



EXHIBITOR SERVICE KIT

INSTRUCTIONS & ORDER FORMS

CURTIN

www.curtinconvention.com

415.883.7818



415.883.7818
www.curtinconvention.com



Welcome

Welcome Exhibitors:

Curtin Convention 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, please refer to the enclosed Table of Contents to guide you through our Exhibitor Service Kit.

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

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

Click the Curtin link to order online: [ORDER NOW](#)

The Curtin Team looks forward to collaborating with you towards a successful event!

Curtin Convention & Exposition Services, Inc.



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CURTIN ORDER FORMS

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ADDITIONAL ORDER FORMS

Electrical, Audio Visual and Internet Order Forms are enclosed in this Kit. Please refer to the appropriate vendors' order form to place your order.



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Show Information

LOCATION

John B. Hynes Veteran Memorial Convention Center

EXHIBIT HALL

Hall D

BOOTH SPACE PACKAGE:

Each 10' deep x 10' wide Booth Space Includes:

- 8' High Backwall Drape
- 3' High Side Rail Drape
- (1) 6' Gray Skirted Table
- (2) Chairs
- (1) Wastebasket
- (1) ID sign
- All booth spaces will be carpeted with salt & pepper colored carpet.
- **IMPORTANT: Late setup and early teardown are prohibited. Violation of this policy may result in your company being ineligible to participate as an APPA sponsor or exhibitor in future events.**



*Booth spaces will be set with 8' High Gray Panel / White Panel / White Panel / Gray Panel Backwall and 3' High Gray Side Rails.

NO SUBSTITUTIONS OR CREDITS ARE ALLOWED.

Additional Services:

- Electrical, Internet and Audio Visual services are **NOT** included with your booth space.
 - Electrical main power is handled by the Convention Center and Electrical Labor is provided by Curtin Convention. Refer to the facility electrical power rates at the back of this kit and the labor rates in the front of this kit.
 - Internet is handled by the Convention Center. Refer to the order forms located at the back of this kit and use the following link to order: <https://mcca.ungerboeck.com/prod/app85.cshtml?aat=63316b6b47626d45784d64647a574d64544558496751346f6a445165577a35387934765a5574304956546b3d>
 - Audio Visual is handled by INSPIRESolutions. Refer to the order form located at the back of this kit.
 - Catering is handled by Levy. Refer to the order form located at the back of this kit.

EVENT SCHEDULE

Exhibitor Move-In	Exhibitor Hours	Dismantle/Move-Out	Carrier Check-In
Sunday, 06/28/2026 2:00 pm to 6:00 pm	Monday, 06/29/2026 10:00 am to 6:00 pm	Tuesday, 06/30/2026 3:00 pm to 5:00 pm	Tuesday, 06/30/2026 3:00 pm to 5:00 pm
	Tuesday, 06/30/2026 7:30 am to 3:00 pm		The exhibit floor must be cleared by 5:00 pm.



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Important Dates & Deadlines Checklist

- | | | |
|--------------------------|------------------------------|--|
| <input type="checkbox"/> | Monday, 05/25/2026 | First day Freight can arrive to the advance warehouse |
| <input type="checkbox"/> | Friday, 06/05/2026 | Last day to receive Advance Price on furniture, accessories, labor, and signs |
| <input type="checkbox"/> | Friday, 06/05/2026 | Deadline to order Specialty Furnishings |
| <input type="checkbox"/> | Wednesday, 06/24/2026 | Advance Freight paperwork and payment due |
| <input type="checkbox"/> | Wednesday, 06/24/2026 | Last day to cancel Display Labor |
| <input type="checkbox"/> | Wednesday, 06/24/2026 | Last day Freight can arrive to the Advance Warehouse |
| <input type="checkbox"/> | Sunday, 06/28/2026 | Exhibitor Move-In Hours: 2:00 pm to 6:00 pm |
| <input type="checkbox"/> | Monday, 06/29/2026 | Exhibit Hours: 10:00 am to 6:00 pm |
| <input type="checkbox"/> | Tuesday, 06/30/2026 | Exhibit Hours: 7:30 am to 3:00 pm |
| <input type="checkbox"/> | Tuesday, 06/30/2026 | Exhibit Tear Down: 3:00 pm to 5:00 pm |
| <input type="checkbox"/> | Tuesday, 06/30/2026 | Carrier Check-In Hours: 3:00 pm to 5:00 pm |
| <input type="checkbox"/> | Tuesday, 06/30/2026 | Exhibit Floor must be cleared by 5:00 pm |



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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:

- 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 the move-in dates will be refused.

- PLEASE NOTE: Any freight arriving on a Saturday, Sunday or before 9:00 am and after 2:30 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.
- Saia LTL 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 Saia LTL at your expense.



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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 ordering Curtin's Installation Labor, please go to the Curtin Service Desk to inform Curtin you are ready for your labor.
 - Installation/Dismantle Labor start time is only guaranteed when placed by the exhibitor prior to Installation.
 - 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 Curtin service desk know your containers are ready to be stored.
- Arrange outbound shipping**
 - Saia LTL 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 Saia LTL Freight.
 - If you are not using Saia LTL 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 Saia LTL Freight at your expense, billed to your company by Saia LTL.
 - Please provide all drivers with Curtin's Teamster Foreman's name and cell phone for pick-up. Please visit the Curtin service desk on-site for this information.
- 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 you do not provide your Bill of Lading to Curtin, your shipment may be delayed and/or rerouted to a show carrier.



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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 21 days prior to the show installation.

Advance discount pricing deadline: 06/05/26

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 placed at show-site must be paid in full at the time of ordering and will be charged at the **REGULAR PRICE**.
- If you order in **ADVANCE**, substantial savings will apply. We encourage you to take advantage of the **ADVANCE DISCOUNT ORDER** prices.
- **CANCELLATION POLICY FOR DISPLAY LABOR:** No refunds or credits will be issued after the date printed on the Display Labor Order Form (three 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.



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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.

Advance shipments will be accepted 05/25/26 through 06/24/26 between the hours of 9:00 am - 2:30 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 National 2026 Conference

C/O: SAIA / Curtin Convention
90 Concord St
North Reading, MA 01864

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 third party shipments and all private vehicles.

DO NOT SHIP MATERIALS IN ADVANCE TO THE CONVENTION CENTER.

At this time we do not recommend shipping direct to show site. If you have any questions, please contact info@curtinconvention.com or (415) 883-7818.

REFER TO MATERIAL HANDLING PAGES FOR MORE INFORMATION



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Union Regulations, Safety & 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 you 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.



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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 your understanding.



CURTIN

ORDER FORMS

Please see specific order forms for your needs

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



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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, including natural disasters, public health emergencies or other events outside of the reasonable control of Curtin.
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. If using Saia LTL Freight for outbound shipping, see email from Saia LTL Freight.
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 contractors more than six months 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.



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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. for exhibitors using Curtin's material handling forms. 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 may 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 has 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 trades people 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 this agreement. Likewise, once CURTIN receives an exhibitors order, 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 this agreement. Be sure your freight is insured from the time it leaves your firm until it is returned after the show. Exhibitors must 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. a.LIMITATION OF LIABILITY. TO THE FULL EXTENT PERMITTED BY LAW, CURTIN'S AGGREGATE LIABILITY FOR DIRECT DAMAGES FOR ALL CLAIMS ARISING OUT OF OR RELATED TO CURTIN'S SERVICES WILL NOT EXCEED THE AMOUNT EQUAL TO THE ACTUAL FEES PAID TO CURTIN UNDER EACH STATEMENT OF WORK b.NO CONSEQUENTIAL DAMAGES. NOT WITHSTANDING ANYTHING TO THE CONTRARY IN THIS AGREEMENT AND ONLY TO THE EXTENT PERMITTED BY APPLICABLE LAW, CURTIN WILL NOT BE RESPONSIBLE FOR SPECIAL, INDIRECT, EXEMPLARY, INCIDENTAL, CONSEQUENTIAL OR OTHER SIMILAR DAMAGES (INCLUDING DAMAGES FOR LOSS OF BUSINESS, USE, REVENUE, OR PROFITS, BUSINESS INTERRUPTIONS, LOSS OF INFORMATION, HARM TO REPUTATION, OR EMOTIONAL DISTRESS) THAT MAY ARISE IN CONNECTION WITH SERVICES ORDERED OR THE SERVICES, HOWEVER CAUSED AND UNDER WHATEVER THEORY OF LIABILITY, EVEN IF CURTIN HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
- 17. 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.).
- 18. Any controversy, claim, or dispute arising out of, or relating to, this agreement or its breach, validity, construction, or performance shall be settled by arbitration in San Francisco, California, in accordance with the rules of the American Arbitration Association, and judgment upon the award may be entered in the highest court of the forum, state or federal district, having jurisdiction. The parties to this agreement acknowledge that by agreeing to submit their disputes to binding arbitration they are waiving their constitutional rights to a jury trial and an appeal of any decision rendered in the arbitration.

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

Name, Title, and Organization _____

Signature _____ Date _____



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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

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 Labor	= \$ _____
Display Tables & Counters.....	= \$ _____
Furniture & Accessories	= \$ _____
Additional Booth Carpet	= \$ _____
Booth Cleaning	= \$ _____
Specialty Furnishings	= \$ _____
Signs	= \$ _____
Subtotal	= \$ _____
2% Fuel Surcharge	= \$ _____
Sales Tax 9.25%	= \$ _____
Total:	\$ _____
	(U.S. Dollars)

COMPLETE THE PAYMENT FORM ON THE FOLLOWING PAGE.



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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 21 days prior to show installation. Send forms by **06/05/26** to receive discounted pricing.

Regular prices will be charged after 21 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.

EXHIBITOR PROFILE

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

METHOD OF PAYMENT

Company Check Credit Card (select card type)

Wire Transfer VISA Mastercard American Express

CREDIT CARD INFORMATION

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



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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 **06/24/26** 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 dismantle 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 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 - 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 to the published rates based on a 100 lb. 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.



415.883.7818
www.curtinconvention.com

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

Advance Warehouse, Drayage & 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: 06/24/26

ADVANCE WAREHOUSE SHIPMENTS

Crated or Uncrated Regular Service

Shipment Weight x \$295.00/CWT = \$ _____

Crated or Uncrated Special Service

(Shipped via UPS, FedEx, DHL)

Shipment Weight x \$325.00/CWT = \$ _____

Late Shipments - 25% Fee

Shipments received at the warehouse after **06/24/26** 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.

DIRECT SHIPMENTS TO SHOW SITE

DO NOT SHIP MATERIALS IN ADVANCE TO THE CONVENTION CENTER.

At this time we do not recommend shipping direct to show site. If you have any questions, please contact info@curtinconvention.com or (415) 883-7818.

TOTAL FEE \$ _____

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

***There is a 200 pound minimum 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.

Material Handling Labor *Please refer to Display Labor Order form to determine straight time and over time hours.

Material Handling Labor	Straight Time	Over Time
Material Handler:	\$188/hr.	\$298/hr.
Forklift with Operator up to 4,000 lbs	\$232/hr.	\$364/hr.
Forklift with Operator up to 10,000 lbs	\$274/hr.	\$400/hr.

Authorized By: _____ Signature: _____

First date freight can arrive to Advance Warehouse: 05/25/2026
Last date freight can arrive to Advance Warehouse: 06/24/2026

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: SAIA / Curtin Convention
90 Concord St
North Reading, MA 01864

CURTIN

Event: APPA NATIONAL 2026 CONFERENCE

Booth #: _____

Piece #: _____ **of:** _____ **pieces**

**Must Arrive by 06/24/26 by 2:30 pm!*

ADVANCE WAREHOUSE SHIPMENT

To: _____
Exhibitor Name Booth #

C/O: SAIA / Curtin Convention
90 Concord St
North Reading, MA 01864

CURTIN

Event: APPA NATIONAL 2026 CONFERENCE

Booth #: _____

Piece #: _____ **of:** _____ **pieces**

**Must Arrive by 06/24/26 by 2:30 pm!*



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 INSTUCTIONS BELOW 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 Saia LTL FREIGHT, the Official Show Carrier

- Saia LTL 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 Saia LTL Freight to Exhibitors using Saia LTL Freight for outbound shipments.
- Exhibitors must fill out and turn in a Saia LTL Bill of Lading to the Curtin Service Desk.

Exhibitors not using Saia LTL 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 is a carrier fails or refuses to pick-up or refuses to accept shipments, Curtin reserves the right to reroute such shipments where no disposition is provided, or materials will 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 herby 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 Saia LTL FREIGHT

- Carrier Pick-Up at the Convention Center's Loading Dock - 3:00 pm to 5:00 pm, Tuesday, 06/30/26
- Deadline for Show to be clear of all shipments - 5:00 pm.
- Any materials/shipments left on the show floor will be shipped out via Saia LTL FREIGHT at the Exhibitor's expense after 5:00 pm.

METHOD OF OUTBOUND SHIPPING

(Check One)

- | | |
|---|--|
| <input type="checkbox"/> Saia LTL 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: _____
----------------	--------------------

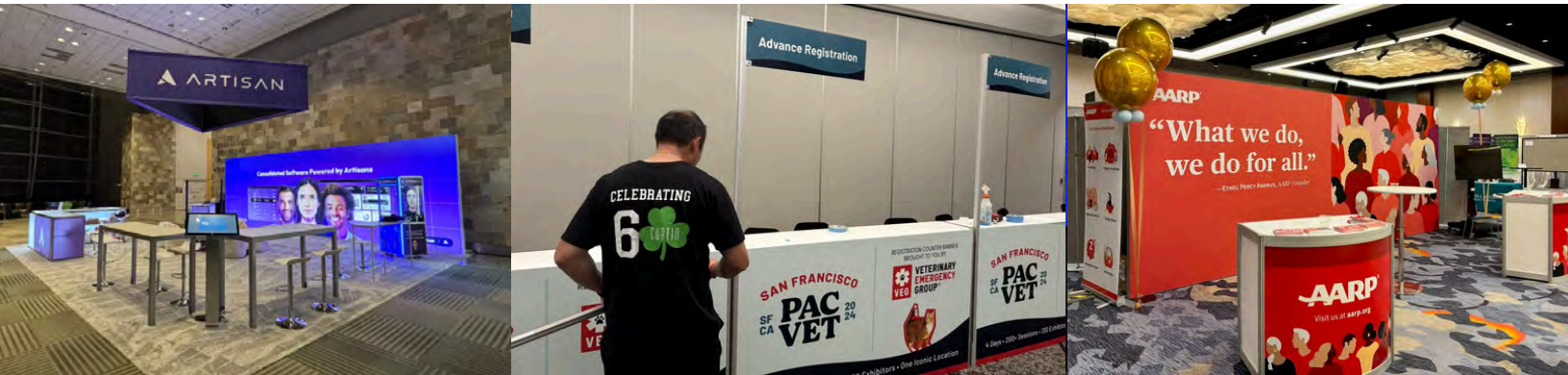
Curtin Installation & Dismantle Services



Take advantage of experience, convenience and cost-effectiveness and order Curtin labor for your booth installation and dismantling needs.

Your Curtin Installation and Dismantle Team provides:

- Knowledgeable and dedicated talent
- Coordination of all event services
- Relationships with venues and local unions
- Standby support for all booth related needs





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:
06/05/26

Please use this form to order
Display Labor.

Cancellation Policy:
No Refunds or Credits after:
06/24/26

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	\$199.00/hr.	\$313.00/hr.
Regular Price	\$252.00/hr.	\$341.00/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 \$ _____



415.883.7818
www.curtinconvention.com

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 Grey Red Burgundy Unskirted tables (\$10.00 less)

30" High Tables

	Quantity	Advance Price	Regular Price	
4'W x 2'D		x \$217.00	or \$252.00	\$ _____
6'W x 2'D		x \$236.00	or \$294.00	\$ _____
8'W x 2'D		x \$273.00	or \$322.00	\$ _____
4th side draped (add)		x \$69.00	or \$80.00	\$ _____

40" High Counters

	Quantity	Advance Price	Regular Price	
4'W x 2'D		x \$236.00	or \$294.00	\$ _____
6'W x 2'D		x \$252.00	or \$336.00	\$ _____
8'W x 2'D		x \$281.00	or \$373.00	\$ _____
4th side draped (add)		x \$80.00	or \$90.00	\$ _____

Round Tables

	Quantity	Advance Price	Regular Price	
30"D x 30"H, black cloth		x \$262.00	or \$262.00	\$ _____
30"D x 40"H, black spandex cover		x \$262.00	or \$262.00	\$ _____

*Round tables not available for order on-site

Advance Price Discount Deadline: 06/05/26 Total Display Tables & Counters \$ _____



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 \$152.00	or \$180.00	\$ _____
B. Arm Chair, padded Grey		x \$170.00	or \$223.00	\$ _____
C. Stool, Black or Grey		x \$178.00	or \$257.00	\$ _____
D. Swivel Chair - Black		x \$170.00	or \$223.00	\$ _____

Accessories	Quantity	Advance Price	Regular Price	
E. Wastebasket		x \$42.00	or \$48.00	\$ _____
F. Easel		x \$98.00	or \$119.00	\$ _____
G. Bag Rack		x \$169.00	or \$247.00	\$ _____
H. Literature Rack		x \$236.00	or \$306.00	\$ _____
I. Raffle Drum		x \$115.00	or \$167.00	\$ _____
J. Posterboards		x \$210.00	or \$271.00	\$ _____
K. Chrome Sign Holder		x \$184.00	or \$269.00	\$ _____

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

Advance Discount Price Deadline: 06/05/26

Total Furniture & Accessories \$ _____



415.883.7818
www.curtinconvention.com

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: 06/05/26




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.

 <p>A</p>	 <p>B</p>	 <p>C</p>
 <p>D</p>	 <p>E</p>	 <p>F</p>
 <p>G</p>	 <p>H</p>	 <p>I</p>
 <p>J</p>	 <p>K</p>	<p>Contact Curtin for special requests.</p>

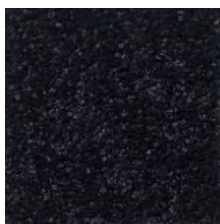


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www.curtinconvention.com

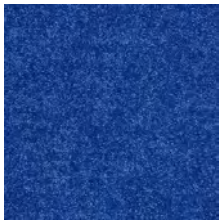
Event Name: _____
 Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Additional Booth Carpet *Booth spaces are carpeted with salt & pepper carpet

Standard Carpet Colors - check selection



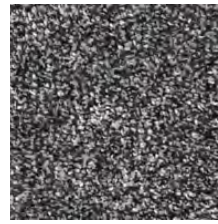
Black



Blue



Grey



Salt/Pepper



Red

Booth Carpet Options

Standard Carpet

	Advance Price	Regular Price
10' x 10' <input type="checkbox"/>	\$341.00	\$403.00
10' x 20' <input type="checkbox"/>	\$520.00	\$716.00
10' x 30' <input type="checkbox"/>	\$715.00	\$989.00

Carpet Padding

	Advance Price	Regular Price
10' x 10' <input type="checkbox"/>	\$139.00	\$205.00
10' x 20' <input type="checkbox"/>	\$266.00	\$397.00
10' x 30' <input type="checkbox"/>	\$363.00	\$593.00

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

Booth Dimensions	Total Area	Advance Price	Regular Price
Size _____	= _____ sq. ft	x \$6.00	or \$9.00 = \$ _____

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

Advance Price Discount Deadline: 06/05/26

Total Carpet Order \$ _____



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 \$66.00	x _____	= \$ _____

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

	# of Booths	Price	# of Days	Total
Cleaning Service	_____	x \$66.00	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 \$ _____



415.883.7818
www.curtinconvention.com

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: 06/05/26

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.



IMPORTANT:

- To access the catalog, cut and paste this link in your preferred browser: <https://www.curtinconvention.com/resources>

Quantity	Item #	Description	Price	Total Price

Total Specialty Furnishings \$ _____



415.883.7818
www.curtinconvention.com

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 \$59.30	or \$88.95	= \$
22" x 28"		x \$153.50	or \$229.90	= \$
24" x 26"		x \$173.25	or \$235.50	= \$
28" x 44"		x \$224.65	or \$337.00	= \$

VERTICAL SIGNS

Standard Size Signs	Quantity	Advanced Price	Regular Price	Total
11" x 14"		x \$59.30	or \$88.95	= \$
22" x 28"		x \$153.50	or \$229.90	= \$
24" x 26"		x \$173.25	or \$235.50	= \$
28" x 44"		x \$224.65	or \$337.00	= \$

Advance Price Discount Deadline:
06/05/26

Deadline for Print Ready
Art: 06/05/26

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
 \$100per 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 _____ = _____	x _____	or _____	= \$ _____
width height area			

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

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 9.25% \$ _____
 Total Services \$ _____



415.883.7818
www.curtinconvention.com



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 JPG, GIF, TIF, 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 for logos.
- **Fonts** should be converted to outlines or paths prior to uploading the file. A listing of the fonts is also recommended.
- Please provide a brand style guides, if available.

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. Curtin will be in touch regarding proofs and expected turnaround times.

Questions

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

Please include, in all inquiries:

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



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 06/16/26 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: _____



415.883.7818
www.curtinconvention.com



Electrical Ordering Information

DEAR APPA NATIONAL 2026 EXHIBITOR -

The Hynes Convention Center provides power for all exhibitor electrical orders.

Curtin must provide the actual labor to lay and distribute all electrical and extension cords.

Exhibitors will place orders with the Hynes Convention Center and pay the Hynes Convention Center for their power needs.

Exhibitors will place orders with Curtin and pay Curtin to install and remove their electrical and extension cords.

Thank you,
Curtin Convention & Exposition Services, Inc.



415.883.7818
www.curtinconvention.com

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

Electrical Cord Labor Order Form

SELECT YOUR ELECTRICAL CORD INSTALLATION AND DISMANTLE NEEDS BELOW

CORD INSTALLATION LABOR

Electrical Cord Labor	Straight Time	Over Time	Double Time
	\$204.00/hr.	\$282.00/hr.	\$317.00/hr.

**For Straight Time, Over Time and Double Time hours refer to this information located on page 22 of this kit*

Utility Services for all 120V power provided by the facility does not include the installation of chords to specific areas within the booth space. Curtin labor will preform this work. Rental carpet and padding will not be installed until cord installation is complete.

**High voltage (208V and over), please contact the facility's electrical department.*

On-site Contact _____ Phone Number _____

*Start times cannot always be guaranteed.

- If no start time is provided, labor will be on a first-come, first serve basis only.
- Carpet will not be installed until chords have been laid.

Date	Start Time	# of People	# Hours	Hourly Rate	Total Cost
_____	_____	_____	x	x	= \$ _____
_____	_____	_____	x	x	= \$ _____

CORD DISMANTLE LABOR

- Dismantle labor will be charged at 50% of the total install time rounded to the next half hour (1 hour minimum)
- Cord dismantle will be done on straight time whenever possible.

Date	Start Time	# of People	# Hours	Hourly Rate	Total Cost
_____	_____	_____	x	x	= \$ _____

CORD & POWER STRIP RENTAL

Power Strip	\$30.00
15' Flat Cord	\$60.00
25' Flat Cord	\$70.00
50' Flat Cord	\$100.00
Tape to Cover Cords	\$53.00/roll



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Electrical Services

The MCCA offers a variety of electrical services through our experienced in-house team of electricians.

SPECIAL CONNECTIONS (208 volt & 480 volt power)	DISCOUNT	STANDARD	ON-SITE
Unless otherwise indicated in parentheses (), all special power connections will be hard-wire connected. To order Three Phase 100 amp service and higher, please contact MCCA exhibitor services for availability.			
208v single phase 30 amp (nema l21-30p)	\$440.00	\$550.00	\$650.00
208v single phase 60 amp	\$840.00	\$1,030.00	\$1,240.00
208v single phase 100 amp	\$1,275.00	\$1,600.00	\$1,910.00
208v three phase 30 amp (nema l21-30p)	\$785.00	\$980.00	\$1,180.00
208v three phase 60 amp	\$1,190.00	\$1,485.00	\$1,785.00
Note: Any 100+ amp connection must be approved by MCCA Exhibitor Services. Please call 617.954.2230.			
208v three phase 100 amp	\$1,890.00	\$2,370.00	\$2,835.00
208v three phase 200 amp	\$3,600.00	\$4,500.00	\$5,400.00
208v three phase 400 amp	\$6,355.00	\$7,945.00	\$9,530.00
480v three phase 30 amp	\$1,200.00	\$1,495.00	\$1,800.00
480v three phase 60 amp	\$2,085.00	\$2,605.00	\$3,135.00
480v three phase 100 amp	\$3,840.00	\$4,805.00	\$5,770.00
480v three phase 200 amp	\$7,625.00	\$9,530.00	\$11,440.00

STANDARD CONNECTIONS (120 volt power)	DISCOUNT	STANDARD	ON-SITE
500 watt box One 5 amp circuit and one receptacle or plug point	\$160.00	\$195.00	\$225.00
1000 watt box One 10 amp circuit and two receptacles or plug points	\$205.00	\$245.00	\$310.00
2000 watt box One 20 amp circuit and a minimum of three receptacles or plug points	\$245.00	\$315.00	\$375.00
4000 watt box Two 20 amp circuits and a minimum of three receptacles or plug points	\$300.00	\$365.00	\$430.00

ADDITIONAL ELECTRICAL SERVICES & EQUIPMENT	DISCOUNT	STANDARD	ON-SITE
25' round extension cords 25' round, yellow extension cords for use in exhibit booths. Each cord has three, three-prong receptacles on the end.	\$50.00	\$55.00	\$70.00
6 Port Power Strip Purchase	\$40.00	\$40.00	\$45.00
24 hour power If booth equipment requires electricity 24 hrs a day (for example, a Refrigerator), then the exhibitor should order 24 hr power. In general, electrical service begins half an hour before the show and ends one hour after the show closes.	Add 50% to Initial Connection Rate		

OVERHEAD POWER

Overhead power is available upon approval by the MCCA:

- At the Hynes Convention Center, overhead 120v electrical service is available in Halls A, B, C and certain areas of Hall D and Auditorium.
- If an overhead sign, truss, banner or other rigged item requires overhead 120v power, the MCCA can provide this service in any area of the Hynes.
- If an overhead sign, truss, banner or other rigged item requires overhead 208v or 480v power, the MCCA can provide this service in limited areas of the Hynes. Please contact the MCCA Exhibitor Services team for availability.
- Overhead power must accompany a rigging order.

Installation & Distribution

- MCCA Electricians will provide the initial electrical power source.
- Electrical Service is brought from the nearest column or floor port into the booth. The electrical outlets or boxes are placed in the rear of the booth along the pipe & drape line.
- Electrical boxes are left accessible inside floor ports for island booths with no pipe and drape lines and no columns in their booth space.
- For 208V & 480V connections, we require floor plans so that we may provide the electrical service in a convenient location within the booth.
- Exhibitors are responsible for distributing their own 120V electrical cords and plugging in their booth equipment. Exhibitors may choose to:
 - » Hire labor from the General Service Contractor;
 - » Hire a third-party Installation & Dismantle (I&D) team to perform the distribution work;
 - » Bring their own company electrician to perform distribution and hardwire connections as long as he/she is a full time employee of the exhibiting company.

Terms & Conditions

- The MCCA is the exclusive provider of electrical service. All electrical equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA personnel.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional electrical labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
 - » Hourly Rate (All times) \$115.00
- The use of open clip sockets, duplex or triplex attachment plugs, latex or lamp cord is prohibited. All cords must be of the 3 wire grounded type and UL approved. Cords can be no smaller than 12 wire or 12 gauge. Any exposed non-current carrying metal parts of fixed equipment must be grounded.
- Electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
- The MCCA cannot be responsible for voltage variations of the power company.

FREQUENTLY ASKED QUESTIONS

If the MCCA doesn't run my electrical cords, and I can't do it myself, who should I send my electrical layout plan to?

If you have booth floor plans that include electrical layouts, you should share that information with your preferred setup personnel. If you are working with a third-party exhibit company, they may run the cords for you. If you need to hire labor to run cords for you, the show's General Service Contractor can help you. Typically, the General Service Contractor will include an Electrical Cord Labor Form in the Exhibitor Kit. The MCCA is happy to keep any floor plans on file for reference. In fact, we recommend that you forward your electrical layouts to Exhibitor Services for all 208V and 480V connections so that we may place the initial drop in the most convenient location possible.

How do I know if I need a 208V or 480V connection?

Most exhibitors do not require special connections like a 208V or 480V connection. Many times, these types of electrical services are required for heavy equipment and/or specialized machinery. Kindly consult with the equipment manufacturer, name plate rating or installation technician for specific details. Exhibitors who bring their own distribution panels may need one of these special connections.

How do I know how much power I need to order?

When determining how much power to order for a booth, it is helpful to know how much total power is required for the equipment in your booth space. Below, we have outlined some standard electrical requirements (requirements may vary).

- Standard Laptop 250-550 watts
- Lead Retrieval 300-500 watts
- Standard Plasma TV 300-400 watts

Items like laptops, standard booth lights, and televisions may be grouped together on one circuit provided they do not exceed the overall limit of the circuit or the surge protection device. There is some equipment that requires its own circuit to run properly. For example, a microwave or refrigerator requires its own dedicated circuit, so a laptop and refrigerator should not use the same power source.

I am an International Exhibitor and my equipment requires a converter to step down from 220V to 208V. Can I rent a converter from the MCCA?

The MCCA does not rent or supply power conversion equipment. Exhibitors are required to bring their own to the show.

I can't find 208V or 480V overhead service listed on your online ordering site. How can I order this service?

208V & 480V overhead services are limited in our convention centers. All requests for such connections must be approved by an MCCA electrician; please contact MCCA Exhibitor Services for more information.

Internet & Technical Services

The MCCA offers a variety of Internet and Technical services through our experienced in-house team of technicians.

Wired Internet Connections

Exhibitors who order wired internet drops are provided with one internet connection and assistance, as needed, from our internal IT Support Services staff. All MCCA Internet services include one initial line regardless of how many IPs are ordered with the service. To have more than one computer connected at one time, exhibitors may bring their own switch or hub device and cables, or they may purchase a switch from the MCCA. Exhibitors are asked to read through the following service descriptions closely to ensure that the purchased service level is sufficient to meet their bandwidth requirements during the entirety of the show. Below are basic guidelines for ordering wired Internet services.

All services are delivered DHCP. Public IP addresses are available upon request with all of our managed services listed below. Public IP addresses are not available with our Basic Service Package. Managed Services requesting public IP addresses require manual configuration to each machine.

Custom orders for bandwidth above listed service levels below can be ordered on a case-by-case basis through the MCCA's Exhibitor Services Department at 617-954-2230 or customerservice@massconvention.com.

MANAGED SERVICES Manually configured services require entry of IP addresses into the device before the device may access the internet.	DISCOUNT	STANDARD	ON-SITE
Basic Service Package The Basic Service Package includes a private VLAN and subnet. This level is sufficient if the main use is for a basic internet connection, such as for e-mail or internet browsing. The Basic Service package may not be fast enough for streaming video or multi-purpose use. Public IP addresses are not available with this service.	\$1,145.00	\$1,215.00	\$1,460.00
1.54 Mbps Managed Service The 1.54 Mbps Managed Service Package includes a private VLAN and subnet. This level is sufficient if the main use is for a basic internet connection, such as e-mail, internet browsing, or standard definition video streaming. It may not be fast enough for multi-purpose use. Public IP addresses available upon request.	\$2,315.00	\$2,745.00	\$3,280.00
3 Mbps Managed Service The 3 Mbps has more bandwidth than the 1.54 Mbps service and includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for basic e-mail and web browsing, standard definition video streaming, or can accommodate multiple Internet connections.	\$5,635.00	\$6,460.00	\$7,750.00
6 Mbps Managed Service The 6 Mbps has more bandwidth than the 3 Mbps service and includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 4 standard definition video streams, or a single HD video stream, or can accommodate multiple Internet connections.	\$9,520.00	\$10,960.00	\$13,155.00
10 Mbps Managed Service The 10 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 6 standard definition video streams, a single HD video stream, or can accommodate multiple Internet connections.	\$12,735.00	\$14,625.00	\$17,545.00

15 Mbps Managed Service The 15 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 2 HD video streams, or a single 4K stream, or can accommodate multiple Internet connections.	\$18,765.00	\$21,560.00	\$25,875.00
20 Mbps Managed Service The 20 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 3 HD video streams, or a single 4K stream, or can accommodate multiple Internet connections.	\$24,920.00	\$28,665.00	\$34,395.00
25 Mbps Managed Service The 25 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 4 HD video streams, or a single 4K stream, or can accommodate multiple Internet connections.	\$30,955.00	\$35,625.00	\$42,755.00
30 Mbps Managed Service The 30 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 5 HD video streams, or up to two 4K video streams, or can accommodate multiple Internet connections.	\$36,840.00	\$42,390.00	\$50,865.00
35 Mbps Managed Service The 35 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 5 HD video streams, or up to two 4K video streams, or can accommodate multiple Internet connections.	\$42,885.00	\$49,335.00	\$59,200.00
40 Mbps Managed Service The 40 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 6 HD video streams, or up to two 4K video streams, or can accommodate multiple Internet connections.	\$48,505.00	\$55,785.00	\$66,945.00

ADDITIONAL INTERNET SERVICES & EQUIPMENT	DISCOUNT	STANDARD	ON-SITE
Copper Patch/ Booth to Booth Connection Copper Patch is a method of connecting computers or network equipment that may be in different locations in the facility. Copper patches can transmit data, audio, and video. This is not available with the shared service.	\$410.00	\$525.00	\$625.00
Fiber Patch/ Booth to Booth Connection Fiber Patch is a method of connecting computers or network equipment that may be in different locations in the facility. Fiber patches can transmit data, audio, and video.	\$580.00	\$715.00	\$865.00
Switch-8 Port This switch can connect up to 7 computers or devices together, giving all access to the internet service ordered.	\$125.00	\$175.00	\$205.00
Switch-24 Port This switch can connect up to 23 computers or devices together, giving all access to the internet service ordered.	\$425.00	\$555.00	\$655.00
25' CAT 5e Cable	\$65.00	\$80.00	\$90.00
50' CAT 5e Cable	\$85.00	\$105.00	\$120.00
100' CAT 5e Cable	\$125.00	\$150.00	\$180.00
Ethernet Cable Coupler	\$30.00	\$35.00	\$40.00

TECHNICAL SERVICES	DISCOUNT	STANDARD	ON-SITE
Cable TV Service Cable TV service is basic business cable service provided by Comcast Cable. Service is provided to booths from floor boxes or columns.	\$310.00	\$375.00	\$450.00

* For advanced Technical Service offerings, consult the online ordering site or contact MCCA Exhibitor Services.

INSTALLATION & CONNECTIONS

- MCCA technicians will provide one initial network cable.
- Internet Service is brought from the nearest column or floor port into the booth.
- All MCCA internet services come with one initial line regardless of how many IPs are ordered with the service. To have more than one computer connected at one time, exhibitors may bring their own routing device and cables or may purchase a switch and purchase cables from the MCCA.
- Exhibitors are required to distribute their own internet cables.
- Exhibitors may choose to:
 - » Hire labor from the General Service Contractor or;
 - » Hire a third-party Installation & Dismantle (I&D) team to perform the distribution work.

Terms & Conditions

- The MCCA is the exclusive provider of internet services.
- All services listed include labor to install and remove said service. Services do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional internet labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
 - » Tech Rep (All times) \$150.00
 - » Network Engineer (All times) \$185.00
- The MCCA will provide an Ethernet connection to a shared data network attachment for the use of Exhibitor's directors, officers, employees and guests during the official dates of specified show.
- Exhibitor will be responsible for providing all hardware, software and other equipment and facilities needed to connect to the Ethernet and to use network attachment.
- The network attachment provided by the MCCA may be used only by the Exhibitor's directors, officers, employees and guest, agents, or consultants. The MCCA network

will facilitate communications between the company's authorized users and entities reachable through the national internet.

- The Exhibitor will promote efficient use of provided networks to minimize and avoid unnecessary network traffic and interference with the work of other users on interconnected networks.
- Users of MCCA networks shall not disrupt any of the MCCA networks or any other MCCA associated networks.
- MCCA networks shall not be used to transmit any communication where the meaning of the message, or its transmission or distribution, would violate any applicable law or regulation or would be highly offensive to the recipient or recipients thereof. Mass distribution of any message, including advertising, may not be broadcast or otherwise sent on an intrusive basis to any user of the MCCA network or any directly or indirectly attached network. When requested by a user of the networks, product information and other commercial messages are permitted to be transmitted. Discussion of a product's relative advantages and disadvantages by users of the product and vendors' response to those who pose questions about their products may be made available over the MCCA networks. Interpretation application and possible modification shall be within the sole discretion of MCCA.
- MCCA does not make any express or implied warranty of any kind specifically. There is no express or implied warranty of merchantability or fitness for a particular purpose for the services to be provided. The protocol used on the MCCA network call for end to end verification of the accuracy of any message and such verification is the sole responsibility of the purchasing company. Similarly, these protocols provide for end to end verification of the receipt of all the data that is transmitted. MCCA will not be responsible for any loss of data from delays, non-deliveries, incorrect deliveries, service interruptions, including those caused by the negligence, errors or omissions of the MCCA, or other losses or damages. Use of information obtained via the services provided hereunder is at purchasing company's own risk. Exhibitor is responsible for (a) the accuracy and/or quality of the information obtained or data transmitted through the MCCA network and (b) assuring that each message purchasing company sends or receives has been received.

- MCCA shall not be liable to Exhibitor for any damage arising from any event that is out of the control of the MCCA. Neither shall the MCCA be liable to Exhibitor for indirect, special, incidental, exemplary, consequential or any other form of money damage, including, but not limited to, lost profits, or of the loss of data or information of any kind, however caused, and arising out of or in connection with the performance of MCCA, or the provision of services or performance hereunder, whether based in contract, tort, or any other legal theory, and whether or not MCCA has been made aware of the possibility of such damages.
- In no event shall liability exceed a refund of amounts actually paid to MCCA by Exhibitor for this network attachment.
- The network attachment shall be made available to Exhibitor by MCCA before the beginning through the end of the specified conference.
- The MCCA will provide a network attachment via an Ethernet connection at the Exhibitor's booth. At its own expense, the Exhibitor is responsible for providing the computer, attachment to Ethernet, electric power and all other hardware and software required to use the network attachment.

FREQUENTLY ASKED QUESTIONS

I ordered a Managed Service that required IP Addresses.

How and when do I receive this information?

When you are onsite and ready to configure your computers, please visit the Exhibitor Services desk to retrieve your IP Information.

Do you have wireless internet?

The MCCA offers free wireless internet service throughout meeting rooms, lobbies, and expo halls; just open your internet browser and look for the Hynes Wireless Network. This service is designed for casual users and not guaranteed. If you are relying on the internet to showcase your product or services we strongly recommend a wired internet connection for guaranteed service.

I see that you don't offer hubs for sale. What is the difference between a hub and a switch? Can I bring my own hub or switch?

The MCCA offers switch devices for sale instead of hubs because switches are known to provide better performance with a lower failure rate. Exhibitors are welcome to provide their own hub or switch for all internet services.

What is bandwidth and how do I know how much I need?

Bandwidth is the "size of the pipe" that data can traverse. The bigger the bandwidth, the faster data can be transferred. To find out how much bandwidth you require, please consult with a technical representative in your company or look for program specifications listed with any demonstrations or downloads you plan to run.

I need to access my company's network while I'm exhibiting at your facility. Which service will allow me to do this?

Exhibitors who need to connect remotely to their company's network using a VPN (Virtual Private Network) with authentication information like passwords, certificates, or "tokens" can do so with any of our services, however they should confirm with their IT department for the use of DHCP or public IP address requirements.

What is a VLAN?

A VLAN (Virtual Local Area Network) allows a network of computers to behave as if they are connected to the same service even though they may actually be physically located in different areas around the facility. One of the biggest advantages of a VLAN is that when a computer is physically moved to a different location, it can stay on the same VLAN without any hardware reconfiguration.

I ordered a switch and cables, how and when do I get them?

When you are ready for your switch and internet cables, please visit the Exhibitor Services Desk.

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expo@INSPIRESolutions.com

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when sending an email

EQUIPMENT OPTIONS

This is our basic AV offering for exhibitors. We have a wide selection of computers and advanced equipment options available. Please call to discuss custom needs.

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50" Displays

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60" Displays

65" Displays

70" Displays

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PC and Mac Laptops

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INSPIRE

INSPIRESolutions.com



Levy is the only authorized provider of catering (food & beverage) at the Hynes Convention Center. Any outside food & beverage is strictly prohibited.

Please contact HynesExhibitorOrders@LevyRestaurants.com to submit all food and beverage orders and inquiries.

If you are interested in ordering a specific food or beverage item not listed on the exhibitor menu, please submit an off-menu / specialty item inquiry.

****EXHIBITOR DEADLINES FOR AMERICAN PUBLIC POWER ASSOCIATION
NATIONAL CONFERENCE 2026****

Off-Menu / Specialty Item Inquiries: **Due by Monday 05/18/2026**

Menu Orders: **Due by Monday 06/08/2026**

**Order requests made after these dates may be subject to limited catering, electrical, attendant/labor availability, and/or additional fees.



2026 EXHIBITOR MENU

SERVICE STANDARDS AND FAQ'S

SAMPLING

Exhibitor/event participant must be the manufacturer or manufacturer's representative of the product to be sampled.

Sample sizes are as follows:

Alcoholic Beverages Must Be Obtained Through Levy Approved Distributors
Contact your Catering Sales Manager

Food
Not more than 2 ounces

Non-Alcoholic Beverages
Not more than 4 ounces

If the exhibitor/event participant meets the above criteria, submit the Authorization Form for approval. Your request will be processed and written approval will be sent to you. Food and beverage marketing/sampling activities must be conducted within the confines of the exhibitor's booth space.

Approved sampling is subject to City Approval and Appropriate Temporary Health Permit Fees.

ELECTRICAL NEEDS

All electrical needs for food and beverage items are included with the catering orders. Please contact your general contractor to confirm adequate power is available for the food and beverage items. Any menus/items that require additional power are marked with an "*E".

SERVICE YIELDS

1 gallon equals 10-12 servings
1 pound equals 10-12 servings

CATERING CONTRACTS

A signed copy of the contract outlining all catering services must be returned to your Catering Sales Manager prior to the event before services will be confirmed or performed. The signed contract, terms, addendums, and specified function sheets constitute the entire agreement between the client and Levy Restaurants. For larger events, your Catering Sales Manager will outline the payment and contract process.

LABOR CHARGE

Additional attendants or service staff may be requested over and above our normal staffing level for your event. The charge is \$43.75 per hour, per attendant, with a four-hour \$175 minimum. Charges for specialized services, such as carvers, chefs, and bartenders are noted in the menu.

GUARANTEES

To provide the highest quality and service, a guaranteed number of attendees/quantities of food is required. Please contact your Catering Sales Manager for additional information. If the guarantee is not received by the date stated on the contract, Levy Restaurants will assume the number of persons/quantities specified on the original contracted event is the minimum guarantee. Attendance or consumption higher than the minimum guarantee will be charged as the actual attendance/consumption.

BAR SERVICES

For all events with alcohol service, a certified Levy Restaurants bartender is required. Bartenders are charged at \$175 per bartender with a 4 hour minimum. Each additional hour or portion thereof will be \$43.75 per bartender. Alcohol cannot be brought into or removed from the premises.

Note:
ALL BARS MUST ACCOMPANY FOOD SERVICE

DIETARY RESTRICTIONS

The following icons are used throughout this menu:

 Vegetarian  Vegan  Avoid Gluten

Due to the open air nature of our kitchen we are unable to certify any items as being "Gluten Free" or free from all allergens (certain pre-packaged items excluded) as cross contamination is a possibility. Should you need a dietary accommodation, please consult with your Catering Sales Manager.

LATE FEES

Changes to Menu and/or Significant Guest Count Increases are subject to late fees if the request is able to be accommodated:

- 14 to 20 days prior to event, subject to a 10% late fee plus food and beverage items
- Up to 72 hours prior to event, subject to a 15% late fee plus food and beverage items
- On-site, subject to a 20% late fee plus food and beverage items

DEADLINE 21 DAYS PRIOR TO EVENT
DELIVERY FEES – SUBJECT TO \$25/DELIVERY

Prices are exclusive of either (a) a 17% gratuity, 5% taxable administrative fee and 7% applicable sales tax, (b) a 22% taxable administrative fee and 7% applicable sales tax or (c) a 7% Gratuity, 15% administrative fee and 7% sales tax as determined by our staffing guidelines. The gratuity is distributed to banquet employees. The administrative fee does not represent a tip, gratuity or service charge for wait staff employees, service employees or bartenders. The administrative fee is retained by Levy. Before placing your order, please inform your server if a person in your party has a food allergy. Menu prices are subject to change.



BREAKFAST

NEW ENGLAND BREAKFAST EXPERIENCE

Sfogliattela, Cinnamon Twists and Maine Blueberry Muffins, Plain and Fruit Yogurts, Seasonal Whole Fruit, Orange and Cranberry Juice with Coffees and Teas

30.00 PER GUEST

BREAKFAST SANDWICHES

Bacon, Egg, and Cheese on a Pretzel Roll

Canadian Bacon, Egg and Cheese
on a English Muffin

Sausage, Egg and Cheese on French Toast

Spicy Sausage, Egg and Cheese Burrito

Vegan Egg and Broccoli on
Multigrain Bread (V)

*E 108.00 PER DOZEN

FROM OUR BAKE SHOP

Freshly Baked Muffins (V)

Beantown Bagels (V)

Old World English Scones (V)

Breakfast Breads (V)

Fruit and Cheese Filled Pastries (V)

Mini Chocolate Croissants

52.00 PER DOZEN



À LA CARTE

ASSORTED INDIVIDUAL YOGURTS

72.00 PER DOZEN

ASSORTED DECORATED YEAST DONUTS

72.00 PER DOZEN

ASSORTED DECORATED MINI DONUTS

60.00 PER DOZEN

MARKET WHOLE FRUIT  

40.00 PER DOZEN

SEASONAL SLICED FRESH
FRUIT PLATTER  

100.00 SERVES 10



A vibrant, refreshing beverage is presented in a clear glass jar with a handle. The drink is filled with ice cubes, several slices of bright yellow lemons, and fresh green mint leaves. The jar sits on a rustic wooden tray. Surrounding the tray are several whole lemons and more lemon slices, some cut in half to show their juicy interiors. The background is a soft-focus view of a blue body of water, possibly a lake or ocean, under a clear sky. The overall scene is bright and summery, evoking a sense of freshness and relaxation.

REFRESHMENTS

NON ALCOHOLIC REFRESHMENTS

REGULAR COFFEE

270.00 PER 3 GALLON
450.00 PER 5 GALLON

DECAFFEINATED COFFEE

270.00 PER 3 GALLON
450.00 PER 5 GALLON

ASSORTED HOT TEAS

270.00 PER 3 GALLON
450.00 PER 5 GALLON

WICKED GOOD HOT CHOCOLATE

Mini Marshmallows, Chocolate Shavings, and Whipped Cream

270.00 PER 3 GALLON
450.00 PER 5 GALLON

AQUAFINA BOTTLED WATER

Case of 24

126.00 PER CASE

ASSORTED PEPSI PRODUCTS

Case of 24 – 12 oz. cans

126.00 PER CASE

COFFEE SOLD AND TO BE ORDERED IN
3 OR 5 GALLON INCREMENTS

BUBLY SPARKLING WATER

Case of 24 – 12 oz. cans

126.00 PER CASE

INDIVIDUAL BOTTLED JUICE

Case of 24 – 15.2 oz. bottles

132.00 PER CASE

ALL NATURAL SPA WATER

Refreshing Still Water with Chef's Choice of Fruit

204.00 PER 3 GALLON

UNSWEETENED ICED TEA

210.00 PER 3 GALLON

LEMONADE

210.00 PER 3 GALLON

NESPRESSO

44.00 PER 10 CAPSULES
125.00 MACHINE RENTAL PER DAY

KEURIG COFFEE MACHINE *E

85.00 PER DAY

*FOR GROUPS OF 25 AND UNDER

K-CUPS (BOX OF 24)

Select from the following: Green Mountain House Blend, Decaf House Blend, French Vanilla, Hazelnut and Celestial Decaf Green Tea

60.00 PER CASE

ICE (PER 5LB BAG)

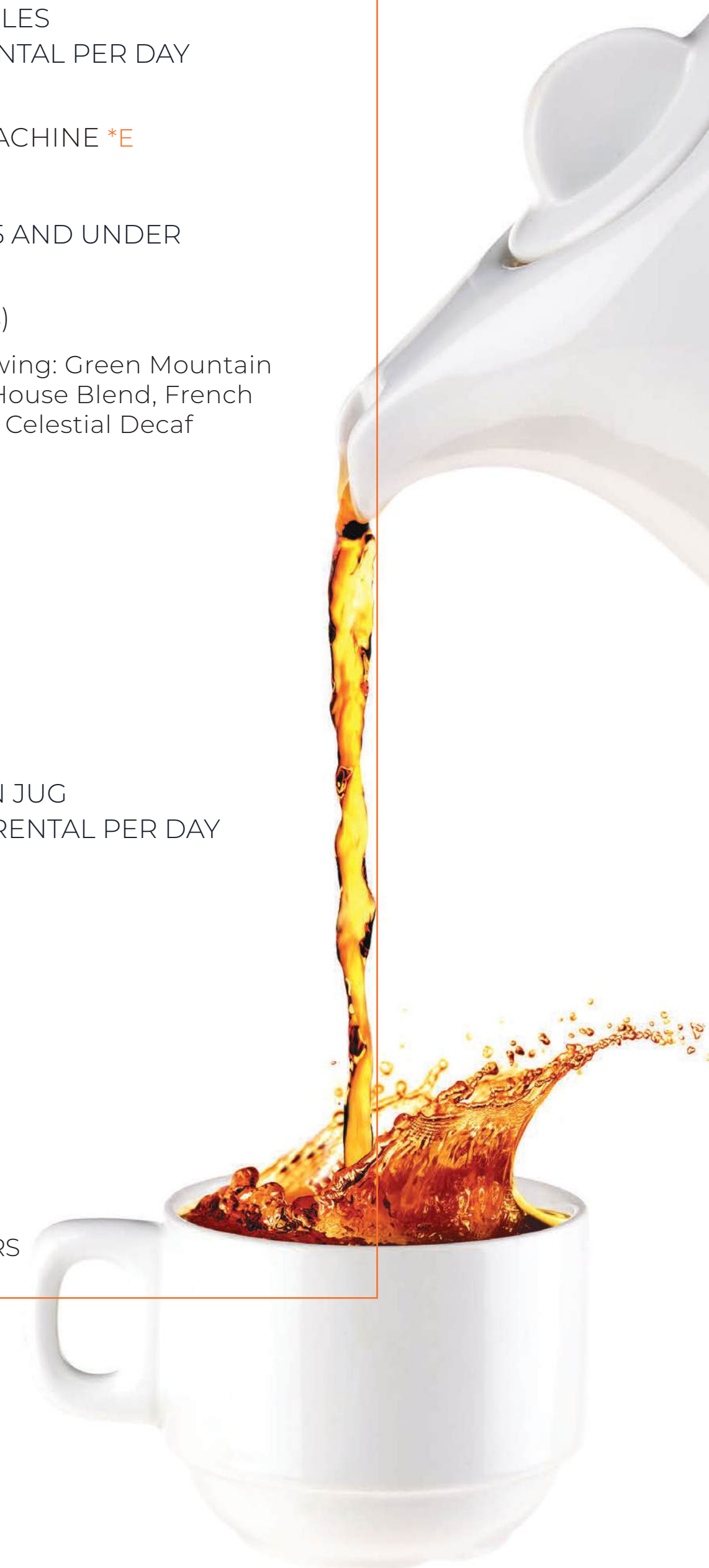
10.00 PER BAG

WATER COOLER

45.00 PER 5 GALLON JUG
80.00 EQUIPMENT RENTAL PER DAY

Machine rentals do not count towards F&B minimum.

1 DEDICATED ATTENDANT AT 175.00 FOR A MINIMUM OF 4 HOURS REQUIRED PER EACH 10 WATER COOLERS



SWEET TREATS

THE SWEET

TRIPLE CHOCOLATE BROWNIES [Ⓟ]

60.00 PER DOZEN

CHOCOLATE COVERED STRAWBERRIES⁺

72.00 PER DOZEN

CANDY BARS⁺

60.00 PER DOZEN

LOGO COOKIES

Ask your catering sales manager for details and custom PRICING

WHOOPIE PIES [Ⓟ]

Assorted Seasonal Selections

60.00 PER DOZEN

RICE KRISPIE TREATS

Classic, Hand-Dipped Chocolate, and Peanut Butter

60.00 PER DOZEN

COOKIES BY THE DOZEN (SELECT THREE)

Cranberry White Chocolate

Chocolate Chunk

Tropical Pineapple Coconut Caramel

Cherry Cheesecake

Blueberry Dark Chocolate

Heath Bar Crunch

Graham Chocolate Marshmallow

Carrot Cake

SMALL 1.5OZ COOKIES

48.00 PER DOZEN

LARGE 3OZ COOKIES

60.00 PER DOZEN

HERSHEY KISSES^{*}

12.00 PER POUND

BULK CANDY^{*}

Ask your catering sales manager for details and custom pricing

⁺3 DOZEN MINIMUM

^{*}3 POUND MINIMUM



SAVORY TREATS

THE SAVORY

FRESH GARDEN VEGETABLES ^V ^{AVG}

Raw Baby Vegetables with Vegan Green Goddess Dressing and Lemon Hummus

16.00 PER GUEST

ASSORTED GRANOLA BARS ^V

40.00 PER DOZEN

ASSORTED ENERGY BARS ^V

55.00 PER DOZEN

ARTISANAL BAVARIAN PRETZEL *E ^V

Traditional Salted Bavarian with Pimento Cheese and Brown Mustard

144.00 PER DOZEN

POTATO CHIPS AND GOURMET DIPS ^V ^{AVG}

Kettle-Style Potato Chips with Roasted Garlic Parmesan, French Onion and Blue Cheese Dips

250.00 SERVES 25

ASSORTED INDIVIDUAL BAGS OF CHIPS ^V ^{AVG}

Cape Cod Chips, Stacy's Pita Chips, Smartfood Popcorn and Pop Chips

42.00 PER DOZEN

NEW ENGLAND CHEESE BOARD

An Artisanal Selection Of Cheese From Vermont, New Hampshire, and Massachusetts, served alongside Whipped Truffle Cheddar and New England Pimento Cheese Spreads, Mixed Olives, Fig Jam, and Baguette

18.00 PER GUEST

HUMMUS TRIO ^V ^{AVG}

Traditional Chickpea, White Bean and Edamame Hummus, Served with Crispy Carrots, Celery, and Cucumbers

350.00 SERVES 25

ENERGY MIX ^V ^{AVG}

Pre-Packaged Assortment of Dried Papaya, Yogurt Coated Raisins, Roasted Almonds, Dried Cranberries, Chocolate Chunks, and Banana Chips

108.00 PER DOZEN





LUNCHES TO GO

THESIS BARS

PREMIUM LUNCHES TO GO

CHOOSE 2 TOTAL ENTREES AND 3 SIDES.
ALL LUNCHES COME WITH THE SAME SIDES

GOURMET ENTREE SANDWICHES

ROAST SIRLOIN OF BEEF ON FOCACCIA
Tomatoes, Sweet Onion Jam, and Boursin
Cheese

CURRIED CHICKEN SALAD
Toasted Pepitas, Golden Raisins, Chives, and
Local Honey on Multigrain Bread

SMOKED TURKEY ON MULTIGRAIN
Arugula, Tomato, and Cranberry Aioli

ROASTED VEGETABLE, ARUGULA, TOMATO
Garlic Hummus in Spinach Wrap (V)

ITALIAN PINSA WITH CAPICOLA AND
SALAMI
Giardineira and Arugula

GARLIC CHICKEN WRAP
Romaine, Parmesan, and Creamy Garlic
Dressing

CAPRESE PINSA (V)
With Fresh Mozzarella, Marinated Tomato,
Arugula, Nut Free Basil Pesto

CURRIED CAULIFLOWER CRANBERRY
SALAD WRAP
Arugula, Cucumber, Tomato, and Butternut
Hummus (V)

INCLUDES:

AQUAFINA WATER

43.00 PER GUEST
MINIMUM OF 6 PER OPTION

ENTREE SALADS

ROASTED VEGETABLE QUINOA TABBOULEH
(V) (AVG)
Lemon Parsley Dressing

BABY KALE CAESAR SALAD
Roasted Red Pepper, Caesar Dressing, Tomato,
and Shaved Parmesan

MEDITERRANEAN TUNA SALAD (AVG)
Acadian Greens, Roasted Onions, Olives,
Peppers, Tomatoes, Green Beans, Feta

CURRIED CHICKEN SALAD
Raisins and Roasted Pepitas on Baby Iceberg
Cups (AVG)

MARINATED TOFU AND RICE
NOODLE SALAD
Carrots, Cucumbers, Scallions, Napa Cabbage
and Sesame Chili Sauce (V) (AVG)

SIDES

Honey Glazed Roasted Carrots with Raisins
and Goat Cheese (V) (AVG)

Marinated Olives, Tomato, and Pearlini
Mozzarella (V) (AVG)

Pineapple Coleslaw (V) (AVG)

Black Garlic Potato Salad (V) (AVG)

Lavender Scented Fruit (V) (AVG)

Whoopie Pie (V)

Chocolate Chip Cookie (V)

Blueberry Coconut Panna Cotta (V) (AVG)

House-Made Pickled Cucumber
Salad (V) (AVG)

Zaatar Spiced Chickpea Salad (V) (AVG)

Roasted Corn and Black Bean Salad (V) (AVG)

Cucumber and Tomato Salad with Edamame
and Feta (AVG)

Mango and Quinoa Salad with
Cilantro Vinaigrette (V) (AVG)

SMALL BITES & RECEPTIONS



NEW ENGLAND SPECIALTIES

Slow Cooked Boston Baked Beans with Caramelized Onions and Brown Bread (V)

6.50 EACH

Individual Yankee Pot Roast with Braised Beef Tips, Sweet Peas, Carrots, and Potatoes topped with Mini Buttermilk Herb Biscuit

6.50 EACH

Mini Lobster Rolls with Griddled Brioche

7.75 EACH

"Soup Sip" Clam Chowder

6.50 EACH

3-Way Boston Roast Beef Slider With Onions, Mayo, and Fried Onions

7.75 EACH

HAND CRAFTED MINIS

Breaded Chicken Parmesan with Marinara and Fresh Mozzarella

6.75 EACH

Tavern Slider with Secret Sauce and American Cheese

6.75 EACH

New England Style Impossible Joe Slider with Onions and Vegan Cheese (V)

7.00 EACH

Buffalo Chicken Meatball Sub

6.25 EACH

Philly Cheesesteak Slider with Peppers and Onions

6.75 EACH

EMPANADAS

Slow Braised Ground Beef, Manzanilla Olives, and Poblano Peppers

6.50 EACH

Simmered Ground Chicken, Poblano, and Chimichurri

6.50 EACH

Slow Cooked Black Beans, Tomato, and Onion (V)

6.50 EACH

SHRIMP SHOOTERS

Mini Shrimp with Cocktail Sauce and Lemon (AVG)

6.75 EACH

Shrimp Ceviche (AVG)

6.75 EACH

Pesto Marinated Shrimp with Basil (AVG)

6.75 EACH

RETRO & MODERN MINIS

Beef Wellington Bites with Horseradish Cream

6.50 EACH

Breaded Parmesan Stuffed Peppadew (V)

6.50 EACH

Vegetable Pakora (V) (AVG)

6.50 EACH

Spinach Artichoke Cup (V)

6.50 EACH

Crab Rangoon

6.50 EACH

Mini Lamb Gyro

6.50 EACH

Artichoke Cheese Bite (V) (AVG)

6.50 EACH

Mini Bacon Stuffed Potato (AVG)

6.50 EACH

Salmon Satay

6.50 EACH

Paella Croquette with Shrimp and Chorizo (AVG)

6.50 EACH

ARANCINIS

Lobster Arancini, Sherry Cream, and Basil

6.50 EACH

Portabello Arancini, Garlic, Spinach, and Mozzarella (V)

6.50 EACH

Sausage Arancini, Peppers, and Onions

6.50 EACH

Vegan Arancini (V)

6.50 EACH

Butternut Arancini (V)

6.50 EACH

VEGAN

Smashed Red Potato, Paprika Aioli,
and Garlic Chia Caviar (V)

6.50 EACH

Old Bay Hearts of Palm with Vegan Lemon Aioli,
and Parsley in Endive (V)

6.50 EACH

Vegan Samosa (V)

6.50 EACH

Vegan Caponata Star (V)

6.50 EACH

HOPERS D'OEUVRES

SMALL BITES

MASHED POTATO BAR

Classic Whipped Potatoes with Shredded Cheddar, Scallions, Bacon, and Sour Cream

Cauliflower Mash with Caramelized Leeks, Brie, Wild Mushrooms, and Truffle Oil (V)

Root Vegetable Mash with Roast Garlic Tahini and Parsley (V)

16.00 PER GUEST *E

MAC-N-CHEESE MADNESS

CHOOSE 3

BEGIN WITH THE STANDARD MACARONI PASTA AND CREAMY CHEESE, WITH THE OPTION TO ADD:

Caramelized Onions, Sliced Brats, and Whole Grain Mustard with Pretzel Topping

Buffalo Chicken, Cracker Crumbs, and Ranch Drizzle

Chorizo, Pico de Gallo, and Tortilla Crust

Caprese Shrimp, Tomato, Mozzarella, Focaccia Crumb, and Balsamic Drizzle

16.00 PER GUEST *E

GOURMET FOCACCIA

CHOOSE 3

Fennel Sausage with Wild Mushroom and Asiago Cheese

Eggplant, Cured Tomato, Ricotta, and Basil (V)

Sundried Tomato, Red Onions, Olives, and Feta (V)

Chicken Bianco with Pesto Cream and Mozzarella

Roma Tomatoes with Basil and Fresh Mozzarella (V)

Pepperoni, Pineapple, Garlic

18.00 PER GUEST *E

SHARING BOARDS

CHARCUTERIE

Shaved Beef Bresaola (AVG)
New England Salami (AVG)
Finnochiona (AVG)
Capicola (AVG)
Whole Grain Mustard (V) (AVG)
Cornichon (V) (AVG)
Roast Garlic and Onion Jam (V) (AVG)
Baguette (V)
18.00 PER GUEST

SEACUTERIE

An Assortment Of Tinned Fish (AVG), Smoked Salmon (AVG)
and Native Clam Dip (AVG)
Olives (V) (AVG)
Capers (V) (AVG)
Pickled Onions (V) (AVG)
Whipped Herb Cheese (V) (AVG)
Crackers (V)
Marcona Almonds (V) (AVG)
20.00 PER GUEST

NEW ENGLAND CHEESE

An Artisanal Selection of Cheese from Vermont,
New Hampshire, and Massachusetts (V) (AVG)
Whipped Truffle Cheddar Spread (V) (AVG)
New England Pimento Cheese Spread (V) (AVG)
Mixed Olives (V) (AVG)
Fig Jam (V) (AVG)
Baguette (V)
18.00 PER GUEST

MEZZE BOARD

Eggplant and Smoked Squash Baba Ganoush (V) (AVG)
Garlic Hummus (V) (AVG)
Roasted Pepper Muhammara (V)
Charred Scallion Tzatziki (V) (AVG)
Greek Olives (V) (AVG)
Roasted Vegetables (V) (AVG)
Mini Naan Bites (V)
Papadam (V) (AVG)
17.00 PER GUEST

BRIE BOARD

Warm Wheels Of Brie (AVG) Topped with an
Assortment of Sweet and Savory Toppings;
Garlic-Fig-Onion (V) (AVG)
Mango-Red Pepper (V) (AVG)
Pineapple-Pasilla (V) (AVG)
Caramelized Onion
Puff Pastry and Baguette (V)
18.00 PER GUEST



TRAFFIC BUILDERS

TRAVELING BUILDERS

WALKING WAFFLE BITES

"Small Bites" waffles on a stick drizzled with white and dark chocolate, cinnamon and sugar, or "all natural", these conversation novelties will have attendees directing their colleagues to your booth in short order. *E

FLAVORS:

Red Velvet

Mocha

Cinnamon Roll

Assorted toppings included

APPROXIMATELY 240 SERVINGS

CHEF ATTENDANT INCLUDED

1,320.00

**Client understands that service will conclude when waffle bites run out or at the scheduled end time.

CHOCOLATE CHIP COOKIE STOP

Cookie oven includes: one case of 240 cookies, napkins, plates, and serving platter. Additional cases of cookies are 480 each. *E

CHEF ATTENDANT INCLUDED

775.00

**Client understands that service will conclude when cookies run out or at the scheduled end time.

ICE CREAM BARS

Ice Cream Freezer includes: 10 dozen assorted ice cream bars and napkins. *E

680.00

BEN & JERRY'S

10 dozen assorted 4 oz. ice cream cups *E

FLAVORS:

Chocolate Chip Cookie Dough

Chocolate Fudge Brownie

Cherry Garcia

Strawberry Cheesecake

Americone Dream

REQUIRES SPACE FOR INCLUDED TABLE TOP FREEZER

890.00

ESPRESSO BAR

The show floor champion! Our Baristas are fully trained to engage and look after your guests and get the most from our state-of-the-art espresso machines.

With our team you can have peace of mind that we have your best interests at heart. Let us clean, maintain and entertain whilst you and your team achieve your goals.

Our (2) friendly and welcoming Baristas will ensure your guests have a memorable visit, featuring drinks that you would see in any world-class espresso bar including Cappuccino, Caffe Latte, Americano, Espresso, and all of the other favorites, as well as herbal teas and hot chocolate.

POWER REQUIREMENTS:

Coffee machine: 5kW, 30 Amp at 208 volts

Grinder: 350W, 5 Amp at 110 volts

1,500 DRINKS PER DAY

3,700.00 PER DAY

NITRO COLD BREW

Turn the spotlight on your booth with our Nitro Cold Brew!

We start with 100% Arabica beans steeped for 16 hours resulting in cold brew that's delightfully low in acidity with natural sweet notes.

Using nitrogen gas to infuse the brew your professionally trained team pours from the tap, resulting in a velvety, creamy texture and a cascading finish.

As an alternative this service also comes with straight up Cold Brew, both versions can be customised to suit your tastes with a full range of gourmet organic flavoured syrups and milks (both regular and plant based) on hand for a super tasty, unique, and refreshing cold drink experience.

We can switch this up even further (on request) and sub out the Cold Brew for Nitro Matcha, Beet or Turmeric Lattes!

POWER REQUIREMENTS:

Nitro kegerator: 24 hour, 115 volts 3 amp

*500 DRINKS PER DAY (10OZ) and two expert Baristas

*Additional portions can be added up to (2) weeks ahead of the first show day with a minimum of 100 servings per day at 5.00 each. We cannot provide additional servings once the show has started.

3,600.00 PER DAY

ESPRESSO BAR DIGITAL PRINTING/BEVERAGE TOP MEDIA

"A picture is worth a thousand words" they say! With our truly amazing printing service not only will you have the best coffee on the show floor, but you will also have your very own brand message, logo, or selfie on top of it!

As an add-on to our (2) Barista ESPRESSO BAR this attention grabbing and truly "OH WOW" moment making service can send your brand awareness to the next level as attendees grab their phones, take a picture, and then post it on social media.

Loads of fun let this unique, real time and relevant drink top content do the talking!

POWER REQUIREMENTS:

Printer: 4 Amp, 110 volts

Connectivity requirements:
2.4 & 5 GHz wireless frequency

*500 PRINTS PER DAY

*Additional prints can be added up to (1) week ahead of the first show day with a minimum of 100 prints per day at 2.50 each.

1,500.00 PER DAY



MARKEY SERVICES ARE NOT LIMITED TO THE ABOVE, ADDITIONAL SERVICES CAN BE CREATED TO SUIT YOUR NEEDS

TRAFFIC BUILDER STATIONS DO NOT COUNT TOWARDS F&B MINIMUM

SELF USE AUTOMATIC BEAN-TO-CUP ESPRESSO MACHINE

If you have a smaller booth but you are still looking to treat your guests to an authentic fresh espresso experience, then we have the answer for you.

Our machines offer state-of-the-art technology, touch-screen menu, and customisable background lighting.

This bean to cup machine will produce high quality, espresso, cappuccino, latte, regular coffee, and has a good hot water supply for tea. Hot chocolate is also possible.

POWER REQUIREMENTS:

Small appliances: 120-volt supply at 20 amps

***300 SERVINGS PER DAY**

***On site training will be provided during installation**

2,000.00 PER DAY

BLOSSOMING TEA BAR

A visually elegant and deliciously beneficial alternative to coffee! Our Tea Service is stunning in every way.

Featuring 100% natural, hand-crafted teas watch as our 'Tea Spheres' steep and release their own unique flavours and transform into beautiful flowers right before your eyes.

Amazingly fragrant they are a joy to behold as the 'Tea Perfume' excites the senses. A wonderfully special and unique option our Tea Bar also comes with more traditional loose-leaf teas to tickle your tastebuds!

Your final menu is created from seasonal ingredients and market availability. A final menu of (10) tea flavors for your show will be curated with you in consultation.

POWER REQUIREMENTS:

Hot Water Towers: (2) dedicated 230v, 3kW lines at 13Amp. (1) 120v line at 10Amp

***500 DRINKS PER DAY (8OZ) and two Markey Baristas**

***Additional portions can be added up to (2) weeks ahead of the first show day with a minimum of 100 servings per day at 5.00 each. We cannot provide additional servings once the show has started.**

3,600.00 PER DAY

GELATO BAR

Smooth, traditional, creamy, and super tasty artisanal Italian gelato! Say no more...

A guest favorite and a perfect attraction to your booth, watch as traffic gathers on your stand for this nostalgic and soul enriching treat!

Two trained Baristas will scoop and serve an array of flavors. Our menu can also include intensely delicious dairy-free vegan sorbets too. Our flavours change often and are made using seasonal ingredients. A final menu of (6) Gelato flavours for your show will be curated with you in consultation.

Want to elevate your Gelato Bar? Why not add on our Ice Cream Sandwich option and replace your Gelato cups with two soft, fresh and utterly delicious cookies (various flavours will be supplied) then sandwich a fluffy scoop of gelato in between! What's not to love.

POWER REQUIREMENTS:

Gelato cabinet: 24-hour, 3 kW, single phase, 10 Amp at 208 volts.

***500 SERVINGS PER DAY (5OZ GELATO AND ICE CREAM SANDWICH)**

***Additional orders may be added up to (2) weeks ahead of the first show day with a minimum of 100 servings at 5.00 each. We cannot provide additional servings once the show has started.**

3,600.00 PER DAY

5.00 PER ICE CREAM SANDWICH, MINIMUM ORDER OF 100 SANDWICHES



MARKEY SERVICES ARE NOT LIMITED TO THE ABOVE, ADDITIONAL SERVICES CAN BE CREATED TO SUIT YOUR NEEDS

MARKEY STATIONS DO NOT COUNT TOWARDS F&B MINIMUM

COTTON CANDY

Here's our take on the fairground favorite!

Think pastels, pinks, blues and yellows, this fun charged service comes with two Baristas (and two machines) who will spin classic flavors and delight with this colourful and attractive crowd pleaser!

Spun fresh we will discuss with you what (2) flavors (per day) you'd like for your guests.

POWER REQUIREMENTS:

Cotton Candy machines: Each machine will require a 110-volt, 1080-watt supply. Each machine comes with a 5-15P plug end

*500 SERVINGS PER DAY

*Additional orders may be added up to (1) week ahead of the first show day with a minimum of 100 servings at 5.00 each.

3,600.00 PER DAY

MAKE YOUR OWN DONUT BAR

Take a soft fluffy freshly made plain donut and slather it in a chocolate, caramel, nutella, or classic vanilla glaze, then top it off with a choice of fun and tasty toppings!

What's not to love!? Super yummy and visually enticing our two Baristas will hand glaze and smother the donuts in a wide range of classic topping delicacies.

All of our playful toppings change often and a final menu for your show will be curated with you in consultation.

POWER REQUIREMENTS:

Small appliances: 110-volt supply is required

*500 SERVINGS PER DAY

*Additional orders may be added up to (2) weeks ahead of the first show day with a minimum of 100 servings at 5.00 each. We cannot provide additional servings once the show has started.

3,600.00 PER DAY

FROZEN YOGURT

Fresh, natural, creamy, tart, and of course addictively delicious!

Complete with state-of-the-art frozen yogurt machine technology and coming with a vast array of crowd-pleasing, healthy, and wholesome toppings to choose from, this colorful attraction will certainly have you noticed and remembered.

Why not change things up with Soft Serve Ice Cream instead of Fro-Yo? We can do that too!

All of our fun toppings (12) change regularly. And will be served by two of our expert Baristas. A final menu for your show will be curated with you in consultation.

POWER REQUIREMENTS:

Frozen Yogurt machine: 3 kW, single phase, 8 Amp at 208 volts, NEMA6-15P power cord

*500 SERVINGS PER DAY (5oz)

*Additional orders may be added up to (2) weeks ahead of the first show day with a minimum of 100 servings at 5.00 each. We cannot provide additional servings once the show has started.

3,600.00 PER DAY



MARKEY SERVICES ARE NOT LIMITED TO THE ABOVE, ADDITIONAL SERVICES CAN BE CREATED TO SUIT YOUR NEEDS

MARKEY STATIONS DO NOT COUNT TOWARDS F&B MINIMUM

MOCHI ICE CREAM BAR

Irresistibly addictive, our little pillows of joy come in a large range of flavors for your mochi eating pleasure.

Soft, chewy, sweet and just yummy, this service comes with two Markey Baristas and six flavors daily. Vegan options available.

Fun, unique and a show floor hit!

POWER REQUIREMENTS:

Freezers: two dedicated 120v, 10amp lines

*750 SERVINGS PER DAY

*Additional orders may be added up to (2) weeks ahead of the first show day with a minimum of 100 servings at 5.00 each.

3,500.00 PER DAY

BUBBLE TEA

Fun, colourful, refreshing, and super tasty our Markey Bubble Tea service features four popular flavor choices and an array of taste bud tantalising chewy fruit popping bobas.

Handmade to order by our two Bubbleologists our teas come with milk in flavors such as Matcha, Coconut, Chocolate, and Taro, and Fruit Teas such as Passionfruit, Pomegranate, Mango, and Strawberry.

Mix, match, and relax. We've got you!

POWER REQUIREMENTS:

Small appliances: 2 dedicated 120v at 15amps

*500 SERVINGS PER DAY

*Additional orders may be added up to (2) weeks ahead of the first show day with a minimum of 100 servings at 5.00 each. We cannot provide additional servings once the show has started.

3,600.00 PER DAY



MARKEY SERVICES ARE NOT LIMITED TO THE ABOVE, ADDITIONAL SERVICES CAN BE CREATED TO SUIT YOUR NEEDS

MARKEY STATIONS DO NOT COUNT TOWARDS F&B MINIMUM

MAKE-YOUR-OWN ACAI BOWL BAR

Fresh, healthy, and super tasty, your guests will love you for it! Let our two Baristas look after your team and guests with a vibrant, on trend, healthy, colorful, vivid and super popular service that ticks all of the boxes.

Super high in antioxidants and feel-good energy, your guests can design their own superfood health bowl starting with a base of acai berries and a wide selection of dried fruits, nuts, seeds, granola, and nut butters.

POWER REQUIREMENTS:

Acai machine: 3 kW, single phase, 8 Amp at 208 volts NEMA6-15P power cord

Refrigerated Fresh Fruit Display cabinet: 120v at 10 amps

***500 SERVINGS PER DAY**

*Additional orders may be added up to (2) weeks ahead of the first show day with a minimum of 100 servings at 5.00 each. We cannot provide additional servings once the show has started.

3,600.00 PER DAY

BRANDING SOLUTIONS

We can assist in creating even more awareness with our range of branded cups, napkins and coffee stencils.

HOT PAPER CUPS. 8-ounce double walled hot paper cups for comfort and practicality. Our white cups can be printed in full color.
750.00 for 1,000 cups

Custom made napkins, 5" x 5", 3 ply, white.
700.00 for 1,000 napkins

COFFEE STENCILS. Let your brand travel throughout the venue with our custom-made coffee stencils, or sit back and watch as it hits the socials amongst attendees, colleagues, and your industry peers.
150.00 per stencil

*A (6) week lead time is required for all branded items from the receipt of approved/ final artwork.



MARKEY SERVICES ARE NOT LIMITED TO THE ABOVE, ADDITIONAL SERVICES CAN BE CREATED TO SUIT YOUR NEEDS

MARKEY STATIONS DO NOT COUNT TOWARDS F&B MINIMUM

SUB ZERO NITROGEN ICE CREAM NITROGEN BLASTED ICE CREAM

As Seen on Shark Tank! Provide a unique experience to your guests like no other. Everyone will be swarming to your booth to see what is happening. In a blast of chilled fog, liquid ingredients transformed into fresh, ultra-smooth, deliciously creamy ice cream before your eyes in seconds! This is NOT fro-yo or soft serve nor is it pre-packaged.

Choose up to (3) flavors per day. Two trained Artisans will create and serve your customized selections. We also offer a dairy-free option!

NO POWER REQUIREMENTS (So no extra fee!) You decide where we set up for optimal visibility.

*500 SERVINGS PER DAY (5 oz)

Select (3) flavors from our top (7) or inquire within to create a unique and amazing experience:

Black Raspberry, Chocolate, Coffee, Mint, Strawberry, Vanilla, or Dairy Free

Service includes:

(2) Artisans

(3) Flavors of choice/Change daily for a Multi-Day Event

(5) Mix-ins. Chocolate Chips, Gummy Bears, M&Ms, Oreos, Rainbow Sprinkles

(please inquire about other mix-ins) to fully customize your experience Cups, Spoons, Napkins, Liquid Nitrogen

6' dressed table/we require a 7'x 3.5' area

*Additional orders can be added up to (2) weeks ahead of the first show day with a minimum of 100 servings at 5.00 each or we can provide additional servings once the show has started.

3,575.00 PER DAY



TRAFFIC BUILDER STATIONS DO NOT COUNT TOWARDS F&B MINIMUM

BARTESIAN

Bartesian is a premium, capsule based system that crafts bar quality cocktails at the touch of a button

Insert capsule, select spirit strength and serve cocktail in under 30 seconds

Use base spirits of your choosing to serve 50+ premium cocktails in seconds

DIMENSIONS

1 cubic foot

Service Includes: Vodka, Rum, Tequila, Whiskey

Cocktail List:

Vodka - Cosmo, Ginger Peach Iced Tea

Tequila - Margarita, Spicy Margarita, Mango Margarita

Whiskey - Old Fashioned, Whiskey Smash

Rum - Pain Killer, Hurricane

1,525 includes service with 100 pods and machine.

REQUIRES 1 BARTENDER FEE OF 175 FOR MINIMUM OF 4 HOURS



*Food is required with all bar services



BEVERAGES

BARSELECTIONS

HOSTED DELUXE BAR

COCKTAILS

Featuring Tito's Vodka, Bombay Sapphire Gin, Hornitos Tequila, Bacardi Rum Superior, Maker's Mark Bourbon, Dewar's White Label Scotch Whisky, Jack Daniel's Whiskey and Sweet and Dry Vermouth.

13.50 PER DRINK

WINE BY THE GLASS

Pinot Grigio

Sauvignon Blanc

Pinot Noir

Cabernet Sauvignon

10.50 PER GLASS

BEER

PREMIUM BEER

9.50 EACH

DOMESTIC BEER

8.50 EACH

SPIRIT FREE

ATHLETIC BREWING - RUN WILD IPA

9.50 EACH

ATHLETIC BREWING - FREE WAVE HAZY IPA

9.50 EACH

NON-ALCOHOLIC

BOTTLED WATER

5.25 EACH

SOFT DRINKS

5.25 EACH

JUICES

5.50 EACH

*Food is required with all bar services

*Beverages are billed on consumption unless otherwise noted. BARTENDER FEE OF 175 FOR A MINIMUM OF 4 HOURS
Cash bar options are available.

WHITE WINE

CHARDONNAY
Kendall-Jackson
75.00

CHARDONNAY
Sonoma-Cutrer
75.00

SAUVIGNON BLANC
Kim Crawford
60.00

SAUVIGNON BLANC
Frei Brothers
60.00

RIESLING
Chateau Ste. Michelle
60.00

PINOT GRIGIO
J Vineyards
75.00

PINOT GRIGIO
Santa Margherita
125.00

PINOT GRIGIO
SiSi Friuli
65.00

RED WINE

PINOT NOIR
Meiomi
60.00

PINOT NOIR
Etude
64.00

CABERNET SAUVIGNON
Simi
75.00

CABERNET SAUVIGNON
Louis Martini
60.00

MERLOT
Murphy Goode
60.00

MALBEC
Gascon
60.00

RED BLEND
Chaos Theory
165.00

RED BLEND
Conundrum
90.00

BUBBLY

Ferrari Brut
100.00

NICOLAS FEUILLATTE BRUT
310.00

ROSÉ

Fleur de Mer
85.00

NICOLAS FEUILLATTE
BRUT ROSE
310.00

SPARKLING ROSÉ
Ferrari Brut Rose
100.00

WINE BY THE BOTTLE

EXHIBITOR CATERING ORDER FORM

EXHIBITING COMPANY INFORMATION	
COMPANY NAME: <i>(Include Booth Name if Different)</i>	
AUTHORIZED SIGNORS NAME AND EMAIL ADDRESS:	
BILLING ADDRESS:	
CITY, STATE, ZIP CODE:	COUNTRY:
MAIN TELEPHONE NUMBER:	
EMAIL ADDRESS:	

SITE INFORMATION	
EVENT NAME:	
BOOTH NUMBER:	BOOTH SIZE:
COUNTER DETAILS:	CLIENT PROVIDED? YES/NO COUNTER SIZE:
ON-SITE CONTACT NAME:	
ON-SITE CONTACT CELL NUMBER:	

DATE	DELIVERY TIME/ SERVICE END TIME	ITEM DESCRIPTION	QTY	PRICE

Mail, or Scan (Along With Any Floor Plans) To:
EXHIBITOR CATERING MANAGER

Levy Restaurants | John B. Hynes Veterans Memorial Convention Center

HynesExhibitorOrders@levyrestaurants.com