNTCMN	Table	Cafe Table	Ventura Communal Cafe Table	Maple Top, Silver	72.25"L 26.25"D 30"H	\$476
VNTCWN	Table	Cafe Table	Ventura Communal Cafe Table	White Top, Silver	72.25"L 26.25"D 30"H	\$476
VNTCMW	Table	Cafe Table	Ventura Communal Cafe Table w/ Grommet Holes	Maple Top, Silver	72.25"L 26.25"D 30"H	\$476
VNTCWW	Table	Cafe Table	Ventura Communal Cafe Table w/ Grommet Holes	White Top, Silver	72.25"L 26.25"D 30"H	\$476
VNTCBK	Powered	Cafe Table	Ventura Communal Cafe Table, Powered	Black Top, Silver	72.25"L 26.25"D 30"H	\$653
VNTCWH	Powered	Cafe Table	Ventura Communal Cafe Table, Powered	White Top, Silver	72.25"L 26.25"D 30"H	\$653
VIB01	Ottoman		Vibe Cube Ottoman	Green Vinyl	18"L 18"D 18"H	\$87
VIB02	Ottoman		Vibe Cube Ottoman	Blue Vinyl	18"L 18"D 18"H	\$87
VIB04	Ottoman		Vibe Cube Ottoman	Red Vinyl	18"L 18"D 18"H	\$87
VIB05	Ottoman		Vibe Cube Ottoman	Bright Yellow Vinyl	18"L 18"D 18"H	\$87
VIB08	Ottoman		Vibe Cube Ottoman	Orange Vinyl	18"L 18"D 18"H	\$87
VIB09	Ottoman		Vibe Cube Ottoman	White Vinyl	18"L 18"D 18"H	\$87
VIB10	Ottoman		Vibe Cube Ottoman	Black Vinyl	18"L 18"D 18"H	\$87
VIB11	Ottoman		Vibe Cube Ottoman	Steel Blue Vinyl	18"L 18"D 18"H	\$87
VIB12	Ottoman		Vibe Cube Ottoman	Silver Vinyl	18"L 18"D 18"H	\$87
VIB13	Ottoman		Vibe Cube Ottoman	Purple Vinyl	18"L 18"D 18"H	\$87
VIB14	Ottoman		Vibe Cube Ottoman	Crisis Green Vinyl	18"L 18"D 18"H	\$87
VIB15	Ottoman		Vibe Cube Ottoman	Taupe Vinyl	18"L 18"D 18"H	\$87
VIB16	Ottoman		Vibe Cube Ottoman	Spice Orange Vinyl	18"L 18"D 18"H	\$87
VIB17	Ottoman		Vibe Cube Ottoman	Desert Rose Vinyl	18"L 18"D 18"H	\$87
VILHUB	Powered	Accessory	Village Charging Hub	Cream	12"L 12"D 28.25"H	\$242
WENCHA	Chair	Accent Chair	Wentworth Swivel Chair	Brown Vinyl	31"L 24"D 31.5"H	\$315
CUBPOW	Powered	Occasional Table	Wireless Charging Table, Powered	White, AC Plug In	20"L 20"D 18"H	\$392
WD3	Table	Training Table	Work Table	White Top, White	48"L 24"D 30"H	\$247
ZENBAR	Barstool		Zenith Barstool	White, Chrome	19"L 20"D 44"H	\$152
ZENCHR	Chair	Group Seating	Zenith Chair	White, Chrome	18.25"L 22"D 32"H	\$116
BS002	Barstool		Zoey Barstool	White, Chrome	15"L 16"D 30-34.75"H	\$228



2269 Chestnut Street, Suite 628
 San Francisco, CA 94123
 415.883.7818
 www.curtinconvention.com

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

Display Labor Order Form

IMPORTANT INFORMATION

Advance Price Discount Deadline:

Please use this form to order Display Labor.

Cancellation Policy:
 No Refunds or Credits after:
 4/27/23

WHEN DO YOU NEED TO ORDER DISPLAY LABOR?

The Display Workers Union has jurisdiction over all set-up and dismantling of exhibits, including signs, and laying carpet. This does not apply to unpacking and placement of your merchandise (i.e. items for sale in your booth or literature) You may set-up your exhibit display if one person can do so in less than one half-hour, without the use of tools or ladders. If your booth requires more time or assistance, please use this form to order Display Labor.

Rates: 1-hour minimum per worker.

Straight Time:
 8:00 AM to 4:30 PM, weekdays

Overtime:
 6:00 AM to 8:00 AM and 4:30 PM to 10:00 PM, weekdays and all day Saturdays, Sundays, and Holidays

Display Labor	Straight Time	Over Time
Advance Price	\$153.00/hr.	\$248.00/hr.
Regular Price	\$173.00/hr.	\$268.00/hr.

SELECT YOUR INSTALLATION AND DISMANTLE NEEDS BELOW

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

of shipping cases and/or crates for exhibit (not including cartons for literature, product, other items not required for this labor. Total # of Cartons/Crates: _____

() Drawings, blueprints, and photos enclosed in case # _____

() Drawings, blueprints, and photos enclosed with this order.

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

Exhibitor Supervision On site/after hours contact cell phone: _____
 On site/after hours contact name: _____

Curtin Supervision Please install and dismantle without an Exhibitor supervising.

Display Labor ordered as supervised by Curtin will be charged an additional 30% of the total installation and dismantle labor bill, with a minimum of \$45.00.

Special Instructions: _____

Estimated Total Labor \$ _____



2269 Chestnut Street, Suite 628
 San Francisco, CA 94123
 415.883.7818
 www.curtinconvention.com

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

Booth Cleaning Order Form

IMPORTANT INFORMATION

Vacuuming of carpet, cleaning, and dusting of display background and furnishings, sweeping of booths, and emptying wastebaskets **are not included** in your space rental for this event.

If you would like to order cleaning for your booth space(s), please complete this form and return to Curtin.

	# of Booths	Price	# of Days	Total
Vacuuming	_____	x \$40.00	x _____	= \$ _____

Vacuuming will occur prior to initial event opening and daily thereafter.

	# of Booths	Price	# of Days	Total
Cleaning Service	_____	x \$40.00	x _____	= \$ _____

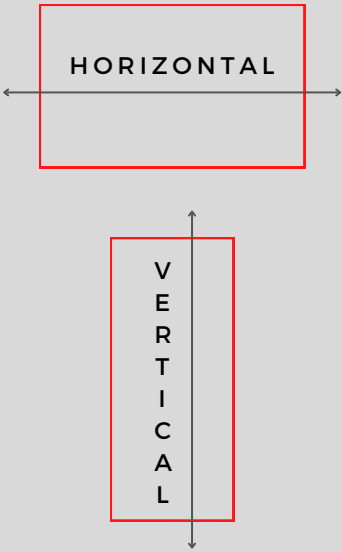
Cleaning and dusting of display background and furnishing prior to initial event opening and daily thereafter.

Provide any special instructions (if any): _____

Total Booth Cleaning Services \$ _____

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

Sign Order Form



HORIZONTAL SIGNS

Standard Size Signs	Quantity	Advanced Price	Regular Price	Total
11" x 14"		x \$13.50	or \$23.50	= \$
22" x 28"		x \$43.50	or \$53.50	= \$
24" x 26"		x \$60.50	or \$70.50	= \$
28" x 44"		x \$85.50	or \$90.50	= \$

VERTICAL SIGNS

Standard Size Signs	Quantity	Advanced Price	Regular Price	Total
11" x 14"		x \$13.50	or \$23.50	= \$
22" x 28"		x \$43.50	or \$53.50	= \$
24" x 26"		x \$60.50	or \$70.50	= \$
28" x 44"		x \$85.50	or \$90.50	= \$

Advance Price Discount Deadline:

Deadline for Print Ready Art: 04/10/23

Signs: White Foam Core
 Vinyl Banners: Indoor 16 oz. with top grommets, unless customized.

Double square footage for double sided graphics.

Round square feet to next whole increment.

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

Contact Curtin for custom graphic design for an additional fee of \$100 per hour (Two hour minimum).

[Click to View Artwork Guidelines](#)

No cancellations or refunds after signs have been produced.

Late order may incur rush fees.

CUSTOM SIZE BANNER (IN SQUARE FEET)

Single Sided	Advanced Price	Regular Price	Total
_____ x _____ = area	x _____	or _____	= \$ _____
width height			

Double Sided	Advanced Price	Regular Price	Total
_____ x _____ = area	x _____	or _____	= \$ _____
width height			

Top & Bottom Pole Pocket Top Only Pole Pocket Include Pole(s)

*Standard pole pocket size - 4"

**SEE ARTWORK
 SUBMISSION GUIDELINES
 DETAILED ON THE
 FOLLOWING PAGE.**

Subtotal	\$ _____
Sales Tax 9%	\$ _____
Total Services	\$ _____



Artwork Submission Guidelines

Curtin provides the highest quality print production available. To ensure your enlarged graphic images meet your expectations of clarity, it is important to follow these guidelines when creating artwork:

- **Vector format (ai or vector eps)** with a final image resolution of 150 dpi at 100% scale which translates to a printed output of 600 dpi. Vector files can be formatted to any size without losing image quality.
- This is not the case with bitmap images files such as JPEG, GIF, TIFF, etc.
- **Logos** clipped from websites are not at the optimal dpi and should not be embedded in final artwork.
- **PMS color numbers** for color print matching. If you have samples of hard copy printouts or brochures, please provide these to assist with color matching.
- **Fonts** should be converted to outlines or paths prior to uploading the file. A listing of the fonts is also recommended.

Images

Rasterized pixel-based images such as PSD, TIF or JPGs should be high resolution (150-300 dpi) at full size, 1:1 ratio. This includes images linked or embedded in InDesign or Illustrator files. Based on viewing distance, below are some basic guidelines for resolution when working with formats such as PSD, TIF and JPG files.

48" x 96" Graphics and larger

Recommended resolution for graphic at full size dimensions:

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

Minimum resolution for graphic at full size dimensions:

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

Graphics smaller than 48" x 96"

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

Preferred File Formats:

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

Checklist:

- SET DOCUMENT MODE TO CMYK
- USE APPROPRIATE DIMENSIONS AND SCALE
- SET APPROPRIATE BLEEDS ON ALL SIDES
- LEAVE 1" PERIMETER ON ALL SIDES FREE OF GRAPHICS AND TEXT.
- CHECK IMAGE RESOLUTION
- CONVERT FONTS TO OUTLINES
- EMBED IMAGES / SAVE & PACKAGE YOUR FILE
- INCLUDE PDF PROOF

Submitting Artwork:

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

Questions

Questions regarding artwork may be emailed to: info@curtinconvention.com

Please include, in all inquiries:

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



2269 Chestnut Street, Suite 628
 San Francisco, CA 94123
 415.883.7818
www.curtinconvention.com

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

Notification Of Intent To Use Exhibitor-Appointed Contractor

IMPORTANT INFORMATION

Exhibitor-appointed contractors cannot perform any of the following services:

- Furniture placement
- Electrical, Plumbing Telephone installation
- Handling of freight
- Rigging
- Booth cleaning

All EACs must comply with Union Regulations and hire Union personnel from the appointed Union with jurisdiction over the exhibit area.

It is the responsibility of the exhibiting company to see that each representative of the exhibitor-appointed contractors abides by the official rules and regulations of this event.

A Certificate of Insurance must be provided to Curtin by your EAC showing general liability coverage and worker's compensation insurance, with coverage of \$1,000,000 valid in the city where the show will be held. Curtin Convention & Exposition Services, Inc. must receive these certificates with this form or your EAC will not be allowed on the show floor.

All requirements are strictly enforced.

If your company plans to use an Exhibitor-Appointed Contractor (EAC), which is an installation and dismantle company other than Curtin Convention & Exposition Services, Inc. to erect and/or dismantle your exhibit, this form must be fully completed and returned to Curtin no later than 04/10/23 Failure to do so will result in the inability of this EAC to erect and/or dismantle your exhibit.

Please return to: **Exhibitor Services**
Curtin Convention & Exposition Services, Inc.
info@curtinconvention.com

EXHIBITING COMPANY INFORMATION

Exhibiting Company Name:	Booth #:
Exhibitor Contact (printed):	
Signature:	Phone #:

EXHIBITOR APPOINTED CONTRACTOR INFORMATION

EAC Company Name:	
EAC Contact Name:	
EAC Address:	
City/State/Zip:	
Contact Email Address:	
Phone:	24-hour Emergency Phone:
Type of Service to be Performed:	
Estimated # of Workers:	Estimated Arrival Date:

APPA Engineering & Operations Conference

April 30 — May 4, 2023



PASADENA
CONVENTION CENTER

ORDER ELECTRICAL ONLINE!

Take advantage of discounted rates!

Order your electrical services online by

04 / 10 / 2023

[ORDERING.EDLEN.COM](https://ordering.edlen.com)

Quick, secure, and easy to use!

You may receive an email to finalize your order from

ExhibitorServices-Pasadena@edlen.com

EDLEN
The Power People

Edlen Electrical Exhibition Services

300 East Green Street, Pasadena, CA 91101

626.844.0785 • pasadena@edlen.com • www.edlen.com

NAME OF CONFERENCE		START DATE	END DATE	# OF EVENT DAYS
COMPANY NAME		ON-SITE CONTACT NAME & NUMBER		ROOM/ BOOTH NAME/NUMBER
BILLING ADDRESS		CITY & STATE		ZIP CODE
DELIVERY DATE	DELIVERY TIME	PICKUP DATE	PICKUP TIME	
ORDERED BY	EMAIL		PHONE	

Email completed form to the Encore Representative listed above.
Once this request form is submitted, an Encore Representative will contact you for an official order review and signature.
Labor charges, sales tax, loss damage waiver, and service charges may apply.

PROJECTION	QUANTITY	DAILY RATE
LCD PROJECTOR		\$460
TRIPOD SCREEN		\$100
25' HDMI CABLE		\$28

MONITOR	QUANTITY	DAILY RATE
32" MONITOR TABLE TOP		\$255
55" MONITOR		\$700
70" MONITOR		\$1190
FLOOR STAND		\$80

AUDIO	QUANTITY	DAILY RATE
PERSONAL SPEAKER		\$120

INTERNET	QUANTITY	SHOW RATE
EXHIBITOR WIRELESS CONNECT BASIC		\$100
EXHIBITOR WIRELESS CONNECT PLUS		\$135
EXHIBITOR ADDITIONAL WIRELESS		\$38
EXHIBITOR SINGLE CONNECT BASIC		\$225
EXHIBITOR ADDITIONAL WIRED		\$60

MISCELLANEOUS	QUANTITY	DAILY RATE
LAPTOP		\$255
FLIPCHART PACKAGE		\$77

To guarantee 2023 Pricing, The customer must **order and sign** on / or before 12.31.2023. Any orders received after 12.31.2023, will be subject to 2024 pricing.

If You Are Experiencing Technical Difficulties On Site
Please Contact Encore At (626) 395-0246





Exhibitor Lead Retrieval System

APPA Engineering & Operations Conference – April 30 - May 3, 2023

eShowLeads allows the user to collect attendee contact information, add notes and record answers to qualifying questions all on the exhibitor's smartphone. After the event, your leads will be emailed to you in an excel file. Don't get stuck re-typing business cards after the event. Use your smartphone to collect leads and record more qualifying data. For a more detailed description, please [click here](#).

RENTAL OPTIONS	PRICE:	COST
eShowLeads Lead Retrieval App (Unlimited Users) eShowLeads will run on almost any smartphone or internet connected tablet or device. This includes iPhone, iPad, Droid, PC and others as long as they have a web browser and internet connection. (3G connection works well.)	\$550	
eShowLeads Lead Retrieval App (Single User)	\$300	
ORDER ONLINE		
Click here for additional information		

Company	Booth#
Ordered By	Phone#:
Email Address:	Onsite Contact:
Onsite Contact Email:	
AMEX <input type="checkbox"/>	M/C <input type="checkbox"/>
Visa <input type="checkbox"/>	Check#
Cardholder Name	
Cardholder Signature X	Card#
	Exp. Date

Card holder & signature represents above company and authorizes this credit card to be used as payment for this contract. By signing here, you agree to the below terms and conditions.

Please include the 3-digit security code found on the back of Visa and MasterCard. AMEX has a 4-digit code on the front.

Security Code

PLEASE COMPLETE AND EMAIL/FAX TO:
sales@event-techs.com / 310-496-0431

Credit Card Billing Address:	Please Send Checks to: Event Technologies 16458 Bolsa Chica Avenue #324 Huntington Beach, CA 92649 Phone: 310.581.2696	Please Note: eShowLeads requires the user to supply a smartphone or other device with an internet connection and web browser.
Address		
City		
State		
Country	Zip	

For more information, please email us at support@event-techs.com or call 310-581-3807.

TERMS AND CONDITIONS

- Limitation of Liability:** Event Technologies, LLC bears no responsibility for any consequential damages suffered by the exhibitor. Its liability is limited to the cost of the goods and services it provides. Event Technologies, LLC is not responsible for events beyond its control such as power failures, erratic electrical power, exhibitor's failure to comply with instructions or force majeure.
- It's the Exhibitor's responsibility to ensure that the device they use meets the minimum requirements (i.e. Internet Connection) to run the eShowLeads Application.
- Cancellations** made 7 or more days prior to the event are subject to a \$95.00 cancellation fee. Cancellations made less than 7 days prior to the event will result in forfeiture of the entire rental fee.