

GENERAL SERVICES CONTRACTOR



where *grocers* gather

las vegas
FEBRUARY 26 - 28 / 2023
CAESARS FORUM CONVENTION CENTER
LAS VEGAS, NV

National Grocers Association 2023

EXHIBITOR SERVICE KIT

WE BELIEVE IN THE POWER OF HUMAN CONNECTION.

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SHOW MANAGEMENT INFORMATION

Exhibit Space & Booth Layout Guidelines
Food Sampling FAQs
NGA COI & EAC Policies



Exhibit Space & Booth Layout Guidelines

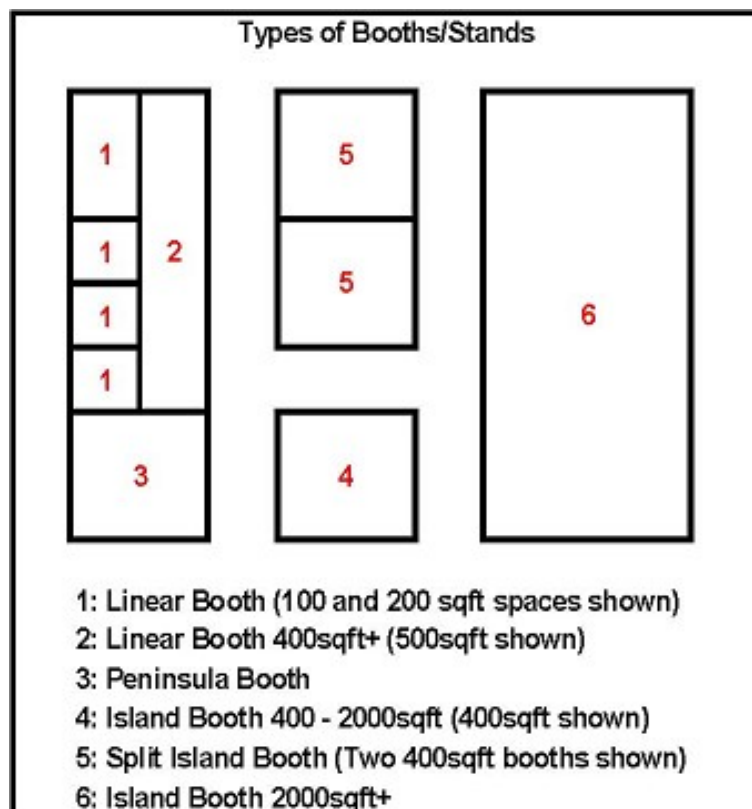


Exhibit Space & Booth Display Rules

The NGA Show follows the Line of Sight rule for exhibit booths.

The following display rules have been designed using the IAEE (International Association of Exhibitions and Events) guidelines and modified to incorporate some of the needs of the many International exhibitors who are present at Clarion Events exhibitions. Every attempt has been made to maintain fairness to exhibitors in booths of all sizes and to maintain clear lines of sight to neighboring booths. These rules will be enforced in the exhibit hall and you must have written approval from Clarion Events to display anything that does not adhere to the limits set forth in this document.

Please contact Stacey.Gonillo@clarionevents.com if you have any questions regarding these display rules.

General notes:

- Under no circumstances may machinery or any part of an exhibitor's display extend outside of the boundary of your contracted exhibit space regardless of the height clearance from the floor. This rule also applies to lights,

speakers, and hanging signs. If you have any type of projection in your booth, it must stay within your booth space. You cannot project onto the walls of the exhibit hall. If you do, you will be asked to remove the projection.

- To maintain a professional appearance of the exhibit hall, booths must have back sides of displays covered when visible from an aisle (eg: panels on the back side of a pop-up structure in an island booth to cover the frame).
- Utility connections (electrical or internet wires, air/water/gas hoses, etc.) must be hidden from view to maintain a high level of safety and professional appearance.
- Unless explicitly contracted with Show Management, **booth spaces are unfurnished**. Please refer to Exhibitor Manual to rent booth furniture.
- Distributing literature or promotional items outside of the contracted booth space is prohibited.
- Any booth with a structured wall (meaning a continuous structure, fabric or otherwise, that encloses or divides an area of space) **cannot exceed 20' in height**. Structured walls over 20' long are subject to Fire Marshal approval.
- If using a non-official contractor to set-up and/or dismantle your exhibit, the required form to request for set-up by non-official contractor along with the Certificate of Insurance naming the Official General Contractor as an additional insured, must be received by the specified deadline in the Exhibitor Manual. Otherwise labor will have to be hired from the General Contractor by the non-official contractor for them to supervise your exhibit. These stipulations are strictly enforced to protect you, show management and the General Contractor.

EXHIBIT BOOTH EXAMPLES

Linear Booth

Linear Booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. They are also called “in-line” booths.

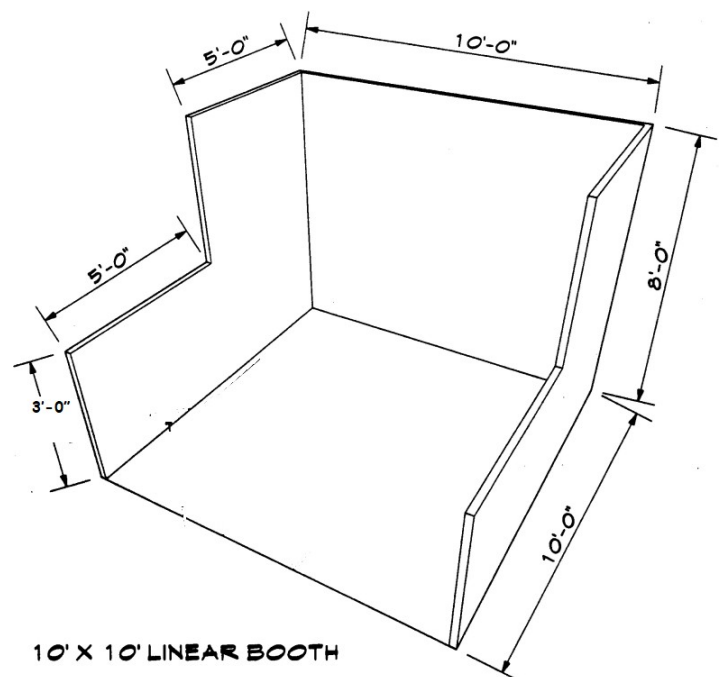
Dimensions

To maintain consistency and for ease of layout and/or reconfiguration, floor plan design in increments of 10 ft (3.05m) has become the standard. Therefore, Linear Booths are most commonly 10 ft (3.05m) wide and 10 ft (3.05m) deep (10'x10').
Maximum backwall height limit: 8 ft (2.5m)

Use of Space

Regardless of the number of Linear Booths utilized, display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.

The maximum height of 8 ft (2.44m) is allowed only in the rear half of the booth space, with a 3 ft (0.91m) height restriction imposed on all materials in the remaining space forward to the aisle. Please contact your exhibit services managers regarding any equipment or display that will be higher than 8ft.



Corner Booth

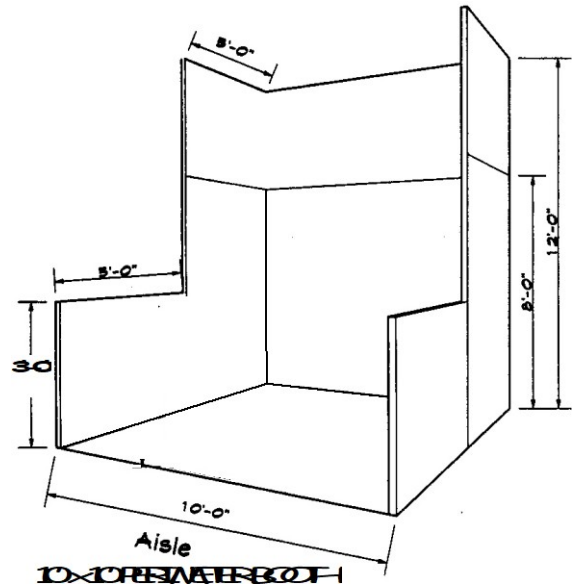
A Corner Booth is a Linear Booth exposed to aisles on two sides. All other guidelines for Linear Booths apply.

Perimeter Booth

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

Dimensions and Use of Space

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

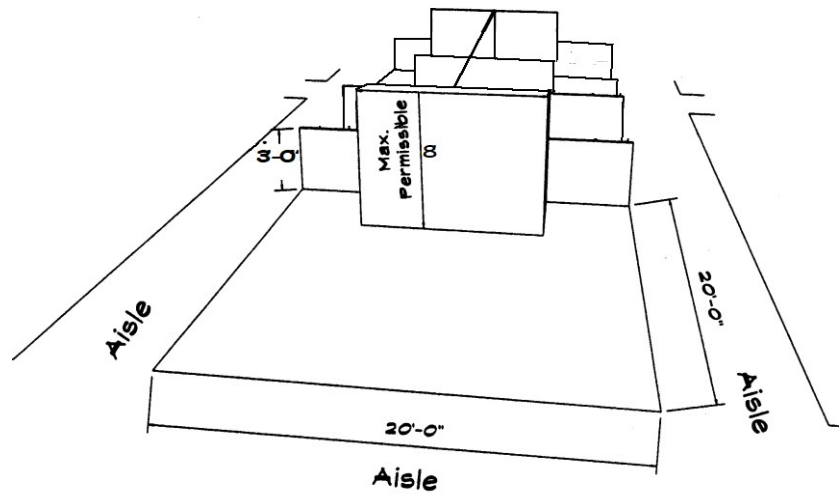


Peninsula Booth

A Peninsula Booth is exposed to aisles on three (3) sides and composed of a (4) 10'x10' booths or (2) 10'x10' booths.

Dimensions:

A Peninsula Booth is usually 20'x20' (6.1m x 6.1m) or larger. When a Peninsula Booth backs up to two Linear Booths, the backwall is restricted to 3 ft (0.91m) high within 5 ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining Linear Booths. Overhead hanging signs are not permitted for booths under 400 sq. ft.



Island Booth

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

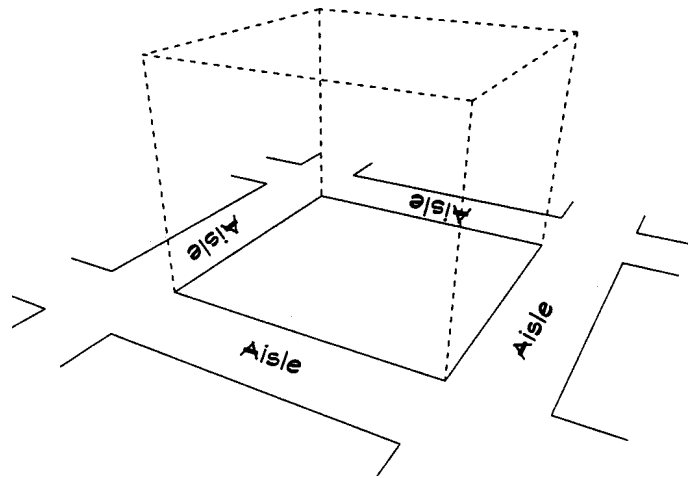
Dimensions

An Island Booth is typically 20 ft x20 ft (7.75m x 7.75m) or larger, although it may be configured differently.

Use of Space

The entire cubic content of the space may be used up to the maximum allowable height, which is usually 20 ft (6.1m), including signage.

*If an exhibitor has an island bigger than a 20x40 and would like to create aisles within their cut booths, they should reach out to their Exhibit Services Manager as additional restrictions may apply.



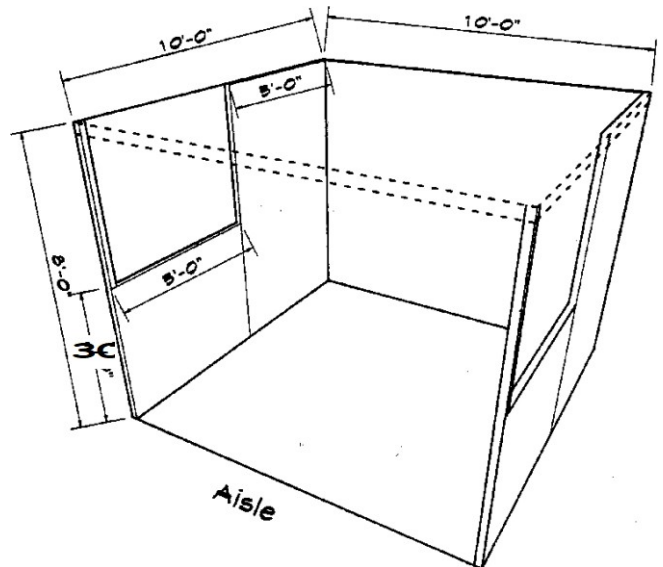
Other Important Considerations

Line of Sight - Inline Booths:

All inline booths must be conscious of the arrangement of display materials so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8 ft is allowed only in the rear half of the booth space, with a 3 ft (0.91m) height restriction imposed on all materials in the remaining space forward to the aisle.

Canopies and Ceilings

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or for hanging products). Canopies for Linear or Perimeter Booths should comply with line of sight requirements (see "Use of Space for Linear or Perimeter Booths").



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

Hanging Signs & Graphics

Hanging signs and graphics may be permitted in Peninsula and Island Booths with Show Management and Venue approval, usually to a maximum height of 20 ft (6.1m). Whether suspended from above or supported from below, they should comply with all ordinary use-of-space requirements per the specific Venue Rules and Regulations (for example, the highest point of any sign should not exceed the maximum allowable height for the booth type).

Hanging Signs & Graphics should be set back 10 ft (3.05m) from adjacent booths.

Approval for the use of Hanging Signs & Graphics should be received from Show Management at least 60 days prior to installation. Drawings must be available for inspection.

Booth Backwall Overview

The standard booth height limit at the Exhibition is eight (8) feet, but this limitation is also determined by Exhibitor's booth size and location on the floor. The following chart will show the acceptable heights. **However, any exhibit exceeding the regulated height restrictions (including signs) must be approved by Clarion Events regardless of boothsize or location.** If an Exhibitor desires to exceed the standard heights or has a booth over 2,500 sq. ft. net you must submit a request in writing along with the booth design and dimensions of the proposed booth for approval to Stacey.Gonillo@clarionevents.com 90 days out from the first move in day.

<u>Inline Booth</u>	<u>Perimeter Booth</u>	<u>Peninsulas</u>	<u>Island Booth</u>
8'	(against a wall) 12'	8'	(aisles on all sides) 20' to Top of Structure
(Including Draping or structural walls)			

***All height restrictions are subject to physical limitations of the Exhibition hall. Prior to construction, Exhibitor has the responsibility to check on height capabilities for Exhibitor's assigned location.**

Hanging Signs & Graphics Height Restrictions

Hanging signs and graphics may be permitted in Peninsula and Island Booths with Show Management and Venue approval. Approval for the use of Hanging Signs & Graphics should be received from Show Management at least 90 days prior to installation. Drawings must be available for inspection.

Whether suspended from above or supported from below, they should comply with all ordinary use-of-space requirements per the specific Venue Rules and Regulations (for example, the highest point of any sign should not exceed the maximum allowable height for the booth type)

***Hanging Signs & Graphics should be set back 10 ft (3.05m) from adjacent booths.**

***Signs must stay within the leased booth space without exception.**

Towers

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

Towers exceeding 8' (2.44m) must have drawings available for inspection and have Show Management and Venue approval. Fire and safety regulations in many facilities strictly govern the use of towers. A building permit may be required.

Columns

Exhibits with a full column in the booth area may utilize the column to enhance the booth design, provided fire cabinets and strobe lights remain visible and accessible. Column widths vary in size and Clarion Events recommends that Exhibitor contact its Exhibitor Services Manager if Exhibitor has any questions. Exhibitor may use the columns to the maximum height within the perimeter of the booth only. Consult with the venue for specific measurements and location of columns prior to installation. **Note: Columns with fire hoses will require special attention so that fire hoses always remain accessible.**

Multi-story Exhibit

A Multi-story Exhibit is a booth where the display fixtures exceed 12 ft (3.66m), including Double-decker and Triple-decker Booths. The city building department needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met.

Multi-storied Exhibits require approval from the following:

- Clarion Events Show Management to ensure compliance with display rules

- The General Service Contractor to ensure that there are no physical obstructions that will create problems during setup
- The exhibit facility and/or relevant local government agency because it is deemed to be a “structure” for building purposes.

The rules set in place by convention centers and their local fire marshals vary from city to city with regards to the level of fire alarms, sprinklers, extinguishers, etc., that are required in multi-story booths. Stamped engineering drawings will need to be submitted for approval by the fire marshal, Clarion Events, and the General Service Contractor will need a copy of the approved booth on file before booth construction may commence.

- *Please contact Clarion Events Show Management for additional information and if possible include drawings or renderings of the proposed design. Show Management will determine if the proposed design works with our display rules and will forward the design to the show’s General Service Contractor. The Contractor will work with the local fire marshal to give structural approval of the design.*

Exhibit Space Lighting and Sound:

- Without exception, all light and sound must be contained within, and directed into, the footprint of the contracted exhibit space.
- Additional lighting may be brought in for the exhibit space however this lighting must be restricted to the contracted exhibit space. Lighting should not shine onto the aisles or into a neighbor’s exhibit space.
- Sound must not be at a level that interferes with normal levels of communication in neighboring exhibit space and not exceed 75 decibels.

Vehicles for Indoor Displays:

Vehicles to be displayed indoors must adhere to the following guidelines and display will likely be inspected on-site by the local fire marshal.

- Gas tank must be no more than 1/8 full.
- Battery must be removed or disconnected.
- Gas tank must feature a locking cover or cover sealed with tape.
- Ignition keys removed.
- Propane or similar compressed gas tanks removed.
- A fire extinguisher must be present in any booth featuring a display vehicle.
- *Other guidelines may apply depending on the individual Venue Rules and Regulations.*

Balloons (Static and Controlled):

- Balloons filled with helium or hydrogen are not permitted (tethered or un-tethered, controlled or stationary)
- Balloons filled with air may be suspended from the ceiling in exhibits with a minimum size of 400sqft (36sqm), pending Venue approval. In this instance, these will be treated as hanging signs. Please refer to hanging sign rules in this document for additional information. This should be designed so that the balloon is stationary and will not sway in the airflow of open doors or air conditioning.
- *Other guidelines may apply depending on the individual Venue Rules and Regulations.*

Structural Integrity:

- All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork- lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open.
- Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed

Flammable and Toxic Materials:

- All materials used in display construction or decorating should be made of fire-retardant materials and be certified as flame retardant.
- Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

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

Electrical:

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

Conducting Business outside of Exhibit Space:

- Distributing literature or promotional items outside of the contracted booth space is prohibited. If additional space is needed, please contact your sales manager to purchase additional exhibit hall floor space.

Compliance with Laws

Exhibitor shall observe and abide by all applicable federal, state, and local laws, codes, ordinances, rules, and regulations, as well as all rules and regulations of Clarion Events and the Exhibition hall. Exhibitor shall conduct itself, and shall require its agents, employees, independent contractors, and representatives, to conduct themselves, always in accordance with customary standards of decorum and good taste in the industry.

Copyrighted Materials

Exhibitor agrees not to play, broadcast, perform, or distribute any copyrighted material owned by others without first obtaining (at its own expense) all necessary rights and licenses and paying in full all required royalties or other fees.

Exhibit Activities/Demonstrations

"Live" demonstrations and costumed characters for promoting Exhibitor's products will be permitted on the Exhibition floor only within the confines of Exhibitor's booth. Exhibitor shall not conduct any activities in aisles or in space other than Exhibitor's booth space. All sound amplification devices and other sound-producing equipment and activities shall be limited to reasonable volume levels (no louder than 75 decibels) which shall not project beyond the boundaries of Exhibitor's booth space or otherwise interfere with the Exhibition or other exhibitors' activities. An audiometer may be used to measure sound levels. Clarion Events reserves the right to bar or eject Exhibitor from the Exhibition and/or close Exhibitor's booth for failure to comply with any provision of the Agreement.

Excessive Trash

Any Exhibitors promoting giveaways from their booths which generate additional trash are required to order porter service for their booth. Exhibitors who require porter service for their booths, but do not order it, will automatically be billed for this service. Any wooden crates or large containers left on the show floor (not labeled as empty storage) will be subject to an additional fee for dismantling and disposal.

No Assignment

Exhibitor understands and agrees that it may not assign the Agreement, in whole or in part, or any rights thereunder to any third-party without the prior written permission of Clarion Events. In addition, Exhibitor is not authorized and has no right to sublet any portion of its exhibit space or booth without the prior written permission of Clarion Events.

Limited License in Exhibitor's Name

Exhibitor grants to Clarion Events a fully-paid, perpetual, worldwide, non-exclusive license to use, display, and reproduce (in print, electronically, or otherwise) Exhibitor's name, trade names, logos, and product names in any listing of those companies exhibiting at or registered to exhibit at the Exhibition and in Exhibition promotional materials. In addition, Exhibitor authorizes Clarion Events to take photographs of Exhibitor's booth, exhibit, and staff during, before, or after the Exhibition and to use such photographs for any legitimate promotional purpose of Clarion Events.

Booth Storage:

Materials may be stored behind your booth during the show however all materials stored must be masked/covered so they are not visible. A drape or cover may be ordered through the General Services Contractor.

Unsightly Booths

Any unsightly booth areas must be masked off by Exhibitor. This is commonly done with drape. Clarion Events, in its sole discretion, will determine whether booths are unsightly or have unsightly areas

Outside Food and Beverage

In compliance with the Convention Center's Rules and Regulations, outside food and beverages will not be permitted on the property of the Convention Center during DISTRIBUTECH INTERNATIONAL. All Full Conference Delegate Registrations include access to the delegate lunch, which is in the Exhibition Hall.

Booth and/or Material Abandonment

Exhibitors that leave excessive literature and/or display materials in their booth at the end of the published move-out time will be deemed to be guilty of "material abandonment". Any charges incurred on behalf of show management to remove the abandoned materials to ensure that show management can comply with the published move-out schedule of the facility as stated in their license agreement for the event will be billed to the exhibitor directly. Show Management & the facility will NOT be responsible for the recovery of abandoned materials that are left in an exhibitor's booth past the move-out dates/times as published in the Exhibitor Manual.

PLEASE NOTE: If using a non-official contractor to set-up and/or dismantle your exhibit, the required form to request for set-up by non-official contractor along with the Certificate of Insurance naming the Official General Contractor as an additional insured, must be received by the specified deadline in the Exhibitor Manual. Otherwise labor will have to be hired from the General Contractor by the non-official contractor for them to supervise your exhibit. These stipulations are strictly enforced to protect you, show management and the General Contractor.

Pictures below represent unsightly booth storage and booth displays that are not allowed.



****unsightly booth storage***



****unsightly booth storage***



**conducting business outside of exhibit space*



**unsightly booth storage*



**unauthorized storage & exposed backwall*



**exposed backwalls should be dressed in plain or neutral color*

Thank you for adhering to these display rules. Please do not hesitate to contact your Exhibitor Services Manager Stacey.Gonillo@clarionevents.com if you have any questions regarding your exhibit. If possible, please include a graphic of your booth design with your email to assist us in answering your questions quickly and accurately.



- **What is considered a sample?**

A food and/or beverage sample size are defined as a portion of 2oz. or less, liquids samples are not to exceed 1oz. measured by weight or volume.

- **Do I need to obtain a food sampling permit?**

No, you do not need to obtain your own permit, the NGA Show will secure the permit for the show providing you have notified them that you are planning on sampling.

- **What are the required items to have if I will be providing samples?**

- Handwashing Station – please see below for additional ordering information.

- **What is included in the handwashing station through Hargrove?**

- Hargrove has taken all the worries away as they have assembled a complete handwashing station per the requirements of the Nevada Health Department.

NOTE: Hand washing stations must be elevated. Tables are available to rent through Hargrove. Each Hand Washing Station includes:

1 - 5 Gallon Water Cooler
1 - 5 Gallon Catch Bucket
2 - Microfiber Cloths
1 - Roll of Paper Towels
1 - Corrugated Wastebasket
Liquid Soap
Sanitizer Bucket
Sanitizer Solution
Food Thermometer
Food-Safe Wipes
Roll of Sanitizer Test Strips

Delivery of Handwashing Station and Hot Water Delivery for Each Show Day *

* Set-up and cleaning labor are not included.

Need Assistance?
Call 301.306.4627

Product # HWS

**Cut-Off date for
advance pricing is
Feb 6th**

**Advance
Price - \$217.00**

**Standard Price-At
show site \$276.00**

o <http://www.southernnevadahealthdistrict.org/download/eh/temp-permit-checklist.pdf>

- **Do I need a Handwashing Station?**

Yes, if you are providing samples that are not individually wrapped or if you break open the seal of the package, you are required to have a handwashing station in your booth.

PLEASE NOTE: Handwashing stations must be elevated; they cannot be placed on the floor. Exhibitors can place Handwashing Stations on a table already in their booth, or you can purchase a table through Hargrove.

- **Do I need a Handwashing Station if my samples are individually wrapped?**

If your samples are individually packaged and the seal is not broken, a handwashing station is not required.

- **How do I order a Handwashing Station?**

Hargrove will be providing Handwashing Station Kits that can be ordered for the event. You can place your order through the Online Exhibitor Manual. The deadline to place orders to receive advanced pricing is **Feb 6th, 2023**.

- **Can I bring my own Handwashing Station?**

No, you will need to order handwashing stations through Hargrove as they meet all handwashing station requirements as set forth by the Southern Nevada Health Department.

- **If I order a Handwashing Station through Hargrove, will they deliver to me onsite?**

Yes, Hargrove will deliver to your booth onsite.

- **I need to store my samples – where can I do this?**

Hargrove has Refrigeration/Freezer Trucks onsite. Fees will apply for storage of products; you may also rent a refrigerator or freezer for your booth through Lowes the order form can be found inside the exhibitor kit.

- **Can I bring my samples in a cooler with ice and store in my booth?**

No, storing your samples in your booth in a cooler with ice is **NOT** permitted.

- **What are my options to store my samples if I am not allowed to bring in my own cooler?**

Hargrove will have Frozen/Refrigerated Trucks at the docks to store food items for Exhibitors, fees do apply for this service. You may also rent a refrigerator or freezer for your booth through Lowes the order form can be found inside the exhibitor kit.

Failure to comply with Nevada Health District Requirements regarding food sampling will result in shutting down the exhibitor's food sampling from their booth.



where *grocers* gather

FEBRUARY 26 - 28 / 2023

CAESARS FORUM CONVENTION CENTER, LAS VEGAS, NV

las vegas

CERTIFICATE OF INSURANCE & EAC POLICY

Certificate of Insurance

A **requirement** of exhibiting at **NGA 2023** is for **ALL** exhibitors to carry liability insurance throughout the Exhibition. The deadline for submitting the Certificate indicating adequate insurance coverage is **February 11, 2023**. Even if Exhibitor hires an EAC, Exhibitor still must supply its own Certificate of Liability Insurance. ALL EAC's must submit an application form with a certificate of insurance prior to deadline to be approved by show management. Exhibitor's insurance carrier must issue such Certificate of Liability Insurance. A sample insurance form can be found in the exhibitor manual.

To ensure that the Certificate of Liability Insurance has the correct information required, please make sure your certificate includes the following information.

AMOUNT SUGGESTED: One (1) Million Dollars

Under the ***Certificate Holder***, please include:

Clarion Events, Inc. / [National Grocers Association Show 2023]

6 Research Drive

Shelton, CT 06484

Under ***Description of Operations***, please include:

All activities related to [National Grocers Association Show 2023, February 26 – 28, 2023]

[Caesar's Forum Convention Center]

[Las Vegas, NV, United States of America]

Complete Certificates of Liability Insurance must be uploaded to the exhibitor portal.

Certificates of Liability Insurance will not be accepted via email or mail.

Please [click here](#) to access your exhibitor portal. Your company password to access the portal can be found in your confirmation letter. Please contact your Exhibitor Services Manager, stacey.gonillo@clarionevents.com with any questions.

If you do not have insurance, or you would rather not use your own insurance, (similar to when you rent a car – so that claims would not be filed against your policy), we have set up a program with RainProtection Insurance through which, you can purchase compliant insurance instantly online for only \$84. Please [click here](#) for more information.

Exhibitor Appointed Contractors (EAC) An Exhibitor Appointed Contractor (EAC) is a company (other than the official service contractor listed in the Exhibitor Manual) that provides a service (for example, display and installation/dismantling of a booth) at Exhibitor's request and needs access to Exhibitor's booth during the installation and/or dismantling period. If you hire an EAC, you must complete and return the Request for Set Up by Non-Official Contractor Form (EAC) in Hargrove's portion of the manual. The EAC will also have to provide a Certificate of Liability Insurance as described above.

Any questions related to the Certificates of Liability Insurance or an EAC should be directed to your Exhibitor Services Manager, Stacey Gonillo, at stacey.gonillo@clarionevents.com

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General Information

LOCATION & DATES

Caesars Forum
Summit and Forum Ballrooms
3911 Koval Lane
Las Vegas, NV 89109

Sunday, February 26	Education: 10:00 AM to 6:30 PM / Opening Reception: 4:00 PM – 5:00 PM
Monday, February 27	Education: 7:30 AM to 12:00 N / Expo: 12:00 PM to 6:15 PM / Best Bagger 4:30 PM to 6:15 PM
Tuesday, February 28	Education: 7:30 AM to 9:00 AM and 1:00 PM to 4:30 PM / Expo: 9:00 AM to 2:00 PM / Closing Reception: 6:00 PM to 8:00 PM

EXHIBITOR MOVE-IN

Saturday, February 25	Early move-in available, by appointment only.
Sunday, February 26	8:00 AM to 5:00 PM
Monday, February 27	8:00 AM to 10:00 AM

NOTE:

- To request an early move-in appointment, submit the Early Move-In Request Form.
- See Labor and Material Handling for straight time, overtime, and double time rates and schedules.

EXPO FLOOR HOURS

Monday, February 27	12:00 PM to 6:15 PM
Tuesday, February 28	9:00 AM to 2:00 PM

EXHIBITOR MOVE-OUT

Tuesday, February 28	2:00 PM to 10:00 PM
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NOTE: See Labor Services and Material Handling forms for straight time, overtime, and double time rates and schedules.

Outside carriers must be checked in **at the Marshaling Yard** by **Tuesday, February 28** at **8:00 PM**.. Please see the Move-Out Information sheet in this Manual for more details.

STANDARD BOOTH EQUIPMENT

Each **10' x 10'** booth includes the following standard equipment:

	<u>Standard Booths</u>	<u>Pavilion Booths</u>
8' High Draped Backwall – Color:	Blue	Black
3' High Draped Siderails – Color:	Blue	Black
1 – 7" x 44" Identification Sign with Company Name & Booth Number		

The ballroom is carpeted in a **multi-colored print**.

NOTE: A floor covering is required if cooking will be taking place in the booth.

General Information (cont.)

HARGROVE ADVANCE & ONLINE ORDER DEADLINES

Wednesday, February 1, 2023 - RENTAL BOOTH & ADVANCE ORDER DEADLINE

Hargrove's advance prices apply to orders received with payment by the deadline date.

Tuesday, February 14, 2023 - CARPET & ONLINE ORDERING DEADLINE

Orders after this date must be placed via phone or email and are subject to availability.

NEED HELP? WE'RE HERE FOR YOU!



HARGROVE EXHIBITOR SERVICES // 301.306.4627 or exhibitorservices@hargroveinc.com



HARGROVE SHIPPING // [Request a Quote](#) // 301.306.4620 or shipping@hargroveinc.com

ADVANCE SHIPPING

Advance shipping begins **Tuesday, January 24** at **9:00 AM** and ends **Thursday, February 23** at **3:30 PM**.

Advance shipping address:

(Your Company Name & Booth Number)

The NGA Show 2023

c/o Hargrove

TForce Freight

4624 E Craig Rd

Las Vegas, NV 89115

NOTE: **Perishable Items will not be accepted at the advance warehouse**; all perishable items must be shipped direct to show site for receipt no earlier than Sunday, February 26 at 9:00 AM. Please complete and return the "Refrigerated / Frozen Storage" form.

DIRECT SHIPPING

Direct shipping will begin on **Sunday, February 26** at **9:00 AM**.

Direct shipping address:

(Your Company Name & Booth Number)

The NGA Show 2023

c/o Hargrove

Caesars Forum

Forum & Summit Ballrooms

3911 Koval Lane, East Dock

Las Vegas, NV 89109

NOTES:

- A Marshaling Yard will be in effect for this show.
- Direct freight received at show site on Saturday and/or Sunday will be handled on overtime. A 40% overtime surcharge will apply.
- All perishable items must be shipped direct to show site for receipt no earlier than Sunday, February 26 at 9:00 AM. Please complete and return the "Refrigerated / Frozen Storage" form.

Hargrove Ordering & Payment Guide

ONLINE ORDERING

<https://hargrove.boomerecommerce.com>

Hargrove's secure online ordering website is the preferred method for placing orders for your event. Here you can order booth furnishings, carpet, rental exhibits, graphics, labor, material handling services, request shipping quotes, and more. The exhibitor service kit for your event is also available here for reference.

LOGIN INFORMATION

When online ordering is open for your event, you'll receive an email with details on how to access your account. First time users will receive a temporary password for their initial login. If you have not received the email containing your login information, please contact Hargrove Exhibitor Services at exhibitorservices@hargroveinc.com or 301.306.4627

PAYMENT INFORMATION

Hargrove is committed to ensuring safe transactions for our exhibitors. Our online ordering website is the most secure method for placing orders and submitting payment. A credit card will need to be on file to process orders. For your protection and ours, we will not accept credit card information via email. We will also never email payment information.

If you're unable to submit payment online, please contact Hargrove Exhibitor Services at 301.306.4627 to provide payment information over the phone.

PAYMENT POLICIES

Payment in full must accompany your order. Discounted rates will not apply to orders received without payment.

Please note: We will use this form or payment submitted online as authorization to charge your credit/debit card account for all orders, at any time, including those placed onsite by your representative. These charges may include all services provided by Hargrove, LLC including but not limited to material handling, labor, and shipping charges.

For your convenience, we accept payment by Visa, MasterCard, Discover Card, American Express, company check, and wire transfer. For tax-exempt status, please submit a tax-exempt certificate.

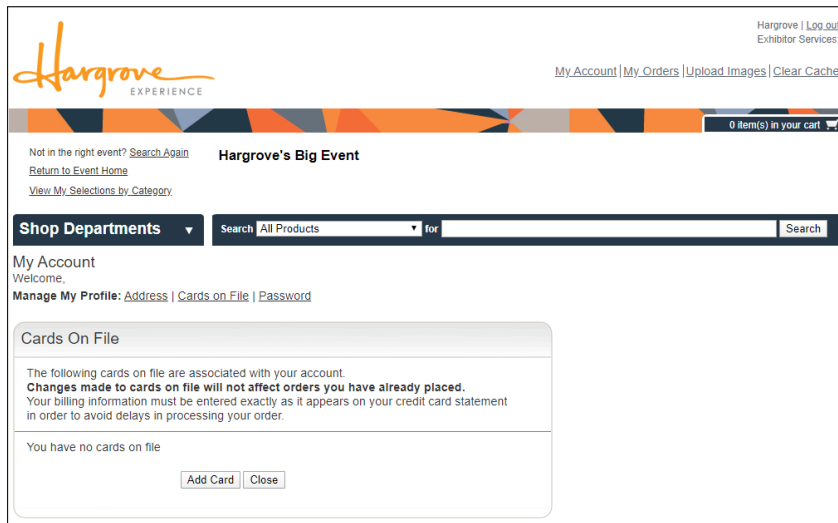
Please review Hargrove's Terms & Conditions for additional policies pertaining to orders.

Hargrove Ordering & Payment Guide (cont.)

You can upload credit card payment information to your Hargrove account two ways.

Login to your Hargrove account at: <https://hargrove.boomerecommerce.com>

ADD A CREDIT CARD TO YOUR ACCOUNT



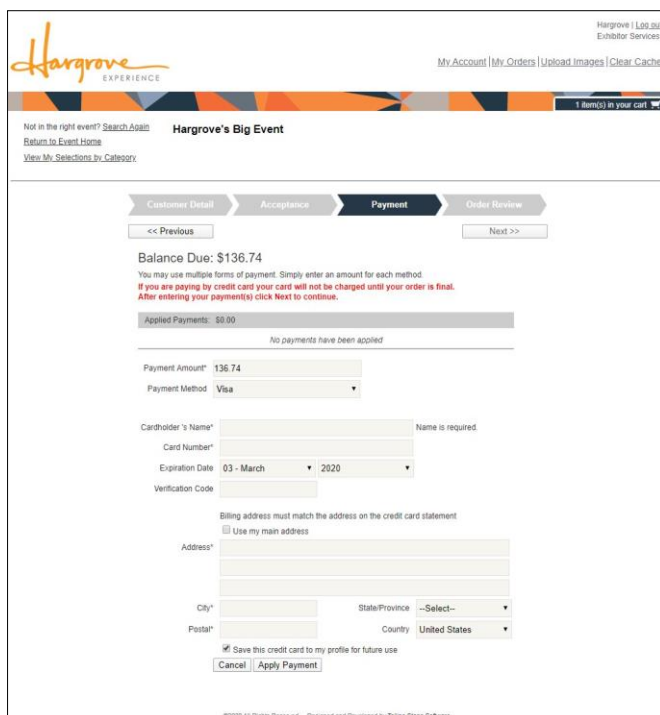
The screenshot shows the Hargrove account page. The 'My Account' section is active, and the 'Cards On File' tab is selected. The page indicates that there are no cards currently on file and provides an 'Add Card' button.

Select My Account.

Under Manage My Profile, select Cards On File.

Here you can add a credit card to your Hargrove account. A credit card will need to be on file in order to process your orders.

ADD A CREDIT CARD WHEN PLACING ORDERS



The screenshot shows the Hargrove checkout page. The 'Payment' step is active, and the 'Balance Due' is \$136.74. The page prompts the user to enter payment information, including card number, expiration date, and verification code. There are also fields for billing address and a checkbox to save the card for future use.

When you are done ordering, check out by clicking on your Cart.

Review your order & customer details.

After reviewing and accepting the Terms & Conditions, add your credit card under the Payment section.

Complete the credit card information fields.

Select **Save this credit card to my profile for future use.** – This saves the card to your account for future orders, material handling charges, and any potential refunds.

Apply payment & finalize your order.

PAYMENT FORM

Advance Order Deadline: **Wednesday, February 1, 2023**

Third-Party Billing:

In the event that you have arranged for an exhibit house or such other third party to handle your billing, a Third-Party Billing Agreement must be completed. As the exhibitor, you are responsible for all charges incurred at the show, should your display house or such other third party fail to meet the required payment terms explained below.

Company Name: _____	Booth: _____
Address: _____	
City: _____	State/Province: _____
Zip/Postal Code: _____	Country: _____
Contact: _____	Email: _____
Phone: _____	Cell / Mobile Phone: _____

BY SUBMITTING THIS FORM TO HARGROVE, LLC, YOU AGREE TO BE BOUND BY ALL TERMS AND CONDITIONS PROVIDED TO YOU WITH THE "SERVICE KIT," INCLUDING BUT NOT LIMITED TO THE "EXHIBITOR TERMS AND CONDITIONS."

Payment Policy:

Online payment in full must accompany your order. Discounted rates will not apply to orders submitted without payment. Please note: We will use the payment submitted online as authorization to charge your credit card account for all orders, at any time, including those placed onsite by your representative. These charges may include all services provided by Hargrove, LLC including but not limited to material handling, labor, and shipping charges.

For your convenience, we accept payment by Visa, MasterCard, Discover Card, American Express, company check, ACH and wire transfer*. For tax-exempt status, please submit a current Federal Tax Exempt certificate or a current tax exempt certificate for the state in which the show is held.

Order Payment Method:

NOTE: Online ordering rates are not available if you pay by check, wire transfer or ACH payment. Advance rates may be available.

- ☐ Credit Card – Credit card information must be submitted online at <https://hargrove.boomerecommerce.com/>
For your protection and ours, Hargrove will only accept credit card information online via Boomer.
 In the event that you're unable to submit payment online, please contact Hargrove Exhibitor Services at 301.306.4627 for assistance. A service fee may apply.

- ☐ Check Enclosed # _____ Dated ____/____/____ (Ref: 50-41769)

- ☐ ACH payment* on _____
 (Date)

- ☐ Wire Transfer* on _____ from _____ in _____
 (Date) (Bank) (Country)

* Send **wire transfers** or **ACH payments** to:

Hargrove, LLC
 c/o JPM Chase
 270 Park Avenue
 New York, New York 10017-2014
 USA

ABA #021000021, Account #389918399, SWIFT Code: CHASUS33

Include your company name, booth number and show name, and the country and bank where the transfer originated. Be sure to include the following **wire transfer fees**: \$20 for wire transfers originating within the US, \$40 for transfers originating from a bank in any other country.

ORDER RECAP FORM

Company Name: _____ Booth: _____

- Please complete and return with payment and your order(s).
- You may choose to pay by credit card, check or wire transfer. Complete and submit the **Payment Form** regardless of payment method.

Calculation of Orders (totals from Hargrove's order forms):

Tables & Drapery	\$
Chairs, Accessories & Display Cabinets	\$
Carpet	\$
Vinyl Flooring	\$
Cleaning	\$
Signs & Graphics	\$
Hargrove Rental Booths	\$
Retractable Banners	\$
Specialty Furnishings	\$
Showcases	\$
Material Handling Estimate	\$
Labor	\$
Shipping	\$
Other Hargrove Services:		\$
TOTAL DUE TO HARGROVE, LLC		\$

Order Payment Method:

- ☐ Charge the Credit Card listed on the **Payment Form**.
- ☐ Check Enclosed # _____ Dated ____/____/____ (Ref: 50-41769)
- ☐ Wire Transfer on _____ from _____ in _____
(Date) (Bank) (Country)

Thank you for your order! If we can be of further assistance, or you need additional information, please call us at 301.306.4627 or email us at exhibitorservices@hargroveinc.com.

Union Rules & Regulations

LAS VEGAS, NEVADA

You will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. Please read the following information; it will be of assistance to you in planning your participation in the exhibition.

Exhibit Labor

Teamsters Union Local 631 has jurisdiction through a labor agreement with Hargrove for the erection, touch-up painting, dismantling, and repair of all exhibits when this work is done by persons other than your full-time company personnel. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging of signs and decorative materials from the ceiling, placement of all signs and the erection of platforms used for exhibit purposes. To secure labor, please use the order form included in this manual.

Exception: Local 631's jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance or repairs of your products.

NOTE: If full-time company personnel are utilized to set an exhibit, they should carry positive company identification (such as a company ID card or payroll sub).

Freight Handling

Teamsters Union Local 631 has jurisdiction through a labor agreement with Hargrove for the loading and unloading of all trucks, trailers and common and contract carriers as well as the handling of empty crates and the operation of material handling equipment. It also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

Hargrove has the responsibility of receiving and handling all the exhibit materials and empty crates. It is our responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the trade show. Hargrove services will not be responsible for any material it does not handle.

Exception: Any exhibitor may "hand carry" material provided they do not use material handling equipment to assist them. When exhibitors choose to "hand carry" material, they may not be permitted access to the loading dock/freight door areas.

In General

Any questions arising with regard to union jurisdictions or practices should be directed to the Hargrove manager on the floor. Craftsmen at all levels have been instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor.

A Note about Safety

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support standing weight. Hargrove cannot be responsible for injuries or falls caused by the improper use of rental furniture. If assistance is required in assembling your booth, please order installation and/or dismantling labor by using the enclosed Order Form and the necessary ladders and tools will be provided. Please assist us in our efforts to provide a safe working environment for everyone.

A Note about Gratuities

Solicitation of tips or gratuities in any form is prohibited. Please do not tip any Hargrove employee, as all are paid at an appropriate, professional wage scale.

MOVE-OUT INFORMATION

To increase the efficiency of exhibitor move-out, Hargrove has instituted the following Move-Out Schedule for this show.

Tuesday, February 28 at 2:00 PM to 10:00 PM– Exhibitor Move-Out officially begins.

NOTE: See the Material Handling Estimate and Labor forms for straight-time, overtime and double-time (Labor) days and hours.

Exhibitors may begin to dismantle their booths at this time. Immediately after the close of the show, we will begin removing aisle carpet and returning empty containers. You can help us with this process by keeping the aisles clear during this time. If you have ordered labor to dismantle your booth, be sure to confirm the start time of your workers by checking with the Hargrove Service Center.

Driver Check-In & Material Handling Agreement Deadlines

For **Tuesday, February 28** outbound shipments:

Driver Check-In: 8:00 PM

Material Handling Agreement: 10:00 PM

Exhibitors who wish to ship materials by any carrier other than the official carrier should advise their carrier(s) to be checked in with the Dock Supervisor at the loading dock by **Tuesday, February 28 at 8:00 PM**. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Material Handling Agreement has been turned in to the Hargrove Service Center. Drivers whose Material Handling Agreements have not been turned in will be placed in a holding queue until the booth is packed and a Material Handling Agreement is turned in. Should your carrier fail to check in at the loading dock by **Tuesday, February 28 at 8:00 PM**, Hargrove reserves the right to re-route the shipment via the official show carrier as necessary. Neither Hargrove nor Show Management assumes any liability as a result of such re-routing.

All Material Handling Agreements must be turned in to the Hargrove Service Center to be validated. Do not leave the Material Handling Agreement in your booth, and do not turn in your Material Handling Agreement until your shipment is packed and ready to be loaded. Material Handling Agreements and additional labels will be available at the Hargrove Service Center at your convenience. No Material Handling Agreements will be issued until your balance is paid in full.

Tuesday, February 28 at 10:00 PM – Final clean up, Exhibitor Move-Out ends.

EXHIBITOR TERMS AND CONDITIONS

PLEASE READ THE FOLLOWING CAREFULLY. THIS IS A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN THE CASE OF LOSS OR DAMAGE.

1. GENERAL PROVISIONS.

(a) **Definitions.** As used throughout this Exhibitor Terms and Conditions (this "Agreement"), the following terms have the following meanings: (i) "Hargrove" means, collectively, Hargrove, LLC, a Maryland limited liability company, and its officers, directors, managers, employees, agents, representatives, affiliated companies, related entities, successors and assigns, including but not limited to any subcontractors which Hargrove may retain; (ii) "Exhibitor" means, collectively, you, the exhibitor at the subject Show, and your officers, directors, managers, employees, agents, labor which you elect to secure from Hargrove, representatives, affiliated companies, related entities, successors and assigns, including but not limited to any subcontractors which you may retain; (iii) "Show" means each and every event or show in which Hargrove serves as the general service contractor or for which Hargrove otherwise delivers or makes available a Service Kit to the Exhibitor; and (iv) "Service Kit" means, collectively, the service manual, kit package, and/or rate card, and all corresponding checklists, schedules, forms, rules, regulations, procedures, policies, guidelines, tool kits, information, order forms, and other documentation which Hargrove provides or otherwise makes available to the Exhibitor in connection with a particular Show, as the case may be.

(b) **Acceptance.** All of the terms and conditions set forth in this Agreement and each Service Kit (collectively, "Terms and Conditions") constitute a part of the contractual relationship between Hargrove and the Exhibitor. The Exhibitor shall automatically be deemed to have accepted all of the Terms and Conditions, regardless of whether they are set forth in this Agreement or the Service Kit, upon the occurrence of any of the following: (i) the Exhibitor's execution of Hargrove's Payment Form; (ii) the Exhibitor's placement of any order with Hargrove, including but not limited to material handling, labor, rental equipment or any services rendered; or (iii) the Exhibitor's participation in a Show. By participating in a Show in which Hargrove serves as a general services contractor, the Exhibitor acknowledges that it shall derive economic benefit from the services Hargrove provides and, as consideration for such economic benefit, the Exhibitor hereby accepts and agrees to comply with all Terms and Conditions.

2. PAYMENT TERMS.

(a) **Payment.** Full payment for all services, including any applicable tax, is due at the time the order is placed or services will not be rendered. All payments must be tendered in immediately-available U.S. funds and all checks must be drawn on a U.S. bank. Hargrove will issue a final invoice ("Final Invoice") for any unpaid charges after the completion of the Show. Any outstanding balance shall accrue interest at the rate of one and one half percent (1.5%) per thirty (30) days until paid in full. Interest will begin to accrue beginning on the thirtieth (30th) day following the final day of the Show. If the Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, the Exhibitor authorizes Hargrove to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor's account.

(b) **Disputed Charges.** Upon the commencement of the Show, the Exhibitor may obtain a statement of the Exhibitor's account ("Exhibitor Account Statement") at the Hargrove Service Center. The Exhibitor is responsible for reviewing all charges contained on the Exhibitor Account Statement prior to the completion of the Show. If the Exhibitor disputes any charges appearing on the Exhibitor Account Statement, it must notify Hargrove in writing prior to the close of the Show of the dispute and the basis therefor. If Hargrove does not receive written notice concerning a disputed charge prior to the close of the Show, the Exhibitor shall be deemed to have accepted all charges as reflected on the Exhibitor Account Statement. No adjustments will be made to items appearing on the Exhibitor Account Statement after the close of the Show. For any charges appearing on the Final Invoice that did not appear on the Exhibitor Account Statement, the Exhibitor shall have thirty (30) days from the date of the Final Invoice to notify Hargrove in writing of any disputed charges and the basis therefor. Failure to provide written notice of a disputed charge within thirty (30) days of the Final Invoice shall be deemed an acceptance of all charges contained on the Final Invoice.

EXHIBITOR TERMS AND CONDITIONS (cont.)

(c) Collection of Unpaid Charges. If the Exhibitor fails to pay any charge when due and owing under the terms of this Agreement or any other agreement governing payment obligations between Hargrove and the Exhibitor, Hargrove may engage a collection agency or legal counsel to collect the unpaid balance, in which case the Exhibitor shall be responsible for all costs associated with collecting the unpaid balance, including but not limited to any reasonable attorneys' fees incurred by Hargrove.

(d) No Right Of Offset. In the event of any dispute between the Exhibitor and Hargrove regarding any loss, damage or claim, the Exhibitor shall not withhold payment, or any partial payment, due to Hargrove as an offset for the alleged loss or damage. Any such dispute shall be resolved independently from the Exhibitor's payment obligations to Hargrove for services rendered.

(e) Cancellation or Postponement. If the Show is cancelled (or postponed) five or more business days prior to commencement of installation because of reasons beyond Hargrove's control, the Exhibitor will be refunded 100% of the charges for Standard Furnishings (Tables & Drapery, Chairs & Accessories), Standard Carpet and Padding ordered from Hargrove. If the Show is cancelled (or postponed) less than five business days prior to the commencement of installation, the Exhibitor remains responsible for all charges. If the Show is cancelled (or postponed) because of reasons beyond Hargrove's control, the Exhibitor remains responsible for all other charges for services and equipment not listed above ordered from Hargrove up to and including the date of cancellation/postponement. Cancellation fees, including fees to cover any costs incurred by Hargrove, will be due immediately upon any such cancellation or postponement by Exhibitor. EXHIBITOR EXPRESSLY AGREES THAT IT HAS READ, AND AGREES TO, THIS CANCELLATION POLICY, AND THAT THE CANCELLATION CHARGES DESCRIBED IN THIS PARAGRAPH ARE REASONABLE AND APPROPRIATE UNDER THE CIRCUMSTANCES STATED, AND THAT SUCH CANCELLATION CHARGES ARE NOT A PENALTY. EXHIBITOR FURTHER ACKNOWLEDGES AND AGREES THAT THIS POLICY SHALL APPLY IN THE EVENT OF ANY CANCELLATION/POSTPONEMENT BY EXHIBITOR IRRESPECTIVE OF THE REASON FOR SUCH ORDER CANCELLATION/POSTPONEMENT AND SHALL ALSO APPLY IN THE EVENT OF THE CANCELLATION OR POSTPONEMENT OF THE SHOW FOR ANY REASON BEYOND HARGROVE'S CONTROL.

(f) Payment for Advanced Costs. The Exhibitor shall be charged, and the Exhibitor agrees to pay, all such charges that Hargrove may be obligated to pay on behalf of the Exhibitor and all such charges that Hargrove reasonably determines may be necessary to advance on behalf of the Exhibitor, including but not limited to any shipping charges.

(g) Third-Party Billing. In the event that the Exhibitor has arranged for an exhibit house or such other third party to handle the Exhibitor's billing, a Third-Party Billing Agreement must be completed. The Exhibitor is responsible for all charges incurred at the Show, should the Exhibitor's appointed display house or such other third party fail to meet the required payment terms as more particularly set forth herein.

(h) Additional Fees and Other Charges. The Exhibitor shall have thirty (30) days from the date of the Final Invoice:

- i. to notify Hargrove in writing of any credit card changes necessary for billing purposes such as transferring payments from one credit card to another, and after this date a processing fee will apply to any payment transfers;
- ii. to request in writing any back-up documentation such as receiving reports, weight tickets, labor tickets, etc., and after this date a processing fee will apply; and
- iii. to present a valid tax exemption certificate for the state in which the event is held, and after this date Hargrove will not be able to honor the exemption.

EXHIBITOR TERMS AND CONDITIONS (cont.)

3. MATERIAL HANDLING.

(a) Responsibility for Exhibitor Materials. The protection of all of the Exhibitor's materials, including but not limited to its exhibit, booth properties, company products, personal belongings to include laptops, mobile devices, purses, etc. and all collateral materials belonging to the Exhibitor (collectively, "Exhibitor Materials"), is the sole responsibility of the Exhibitor. The Exhibitor agrees to insure all Exhibitor Materials from the time they depart the Exhibitor's premises until they are returned to the Exhibitor's premises after the Show. **HARGROVE AND ITS SUBCONTRACTORS DO NOT INSURE THE EXHIBITOR MATERIALS AGAINST LOSS OR DAMAGE AND WILL NOT COMPENSATE THE EXHIBITOR FOR THE FULL REPLACEMENT VALUE SHOULD LOSS OR DAMAGE OCCUR TO THE EXHIBITOR MATERIALS.**

(b) Delivery. If the Exhibitor elects to have Hargrove store any of the Exhibitor Materials prior to the Show, the Exhibitor agrees to deliver all of the Exhibitor Materials to Hargrove's warehouse prior to the published deadline date. Hargrove reserves the right to charge, and the Exhibitor agrees to pay, in addition to the initial material handling charges for shipments to the advance warehouse, an additional charge in an amount equal to fifty percent (50%) of the advanced crated rate per cwt if the Exhibitor Materials are delivered to the warehouse after the published deadline. If the Exhibitor elects to ship deliveries direct to the Show venue, the Exhibitor agrees to deliver Exhibitor Materials beginning on the date as published in the Service Kit in respect of direct to Show venue deliveries. Hargrove also reserves the right to charge, and the Exhibitor agrees to pay, an additional charge in an amount equal to fifty percent (50%) of the DIRECT crated rate per cwt if the Exhibitor Materials are delivered to the Show venue before the published date for direct to Show venue deliveries.

(c) Packaging. The Exhibitor shall be solely responsible for packaging and labeling all Exhibitor Materials. The Exhibitor acknowledges that the Exhibitor Materials shall be handled by Hargrove utilizing forklifts and other similar means and agrees to package all materials accordingly. The Exhibitor shall label all Exhibitor Materials with the name of the Show, the Exhibitor's company name, and booth number. Hargrove shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Hargrove does not accept for handling any packaging containing hazardous materials. Any materials requiring specialized storage, including but not limited to accessible, dry, or refrigerated storage, are stored at the Exhibitor's own risk. Hargrove shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials, or for damage to goods requiring specialized storage.

(d) Empty Containers. Hargrove shall make available empty container labels at the Hargrove Exhibitor Service Center. The Exhibitor agrees to affix an "empty" label on all empty packaging and to remove all previous labels. The Exhibitor acknowledges that Hargrove: (i) shall assume that all packaging labeled as "empty" contain no materials therein; and (ii) assumes no responsibility, and shall not be liable, for any loss or damage to any Exhibitor Material while such materials are in an empty storage container.

(e) Carriers and Loading. In no event shall Hargrove or its subcontractors be liable for any damage to the Exhibitor Materials after the same have been delivered to the Exhibitor's appointed carrier, shipper or agent for transportation after the conclusion of the Show. The Exhibitor agrees that Hargrove and/or its agents shall load the Exhibitor Materials onto the carrier under the directions from the carrier or driver of that carrier. If any employee of Hargrove or if any of Hargrove's subcontractors signs a delivery receipt, Material Handling Agreement, Bill of Lading or any similar documentation (collectively, "Material Handling Agreements"), it is agreed that Hargrove and its subcontractors are doing so on behalf of the Exhibitor, and the Exhibitor accepts the responsibility of said shipment. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. Hargrove assumes no responsibility for loss, damage, theft or disappearance of Exhibitor Materials that arises out of improperly loaded or labeled materials.

EXHIBITOR TERMS AND CONDITIONS (cont.)

(f) Unattended Materials. The Exhibitor acknowledges that there may be a period of time after the delivery of the Exhibitor Materials to the Exhibitor's booth and the arrival of the Exhibitor and/or a period of time after the Exhibitor completes packaging of the Exhibitor Materials and the pickup of such materials in which the Exhibitor Materials are left unattended. Hargrove assumes no responsibility for any loss, damage, theft or disappearance of any Exhibitor Materials after the same have been delivered to the Exhibitor's booth at the Show site or before they have been picked up for reloading at the conclusion of the Show. Hargrove recommends the securing of security services from the facility or Show management.

Material Handling Adjustments. All Material Handling Agreements submitted to Hargrove by the Exhibitor will be checked at the time of pick-up from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Hargrove and the actual count of such items in the booth at the time of pick-up. Hargrove is not responsible for any wait time or other charges including business center charges arising from delivery or pick-up of the Exhibitor's materials.

(g) Materials Left Behind. If the Exhibitor fails to arrange to have any Exhibitor Materials returned to the Exhibitor after the conclusion of the Show, whether through Hargrove or otherwise, the Exhibitor agrees that Hargrove shall have the right, but not the obligation, to arrange to have such Exhibitor Materials returned to Hargrove's warehouse. Hargrove and its subcontractors reserve the right to change designated carriers if the carrier assigned by the Exhibitor does not pick up Exhibitor's freight on time. Consistent with the foregoing, the Exhibitor agrees that, in such circumstances, the Exhibitor will be solely responsible for payment to the replacement carrier that Hargrove and its subcontractors utilize. Hargrove and its subcontractors assume no responsibility as a result of engaging a replacement carrier. The Exhibitor further agrees to reimburse Hargrove for any costs and expenses incurred in removing and transporting such Exhibitor Materials, including but not limited to the costs of shipment and storage. Notwithstanding anything contained herein to the contrary, removal of Exhibitor Materials is the exclusive responsibility of the Exhibitor, and Hargrove shall have no responsibility for removing such materials and shall not be liable for any loss, damage, theft or disappearance of Exhibitor Materials left at the Show premises subsequent to the termination of the Show.

(i) Limitation of Liability for Material Handling. If, and only if: (a) the Exhibitor's property is lost or damaged due to the performance or nonperformance of services provided by Hargrove or its subcontractors, or due to the negligence of Hargrove, its subcontractors or their employees; and (b) if such losses were not substantially caused or contributed to by the Exhibitor or its carrier, including but not limited to the failure to properly pack the Exhibitor Materials, the failure to properly label the Exhibitor Materials, or the failure to secure the Exhibitor Materials at the Show premises (those circumstances described by the preceding subsections (a) and (b) being referred to herein as the "Hargrove Material Handling Liability Circumstances"), Hargrove and its subcontractors shall be liable to the Exhibitor in an amount not to exceed the lesser of the following ("Hargrove Material Handling Liability Cap"): (i) \$.30 per pound per article, with a maximum liability of \$50.00 per item; or (ii) \$1,000.00 per shipment, incident, occurrence or other claim of any nature whatsoever. The Exhibitor agrees that the amounts set forth in the immediately preceding sentence constitute the maximum amount for which Hargrove could be liable to the Exhibitor for damages to Exhibitor Materials. For the avoidance of doubt, Hargrove's obligation to compensate the Exhibitor for loss or damage to the Exhibitor Materials shall be limited solely to the Hargrove Material Handling Liability Circumstances and in an amount not to exceed the Hargrove Material Handling Liability Cap.

(j) Declarations of Declared Value. Declarations of the "declared value" of the Exhibitor Materials are between the Exhibitor and the selected carrier only, and are in no way an extension of Hargrove's maximum liability stated herein or an increase to the Hargrove Material Handling Liability Cap. Hargrove will use commercially reasonable efforts to transmit the declared value instructions to the selected carrier; however, Hargrove will not be liable for any claim arising from the transmittal of, or failure to transmit, declared value instructions to the carrier nor for failure of the carrier to uphold the declared value or any other term of carriage.

EXHIBITOR TERMS AND CONDITIONS (cont.)

(k) Claims for Damage to Exhibitor Materials. The Exhibitor agrees to present any claim for damages to the Exhibitor Materials alleged to have been caused by Hargrove and/or its subcontractors to Hargrove by the move-out date, unless the alleged damage relates to shipping services, in which case a claim must be presented to Hargrove within ten (10) days of receipt of the Exhibitor Materials either by the Exhibitor or its appointed carrier, whichever is earlier ("Exhibitor Material Damage Claim Period"). Hargrove and/or its subcontractors shall not be responsible for any claim not presented within the foregoing timeframe and the Exhibitor agrees to release any and all claims and causes of action arising from damage to the Exhibitor Materials not presented to Hargrove within the Exhibitor Material Damage Claim Period.

(l) Lien. The Exhibitor hereby grants to Hargrove a security interest in and a lien on all of the Exhibitor Materials and all of the proceeds thereof, including but not limited to any insurance proceeds (collectively, "Collateral"), to secure the payment of all amounts owed by the Exhibitor to Hargrove, whether for services, goods, labor or supplies provided by Hargrove or its subcontractors or for costs advanced by Hargrove for the benefit of the Exhibitor (collectively, "Obligations"). Hargrove shall have all of the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that Hargrove is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. Hargrove shall maintain the right to retain any Collateral for so long as there are any Obligations that remain unpaid or unsatisfied.

4. LIMITATIONS ON LIABILITY.

(a) Remedy Limitation. Except in instances in which the Exhibitor alleges damages to its Exhibitor Materials (in which case the limitation set forth in the Section of this Agreement which is captioned "Limitation of Liability for Material Handling" shall apply), in the event of a breach by Hargrove of this Agreement or any other agreement between Hargrove and the Exhibitor, whether such breach results from non-conforming goods, services or otherwise, the Exhibitor's sole and exclusively remedy shall be limited to the reduction or elimination of the charge or charges billed to the Exhibitor for that portion of the goods, services or work that was nonconforming.

(b) Limitation on Consequential Damages. In no event shall Hargrove be liable to the Exhibitor or to any other party for special, collateral, exemplary, indirect, incidental, consequential or punitive damages, whether in contract or in tort, even if Hargrove has been advised or has notice of the potentiality of such damages. Such excluded damages include, but are not limited to, lost profits, loss of use, and interruption of business or other consequential or indirect economic loss.

(c) Indemnification. Exhibitor hereby agrees that it shall indemnify, defend and hold harmless Hargrove and each of its affiliated entities, directors, members, managers, directors, officers, employees, agents, representatives, attorneys and consultants (collectively, "Hargrove Indemnitees") from and against any and all claims, demands, settlements, judgments, liabilities, obligations, losses, penalties, damages, charges, costs, expenses, attorneys' fees and court costs (collectively, "Losses"), including but not limited to Losses arising from property damage, personal injuries or death, which may be imposed upon, incurred by, or asserted against, the Hargrove Indemnitees in any matter arising out of or related to the Exhibitor's use of, or otherwise associated with, the Show premises and/or any of the services, materials, labor or goods rendered or provided by Hargrove in connection with the Show, as the case may be, even if such Losses were caused by the Hargrove Indemnitees' own negligence. Notwithstanding the terms of the preceding sentence to the contrary, the Exhibitor shall not be obligated to indemnify, defend or hold harmless the Hargrove Indemnitees: (i) to the extent such Losses are caused by the fraud, gross negligence or willful misconduct of the Hargrove Indemnitees; or (ii) from or against any of the Hargrove Indemnitees' lost profits or indirect, special, consequential, exemplary or punitive damages.

(d) Waiver and Release. As consideration for the various services rendered by Hargrove to the Exhibitor, whether directly or indirectly as the general services contractor for the Show, Exhibitor waives, releases, acquits and forever discharges the Hargrove Indemnitees from any and all liability whatsoever for any claims, damages, losses or injuries arising out of the matters for which Hargrove has disclaimed liability for under this Agreement.

EXHIBITOR TERMS AND CONDITIONS (cont.)

(e) DRIVER LIABILITY WAIVER. IN CONSIDERATION OF HARGROVE PERMITTING ENTRANCE TO THE SHOW PREMISES, THE EXHIBITOR AND ANY DRIVER ACTING ON BEHALF OF THE EXHIBITOR OR AT THE REQUEST OF THE EXHIBITOR, THE DRIVER'S EMPLOYER, THE OWNER OF THE TRUCK AND/OR EQUIPMENT THAT THE DRIVER IS OPERATING ("TRUCKOWNER"), AND ANY AGENT OF THE DRIVER'S EMPLOYER OR THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO THE DRIVER AND OTHERS AND DAMAGE TO THE DRIVER'S PROPERTY AND PROPERTY BELONGING TO THE DRIVER'S EMPLOYER OR OTHERS ARISING FROM THE DRIVER'S ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. THE DRIVER AGREES TO ENTER AT THE DRIVER'S OWN RISK. THE DRIVER HAS FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. THE DRIVER RECOGNIZES THE HAZARDS AND IS AWARE OF ALL THE RULES FOR SAFE OPERATION. THE EXHIBITOR, THE DRIVER, THE DRIVER'S EMPLOYER, THE TRUCKOWNER, AND THEIR RESPECTIVE EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, JOINTLY AND SEVERALLY, AGREE TO INDEMNIFY AND HOLD HARGROVE HARMLESS AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM THE DRIVER'S ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.

5. MISCELLANEOUS.

(a) Labor Under Supervision of Exhibitors. If the Exhibitor elects to secure labor directly from Hargrove to work under the Exhibitor's supervision, the Exhibitor shall be responsible for supervising such labor in a reasonable manner so as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations.

(b) Liability for Actions of Labor Secured From Hargrove. The Exhibitor acknowledges and agrees that, if the Exhibitor secures labor from a Hargrove employee to perform work for the Exhibitor (whether under the direction of Hargrove or the Exhibitor), such employee shall act on behalf of and as an agent for the Exhibitor at all times the employee is rendering services on behalf of the Exhibitor. Consistent with the foregoing, Hargrove shall have no liability for any damages caused by such employee while rendering services on behalf of the Exhibitor.

(c) Choice of Law/Consent to Jurisdiction. Any dispute arising under or related to this Agreement or the services rendered by Hargrove in connection with the Show, including but not limited to the construction of this Agreement, shall be governed by the laws of the State of Maryland, exclusive of conflicts of law principles. The Exhibitor agrees to the exclusive jurisdiction and venue of the state and federal courts located within the State of Maryland for the purposes of any suit related to such a dispute.

(d) Force Majeure. Hargrove shall not be deemed to be in breach of this Agreement or any other agreement with the Exhibitor to the extent that performance of Hargrove's obligations is prevented by an act of God, war, government regulations, terrorism, disasters, strikes, civil disorder, curtailment of transportation facilities, any emergency beyond Hargrove's control, or any other occurrence which would make it illegal or impossible for Hargrove to perform its obligations under this Agreement.

(e) Headings. The headings used throughout this agreement are inserted for convenience only and shall not be used to interpret or construe the meaning or terms of this Agreement.

SECURITY GUIDELINES

- Do not assume the exhibit hall is secure. Each exhibitor must take responsibility for the security of all the items in his or her booth. Hargrove, Show Management, facility personnel and the security contractor try to guard against theft and damage, but the ultimate burden falls on the exhibitor.
- Do not list the contents of crates and cartons on your shipping labels. A label that reads "27" color monitor" is an open invitation for thieves.
- Do not leave your booth unattended during the hectic and heavily populated move-in and move-out times.
- Consider covering your exhibit with some sort of cloth at the close of each day. The psychological deterrent makes it more difficult for people to handle merchandise. Criminals often look for the easy mark first.
- Business tools such as laptop computers, recorders, calculators, and give-away items are the things most often stolen. They should be guarded and stored safely at night.
- Thieves will also take personal items such as purses, suit coats, and toolboxes. Do not leave personal items unprotected in your booth.
- Never store items in containers marked "Empty."
- Show management may provide security to prevent entry to the exhibit area by anyone not authorized. This security service does not guarantee exhibitors against loss. Nor does it imply an assumption of liability for an exhibitor's property by Hargrove, Show Management, or their agents.
- Your exhibit materials should be insured from the time they leave your facility until the time they return. Consult with your insurance agency about adding a rider to your existing policy.



FURNITURE & ACCESSORIES CATALOG

At Hargrove we know that displaying your company's products and materials effectively is an important part of planning your exhibit space. We offer a variety of standard and special-order items to ensure your exhibit program's success.

WE BELIEVE IN **THE POWER OF HUMAN CONNECTION.**

Hargrove
from **encore**[®]

TABLES & DRAPERY

Hargrove offers a variety of table sizes and heights, in undraped and draped options to match the show colors or your branding.



Round Tables

Round tables are 30" in diameter and are available in 18", 30", and 42" heights.



Draped Tables & Counters

Tables and Counters are available draped or undraped, and in 4', 6', or 8' lengths.

Tables: 30" Tall x 24" Wide

Counters: 42" Tall x 24" Wide

Table Drapery

Draped tables are skirted on three sides with a fire-retardant poly sateen fabric and topped with white vinyl. The fourth side of the table can be draped at an additional cost.

Undraped tables include the white vinyl table top.

Actual colors may vary. Some colors not available for certain shows.



Black



Blue



Teal



Purple



Burgundy



Red



Gold



Grey



White

Need more options?

Contact us today.

Contact Us:

exhibitorservices@hargroveinc.com

+1 301.306.4627

Order Online:

[Hargrove Exhibitor Services](#)

SEATING

When you need seating for a product demonstration or one-to-one sit down with a client, Hargrove offers a variety of options to suit your needs and style.

Chairs & Barstools

Standard seating is depicted. Contact us today for more seating options. Actual item may vary.

Padded Side Chair: 30" Tall x 17" Wide x 22" Deep

Barstool: 42" Tall x 19" Wide x 21" Deep



CARPET

The details matter. Materials in your booth should complement your brand, Hargrove has a wide variety of carpet colors and padding to match.

Carpet Details

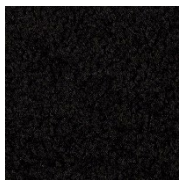
Custom colors available. Actual colors may vary. Some colors not available for certain shows.

Plush carpet orders include protective clear plastic covering at no additional charge.

Special cut carpet which is new or nearly new carpet and cut from the same roll is available to ensure color match at an additional cost.

We recommend special cut or plush carpet for island, peninsula or inline booths larger than 10' x 40' for color matching.

Standard Carpet Colors



Black



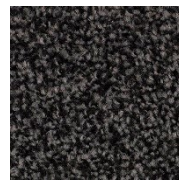
Red



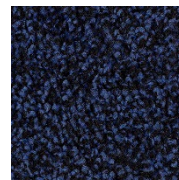
Grey



Blue

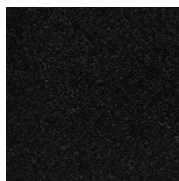


Pepper

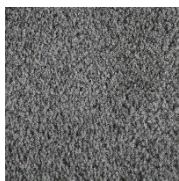


Blue Jay

Plush Carpet Colors



Black



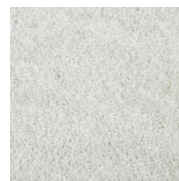
Charcoal



Platinum



Beige



White



Reflex Blue

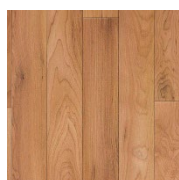


Navy

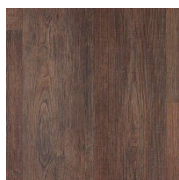
Expo Flex Vinyl Flooring Colors



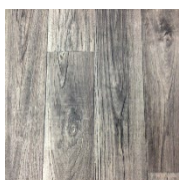
Whitewood



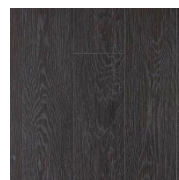
Dark Maple II



Barnwood II



Silverwood II



Blackwood II

Contact Us:

exhibitorservices@hargroveinc.com
+1 301.306.4627

Order Online:

[Hargrove Exhibitor Services](#)

ACCESSORIES

Hargrove offers a variety of accessories to help you gather business cards, guide booth traffic, and keep your booth tidy so your prospective clients have the best experience possible.



Easel

56" T x 30" W x 27" D



Literature Rack

60" T x 11" W x 14" D



Straight Bag Rack

49" - 70" T x 30" W x 27" D



Slanted Bag Rack

49" - 70" T x 30" W x 27" D



Sign Holder

For signs 28" T x 22" W



Wastebasket

16" T x 11" W x 9" D



Retractable Stanchion

14" T with 14" base. 8' belt



Chrome Stanchion

42" T with 14" base, 8' rope



Coat Tree



Fish Bowl



Vertical Posterboard

8' T x 4' W



Horizontal Posterboard

4' T x 8' W

Actual items may vary. All measurements are approximate.

Contact Us:

exhibitorservices@hargroveinc.com
+1 301.306.4627

Order Online:

[Hargrove Exhibitor Services](https://www.hargroveinc.com/exhibitor-services)

COUNTERS & DISPLAYS

Need a cabinet or display case that can incorporate your graphics or includes lighting? Hargrove offers a variety of displays to enhance your exhibit space.



Large Cabinet

42" Tall x 82" Wide x 23" Deep



Small Cabinet

42" Tall x 43" Wide x 23" Deep



Illuminated Display Case

41" Tall x 80" Wide x 21" Deep

Electrical service required.



Curved Counter

42" Tall x 60" Wide x 22" Deep

Actual items may vary. All measurements are approximate.

Contact Us:

exhibitorservices@hargroveinc.com

+1 301.306.4627

Order Online:

[Hargrove Exhibitor Services](#)

SIGNS & GRAPHICS

Need to announce a presentation, showcase in-booth talent, or promote a new product line? Hargrove can help you with all of your custom signage and graphics needs.

Hargrove Advantages

High-quality, state-of-the-art printing

Superb resolution

Experienced team accustomed to fast turn arounds

Environmentally friendly materials at competitive prices



Vinyl Banners

Unlimited sizes

Priced per square foot



Cardstock Signs

Available in:

7" x 11"

11" x 14"

7" x 44"

14" x 22"

14" x 44"

22" x 28"

28" x 44"

Contact Us:

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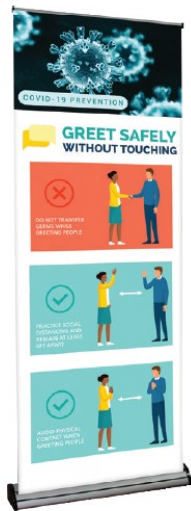
RETRACTABLE BANNER STANDS

Need to announce a presentation, showcase in-booth talent, or promote a new product line? Hargrove can help you with all of your custom signage and graphics needs.

Retractable Banner Stand Details

All Retractable Banner Stand kits include hardware, graphic, and portable carry bag.

Complete artwork guidelines will be provided during the ordering process. Art time may be charged if artwork files need to be fixed or altered to meet artwork guidelines.



Barracuda 800

- Variable graphic height (60" - 83")
- Anodized silver base
- Toolless quick rail
- Graphic tensioner
- Adjustable leveling feet
- Hybrid bungee/telescopic pole
- Includes carry bag



Blade Lite 800

- Variable graphic height (60" - 83.25")
- Silver base w/ chrome-finish ends
- Toolless quick rail
- Weighted base for stability
- Adjustable leveling feet
- Hybrid bungee/telescopic pole
- Includes carry bag



Mosquito 800

- Standard graphic height (78.5")
- Anodized silver or black base
- Swivel feet
- Snap top graphic rail
- 3-piece bungee pole
- Includes carry bag

Need something not included in our catalog?

Contact us today.

Contact Us:

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Order Online:

[Hargrove Exhibitor Services](#)

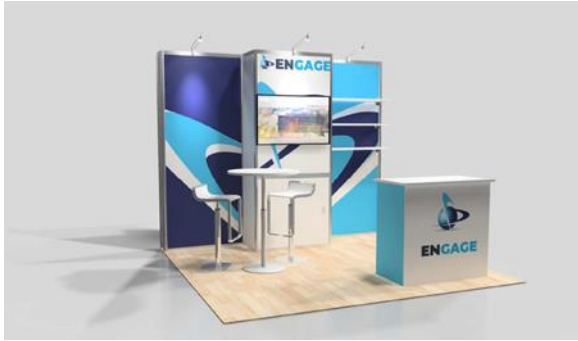
HARGROVE RENTAL BOOTHS

Hargrove Rental Booths offer you the flexibility and creativity to design an attractive environment at a cost-effective price.



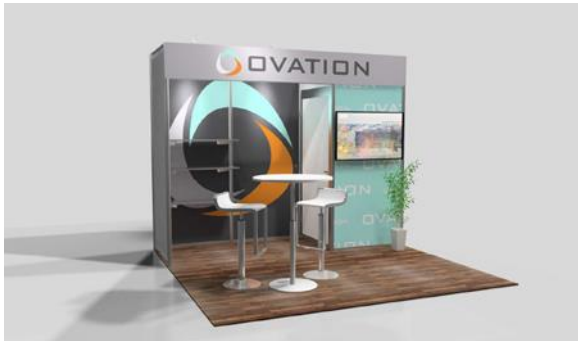
RENTAL BOOTH SOLUTIONS

Hargrove offers a wide variety of rental exhibit options. The following solutions featured in this catalog are standard turnkey rental exhibits:



Booth 100 (RNTB100) - Includes:

- Booth Structure
- Standard 10' x 10' Carpet
- 1 – Wastebasket
- 1 – 1 M Counter
- Graphics (as shown)
- Furniture (as shown)
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements
- Installation & Dismantle Labor



Booth 101 (RNTB101) - Includes:

- Booth Structure
- Standard 10' x 10' Carpet
- 1 – Wastebasket
- Graphics (as shown)
- Furniture (as shown)
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements
- Installation & Dismantle Labor of Exhibit Elements



Booth 102 (RNTB102) - Includes:

- Booth Structure
- Standard 10' x 10' Carpet
- 1 – Wastebasket
- 1 – 1 M Counter
- Graphics (as shown)
- Furniture (as shown)
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements
- Installation & Dismantle Labor of Exhibit Elements

Available Upgrades:

- Rental Counters & Display Cases
- Shelves & Stem Lighting
- Plush Carpet or Vinyl Flex Flooring
- Single or Double Layer Padding
- Furniture
- Monitor Wall Mount & Cable Management
- Audio Visual, Electric, Internet, Florals *

* Note: Additional service charges apply.

Contact Us:

rentalexhibits@hargroveinc.com

+1 301.306.4799

Online Catalog:

HargroveExhibits.info

RENTAL BOOTH SOLUTIONS

Hargrove offers a wide variety of rental exhibit options. The following solutions featured in this catalog are standard turnkey rental exhibits:



Booth 200 (RNTB200) - Includes:

- Booth Structure
- Standard 10' x 20' Carpet
- 1 – Wastebasket
- 1 – 2 M Counter
- Graphics (as shown)
- Furniture (as shown)
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements
- Installation & Dismantle Labor of Exhibit Elements



Booth 201 (RNTB201) - Includes:

- Booth Structure
- Standard 10' x 20' Carpet
- 1 – Wastebasket
- 1 – 2 M Counter
- Graphics (as shown)
- Furniture (as shown)
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements
- Installation & Dismantle Labor of Exhibit Elements



Booth 202 (RNTB202) - Includes:

- Booth Structure
- Standard 10' x 20' Carpet
- 1 – Wastebasket
- 1 – 2 M Counter
- Graphics (as shown)
- Furniture (as shown)
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements
- Installation & Dismantle Labor of Exhibit Elements

Available Upgrades:

- Rental Counters & Display Cases
- Shelves & Stem Lighting
- Plush Carpet or Vinyl Flex Flooring
- Single or Double Layer Padding
- Furniture
- Monitor Wall Mount & Cable Management
- Audio Visual, Electric, Internet, Florals *

* Note: Additional service charges apply.

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RENTAL BOOTH SOLUTIONS

Hargrove offers a wide variety of rental exhibit options. The following solutions featured in this catalog are standard turnkey rental exhibits:



Booth 401 (RNTB401) - Includes:

- Booth Structure
- Standard 20' x 20' Carpet
- 1 – Wastebasket
- 1 – L-Shaped Counter
- 3 – 1/2 M Counters
- Graphics (as shown)
- Furniture (as shown)
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements
- Installation & Dismantle Labor of Exhibit Elements



Booth 402 (RNTB402) - Includes:

- Booth Structure
- Standard 20' x 20' Carpet
- 1 – Wastebasket
- 4 – 1 M Counters
- Graphics (as shown)
- Furniture (as shown)
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements
- Installation & Dismantle Labor of Exhibit Elements



Booth 403 (RNTB403) - Includes:

- Booth Structure
- Standard 20' x 20' Carpet
- 1 – Wastebasket
- 1 – 2 M Counter
- 4 – 1 M Counters
- Graphics (as shown)
- Furniture (as shown)
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements
- Installation & Dismantle Labor of Exhibit Elements

NOTE: Hanging Sign options are available upgrades based on ceiling heights and venue restrictions.

Available Upgrades:

- Rental Counters & Display Cases
- Shelves & Stem Lighting
- Plush Carpet or Vinyl Flex Flooring
- Single or Double Layer Padding
- Furniture
- Monitor Wall Mount & Cable Management
- Audio Visual, Electric, Internet, Florals *

* Note: Additional service charges apply.

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FABRIC RENTAL BOOTH SOLUTIONS

Hargrove offers a wide variety of rental exhibit options. The following fabric solutions featured below are a perfect way to achieve a seamless look at a cost-effective price.



8' H x 10' W (RNBT001A) - Includes:

- Rental Frame with Jack Legs for Support
- Single-Sided Printed Fabric Graphic
- 1 - Wastebasket
- Standard 10' x 10' Carpet
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements
- Installation & Dismantle Labor of Exhibit Elements



8' H x 20' W (RNBT001B) - Includes:

- Rental Frame with Jack Legs for Support
- Single-Sided Printed Fabric Graphic
- 1 - Wastebasket
- Standard 10' x 20' Carpet
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements
- Installation & Dismantle Labor of Exhibit Elements



8' H x 30' W (RNBT001C) - Includes:

- Rental Frame with Jack Legs for Support
- Single-Sided Printed Fabric Graphic
- 1 - Wastebasket
- Standard 10' x 30' Carpet
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements
- Installation & Dismantle Labor of Exhibit Elements

Special order item, additional lead time required for order and artwork submissions.

NOTE: All fabric framed banners are set 1' from rear drape line into the booth to allow additional space for jack leg supports.

Available Upgrades:

- Rental Counters & Display Cases
- Shelves & Stem Lighting
- Plush Carpet or Vinyl Flex Flooring
- Single or Double Layer Padding
- Furniture
- Monitor Wall Mount & Cable Management
- Audio Visual, Electric, Internet, Florals *

* Note: Additional service charges apply.

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TRADESHOW

FURNISHINGS | 2022

Hargrove
from **encore**

P O W E R E D

Collections



Powered Seating



Naples Collection



A) NPLSOP Naples Sofa, Powered
(black vinyl) 87"L 30"D 33.25"H

B) NPLCHP Naples Chair, Powered
(black vinyl) 36"L 30"D 33.25"H

C) NPLLOP Naples Loveseat, Powered
(black vinyl) 62"L 30"D 33.25"H



Charge It!

Providing powered capabilities within your booth encourages guests to stay longer as they recharge and engage with your brand.



Tech Tablet Chair

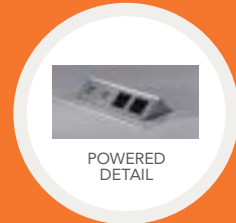
TCHGRY Tech Tablet Chair
(gray vinyl, white metal tablet, chrome base)
30.5"L 29"D 33.5"H
Also available without tablet (TCHP).



POWERED
DETAIL

Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

Powered Communal Tables



Ventura Bar Tables, Powered

A) VNTWHT (white top)
B) VNTBLK (black top)
(silver frame) 72.25"L 26.25"D 42"H

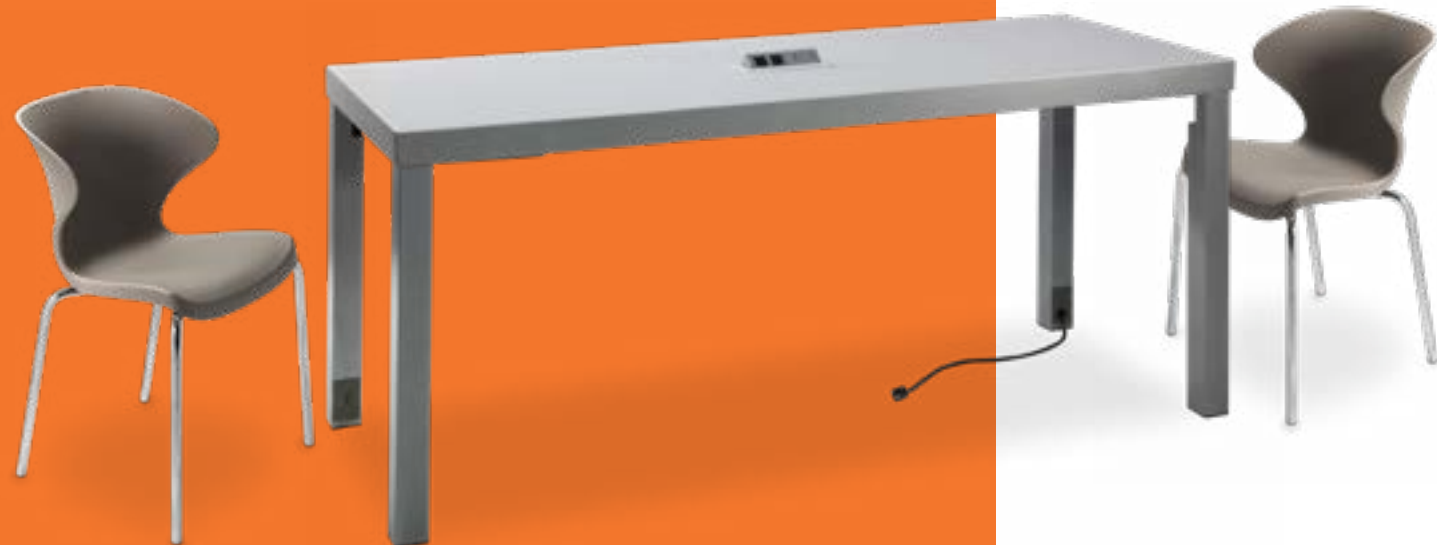


Styling Tip:

One chair or barstool at each end of a communal table is exactly 6' apart, perfect for safe networking in any sized space.

Ventura Cafe Tables, Powered

C) VNTCWH (white top)
D) VNTCBK (black top)
(silver frame) 72.25"L 26.25"D 30"H



B.



Use Ventura 6' Bar or Cafe Tables

in your design to facilitate conversations while physical distancing.



D.



Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

Powered Tables

Sydney Powered Cocktail Tables



**Sydney Powered
Cocktail Tables**
C1WP (white top)
C1YP (black top)
(brushed steel)
48"L 26"D 18"H

**30" Round Cafe/Bar
Tables, Powered**
P30CWH Cafe (30" RND 29"H)
P30BWH Bar (30" RND 42"H)
(white top, black)



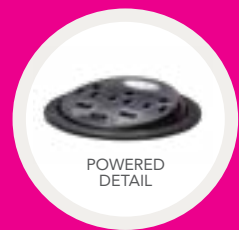
Wireless Charging Table

**CUBPOW Wireless
Charging Table, Powered**
(white, AC plug-in) 20"L 20"D 18"H
Mobile devices must have Qi
wireless charging capability.



Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

Powered ⚡ Desks & Conference Tables



Tech Powered Desk & File Cabinet
(black metal, laminate)

A) TECH Tech Desk, Powered
60" L 30" D 30" H

B) TECH3B Tech Desk, Powered w/ 3 Drawer File Cabinet
60" L 30" D 30" H

C) TECH3 3 Drawer File Cabinet on Castors
16" L 20" D 28" H



C.

D.



E.



F.



Powered Conference
Tables 5', 8', 10' (black top, silver)
D) BKCT5P 5' 60" L 48" D 29" H
E) BKCT8P 8' 96" L 48" D 29" H
F) BKC10P 10' 120" L 48" D 29" H

Also available without power.

Non-Powered Conference

Tables 5', 8', 10'

(black top, silver)

BKCT5N 5' 60" L 48" D 29" H

BKCT8N 8' 96" L 48" D 29" H

BKC10N 10' 120" L 48" D 29" H

Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

Powered Products



Village Charging Hub



VILHUB
Village Charging Hub
(cream)
12"L 12"D 28.25"H



Styling Tip:
Standalone hubs let guests plug in with a minimal footprint, while powered pedestals serve a dual purpose: keeping items secure while charging devices.



Powered Pedestals

The flip-top electrical units rotate 180° to let devices charge on or inside the cabinet.



Powered Locking Pedestals

White
PDL36W 24"L 24"D 36"H
PDL42W 24"L 24"D 42"H

Black
PDL36B 24"L 24"D 36"H
PDL42B 24"L 24"D 42"H



Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.



SOFT SEATING

Collections

Soft Seating Collections

Valencia

VALCHA Chair
(spice orange velvet)
28"L 30.5"D 31"H

VALSOF Sofa
(coffee brown velvet)
63"L 30.5"D 31"H



Level The Field!:

Low and casual seating makes clients more comfortable and open to learn about your product.

Sterling

STESOF Sofa
(gray fabric)
82"L 33.5"D 32"H

STECHA Chair
(gray fabric)
33"L 33.5"D 32"H



Soft Seating Collections

Cordoba

COCHTP Chair
(taupe fabric, black)
37"L 32"D 33"H

COLVTP Loveseat
(taupe fabric, black)
60.5"L 32"D 33"H



Fairfax

FAIRSW Sofa
(white vinyl, brushed metal)
62"L 26"D 30"H

FAIRCW Chair
(white vinyl, brushed metal)
27"L 26"D 30"H



Soft Seating Collections

Allegro

CHR002 Chair
(blue fabric)
36"L 34.5"D 30"H

SFA002 Sofa
(blue fabric)
73"L 34.5"D 30"H



Palm Beach

PALSOF Sofa
(white vinyl)
69"L 29"D 33"H



Key Largo

KEYSOF Sofa
(black fabric)
79"L 35"D 34"H

KEYCHR Chair
(black fabric)
35"L 35"D 34"H

KEYLOV Loveseat
(black fabric)
57"L 35"D 34"H



Soft Seating Collections


Baja

BCHWHT Chair
(white vinyl)
36"L 30.5"D 28"H

BSFWHT Sofa
(white vinyl)
86"L 30"D 28"H

BLVWHT Loveseat
(white vinyl)
61"L 30.5"D 28"H



Powered Products 



Naples

NPLCHR Chair, Standard arms
(black vinyl)
36"L 30"D 33.25"H
Powered option available (NPLCHP).

NPLSOF Sofa, Standard arms
(black vinyl)
87"L 30"D 33.25"H
Powered option available (NPLSOP).

NPLLLOV Loveseat, Standard arms
(black vinyl)
62"L 30"D 33.25"H
Powered option available (NPLLLOP).

Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

ACCENT Chairs



Accent Chairs



Bowery
BOWCHA Swivel Chair
(ochre fabric, chrome)
29.75" L 31" D 27.25" H



La Brea
LABREA Swivel Chair
(charcoal gray fabric, chrome)
35" L 27" D 40" H



Brooklyn Meeting
BNMCSW Swivel Chair
(white vinyl, black)
24.5" L 25.5" D 31.75" H

Make it •
SWivel



Swanson
SWAN Swivel Chair
(white vinyl, chrome)
28" L 25" D 30" H



Wentworth
WENCHA Swivel Chair
(brown vinyl, black)
31" L 24" D 31.5" H



10'x20' - Meeting Booth

Accent Chairs

Montreal
MONCHA Chair
(blue, black metal)
30"L 23.25"D 30"H



Lena
LENCHA Chair
(moss green leather, bronze)
27"L 25"D 31"H



Madrid
BCW Chair
(white, chrome)
30"L 30"D 31"H

Create Space

Design with a wide selection of standout accent chairs to facilitate sales and demos while properly distancing. Pair each seat with an end table for individually-owned spaces.

A) TCHP Tech Chair, No Tablet
(gray vinyl, chrome base)
30.5"L 29"D 33.5"H

B) MNCHCH Munich Armless Chair
(gray fabric) 22.5"L 27"D 28.5"H

C) CNTCHR Century Chair
(gray velvet) 30"L 30"D 31"H

D) ATHCHA Atherton Chair
(distressed brown leather, blackened steel) 27"L 31"D 30"H

E) PROGB Pro Executive Guest Chair
(black vinyl) 24"L 26"D 36"H

F) PASCHR Pasadena Chair
(white molded plastic w/ chrome tower base) 27"L 25"D 26"H

Brooklyn
BNMCOW Chair
(white vinyl, oak-look)
24.5"L 25.5"D 31.75"H



A.



B.



C.



D.



E.



F.

INDIVIDUAL

Seating





BROOKLYN

CHAIRS

24.5"L 25.5"D 31.75"H



- A) BNMCOB Brooklyn Meeting Chair (white vinyl, oak-look)
B) BNMCSW Brooklyn Meeting Chair, Swivel (white vinyl, black)

Frame finish black metal or oak-look.



M A R I N A

CHAIRS

17.5"L 19.5"D 35"H



A) MARCBR (brown fabric) **B) MARCBE** (ocean blue fabric)
C) MARCRD (red fabric) **D) MARCWH** (white vinyl) **E) MARCBK** (black vinyl)

All frames brushed metal.

Individual Seating

Laguna
LMCHR Chair
(maple, chrome)
18"L 19"D 34"H



Lucent
LUCHCL Chair
(frosted acrylic, chrome)
19.5"L 19.75"D 32.5"H



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.

A) CS4 Syntax Chair
(black, chrome)
23"L 19"D 32.25"H

B) XCHR Christopher Chair
(white vinyl, chrome)
17"L 19"D 35"H

C) SC3 Brewer Chair
(onyx, black) 20"L 20"D 32"H

D) RSTDIN Rustique Chair w/ arms
(gunmetal) 20"L 18"D 31"H

E) ZENCHR Zenith Chair
(white, chrome)
18.25"L 22"D 32"H

F) DUET Duet Stack Chair
(black, chrome) 21"L 23"D 33"H

G) SC10 Razor Armless Chair
(white) 15.5"L 23.5"D 30.5"H

H) OCMWHT Meeting Chair
(white vinyl, wenge)
25.5"L 23.5"D 34"H

Malba Chair
I) MALGRN (green, chrome)
J) MALGRY (gray, chrome)
20"L 20"D 32"H

Blade Chair
K) BLDCSB (sky blue)
L) BLDCRD (red)
20.5"L 19"D 30.5"H



OTTOMAN

Collections

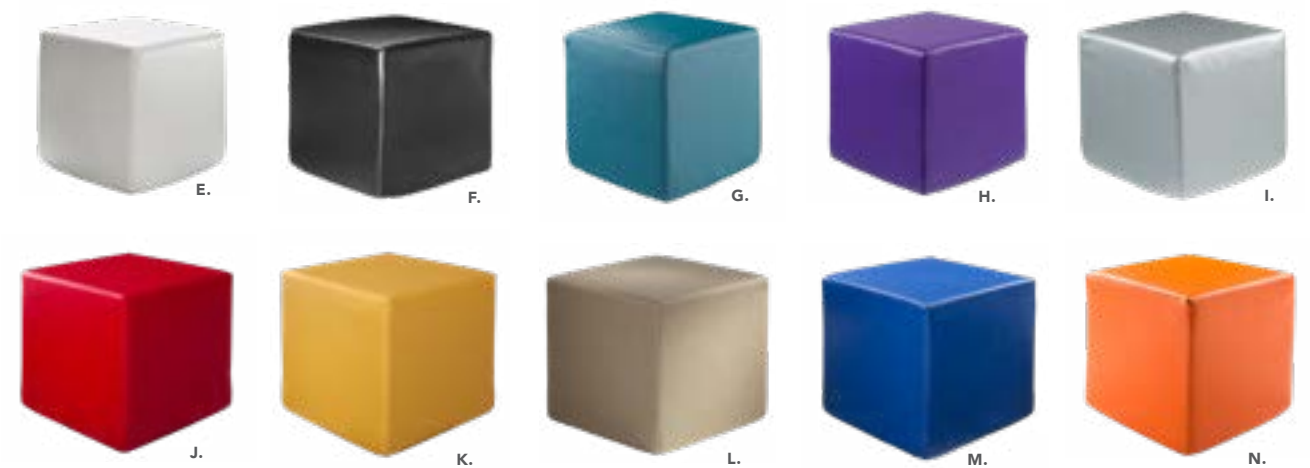
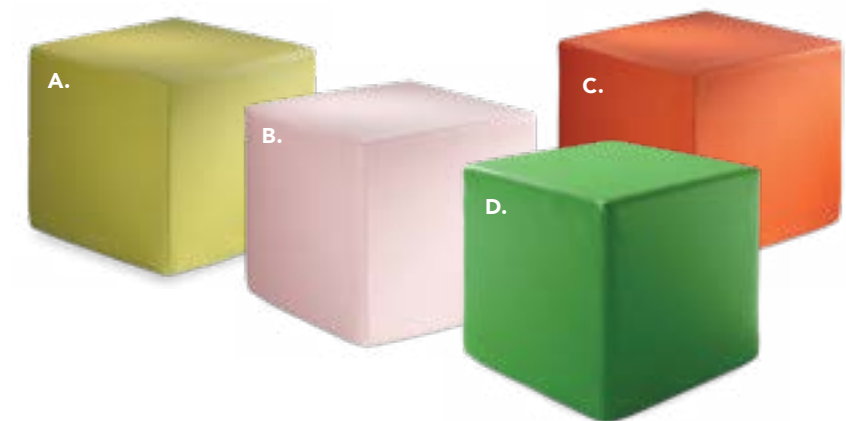


Provide a Pop!
Colorful furnishings attract more attention while reinforcing brand themes. Amplify your organization's color palette, or simply go bold to catch passing eyes.

CUBE

OTTOMANS

18"L18"D18"H



A) VIB14 (citrus green vinyl) **B) VIB17** (desert rose vinyl) **C) VIB16** (spice orange vinyl)
D) VIB01 (green vinyl) **E) VIB09** (white vinyl) **F) VIB10** (black vinyl) **G) VIB11** (steel blue vinyl)
H) VIB13 (purple vinyl) **I) VIB12** (silver vinyl) **J) VIB04** (red vinyl) **K) VIB05** (bright yellow vinyl)
L) VIB15 (taupe vinyl) **M) VIB02** (blue vinyl) **N) VIB08** (orange vinyl)



BEVERLY

SMALL BENCH

OTTOMANS

30"L20"D18"H



- A) BVSMOR** (orange fabric) **B) BVSMGN** (olive green fabric) **C) BVSMWH** (white vinyl)
D) BVSMBK (black vinyl) **E) BVSMBL** (ocean blue fabric) **F) BVSMBN** (brown fabric)
G) BVSMGY (gray fabric) **H) BVSMNL** (linen fabric) **I) BVSMILV** (lavender fabric)
J) BVSMRD (red fabric) **K) BVSMYL** (yellow fabric)



BENCH

OTTOMANS

60"L20"D18"H



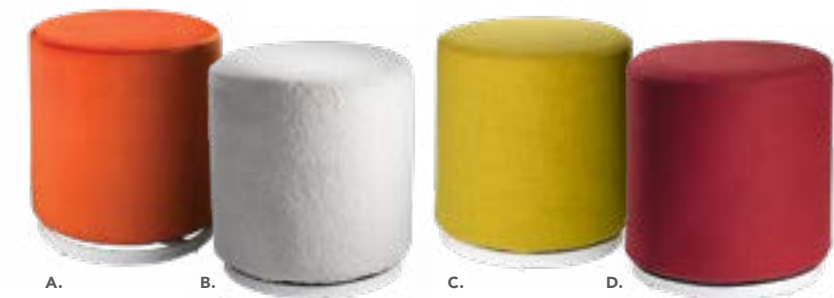
A) BVLYWH (white vinyl) **B) BVLYRD** (red fabric) **C) BVLYGR** (gray fabric) **D) BVLYOB** (ocean blue fabric)
E) BVLYBK (black vinyl) **F) BVLYLN** (linen fabric) **G) BVLYBN** (brown fabric)



SWIVEL

OTTOMANS

17" RND 18"H



- A) MAR011** (orange fabric) **B) MAR016** (ivory faux sheep fur) **C) MAR009** (pear yellow fabric)
D) MAR005 (red fabric) **E) MAR001** (white vinyl) **F) MAR006** (rose quartz fabric) **G) MAR007** (plum fabric)
H) MAR010 (blue fabric) **I) MAR002** (gray fabric) **J) MAR003** (linen fabric) **K) MAR004** (raspberry fabric)
L) MAR008 (meadow green fabric) **M) MAR015** (black vinyl) **N) MAR012** (forest green vinyl)
O) MAR013 (teal velvet) **P) MAR014** (distressed brown vinyl)

Ottomans



Squares
Endless
END02B (black vinyl, chrome)
END02W (white vinyl, chrome)
34"L 34"D 15"H



Curved
Endless
END01W (white vinyl, chrome)
END01B (black vinyl, chrome)
60.5"L 37.5"D 15"H



Demo Down

Square, circular, or curved - ottomans are a great way to design theater-style seating for demonstrations.

Bench
REGBEN Regis
(brushed metal)
47"L 15.5"D 16"H

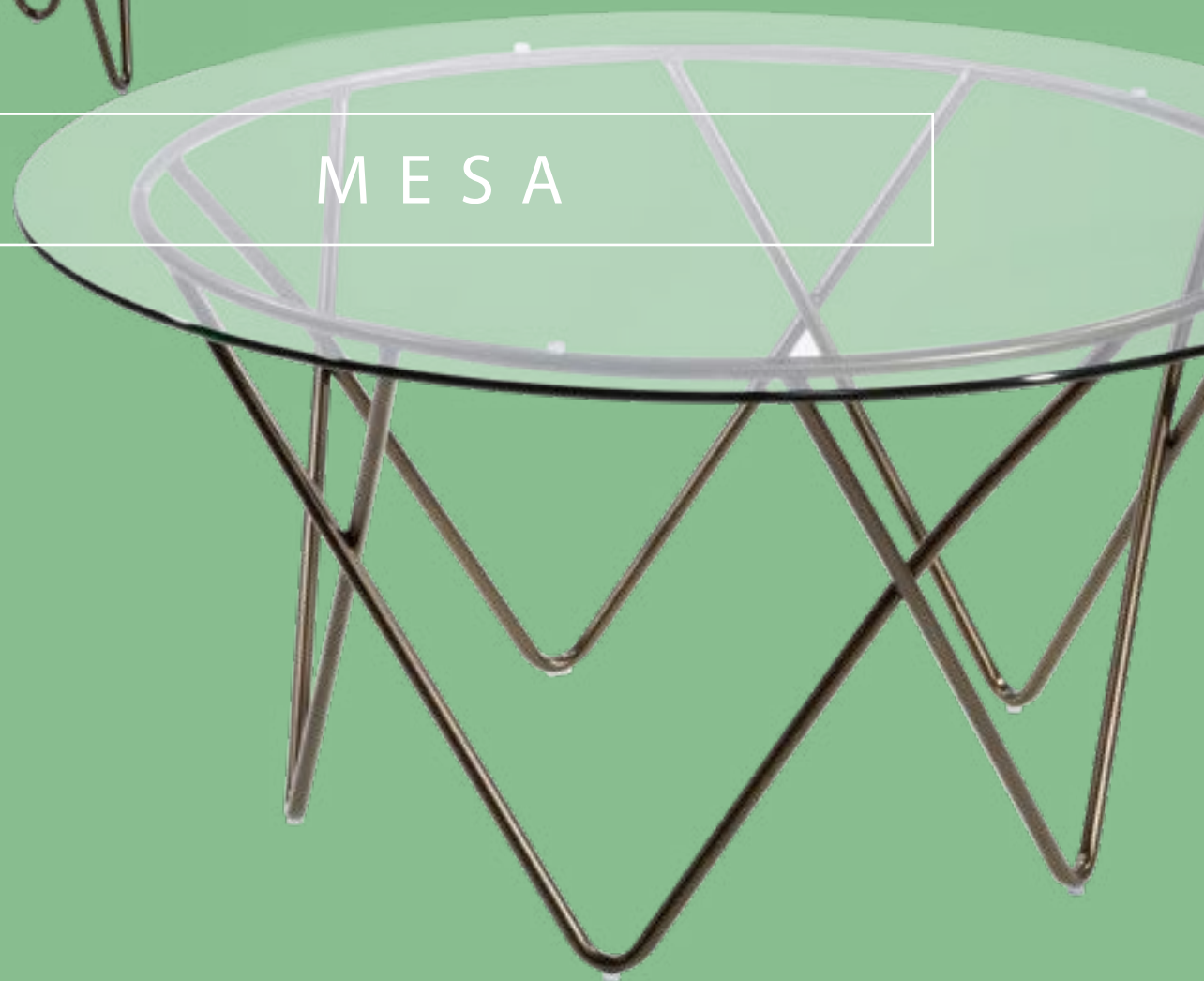


ACCENT Tables





M E S A



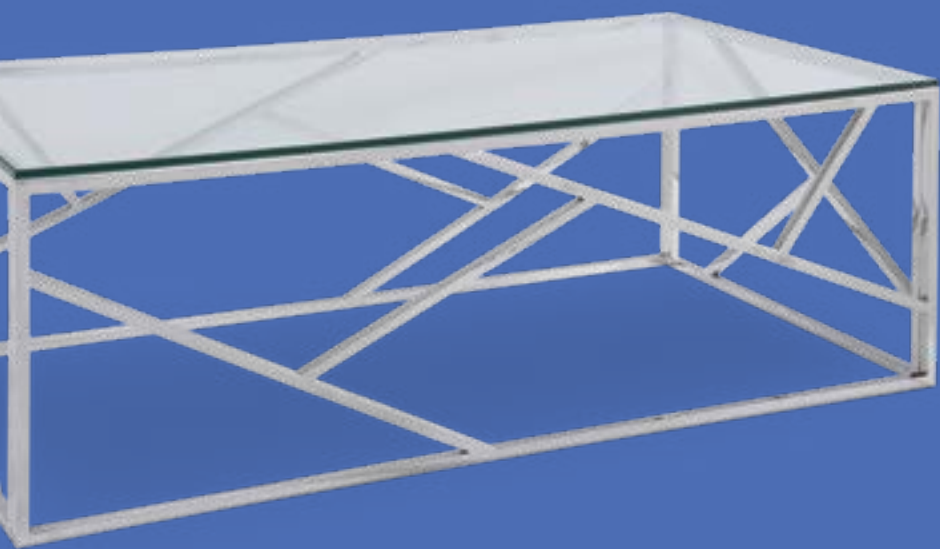
ACCENT

COCKTAIL & END TABLES
32.25" RND 17.25" H | 20.5" RND 21.25" H



A) MESCTW Cocktail Table / B) MESETW End Table (barnwood top)
C) MESCTB Cocktail Table / D) MESETB End Table (black top)
E) MESCTG Cocktail Table 36" RND / F) MESETG End Table 24" RND (glass top)

All frames bronze finish.



A L O N D R A



ACCENT

COCKTAIL & END TABLES

47"L 24"D 16"H | 20"L 20"D 20"H



A) ALC100 Cocktail Table / B) ALE100 End Table (glass top)
C) ALC200 Cocktail Table / D) ALE200 End Table (wood top)

All frames chrome finish.



G E O



ACCENT

COCKTAIL & END TABLES



A.



B.



C.



D.

A) C1C Cocktail Table / B) E1C End Table (glass top, chrome) 50"L 22"D 16"H | 26"L 26"D 20"H
C) C1FWB Cocktail Table / D) E1FWB End Table (wood top, black) 47"L 24"D 17"H | 20"L 20"D 21"H



SYDNEY



ACCENT

COCKTAIL & END TABLES

48"L 26"D 18"H | 27"L 23"D 22"H



A/B Powered options available.

Cocktail Tables A) C1W (white) B) C1Y (black) C) SYDBEC (blue) D) SYDWDC (barnwood)
End Tables E) E1W (white) F) E1Y (black) G) SYDBEE (blue) H) SYDWDE (barnwood)

All frames brushed steel.

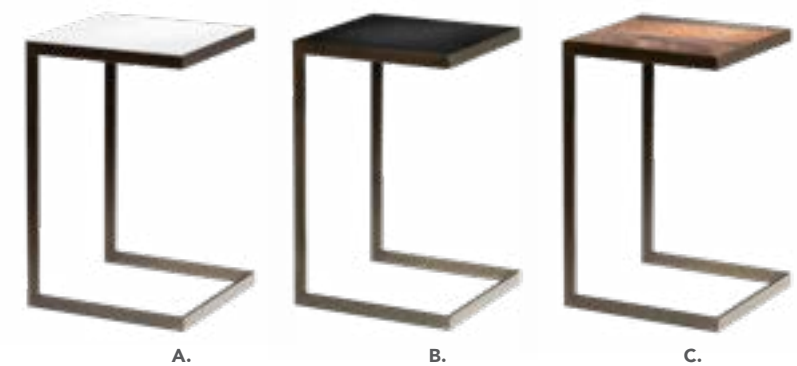


TAOS | SEDONA

SIDE

TABLES

15.75 "L 15.75 "D 24 "H



Taos Tables A) TAOBWH (white top) **B) TAOBBK** (black top) **C) TAOBWD** (barnwood top)
Sedona Tables D) SEDBWH (white top) **E) SEDBBK** (black top) **F) SEDBWD** (barnwood top)

All frames bronze finish.

Accent Tables



Regis
REGBEN Bench Table
(brushed metal)
47"L 15.5"D 16"H

REGOTT End Table
(brushed metal)
16"L 15.5"D 16.5"H




Aura
AURA Round Table
(white metal)
15"RND 22"H



Timber
TMBTBL End Table
(wood)
16"RND 17"H



 Wireless
CUBPOW Charging Table,
Powered
(white, AC plug-in)
20"L 20"D 18"H

Gather Round

Seat guests around accent tables to create an informal campfire setting for small group discussions, or pair with individual seats for a safely "owned" space.



Silverado
C1E Cocktail Table
(glass top, chrome)
36"RND 17"H
E1E End Table
(glass top, chrome)
24"RND 22"H

Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.



B A R & C A F E Tables

Bar & Cafe Tables



Rustique
RSTSQT Square
Metal Bar Table
(gunmetal)
23.75"L 23.75"D 41.25"H

Bar Tables

Standard Black Base

30" RND 42"H

VTJ (graphite nebula top)

VTK (maple top)

VTB (red top)

30WH42 (white top)

30WDBB (barnwood top)

30BKSB (black top)

30AGBB

(brushed gunmetal top)

30OSBB (orange top)

VTA

(Madison/gray acajou top)

30BEBB (blue top)

30YBBB (brushed yellow top)

30GSBB (green top)

36" RND 42"H

VTN (graphite nebula top)

VTP (maple top)

VTW (white top)

36BKSB (black top)

Bar Tables

Hydraulic Chrome Base

30" RND 45"H

30GRHB

(graphite nebula top)

30MTHB (maple top)

30BRHB (red top)

30WHHB (white top)

30WDHB (barnwood top)

30BKHB (black top)

30AGHB

(brushed gunmetal top)

30OSHB (orange top)

30MAHB

(Madison/gray acajou top)

30BEHB (blue top)

30YSHB (brushed yellow top)

30GSHB (green top)

36" RND 45"H

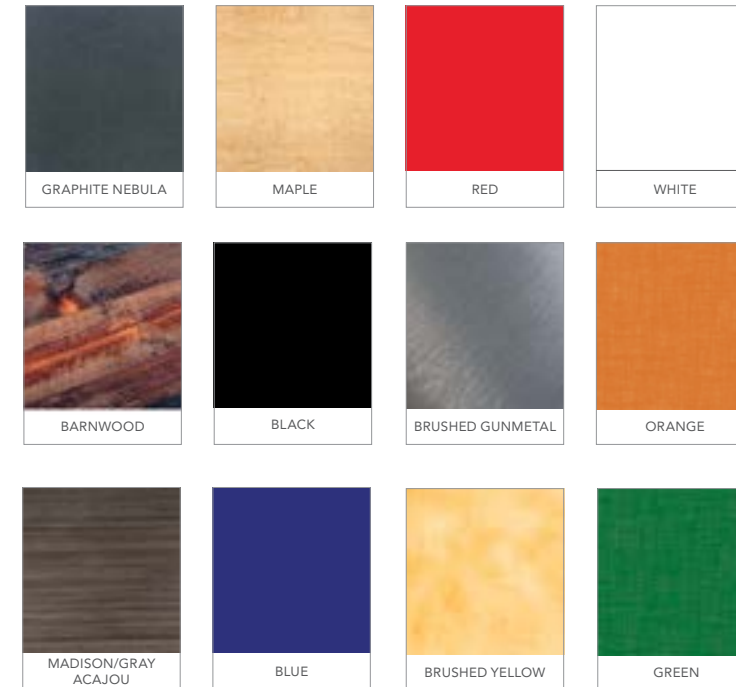
36GRHB (graphite nebula)

36MTHB (maple top)

36WTHB (white)

36BKHB (black top)

1. Choose your base: black or chrome...
2. Then pick a color that suits your design.



Create Space

Mix and match table tops with base options to create the perfect combination for your needs.

30" Round Cafe/Bar Tables, Powered ⚡
P30BWH Bar
(30" RND 42"H)
P30CWH Cafe
(30" RND 29"H)
(white top, black)



Cafe Tables

Hydraulic Chrome Base

30" RND 29"H

30GRHC (graphite nebula top)

30MTHC (maple top)

30BRHC (red top)

30WHHC (white top)

30WDHC (barnwood top)

30BKHC (black top)

30AGHC (brushed gunmetal top)

30OSHC (orange top)

30MAHC (Madison/gray acajou top)

30BEHC (blue top)

30YSHC (brushed yellow top)

30GSHC (green top)

36" RND 29"H

36GRHC (graphite nebula top)

36MTHC (maple top)

36WTHC (white top)

36BKHC (black top)

Cafe Tables

Standard Black Base

30" RND 29"H

ZTJ (graphite nebula top)

ZTK (maple top)

ZTB (red top)

30WH29 (white top)

30WDBC (barnwood top)

30BKSC (black top)

30AGBC (brushed gunmetal top)

30OSBC (orange top)

ZTA (Madison/gray acajou top)

30BEBC (blue top)

30YSBC (brushed yellow top)

30GSBC (green top)

36" RND 29"H

ZTN (graphite nebula top)

ZTP (maple top)

ZTQ (white top)

36BKSC (black top)

BARSTOOL

Collections





M A R I N A



BARSTOOL

COLLECTION

21" L 17.5" D 41.5" H



A.



B.



C.



D.



E.

A) MARBBE (ocean blue fabric) **B) MARBBR** (brown fabric)
C) MARBRD (red fabric) **D) MARBWH** (white vinyl) **E) MARBBK** (black vinyl)

All frames brushed metal.



LIFT

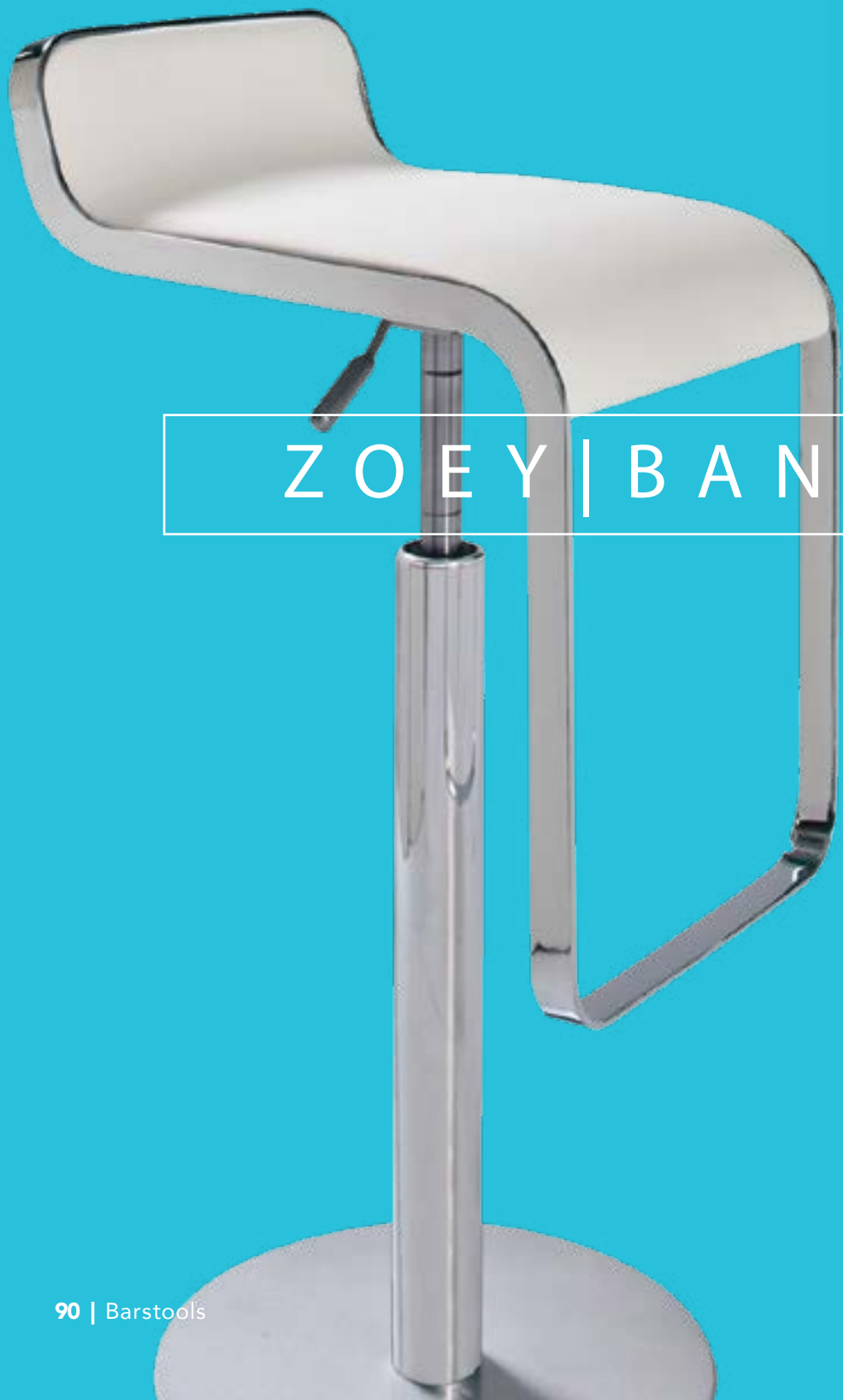
BARSTOOL

COLLECTION
15 "RND23 - 33.5 "H



A) ROLLWH (white vinyl) **B) ROLLRD** (red vinyl)
C) ROLLBL (black vinyl) **D) ROLLGY** (gray vinyl)

All bases chrome finish. Adjustable height.



ZOEY | BANANA



BARSTOOL

COLLECTIONS



A.



B.



C.



Zoey Barstool 15"L 16"D 30-34.75"H **A) BS002** (white, adjustable height)
Banana Barstool 21"L 22"D 41"H **B) BSS** (black) **C) BST** (white)

All bases chrome finish.

Barstools Styles



Blade
BLDBRD (red)
BLDBSB (sky blue)
20.5"L 20"D 40.5"H



Zenith
ZENBAR Barstool
(white, chrome)
19"L 20"D 44"H



A.



B.



C.



D.



E.

A) XBAR Christopher Barstool
(white vinyl, chrome)
19"L 19"D 41"H

B) BS001 Shark Barstool
(white, chrome, adjustable height)
22"L 19"D 34-44"H

C) BSR Syntax Barstool
(black, chrome)
23"L 19"D 43.25"H

D) LUBSCL Lucent Barstool
(frosted acrylic, chrome)
22"L 22.5"D 45.5"H

E) RSTSTL Rustique Barstool
(gunmetal) 13"L 13"D 30"H



Laguna
LMBAR Barstool
(maple, chrome)
18"L 20"D 47"H

Styling Tip:

Create proper distance between individuals by pairing one barstool with each 30" or 36" round, or placing one barstool at each end of a communal table.



OFFICE

Collections

Executive Seating

Pro High Back
Executive Chairs
A) PROEXE
(white vinyl, chrome)

B) PROEXB
(black vinyl, chrome)

25"L 24"D 45-48"H
Adjustable height



Pro Mid Back
Executive Chairs
C) PROMID
(white vinyl, chrome)

D) PROMDB
(black vinyl, chrome)

24"L 22"D 36.75-39.75"H
Adjustable height



Pro Guest
PROGB Executive Chair
(black vinyl, chrome)
24"L 26"D 36"H



Cupertino
CUPCHA Mid Back Chair
(black vinyl, chrome)
27"L 30.5"D 40-43"H
Adjustable height



Genesis
GENCHA Chair
(black fabric, black)
27.5"L 27.5"D 40-43.5"H
Adjustable height



Task
TASKST Stool
(black fabric, black)
27.5"L 27.5"D 32.75"- 40.25"H
Adjustable height





42" ROUND



CONFERENCE

TABLES
42" RND 29" H



A) CONF42 (white top) **B) CB8** (Madison/gray acajou top)
C) 42BKCT (black top)

All bases black finish.



G E O



CONFERENCE

TABLES



Rounded Square Tables 42"L 42"D 29"H **A) CF1** (glass top, black) **B) CE1** (glass top, chrome)
Rectangular Tables 60"L 36"D 29"H **C) CF2** (glass top, black) **D) CE2** (glass top, chrome)

Conference Tables

Styling Tip:
Create safe separation with clear dividers, and limit the number of seats at each table. Looking to spruce up plain conference tables? Use them as product displays, or bring in tabletop greenery for an organic touch.

Dividers | pg 122



Madison Conference Tables
(gray acajou top)
A) MADC05 5' 60"L 48"D 29"H
B) MADC08 8' 96"L 60"D 29"H
C) MADC10 10' 120"L 48"D 29"H



c.



Atomic Round Table
(glass, chrome)
42ATO 42"RND 30"H
36ATO 36"RND 30"H



Work Table
WD3
(white top, white)
48"L 24"D 30"H



A.



B.

c.



Black Conference Tables 5', 8', 10'
(black top, silver)
A) BKCT5N 5' 60"L 48"D 29"H
B) BKCT8N 8' 96"L 48"D 29"H
C) BKCT10N 10' 120"L 48"D 29"H
Also available with power.





MADISON



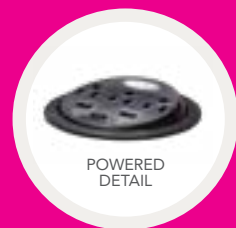
10'x20' - Madison Presentation Booth

EXECUTIVE DESK & STORAGE



- A) JD8 Executive Desk** (gray acajou) 60"L 30"D 29"H
B) BC8 Bookcase (gray acajou) 36"L 12"D 72"H

Powered ⚡ Desks & Conference Tables



Tech Powered Desk & File Cabinet

(black metal, laminate)

A) TECH Tech Desk, Powered

60" L 30" D 30" H

B) TECH3B Tech Desk, Powered w/ 3 Drawer File Cabinet

60" L 30" D 30" H

C) TECH3 3 Drawer File Cabinet on Castors

16" L 20" D 28" H



C.

D.



POWERED
DETAIL

Powered Conference

Tables 5', 8', 10'

(black top, silver)

D) BKCT5P 5' 60" L 48" D 29" H

E) BKCT8P 8' 96" L 60" D 29" H

F) BKCT10P 10' 120" L 48" D 29" H

Also available without power.

Non-Powered Conference

Tables 5', 8', 10'

(black top, silver)

BKCT5N 5' 60" L 48" D 29" H

BKCT8N 8' 96" L 60" D 29" H

BKCT10N 10' 120" L 48" D 29" H

E.



F.



Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

Ventura

Powered & Communal Tables



Powered Bar Table
(silver frame)
72.25"L 26.25"D 42"
A) VNTBLK (black top)
B) VNTWHT (white top)

Communal Bar Table
(silver frame)
72.25"L 26.25"D 42"H
Maple Top
C) VNTMNP (solid)
VNTBMW (grommets)
White Top
D) VNTBWW (grommets)
VNTWNP (solid)
Black Top
E) VNTBNP (solid)

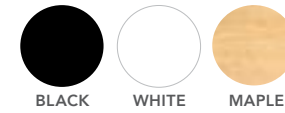
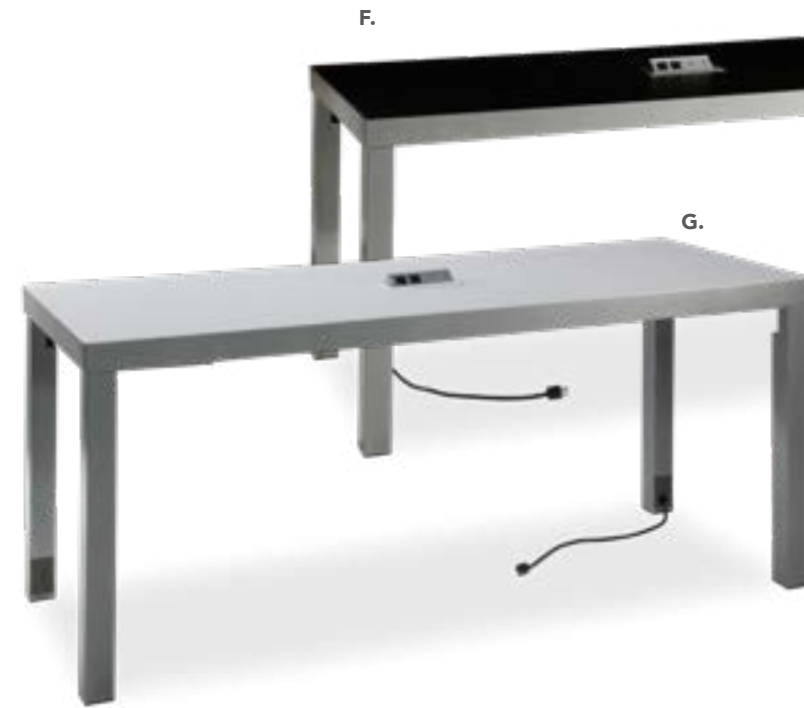


TABLE TOP OPTIONS

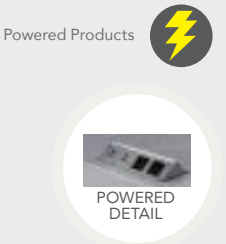
Colors not available in all table options.
Please check options listed.



Powered Cafe Table
(silver frame)
72.25"L 26.25"D 30"H
F) VNTCBK (black top)
G) VNTCWH (white top)



Communal Cafe Table
(silver frame)
72.25"L 26.25"D 30"H
Maple Top
H) VNTCMN (solid)
VNTCMW (grommets)
White Top
I) VNTCWW (grommets)
VNTCWN (solid)
Black Top
J) VNTCBN (solid)



Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

Office Accessories & Decor

Embrace The Organic

It's easy to divide space and maintain distance by adding greenery to your booth environment for a warm organic feel.



Boxwood Hedge
A) HDG7FT
 Boxwood Hedge, 7'
 36.5"L 12"D 84"H
B) HDG4FT
 Boxwood Hedge, 4'
 46"L 9"D 47"H



20'x20' -
Executive Meeting Booth

Accent Chairs | p 36
Executive Seating | p 98
Conference Tables | p 104
Boxwood Hedges | p 116
Dividers | p 122



A.

Mason Lamps
 (brushed silver)
A) LA15 Floor Lamp
 18" RND 55"H
B) LA14 Table Lamp
 16" RND 26"H



B.

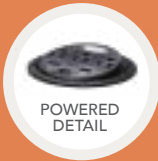
Posh Shelving
PSHCCS 36"L 18"D 72"H
 (chrome, acrylic)



Divider, Freestanding
Whiteboard
DIVFWB (silver, white)
 39"L 9"D 72"H



Midtown Counter & Bar



Powered Counter ⚡
60”L 18”D 42”H (taupe glass top, pewter)
MTCPUL (unlighted)
MTCLPI (lighted with plug-in)



Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.



20'x20' - Midtown
Greenery Booth
Accent Chairs | p 36
Accent Tables | p 64
Bar & Cafe Tables | p 80
Barstool Collections | p 84
Boxwood Hedges | p 116

Bar
60”L 18”D 42”H (taupe glass top, pewter)
A) MTBUUL (unlighted)
B) MTBLPI (lighted with plug-in)



Boxwood Hedges

A) HDG7FT Boxwood Hedge, 7'
36.5"L 12"D 84"H

B) HDG4FT Boxwood Hedge, 4'
46"L 9"D 47"H



Accent Chairs | p 36
Accent Tables | p 64

Keep it Green

Lifelike greenery is an easy yet sophisticated way to bridge the distance between seats for a warmer, organic environment.

Bar & Cafe Tables | p 80
Barstool Collections | p 84





Full View Counter Case
White or Black Base

4' - 18"D x 48"W x 37"H

5' - 18"D x 60"W x 37"H

6' - 18"D x 70"W x 37"H



Half View Counter Case
White or Black Base

4' - 18"D x 48"W x 37"H

5' - 18"D x 60"W x 37"H

6' - 18"D x 70"W x 37"H



Quarter View Jewelry Case
White or Black Base

4' - 18"D x 48"W x 37"H

5' - 18"D x 60"W x 37"H

6' - 18"D x 70"W x 37"H



Wall Case
White or Black

5' - 18"D x 60"W x 76"H

6' - 18"D x 72"W x 76"H



Tower Case
White or Black

22"D x 22"W x 76"H



Museum Case
White or Black

20"D x 30"W x 72"H



**3' See Through Case
White or Black**

16"D x 36"W x 76"H



**5' See Through Case
White or Black**

16"D x 60"W x 76"H



**6' See Through Case
White or Black**

20"D x 72"W x 75"H

TABLES & DRAPERY

Advance Order Deadline: **Wednesday, February 1, 2023**

Company Name: _____ Booth: _____

Save up to 10% by [ordering online](#) by the deadline date. Advance order prices apply to orders received with payment by the deadline date. Standard prices apply to all orders placed after the deadline date.

DRAPE COLOR OPTIONS

- Drape color choices are **Black, Blue, Burgundy, Gold, Grey, Purple, Red, Teal** and **White**.
- If a drape color is not indicated, Hargrove will provide show colors.

CANCELLATIONS: Cancellations or exchanges must be in writing and received by Hargrove at least 14 calendar days or 10 working days (whichever is earlier) prior to first day of exhibitor move in. Any cancellations received by Hargrove after such time will be charged a cancellation fee of 100% of the total order. Rental items found and in use in your booth are subject to "Standard" pricing.

Description	Product #	Advance Price	Standard Price	Quantity	Color	Total
STANDARD TABLES						
Round Tables (30" diameter top)						
Low – 18" high	RTRT18	\$293	\$372		N/A	
Standard – 30" high	RTRT30	\$293	\$372		N/A	
Tall – 42" high	RTRT42	\$293	\$372		N/A	
Draped Tables (30" high x 24" wide)						
Small (4' long)	TBDT04	\$223	\$284			
Standard (6' long)	TBDT06	\$265	\$337			
Long (8' long)	TBDT08	\$305	\$388			
Draped Counters (42" high x 24" wide)						
Small (4' long)	TBDC04	\$265	\$337			
Standard (6' long)	TBDC06	\$305	\$388			
Long (8' long)	TBDC08	\$347	\$441			
Undraped Tables (30" high x 24" wide)						
Small (4' long)	TBUT04	\$131	\$167		N/A	
Standard (6' long)	TBUT06	\$169	\$216		N/A	
Long (8' long)	TBUT08	\$209	\$266		N/A	
Undraped Counters (42" high x 24" wide)						
Small (4' long)	TBUC04	\$169	\$216		N/A	
Standard (6' long)	TBUC06	\$209	\$266		N/A	
Long (8' long)	TBUC08	\$248	\$315		N/A	
DRAPE						
4th-side Table Drape (30" high)	TB4T	\$85	\$108			
4th-side Counter Drape (42" high)	TB4C	\$85	\$108			

Subtotal:

Tax 8.375%:

TOTAL:

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CHAIRS, ACCESSORIES & DISPLAY CABINETS

Advance Order Deadline: **Wednesday, February 1, 2023**

Company Name: _____ Booth: _____

Save up to 10% by [ordering online](#) by the deadline date. Advance order prices apply to orders received with payment by the deadline date. Standard prices apply to all orders placed after the deadline date.

- Graphics/logos may be added to counters and cabinets. Email graphics files to exhibitorservices@hargroveinc.com.
- Need an item not listed? Check out our Specialty Furnishings Catalog and Order Form

CANCELLATIONS: Cancellations or exchanges must be in writing and received by Hargrove at least 14 calendar days or 10 working days (whichever is earlier) prior to first day of exhibitor move in. Any cancellations received by Hargrove after such time will be charged a cancellation fee of 100% of the total order. Rental items found and in use in your booth are subject to "Standard" pricing.

Description	Product #	Advance Price	Standard Price	Quantity	Total
STANDARD CHAIRS					
Barstool	CHBS	\$182	\$231		
Chair – Side (armless)	CHPA	\$143	\$182		
ACCESSORIES					
Bag Rack – Slanted	ACBR	\$169	\$216		
Bag Rack – Straight	ACSR	\$169	\$216		
Easel	ACES	\$96	\$122		
Fish Bowl	ACFB	\$30	\$38		
Literature Rack	ACLR	\$263	\$335		
Posterboard – Horizontal (4' high x 8' wide)	ACPBVT	\$347	\$441		
Posterboard – Vertical (8' high x 4' wide)	ACPBHZ	\$347	\$441		
Sign Holder (for 28" high x 22" wide sign)	ACSH	\$201	\$256		
Stanchion – Chrome (per stanchion)	ACSTCH	\$169	\$216		
Stanchion – Velour Rope (8' length)	ACVR	\$96	\$122		
Stanchion – Retractable, with Black Belt	ACSTBK	\$199	\$253		
Wastebasket	ACWB	\$43	\$55		
DISPLAY CABINETS					
Small Counter (approx. 43"w x 23"d x 42"h)	HMCBA	\$724	\$1,014		
Large Counter (approx. 82"w x 23"d x 42"h)	HMCBF	\$953	\$1,334		
Curved Counter (approx. 60"w x 22"d x 42"h)	HMCN	\$874	\$1,224		
Custom Counter Graphic for Front Panel	HMCBCUST	\$190	\$266		
Showcase (requires electricity for illumination)	HMDSG	\$1,005	\$1,407		
				Subtotal:	
				Tax 8.375%:	
				TOTAL:	

40%-effective01/21

CARPET

Advance Order Deadline: **Wednesday, February 1, 2023**

Carpet Order Deadline: **Tuesday, February 14, 2023**

Company Name: _____ Booth: _____

NOTE: A floor covering is required if cooking will be taking place in the booth.

Save up to 10% by [ordering online](#) by the deadline date. Advance order prices apply to orders received with payment by the deadline date. Standard prices apply to all orders placed after the deadline date.

CARPET COLOR OPTIONS

- For island or peninsula booths, or in-line booths 10' x 40' or larger, Special-Cut or Plush Carpet is recommended for color match. Color match is not guaranteed when Standard Carpet is ordered in multiple pieces.
- If a carpet color is not indicated, Hargrove will provide show colors.
- Need a custom color? Call 301.306.4627

CANCELLATIONS: Cancellations or exchanges must be in writing and received by Hargrove at least 14 calendar days or 10 working days (whichever is earlier) prior to first day of exhibitor move in. Any cancellations received by Hargrove after such time will be charged a cancellation fee of 100% of the total order. Notwithstanding the foregoing, due to the custom nature of Special Cut, Custom and Plush carpet or flooring, no refunds will be given once the order is placed. Rental items found and in use in your booth are subject to "Standard" pricing.

Description	Product #	Advance Price	Standard Price	Quantity	Color	Total
CARPET PACKAGE – SAVE UP TO 15% // Includes standard carpet (only), single padding and pre-show cleaning						
For booths 10' in depth and up to 30' in length:						
10' x 10'	CPPK10CL-CLSSC	\$593	\$755			
10' x 20'	CPPK20CL-CLSSC	\$1,186	\$1,509			
10' x 30'	CPPK30CL-CLSSC	\$1,779	\$2,264			
STANDARD CARPET – Colors: Black, Red, Gray, Pepper, Blue Jay, and Blue.						
For booths 10' in depth and up to 30' in length:						
10' x 10'	CPSD10-CLSSC	\$347	\$441			
10' x 20'	CPSD20-CLSSC	\$693	\$882			
10' x 30'	CPSD30-CLSSC	\$1,040	\$1,323			
For island or peninsula booths, or in-line booths 10' x 40' or larger::						
Special Cut – per sq ft	CPSC-MTRX	\$5.94	\$7.56	sq ft		
PLUSH CARPET and POLY - Colors: Black, Charcoal, White, Beige, Platinum, Reflex Blue, and Navy.						
Plush – per sq ft	CPPC-DP01	\$8.43	\$10.72	sq ft		
CARPET PADDING & POLY						
Padding – per sq ft	CPPD-EPAD	\$2.63	\$3.35	sq ft	N/A	
Double Padding – per sq ft	CPDP-2EPAD	\$5.26	\$6.70	sq ft	N/A	
Poly (protective plastic) – per sq ft	CPPY	\$0.92	\$1.18	sq ft	N/A	
Subtotal:						
Tax 8.375%:						
TOTAL:						

40%-effective01/21

VINYL FLOORING

Advance Order Deadline: **Wednesday, February 1, 2023**
 Carpet/Vinyl Order Deadline: **Tuesday, February 14, 2023**

Company Name: _____ Booth: _____

Save up to 10% by [ordering online](#) by the deadline date. Advance order prices apply to orders received with payment by the deadline date. Standard prices apply to all orders placed after the deadline date.

CANCELLATIONS: Cancellations or exchanges must be in writing and received by Hargrove at least 14 calendar days or 10 working days (whichever is earlier) prior to first day of exhibitor move in. Any cancellations received by Hargrove after such time will be charged a cancellation fee of 100% of the total order. Notwithstanding the foregoing, due to the custom nature of Special Cut, Custom and Plush carpet or flooring, no refunds will be given once the order is placed. Rental items found and in use in your booth are subject to "Standard" pricing.

Description	Product #	Advance Price	Standard Price	Quantity	Color	Total
VINYL FLOORING PACKAGES – SAVE UP TO 15% // Includes vinyl flooring, single padding, visqueen						
For booths 10' in depth and up to 30' in length:						
10' x 10'	VYNPK10-EVFLX	\$1,100	\$1,400			
10' x 20'	VYNPK20-EVFLX	\$2,199	\$2,799			
10' x 30'	VYNPK30-EVFLX	\$3,299	\$4,199			
EXPO FLEX VINYL FLOORING – Colors: Whitewood, Dark Maple II, Barnwood II, Silverwood II, and Blackwood II						
For booths 10' in depth and up to 30' in length:						
10' x 10'	VYN10-EVFLX	\$777	\$988			
10' x 20'	VYN20-EVFLX	\$1,541	\$1,961			
10' x 30'	VYN30-EVFLX	\$2,327	\$2,961			
For island or peninsula booths, or in-line booths 400 sq ft or larger::						
Special Cut Vinyl – per sq ft	VYN30-EVFLX	\$11.94	\$15.19	sq ft		
PADDING & POLY						
Padding – per sq ft	SC-VYNPD	\$3.85	\$4.90	sq ft	N/A	
Poly (protective plastic) – per sq ft	CPPY	\$1.00	\$1.27	sq ft	N/A	
Subtotal:						
Tax 8.375%:						
TOTAL:						

CLEANING

Advance Order Deadline: **Wednesday, February 1, 2023**

Company Name: _____ Booth: _____

Save up to 10% by [ordering online](#) by the deadline date. Advance order prices apply to orders received with payment by the deadline date. Standard prices apply to all orders placed after the deadline date.

- Cleaning orders are based on the square footage of your booth (length x width).
- Daily vacuuming service includes nightly emptying of wastebaskets rented from Hargrove.
- Porter service is trash removal periodically throughout the show days. This service is recommended for exhibitors with lots of giveaways or food service.
- Hargrove is the exclusive cleaning contractor for this show.

HELPFUL HINTS: To calculate your vacuuming/cleaning rate, multiply the length of your booth by the width to get the total square footage (i.e., quantity). Then, multiply the square footage (quantity) by the vacuuming/cleaning price. Please note that porter service is a daily rate.

CANCELLATIONS: Cancellations or exchanges must be in writing and received by Hargrove at least 14 calendar days or 10 working days (whichever is earlier) prior to first day of exhibitor move in. Any cancellations received by Hargrove after such time will be charged a cancellation fee of 100% of the total order. Rental items found and in use in your booth are subject to "Standard" pricing.

Description	Product #	Advance Price	Standard Price	Quantity	Total
Vacuuming/Cleaning – Pre-Show (one time) , per sq ft	CLVCPS	\$0.80	\$1.02	sq ft	
Vacuuming/Cleaning – Daily (each show day), per sq ft	CLVCCL	\$1.54	\$1.96	sq ft	
Wet Mop Service – Pre-Show (one time), per sq ft	CLWMPS	\$1.38	\$1.75	sq ft	
Wet Mop Service – Daily (each show day), per sq ft	CLWMD	\$2.74	\$3.49	sq ft	
Porter Service – up to 600 sq ft, per day	CLPS0600	\$224	\$286	day(s)	
Porter Service – 600-1600 sq ft, per day	CLPS1600	\$276	\$351	day(s)	
Porter Service – over 1600 sq ft, per day	CLPS16	Request a quote		day(s)	
Shampooing or Wet Mop Service	CLSHAMP	Request a quote			

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TOTAL:

SIGNS & GRAPHICS

Advance Order Deadline: **Wednesday, February 1, 2023**

Company Name: _____ Booth: _____

Advance order prices apply to orders received with payment by the deadline date. Standard prices apply to all orders placed after the deadline date. Show site orders and orders received after the advance order deadline are subject to availability.

- Standard **copy color** choices: **Black, Blue** and **Red**.
- Graphics/logos may be added to signs/banners. Email your graphics files to exhibitorservices@hargroveinc.com.
- Need a custom sign or banner? Call 301.306.4627

CANCELLATIONS: Due to the custom nature of this product, no refunds or cancellations are available once ordered.

Description	Product #	Advance Price	Standard Price	Vertical or Horizontal	Quantity	Copy Color	Total
8.5" x 11" sign	SB1	\$71	\$142				
22" x 28" sign	SB6	\$154	\$308				
28" x 44" sign	SB7	\$225	\$450				
Single-sided Hooper w/ cardboard pyramid base	SB21	\$288	\$576				
Double-sided Hooper w/ cardboard pyramid base	SB22	\$395	\$790				
Vinyl Banner (per sq ft)	SB8	\$8	\$16				
Foamcore Panel (up to 4' x 8')	SB9	Request a quote					
Easel Back	SB20	\$14	\$28	N/A		N/A	

40%- effective 01/21

Adobe Illustrator (.ai) QuarkXPress (.qxd)
 Illustrator EPS (.eps) Image Files (.tif)
 Photoshop (.psd) JPEG Images (.jpg)
 Adobe InDesign (.indd)

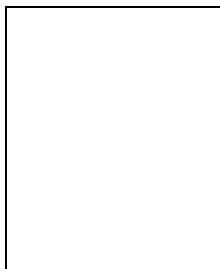
Subtotal:

Tax 8.375%:

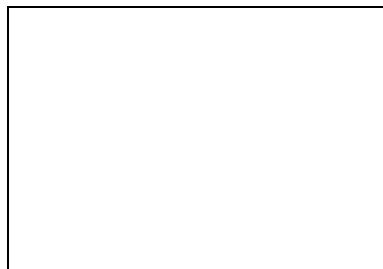
TOTAL:

Sign Copy (exactly as you wish it to appear):

Illustrate Sign / Graphics Layout:



VERTICAL



HORIZONTAL

HAND WASHING STATIONS

Advance Order Deadline: **Wednesday, February 1, 2023**

Company Name: _____ Booth: _____

- Save up to 10% by [ordering online](#) by the deadline date.
- Advance order prices apply to orders received with payment by the deadline date.

NOTE: Hand washing stations must be elevated. Tables are available to rent through Hargrove.

Each Hand Washing Station includes:

1 - 5 Gallon Water Cooler
 1 - 5 Gallon Catch Bucket
 2 - Micro Fiber Cloths
 1 - Roll of Paper Towels
 1 - Corrugated Wastebasket
 Liquid Soap
 Sanitizer Bucket
 Sanitizer Solution
 Food Thermometer
 Food-Safe Wipes
 Roll of Sanitizer Test Strips
 Delivery of Handwashing Station and Hot Water Delivery for Each Show Day *

* Set-up and cleaning labor are not included.

Need Assistance? Call 301.306.4627

Description	Product #	Advance Price	Standard Price	Quantity	Total
Hand Washing Station	HWS	\$217	\$276		
Small Undraped Table (4' long x 30" high x 24" wide)	TBUT04	\$131	\$167		
Standard Undraped Table (6' long x 30" high x 24" wide)	TBUT06	\$169	\$216		

For more Table options, please refer to the Tables & Drapery Form.

SP-effective01/21

Subtotal:	
Tax 8.375%:	
TOTAL:	

HARGROVE RENTAL BOOTHS – PAGE 1 OF 2

Rental Booth Order Deadline: **Wednesday, February 1, 2023**

Company Name: _____ Booth: _____

Advance order prices apply to orders received with payment by the advanced order deadline. Rental Booths orders placed after deadline are subject to availability and Standard rates.

Cancellations must be in writing. Cancellations received by Hargrove at least 14 calendar days or 10 working days prior to first day of exhibitor move in, whichever is earlier, will be subject to a cancellation fee of 50% of the total order. Cancellations received by Hargrove after such time will be charged a cancellation fee of up to 100% of the total order, based on the status of move-in, work performed and/or Hargrove set-up costs or expenses. All tax rates subject to change.

To place your exhibit order, please indicate the quantity below and complete the remaining selections.

All Premium Hargrove Rental Booths Include:

- Booth Structure
- Standard Carpet – Color Choices: Black, Red, Gray, Pepper, Blue Jay, and Blue.
- 1 – Wastebasket
- Graphics
- Furniture (as shown in the Hargrove Rental Booth Catalog)
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements
- Installation & Dismantle Labor

Please see the Hargrove Rental Booth Catalog for the complete list of items included with each booth.

RENTAL BOOTHS

Description / Product #	Product #	Advance Price	Standard Price	Carpet Color	Quantity	Total
For 10' x 10' booth spaces:						
Booth 100	RNBT100	\$8,819	\$12,347			
Booth 101	RNBT101	\$8,841	\$12,377			
Booth 102	RNBT102	\$8,385	\$11,738			
For 10' x 20' booth spaces:						
Booth 200	RNBT200	\$17,387	\$24,341			
Booth 201	RNBT201	\$15,456	\$21,638			
Booth 202	RNBT202	\$15,218	\$21,305			
For 20' x 20' booth spaces:						
Booth 401	RNBT401	\$23,538	\$32,953			
Booth 402	RNBT402	\$29,435	\$41,209			
Booth 403	RNBT 403	\$46,527	\$65,137			
Subtotal:						

All Fabric Hargrove Rental Booths Include:

- Rental Frame with Jack Legs for Support
- Standard Carpet – Color Choices: Black, Red, Gray, Pepper, Blue Jay, and Blue.
- 1 – Wastebasket
- Single-Sided Printed Fabric Graphics
- Daily Cleaning for Each Show Day
- Shipping & Material Handling of Exhibit Elements
- Installation & Dismantle Labor

HARGROVE RENTAL BOOTHS – PAGE 2 OF 2

Rental Booth Order Deadline: **Wednesday, February 1, 2023**

Please see the Hargrove Rental Booth Catalog for the complete list of items included with each booth.

FABRIC RENTAL BOOTHS

Description / Product #	Product #	Advance Price	Standard Price	Carpet Color	Quantity	Total
For 10' wide booth spaces:						
8' H x 10' W	RNBT001A	\$3,710	\$5,194	Call for quote		
For 20' wide booth spaces:						
8' H x 20' W	RNBT001B	\$8,162	\$11,427	Call for quote		
For 30' wide booth spaces:						
8' H x 30' W	RNBT001C	\$12,614	\$17,660	Call for quote		
Subtotal:						

HEADER COPY & COLOR

HEADER COPY – Please indicate which color lettering you would like for the header:

- ☐ Black
 ☐ Blue
 ☐ Red
 ☐ Grey
 ☐ White
 ☐ PMS Color: _____
 ☐ Font Type: _____
***If font is not indicated, Helvetica will be used.*
- ☐ Custom Graphic / Logo – Graphic must be submitted with payment at time of order to receive advanced pricing.

HEADER COPY – Print exactly how you want it to appear.

AVAILABLE UPGRADES

Choose from the following available upgrades to enhance your Hargrove Rental Booth and a Sales Representative contact you for pricing by checking any of the following boxes:

- | | | |
|--|---|--|
| <input type="checkbox"/> Create a Custom Exhibit | <input type="checkbox"/> Custom Cabinet / Counter | <input type="checkbox"/> Additional Graphics / Custom Logo |
| <input type="checkbox"/> Slatwall | <input type="checkbox"/> Hanging Signs | <input type="checkbox"/> Ancillary Orders– AV, Electric, Furniture, etc. |
| <input type="checkbox"/> Plush Carpet / Padding | <input type="checkbox"/> Printed Carpet / Padding | <input type="checkbox"/> Vinyl Flex Flooring Solutions |

ITEM	DESCRIPTION	PRICE		QTY	TOTAL
		Advance	Standard		
HMCBA	Small Counter (approx. 43"w x 23"d x 42"h)	\$724	\$1,014		
HMCBF	Large Counter (approx. 82"w x 23"d x 42"h)	\$953	\$1,334		
HMCN	Curved Counter (approx. 60"w x 22"d x 42"h)	\$874	\$1,224		
HMCBCUST	Custom Counter Graphic	\$190	\$266		
HMDSG	Illuminated Showcase (electricity required – approx. 79½"w x 20½"d x 41"h)	\$1,005	\$1,407		
HMLIH	Stem Light (electricity required)	\$143	\$200		
HMSF39I	Slanted Shelf (39" wide)	\$154	\$216		
HMSF39J	Flat Shelf (39" wide)	\$101	\$141		

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TOTAL COST

Rental Exhibit Price \$_____ + Available Upgrades \$_____ = Subtotal \$_____ x 8.3875% Tax = **TOTAL: \$_____**

RETRACTABLE BANNER STANDS

Advance Order Deadline: **Wednesday, February 1, 2023**

Company Name: _____ Booth: _____

Save up to 10% by [ordering online](#) by the deadline date. Advance order prices apply to orders received with payment by the deadline date. Standard prices apply to all orders placed after the deadline date. Show site orders and orders received after the advance order deadline are subject to availability.

- All Retractable Banner Stand kits include hardware, graphic, and portable carry bag.
- Complete artwork guidelines will be provided during the ordering process. Art time may be charged if artwork files need to be fixed or altered to meet artwork guidelines.
- Graphics/logos may be added to signs/banners. Email your graphics files to exhibitorservices@hargroveinc.com.
- Need a custom sign or banner? Call 301.306.4627

CANCELLATIONS: Due to the custom nature of this product, no refunds or cancellations are available once ordered

Description	Product #	Advance Price	Standard Price	Quantity	Total
RETRACTABLE BANNER STANDS					
Barracuda 800 banner stand hardware	BCD-800-S-1	\$140	\$178		
Barracuda 800 banner stand vinyl graphic	BCD-800-G	\$112	\$142		
Barracuda 800 banner stand fabric graphic	BCD-800-G-RBF	\$173	\$220		
Blade Lite 800 banner stand hardware	BLD-LT-800-1	\$114	\$145		
Blade Lite 800 banner stand vinyl graphic	BLD-LT-800-G	\$112	\$142		
Blade Lite 800 banner stand fabric graphic	BLD-LT-800-G-RBF	\$173	\$220		
Mosquito 850 banner stand hardware	MSQT-850	\$68	\$86		
Mosquito 850 banner stand vinyl graphic	MSQT-850-G	\$107	\$136		
				Subtotal:	
				Tax 8.375%:	
				TOTAL:	

Acceptable artwork file formats:

Illustrator CC 2019 or below, Photoshop CC 2019 or below, High Quality PDF – Preferred VECTOR format, TIFF – Preferred RASTER format. High quality, editable PDF, Illustrator, and Photoshop files are preferred.

SPECIALTY FURNISHINGS 1 OF 7

Advance Order Deadline: **Wednesday, February 1, 2023**

Company Name: _____ Booth: _____

Description	Product #	Advance Price	Standard Price	Quantity	Total
POWERED COLLECTION					
Naples Sofa, Powered - Black Vinyl	NPLSOP	\$1,410	\$1,795		
Naples Chair, Powered - Black Vinyl	NPLCHP	\$877	\$1,116		
Naples Loveseat, Powered - Black Vinyl	NPLLCP	\$1,216	\$1,548		
Tech Tablet Chair - Grey Vinyl, White Metal Tablet, Chrome Base	TCHGRY	\$493	\$627		
Tech Chair, No Tablet - Grey Vinyl, Chrome Base	TCHP	\$505	\$642		
Ventura Communal Bar Table, Powered - White	VNTWHT	\$1,088	\$1,385		
Ventura Communal Bar Table, Powered - Black	VNTBLK	\$1,088	\$1,385		
Ventura Communal Cafe Table, Powered - White	VNTCWH	\$893	\$1,136		
Ventura Communal Cafe Table, Powered - Black	VNTCBK	\$893	\$1,136		
Sydney Powered Cocktail Table - White, Brushed Steel Base	CIWP	\$498	\$634		
Sydney Powered Cocktail Table - Black, Brushed Steel	CIYP	\$498	\$634		
30" Cafe Table, Powered - White, Black Base	P30CWH	\$749	\$953		
30" Bar Table, Powered - White, Black Base	P30BWH	\$749	\$953		
Wireless Charging Table, Powered - White	CUBPOW	\$680	\$866		
Tech Desk, Powered - Black Metal, Laminate	TECH	\$626	\$797		
Tech Desk, Powered w/ 3 Drawer File Cabinet - Black Metal, Laminate	TECH3B	\$773	\$983		
3 Drawer File Cabinet on Castors - Black Metal, Laminate	TECH3	\$209	\$266		
5' Table, Powered - Black Top, Silver	BKCT5P	\$712	\$906		
8' Table, Powered - Black Top, Silver	BKCT8P	\$1,365	\$1,738		
10' Table, Powered - Black Top, Silver	BKCT10P	\$1,365	\$1,738		
Village Charging Hub - Cream	VILHUB	\$321	\$409		
Powered Locking Pedestal, 36" - White	PDL36W	\$816	\$1,039		
Powered Locking Pedestal, 42" - White	PDL42W	\$965	\$1,229		
Powered Locking Pedestal, 36" - Black	PDL36B	\$816	\$1,039		
Powered Locking Pedestal, 42" - Black	PDL42B	\$965	\$1,229		
SOFTSEATING					
Valencia Chair - Spice Orange Velvet	VALCHA	\$445	\$567		
Valencia Sofa - Coffee Brown Velvet	VALSOF	\$659	\$839		
Sterling Sofa - Grey Fabric	STESOF	\$914	\$1,692		
Sterling Chair - Grey Fabric	STESCHA	\$914	\$1,163		
Cordoba Chair - Taupe Fabric, Black	COCHTP	\$583	\$741		
Cordoba Loveseat - Taupe Fabric, Black	COLVTP	\$832	\$1,059		
Fairfax Sofa - White Vinyl, Brushed Metal	FAIRSW	\$663	\$844		
Fairfax Chair - White Vinyl, Brushed Metal	FAIRCW	\$481	\$612		
Allegro Chair - Blue Fabric	CHR002	\$666	\$847		
Allegro Sofa - Blue Fabric	SFA002	\$930	\$1,183		
Palm Beach Sofa - White Vinyl	PALSOF	\$983	\$1,250		
Key Largo Sofa - Black Fabric	KEYSOF	\$657	\$835		
Key Largo Chair - Black Fabric	KEYCHR	\$436	\$555		
Key Largo - Black Fabric	KEYLOV	\$507	\$646		
Baja Chair - White Vinyl	BCHWHT	\$745	\$948		
Baja Sofa - White Vinyl	BSFWHT	\$1,314	\$1,672		
Baja Loveseat - White Vinyl	BLVWHT	\$1,138	\$1,449		
Naples Chair - Black Vinyl	NPLCHR	\$944	\$1,202		
Naples Sofa - Black Vinyl	NPLSOF	\$1,352	\$1,721		
Naples Loveseat - Black Vinyl	NPLLOV	\$1,138	\$1,449		
SUBTOTAL:					

SPECIALTY FURNISHINGS 2 OF 7

Advance Order Deadline: **Wednesday, February 1, 2023**

Company Name: _____ Booth: _____

Description	Product #	Advance Price	Standard Price	Quantity	Total
ACCENT CHAIRS					
Bowery Chair - Orche Fabric, Chrome	BOWCHA	\$645	\$820		
La Brea Swivel Chair - Charcoal Grey Fabric, Chrome	LABREA	\$666	\$847		
Brooklyn Meeting Chair, Swivel - White Vinyl, Black	BNMCSW	\$389	\$494		
Swanson Swivel Chair - White Vinyl, Chrome	SWAN	\$579	\$736		
Wentworth Swivel Chair - Brown Vinyl, Black	WENCHA	\$506	\$644		
Montreal Chair - Blue, Black Metal	MONCHA	\$709	\$903		
Brooklyn Meeting Chair - White Vinyl, Oak-look	BNMCOW	\$389	\$494		
Lena Chair - Moss Green Leather, Bronze	LENCHA	\$579	\$736		
Madrid Chair - White, Chrome	BCW	\$980	\$1,247		
Munich Armless Chair - Grey Fabric	MNCHCH	\$626	\$797		
Century Chair - Grey Velvet	CNTCHR	\$657	\$835		
Atherton Chair - Distressed Brown Leather	ATHCHA	\$686	\$872		
Pasadena Chair - White Molded Plastic, Chrome	PASCHR	\$400	\$510		
INDIVIDUAL SEATING					
Marina Chair - Brown Fabric	MARCBR	\$233	\$296		
Marina Chair - Ocean Blue Fabric	MARCBE	\$233	\$296		
Marina Chair - Red Fabric	MARCRD	\$233	\$296		
Marina Chair - White Vinyl	MARCWH	\$231	\$294		
Marina Chair - Black Vinyl	MARCBK	\$233	\$296		
Laguna Chair - Maple, Chrome	LMCHR	\$201	\$256		
Lucent Chair - Frosted Acrylic, Chrome	LUCHCL	\$275	\$350		
Syntax Chair - Black, Chrome	CS4	\$278	\$353		
Christopher Chair - White Vinyl, Chrome	XCHR	\$418	\$531		
Brewer Chair - Onyx, Black	SC3	\$220	\$279		
Rustique Chair w/ Arms - Gunmetal	RSTDIN	\$238	\$303		
Zenith Chair - White, Chrome	ZENCHR	\$225	\$286		
Duet Stack Chair - Black, Chrome	DUET	\$189	\$241		
Razor Armless Chair - White	SC10	\$189	\$241		
Malba Chair - Green, Chrome	MALGRN	\$189	\$241		
Malba Chair - Grey, Chrome	MALGRY	\$189	\$241		
Blade Chair - Sky Blue	BLDCSB	\$189	\$241		
Blade Chair - Red	BLDCRD	\$189	\$241		
OTTOMANS					
Vibe Cube Ottoman - Citrus Green Vinyl	VIB14	\$180	\$229		
Vibe Cube Ottoman - Desert Rose Vinyl	VIB17	\$180	\$229		
Vibe Cube Ottoman - Spice Orange Vinyl	VIB16	\$180	\$229		
Vibe Cube Ottoman - Green Vinyl	VIB01	\$193	\$246		
Vibe Cube Ottoman - White Vinyl	VIB09	\$193	\$246		
Vibe Cube Ottoman - Black Vinyl	VIB10	\$193	\$246		
Vibe Cube Ottoman - Steel Blue Vinyl	VIB11	\$193	\$246		
Vibe Cube Ottoman - Purple Vinyl	VIB13	\$193	\$246		
Vibe Cube Ottoman - Silver Vinyl	VIB12	\$193	\$246		
SUBTOTAL:					

SPECIALTY FURNISHINGS 3 OF 7

Advance Order Deadline: **Wednesday, February 1, 2023**

Company Name: _____ Booth: _____

Description	Product #	Advance Price	Standard Price	Quantity	Total
OTTOMANS (cont.)					
Vibe Cube Ottoman - Red Vinyl	VIB04	\$193	\$246		
Vibe Cube Ottoman - Bright Yellow Vinyl	VIB05	\$193	\$246		
Vibe Cube Ottoman - Taupe Vinyl	VIB15	\$180	\$229		
Vibe Cube Ottoman - Blue Vinyl	VIB02	\$193	\$246		
Vibe Cube Ottoman - Orange Vinyl	VIB08	\$193	\$246		
Beverly Small Bench Ottoman - Orange Fabric	BVSMOR	\$356	\$452		
Beverly Small Bench Ottoman - Olive Green Fabric	BVSMGN	\$356	\$452		
Beverly Small Bench Ottoman - White Vinyl	BVSMWH	\$356	\$452		
Beverly Small Bench Ottoman - Black Vinyl	BVSMBK	\$356	\$452		
Beverly Small Bench Ottoman - Ocean Blue Fabric	BVSMBL	\$356	\$452		
Beverly Small Bench Ottoman - Brown Fabric	BVSMBN	\$356	\$452		
Beverly Small Bench Ottoman - Grey Fabric	BVSMGY	\$356	\$452		
Beverly Small Bench Ottoman - Linen Fabric	BVSM LN	\$356	\$452		
Beverly Small Bench Ottoman - Lavender Fabric	BVSM LV	\$356	\$452		
Beverly Small Bench Ottoman - Red Fabric	BVSMRD	\$356	\$452		
Beverly Small Bench Ottoman - Yellow Fabric	BVSMY L	\$356	\$452		
Beverly Bench Ottoman - White Vinyl	BVLYWH	\$543	\$691		
Beverly Bench Ottoman - Red Fabric	BVLYRD	\$543	\$691		
Beverly Bench Ottoman - Grey Fabric	BVLYGR	\$543	\$691		
Beverly Bench Ottoman - Ocean Blue Fabric	BVLYOB	\$543	\$691		
Beverly Bench Ottoman - Black Vinyl	BVLYBK	\$543	\$691		
Beverly Bench Ottoman - Linen Fabric	BVLY LN	\$543	\$691		
Beverly Bench Ottoman - Brown Fabric	BVLYBN	\$543	\$691		
Marche Swivel Ottoman - Orange Fabric	MAR011	\$251	\$320		
Marche Swivel Ottoman - Ivory Faux Sheep Fur	MAR016	\$253	\$321		
Marche Swivel Ottoman - Pear Yellow Fabric	MAR009	\$251	\$320		
Marche Swivel Ottoman - Red Fabric	MAR005	\$251	\$320		
Marche Swivel Ottoman - White Vinyl	MAR001	\$251	\$320		
Marche Swivel Ottoman - Rose Quartz Fabric	MAR006	\$251	\$320		
Marche Swivel Ottoman - Plum Fabric	MAR007	\$251	\$320		
Marche Swivel Ottoman - Blue Fabric	MAR010	\$251	\$320		
Marche Swivel Ottoman - Grey Fabric	MAR002	\$251	\$320		
Marche Swivel Ottoman - Linen Fabric	MAR003	\$251	\$320		
Marche Swivel Ottoman - Raspberry Fabric	MAR004	\$251	\$320		
Marche Swivel Ottoman - Meadow Green Fabric	MAR008	\$251	\$320		
Marche Swivel Ottoman - Black Vinyl	MAR015	\$237	\$301		
Marche Swivel Ottoman - Forest Green Vinyl	MAR012	\$237	\$301		
Marche Swivel Ottoman - Teal Velvet	MAR013	\$237	\$301		
Marche Swivel Ottoman - Distressed Brown Vinyl	MAR014	\$237	\$301		
Endless Square Ottoman - Black Vinyl, Chrome	END02B	\$579	\$736		
Endless Square Ottoman - White Vinyl, Chrome	END02W	\$579	\$736		
Endless Curved Ottoman - White Vinyl, Chrome	END01W	\$581	\$740		
Endless Curved Ottoman - Black Vinyl, Chrome	END01B	\$581	\$740		
Regis Bench/Table - Brushed Metal	REGBEN	\$399	\$508		
SUBTOTAL:					

SPECIALTY FURNISHINGS 4 OF 7

Advance Order Deadline: **Wednesday, February 1, 2023**

Company Name: _____ Booth: _____

Description	Product #	Advance Price	Standard Price	Quantity	Total
ACCENT TABLES					
Mesa Cocktail Table - Barnwood Top	MESCTW	\$288	\$367		
Mesa End Table - Barnwood Top	MESETW	\$192	\$244		
Mesa Cocktail Table - Black Top	MESCTB	\$288	\$367		
Mesa End Table - Black Top	MESETB	\$192	\$244		
Mesa Cocktail Table - Glass Top	MESCTG	\$288	\$367		
Mesa End Table - Glass Top	MESETG	\$192	\$244		
Alondra Cocktail Table - Glass Top	ALC100	\$452	\$575		
Alondra End Table - Glass Top	ALE100	\$192	\$244		
Alondra Cocktail Table - Wood Top	ALC200	\$452	\$575		
Alondra End Table - Wood Top	ALE200	\$192	\$244		
Geo Cocktail Table - Glass Top, Chrome	C1C	\$325	\$414		
Geo End Table - Glass Top, Chrome	E1C	\$305	\$389		
Geo Cocktail Table - Wood Top, Black	C1FWB	\$394	\$501		
Geo End Table - Wood Top, Black	E1FWB	\$344	\$437		
Sydney Cocktail Table - White	C1W	\$370	\$471		
Sydney Cocktail Table - Black	C1Y	\$370	\$471		
Sydney Cocktail Table - Blue	SYDBEC	\$449	\$572		
Sydney Cocktail Table - Barnwood	SYDWDC	\$391	\$572		
Sydney End Table - White	E1W	\$334	\$426		
Sydney End Table - Black	E1Y	\$334	\$426		
Sydney End Table - Blue	SYDBEE	\$391	\$498		
Sydney End Table - Barnwood	SYDWDE	\$391	\$498		
Taos Side Table - White	TAOBWH	\$195	\$247		
Taos Side Table - Black	TAOBBK	\$195	\$247		
Taos Side Table - Barnwood	TAOBWD	\$195	\$247		
Sedona Side Table - White	SEDBWH	\$195	\$247		
Sedona Side Table - Black	SEDBBK	\$195	\$247		
Sedona Side Table - Barnwood	SEDBWD	\$195	\$247		
Regis End Table - Brushed Metal	REGOTT	\$296	\$377		
Aura Round Table - White Metal	AURA	\$238	\$303		
Silverado Cocktail Table - Glass Top, Chrome	C1E	\$344	\$437		
Silverado End Table - Glass Top, Chrome	E1E	\$325	\$414		
Timber Table - Wood	TMBTBL	\$278	\$353		
BAR & CAFÉ TABLES					
Rustique Square Metal Bar Table - Gunmetal	RSTSQT	\$370	\$471		
30" Round Bar Table w/ Standard Black Base - Graphite Nebula	VTJ	\$386	\$491		
30" Round Bar Table w/ Standard Black Base - Maple	VTK	\$386	\$491		
30" Round Bar Table w/ Standard Black Base - Red	VTB	\$386	\$491		
30" Round Bar Table w/ Standard Black Base - White	30WH42	\$386	\$491		
30" Round Bar Table w/ Standard Black Base - Barnwood	30WDBB	\$391	\$498		
30" Round Bar Table w/ Standard Black Base - Black	30BKSB	\$373	\$474		
30" Round Bar Table w/ Standard Black Base - Brushed Gunmetal	30AGBB	\$373	\$474		
30" Round Madison Bar Table w/ Standard Black Base - Madison/Gray Acajou	VTA	\$386	\$491		
30" Round Bar Table w/ Standard Black Base - Blue	30BEBB	\$391	\$498		
30" Round Bar Table w/ Standard Black Base - Brushed Yellow	30YBBB	\$373	\$474		
30" Round Bar Table w/ Standard Black Base - Green	30GSBB	\$373	\$474		
36" Round Bar Table w/ Standard Black Base - Graphite Nebula	VTN	\$386	\$491		
36" Round Bar Table w/ Standard Black Base - Maple	VTP	\$386	\$491		
36" Round Bar Table w/ Standard Black Base - White	VTW	\$386	\$491		
SUBTOTAL:					

SPECIALTY FURNISHINGS 5 OF 7

Advance Order Deadline: **Wednesday, February 1, 2023**

Company Name: _____ Booth: _____

Description	Product #	Advance Price	Standard Price	Quantity	Total
BAR & CAFÉ TABLES (cont.)					
36" Round Bar Table w/ Standard Black Base - Black	36BKSB	\$303	\$385		
30" Round Bar Table w/ Hydraulic Base - Graphite Nebula	30GRHB	\$418	\$531		
30" Round Bar Table w/ Hydraulic Base - Maple	30MTHB	\$418	\$531		
30" Round Bar Table w/ Hydraulic Base - Red	30BRHB	\$418	\$531		
30" Round Bar Table w/ Hydraulic Base - White	30WTHB	\$418	\$531		
30" Round Bar Table w/ Hydraulic Base - Barnwood	30WDHB	\$478	\$609		
30" Round Bar Table w/ Hydraulic Base - Black	30BKHB	\$456	\$580		
30" Round Bar Table w/ Hydraulic Base - Brushed Gunmetal	30AGHB	\$456	\$580		
30" Round Bar Table w/ Hydraulic Base - Orange	30OSHB	\$456	\$580		
30" Round Madison Bar Table w/ Hydraulic Base - Madison/Grey Acajou	30MAHB	\$403	\$513		
30" Round Bar Table w/ Hydraulic Base - Blue	30BEHB	\$478	\$609		
30" Round Bar Table w/ Hydraulic Base - Brushed Yellow	30YSHB	\$456	\$580		
30" Round Bar Table w/ Hydraulic Base - Green	30GSHB	\$456	\$580		
36" Round Bar Table w/ Hydraulic Base - Graphite Nebula	36GRHB	\$453	\$577		
36" Round Bar Table w/ Hydraulic Base - Maple	36MTHB	\$453	\$577		
36" Round Bar Table w/ Hydraulic Base - White	36WTHB	\$453	\$577		
36" Round Bar Table w/ Hydraulic Base - Black	36BKHB	\$696	\$886		
30" Round Cafe Table w/ Hydraulic Base - Graphite Nebula	30GRHC	\$418	\$531		
30" Round Cafe Table w/ Hydraulic Base - Maple	30MTHC	\$418	\$531		
30" Round Cafe Table w/ Hydraulic Base - Red	30BRHC	\$418	\$531		
30" Round Cafe Table w/ Hydraulic Base - White	30WTHC	\$418	\$531		
30" Round Cafe Table w/ Hydraulic Base - Barnwood	30WDHHC	\$418	\$531		
30" Round Cafe Table w/ Hydraulic Base - Black	30BKHC	\$456	\$580		
30" Round Cafe Table w/ Hydraulic Base - Brushed Gunmetal	30AGHC	\$456	\$580		
30" Round Cafe Table w/ Hydraulic Base - Orange	30OSHC	\$456	\$580		
30" Round Madison Cafe Table w/ Hydraulic Base - Madison/Grey Acajou	30MAHC	\$403	\$513		
30" Round Cafe Table w/ Hydraulic Base - Blue	30BEHC	\$478	\$609		
30" Round Cafe Table w/ Hydraulic Base - Brushed Yellow	30YSHC	\$456	\$580		
30" Round Cafe Table w/ Hydraulic Base - Green	30GSHC	\$456	\$580		
36" Round Cafe Table w/ Hydraulic Base - Graphite Nebula	36GRHC	\$453	\$577		
36" Round Cafe Table w/ Hydraulic Base - Maple	36MTHC	\$577	\$577		
36" Round Cafe Table w/ Hydraulic Base - White	36WTHC	\$453	\$577		
36" Round Cafe Table w/ Hydraulic Base - Black	36BKHC	\$429	\$546		
30" Round Cafe Table w/ Standard Black Base - Graphite Nebula	ZTJ	\$386	\$491		
30" Round Cafe Table w/ Standard Black Base - Maple	ZTK	\$386	\$491		
30" Round Cafe Table w/ Standard Black Base - Red	ZTB	\$386	\$491		
30" Round Cafe Table w/ Standard Black Base - White	30WH29	\$386	\$491		
30" Round Cafe Table w/ Standard Black Base - Barnwood	30WDBC	\$386	\$491		
30" Round Cafe Table w/ Standard Black Base - Black	30BKSC	\$333	\$424		
30" Round Cafe Table w/ Standard Black Base - Brushed Gunmetal	30AGBC	\$333	\$424		
30" Round Cafe Table w/ Standard Black Base - Orange	30OSBC	\$333	\$424		
30" Round Madison Cafe Table w/ Standard Black Base - Madison/Grey Acajou	ZTA	\$386	\$491		
30" Round Cafe Table w/ Standard Black Base - Blue	30BEBC	\$386	\$491		
30" Round Cafe Table w/ Standard Black Base - Brushed Yellow	30YSBC	\$333	\$424		
30" Round Cafe Table w/ Standard Black Base - Green	30GSBC	\$333	\$424		
36" Round Cafe Table w/ Standard Black Base - Graphite Nebula	ZTN	\$386	\$491		
36" Round Cafe Table w/ Standard Black Base - Maple	ZTP	\$386	\$491		
36" Round Cafe Table w/ Standard Black Base - White	ZTQ	\$386	\$491		
36" Round Cafe Table w/ Standard Black Base - Black	36BKSC	\$299	\$380		

SUBTOTAL:

SPECIALTY FURNISHINGS 6 OF 7

Advance Order Deadline: **Wednesday, February 1, 2023**

Company Name: _____ Booth: _____

Description	Product #	Advance Price	Standard Price	Quantity	Total
BAR & CAFÉ TABLES (cont.)					
Ventura Communal Bar Table - Maple	VNTMNP	\$969	\$1,234		
Ventura Communal Bar Table w/ Grommet Holes - Maple	VNTBMW	\$969	\$1,234		
Ventura Communal Bar Table w/ Grommet Holes - White	VNTBWW	\$969	\$1,234		
Ventura Communal Bar Table - White	VNTWNP	\$969	\$1,234		
Ventura Communal Bar Table - Black	VNTBNP	\$969	\$1,234		
Ventura Communal Cafe Table w/ Grommet Holes - Maple	VNTCMN	\$795	\$1,012		
Ventura Communal Cafe Table w/ Grommet Holes - Maple	VNTCMW	\$795	\$1,012		
Ventura Communal Cafe Table w/ Grommet Holes - White	VNTCWW	\$795	\$1,012		
Ventura Communal Cafe Table - White	VNTCWN	\$795	\$1,012		
Ventura Communal Cafe Table - Black	VNTCBN	\$795	\$1,012		
Midtown Powered Counter, Unlighted - Taupe Glass Top, Pewter	MTCPUL	\$2,151	\$2,737		
Midtown Powered Counter, Lighted w/ Plug In - Taupe Glass Top, Pewter	MTCLPI	\$2,279	\$2,900		
Midtown Bar, Unlighted - Taupe Glass Top, Pewter	MTBUUL	\$2,135	\$2,717		
Midtown Bar, Lighted w/ Plug In - Taupe Glass Top Pewter	MTBLPI	\$1,992	\$2,536		
BARSTOOLS					
Marina Barstool - Ocean Blue Fabric	MARBBE	\$356	\$452		
Marina Barstool - Brown Fabric	MARBBR	\$356	\$452		
Marina Barstool - Red Fabric	MARBRD	\$356	\$452		
Marina Barstool - White Vinyl	MARBWH	\$356	\$452		
Marina Barstool - Black Vinyl	MARBBK	\$356	\$452		
Lift Barstool - White Vinyl	ROLLWH	\$344	\$437		
Lift Barstool - Red Vinyl	ROLLRD	\$344	\$437		
Lift Barstool - Black Vinyl	ROLLBL	\$344	\$437		
Lift Barstool - Grey Vinyl	ROLLGY	\$344	\$437		
Zoey Barstool - White	BS002	\$365	\$464		
Banana Barstool - Black	BSS	\$312	\$397		
Banana Barstool - White	BST	\$312	\$397		
Blade Barstool - Red	BLDBRD	\$241	\$306		
Blade Barstool - Blue	BLDBSB	\$241	\$306		
Zenith Barstool - White, Chrome	ZENBAR	\$241	\$306		
Christopher Barstool - White Vinyl, Chrome	XBAR	\$251	\$320		
Shark Barstool - White, Chrome	BS001	\$383	\$488		
Syntax Barstool - Black, Chrome	BSR	\$305	\$389		
Lucent Barstool - Frosted Acrylic, Chrome	LUBSCL	\$406	\$516		
Rustique Barstool - Gunmetal	RSTSTL	\$241	\$306		
Laguna Barstool - Maple, Chrome	LMBAR	\$251	\$320		
OFFICE					
Pro Executive High Back Chair - White Vinyl, Chrome	PROEXE	\$602	\$767		
Pro Executive High Back Chair - Black, Vinyl, Chrome	PROEXB	\$518	\$659		
Pro Executive Mid Back Chair - White Vinyl, Chrome	PROMID	\$329	\$419		
Pro Executive Mid Back Chair - Black Vinyl, Chrome	PROMDB	\$329	\$419		
Pro Executive Guest Chair - Black Vinyl, Chrome	PROGB	\$362	\$461		
Cupertino Mid Back Chair - Black Vinyl, Chrome	CUPCHA	\$410	\$521		
Genesis Chair - Black Fabric, Black	GENCHA	\$357	\$454		
Task Stool - Black Fabric, Black	TASKST	\$242	\$308		
42" Round Table - White	CONF42	\$465	\$592		
42" Round Madison Table - Madison/Grey Acajou	CB8	\$465	\$592		
42" Round Table - Black	42BKCT	\$441	\$562		
SUBTOTAL:					

SPECIALTY FURNISHINGS 7 OF 7

Advance Order Deadline: **Wednesday, February 1, 2023**

Company Name: _____ Booth: _____

Description	Product #	Advance Price	Standard Price	Quantity	Total
OFFICE (cont.)					
Geo Table, Rounded Square - Glass Top, Black	CF1	\$344	\$437		
Geo Table, Rounded Square - Glass Top, Chrome	CE1	\$365	\$464		
Geo Table, Rectangle - Glass Top, Black	CF2	\$507	\$646		
Geo Table, Rectangle - Glass Top, Chrome	CE2	\$527	\$671		
Madison 5' Table - Madison/Grey Acajou	MADC05	\$647	\$824		
Madison 8' Table - Madison/Grey Acajou	MADC08	\$1,291	\$1,644		
Madison 10' Table - Madison/Grey Acajou	MADC10	\$1,291	\$1,644		
Atomic 42" Round Table - Glass, Chrome	42ATO	\$428	\$545		
Atomic 36" Round Table - Glass Chrome	36ATO	\$428	\$545		
Work Table - White Top, White	WD3	\$539	\$686		
5' Table - Black Top, Silver	BKCT5N	\$558	\$709		
8' Table - Black Top, Silver	BKCT8N	\$1,096	\$1,395		
10' Table - Black Top, Silver	BKCT10N	\$1,096	\$1,395		
Madison Executive Desk - Madison/Grey Acajou	JD8	\$815	\$1,037		
Madison Bookcase - Madison/Grey Acajou	BC8	\$592	\$753		
Mason Floor Lamp - Brushed Silver	LA15	\$312	\$397		
Mason Table Lamp - Brushed Silver	LA14	\$217	\$276		
Posh Shelving - Chrome, Acrylic	PSHCCS	\$692	\$881		
Divider, Freestanding Whiteboard - Silver, White	DIVFWB	\$534	\$679		
BOXWOOD HEDGES					
Boxwood Hedge, 7'	HDG7FT	\$1,112	\$1,415		
Boxwood Hedge, 4'	HDG4FT	\$680	\$866		

Subtotal - Page 9:

Subtotal - Pages 1-9:

Tax 8.3875%:

TOTAL:

20-effective07/22

Save up to 10% by [ordering online](#) by the deadline date. Advance order prices apply to orders received with payment by the deadline date. Standard prices apply to all orders placed after the deadline date.

CANCELLATIONS: Cancellations or exchanges must be in writing and received by Hargrove at least 14 calendar days or 10 working days (whichever is earlier) prior to first day of exhibitor move in. Any cancellations received by Hargrove after such time will be charged a cancellation fee of 100% of the total order. Rental items found and in use in your booth are subject to "Standard" pricing.

SHOWCASES

Advance Order Deadline: **Wednesday, February 1, 2023**

Company Name: _____ Booth: _____

- SAVE UP TO 10% by ordering online by the deadline date.
- Advance order prices apply to orders received with payment by the deadline date. Show site orders and orders received after the advance order deadline are subject to availability.
- Showcases cancelled after the order has been processed will be refunded 50% of the original price; once move-in has begun, we cannot issue a refund for a cancelled order.
- Electrical (for showcase lighting) must be ordered separately; see the Electrical Order Form.

Description	Product #	Dimensions	Color	Advance Price	Standard Price	Qty	Total
Wall Case	WC-1	18"D x 72"W x 75"H	<input type="checkbox"/> Black / <input type="checkbox"/> White	\$1,215	\$1,547		
See-Through Case – 6 ft.	ST-6	20"D x 72"W x 75"H	<input type="checkbox"/> Black / <input type="checkbox"/> White	\$1,215	\$1,547		
See-Through Case – 5 ft.	ST-5	20"D x 60"W x 75"H	<input type="checkbox"/> Black / <input type="checkbox"/> White	\$1,215	\$1,547		
See-Through Case – 4 ft.	ST-4	20"D x 48"W x 75"H	<input type="checkbox"/> Black / <input type="checkbox"/> White	\$1,137	\$1,446		
Counter Case – 6 ft.	CC-6	18"D x 70"W x 37"H	<input type="checkbox"/> Black / <input type="checkbox"/> White	\$1,137	\$1,446		
Counter Case – 5 ft.	CC-5	18"D x 60"W x 37"H	<input type="checkbox"/> Black / <input type="checkbox"/> White	\$1,137	\$1,446		
Counter Case – 4 ft.	CC-4	18"D x 48"W x 37"H	<input type="checkbox"/> Black / <input type="checkbox"/> White	\$1,137	\$1,446		
Half-View Counter Case – 6 ft.	HV-6	18"D x 70"W x 37"H	<input type="checkbox"/> Black / <input type="checkbox"/> White	\$1,137	\$1,446		
Half-View Counter Case – 5 ft.	HV-5	18"D x 60"W x 37"H	<input type="checkbox"/> Black / <input type="checkbox"/> White	\$1,137	\$1,446		
Half-View Counter Case – 4 ft.	HV-4	18"D x 48"W x 37"H	<input type="checkbox"/> Black / <input type="checkbox"/> White	\$1,137	\$1,446		
Quarter-View Jewelry Case – 6 ft.	QV-6	18"D x 70"W x 37"H	<input type="checkbox"/> Black / <input type="checkbox"/> White	\$1,137	\$1,446		
Quarter-View Jewelry Case – 5 ft.	QV-5	18"D x 60"W x 37"H	<input type="checkbox"/> Black / <input type="checkbox"/> White	\$1,137	\$1,446		
Quarter-View Jewelry Case – 4 ft.	QV-4	18"D x 48"W x 37"H	<input type="checkbox"/> Black / <input type="checkbox"/> White	\$1,137	\$1,446		
Aluminum See-Through Case – 5 ft.	AST-5	16"D x 60"W x 76"H	<input type="checkbox"/> Black / <input type="checkbox"/> White Frame: <input type="checkbox"/> Black / <input type="checkbox"/> Silver	\$1,215	\$1,547		
Aluminum See-Through Case – 3 ft.	AST-3	16"D x 36"W x 76"H	<input type="checkbox"/> Black / <input type="checkbox"/> White Frame: <input type="checkbox"/> Black / <input type="checkbox"/> Silver	\$1,137	\$1,446		
Aluminum Tower Case	ATR-1	22"D x 22"W x 76"H	<input type="checkbox"/> Black / <input type="checkbox"/> White Frame: <input type="checkbox"/> Black / <input type="checkbox"/> Silver	\$1,137	\$1,446		
Museum Case	MC-1	20"D x 30"W x 72"H	<input type="checkbox"/> Black / <input type="checkbox"/> White	\$1,137	\$1,446		

Subtotal:

Tax 8.375%:

TOTAL:

RR-SP-effective 01/21

MARSHALING YARD INFORMATION

All drivers must check-in at the Marshaling Yard to be placed in queue for unloading and/or reloading shipments at the Caesar's Forum. The Marshaling Yard will be marked with signage.

Marshaling Yard Location

9565 Redwood Street
Las Vegas, NV 89139

Hours of Operation

For **inbound** shipments:

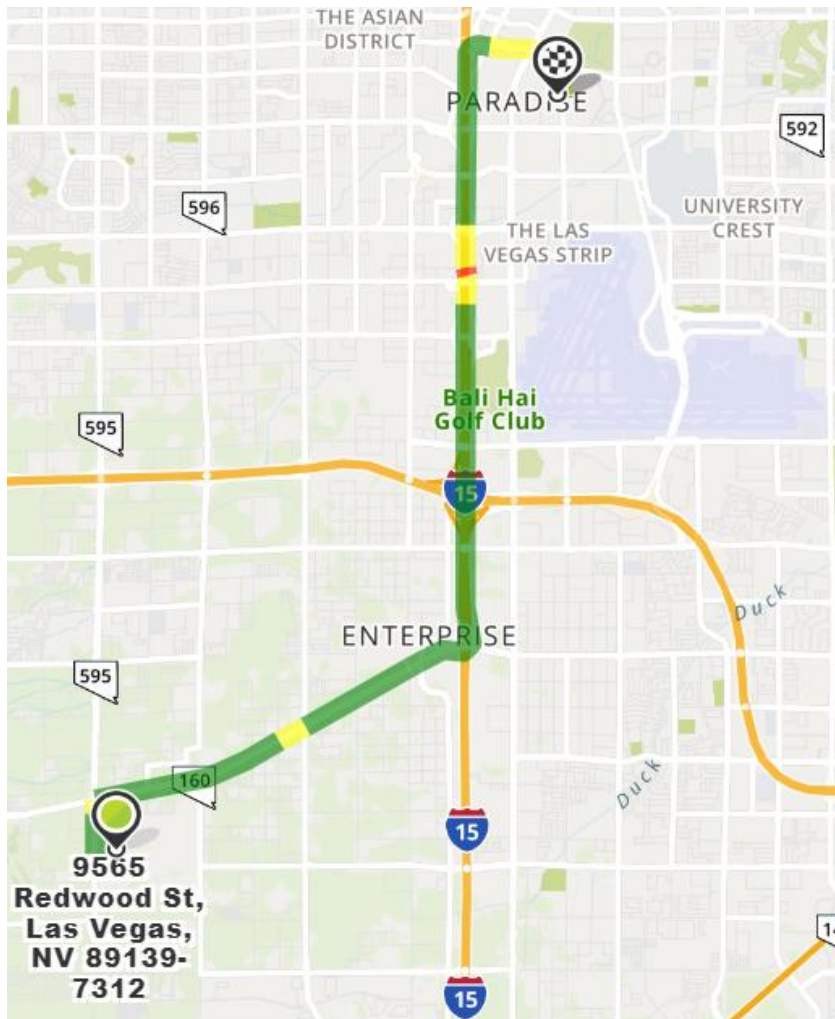
Saturday, February 25	8:00 AM to 3:00 PM
Sunday, February 26	7:00 AM to 4:00 PM
Monday, February 27	7:00 AM to 9:00 AM

For **outbound** shipments:

Tuesday, February 28	1:00 PM to 9:00 PM
----------------------	--------------------

Marshaling Yard Fee

\$30 per shipment





TO: HARGROVE
TForce Freight
4624 E Craig Rd
Las Vegas, NV 89115

The NGA Show 2023

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE RECEIVED BY:
Thursday, February 23 at 3:30 PM

ADVANCE SHIPPING LABEL

✂ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✂

PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED



TO: HARGROVE
TForce Freight
4624 E Craig Rd
Las Vegas, NV 89115

The NGA Show 2023

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE RECEIVED BY:
Thursday, February 23 at 3:30 PM

ADVANCE SHIPPING LABEL



TO: HARGROVE
Caesars Forum
Summit and Forum Ballroom
3911 Koval Lane
Las Vegas, NV 89109

The NGA Show 2023

COMPANY NAME: _____

BOOTH NUMBER: _____

NO SHIPMENTS ACCEPTED BEFORE:
Sunday, February 26 at 9:00 AM

DIRECT SHIPPING LABEL - REFRIGERATED

✂ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✂
PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED



TO: HARGROVE
Caesars Forum
Summit and Forum Ballroom
3911 Koval Lane
Las Vegas, NV 89109

The NGA Show 2023

COMPANY NAME: _____

BOOTH NUMBER: _____

NO SHIPMENTS ACCEPTED BEFORE:
Sunday, February 26 at 9:00 AM

DIRECT SHIPPING LABEL - REFRIGERATED



TO: HARGROVE
Caesars Forum
Summit and Forum Ballroom
3911 Koval Lane
Las Vegas, NV 89109

The NGA Show 2023

COMPANY NAME: _____

BOOTH NUMBER: _____

NO SHIPMENTS ACCEPTED BEFORE:
Sunday, February 26 at 9:00 AM

DIRECT SHIPPING LABEL - FREEZER

✂ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✂
PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED



TO: HARGROVE
Caesars Forum
Summit and Forum Ballroom
3911 Koval Lane
Las Vegas, NV 89109

The NGA Show 2023

COMPANY NAME: _____

BOOTH NUMBER: _____

NO SHIPMENTS ACCEPTED BEFORE:
Sunday, February 26 at 9:00 AM

DIRECT SHIPPING LABEL - FREEZER



TO: HARGROVE
Caesars Forum
Summit and Forum Ballroom
3911 Koval Lane
Las Vegas, NV 89109

The NGA Show 2023

COMPANY NAME: _____

BOOTH NUMBER: _____

NO SHIPMENTS ACCEPTED BEFORE:
Sunday, February 26 at 9:00 AM

DIRECT SHIPPING LABEL

✂ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✂
PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED



TO: HARGROVE
Caesars Forum
Summit and Forum Ballroom
3911 Koval Lane
Las Vegas, NV 89109

The NGA Show 2023

COMPANY NAME: _____

BOOTH NUMBER: _____

NO SHIPMENTS ACCEPTED BEFORE:
Sunday, February 26 at 9:00 AM

DIRECT SHIPPING LABEL



TO: HARGROVE
TForce Freight
4624 E Craig Rd
Las Vegas, NV 89115

The NGA Show 2023

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE RECEIVED BY:
Thursday, February 23 at 3:30 PM

HANGING SIGNS LABEL

✂ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✂
PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED



TO: HARGROVE
TForce Freight
4624 E Craig Rd
Las Vegas, NV 89115

The NGA Show 2023

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE RECEIVED BY:
Thursday, February 23 at 3:30 PM

HANGING SIGNS LABEL

MATERIAL HANDLING INFORMATION

As the General Service Contractor / Official Drayage Contractor for this show, Hargrove, LLC ("Hargrove") will schedule the moving in and out of all Exhibitor Material. All shipments, if it is possible, should be received at Hargrove's warehouse prior to the published deadline date. Shipments received at Hargrove's warehouse after the delivery deadline will incur an additional 50% (late-to-warehouse) charge. Refer to Hargrove's "General Information" pages for the address and specific dates and times for warehouse freight receiving for this Event / Show.

If permitted, you may ship directly to the exhibit hall provided delivery is scheduled for published move-in or show dates. Refer to Hargrove's "General Information" for the address and specific dates and times for show-site freight receiving for this Event / Show.

When shipping your materials, please include the name of the Event / Show, your company name and your booth number on each piece. For your convenience, sample labels are provided in the Service Kit. You may copy these labels or use your own if you need more labels than provided.

To ship your materials with Hargrove, [request a quote](#) or contact Hargrove Shipping at 301.306.4620 or Shipping@hargroveinc.com.

Material Handling includes:

- Receiving and unloading your shipments at Hargrove's warehouse (30 days of free storage prior to Event / Show date).
- Reloading onto a Hargrove trailer.
- Delivery of shipment to exhibit hall.
- Placement of shipment in your booth space.
- Removal and storage of empty containers.
- Return of empties to booth at close of Event / Show. [Note: All containers must be empty when stored, Hargrove assumes no liability for material or equipment left inside a container marked as empty.]
- Removal of all packed and labeled materials from exhibit booth.
- Reloading onto outbound carrier for return shipment (based on shipping information provided in your Hargrove Material Handling Agreement).

Charges for the above services will be based on the inbound weight only, whether the above services are used completely or in part. Refer to the Material Handling Estimate form for detailed pricing information. Weight is rounded up to the next hundred pounds. Shipments received without weight tickets that are weighed by Hargrove may be charged special handling.

Overtime / Off-Target

An overtime and/or off-target surcharge, per cwt, for each occurrence will apply if:

- Your advance shipment is received at the warehouse on straight-time, but delivered to the Event / Show site on overtime due to scheduling.
- Your shipment is moved to or out of Event / Show site on overtime due to scheduling.
- Your shipment is received on overtime (Monday-Friday before 8:00 AM and after 4:30 PM, and ALL DAY Saturday, Sunday and holidays).
- Your direct shipment is received at Event / Show site outside of the exhibitor move-in schedule.

Outbound Instructions

At the close of the Event / Show, each Exhibitor must complete a Hargrove Material Handling Agreement and shipping labels for its Exhibitor Materials. Blank Material Handling Agreements and labels are available at the Hargrove Service Center. If any shipment is left in a booth for which no disposition is provided, or if a requested carrier fails to pick up or refuses to take shipment, Hargrove will re-route such shipment or return material to Hargrove's warehouse at the Exhibitor's expense.

MATERIAL HANDLING HINTS

The information below summarizes the most commonly asked questions regarding freight/material handling, often referred to as drayage. This can be the most costly budget item for exhibitors.

Tips that can save you money:

Read the shipping and material handling section of your service kit carefully. Be aware of any surcharges that may be assessed for special handling or late shipments. Pay special attention to deadline dates. If you ship in advance to our warehouse and your shipment arrives after the published deadline date, you may be assessed a surcharge. Crated materials are the easiest to unload, therefore, have the least expensive drayage charge. Loose, pad wrapped and uncrated materials require more labor time and therefore may be assessed a special handling fee. It may be cost effective for you to build crates for any portion of your exhibit that is not crated.

What is "Material Handling/Drayage?"

The term "drayage" is the moving of exhibit materials from one location to another. Whether you ship to Hargrove's advance warehouse or directly to show site, your materials still need to get to your booth location. Drayage services include the accepting of your material either at the warehouse or at show site, delivery to your booth, storage of empty containers during the show, returning empty containers at the close of the show, picking up your packaged materials, returning them to the dock, and loading on the carrier of your choice.

Can I carry my own materials to my booth?

Usually, an exhibitor may bring in his own materials providing such materials can be hand carried by one person in one trip, without the use of dollies, hand trucks or any other equipment. Read the Union Rules & Regulations for the specific rules regarding the show/facility.

How are rates determined?

Drayage charges are based on a number of factors including labor rates, facility dock access, and the show schedule, to name just a few. These rates vary from city to city.

How is the weight of my shipment determined?

Certified weight tickets, which should be attained by all drivers for materials prior to arrival at the warehouse or show site dock, are used to determine billable weight. Hargrove reserves the right to determine weights for all shipments for which weight tickets are not provided with delivery. When Hargrove weighs the shipment, the exhibitor will be charged for double handling.

Small shipments vs. large shipments:

Most all Service Contractors have a minimum of 200 lbs. per shipment. It is best to send your freight as one large shipment versus several small shipments. For instance, if you send one 45 lb. and one 55 lb. package separately, you are charged the minimum on each shipment. If you plan to ship items from various locations, you may want to consolidate them at a central location then forward them to the Service Contractor's warehouse or show site. However, if you ship your materials in one shipment and the carrier makes multiple deliveries, you will be charged for each delivery to the dock, regardless of whether or not the materials were shipped together as one shipment.

Advance shipments vs. direct (to show site) shipments:

In general, it is best to ship your materials to the "advance shipment" address. The charge for this may be slightly higher than shipping direct to show site but the benefit far outweighs the cost. You can (and should) confirm that we have received your materials well in advance of the show installation; if there is a problem it can then be solved prior to the show. When shipping direct, if there is a problem there is seldom time to resolve the problem prior to show opening. Another advantage to advance shipments is that your materials will be in your booth when you arrive and you can begin installation immediately, thus saving you time and frustration at show site.

Should I insure my exhibit?

The answer is YES! It is your responsibility to make sure your freight is insured from the time that it leaves your office until it returns. A rider to your existing policy can usually do this. Check with your insurance carrier for details.

Finally:

- Always be aware of freight receiving deadlines. You will be assessed a late charge if your shipment arrives after the deadline date. Inform your shipper that all items must arrive prior to a specific date.
- Make sure all materials are labeled properly to avoid any delivery delays. All pieces should have the recipient's name and address, the show name, your company name, and your booth number. Remove old labels after every show to avoid any future confusion. If you are shipping multiple pieces, label them as such: 1 of 4; 2 of 4; 3 of 4; etc.

EARLY MOVE-IN REQUEST

Submission Deadline: **Wednesday, February 1, 2023**

EVENT INFORMATION	
Show Name:	Venue:
Exhibiting Company:	Booth #:
CONTACT INFORMATION	
Company:	Contact Name:
Contact Phone #:	Contact Email:
Third-Party Company (if applicable):	
EARLY MOVE-IN REQUEST	
Preferred Move-In Date:	Preferred Move-In Time: <input type="checkbox"/> AM <input type="checkbox"/> PM
Reason for Early Move-In Request:	
FREIGHT INFORMATION	
Carrier:	Shipped to: <input type="checkbox"/> Warehouse <input type="checkbox"/> Show Site <input type="checkbox"/> Other:
Total Estimated Weight:	
Total Number of: <input type="checkbox"/> Crates: <input type="checkbox"/> Cartons: <input type="checkbox"/> Cases: <input type="checkbox"/> Other (qty & describe):	
BOOTH INFORMATION	
Carpet: <input type="checkbox"/> with exhibit <input type="checkbox"/> rented from Hargrove	Size: Color: Padding: <input type="checkbox"/> Yes <input type="checkbox"/> No
Electrical Layout *: <input type="checkbox"/> drawing attached <input type="checkbox"/> drawing with exhibit	To be installed under carpet?: <input type="checkbox"/> Yes <input type="checkbox"/> No
* Please place your order for electrical service with the appropriate vendor and include a copy of your order with this form.	
Will the booth have a Hanging Sign?: <input type="checkbox"/> Yes <input type="checkbox"/> No	Will the sign be shipped separately from the booth properties?: <input type="checkbox"/> Yes <input type="checkbox"/> No
Carrier:	Shipped to: <input type="checkbox"/> Warehouse <input type="checkbox"/> Show Site <input type="checkbox"/> Other:
Will Labor Services be ordered through Hargrove? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you contracted with an Exhibitor-Appointed Contractor (EAC)? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please provide EAC information below.	
EAC Company Name:	EAC Contact Name:
EAC Contact Phone #:	EAC Contact Email:

REFRIGERATOR & FREEZER STORAGE

Advance Order Deadline: **Wednesday, February 1, 2023**

Company Name: _____ Booth: _____

Contact Name: _____ Phone Number: _____

- All cold storage shipments will be subject to normal Material Handling charges.
- Storage rates will be billed at a flat rate based on total cubic feet of material received requiring cold storage. Storage rate is for entire show – not a daily rate.
- Make your reservation early by completing and submitting this form, along with the payment page, to Hargrove prior to the deadline date. Cold storage ordered at show site is subject to availability.
- You must have an authorized company representative present at the time of delivery to your booth to inventory and sign for items.
- Food that must be prepared by the Exhibit Hall Caterer should be addressed directly to the catering firm.

Storage Items Will Arrive (check all that apply): ☐ Saturday, February 25 ☐ Sunday, February 26

What type of service will you require? ☐ Refrigerator ☐ Freezer

What type of product will you be storing?: _____

Types of containers used: _____

Number of containers to be stored: _____

Will these containers be on skids? ☐ Yes ☐ No

Description	Product #	Advance Price	Standard Price	# of Cubic Feet	Total
COLD / FREEZER STORAGE RATES					
30 Cubic feet or less	RFST30	\$21.97	\$30.75		
31 to 60 Cubic Feet	RFST60	\$20.97	\$29.35		
61 to 120 Cubic Feet	RFST120	\$19.34	\$27.07		
121 to 180 Cubic Feet	RFST180	\$17.84	\$24.98		
181 to 240 Cubic Feet	RFST240	\$16.19	\$22.67		
Over 240 Cubic Feet	RFST240PL	\$ 14.55	\$20.37		

Description	Product #	Advance Price	Standard Price	# of Times Per Day	Total
COLD / FREEZE STORAGE – ACCESS LABOR					
Straight Time	RFSTAL1	\$136.93	\$191.71		
Overtime	RFSTAL2	\$217.12	\$303.98		
Double Time	RFSTAL3	\$273.88	\$383.43		

I have read the Important Information on Page 2 of this form.

Signature: _____ Print Name: _____

REFRIGERATOR & FREEZER STORAGE – PAGE 2

IMPORTANT INFORMATION:

1. While every attempt will be made to provide security for material placed in cold storage, and to ensure adequate and proper operation of equipment, Hargrove assumes no liability of material stored for circumstances beyond our control.

2. All materials handled by Hargrove are subject to our Exhibitor Terms and Conditions. See form for details.

3. Containers must be marked either "Frozen" or "Refrigerated". "The NGA Show 2023", company name and booth number must be prominently displayed on each container.

4. Perishable items will be accepted beginning Saturday, February 25 at 9:00 AM (labels provided herein).

5. Labor rates (for delivery from storage to booth, or, from booth to storage):

Straight Time: Rates apply Monday – Friday from 8:00 AM to 4:30 PM

Overtime: Rates apply Monday – Friday before 8:00 AM and after 4:30 PM, and all day Saturday and Sunday.

Double Time: Rates apply on select holidays.

6. Upon confirmation of your storage order, Hargrove will provide an order form to schedule labor for your anticipated storage delivery needs. A work order must be confirmed on the loading dock at the freight desk each time material is moved to or from storage. The work order must be signed by a representative of the exhibitor when delivery is made. Please ensure orders are submitted in a timely fashion to ensure that Hargrove can accommodate your replenishing requirements.

7. You **MUST** have an authorized company representative present at the time of delivery to your booth to inventory the items and to sign for receipt of items.

8. Due to temporary storage conditions, temperature regulations may vary 10-20°. Hargrove, LLC will make every attempt to store your product according to specifications. Hargrove, LLC assumes no liability for losses due to these conditions. Please note the following temperature regulations for storage:

Frozen Storage approximately 25° below 0° F

Refrigerated Storage approximately 35° – 40° F

9. Storage space is limited. Space will be guaranteed on a first come, first serve basis. Make your reservation early by completing and returning this form, along with the payment form, to Hargrove, LLC by **Wednesday, February 1, 2023**.

10. Details regarding disposal of leftover items at the close of the show may be obtained at Hargrove's Service Desk. If no arrangements are made, or instructions given prior to show closing, leftover items will be disposed of immediately at the close of the show.

11. Materials in cold storage must be removed during Exhibitor Move-Out. Materials not removed by 10:00 PM on Tuesday, February 28, 2023, will be considered abandoned.

MATERIAL HANDLING ESTIMATE

Company Name: _____ Booth: _____

- Material Handling is billed by the hundredweight (CWT) per shipment, with a **2 CWT minimum**. Small packages (30 pounds or less per shipment) are billed per piece.
- When computing material handling costs, remember to round up to the next hundred pounds. For example, a delivery that weighs 347 pounds will be billed at 4 CWT.
- Shipments received without weight tickets will be weighed and charged special handling rates. Special handling rates also apply to shipments requiring additional or double handling, including pad-wrapped, un-skidded and double-stacked shipments; side-door, constricted-space and/or ground-level unloading, and oversized crates.
- Any freight received at the Advance Warehouse or Direct to Show Site will be subject to 100% of Material Handling Fees outlined in this manual.
- Material Handling charges will appear on your statement after actual inbound and outbound shipments have been processed.

NOTE: Shipments handled before 8:00 AM or after 4:30 PM Monday thru Friday, or any time Saturday, Sunday or holiday, will be accessed a 40% overtime surcharge.

Description	Product #	Price – per CWT unless noted otherwise	Minimum			
WAREHOUSE (ADVANCE) SHIPMENT						
Crated or Skidded Shipment	MH1	\$148.00	\$296.00			
Small Package - first piece (applies to shipment weighing 30 pounds or less)	MH2	\$68.00				
Small Package - each additional	MH3	\$56.00				
Overtime Surcharge – Small Package (applies to shipment weighing 30 pounds or less)	MH3AOT	\$28.00				
Special Handling/Uncrated Shipment	MH4	\$207.20	\$414.40			
Overtime Surcharge - Crated or Skidded Shipment	MH5	\$59.20	\$118.40			
Overtime Surcharge - Special Handling/Uncrated Shipment	MH6	\$82.88	\$165.76			
Late-to-Warehouse Surcharge* - Crated or Skidded Shipment delivered after the published advance warehouse deadline	MH7	50% surcharge				
* NOTE: Truck and driver fees (to move materials to show site) may apply. Any "Small Package" arriving late to the warehouse will be charged the CWT minimum.						
SHOW SITE (DIRECT) SHIPMENT						
Crated or Skidded Shipment	MH8	\$148.00	\$296.00			
Crated Shipment via Special Carrier (FedEx, UPS, DHL, USPS, etc.)	MH9	\$185.00	\$370.00			
Small Package - first piece (applies to shipment weighing 30 pounds or less)	MH2	\$68.00				
Small Package - each additional	MH3	\$56.00				
Overtime Surcharge – Small Package (applies to shipment weighing 30 pounds or less)	MH3DOT	\$28.00				
Special Handling/Uncrated Shipment	MH10	\$207.20	\$414.40			
Overtime Surcharge - Crated or Skidded Shipment	MH11	\$59.20	\$118.40			
Overtime Surcharge - Crated Shipment via Special Carrier	MH12	\$74.00	\$148.00			
Overtime Surcharge - Special Handling/Uncrated Shipment	MH13	\$82.88	\$165.76			
Off-Target Surcharge - shipment received at show site outside of the published exhibitor move-in schedule	MH14	50% surcharge				
Privately Owned Vehicle (POV) Flat Cart Service (submit enclosed form)	POV	\$212.00				
MISCELLANEOUS SERVICE						
Return to Warehouse (includes hold period** / first 5 days of storage)	MH15	\$40.00	\$200.00			
Warehouse Storage Fee - per day (outside advance warehouse acceptance period)	MH16	\$5.00	\$25.00			
Motorized Vehicle Spotting Fees (round-trip, per vehicle)	MH17	\$392.00				
Marshaling Yard Fee	MH18	\$30 per shipment				
** Hold Period: Materials returned to the warehouse will be held for 5-business days; materials may not be picked up until after the hold period.						
Product #	Description	Carrier	# of Pieces	# of CWTs	Price per CWT/Piece	Total

TOTAL:

BOOTH PROPERTY DISPOSAL/ABANDONMENT

Submission Deadline: **Wednesday, February 1, 2023**

Company Name: _____ Booth: _____

- Disposal of exhibit properties is not included as part of your material handling charges.
- Hargrove will only remove equipment and items which are consigned to us per written authorization via Material Handling Agreement, or MHA, by the exhibiting firm(s), the facility or Show Management. Any item(s) (such as excessive literature, display materials, etc.) left behind by exhibiting firms and are not authorized for removal by us, shall be deemed "abandoned".
- Abandoned properties will be disposed of at the exhibitor's expense.
- Disposal fees are charged per 100 square feet; based on the square footage of your booth (length x width).
- Double decker booths that are abandoned will be charged twice the square footage of your booth (length x width) to account for the disposal of both levels.
- Exhibitors who plan to dispose of: 1) booth properties or crates during move-in; and/or 2) booth properties and/or floor covering at the end of the show should complete and submit this form along with the payment form prior to the submission deadline.
- In the event that empty/dismantled crates, excessive booth properties and/or floor covering are abandoned/left on the floor during move-in or at the conclusion of move-out without submitting this form prior to the submission deadline, a **50% surcharge** will be added to the below fee and charged to the exhibiting company.
- Hargrove, Show Management and the facility will NOT be responsible for the recovery of abandoned materials that are left in an exhibitor's booth past the move-out dates/times as published in the Exhibitor Service Manual.

HELPFUL HINT: To calculate your fee:

- 1) Determine your square footage by multiplying the length of your booth by the width;
- 2) Determine the number of units by dividing the total square footage by 100; and
- 3) Determine your total cost by multiplying the number of units by the disposal fee.

Example: Your booth is 10' x 20'. The total square footage is 200 sq ft (step 1 – 10 x 20). The number of units is 2 (step 2 – 200 / 100). Your disposal fee would be \$1,500 (step 3 – 2 x \$750).

CANCELLATIONS: Booth Abandonment and Excessive Trash - any excessive trash or booth materials which are left behind (which may include carpet, padding, display materials, crates and/or pallets not labeled as empty booth storage or for outbound shipment) will be disposed of and charged a handling fee and disposal fee. Charges may include labor, forklift/rigging labor and/or dumpster fees.

Questions? Call 301.306.4627

Description	Total Square Footage	Units (square footage divided by 100)	Price – per 100 sq ft	Total
Disposal Fee, per 100 sq ft	sq ft		\$940	
TOTAL:				

VEHICLE / MACHINERY SPOTTING SERVICE

Submission Deadline: **Wednesday, February 1, 2023**

Company Name: _____ Booth: _____

Spotting is the placement or “dropping” of a vehicle, trailer or machine on the show floor and its subsequent removal from the show floor. Exhibitors with vehicle(s) or machinery, self-propelled or pushed, scheduled for display must notify Hargrove in writing of such intent.

Exhibitors with vehicular or machinery displays must complete and return the following form to Hargrove **by Wednesday, February 1, 2023**. A target move-in time for the vehicle(s) and/or machine(s) will be assigned based upon this information. Any off-target or unscheduled vehicle/machinery deliveries may be assessed additional charges.

Vehicle / Machinery Spotting Fee

\$392 per 2-axle vehicle, round-trip

\$525 for each additional axle

* Additional requirements, such as towing, will be charged on a time/materials basis.

Rules Regarding Display Vehicles and Spotting Service

Automobile or other fuel-powered vehicles of any nature must follow the following guidelines:

- Gasoline tanks at 1/8th full.
- Batteries disconnected.
- Locking gas caps.
- Ignition keys removed.
- Visqueen securely taped to carpet under all cars.
- Propane tanks to be removed.
- Each vehicle must be equipped with its own fire extinguisher.
- Displays involving flammable or combustible liquids or materials and pyrotechnic displays must be demonstrated to the Clark County Fire Department for issuance permit.
- All spotting service orders are subject to Hargrove’s Payment Policy and Terms and Conditions.
- Key(s) should be available to Show Management and/or Hargrove at all times.

Item #	Circle: Vehicle (V) or Machine (M)	Weight (in lbs)	Dimensions (in inches)			Machine(s) Will Arrive:		Will assembly be required?		# of Axles	Estimated Total Fees*
			L	W	H	Crated/ Skidded	Uncrated/ Un-skidded	Yes	No		
1	V or M										
2	V or M										
3	V or M										
4	V or M										
5	V or M										
6	V or M										
										TOTAL:	

* Additional requirements, such as towing, will be charged on a time/materials basis.

Additional Instructions:

Contact Name: _____ Title: _____

Phone: _____ Email: _____

PRIVATELY OWNED VEHICLE (POV) – FLAT CART SERVICE

Company Name: _____ Booth: _____

Local union regulations allow exhibitors to perform their own material handling. See "Union Rules and Regulations" located in this manual for details.

If you require assistance to move your materials into or out of the venue, Hargrove is offering a service for delivering exhibit materials in privately owned vehicle (POV) directly to show site on the days of exhibitor setup. This service will be available during specified dates/times for move-in, show hours and move-out.

- This service does not apply to rental vehicles, step vans, box trucks, trailers or any commercial carrier.
- Applicable vehicles: car, pickup truck, minivan or sports utility vehicle
- Advance payment required; please submit this form along with the Payment Form

A flat cart load is defined as:

- Items that will safely fit on the 3' x 5' surface of a flat cart – stacked no higher than the top of the cart's push handle,
- A maximum load of 200 pounds per cart, and
- A shipment that can be unloaded within 15 minutes.

Inbound Flat Cart Service available:

Saturday, February 25 – Sunday, February 26	8:00 AM to 4:00 PM
Monday, February 27	8:00 AM to 9:00 AM

Outbound Flat Cart Service available:

Tuesday, February 28	1:00 PM to 5:00 PM
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Flat Cart Service Rate:

\$212 per Cart Load – Inbound Unloading and Outbound Reloading

POV Directions:

POVs will be unloaded/reloaded from the dock area of the hotel. To access this area, check in at the dock entrance via the service road behind the building and proceed to the designated POV area. Immediately after your vehicle is unloaded/reloaded, you will need to move it from the dock area.

NOTE: You must fill out a Material Handling Agreement at the close of the show before reloading. All items leaving the exhibit hall must have a completed Material Handling Agreement. Forms are available at the Hargrove Service Center and must be returned to the service desk for validation.

To order **POV Flat Cart Service**, complete this form and return it with applicable payment to Hargrove.

I will arrive on: Date: _____ at _____ AM / PM

My vehicle is a: ☐ Car ☐ Van ☐ Pickup ☐ Sport/Utility Vehicle

Make/Model: _____ Color: _____

I will also require outbound service: ☐ Yes ☐ No

Contact Name: _____ Phone: _____

Email: _____

HARGROVE-SUPERVISED LABOR INSTRUCTION FORM

NOTE: Complete and return this form **only** if your display is to be set up and/or dismantled by Hargrove and there will not be a supervisor (i.e., no exhibitor representative) present.

Exhibitor:		Booth # :	
SET-UP / DISMANTLING / PACKING INFORMATION			
A rendering of and/or instructions for my exhibit is enclosed with this order.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
A rendering of and/or instructions for my exhibit is packed in the display case(s).		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		Case #	
My exhibit has a key: <input type="checkbox"/> No <input type="checkbox"/> Yes, that is located in:			
Carpet: <input type="checkbox"/> with exhibit <input type="checkbox"/> rented from Hargrove <input type="checkbox"/> Other:		Size:	Color:
Electrical Placement *: <input type="checkbox"/> drawing attached <input type="checkbox"/> drawing with exhibit		To be installed under carpet?: <input type="checkbox"/> Yes <input type="checkbox"/> No	
* Please place your order for electrical service with the appropriate vendor and include a copy of your order with this form.			
In case of emergency, please call (name):		at (cell phone #):	
Instructions:			
INBOUND SHIPPING INFORMATION			
Carrier:		Carrier Phone:	
Shipped to: <input type="checkbox"/> Warehouse <input type="checkbox"/> Show Site <input type="checkbox"/> Other:		Date Shipped:	
Shipped from (company, city & state):			
Total Number of: <input type="checkbox"/> Crates: <input type="checkbox"/> Cartons: <input type="checkbox"/> Cases: <input type="checkbox"/> Other (qty & describe):			
OUTBOUND SHIPPING INFORMATION			
Ship to (company):		Attn:	
Street:			
City:	State:	Zip:	Phone:
Carrier Name:		Carrier Phone:	
Is this shipment going to another show? <input type="checkbox"/> No <input type="checkbox"/> Yes, Show Name:		Booth #:	
This shipment must arrive no later than: Day:		Date:	Time: <input type="checkbox"/> AM <input type="checkbox"/> PM
Date & Time of Scheduled Pick-Up **:			
NOTE: If outbound shipping is to be a split shipment, check here <input type="checkbox"/> and attach specific instructions and addresses.			
If designated carrier fails to show up, Hargrove should: <input type="checkbox"/> Re-route via: <input type="checkbox"/> Ground <input type="checkbox"/> Next Business Day <input type="checkbox"/> 2 nd Business Day <input type="checkbox"/> Deferred (3-5 Business Days) <input type="checkbox"/> Return shipment to warehouse at exhibitor's expense.			** NOTE: Exhibitor is responsible for contacting the carrier and scheduling the pick-up.

I understand that Hargrove, LLC shall not be responsible for loss, theft or damage to any display installed or dismantled under Hargrove's supervision of labor as ordered above, nor for any misdirected, delayed or lost shipment of said display. I further understand that it is my/our responsibility to provide Hargrove with complete and accurate written instructions for the installation, dismantling, packing and/or shipping of said display by Hargrove supervised labor. Payment of all labor services supervised by Hargrove will be my/our responsibility as the exhibitor.

Cancellation Policy: Orders cancelled with more than 72 hours or 3 business days (whichever is earlier) written notice will be charged a one (1) hour cancellation fee per worker scheduled. Cancellations received after such time will be subject to a minimum cancellation fee of four (4) hours per worker. If Exhibitor fails to use the workers at the time confirmed, a minimum four (4) hour "No Show" charge per worker will apply. All orders may be subject to cancellation fees up to 100% of the total order.

Authorized Signature

Print Name

Date

LABOR

Advance Order Deadline: **Wednesday, February 1, 2023**

Company Name: _____ Booth: _____

Description – per hour, unless noted otherwise				Product #	Advance Price (by 2/1/23)	Standard Price (by 2/24/23)	Floor Order Price (begins 2/26/23)
DISPLAY& HANGING SIGN LABOR							
Straight Time				L1	\$159.00	\$190.80	\$222.60
Overtime				L2	\$266.06	\$319.27	\$372.48
Double Time / Holiday				L3	\$294.68	\$353.62	\$412.55
Supervision Fee				L4	30%, with \$50 minimum		
Shrink Wrap Skid (per skid)				LS	\$40.00	\$48.00	\$56.00
Band Skid or Crate (per piece)				LB	\$50.00	\$60.00	\$70.00
FORKLIFT & RIGGING LABOR							
Forklift w/ operator - up to 5,000 lbs. - Straight Time				L5	\$355.10	\$426.12	\$497.14
Forklift w/ operator - up to 5,000 lbs. - Overtime				L6	\$462.16	\$554.59	\$647.02
Forklift w/ operator - up to 5,000 lbs. - Double Time				L7	\$490.78	\$588.94	\$687.09
Forklift w/ operator - over 5,000 lbs.				L8	Request a quote		
4-Stage Forklift w/ operator				L9	Request a quote		
Forklift Cage w/ rigger - Straight Time				L12	\$293.62	\$352.34	\$411.07
Forklift Cage w/ rigger - Overtime				L13	\$400.68	\$480.82	\$560.95
Forklift Cage w/ rigger - Double Time				L14	\$429.30	\$515.16	\$601.02
Boomlift w/ 3-man crew - Straight Time				L15	\$814.08	\$976.90	\$1,139.71
Boomlift w/ 3-man crew - Overtime				L16	\$1,135.26	\$1,362.31	\$1,589.36
Boomlift w/ 3-man crew - Double Time				L17	\$1,221.12	\$1,465.34	\$1,709.57
Scissor Lift w/ 2-man crew				L18	Request a quote		
Additional Banner Hanging Materials				L22	Exact needs to be determined during install		
Product #	Date	Estimated Start Time	# of Workers or Lifts	Est. # Hours per Workers or Lifts	Est. Total Hours	Hourly Rate	Estimated Total Cost

Subtotal:

Will Labor be Hargrove-supervised? ☐ Yes ☐ No

Supervision Fee (if applicable):

If yes, complete the Hargrove-Supervised Labor Instruction Form.

TOTAL:

- **Straight Time:** Rates apply Monday-Friday 8:00 AM - 4:30 PM.
- **Overtime:** Rates apply Monday-Friday before 8:00 AM and after 4:30 PM, and all day Saturday-Sunday.
- **Double Time:** Rates apply on select holidays.
- **Billing:** There is a minimum of one-hour charged. Time is billed in increments of ½-hour thereafter.
- **Cancellations:** Orders cancelled with more than 72 hours or 3 business days (whichever is earlier) written notice will be charged a one (1) hour cancellation fee per worker scheduled. Cancellations received after such time will be subject to a cancellation fee of up to 100% of the total order. If Exhibitor fails to use the workers at the time confirmed, a minimum of a four (4) hour "No Show" charge per worker will apply.
- **Hanging Sign Labor:** Rigging is an exclusive service of the venue.
- **Hanging signs** and banners will require additional banner hanging materials. The amount and kind of needed materials as well as the number of required hanging points cannot be determined until installation. All fees will be added to your invoice.
- **Crew Sizes:** A crew consists of the equipment operator and the designated laborer(s). Additional crew, equipment or larger equipment may be added if the supervisor deems it necessary to safely complete a job. The exhibitor is responsible for any additional charges incurred.
- **Policies:** Only pre-ordered labor for the START of the workday is guaranteed. Exhibitor representative must check in at the labor desk to pick-up labor. It's the exhibitor's responsibility to return to sign labor out and verify billable time. No adjustments will be made once the labor ticket is signed.
- **Dismantle:** Immediately after the close of the show, we will begin removing aisle carpet and returning empty containers. You can help us with this process by keeping the aisles clear during this time. If you have ordered labor to dismantle your booth, be sure to confirm the start time of your workers by checking with the Hargrove Service Center

EXHIBITOR APPOINTED CONTRACTORS (EAC) AND THIRD PARTIES

What is an exhibitor appointed contractor (EAC)?

An Exhibitor Appointed Contractor (EAC) is an Install and Dismantle Company (I&D) used by exhibitors to order show services on their behalf, set up and dismantle booth properties and submit Material Handling Agreements at the close of the show.

The Notice of Intent to Use an EAC form (NOI) contains information on what qualifies as an approved EAC and requirements for the Certificate of Insurance (COI). The NOI must include the exhibitor's signature and is due 30 days prior to Exhibitor Move-In. The exhibitor is responsible for initiating this document with the EAC and submitting the form. The NOI is not to be sent to the contractor.

In some cases, Show Management will include an EAC form of their own in the service kit. The two forms are not interchangeable. We can only accept the Hargrove EAC form.

Hargrove's EAC process can be completed entirely online at: <https://hargrove.boomerecommerce.com/>

Below are the steps to Hargrove's EAC process, to be completed by the Exhibitor and EAC (as noted):

STEP 1: Submit NOI - Exhibitor

Exhibitor must complete this Notice of Intent ("NOI") to Use EAC form and submit 30 days prior to move-in to allow EACs time to submit the relevant documentation. The EAC cannot sign the NOI on your behalf, this must be signed by the Exhibitor leasing the exhibit booth space. Once your NOI is submitted, please inform your EAC to access the EAC Agreement and Rules and Regulations form.

STEP 2: Submit Agreement and Rules and Regulations - EAC

EAC completes the Agreement and Rules and Regulations between Hargrove, LLC. and EAC. The document has a link at the bottom which allows the EAC to follow to access Hargrove's vendor, CERTFOCUS BY VERTIKAL' website to register, pay a \$21 fee and upload a valid COI.

STEP 3: Submit COI - EAC

EAC will register, pay the \$21 fee and upload a valid, compliant COI, no later than 14 days prior to move-in. CertFocus by Vertikal will review the COI for all levels of compliance and will communicate directly with EAC regarding acceptance status.

EACs with multiple booths on shows: If EAC is working multiple booths at a show, please complete ONE Agreement and Rules and Regulations between Hargrove, LLC. and EAC and list all booth names and numbers on the one agreement. By doing this you will only be required to submit one (1) COI for all booths and one (1) Agreement for all booths contracted to your company for that show.

****Please note that a COI must be submitted to CertFocus by Vertikal no later than 14 prior to move-in. If COIs are not submitted within 14 days of move-in, EACs will be required to submit late COIs directly to Hargrove and will be assessed an additional \$100 administrative fee.

All Certificates of Insurance must be uploaded through CertFocus by Vertikal here: <https://hargroveportal.vertikalrms.com/>

Certificate of Insurance (COI) Guidelines

All Exhibitor Appointed Contractors (EACs) are required to submit a Certificate of Insurance (COI). Access to the show floor can be denied without a valid certificate on file and must include but not limited to the following:

- The company name of the EAC listed as the insured. If the EAC is subcontracting the work to another EAC, the EAC form and COI must match the working contractor's name.
- General Liability coverage of \$1 Million dollars
- Evidence of Auto and Workers Compensation Liability Insurance
- Additional Insured must include: Hargrove, the show Venue, show management, and the event.
- The Certificate Holder is Hargrove, LLC, 1 Hargrove Dr, Lanham, MD 20706
- Included with the COI, a letter of intent from the EAC indicating that they will be working for the exhibitor. The letter is not a blanket for additional exhibitor, all exhibitors must be listed individually on the letter.
- If the letter is not submitted, the exhibitor can also be listed on the COI. The exhibitor can be listed on the COI either as additional insured, under the description of operations/locations/vehicles section, or under the additional remarks section.

EXHIBITOR APPOINTED CONTRACTORS (EAC) RULES & REGULATIONS

1. The EAC/Service Firm must submit a separate EAC form to Hargrove for all exhibiting companies they will be installing/dismantling.
2. EACs/Service Firms will not be allowed access to the show floor without a Certificate of Insurance on file with Hargrove.
3. All EACs/Service Firms must provide insurance certificates to Hargrove and the sponsor of the exhibition 14 days before Exhibitor Move-In begins. EAC has uploaded certificates of insurance through CertFocus by Vertikal, confirming the following required insurance: Exhibitor is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals, labor, etc.
 - a. The company name of the EAC listed as the insured. If the EAC is subcontracting the work to another EAC, the EAC form and COI must match the working contractor's name.
 - b. General Liability coverage of \$1 Million dollars
 - c. Evidence of Auto and Workers Compensation Liability Insurance
 - d. Additional Insured must include: Hargrove, the show Venue, show management, and the event.
 - e. The Certificate Holder is Hargrove, LLC, 1 Hargrove Dr., Lanham, MD 20706
 - f. Included with the COI, a letter of intent from the EAC indicating that they will be working for the exhibitor. The letter is not a blanket for additional exhibitor, all exhibitors must be listed individually on the letter.
 - g. If the letter is not submitted, the exhibitor can also be listed on the COI. The exhibitor can be listed on the COI either as additional insured, under the description of operations/locations/vehicles section, or under the additional remarks section.
4. The EAC must have all business licenses, permits and Workers' Compensation insurance required by the State and/or City governments, and the facility management prior to beginning work. Contractor shall provide evidence of compliance upon request.
5. The EAC shall share with Hargrove all reasonable costs incurred as a result of/relating to the EAC's operation, including, but not limited to, overtime pay for stewards, restoration of exhibit space to its initial condition, freight receipt and delivery, equipment rentals, cleaning, booth property abandonment disposal and all labor costs.
6. The EAC must provide Hargrove and Show Management with the names of all personnel who will be working on the show floor. All EAC personnel are required to wear an ESCA badge and company identification at all times. Anyone without proper ID will be asked to leave the show floor.
7. The EAC may not, under any circumstances solicit business on the show floor.
8. The EAC must confine its operations to the exhibit area of its clients. No Service Desk, storage areas or other work facilities shall be located within the building. Show aisles and public space are not part of the booth area.
9. The Official Contractor has total control of all areas of the exhibit hall (including, but not limited to aisles, loading docks, storage areas). The EAC must coordinate all of its activities with Hargrove.
10. The Official Contractor has total control over such services including, but not limited to, electrical, plumbing, cleaning, telecommunications, drayage. Exhibitors shall provide only the material they own and is to be used in their exhibit space.

ADDITIONAL SHOW SERVICES

Caesars Forum

AV & Computer Equipment

Electrical Service

Internet / Telecommunications Service

[Rigging Services](#)

Additional Vendors

Exhibitor Insurance – **Rainprotection**

Lead Retrieval – **XPress Leads**

Plants / Floral – **TLC**

Refrigeration Equipment Rental – **Lowe**

EXPO / AUDIOVISUAL ORDER FORM

Company Name _____

Company Address _____

City _____ State _____ Zip Code _____

Country _____ Ordered by _____

Phone _____ Ext. _____ Fax _____

Email _____ Event Name _____

Booth # _____ On-Site Contact _____

Deliver Date _____ Time _____

Pickup Date _____ Time _____

CREDIT CARD AUTHORIZATION

Type of Card: ☐ Visa ☐ Mastercard ☐ Amex ☐ Discover

Credit Card Account # _____ Vcode* _____ Exp. Date _____

* 3 digit number on back of Visa, MC and Discover or 4 digit number on front of AmEx card.

The undersigned has read and agrees to all of the terms and conditions, and labor rates of this rental agreement. The undersigned authorizes Encore to charge the above listed credit card for the equipment, labor and/or services detailed in this agreement, and for any client approved add-ons and change orders.

Your Order Total _____ Digital Signature _____

EXPO / AUDIOVISUAL ORDER FORM

ALL EQUIPMENT PRICES ARE PER DAY unless otherwise stated.

PACKAGES

VIDEO
50" Screen, Floor Monitor Stand,
HDMI Cable

AUDIO
2 Speakers, 2 Stands, 1 Wired Micro-
phone, 1 Mixer, All Cables/Cords

PROJECTION
8x8 Screen, Projector, AV Cart/Skirt,
HDMI Cable, All Cables/Cords

FLAT SCREEN MONITORS

Qty	Days	Rate	Total
24"		\$1076	
32"		\$763	
40"		\$920	
50"			
55"			
60"			
70"			
80"			

Please call for pricing on Flat Screens 90" and larger and Video Wall Options

TOUCH SCREEN MONITORS

40"		\$573	
55"		\$999	

MONITOR ACCESSORIES

Mounting Bracket		\$123	
Floor Monitor Stand		\$111	
10' HDMI Cable		\$10	
25' HDMI Cable		\$16	
HDMI To Mini Display Port Adapter		\$50	
DVD/Blu-Ray Player		\$100	
Power Strip		\$33	
25' Extension Cord		\$33	

AUDIO

Wireless Microphone- Handheld		\$263	
Wireless Microphone- Lavalier		\$263	
12 Channel Mixer		\$205	
Direct Box for Computer Audio		\$39	

COMPUTING

Laptop		\$385	
Wireless Mouse		\$50	
Wireless Keyboard		\$50	
Wireless Remote Presenter		\$195	

RIGGING, BANNER & SIGNS

Please Submit Online - <http://encoreglobal.com/rigging-portal>

LABOR

Monitor Hang (one time charge, install and dismantle)		\$214	
Technician Assistance and Shadows (per hour charge, per technician)		\$118	

YOUR TOTALS

Total Equipment Charges	
Labor Charges (\$107 per hour, 2 hour minimum required for load in/load out)	
25% Service Charge	
TOTAL DUE	

Don't see what you are looking for? Please call to discuss the options or leave us a note below

CANCELLATION

Written cancellation of ordered equipment and services must be received 48 hours prior to delivery. Failure to do so will result in a 100% charge to your account.

ALL AUDIO VISUAL ON A TRADESHOW FLOOR IS AN EXCLUSIVE SERVICE OF ENCORE.

GENERAL TERMS AND CONDITIONS

These General Terms and Conditions apply to any proposal, quote, order and/or agreement relating to audiovisual, internet and/or related equipment ("Equipment") rented by Client from Encore, as well as any audiovisual, internet, production and/or related services or labor ("Services") provided by Encore. These General Terms and Conditions incorporate by reference any attached or related proposal, quote, order, schedule, contract, change of work order and/or commencement of work and shall constitute the entire agreement ("Agreement") between Encore and Client (individually "Party" and, collectively, "Parties").

1. DEFINITIONS

For purposes of this Agreement, "Encore" means Encore Event Technologies, LLC and its employees, members, managers, officers, agents, assigns, affiliated companies, related entities and any subcontractors appointed by Encore. The term "Client" means the Client, its employees, officers, directors, managers, members, guests, invitees, agents, representatives and any Client Appointed Contractors ("CAC").

2. PAYMENT TERMS

Client agrees to pay Encore all charges in this Agreement, including any and all Equipment, Services and/or labor overages. Payment is due and payable in full upon signing this Agreement, unless Client has established a Master Account with the venue that includes Encore's Equipment and/or Services in which case all charges shall be billed to Client's Master Account pursuant to the terms set forth by the venue and due and payable to the venue upon conclusion of the event. Any direct bill or open account requires prior credit approval and may require a deposit prior to the start of the event. Any deposit received from Client shall be credited to the final invoice for the event. All invoices not paid in full within 30 days of the invoice date shall bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month.

3. ESTIMATES AND CHARGES

In connection with this Agreement or any contract entered into between Encore and Client:

- (a) Any estimate provided to Client in connection with the expected service hours, labor hours and/or number of days the Equipment is rented is solely an estimate. In the event the actual hours, actual quantities of Equipment rented hereunder or actual days the Equipment is rented is greater than the amount indicated in any proposal or quote, Client will be charged for those overages at Encore's standard rates, less any applicable discounts. A day's rental period is all or any portion of each 24-hour period starting at 07:00 and continuing through 06:59 the following day.
- (b) Labor rates are based upon prevailing rates and practices at the particular venue location where the event is held. All labor estimates, rates and minimum labor calls are based on local venue rules and/or local union rules, as applicable.
- (c) All Equipment and materials are on a rental basis for the duration of the event and shall remain the property of Encore, except where specifically identified as a sale.
- (d) Unless specifically stated in the Agreement, the charges herein do not include any electrical charges that may be incurred or charged by the event facility due to the extent of the event's audiovisual requirements. Client may be charged for such electrical charges upon conclusion of the event.
- (e) If Client is exempt from the payment of sales or other applicable tax, a tax exemption certificate must be submitted prior to the commencement of the event. If Client fails to timely submit an applicable tax exemption certificate, the sales or other applicable tax shall be due and payable at the time of final invoice.
- (f) If applicable, a service charge or AV house charge is included to allow Encore to provide the necessary event support required to execute successful meetings and events including immediate on-site support, pre-event planning and preparation and coordination with our hotel partners. The entire service charge or AV house charge is for administrative costs and is not a gratuity in whole or part to employees of Encore or any other party.

4. DAMAGE TO EQUIPMENT

Client agrees that, prior to the beginning of the event, it shall have the right to review and inspect the Equipment with Encore personnel to confirm it is in good operating condition. Client shall immediately notify Encore if any Equipment is defective or not in good operating condition. Client's failure to review or inspect the Equipment prior to the start of the event or notify Encore if the Equipment is defective or not in good operating condition shall be deemed an acknowledgment that the Equipment is in good operating condition. Client agrees to pay for all damages because of lost, damaged or stolen Equipment, including loss or damage caused by Client's accident, misuse or neglect, based upon repair costs for repairable Equipment or full replacement cost for lost, stolen or irreparable Equipment.

However, should the Equipment listed on this Agreement be damaged, lost or stolen due to Encore's sole negligence, Encore shall be responsible for the repair or replacement of the Equipment. In no event will Encore be liable for any Client damages or loss caused, in whole or in part, by the loss, malfunction or damage to any Equipment.

5. SUBLEASE

With the prior written consent of Encore, Client shall have the right to sublease the Equipment and, in the event of a sublease, Client shall be fully responsible for all insurance on, repair and replacement of, and reclamation of the Equipment. Encore reserves the right to replace the Equipment at Client's expense at full retail value if the subleased Equipment is lost, damaged or untimely returned.

6. EQUIPMENT HANDLING/SURRENDER

All Equipment may only be handled and operated by Encore personnel unless authorized by Encore. Equipment may not be moved, stored or serviced by Client or any other party. Client agrees that Encore shall have the right to enter the premises where the Equipment is located and shall have access to the Equipment at all times for the purposes of set, strike, maintenance and routine checks. On the expiration or earlier termination of this Agreement, the Equipment shall be returned in good repair, condition and working order, subject only to reasonable wear and tear. If Client brings its own computer to be used for presentation purposes during the event, Encore recommends the computer be tested with the event Equipment to ensure compatibility.

7. CONDITION OF EQUIPMENT

Encore maintains and services the Equipment in accordance with manufacturers' specifications and industry practice. However, Encore does not provide any express or implied warranty for the Equipment or Services, including any warranty of fitness for a particular purpose or merchantability, and it does not warrant or guarantee that the Equipment, Services or labor being provided will be free of defect, malfunction or operator error. If the Equipment malfunctions or does not operate properly during the event for any reason whatsoever, Client agrees to immediately notify Encore's on-site representative. Encore will attempt to remedy the problem as soon as possible so that the event is not interrupted. Client agrees and acknowledges that Encore shall not be liable and assumes no responsibility for any loss, cost, damage or injury to persons or property in connection with or as a result of inoperable or malfunctioning Equipment or otherwise.

8. DAMAGE WAIVER

If elected by Client and included in this Agreement as an additional fee, Encore agrees to waive any liability of Client for loss or damage to the Equipment. This waiver will not apply if it is determined the loss or damage was intentionally caused by Client, in which case Client will be fully responsible for all such loss or damage.

9. INTERNET/NETWORK EQUIPMENT AND SERVICES

In the event this Agreement includes internet/network equipment and/or services, Client understands and agrees as follows:

- (a) Every device connected to the internet/network must have a purchased IP address from Encore, regardless of whether the IP address is used or not;
- (b) No servers or routers are allowed including, but not limited to, NAT, DHCP and proxy servers.
- (c) Encore reserves the right to disconnect any equipment that, in Encore's sole discretion, is found to be causing overall network problems without any refunds for services that have been disconnected;
- (d) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore's connections and/or services. Encore, in its sole discretion, reserves the right to disconnect any Client found to have violated this Agreement or usage equipment without any refunds for services that have been disconnected;
- (e) Specific service location is defined as the area in the booth/room or other area designated by the Client. Service extended beyond rooms, air walls, doorways, walkways or 50' distance from the drop point will require an additional location and incur an additional fee;
- (f) Encore is not responsible for any cable and/or equipment provided by Client or any third party;
- (g) The network may only be used for lawful purposes and in accordance with these terms and conditions. Transmission of any materials in violation of any local, state, federal or international laws or regulations is strictly prohibited. This includes, but is not limited to, copyrighted materials, materials judged to be threatening or obscene, or materials protected by trade secrets;
- (h) WIRELESS (802.11) DECLARATION. Wireless internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency

GENERAL TERMS AND CONDITIONS

signals or that operate within the same frequency spectrum. Encore cannot guarantee that interference will not occur. Encore does not recommend wireless service for mission critical services such as product presentations or demonstrations. For demonstrations or to present products and other mission critical activity via the internet, Encore highly recommends Client purchases hardwired services such as a Room/Booth Connect or Event Connect. If you are unsure which product best suits your needs, please contact Encore's on-site representative.

(i) ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY ENCORE ARE PROHIBITED. Client provided access points are prohibited for use within the event facility without Encore's prior approval. Wireless access points without adjustable power outputs are prohibited under all circumstances. If a Client wishes to showcase its wireless products, it must contact Encore at least 14 days prior to the start of the event so that Encore may attempt (with no guarantee) to engineer a cohesive operating network that limits or controls interference. Approvals may incur a site survey fee.

10. CANCELLATION

Unless otherwise agreed to in writing, if Client cancels the scheduled event more than 30 days prior to the start of the event, Client will not be charged any cancellation fee, except for any out of pocket expenses incurred by Encore. In the event of a full or partial cancellation less than 30 days, but more than 72 hours, prior to the start of the event, Client shall pay Encore 50% of the price set forth in the Agreement, plus any out of pocket expenses incurred by Encore. In the event of full or partial cancellation less than 72 hours prior to the start of the scheduled event, Client shall pay Encore 100% of the price set forth in the Agreement. ALL CANCELLATIONS MUST BE MADE IN WRITING AND RECEIVED BY ENCORE'S ON-SITE REPRESENTATIVE BEFORE BECOMING EFFECTIVE.

11. CLIENT MATERIAL HANDLING

Unless this Agreement includes or contemplates Encore's handling of Client's materials, Client shall not ask Encore to handle or assist in handling Client's materials and Encore assumes no responsibility for loss, damage, theft or disappearance for any such materials. In the event Encore handles Client's materials as part of this Agreement, Encore's maximum liability for loss or damage to such materials and Client's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment, whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

12. DEFAULT

If Client fails to pay rent or otherwise fails to observe, keep or perform any provision of this Agreement, or if Client should enter into voluntary or involuntary bankruptcy or receivership or other legal impediment that could impair the Equipment, Encore shall have the right to:

- (a) Immediately reclaim the Equipment and declare the entire amount of rent immediately due and payable without demand or notice to Client. Client waives any damages occasioned by such reclamation. Any reclamation shall not constitute a termination of this Agreement unless Encore expressly notifies Client in writing;
- (b) Sue to recover all amounts owed or accruing to Encore;
- (c) Terminate this Agreement as to any or all items of Equipment or Services and recover the full price of the Agreement; and/or
- (d) Exercise any other remedy at law or equity. All such remedies are cumulative and may be exercised concurrently or separately. The exercise of any remedy shall not release Client from this Agreement and Client shall remain liable for the full performance of all obligations to be performed by Client under this Agreement.

13. GOVERNING LAW AND VENUE

Any and all claims, actions, disputes or controversies arising out of or related to this Agreement shall be governed by and construed in accordance with the laws of the State of Nevada, without regard to conflict of laws provisions. Any and all claims, actions, disputes or controversies arising out of or related to this Agreement shall be litigated only in the appropriate state or federal court situated in Clark County, Nevada. The Parties submit to the exclusive jurisdiction and venue of such courts for purposes of any such action and the enforcement of any judgment or order arising therefrom. Each Party further waives any right to a change of venue or any objection to the jurisdiction of the state and federal courts located in Clark County, Nevada.

14. ATTORNEYS' FEES AND COSTS

In the event of any dispute or action related to or arising out of this Agreement, the prevailing Party shall be awarded reasonable attorneys' fees and costs, court costs, Equipment recovery costs and storage charges.

15. INDEMNIFICATION

Client agrees to fully defend, indemnify and forever hold harmless Encore from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments and expenses (including, but not limited to, attorneys' fees and costs) arising from Client's and/or CAC's: (a) negligence or willful misconduct; (b) violation of any applicable federal, state or local law or ordinance; (c) violation of any show or event rule, policy or regulation published or set forth by the show or event venue; and/or (d) copyright, patent or other intellectual property infringement including, but not limited to, any and all claims related to Encore's use of materials, recordings, videos, transmissions, software, and/or hardware provided by Client.

16. LIMITATION OF LIABILITY

In no event will Encore be liable to Client or any other party for any special, exemplary, incidental or consequential damages (including, but not limited to lost profits, earnings, use or data), whether in contract, tort or otherwise.

17. FORCE MAJEURE

The Parties' performance under this Agreement is subject to war, threat of war, terrorism, disasters, acts of God, government regulations, strikes, labor disputes, civil disorder, curtailment of transportation facilities, or any other emergency of comparable nature beyond the Parties' control, making it impossible, illegal or materially impractical to perform its obligation under this Agreement and which requires the event to be postponed or cancelled ("Force Majeure Event"). Both Parties agree that, if possible, the event that is the subject of this Agreement will be rescheduled at the first available opportunity suitable for each Party. In the event the Parties are unable to reschedule due to a Force Majeure Event, this Agreement may be terminated upon reasonable written notice without a cancellation charge as set forth herein, except that Encore shall be entitled to reimbursement of all actual costs incurred and actual services rendered pursuant to this Agreement.

18. SEVERABILITY

In the event that any provision of this Agreement shall be unenforceable or inoperative as a matter of law, the remaining provisions shall remain in full force and effect and be construed as though such unenforceable or inoperative provisions had never been a part of this Agreement.

19. SURVIVAL

All provisions of this Agreement related to indemnification, disclaimers and limitations on liability and all other obligations of the Parties that arise in connection with Encore's provisions of Equipment and/or Services survive the termination of this Agreement.

20. ENTIRE AGREEMENT

This Agreement contains the Parties' entire understanding and may not be modified except in writing signed by both Parties.

ELECTRICAL SERVICES FORM

Booth Number _____ Event Name _____

Event Dates _____ Install Location In Room/ Booth _____
(Provide floor plan if available)

Install Date & Time _____ Disconnect Date & Time _____

Exhibiting Company Name _____

Billing Address _____

City _____ State _____ Zip Code _____

On-site Contact _____ Phone _____ On-site Phone _____

Ordered by _____ Email _____

By signing and delivering this form; customer agrees to all terms and conditions stated.

Please read thoroughly for all instructions prior to placing order.

*** No checks accepted ***

A proposal will be generated from this form.

Once approved, Encore will contact you for payment to finalize order.

Encore, its contractors, and subcontractors are not responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection, you should install a surge protector under/ over voltage protector on your computer(s) and/or other equipment you deem necessary. Encore Electrical should make installation of all electrical service. Encore will not be responsible for any damaged or lost equipment, component computer hardware or software and/ or any damage or injury to any person, caused by the installation, connection, or plugging into any electrical by persons other than our personnel.

NO REFUNDS ONCE SERVICE INSTALLATION BEGINS

INSTALLATION CANNOT BEGIN UNTIL ORDER IS FINALIZED AND PAYMENT METHOD HAS BEEN RECEIVED

To receive advanced pricing; Encore must receive your completed order, with billing information, fifteen (15) days prior to show move-in.

*** FOR 24 HOUR POWER, SERVICE RATES DOUBLE ***

ELECTRICAL SERVICES - 120 VOLTS

120 VOLTS - 500 WATTS OR 5 AMPS

120 VOLTS - 1000 WATTS OR 10 AMPS

120 VOLTS - 2000 WATTS OR 20 AMPS

Standard Order Rate	Advanced Order Rate	Qty	Subtotal
\$151.00	\$120.80		
\$245.00	\$196.00		
\$352.00	\$281.60		

ELECTRICAL SERVICES - 208 VOLTS

208 VOLTS SINGLE PHASE - 20 AMPS

208 VOLTS SINGLE PHASE - 30 AMPS

208 VOLTS SINGLE PHASE - 60 AMPS

208 VOLTS SINGLE PHASE - 100 AMPS

\$655.00	\$524.00		
\$670.00	\$536.00		
\$1,035.00	\$828.00		
\$1,625.00	\$1,300.00		

For All 208 Volt services please indicate receptical type needed

NEMA Number: _____

*** Please call for additional services that are not listed on this order form, or for custom quotes for large orders ***

ELECTRICAL MATERIALS

6' OUTLET PLUG STRIP

25' EXTENSION CORD

\$33.00	\$26.40		
\$33.00	\$26.40		

LABOR RATES: STRAIGHT TIME - \$125.00 · OVERTIME - \$250.00

LABOR TOTAL

GRAND TOTAL

25% SERVICE FEE

MATERIAL AND SERVICES OVERALL TOTAL

LABOR: Labor between the hours of 8:00am and 5:00pm, Monday through Friday will be at the straight time labor rate. Labor before 8:00am and after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays will be at the overtime rate. A minimum charge per booth on one hour for installation will apply to all booths requiring labor. Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice. A scaled floor plan is needed in order to proceed for orders with multiple outlet locations and/ or island booths.

Setup/ Disconnect Labor dates/ times are based on the load-in schedule (and space availability) for your event. Encore does not control the event schedule for your event and therefore cannot control if setup/ disconnect is during straight time or overtime hours.

Electrical services is an exclusive service of Caesars FORUM

Prices Subject to change without Notice

PLEASE EMAIL COMPLETED FORM TO 9219CAESARSFORUMEXPO@ENCOREGLOBAL.COM OR FAX FORM TO 224-241-3261

www.encoreglobal.com P: 702-605-0924 F: 224-241-3261 E: 9219caesarsforumexpo@encoreglobal.com

ELECTRICAL TERMS AND CONDITIONS

1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.

2.) If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. An example would include a computer server that cannot ever lose power and/or other equipment that must remain on throughout the show during overnight hours.

3.) A scaled floor plan is required for orders with multiple outlet locations and/or island booths. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Encore in order to maintain deliver schedules. Relocation of the service will be charged on a time and material basis.

4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall electrical problems without offering any refunds for services that have been disconnected.

5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement.

6.) Outlet prices for 120 Volt power include delivery of the service to one location at the rear of your booth. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements, additional electrical labor will be required. Specific service location is defined as the area in the booth/ room designated by the client.

7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.

8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.

9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.

10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto the within subject matter,

and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.

11.) Facsimile Signatures: Signatures sent/ received via facsimile shall be considered as originals, and as such are valid signatures.

12.) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, cables, knobs, switches and cases are included in equipment responsibility.

13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies. Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. c) Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with F.C.C. Regulations.

14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.

15.) Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.

16.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client's sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

Digital Signature _____



CREDIT CARD AUTHORIZATION

CREDIT CARD AUTHORIZATION

Type of Card: ☐ Visa ☐ Mastercard ☐ Amex ☐ Discover

Credit Card Account # _____ Vcode* _____ Exp. Date _____

* 3 digit number on back of Visa, MC and Discover or 4 digit number on front of AMEx card.

Your Order Total _____ Digital Signature _____

For Faxed Forms Only. Emailed forms will need to process payment details via phone or fax.

INTERNET SERVICES FORM

To receive advanced pricing, Encore must receive your completed order, with billing information, fifteen (15) days prior to show move-in.

Booth Number _____ Event Name _____

Event Dates _____ Install Location In Room/ Booth _____
(Provide floor plan if available)

Install Date & Time _____ Disconnect Date & Time _____

Exhibiting Company Name _____

Billing Address _____

City _____ State _____ Zip Code _____

On-site Contact _____ Phone _____ On-site Phone _____

Ordered by _____ Email _____

WIRED INTERNET SERVICES

SINGLE CONNECT BASIC

Wired Connectivity for a Single Device, Private IP via DHCP in a single location, Access Code via splash-page, up to 3M bps Bandwidth

SINGLE CONNECT PLUS

Wired Connectivity for a Single Device, Private IP via DHCP in a single location, Access Code via splash-page, up to 5M bps Bandwidth

SINGLE CONNECT ENHANCED

Wired Connectivity for a Single Device, private IP via DHCP in a single location, Access code via splash-page, 10 Mbps Dedicated Bandwidth

EVENT CONNECT

Wired Connectivity for Up to 6 devices, in a single location (1 Location), DHCP or static IP's via dedicated VLAN connection. 30Mbps dedicated bandwidth.

ADDITIONAL WIRED DEVICES

Per Device Charge for additional wired connections
(Single Connect Enhanced & Wired Event Connect only)

ADDITIONAL WIRED LOCATIONS

Per Location Charge to add wired connections to additional locations within the same venue meeting space
(Single Connect Enhanced & Wired Event Connect only)

SWITCH RENTAL

Up to 24 port gigabit switch

Standard Event Rate	Advanced Event Rate	Qty	Subtotal
\$300	\$240		
\$500	\$400		
\$1,500	\$1,200		
\$5,000	\$4,000		
\$60	\$40		
\$300	\$240		
\$150	\$120		

WIRELESS INTERNET SERVICES

WIRELESS CONNECT ENHANCED

Wireless Connectivity Recommended for 5 Concurrent Devices (20 Max), private IP addresses via DHCP in a Single Location, Access Code via splashpage, 10 M bps Dedicated Bandwidth.

WIRELESS EVENT CONNECT

Wireless Connectivity for up to 40 Concurrent Devices, private IP addresses via DHCP in a single location, Access code via splashpage (Splashpage Bypass Available), 30 Mbps Dedicated Bandwidth.

ADDITIONAL WIRELESS DEVICES

Add Wireless Access in Increments of 10 Devices

ACCESS POINT ACTIVATION FEE

Includes one access point. Used to add coverage or density to a single additional location.
(Only Applicable in venues without permanent infrastructure)

\$1200	\$960		
\$4000	\$3200		
\$500	\$400		
\$1000	\$800		

CUSTOM OPTIONS

ADDITIONAL BANDWIDTH

(Enhanced & Event Connect only) 10Mbps bandwidth

TECHNICIAN LABOR

Hourly Rate
Straight Time Double time rates will apply for labor after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays.
Labor is included with ordered services labor is only required for services in addition to what is ordered

\$1000	\$800		
	\$125		

SERVICES TOTAL

25% SERVICE FEE

GRAND TOTAL

All materials and services will require an additional 25% service fee - (Service fee is calculated pre-discount)

NO ROUTERS OR WIRELESS DEVICES OF ANY KIND WILL BE PERMITTED WITHOUT WRITTEN AUTHORIZATION

Encore and their contractors or subcontractors shall not be liable for, and are hereby released from any direct, special, indirect, incidental, or punitive consequential damages, including without limitations lost profits, damage to business reputation, lost opportunity or commercial loss of any kind, to the customer that results directly or indirectly from the use of or the inability to use any of the services or equipment that is contemplated herein.

Internet services is an exclusive service of Caesars FORUM

Prices Subject to change without Notice

INTERNET TERMS AND CONDITIONS

These General Terms and Conditions govern the audiovisual, internet and/or related equipment ("Equipment") rented by Client from Encore, as well as any audiovisual, internet, production and/or related services or labor ("Services") provided by Encore for the event ("Event") specified in the Proposal, Order or similar ordering document. These General Terms and Conditions incorporate by reference any attached or related proposal, quote, order, schedule, contract, change of work order and/or commencement of work and shall constitute the entire agreement ("Agreement") between Encore and Client (individually "Party" and, collectively, "Parties").

1. DEFINITIONS For purposes of this Agreement, "Encore" means Encore Group (USA) LLC and its employees, members, managers, officers, agents, assigns, affiliated companies, related entities and any subcontractors appointed by Encore. The term "Client" means the Client, its employees, officers, directors, managers, members, guests, invitees, agents, representatives and any Client Appointed Contractors ("CAC").

2. PAYMENT TERMS Client agrees to pay Encore all charges in this Agreement, including any and all Equipment, Services and/or labor overages. Payment is due and payable in full upon signing this Agreement, unless Client has established a Master Account with the Event venue that includes Encore's Equipment and/or Services in which case all charges shall be billed to Client's Master Account pursuant to the terms set forth by the venue and due and payable to the venue upon conclusion of the Event. Any direct bill or open account requires prior approval and may require a credit check and/or a deposit up to the full amount of the Proposal or Order prior to the start of the Event. Any deposit received from Client shall be credited to the final invoice for the Event. All invoices not paid in full within 30 days of the invoice date shall bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month.

3. ESTIMATES AND CHARGES In connection with this Agreement: (a) Encore developed the applicable Proposal or Order based upon information provided by the Client. Therefore, any estimate provided to Client in connection with the expected service hours, labor hours and/or number of days the Equipment is rented is solely an estimate. If the actual hours, actual quantities of Equipment rented hereunder or actual days the Equipment is rented is greater than the amount indicated in any proposal or quote, Client will be charged for those overages at Encore's standard rates, less any applicable discounts. A day's rental period is all or any portion of each 24-hour period starting at 07:00 and continuing through 06:59 the following day. (b) Labor rates are based upon prevailing rates and practices at the venue location where the Event is held. All labor estimates, rates and minimum labor calls are based on local venue rules and/or local union rules, as applicable. (c) All Equipment and materials are on a rental basis for the duration of the Event and shall remain the property of Encore, except where specifically identified as a sale. (d) Unless specifically stated in the Agreement, the charges herein do not include any electrical charges that may be incurred or charged by the Event facility due to the extent of the Event's audiovisual requirements. Client may be charged for such electrical charges upon conclusion of the Event. (e) If Client is exempt from the payment of sales or other applicable tax, a tax exemption certificate must be submitted prior to the commencement of the Event. If Client fails to timely submit an applicable tax exemption certificate, the sales or other applicable tax shall be due and payable at the time of final invoice. (f) If applicable, a service charge or AV house charge is included to allow Encore to provide the necessary Event support required to execute successful meetings and events including immediate on-site support, pre-event planning and preparation and coordination with our hotel partners. The entire service charge or AV house charge is for administrative costs and is not a gratuity in whole or part to employees of Encore or any other party.

4. DAMAGE TO EQUIPMENT Client agrees that, prior to the beginning of the Event, it shall have the right to review and inspect the Equipment with Encore personnel to confirm it is in good operating condition. Client shall immediately notify Encore if any Equipment is defective or not in good operating condition. Client's failure to review or inspect the Equipment prior to the start of the Event or notify Encore if the Equipment is defective or not in good operating condition shall be deemed an acknowledgment that the Equipment is in good operating condition. Client agrees to pay for all damages because of lost, damaged

or stolen Equipment, including loss or damage caused by Client's accident, misuse or neglect, based upon repair costs for reparable Equipment or full replacement cost for lost, stolen or irreparable Equipment. However, should the Equipment listed on this Agreement be damaged, lost or stolen due to Encore's sole negligence, Encore shall be responsible for the repair or replacement of the Equipment. In no event will Encore be liable for any Client damages or loss caused, in whole or in part, by the loss, malfunction or damage to any Equipment.

5. SUBLEASE With the prior written consent of Encore, Client shall have the right to sublease the Equipment and, in the event of a sublease, Client shall be fully responsible for all insurance on, repair and replacement of, and reclamation of the Equipment. Encore reserves the right to replace the Equipment at Client's expense at full retail value if the subleased Equipment is lost, damaged or untimely returned.

6. EQUIPMENT HANDLING/ SURRENDER All Equipment may only be handled and operated by Encore personnel unless authorized by Encore. Equipment may not be moved, stored or serviced by Client or any other party. Client agrees that Encore shall have the right to enter the premises where the Equipment is located and shall always have access to the Equipment for the purposes of set, strike, maintenance and routine checks. On the expiration or earlier termination of this Agreement, the Equipment shall be returned in good repair, condition and working order, subject only to reasonable wear and tear. If Client brings its own computer to be used for presentation purposes during the Event, Encore recommends the computer be tested with the Event Equipment to ensure compatibility.

7. CONDITION OF EQUIPMENT Encore maintains and services the Equipment in accordance with manufacturers' specifications and industry practice. However, Encore does not provide any express or implied warranty for the Equipment or Services, including any warranty of fitness for a particular purpose or merchantability, and it does not warrant or guarantee that the Equipment, Services or labor being provided will be free of defect, malfunction or operator error. If the Equipment malfunctions or does not operate properly during the Event for any reason whatsoever, Client agrees to immediately notify Encore's on-site representative. Encore will attempt to remedy the problem as soon as possible so that the Event is not interrupted. Client agrees and acknowledges that Encore shall not be liable and assumes no responsibility for any loss, cost, damage or injury to persons or property in connection with or as a result of inoperable or malfunctioning Equipment or otherwise.

8. DAMAGE WAIVER If elected by Client and included in this Agreement as an additional fee, Encore agrees to waive any liability of Client for loss or damage to the Equipment. This waiver will not apply if it is determined the loss or damage was intentionally caused by Client, in which case Client will be fully responsible for all such loss or damage.

9. INTERNET/NETWORK EQUIPMENT AND SERVICES In the event this Agreement includes internet/network equipment and/or services, Client understands and agrees as follows: (a) Every device connected to the internet/network must have a purchased IP address from Encore, regardless of whether the IP address is used or not; (b) No servers or routers are allowed including, but not limited to, NAT, DHCP and proxy servers. (c) Encore reserves the right to disconnect any equipment that, in Encore's sole discretion, is found to be causing overall network problems without any refunds for services that have been disconnected; (d) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore's connections and/or services. Encore, in its sole discretion, reserves the right to disconnect any Client found to have violated this Agreement or usage equipment without any refunds for services that have been disconnected; (e) Specific service location is defined as the area in the booth/room or other area designated by the Client. Service extended beyond rooms, air walls, doorways, walkways or 50" distance from the drop point will require an additional location and incur an additional fee; (f) Encore is not responsible for any cable and/or equipment provided by Client or any third party; (g) The network may only be used for lawful purposes and in accordance with these terms and conditions. Transmission of any materials in violation of any local, state, federal or international laws or regulations is strictly prohibited. This includes, but is not limited to, copyrighted materials, materials judged to be threatening or obscene, or materials protected by trade secrets; (h) **WIRELESS (802.11) DECLARATION.** Wireless internet

INTERNET TERMS AND CONDITIONS

service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore cannot guarantee that interference will not occur. Encore does not recommend wireless service for mission critical services such as product presentations or demonstrations. For demonstrations or to present products and other mission critical activity via the internet, Encore highly recommends Client purchases hardwired services such as a Room/ Booth Connect or Event Connect. If you are unsure which product best suits your needs, please contact Encore's on-site representative. (i) ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY ENCORE ARE PROHIBITED. Client provided access points are prohibited for use within the Event facility without Encore's prior approval. Wireless access points without adjustable power outputs are prohibited under all circumstances. If a Client wishes to showcase its wireless products, it must contact Encore at least 14 days prior to the start of the Event so that Encore may attempt (with no guarantee) to engineer a cohesive operating network that limits or controls interference. Approvals may incur a site survey fee.

10. CANCELLATION Unless otherwise agreed to in writing, if Client cancels the scheduled Event more than 30 days prior to the start of the Event, Client will not be charged any cancellation fee, except for any out of pocket expenses incurred by Encore. In the event of a full or partial cancellation less than 30 days, but more than 72 hours, prior to the start of the Event, Client shall pay Encore 50% of the price set forth in the Agreement, plus any out of pocket expenses incurred by Encore. In the event of full or partial cancellation less than 72 hours prior to the start of the scheduled Event, Client shall pay Encore 100% of the price set forth in the Agreement. ALL CANCELLATIONS MUST BE MADE IN WRITING AND RECEIVED BY ENCORE'S ON-SITE REPRESENTATIVE BEFORE BECOMING EFFECTIVE.

11. CLIENT MATERIAL HANDLING Unless this Agreement includes or contemplates Encore's handling of Client's materials, Client shall not ask Encore to handle or assist in handling Client's materials and Encore assumes no responsibility for loss, damage, theft or disappearance for any such materials. In the event Encore handles Client's materials as part of this Agreement, Encore's maximum liability for loss or damage to such materials and Client's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment, whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighted weight of the shipment.

12. DEFAULT If Client fails to pay rent or otherwise fails to observe, keep or perform any provision of this Agreement, or if Client should enter into voluntary or involuntary bankruptcy or receivership or other legal impediment that could impair the Equipment, Encore shall have the right to: (a) Immediately reclaim the Equipment and declare the entire amount of rent immediately due and payable without demand or notice to Client. Client waives any damages occasioned by such reclamation. Any reclamation shall not constitute a termination of this Agreement unless Encore expressly notifies Client in writing; (b) Sue to recover all amounts owed or accruing to Encore; (c) Terminate this Agreement as to any or all items of Equipment or Services and recover the full price of the Agreement; and/or (d) Exercise any other remedy at law or equity. All such remedies are cumulative and may be exercised concurrently or separately. The exercise of any remedy shall not release Client from this Agreement and Client shall remain liable for the full performance of all obligations to be performed by Client under this Agreement.

13. GOVERNING LAW AND VENUE Any and all claims, actions, disputes or controversies arising out of or related to this Agreement shall be governed by and construed in accordance with the laws of the state in which the Event is located. Any and all claims, actions, disputes or controversies arising out of or related to this Agreement shall be litigated

only in the appropriate state or federal court situated in the state and county (or nearest county) where the Event is located. The Parties submit to the exclusive jurisdiction and venue of such courts for purposes of any such action and the enforcement of any judgment or order arising therefrom.

14. ATTORNEYS' FEES AND COSTS In the event of any dispute or action related to or arising out of this Agreement, the prevailing Party shall be awarded reasonable attorneys' fees and costs, court costs, Equipment recovery costs and storage charges.

15. INDEMNIFICATION Client agrees to fully defend, indemnify and forever hold harmless Encore from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments and expenses (including, but not limited to, attorneys' fees and costs) arising from Client's and/or CAC's: (a) negligence or willful misconduct; (b) violation of any applicable federal, state or local law or ordinance; (c) violation of any show or Event rule, policy or regulation published or set forth by the show or Event venue; and/or (d) copyright, patent or other intellectual property infringement including, but not limited to, any and all claims related to Encore's use of materials, recordings, videos, transmissions, software, and/or hardware provided by Client.

16. LIMITATION OF LIABILITY In no event will Encore be liable to Client for any special, exemplary, reliance, incidental or consequential damages (including, but not limited to lost profits, earnings, use or data), whether in contract, tort or otherwise.

17. FORCE MAJEURE The Parties' performance under this Agreement is subject to war, threat of war, terrorism, disasters, acts of God, government regulations, strikes, labor disputes, civil disorder, curtailment of transportation facilities, or any other emergency of comparable nature beyond the Parties' control, making it impossible, illegal or materially impractical to perform its obligation under this Agreement and which requires the Event to be postponed or cancelled ("Force Majeure Event"). Both Parties agree that, if possible, the Event that is the subject of this Agreement will be rescheduled at the first available opportunity suitable for each Party. In the event the Parties are unable to reschedule due to a Force Majeure Event, this Agreement may be terminated upon reasonable written notice without a cancellation charge as set forth herein, except that Encore shall be entitled to reimbursement of all actual costs incurred and actual services rendered pursuant to this Agreement.

18. INTELLECTUAL PROPERTY Client allows Encore to use the trademarks, trade names, service marks, and other intellectual property of Client given by Client to Encore for the strict purposes of carrying out Encore's duties under the Agreement and as otherwise requested by Client. Further, Client permits Encore to include event photos and renderings of set designs and other elements of Client's event(s) as Encore may reasonably require in showing current or prospective customers examples of Encore's work.

19. SEVERABILITY In the event any provision of this Agreement is unenforceable or inoperative as a matter of law, the remaining provisions shall remain in full force and effect and be construed as though such unenforceable or inoperative provisions had never been a part of this Agreement.

20. SURVIVAL All provisions of this Agreement related to indemnification, disclaimers and limitations on liability and all other obligations of the Parties that arise in connection with Encore's provisions of Equipment and/or Services survive the termination of this Agreement.

21. ENTIRE AGREEMENT This Agreement contains the Parties' entire understanding and may not be modified except in writing signed by both Parties.

Digital Signature _____



CREDIT CARD AUTHORIZATION

CREDIT CARD AUTHORIZATION

Type of Card: ☐ Visa ☐ Mastercard ☐ Amex ☐ Discover

Credit Card Account # _____ Vcode* _____ Exp. Date _____

* 3 digit number on back of Visa, MC and Discover or 4 digit number on front of AmEx card.

Your Order Total _____ Digital Signature _____

For Faxed Forms Only. Emailed forms will need to process payment details via phone or fax.

BANNER / HANGING SIGNS

Company Name _____

Company Address _____

City _____ State _____ Zip Code _____

Country _____ Ordered by _____

Phone _____ Ext. _____ Fax _____

Email _____ Event Name _____

Booth # _____ On-Site Contact _____ BEO/REF# _____

Deliver Date _____ Time _____

Pickup Date _____ Time _____

CREDIT CARD AUTHORIZATION

Type of Card: ☐ Visa ☐ Mastercard ☐ Amex ☐ Discover

Credit Card Account # _____ Vcode* _____ Exp. Date _____

* 3 digit number on back of Visa, MC and Discover or 4 digit number on front of AmEx card.

The undersigned has read and agrees to all of the terms and conditions, and labor rates of this rental agreement. The undersigned authorizes Encore to charge the above listed credit card for the equipment, labor and/or services detailed in this agreement, and for any client approved add-ons and change orders.

Your Order Total _____ Digital Signature _____



BANNER / HANGING SIGNS

ALL BANNER/SIGN HANG AND RIGGING REQUESTS MUST BE SUBMITTED ONLINE

<https://encoreglobal.com/rigging-portal/>

Terms and Conditions

- Orders must be received 15 business days prior to delivery date or a 30% surcharge will be added.
- Written cancellation of equipment and services must be received by Encore 48-hours prior to delivery time or a cancellation charge of 50% of original order will be applied. All On-site cancellations will be charged 100% of original order.
- Display or exhibitor's on-site representative may supervise these activities.
- Sign must include blueprints or drawings with detailed information which, must include orientation in booth, pick points for hanging, weight of signage and must be submitted five (5) days prior to event.
- Electrical signs must be in working order, structurally sound and in accordance with national electrical codes and regulations.
- Client is responsible for all hardware and assembly of signage unless otherwise contracted in writing.
- Caesars Forum has fixed ceiling rig points. To center signs above booth we may have to build a truss structure to accommodate location at additional charge.
- All Banners / Hanging Signs not picked up after the event will be held by Encore for 24 hours, after which, they will be disposed of properly.
- Note: You should contact your general service contractor for shipping instructions for all hanging signs.
- Electrical Charges are NOT included in Banner / Hanging Sign Prices.

Labor Rates to Hang Signs

Straight Time	(First 8 hours)	\$118.00 per hour
Overtime	(After 8 hours)	\$177.00 per hour
Doubletime	(After 12 hours)	\$236.00 per hour

Caesars Forum nor its subcontractors are responsible for the construction methods and materials used to construct show and or exhibit structures. Rigging contractor for Caesars Forum should make installation connection to facility. Rigging contractor reserves rights to inspect construction and condition of all signage before performing work. Any sign found not structurally sound will not be permitted in the building. Rigging contractor will not be held responsible for any damage or loss of equipment or injury to any person, caused by the installation connection by persons other than their personnel.

National Grocers Association Big Show 2023

February 26—28, 2023

Caesars Forum Convention Center

Las Vegas, Nv



(770) 507-6777
FAX (770) 474-4676
order@tlc-florist.com
www.tlc-florist.com

N•A•T•I•O•N•A•L
convention • plant • services

Exhibitor Name: _____ Booth Representative: _____
Firm, Billing Name: _____ Purchase Order or Reference Number: _____
Booth Number: _____ Credit Card #: _____ Ex Date _____
Billing Address: _____ CVV# _____ **Pay via ACH to avoid cc proc fee, email req to order@tlc-florist.com**
City: _____ State: _____ Zip: _____ Name of Credit Card Holder as shown on card _____
Show Decorator: Hargrove _____
Phone: _____ Fax: _____ Authorized Signature: _____
Cell: _____ Email Address: _____

HOW TO ORDER: Email order to order@tlc-florist.com/ Mail hard copy to: P.O. Box 538, Rex, GA 30273 or 121 Pine Dr., Stockbridge, Ga 30281 / or Fax to (770) 474-4676 Questions? Please email plant@tlc-florist.com or call (770) 507-6777

*** PRICES IN BOLD PRINT ARE DISCOUNT PRICES FOR ORDERS RECEIVED 2 WEEKS PRIOR TO EXHIBITOR MOVE-IN**

FROM SIMPLE AND ELEGANT TO WILD AND COLORFUL! LET A TLC DESIGNER CREATE THE PERFECT LOOK JUST FOR YOU!

If you would like to specify color, size, type flowers, please do so below—**prices start at \$80.00.**

Qty _____ tropical flowers—Price \$ _____ each

Qty _____ Spring flowers—Price \$ _____ each

Color _____

Width _____ Height _____

Additional Request: _____

*Don't know what you want? Just want a splash of color?
Let TLC designers choose your fresh seasonal flowers!*

Qty _____ TLC pick my colors, size, type flowers \$70.00 ea

Visit www.tlc-florist.com for additional sample pictures.
For free design assistance, please call 770-507-6777 or email plant@tlc-florist.com with any questions.

COLORFUL POTS OF VIBRANT FLOWERS!

Seasonal

12"-18"H

\$40.00/\$50.00 each

Qty _____

White _____

Yellow _____

Lavender _____

Orange _____

Pink _____



Azaleas—12"H

\$40.00/\$50.00 each

Qty _____

White _____

Pink _____

Red _____



Bromeliads—12"-18"H

\$40.00/\$50.00 each

Qty _____

Purple _____ Red _____

Yellow _____ Orange _____

TLC Designers can provide the following:

- **Water Features**
- **Fountains**
- **Ponds**
- **Water falls**
- **Swamps**
- **Garden Areas**

Tropical :

(beach scenes;
rain forests)

Seasonal:

(Spring, Fall, Holiday)

Formal :

(serenity garden,
English garden)

- **Border Areas:**

Hedges

(control flow)

Lawn or Golf

(promotional)

Trees

(privacy)

Special services are Available for hospitality Suites, award banquets, And VIP room deliveries.

*See next
page for
green plants.*

Ferns



Ferns
\$40.00/\$50.00 each

Qty ____

Ivy



Ivy—10"H x 10"W
\$40.00/\$50.00 each

Qty ____

Pothos



Pothos—12"H x 12"W
\$40.00/\$50.00 each

Qty ____



770) 507-6777
order@tlc-florist.com
www.tlc-florist.com

3' Green Plants



\$50/\$60.00 each Qty ____

Standard 4' to 6' Green Plants



4' @ \$60/\$70 each Qty ____

5' @ \$70/\$80 each Qty ____

6' @ \$80/\$96 each Qty ____

7' H & Taller plants & Planters
are available
Call 770-507-6777 for price/
availability

Top-dressed with azalea (pictured)
Also available with mum
Choose flower color for flower choice.

For Top-dressing with fern & azalea

__ white, __ pink, __ red

For Top-dressing with fern & mum

__ white, __ yellow, __ lavender



Planters are 2 1/2' long.

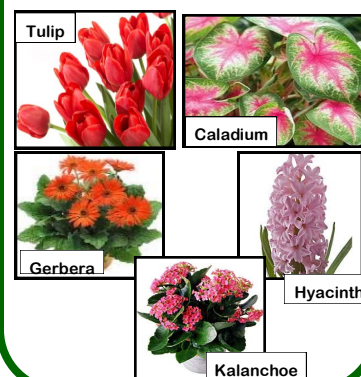


4' @ \$145/\$175 each, Qty ____

5' @ \$155/\$185 each, Qty ____

6' @ \$165/\$200 each, Qty ____

Seasonal Flowering Plants Call for Price & Availability



Rental price includes: Decorative container, top dressing, professional maintenance, installation and pick up. There is a one-time \$10.00 charge for **daily** floral delivery. **ALL ORDERS MUST BE PAID - IN - FULL PRIOR TO SHOW CLOSING.** We accept cash, company check, VISA, MASTERCARD, AMERICAN EXPRESS. Adjustments cannot be made after the close of the show. All rental items remain property of TLC Atlanta Convention Plant Services, Inc.

There is a restocking fee for orders cancelled less than 2 weeks prior to show opening.

Orders placed after the open of an event may be subject to a delivery fee.

Prices subject to change 2 weeks prior to move in.

Order Cost Summary

Select Container
(Included in rental cost)

__ Black __ White

Chrome, Brass, Terra Cotta, & Other
Containers are available.

Please call 770-507-6777 for pricing.

Subtotal ____

8.375% Sales Tax ____

3% CC Proc Fee ____

Request ACH pmt invoice when
emailing this order to avoid 3% fee


Total ____

ORDER FORM


Remit to:

Lowe Rental, Inc.
615 Hwy 74 S,
Peachtree City, GA
30269, USA

 Tel: (770) 461-9001

 Fax: (770) 461-8020

 Email: info@LoweUSA.com

 www.lowerental.com/us

NOTE: 8% Damage Waiver
Applied to ALL Orders.

*No refunds for cancellation
after closing date.

Payment is required prior
to closing date. Equipment
will not be installed unless
payment has been received.
Additional 10% will be
applied to all orders received
after the closing date.

**Placing order by closing
date does not guarantee
availability.**

The NGA Show 2023

February 26 - 28, 2023, Convention
Center: Caesars Forum Convention
Center, 3911 S Koval Ln Las Vegas, NV
89109

THE
ngaSHOW

Order Closing Date: February 12th 2023

NAME OF EXHIBITOR

BOOTH #

ADDRESS

CITY

STATE

ZIP

COUNTRY

PHONE #

FAX #

ORDER CONTACT NAME

EMAIL ADDRESS

SPECIAL REQUEST:

Product insurance is the responsibility of the exhibitor.
Charges include delivery, installation, collection,
and maintenance during the exposition.




LOWE
WORLDWIDE RENTAL SPECIALISTS

MODEL	SIZE & DESCRIPTION	QTY	RENTAL \$	TOTAL \$
REFRIGERATED				
B CORNER	90 Degree Corner Euro Deli Display		2,035.00	
B1	4.3 ft. Euro Deli Curved Glass Display With Refrigerated Under Storage		2,035.00	
B2	6.4 ft. Euro Deli Curved Glass Display With Refrigerated Under Storage		2,255.00	
B3	8.41 ft. Euro Deli Curved Glass Display With Refrigerated Under Storage		2,585.00	
B1 L/G	4.3 ft. Euro Deli Self-Service Display With Refrigerated Under Storage		2,035.00	
B2 L/G	6.4 ft. Euro Deli Self-Service Display With Refrigerated Under Storage		2,255.00	
B3 L/G	8.41 ft. Euro Deli Self-Service Display With Refrigerated Under Storage		2,585.00	
BOD1	23" Glass Door Wine Display - Holds 96 Size 75 Bottles		1,386.00	
BOD MINI	Glass Door Wine Display		660.00	
C1	3.5ft Euro Merchandiser 4 Shelf Display (extra shelves \$20each /Qty)		1,925.00	
C2	4ft Euro Merchandiser 4 Shelf Display (extra shelves \$25each /Qty)		2,035.00	
C3	6ft Euro Merchandiser 4 Shelf Display (extra shelves \$30each /Qty)		2,255.00	
F2 CHILLER	64" Sliding Lid Refrigerator		770.00	
G5	36" Sliding Glass Door Refrigerator		1,732.50	
G4C	30" Single Glass Door Refrigerator		990.00	
G6C	54" Double Glass Door Refrigerator		1,732.50	
G223	2 Bowl Drink Dispenser (23 Liters / 6.3 Gallons Total Capacity)		660.00	
GENOVA 1	42" Refrigerated Open Front Merchandiser		1,925.00	
GENOVA 2	54" Refrigerated Open Front Merchandiser		2,035.00	
H1	4 cu-ft Storage Refrigerator		275.00	
ISOLA 4	56" Cold Buffet Style Display (Stainless Steel Available Upon Request)		1,815.00	
ISOLA 6	81" Cold Buffet Style Display (Stainless Steel Available Upon Request)		2,035.00	
JINNY 104	3ft Slim-Line Deli Curved Glass Display With Refrigerated Under Storage		1,732.50	
JINNY 150	5ft Slim-Line Deli Curved Glass Display With Refrigerated Under Storage		1,980.00	
JINNY 250	8ft Slim-Line Deli Curved Glass Display With Refrigerated Under Storage		2,530.00	
K2T	4 Sided Glass Display With 16.5" Rotating Shelves		1,870.00	
K2TF	4 Sided Glass Display With Wire Shelves		1,870.00	
K3T	6 Sided Glass Display With 22" Rotating Shelves		1,925.00	
KUBO 500R	60" Double Glass Door Display Refrigerator		1,925.00	
L1HARMONY	37" Euro Bakery Display With 3 Fixed Shelves & Lighting On Each Shelf		1,815.00	
L3HARMONY	52.5" Euro Bakery Display With 3 Fixed Shelves & Lighting On Each Shelf		2,035.00	
MANDY 100	40" Open Front Merchandiser 3 Adjustable Shelf Display		1,732.50	
MEMPHIS 90	36" Dual Temperature Zone Merchandiser Display		1,815.00	
MEMPHIS 120	48" Dual Temperature Zone Merchandiser Display		1,925.00	
OASIS 1	43" Square Island Display With Wood Finish & Suitable For Ice		1,925.00	
OASIS 2	55" Square Island Display With Wood Finish & Suitable For Ice		2,145.00	
P360	55" Grab & Go Island Display		2,035.00	
PREP 1	41.5" Stainless Steel Refrigerated Prep Counter		990.00	
PREP 2	67.5" Stainless Steel Refrigerated Prep Counter		1,457.50	
SARA	4ft Open Front Merchandiser 3 Adjustable Shelf Display		1,870.00	
STARLET	24" Counter Top Refrigerator		495.00	
Euro Madera	51" Open Front Merchandiser		2,035.00	
V-150	56" Curved Glass Bakery Display With Adjustable Shelves		1,650.00	
V-200	74" Curved Glass Bakery Display With Adjustable Shelves		2,145.00	

Office Use Only

PAGE 1 SUBTOTAL

MODEL	SIZE & DESCRIPTION	QTY	RENTAL \$	TOTAL \$
HOT				
200H	35.5" Counter Top Hot Self-Service Display		693.00	
B1H	4ft Euro Hot Curved Glass Display With Steam Deck(Bars/Pans by Request)		2,035.00	
CO25	Convection Oven With Stand - Fits 1/2 Size Trays		770.00	
DW	13" 2 Lamp Display Warmer (Pan by Request)		137.50	
ISOLA 4H	56" Hot Bain Marie Buffet Style Display		2,035.00	
MCT	60" Mobile 4 Burner Cook Top		880.00	
MCT-M	60" Mobile 4 Burner Cook Top With Display Mirror		907.50	
MW	Microwave		275.00	
TOP2	23" Counter Top Dual Burner Cook Top		165.00	
DDR	Deep Fryer		330.00	
FROZEN				
200GBT	48" Counter Top Display Freezer		715.00	
B2F	6ft Euro Curved Glass Display Freezer		2,255.00	
D1C	58" Wall Site Display Freezer With 5 Baskets		1,650.00	
DC8	8 Well Ice Cream Dipping Cabinet		1,732.50	
E1	5ft Wall Site Display Freezer		1,870.00	
E2	7ft Wall Site Display Freezer		2,090.00	
E3	6ft Wall Site Display Freezer with Side Visibility		2,090.00	
E4	6ft Wall Site Display Freezer		2,090.00	
F2	47" Sliding Glass Top Freezer With 1 Basket		770.00	
G1C	30" Single Glass Door Freezer		1,457.50	
G6FC	54" Double Glass Door Freezer		1,925.00	
G12	54" Gelato Ice Cream Cabinet		2,255.00	
H2	4 cu-ft Storage Freezer		330.00	
H4IB	24" Counter Top Display Freezer		550.00	
K1T	24" 4 Sided Glass Display Freezer With Fixed Shelves		1,870.00	
K4T	27.5" 4 Sided Glass Display Freezer With 18" Rotating Shelves		1,870.00	
K4TF	27.5" 4 Sided Glass Display Freezer With Fixed Shelves		1,870.00	
KUBO 500F	60" Double Glass Door Display Freezer		2,090.00	
PENGUIN 1	Single Bowl Frozen Drink Display		495.00	
PENGUIN 2	Double Bowl Frozen Drink Display		660.00	
DRY				
200DRY	35" Counter Top Dry Display		495.00	
HWS	2 Person Hand Washing Station		495.00	
I1	40" Insulated Ice Tray With Drain Plug		302.50	
I3	64" Insulated Ice Tray With Drain Plug		330.00	
MS12	23" Electric Meat Slicer		577.50	
MSU	39.5" Mobile Hand Washing Sink		577.50	

EQUIPMENT ACCESSORIES

COMPANY NAME

BOOTH #

SHOW NAME:

Optional Accessories

DESCRIPTION	COST	QTY
Mandy Peg Bar	16.50	
Mandy Pegs	1.10	
Mandy Shelf Circle:Top/Middle/Bottom	16.50	
Sara Peg Bar	27.50	
Sara Pegs	1.10	
Sara Shelf Circle:Top/Middle/Bottom	27.50	
C1 Peg bar	22.00	
C2 Peg Bar	27.50	
C3 Peg Bar	33.00	
C Pegs	1.10	
C1 Shelf	22.00	
C2 Shelf	27.50	
C3 Shelf	33.00	
Gen 1 Peg Bar	22.00	
Gen 2 Peg Bar	27.50	
Gen Pegs	1.10	
Gen 1 Shelf	22.00	
Gen 2 Shelf	27.50	
CO25 Sheet Pans (For stand)	22.00	
CO25 Trays	16.50	
Isola or B1H 1/4 Size Gastronorm Pan	22.00	
Isola or B1H 1/3 Size Gastronorm Pan	27.50	
Isola or B1H 1/2 Size Gastronorm Pan	33.00	
Isola or B1H Full Size Gastronorm Pan	66.00	
Euro Madiera Shelf Circle: Top/Middle/Bottom	27.50	
Euro Madiera Peg Bar	27.50	
Euro Madiera Pegs	27.50	
G4C Extra Shelf	27.50	
G6C Extra Shelf	27.50	
G1C Extra Shelf	27.50	
G6FC Extra Shelf	27.50	

Optional Canopy Graphics

DESCRIPTION	COST	QTY
G4C Canopy Graphics	82.50	
G1C Canopy Graphics	82.50	
G6C Canopy Graphics	110.00	
G6FC Canopy Graphics	110.00	

Optional Accessories at no Extra Charge

DESCRIPTION	QTY
B1 Ice Insert	
B2 Ice Insert	
B3 Ice Insert	
B Corner Ice Insert	
Jinny 104 Ice Insert	
Jinny 150 Ice Insert	
Jinny 250 Ice Insert	
P-360 Ice Insert	
C1 Product Stoppers	
C2 Product Stoppers	
C3 Product Stoppers	
Gen 1 Product Stoppers	
Gen 2 Product Stoppers	
Sara Product Stoppers	
DW Pan	

Total Cost of Accessories:

\$

Please Note: Supply of the above equipment cannot take place without this form being completed and returned to Lowe Rental Inc.

LoweHub™ Order Form



An all-in-one welcome desk, offering increased security, chilled refreshments for hospitality, multiple charging ports and an interchangeable branding site



Feature	Name	Specifications	Features
	Branding site	(HxW) 33.22 x 17.87 in	A poster site that is interchangeable, using magnets to fix the poster firmly to the LoweHub and a plastic sheet to protect the artwork. **Printing not provided**
	x4 Charging ports	x2 13amp plugs & x2 USB sockets	Universal charging ports, suitable to charge 4 devices at once and located out of sight behind roller door for enhanced security.
	Fridge	19.68"x15.82"x16.77" in 20 amps 120 volts 2000 watts	Compact storage refrigerator with sleek design.
	Safe	7.87 x 16.92 x 14.56 in	ElSafe Elite Electronic Safe. Accommodates up to 15" laptop
	Ambient space	4.33 x 10.82 x 14.17 in	Area to store laptops and mobile devices while charging. Also perfect for keeping stationary and other items tidy and out of sight.

Order a LoweHub™

CODE	DESCRIPTION	\$	QTY	TOTAL
LoweHub™	Multi-functional welcome desk unit	324.5		



PAYMENT TYPE: <input type="checkbox"/> CHECK <input type="checkbox"/> BANK WIRE <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DINER'S CLUB <input type="checkbox"/> AMEX					PAGE 1 SUBTOTAL	
CREDIT CARD #			EXP. DATE		PAGE 2 SUBTOTAL	
					Total Cost of Accessories	
NAME ON CARD			SECURITY CODE		LoweHub Total	
					EQUIPMENT TOTAL	
					Damage Waiver 8%	
SIGNING BELOW COMPLETES YOUR ORDER AND IS ACCEPTANCE OF OUR RENTAL TERMS & CONDITIONS, AVAILABLE FROM THE ABOVE OFFICE OR WWW.LOWERENTAL.COM/US					Freight	
					TOTAL	
					RENTAL TAX 8.375%	
PAGE 1 CONTACT NAME SIGNATURE					GRAND TOTAL US \$	
OFFICE USE ONLY	IC	BB	O#	INV#		