

## TABLE OF CONTENTS

### Hargrove, Inc. Services

- ◆ General Information – *show schedules, booth equipment and shipping information*
- ◆ Five-page Hargrove Order Form – Discount Deadline: **Tuesday, October 12, 2010**
- ◆ Hargrove-Supervised Labor Order Form
- ◆ Order Recap Form
- ◆ **Hargrove Rental Booths (HMS)** Flyer & Order Form
- ◆ **Hargrove Standard Furnishings** Brochure & Price List – *including carpeting and cleaning*
- ◆ **Hargrove Specialty Furnishings** Brochure & Price List
- ◆ Hanging Signs & Overhead Structures Order Form
- ◆ Exhibitor Appointed Contractor Form – Deadline for Submission: **Tuesday, October 12, 2010**
- ◆ Union Rules & Regulations
- ◆ Move-Out Information
- ◆ **Material Handling** and **Labor** Price Lists
- ◆ **Hargrove Logistics** Flyer & Quote Form – *official carrier for ground and air shipments*
- ◆ Material Handling Information
- ◆ Material Handling Hints
- ◆ Advance Shipping Labels
- ◆ Direct Shipping Labels
- ◆ Hanging Signs Shipping Labels
- ◆ Limits of Liability
- ◆ Security Guidelines
- ◆ Exhibitor Manual Survey

### Additional Show Services

- ◆ Audio Video & Computer Equipment – **Projection, Inc.**
- ◆ Electrical Service – **Hi-Tech**
- ◆ Internet/Telephone/Cable TV Service – **SmartCity**
- ◆ Plants/Floral – **Urban Jungle**
- ◆ Plumbing (Air/Water/Drain) – **Hi-Tech Electric**
- ◆ Truss/Motorized Lift – **Hi-Tech Electric**

## GENERAL INFORMATION

Page 1 of 2

### Location & Dates

Show Location: **Walter E. Washington Convention Center  
Hall D  
801 Mount Vernon Place, NW  
Washington, DC 20001**

Show Dates: **Friday, October 29 to Saturday, October 30, 2010**

### Exhibitor Move-In

Exhibitors may move in according to the following schedule:

<b>Wednesday, October 27</b>	<b>1:00 PM to 5:00 PM *</b>
<b>Thursday, October 28</b>	<b>8:00 AM to 5:00 PM *</b>

**\* NOTE: After 4:30 PM, overtime rates are in effect. Please refer to the Material Handling and Labor price lists for applicable rates and budget accordingly.**

### Show Hours

<b>Friday, October 29</b>	<b>9:00 AM to 7:00 PM</b>
<b>Saturday, October 30</b>	<b>9:00 AM to 7:00 PM</b>

### Exhibitor Move-Out

Exhibitors may move out according to the following schedule:

<b>** Saturday, October 30</b>	<b>7:00 PM to 11:00 PM</b>
<b>** Sunday, October 31</b>	<b>8:00 AM to 11:00 AM</b>

**\*\* NOTE: All day Saturday and Sunday, overtime rates are in effect. Please refer to the Material Handling and Labor price lists for applicable rates and budget accordingly.**

Outside carriers must be checked in by **10:00 PM** for shipments leaving show site on **Saturday, October 30**, or by **10:00 AM** for shipments going out on **Sunday, October 31**. 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:

8' High Draped <b>Backwall</b> – Color(s):	<b>Red &amp; Gold</b>
3' High Draped <b>Siderails</b> – Color:	<b>Red</b>
1 – 6' Draped <b>Table</b> – Color:	<b>Red</b>
2 – Padded Side <b>Chairs</b>	
1 – <b>Wastebasket</b>	
1 – 7" x 44" <b>Identification Sign</b> with Company Name & Booth Number	

NOTE: *The aisles will be carpeted.* Aisle Carpet Color: **Red**

## GENERAL INFORMATION (cont.)

Page 2 of 2

### Hargrove, Inc. Advance Order Discount Deadline

Hargrove's discount prices apply to orders received with payment in full by no later than:

***Tuesday, October 12, 2010***

For additional information, please call our Exhibitor Services Department at 301-306-4627, or email us at [exhibitorservices@hargroveinc.com](mailto:exhibitorservices@hargroveinc.com).

### Advance Shipping

Advance shipping begins **Thursday, September 23** at **10:00 AM** and ends **Thursday, October 21** at **4:00 PM**.

Advance shipping address:

**(Your Company Name & Booth Number)**  
**Marine Corps Marathon Expo 2010**  
**c/o Hargrove, Inc.**  
**YRC Washington**  
**7600 Preston Drive**  
**Landover, MD 20785**

Advance Warehouse Receiving Hours: Monday–Friday 10:00 AM to 4:00 PM

NOTE: Outbound shipments, at show's close, will be handled on overtime; a 35% overtime charge will apply. Please refer to the Material Handling and Labor price list for applicable rates and budget accordingly.

### Direct Shipping

Direct shipping will begin on **Wednesday, October 27** at **1:00 PM**.

Direct shipping address:

**(Your Company Name & Booth Number)**  
**Marine Corps Marathon Expo 2010**  
**c/o Hargrove, Inc.**  
**Washington Convention Center**  
**Hall D**  
**801 Mount Vernon Place, NW**  
**Washington, DC 20001**



Discount Deadline: Tuesday, October 12, 2010

## ORDER FORM – PAGE 1 OF 5

Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Contact Name:

Address:

(STREET)

(PO BOX)

(CITY)

(STATE/ZIP)

Phone:

Ext.:

Fax:

Email:

**Invoice Adjustment Policy:** Once the show opens, you may obtain a statement of your account at the Hargrove Service Center. Please review all charges and bring any discrepancies to Hargrove's attention prior to the close of the show. NO ADJUSTMENTS WILL BE MADE TO ITEMS APPEARING ON YOUR STATEMENT AFTER SHOW CLOSING. Hargrove, Inc. will issue a final invoice for your account within 15 days of show close. You must bring any invoice discrepancies to Hargrove's attention within 30 days of the invoice date if any adjustments are to be made. Absolutely no exceptions will be made to this policy.

**Payment Policy:** Payment in full must accompany your order. Purchase orders are not considered payment. For your convenience, we accept payment by company check (U.S. dollars drawn on a U.S. bank), wire transfer \* (please call to confirm), Visa, MasterCard, Discover Card, and American Express. Tax-exempt status is granted only when the exhibiting company provides a tax-exempt certificate issued by the state in which the event is being held.

\* Send wire transfers to: Hargrove, Inc., c/o Branch Banking and Trust Company (BB&T Bank), Adamstown, MD 21710 USA; ABA #055003308, Account #0005156137326. 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. SWIFT Code: BRBTUS33

**NOTE: A credit card must be placed on file with Hargrove, Inc.  
(to cover additional expenses incurred at show site).**

**Credit Card on File:** ☐ Visa ☐ MasterCard ☐ Discover Card ☐ American Express

Credit Card Number: \*\*

[illegible]

For purposes of bank validation, please provide the cardholder's complete billing address:

Cardholder's Billing Address: \_\_\_\_\_

(Must be provided if different from address above.)

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

**\*\* For your convenience, Hargrove, Inc. will apply all charges incurred at show site to this card.**

**Order Payment Method:**

☐ Check Enclosed # \_\_\_\_\_ Dated \_\_\_\_/\_\_\_\_/\_\_\_\_ (Ref: 5020309CT) **OR** ☐ Charge the above listed credit card.

**Third-Party Billing:** In the event that you have arranged for an exhibit house to handle your billing, the Third-Party Billing Information Page of this Order Form must be completed. As the exhibitor, you are responsible for all charges incurred at the show, should your display house fail to meet the required payment terms explained above. Please provide third-party billing information on Page 2 of this form.

**ALL EXHIBITORS AND THIRD PARTIES, REGARDLESS OF HOW THEY CHOOSE TO PAY, MUST PLACE A CREDIT CARD ON FILE WITH HARGROVE, INC. PRIOR TO EXHIBITOR MOVE-IN.**

One Hargrove Drive, Lanham, MD 20706 Telephone: 301-306-4627 Fax: 301-731-5438  
[exhibitorservices@hargroveinc.com](mailto:exhibitorservices@hargroveinc.com)



Discount Deadline: Tuesday, October 12, 2010

## ORDER FORM – PAGE 2 OF 5

Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

### **Third-Party Billing Agreement**

As an Exhibitor electing to use third-party billing, I understand and hereby agree that the ultimate responsibility for payment of all charges is mine. Further, I agree to be bound by all terms and conditions as described on the Order Forms in this manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to me, the exhibiting company.

Exhibitor Contact Name:				
Exhibitor Contact Info: <i>(No PO Boxes, please)</i>	Street Address:	City:	State:	Zip:
	Phone: (      )	Fax: (      )	Email:	
<b><i>All invoices are due and payable upon receipt, by either party. By completing this form, you are agreeing to <u>all terms mentioned</u>.</i></b>				
Signature:				Date:

**The items checked below are to be invoiced to the third party:**

☐ **ALL SERVICES**

☐ FURNITURE/CARPET      ☐ SIGNS      ☐ BOOTH CLEANING

☐ MATERIAL HANDLING      ☐ SHIPPING      LABOR: ☐ I&D    ☐ Forklift    ☐ Hanging Sign

Third-Party Name:				
Third-Party Contact:				
Third-Party Contact Info: <i>(No PO Boxes, please)</i>	Street Address:	City:	State:	Zip:
	Phone: (       )	Fax: (       )	Email:	
<b><i>All invoices are due and payable upon receipt, by either party. By completing this form, you are agreeing to <u>all terms mentioned</u>.</i></b>				
Signature:				Date:

**Payment Policy:** Payment in full must accompany your order. Purchase orders are not considered payment. For your convenience, we accept payment by company check (U.S. dollars drawn on a U.S. bank), wire transfer (please call to confirm), Visa, MasterCard, Discover Card, and American Express. Tax-exempt status is granted only when the exhibiting company provides a tax-exempt certificate issued by the state in which the event is being held.

**NOTE: A credit card must be placed on file with Hargrove, Inc.**

**Credit Card on File:**

☐ Visa   ☐ MasterCard   ☐ Discover Card   ☐ American Express

Credit Card Number: \*\*

[illegible]

For purposes of bank validation, please provide the cardholder's complete billing address:

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

**\*\* For your convenience, Hargrove, Inc. will apply all charges incurred at show site to this card.**

**Order Payment Method:**

☐ Check Enclosed # \_\_\_\_\_ Dated \_\_\_\_/\_\_\_\_/\_\_\_\_ (Ref: 5020309CT) **OR** ☐ Charge the above listed credit card.

**ALL EXHIBITORS AND THIRD PARTIES, REGARDLESS OF HOW THEY CHOOSE TO PAY, MUST PLACE A CREDIT CARD ON FILE WITH HARGROVE, INC. PRIOR TO EXHIBITOR MOVE-IN.**

One Hargrove Drive, Lanham, MD 20706 Telephone: 301-306-4627 Fax: 301-731-5438  
[exhibitorservices@hargroveinc.com](mailto:exhibitorservices@hargroveinc.com)

Discount Deadline: Tuesday, October 12, 2010

## ORDER FORM – PAGE 3 OF 5

Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

### A. Standard / Specialty Furnishings (See our product brochures and price lists for product numbers and prices.)

Product #	Description	Color	Qty.	Unit Price	Total Price
<ul style="list-style-type: none"> <li>Discount prices apply only to orders received and paid for in full by the deadline date.</li> <li>Items cancelled after delivery will be refunded 50% of the original price.</li> <li>Drape color choices are <b>Black, Blue, Burgundy, Gold, Grey, Purple, Red, Teal</b> and <b>White</b>.</li> <li><b>If a drape color is not indicated, Hargrove, Inc. will provide show colors.</b></li> </ul>				<b>Subtotal:</b>	
				<b>Tax 6%:</b>	
				<b>TOTAL:</b>	

### B. Carpet (See our Standard Furnishings product brochure and price list for product numbers and prices.)

Product #	Description	Color	Booth Size	Qty. or Sq. Ft.	Unit Price	Total Price
<ul style="list-style-type: none"> <li>Discount prices apply only to orders received and paid for in full by the deadline date.</li> <li>Items cancelled after delivery will be refunded 50% of the original price.</li> <li><u>Standard Carpet</u> is intended for in-line booths up to 10' in depth and up to 40' in length. Color choices are <b>Black, Blue, Burgundy, Grey, Plum, Red, and Teal</b>. For island or peninsula booths, or in-line booths larger than 10' x 40', Special-Cut or Plush Carpet is recommended for color match. Color match is not guaranteed when standard carpet is ordered in multiple pieces.</li> <li>Our 25oz. poly-nylon blend <u>Plush Carpet</u> is available in a variety of colors, including <b>Black, Charcoal, Ivory, Navy, Nu-Blue, Platinum, and Red</b>. Plush Carpet orders are placed immediately upon receipt; therefore, no refunds are issued once your order has been received in our office.</li> <li><b>If a carpet color is not indicated, Hargrove, Inc. will provide show colors.</b></li> </ul>					<b>Subtotal:</b>	
					<b>Tax 6%:</b>	
					<b>TOTAL:</b>	

### C. Vacuuming / Booth Cleaning (See our Standard Furnishings Price List for product numbers and prices. Multiply size of your booth X price per sq. ft. for total price.)

Product #	Description	Booth Size (sq ft)	Unit Price	Total Price
<ul style="list-style-type: none"> <li>All vacuuming, general cleaning and shampooing orders are computed based on the gross square footage of your booth, with a minimum of 100 square feet. A 10% discount applies to all orders of 500 square feet or more.</li> <li>The two options for booth cleaning are ① pre-show only or ② daily for the duration of the show; i.e., if the show is three days, your cleaning order would either be pre-show only (CC1) or daily (CC2) for three days.</li> <li>Hargrove, Inc. is the exclusive cleaning contractor for this show.</li> </ul>			<b>TOTAL:</b>	

**PLEASE NOTE: The tax rate stated herein is the rate in effect at the time of publishing; it can change without notice due to future tax increases as determined by state, county or local taxing authorities.**

Discount Deadline: Tuesday, October 12, 2010

## ORDER FORM – PAGE 4 OF 5

Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

### **Installation / Dismantling Labor & Rigging**

- Orders placed for labor to begin at the start of the workday (usually 8:00 AM) are guaranteed. All other orders will be filled on a will-call basis with an exhibitor's company representative required to check in at the Hargrove Service Desk to claim the available laborer(s).
- All labor orders will be billed at a one-hour minimum. After the first hour, labor will be billed in half-hour increments.
- **Cancellation Policy:** You must give 24-hour notice to cancel any labor order. Labor ordered and not used will be charged as a one-hour "no show" charge per laborer.

\* A **Supervision Fee** is assessed only on Hargrove-supervised labor orders. The supervision fee is the greater of \$50 or 30% of the total labor charges. NOTE: Hargrove, Inc. shall not be responsible for loss, theft or damage to any display installed or dismantled under Hargrove's supervision. Payment of all Hargrove-supervised labor services is the responsibility of the exhibitor. The **Hargrove-Supervised Labor Instruction Form** must accompany an Installation/Dismantling Labor order.

#### **D. Installation Labor & Rigging** (See our Labor price list for product numbers.)

Product # / Type of Labor	Date	Estimated Start Time	# of Workers or Lifts	Est. # Hours per Workers or Lifts	Est. Total Hours	Hourly Rate	Estimated Total Cost
<b>Detail type of Installation work:</b>						<b>Sub-Total:</b>	
						<b>* Supervision Fee:</b>	
						<b>TOTAL:</b>	

#### **E. Dismantling Labor & Rigging** (See our Labor price list for product numbers.)

Product # / Type of Labor	Date	Estimated Start Time	# of Workers or Lifts	Est. # Hours per Workers or Lifts	Est. Total Hours	Hourly Rate	Estimated Total Cost
<b>Detail type of Dismantling work:</b>						<b>Sub-Total:</b>	
						<b>* Supervision Fee:</b>	
						<b>TOTAL:</b>	

#### **F. Signage** (See our Standard Furnishings price list for product numbers and prices.)

Product #	Description	Vertical or Horizontal	Color	Qty.	Unit Price	Total Price
<ul style="list-style-type: none"> <li>♦ Sign orders are filled immediately upon receipt. Therefore, no refunds are issued once your order has been received in our office. Signs ordered at show site will be charged double the published standard price.</li> <li>♦ Please attach a separate page with your sign copy/layout.</li> </ul>					<b>Subtotal:</b>	
					<b>Tax 6%:</b>	
					<b>TOTAL:</b>	



Discount Deadline: Tuesday, October 12, 2010

## ORDER FORM – PAGE 5 OF 5

Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

### G. Material Handling (See our Material Handling price list for product numbers.)

Product #	Description (carton, case, crate, skid, etc.)	# of Pieces	Carrier	# of CWTs.	Price per CWT	Total Price
<ul style="list-style-type: none"> <li>Small package rates apply to shipments with a total weight of 30 pounds or less.</li> <li>Material Handling is billed by the hundredweight, or per CWT, with a <b>2 CWT minimum</b>.</li> <li>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.</li> <li>Each delivery to the dock constitutes a shipment, and is billed accordingly.</li> <li>Shipments received without weight tickets will be weighed and charged special handling rates.</li> </ul>					<b>Subtotal:</b>	
					<b>** Overtime Charge:</b>	
					<b>TOTAL:</b>	

**\*\* Unless designated otherwise, overtime material handling charges apply to any and all shipments handled by Hargrove, Inc. ① before 8:00 AM and/or after 4:30 PM Monday through Friday, and ② all day Saturday, Sunday and designated holidays. An overtime charge applies each time a shipment is handled on overtime, including any shipment received at the advance warehouse and moved to show site on overtime.**

### HOW TO CALCULATE YOUR MATERIAL HANDLING COSTS:

Description of Sample Shipment	Price from Price List	Quantity x Price	Plus Overtime (OT) Charges (if applicable)	Charge for Shipment
657-lb. shipment to <b>advance warehouse</b> rounded to the next hundredweight (cwt.) = 7 cwt.	\$70.00 per cwt.	7 cwt. X \$70.00	\$24.50 per cwt.	\$490.00 \$661.50/OT
2 separate shipments to <b>advance warehouse</b> with total weight of less than 201 lbs. each.	\$140.00 minimum	2 X \$140.00	\$49.00 minimum	\$280.00 \$378.00/OT
321-lb. shipment directly to <b>show site</b> rounded to next hundredweight (cwt.). = 4 cwt.	\$70.00 per cwt.	4 cwt. X \$70.00	\$24.50 per cwt.	\$280.00 \$378.00/OT

**Two of the most expensive mistakes made by exhibitors are ① shipping materials in several shipments or ② shipping via UPS or similar carrier that may split a single shipment into several deliveries to our dock. Both of these can be very costly. Remember, each delivery incurs a minimum charge. See example below:**

#### FREIGHT RECEIVING REPORT:

10/12/10 – 2 Cartons - 65 lbs. - UPS - From USA Press Minimum charge-----\$ 140.00

10/13/10 – 1 Carton - 67 lbs. - UPS - From USA Press Minimum charge-----\$ 140.00

10/14/10 – 3 Cartons - 51 lbs. - UPS - From USA Press Minimum charge-----\$ 140.00

**TOTAL CHARGE: \$ 420.00**

IF ALL THE ABOVE SHIPMENTS HAD ARRIVED ON THE SAME DAY THE CHARGE WOULD BE:

#### FREIGHT RECEIVING REPORT:

10/14/10 – 6 Cartons 183 lbs. - UPS - From USA Press

**TOTAL CHARGE: \$ 140.00**

**You save \$ 280.00 if all materials are received on one carrier as one delivery.**



## HARGROVE-SUPERVISED LABOR INSTRUCTION FORM

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

<b>Exhibitor:</b>		<b>Booth # :</b>	
<b>SET-UP / DISMANTLING / PACKING INFORMATION</b>			
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.			
Comments:			
In case of emergency, please call (name):		Cell Phone #:	
<b>INBOUND SHIPPING INFORMATION</b>			
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):			
<b>OUTBOUND SHIPPING INFORMATION</b>			
<b>At show's close, please ship * my exhibit to:</b>			
Company:		Attn:	
Street:			
City:	State:	Zip:	Phone:
<b>* NOTE: If outbound shipping is to be a split shipment, check here <input type="checkbox"/> and attach specific instructions and addresses.</b>			
<b>Ship my exhibit via:</b> Carrier Name:		Carrier Phone:	
<b>Select service:</b> <input type="checkbox"/> Next Business Day <input type="checkbox"/> 2 <sup>nd</sup> Business Day <input type="checkbox"/> Deferred (3-5 Business Days) <input type="checkbox"/> Ground			
Is this shipment going to another Trade 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**:			
<b>If Designated Carrier fails to show up, Hargrove should:</b> <input type="checkbox"/> RE-ROUTE VIA: <input type="checkbox"/> Ground <input type="checkbox"/> Next Business Day <input type="checkbox"/> 2 <sup>nd</sup> Business Day <input type="checkbox"/> Deferred (3-5 Business Days) <input type="checkbox"/> Return shipment to warehouse at exhibitor's expense		<b>** NOTE: Exhibitor is responsible for contacting any carrier except those recommended in this manual. Hargrove will not be responsible for literature/ products not properly packed and labeled by exhibit personnel.</b>	

**I understand that Hargrove, Inc. 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: A 24-hour notice is required to cancel supervision labor. Supervisor labor ordered and not used will be charged as a one-hour "no show" charge.**

Authorized Signature

Print Name

Date

## ORDER RECAP FORM

1. Please complete the information requested and return payment in full with this form and your orders.
2. You may choose to pay by credit card or check. You must complete Page 1 of the five-page Order Form in this manual regardless of payment method.
3. If you are paying by check, please make check payable to **Hargrove, Inc.** Mail your check and all applicable forms to:

**Hargrove, Inc.**  
**One Hargrove Drive**  
**Lanham, MD 20706**

4. If you are paying by credit card, you may fax your forms to 301-731-5438. You will receive an automated fax confirmation of receipt of your order.

### CALCULATION OF ORDERS (Totals from **Hargrove, Inc. Order Form**):

<b>Standard/Specialty Furnishings Rental</b>	.....	\$
<b>Booth Carpet Rental</b>	.....	\$
<b>Vacuuming/Booth Cleaning</b>	.....	\$
<b>Signs &amp; Banners</b>	.....	\$
<b>Freight/Material Handling Order</b>	.....	\$
<b>Labor/Rigging Order</b>	.....	\$
<b>Hargrove Modular System (HMS) Rental</b>	.....	\$
<b>Hargrove Logistics Shipping Order</b>	.....	\$
<b>Other Hargrove Services:</b>	.....	\$
<b>TOTAL DUE TO HARGROVE, INC.</b>		\$

### Payment Method:

- ☐ **Credit Card** (provide card information on Page 1 of five-page Order Form)
- ☐ **Check Enclosed** # \_\_\_\_\_ Dated \_\_\_\_/\_\_\_\_/\_\_\_\_ (Ref: 5020309CT) in the amount of \$ \_\_\_\_\_

**NOTE: Exhibitors paying by check are still required to provide a Credit Card Authorization as guarantee of payment for additional charges; see Page 1 of five-page Order Form.**

<b>COMPANY:</b>				<b>BOOTH #:</b>	
<b>ADDRESS:</b>				<b>CONTACT NAME:</b>	
<b>ADDRESS:</b>				<b>SIGNATURE:</b>	
<b>CITY:</b>				<b>PHONE #:</b>	
<b>STATE:</b>		<b>ZIP:</b>		<b>FAX #:</b>	
<b>COUNTRY:</b>				<b>EMAIL:</b>	

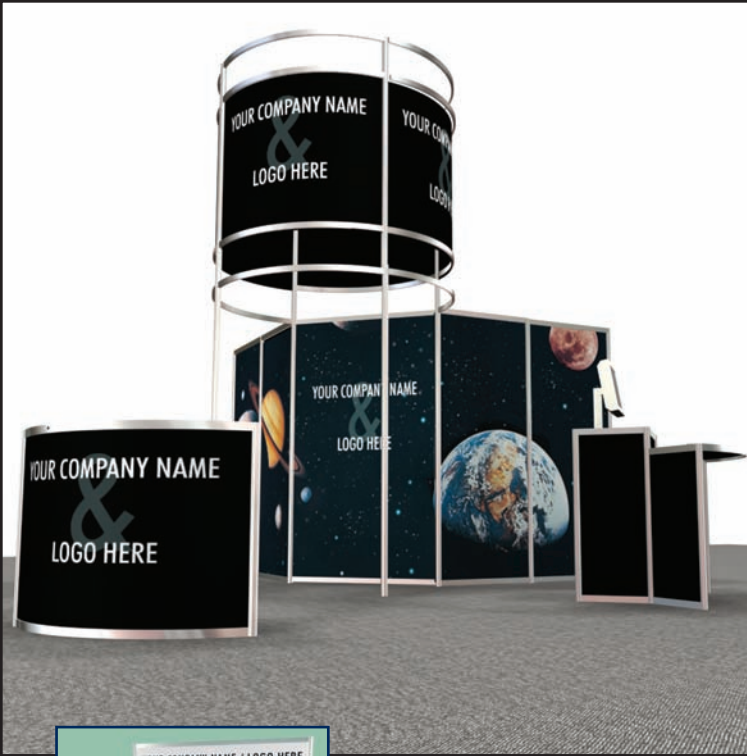
Thank you for your order! If we can be of further assistance, or you need additional information, please call us at 301-306-4627 or email us at [exhibitorservices@hargroveinc.com](mailto:exhibitorservices@hargroveinc.com).

# Hargrove Modular System (HMS)

Create an effective booth for your next trade show with a turnkey, cost-effective Hargrove Modular System (HMS). Choose one of the standard HMS configurations shown here or "build-a-booth" using the components shown. Enhance your booth with a variety of accessories, carpeting, graphics and lighting available through Hargrove, Inc.

## Every HMS rental booth includes...

- All shipping and drayage charges for HMS booth
- Installation and dismantle labor for HMS booth
- White hardwall panels
- Standard carpet (except HMSTT - Table Top Display)
- Standard header copy (company name or other text)
- Daily vacuuming



### Table-Top Display

- Header with company name
- 8' draped table



### 10' Booth

- Header with company name
- 3 flat shelves



### 10' Booth with 3' Side Panels

- Header with company name
- 3 flat shelves
- 1m cabinet



### 20' Booth with 3' Side Panels

- 3 headers for additional advertising space
- 6 flat shelves
- 2m cabinet



### 20' Booth with 3' Side Panels

- Header with angular ends for better visibility
- 6 flat shelves
- 1m cabinet



### 20' Booth with Storage Space and Curved Side Panels

- Curved headers
- 3 flat shelves
- 1m cabinet



### 20' x 20' Island Booth

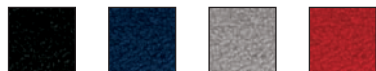
- Curved perimeter headers
- 2m x 2m lockable storage area
- 4 curved corner display counters

## standard carpet colors



Optional Plush Carpet is available in a rainbow of colors.

## optional panel colors



Standard panels are white hardwall, upgraded velcro-compatible panels are available in black, blue, grey or red.

# Hargrove Modular System (HMS)

order online or use the attached order form  
[www.hargroveinc.com](http://www.hargroveinc.com)

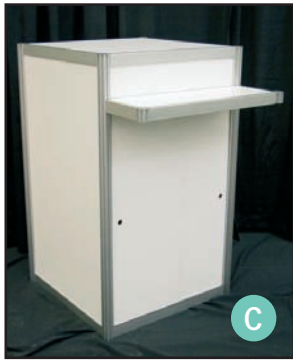
Enhance your booth with optional accessories (also available in velcro-compatible panels)



A



B



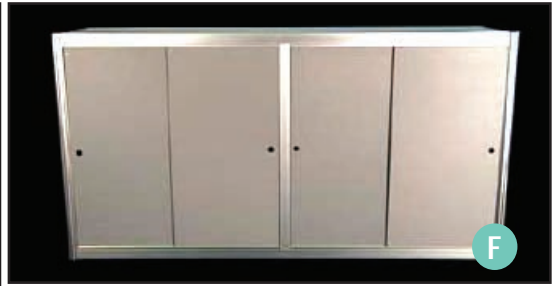
C



D



E



F



G

**Booth lighting enhances  
your display.**  
(See order form for details.)



H

A. 40" w x 22" d x 42" h Cabinet

B. 40" w x 22" d x 60" h Literature Bin

C. 29" w x 29" d x 48" h Computer/Monitor Stand

D. 62" w x 22" d x 42" h Curved Counter

E. 40" w x 22" d x 96" h (42" counter) Cabinet w/ Header

F. 80" w x 22" d x 42" h Cabinet

G. 72" w x 18" d x 42" h Illuminated Display Showcase

H. Stem Lights

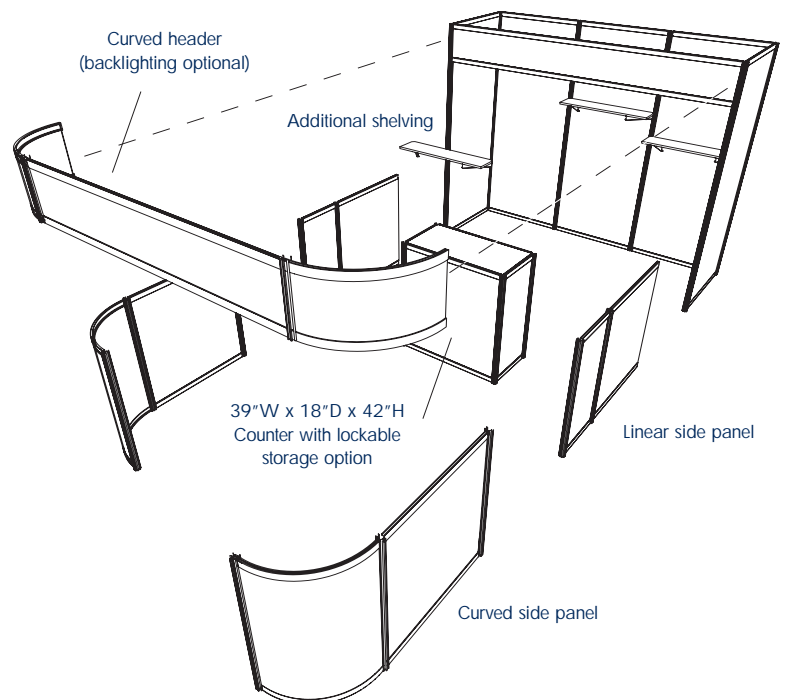
For inline exhibitors, flexibility means choosing just the right combination of elements to best meet your show objectives.

Hargrove invites you to "build-your-own" booth, or select a turn-key exhibit solution from our inventory of popular configurations.



**HARGROVE** INC.  
TRADE SHOWS

One Hargrove Drive  
Lanham, MD 20706  
P: 301-306-4627  
F: 301-731-5438  
[www.hargroveinc.com](http://www.hargroveinc.com)




Discount Deadline: Tuesday, October 12, 2010


## HARGROVE MODULAR SYSTEM (HMS) ORDER FORM


Fulfill your exhibit needs with an economical, turnkey HMS rental booth! Check the box below the HMS rendering of your choice and make all the appropriate selections for that HMS booth. Complete and return both pages of this HMS Order Form to place your order.

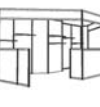
PAGE 1 OF 2


COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

 <input type="checkbox"/> <b>HMS TT</b> (stdr001A) Discount: \$705 Standard: \$987	Header Copy (print):	
	Header Copy Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red	Optional Logo: \$95 / \$133 <input type="checkbox"/> Add logo (Include logo with order or email to <a href="mailto:exhibitorservices@hargroveinc.com">exhibitorservices@hargroveinc.com</a> .)
	Table Skirt Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Red <input type="checkbox"/> Silver <input type="checkbox"/> White	
	Optional Velcro-Compatible Panels: \$128 / \$179 <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Red	

 <input type="checkbox"/> <b>HMS 10A</b> (stdr002A) Discount: \$1,665 Standard: \$2,331	Header Copy (print):	
	Header Copy Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red	Optional Logo: \$95 / \$133 <input type="checkbox"/> Add logo (Include logo with order or email to <a href="mailto:exhibitorservices@hargroveinc.com">exhibitorservices@hargroveinc.com</a> .)
	Standard Carpet Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Grey <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> Teal (Plush Carpet available for an additional charge; see Furniture & Accessories for available colors.)	
	Optional Velcro-Compatible Panels: \$321 / \$449 <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Red	

 <input type="checkbox"/> <b>HMS 10B</b> (stdr003A) Discount: \$2,115 Standard: \$2,961	Header Copy (print):	
	Header Copy Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red	Optional Logo: \$95 / \$133 <input type="checkbox"/> Add logo (Include logo with order or email to <a href="mailto:exhibitorservices@hargroveinc.com">exhibitorservices@hargroveinc.com</a> .)
	Standard Carpet Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Grey <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> Teal (Plush Carpet available for an additional charge; see Furniture & Accessories for available colors.)	
	Optional Velcro-Compatible Panels: \$321 / \$449 <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Red	

 <input type="checkbox"/> <b>HMS 20A</b> (stdr006A) Discount: \$4,163 Standard: \$5,828	Left Header Copy (print):	
	Center Header Copy (print):	
	Right Header Copy (print):	
	Header Copy Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red	Optional Logo: \$95 ea. / \$133 ea. <input type="checkbox"/> Add logo(s) (Include logo with order or email to <a href="mailto:exhibitorservices@hargroveinc.com">exhibitorservices@hargroveinc.com</a> .)
	Standard Carpet Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Grey <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> Teal (Plush Carpet available for an additional charge; see Furniture & Accessories for available colors.)	
	Optional Velcro-Compatible Panels: \$544 / \$762 <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Red	

 <input type="checkbox"/> <b>HMS 20B</b> (stdr007A) Discount: \$3,801 Standard: \$5,321	Header Copy (print):	
	Header Copy Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red	Optional Logo: \$95 ea. / \$133 ea. <input type="checkbox"/> Add logo(s) (Include logo with order or email to <a href="mailto:exhibitorservices@hargroveinc.com">exhibitorservices@hargroveinc.com</a> .)
	Standard Carpet Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Grey <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> Teal (Plush Carpet available for an additional charge; see Furniture & Accessories for available colors.)	
	Optional Velcro-Compatible Panels: \$544 / \$762 <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Red	

15 - Effective 8/09

See Page 2 of this Order Form for additional HMS, HMS Accessories, and payment/ordering information.  
**NOTE:** Due to material and labor costs, orders cancelled before move-in begins will be charged 50% of the original price; orders cancelled after move-in begins are non-refundable.

One Hargrove Drive, Lanham, MD 20706 Telephone: 301-306-4627 Fax: 301-731-5438  
[exhibitorservices@hargroveinc.com](mailto:exhibitorservices@hargroveinc.com)





Discount Deadline: *Tuesday, October 12, 2010*

# HARGROVE MODULAR SYSTEM (HMS) ORDER FORM

**PAGE 2 OF 2**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

 <p><b><input type="checkbox"/> HMS 20C</b> (stdr009A) Discount: \$5,380 Standard: \$7,532</p>	Header Copy (print):	
	Header Copy Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red	Optional Logo: \$95 ea. / \$133 ea. <input type="checkbox"/> Add logo(s) (Include logo with order or email to <a href="mailto:exhibitorservices@hargroveinc.com">exhibitorservices@hargroveinc.com</a> .)
	Standard Carpet Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Grey <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> Teal (Plush Carpet available for an additional charge; see Furniture & Accessories for available colors.)	
	Optional Velcro-Compatible Panels: \$544 / \$762	<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Red

 <p><b>□ HMS 40A</b> (stdr040A) Discount: \$6,679 Standard: \$9,351</p>	Header 1 Copy (print):	
	Header 2 Copy (print):	
	Header 3 Copy (print):	
	Header 4 Copy (print):	
	Header Copy Color:	<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red
Standard Carpet Color:	<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Grey <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> Teal (Plush Carpet available for an additional charge; see Furniture & Accessories for available colors.)	
Optional Velcro-Compatible Panels: \$544 / \$762		<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Red

## Optional HMS Accessories

ITEM	DESCRIPTION	PRICE Advance/Standard	QTY	TOTAL
<input type="checkbox"/> HMS-A	Cabinet (40"w x 22"d x 42"h)	\$365 / \$511		
<input type="checkbox"/> HMS-B	Literature Bin (40"w x 22"d x 60"h)	\$353 / \$494		
<input type="checkbox"/> HMS-C	Computer/Monitor Stand (29"w x 29"d x 48"h)	\$513 / \$718		
<input type="checkbox"/> HMS-D	Curved Counter (62"w x 22"d x 42"h)	\$439 / \$614		
<input type="checkbox"/> HMS-E	Cabinet with Header (40"w x 22"d x 96"h – counter: 42"h)	\$500 / \$700		
<input type="checkbox"/> HMS-F	Cabinet (80"w x 22"d x 42"h)	\$480 / \$672		
<input type="checkbox"/> HMS-VP	Velcro-Compatible Panels (for HMS units above): <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Red	\$110 / \$154		
<input type="checkbox"/> HMS-G	Illuminated Display Case (electricity required – 72"w x 18"d x 42"h)	\$506 / \$708		
<input type="checkbox"/> HMS-H	Stem Light (electricity required)	\$71 / \$99		
<input type="checkbox"/> HMS-I	Slanted Shelf (39" wide)	\$77 / \$108		
<input type="checkbox"/> HMS-J	Flat Shelf (39" wide)	\$51 / \$71		

**HMS Rental Price \$ \_\_\_\_\_ plus Options/Accessories \$ \_\_\_\_\_ = Subtotal \$ \_\_\_\_\_ x 6% Tax = TOTAL: \$ \_\_\_\_\_**

**Payment Method:**

☐ **Credit Card** (check card type & complete info below): ☐ Visa ☐ MasterCard ☐ Discover ☐ AMEX

☐ **Check:** # \_\_\_\_\_ Dated \_\_\_\_/\_\_\_\_/\_\_\_\_ in the amount of \$ \_\_\_\_\_

**NOTE:** Exhibitors paying by check are still required to provide credit card information as guarantee of payment for additional/onsite charges:

**Credit Card Number:**[illegible]

Cardholder:

Signature:

For purposes of bank validation, please provide the 5-digit zip code of the cardholder's billing address:

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# HARGROVE

TRADE SHOWS | EVENTS | CUSTOM EXHIBITS

## EXHIBITOR CATALOGUE

Greetings from your Hargrove Exhibitor Services Team! We are standing by to help ensure you have a productive exhibitor experience on show site. Please contact us if you have questions or need more information. We look forward to doing whatever it takes to help you.

**See you at the show!**



## Standard Furnishings, Carpeting & Cleaning Price List



Discount Deadline:

**Tuesday, October 12, 2010**

Description	Product #	Advance Price	Standard Price
<b>Standard Tables &amp; Drapery *</b>			
Round Table - 18" high x 30"	E	\$ 124	\$ 174
Round Table - 30" high x 30"	F	\$ 124	\$ 174
Round Table - 42" high x 30"	G	\$ 124	\$ 174
4'L x 2'W x 30"H Draped Table	H4	\$ 95	\$ 133
6'L x 2'W x 30"H Draped Table	H6	\$ 113	\$ 158
8'L x 2'W x 30"H Draped Table	H8	\$ 130	\$ 182
4'L x 2'W x 42"H Draped Display Counter	I4	\$ 113	\$ 158
6'L x 2'W x 42"H Draped Display Counter	I6	\$ 130	\$ 182
8'L x 2'W x 42"H Draped Display Counter	I8	\$ 148	\$ 207
4'L x 2'W x 30"H Undraped Table	HU4	\$ 59	\$ 83
6'L x 2'W x 30"H Undraped Table	HU6	\$ 77	\$ 108
8'L x 2'W x 30"H Undraped Table	HU8	\$ 95	\$ 133
4'L x 2'W x 42"H Undraped Display Counter	IU4	\$ 77	\$ 108
6'L x 2'W x 42"H Undraped Display Counter	IU6	\$ 95	\$ 133
8'L x 2'W x 42"H Undraped Display Counter	IU8	\$ 113	\$ 158
4th-Side Table Drape (30" high)	HALL	\$ 39	\$ 55
4th-Side Display Counter Drape (42" high)	IALL	\$ 39	\$ 55
4' Table Riser Draped	DR4	\$ 69	\$ 96
6' Table Riser Draped	DR6	\$ 82	\$ 114
3' Siderail Draping (per linear ft)	SR1	\$ 8	\$ 12
8' Backwall Draping (per linear ft)	B1	\$ 11	\$ 15
<b>Standard Chairs</b>			
Barstool	Q	\$ 75	\$ 104
Chair - Arm	P	\$ 73	\$ 103
Chair - Side (Armless)	O	\$ 60	\$ 85
<b>Accessories</b>			
Bag Rack - Slanted	M	\$ 77	\$ 108
Bag Rack - Straight	L	\$ 77	\$ 108
Coat Tree	K	\$ 33	\$ 46
Easel	A	\$ 43	\$ 60
Fish Bowl	T	\$ 12	\$ 17
Literature Rack	C	\$ 120	\$ 167
Posterboard - Horizontal (8' x 4')	R	\$ 159	\$ 222
Posterboard - Vertical (4' x 8')	S	\$ 159	\$ 222
Sign Holder (Vertical - 22" x 28")	B	\$ 92	\$ 129
Stanchion - Chrome (per stanchion)	N	\$ 77	\$ 108
Stanchion - Chrome Velour Rope (8 ft length)	N1	\$ 43	\$ 60
Stanchion - Retractable, w/ Black Belt	N3	\$ 91	\$ 128
Wastebasket	J	\$ 19	\$ 27

\* Indicate Drape and/or Carpet color(s) on order form.

Description	Product #	Advance Price	Standard Price
Cleaning			
Vacuum/Cleaning - Preshow Only (per sq ft)	CC1	\$ 0.37	\$ 0.51
Vacuum/Cleaning - Daily (per sq ft)	CC2	\$ 0.69	\$ 0.96
Shampooing (sq ft per day)	CC3	\$ 0.56	\$ 0.78
Porter** Service: up to 600 sq ft (per day)	CC4	\$ 101	\$ 141
Porter** Service: 600-1600 sq ft (per day)	CC5	\$ 124	\$ 174
Porter** Service: over 1600 sq ft (per day)	CC6	Call for Quote	
Carpet *			
10' x 10' Standard Carpet	C1	\$ 148	\$ 207
10' x 20' Standard Carpet	C2	\$ 296	\$ 415
10' x 30' Standard Carpet	C3	\$ 444	\$ 622
10' x 40' Standard Carpet	C4	\$ 592	\$ 829
Special-Cut Carpet: up to 600 sq ft (per sq ft)	C5	\$ 2.55	\$ 3.57
Plush Carpet: up to 600 sq ft (per sq ft)	C6	\$ 3.61	\$ 5.06
Special-Cut or Plush Carpet: over 600 sq ft	CSP	Call for Quote	
Carpet Padding (per sq ft)	C7	\$ 1.21	\$ 1.69
Carpet Poly (per sq ft)	C8	\$ 0.43	\$ 0.60
Signage			
7" x 11" sign on white card stock	SB1	\$ 36	\$ 71
11" x 14" sign on white card stock	SB2	\$ 47	\$ 95
7" x 44" sign on white card stock	SB3	\$ 47	\$ 95
14"x 22" sign on white card stock	SB4	\$ 59	\$ 118
14" x 44" sign on white card stock	SB5	\$ 71	\$ 142
22" x 28" sign on white card stock	SB6	\$ 77	\$ 154
28" x 44" sign on white card stock	SB7	\$ 113	\$ 225
Vinyl Banner (per sq ft)	SB8	Call for Quote	
Insite® BioBoard™ Panel (up to 4' x 8')	SB9	Call for Quote	
Logo Reproduction	SB10	\$ 95	\$ 190
Easel Back	SB13	\$ 6	\$ 12

\*\*Porter Service = empty wastebaskets/remove trash periodically during show hours.

Insite® BioBoard™ is a biodegradable, non-toxic 1/2" thick material perfect for panel/large-sign printing. It provides for equal or better printed panels at a competitive price point -- all while being eco-friendly.

**Additional items may be available;  
please call our Exhibitor Services Department at 301-306-4627.**

NOTE: Standard Carpet is intended for in-line booths up to 10' in depth and up to 40' in length. For island or peninsula booths, or in-line booths larger than 10' x 40', Special-Cut or Plush Carpet is needed for color match. Color match is not guaranteed when Standard Carpet is ordered in multiple pieces.

Place your order for these items using the five-page Order Form in this service manual.  
Orders received after the Discount Deadline are subject to availability.

# SEATING

When you need seating for a product demonstration, one-to-one sit down with a client or seating for a presentation, Hargrove offers a variety of seating options to suit your needs and booth style. Standard seating is depicted. Contact us today for more seating options.

- **Padded Side Chair**

30" tall x 18 1/2" wide x 22" deep

- **Padded Arm Chair**

30" tall x 22 1/2" wide x 22" deep

- **Barstool**

42 1/2" tall x 19 1/2" wide x 20 1/2" deep



Need something not included in our Catalogue?

PAGE 1

## TABLES

At Hargrove we know that displaying your company's products and materials effectively is an important consideration as you ensure your exhibit program is successful. You may also want to create a space for your sales team to chat with clients or offer give aways. The Hargrove inventory includes a variety of standard and special order tables and counters to ensure your exhibit program's success. Need more options? Contact us today.

- Round Tables

18" tall x 30" in diameter

30" tall x 30" in diameter

42" tall x 30" in diameter



- Draped

Table: 30" tall x 24" wide

Counter: 42" tall x 24" wide



- Undraped

Table: 30" tall x 24" wide

Counter: 42" tall x 24" wide

**Note:** Four, six and eight foot tables available.

Need something not included in our Catalogue?

PAGE 2

# TABLE DRAPERY

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

**Note:** Actual colors may vary from catalogue. Some colors not available for certain shows.



Black



Blue



Teal



Purple



Burgundy



Red



Gold



Grey



White

Need something not included in our Catalogue?

PAGE 3

# COUNTERS

Need a cabinet or display case that can incorporate your graphics or includes lighting? Hargrove offers a variety of systems to enhance your exhibit space and a few of our options are included here.



- Large Cabinet

41 1/4" tall x 80 1/2" wide  
x 21 5/8" deep



- Small Cabinet

41 1/4" tall x 41 1/8" wide  
x 21 5/8" deep



- Illuminated Display Case

41 1/4" tall x 79 7/16" wide  
x 20 7/16" deep

*Note: electricity required*



- Curved Counter

41 1/4" tall x 62" wide  
x 21 5/8" deep

Need something not included in our Catalogue?

PAGE 4

# COST-EFFECTIVE RENTAL BOOTH SOLUTIONS

Interested in learning more about our money-saving booth solutions? Our team is standing by to ease the stress and cost of planning your exhibit.

## Benefits of Using HMS

- Consolidate costs and preparation time
- Achieve a custom look at a ready-made price
- Simply add products, literature and booth personnel to complete your exhibit



## Custom Rental Exhibits

Need a custom rental exhibit that stops attendees' in their tracks? Hargrove's award-winning exhibits team is ready to help take your exhibit program to the next level — at an affordable cost.



Need something not included in our Catalogue?

PAGE 5



# SIGNAGE AND GRAPHICS

Need to announce a presentation, showcase in-booth talent, schedule or promote a new product line? Hargrove can help you with all of your graphics needs in advance of show or on show site.

## Hargrove Signage and Graphics Benefits

- 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



### • Standard Card Stock Signs

7" x 11"  
11" x 14"  
7" x 44"  
14" x 22"  
14" x 44"  
22" x 28"  
28" x 44"

Need something not included in our Catalogue?

PAGE 6



# ACCESSORIES

Ensuring your exhibit's success is more important than ever before. 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" tall x 29.5" wide  
x 27" deep



- **Literature Rack**

60" tall x 10.75" wide  
x 14" deep



- **Sign Holder**

28" tall x 22" wide



- **Straight Bag Rack**

49" to 70" tall x  
12" wide x 25" deep



- **Wastebasket**

16" tall x 11" wide x 9" deep



- **Slanted Bag Rack**

49" to 70" tall x 12" wide  
x 25" deep



- **Retractable Stanchion**

42" tall,  
14" diameter base



- **Chrome Stanchion**

42" tall,  
14" diameter base



- **Posterboard (horizontal)**

4' tall x 8' wide



- **Posterboard (vertical)**

8' tall x 4' wide



- **Fish Bowl**

Need something not included in our Catalogue?

PAGE 7

# CARPET

The details matter. Materials used in your booth must compliment your brand, products and services. Hargrove offers an unlimited range of carpet colors and padding to ensure your booth impresses attendees.

## Standard



Black



Blue



Burgundy



Grey



Plum



Red



Teal

## Plush



Black



Charcoal



Ivory



Navy



Nu-Blue



Platinum



Red

## CARPET DETAILS

- Custom colors available
- Plush carpet orders include protective clear plastic covering at no additional charge.
- We recommend special cut or plush carpet for island, peninsula or inline booths larger than 10' x 40' for color matching.
- 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.
- Discounts available for booths 600 square foot or larger. Call today for a quote.
- Colors may vary.
- Some colors not available for certain shows.

Need something not included in our Catalogue?

PAGE 8



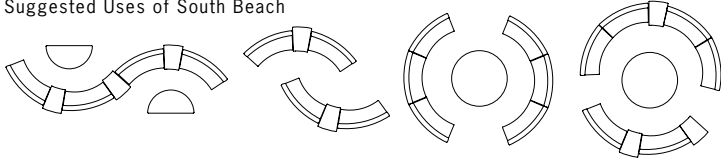
HARGROVE<sup>INC</sup>

p r o d u c t   g a l l e r y



S02

Suggested Uses of South Beach



south beach



S01

OTS



OCA

t-vac



SC9

panton

Complementary Items for South Beach Include:

C1E Silverado Cocktail Table  
E1E Silverado End Table  
WTN 36" Graphite Bar Table, Tulip Chrome Base  
BSN Jetson Barstool

CG1 Manhattan Glass, Black Table  
SC6 Manhattan Oyster Side Chair  
OTH Black Leather Cube  
PWB Black and Red Pinwheel Ottoman



SED



COD



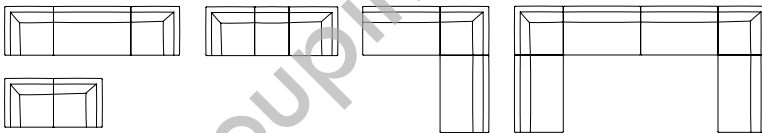
LSD



CHD

newport

Suggested Uses of Newport



Complementary Items for Newport Include:

C1D Soho Cocktail Table  
E1D Soho End Table  
BS3 Grey Ohio Barstool  
BR1 Martini Bar



SOK

rio



CHK

Complementary Items for Rio Include:

Ottomans  
C1K Inspiration Cocktail Table  
E1K Inspiration End Table  
SC1 New York Maple, Chrome Chair

## cappuccino



## astro



Complementary Items for Astro Include:

LAE Orange Lumalight Lamp  
CD1 Soho Table

Complementary Items for Marrakesh Include:

VTK 30" Maple Bar Table, Standard Black Base  
BSL Gin Barstool  
XC4 Altura High Back Chair

## marrakesh



## key west



## lisbon



## memphis

(see descriptions for actual size)

Complementary Items for Key West Include:

C1M Visions Cherry Cocktail Table  
E1M Visions Cherry End Table  
CF1 42" Black Geo Conference Table  
SC3 Black Brewer Chair  
WTB 30" Brushed Red Bar Table, Tulip Chrome Base  
BS2 Black Ohio Barstool  
LAF Red Lumalight Lamp

Complementary Items for Memphis Include:

E1W Sydney End Table – White  
E1Y Sydney End Table – Black  
LA1 Pewter Floor Lamp  
OSC Cube, White Leather  
OTH Cube, Black Leather

Complementary Items for Lisbon Include:

C1C Chrome Geo Cocktail Table  
E1C Chrome Geo End Table  
LA1 Pewter Floor Lamp  
CE1 42" Chrome Geo Conference Table  
SC8 Flex Chair, With Wheels  
ET2 Black Etagere

## Sofas & Sectionals



S01



SOC



SOQ



SON



SOK



SOM



MPS



S02



SED

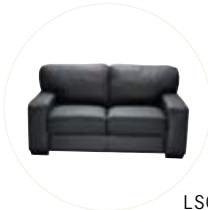
## LoveSeats



LSD



LSM



LSC

## Club Chairs



CHD



COD



CHC



MPC



CHK



CHQ



CHN

### Sofas & Sectionals

**S01** South Beach Sofa  
Platinum Suede  
69"L 29"D 33"H

**SOC** Lisbon Sofa  
Black Leather  
88"L 36"D 34"H

**SOQ** Astro Sofa  
Cream  
83"L 36"D 29"H

**SON** Marrakesh Sofa  
Light Beige  
84"L 37"D 34"H

**SOK** Rio Sofa  
Blue Suede  
76"L 34"D 33"H

**SOM** Key West Sofa  
Black  
85"L 35"D 33"H

**MPS** Memphis Sofa (Mini Size)  
Black  
55"L 31"D 28"H

**S02** South Beach 3 pc.  
Sectional Platinum Suede  
152"L 40"D 33"H

**SED** Newport 3 pc. Sectional  
Charcoal Leather  
113"L 34"D 33"H

### LoveSeats

**LSD** Newport Loveseat  
Charcoal Leather  
54"L 34"D 33"H

**LSM** Key West Loveseat  
Black  
57"L 35"D 33"H

**LSC** Lisbon Loveseat  
Black Leather  
64"L 36"D 34"H

### Club Chairs

**CHD** Newport Armless Chair  
Charcoal Leather  
24"L 34"D 33"H

**COD** Newport Corner  
Charcoal Leather  
34"L 34"D 33"H

**CHC** Lisbon Chair  
Black Leather  
40"L 36"D 34"H

**MPC** Memphis Chair (Mini Size)  
Black  
27.25"L 31.75"D 27.5"H

**CHK** Rio Chair  
Blue Suede  
39"L 34"D 33"H

**CHQ** Astro Chair  
Cream  
36"L 36"D 29"H

**CHN** Marrakesh Chair  
Light Beige  
34"L 37"D 38"H



## Occasional Chairs



CCE



OCA



OCH



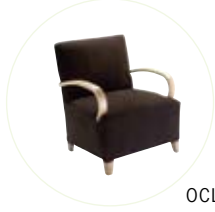
OCW



OCU



OCB



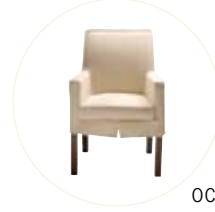
OCL



OCY



OCC



OCZ



OCR

## Ottomans



OTS



OTQ



OTN



OTP



OTM



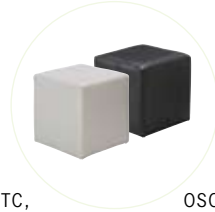
OSA



OSB



OTE, OTC,  
OTD



OSC, OTH



OTK



OTL



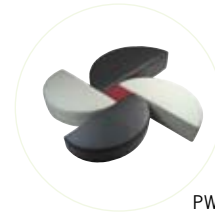
CCZ



CCB



CCW



PWM



PWB

### Occasional Chairs

**CCE** Ice Chair  
Transparent, Chrome  
17.25"L 20"D 32"H

**OCA** T-Vac Chair  
Translucent, Chrome  
25"L 23"D 30"H

**OCH** Barcelona Chair  
Black Leather  
30"L 30"D 31"H

**OCW** Barcelona Chair  
White Leather  
30"L 30"D 31"H

**OCU** Globus Chair  
White Leather, Chrome  
28"L 26"D 28"H

**OCB** Key West Tub Chair  
Black  
31"L 31"D 31"H

**OCL** Cappuccino Chair  
Chocolate  
29"L 29"D 34"H

**OCY** Stage Chair  
Onyx  
24"L 26"D 36"H

**OCC** Stage Chair  
Camel  
24"L 26"D 36"H

**OCZ** Stage Chair  
Beige  
24"L 26"D 36"H

**OCR** Stage Chair  
Red  
24"L 26"D 36"H

### Ottomans

**OTS** South Beach Ottoman  
Wedge, Platinum Suede  
25"L 31"D 18"H

**OTQ** Square Ottoman  
White Leather  
40"L 40"D 17"H

**OTN** Bench Ottoman  
White Leather  
24"L 60"D 17"H

**OTP** Square Ottoman  
Black Leather  
40"L 40"D 17"H

**OTM** Bench Ottoman  
Black Leather  
24"L 60"D 17"H

**OSA** Oval Ottoman  
Black  
52"L 32"D 19"H

**OSB** Oval Ottoman  
White  
52"L 32"D 19"H

**OTE** Cube  
Raspberry  
17"L 17"D 18"H

**OTC** Cube  
Lemon  
17"L 17"D 18"H

**OTD** Cube  
Blueberry  
17"L 17"D 18"H

**OSC** Cube  
White Leather  
17"L 17"D 18"H

**OTH** Cube  
Black Leather  
17"L 17"D 18"H

**OTK** Half Round Ottoman  
Black Leather  
6'L 3'D 17"H

**OTL** Half Round Ottoman  
White Leather  
6'L 3'D 17"H

**CCZ** Circle Ottoman  
Black, White Leather  
6'L 6'D 17"H

**CCB** Circle Ottoman  
Black Leather  
6'L 6'D 17"H

**CCW** Circle Ottoman  
White Leather  
6'L 6'D 17"H

**PWM** Pinwheel Ottoman  
Black, White, Red  
10'7"L 10'7"D 17"H

**PWB** Pinwheel Ottoman  
Black, Red  
10'7"L 10'7"D 17"H

Custom Configurations  
Available.



## Occasional Cocktail Tables



C1E



C1D



C1K



C1F



C1C



C1M



C1W



C1Y

## Occasional End Tables



E1E



E1D



E1K



E1F



E1C



E1M



E1W



E1Y

### Occasional Cocktail Tables

**C1E** Silverado Table  
36" Round 17"H

**C1D** Soho Table  
Steel Base, Chocolate Top  
38"L 38"D 18.5"H

**C1K** Inspiration Table  
42"L 28"D 18"H

**C1F** Geo Rectangle Table  
Glass, Black  
50"L 22"D 16"H

**C1C** Geo Rectangle Table  
Glass, Chrome  
50"L 22"D 16"H

**C1M** Visions Table  
Cherry  
48"L 28"D 17"H

**C1W** Sydney Table  
White  
27"L 23"D 22v"H

**C1Y** Sydney Table  
Black  
48"L 26"D 18"H

### Occasional End Tables

**E1E** Silverado End Table  
24" Round 22"H

**E1D** Soho End Table  
Steel Base, Chocolate Top  
26"L 26"D 27"H

**E1K** Inspiration End Table  
24"L 28"D 22"H

**E1F** Geo End Table  
Glass, Black  
26"L 26"D 20"H

**E1C** Geo End Table  
Glass, Chrome  
26"L 26"D 20"H

**E1M** Visions End Table  
Cherry  
22"L 24"D 21"H

**E1W** Sydney End Table  
White  
27"L 23"D 22"H

**E1Y** Sydney End Table  
Black  
27"L 23"D 22"H

## Conference Tables



CF2



CE1



CF1



CG1



CE2



6' - CB2  
8' - CB3



6' - CD2  
8' - CD3



6' - CC6  
8' - CC7  
10' - CC8



CB1



CD1



CC5

## Sample Conference Sets



### Conference Tables

**CF2** Geo Table  
Rectangle Glass, Black  
60"L 36"D 29"H

**CE1** Geo Table  
Square Rounded Glass, Chrome  
42"L 42"D 29"H

**CF1** Geo Table  
Square Rounded Glass, Black  
42"L 42"D 29"H

**CG1** Manhattan Table  
Glass, Black  
42" Round 29"H

**CE2** Geo Table  
Rectangle Glass, Chrome  
60"L 36"D 29"H

**CB2** Table  
6' Graphite Nebula  
72"L 36"D 29"H

**CB3** Table  
8' Graphite Nebula  
96"L 36"D 29"H

**CD2** Table  
6' Grey Nebula  
72"L 36"D 29"H

**CD3** Table  
8' Grey Nebula  
96"L 36"D 29"H

**CC6** Table  
6' Mahogany  
72"L 36"D 29"H

**CC7** Table  
8' Mahogany  
96"L 48"D 29"H

**CC8** Table  
10' Mahogany  
120"L 48"D 29"H

**CB1** Table  
Graphite Nebula  
42" Round 29"H

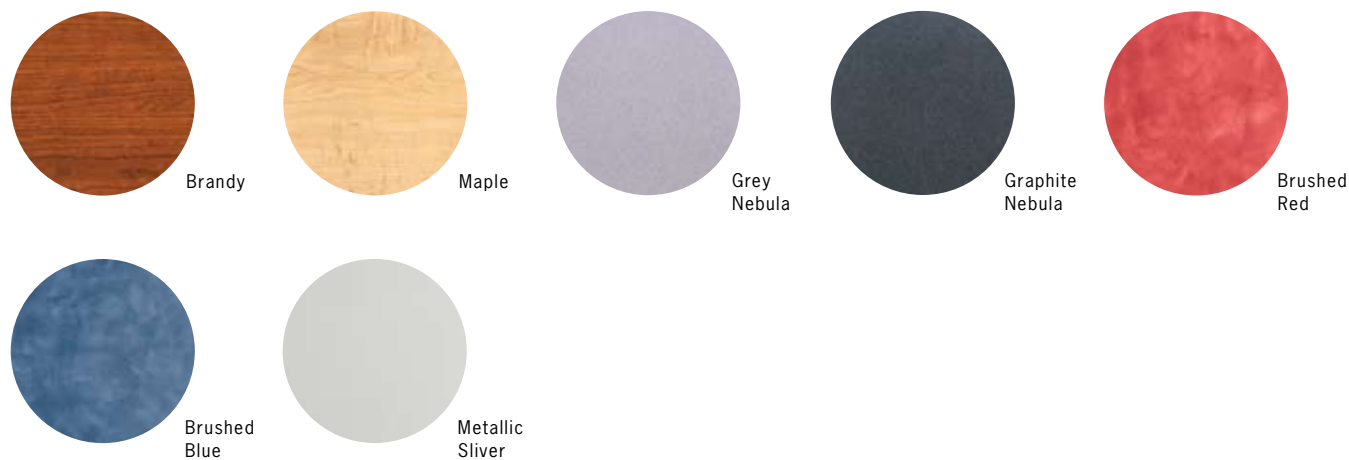
**CD1** Table  
Grey Nebula  
42" Round 29"H

**CC5** Table  
Mahogany  
42" Round 29"H

## Café Tables



## Table Tops



### Café Tables

**ZTK** Table  
Standard Black Base  
Maple Top  
30" Round 29"H

**ZTP** Table  
Standard Black Base  
Maple Top  
36" Round 29"H

**ZTJ** Table  
Standard Black Base  
Graphite Nebula Top  
30" Round 29"H

**ZTN** Table  
Standard Black Base  
Graphite Nebula Top  
36" Round 29"H

**ZTM** Table  
Standard Black Base  
Grey Nebula Top  
36" Round 29"H

**ZTE** Table  
Standard Black Base  
Brandy Top  
36" Round 29"H

**ZTF** Table  
Standard Black Base  
Metallic Silver Top  
30" Round 29"H

**ZTB** Table  
Standard Black Base  
Brushed Red Top  
30" Round 29"H

**ZTC** Table  
Standard Black Base  
Brushed Blue Top  
30" Round 29"H

**XTK** Table  
Tulip Chrome Base  
Maple Top  
30" Round 29"H

**XTP** Table  
Tulip Chrome Base  
Maple Top  
36" Round 29"H

**XTJ** Table  
Tulip Chrome Base  
Graphite Nebula Top  
30" Round 29"H

**XTN** Table  
Tulip Chrome Base  
Graphite Nebula Top  
36" Round 29"H

**XTM** Table  
Tulip Chrome Base  
Grey Nebula Top  
36" Round 29"H

**XTE** Table  
Tulip Chrome Base  
Brandy Top  
36" Round 29"H

**XTF** Table  
Tulip Chrome Base  
Metallic Silver Top  
30" Round 29"H

**XTB** Table  
Tulip Chrome Base  
Brushed Red Top  
30" Round 29"H

**XTC** Table  
Tulip Chrome Base  
Brushed Blue Top  
30" Round 29"H

### Table Top Options

Brandy

Maple

Grey Nebula

Graphite Nebula

Brushed Red

Brushed Blue

Metallic Silver

## Conference Chairs



SC9



SC8



SC1



SC4



SC6



SC2



SC3



SC5



C04



XC3



XC2



XC1



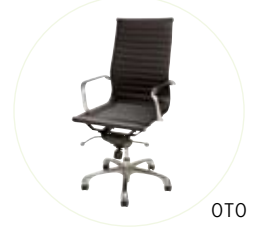
XC6



XC5



XC4



OTO

## Conference Chairs Stacking & Utility Seating



CS8



CS9



SY1



DF1

### Conference Chairs

**SC9** Pantan Chair  
White  
20"L 24"D 33"H

**SC8** Flex Chair  
With Wheels  
24"L 22"D 31"H

**SC1** New York Chair  
Onyx Seat, Maple Back,  
Chrome Legs  
23"L 32"D 33"H

**SC4** Jetson Chair  
Black  
19"L 18"D 31"H

**SC6** Manhattan Chair  
Oyster  
26"L 22"D 34"H

**SC2** Brewer Chair  
Grey, Chrome  
20"L 20"D 32"H

**SC3** Brewer Chair  
Onyx, Black  
20"L 20"D 32"H

**SC5** Tilt Executive Chair  
With Arms, Onyx, Black  
26"L 25"D 34"H

**C04** Iso Mesh Chair  
Black  
26"L 24"D 38"H

**XC3** Luxor Guest Chair  
Black Leather  
27"L 28"D 40"H

**XC2** Luxor Executive Chair  
Mid Back, Black Leather  
27"L 28"D 41"H Adjustable

**XC1** Luxor Executive Chair  
High Back, Black Leather  
27"L 28"D 47"H Adjustable

**XC6** Altura Guest Chair  
Black Crepe  
25"L 20"D 34"H

**XC5** Altura Executive Chair  
Mid Back, Black Crepe  
25"L 25"D 37"H Adjustable

**XC4** Altura Executive Chair  
High Back, Black Crepe  
25"L 25"D 43"H Adjustable

**OTO** Otto Chair  
High Back, Black  
23"L 21"D 43"H Adjustable

### Conference Chairs Stacking & Utility Seating

**CS8** Berlin Chair  
Black  
18"L 22"D 32"H

**CS9** Berlin Chair  
Red  
18"L 22"D 32"H

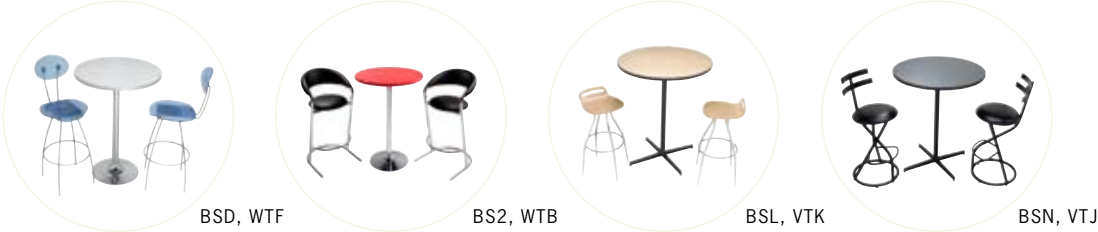
**SY1** Altura Task Chair  
Black Crepe  
25"L 26"D 21"H

**DF1** Altura Drafting Stool  
Black Crepe  
25"L 26"D 34"H

# Bar Tables



# Sample Bar Table Sets



## Bar Tables

**VTK** Table  
Standard Black Base  
Maple Top  
30" Round 42"H

**VTP** Table  
Standard Black Base  
Maple Top  
36" Round 42"H

**VTJ** Table  
Standard Black Base  
Graphite Nebula Top  
30" Round 42"H

**VTN** Table  
Standard Black Base  
Graphite Nebula Top  
36" Round 42"H

**VTM** Table  
Standard Black Base  
Grey Nebula Top  
36" Round 42"H

**VTE** Table  
Standard Black Base  
Brandy Top  
36" Round 42"H

**VTF** Table  
Standard Black Base  
Metallic Silver Top  
30" Round 42"H

**VTB** Table  
Standard Black Base  
Brushed Red Top  
30" Round 42"H

**VTC** Table  
Standard Black Base  
Brushed Blue Top  
30" Round 42"H

**WTK** Table  
Tulip Chrome Base  
Maple Top  
30" Round 42"H

**WTP** Table  
Tulip Chrome Base  
Maple Top  
36" Round 42"H

**WTJ** Table  
Tulip Chrome Base  
Graphite Nebula Top  
30" Round 42"H

**WTN** Table  
Tulip Chrome Base  
Graphite Nebula Top  
36" Round 42"H

**WTM** Table  
Tulip Chrome Base  
Grey Nebula Top  
36" Round 42"H

**WTE** Table  
Tulip Chrome Base  
Brandy Top  
36" Round 42"H

**WTF** Table  
Tulip Chrome Base  
Metallic Silver Top  
30" Round 42"H

**WTB** Table  
Tulip Chrome Base  
Brushed Red Top  
30" Round 42"H

**WTC** Table  
Tulip Chrome Base  
Brushed Blue Top  
30" Round 42"H

## Sample Bar Table Sets

**BSD** Oslo Barstool  
Blue  
17"L 20"D 30"H

**WTF** Table  
Tulip Chrome Base  
Metallic Silver Top  
30" Round 42"H

**BS2** Banana Barstool  
Black, Chrome  
21"L 22"D 30"H

**WTB** Table  
Tulip Chrome Base  
Brushed Red Top  
30" Round 42"H

**BSL** Gin Barstool  
Maple, Chrome  
16"L 16"D 29"H

**VTK** Table  
Standard Black Base  
Maple Top  
30" Round 42"H

**BSN** Jetson Barstool  
Black  
18"L 19"D 29"H

**VTJ** Table  
Standard Black Base  
Graphite Nebula Top  
30" Round 42"H

## Bars

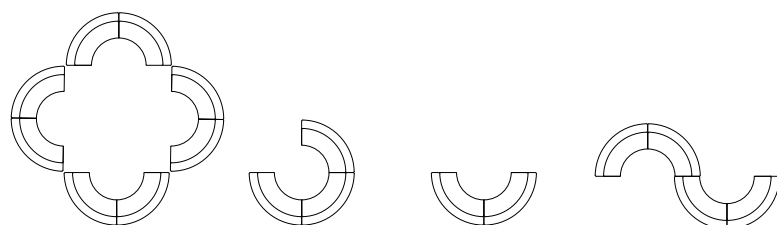


BRC



BR1

### Suggested Uses of Martini Bar



## Barstools



BS3



BS1



BS2



BST



BSS



BCE



BSD



BSC



BSL



BSN

### Bars

**BRC** Circle Martini Bar  
Comprised of three  
BR1 Martini Bars.  
100"L 100"D 47"H

**BR1** Martini Bar  
50"L 50"D 47"H

### Barstools

**BS3** Ohio Barstool  
Grey, Chrome  
18" Round 31"H Adjustable

**BS1** Ohio Barstool  
Red, Chrome  
18" Round 31"H Adjustable

**BS2** Ohio Barstool  
Black, Chrome  
18" Round 31"H Adjustable

**BST** Banana Barstool  
White, Chrome  
21"L 22"D 30"H

**BSS** Banana Barstool  
Black, Chrome  
21"L 22"D 30"H

**BCE** Ice Barstool  
Transparent, Chrome  
16.75"L 16"D 32"H

**BSD** Oslo Barstool  
Blue  
17"L 20"D 30"H

**BSC** Oslo Barstool  
White  
17"L 20"D 30"H

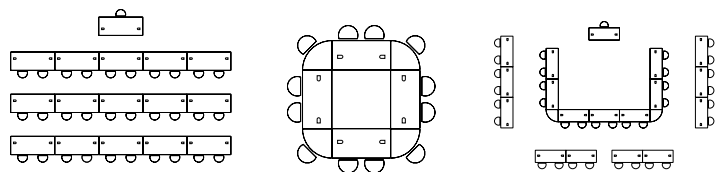
**BSL** Gin Barstool  
Maple, Chrome  
16"L 16"D 29"H

**BSN** Jetson Barstool  
Black  
18"L 19"D 29"H

# Training Room



## Suggested Uses of Training Table and Connecting Wedge



## Training Room

**CP5** Computer Table  
Graphite Nebula  
36"L 30"D 42"H

**P03** Kiosk  
Black, Maple  
24"L 21"D 42"H

**P01** Lecturn Podium  
Cherry  
24"L 19"D 50"H

**WD2** Writing Desk  
Graphite  
48"L 24"D 30"H

**C04** Flex Back Chair  
Charcoal Mesh, Black  
26"L 24"D 38"H

**CP3** Training Table  
Wire Grommets,  
Privacy Panel, Grey  
48"L 24"D 30"H

**CP4** Connector Wedge  
Matches Training Table  
24"L 24"D 30"H



## Desks & Bookcases



BC6



BC7



JD6



JD7

## Credenzas & Lateral Files



L26



L27



CR6



CR7

## Files



VF4



VF2

### Desks & Bookcases

**BC6** Bookcase  
Mahogany  
36"L 13"D 71"H

**BC7** Bookcase  
Graphite  
36"L 13"D 71"H

**JD6** Executive Desk  
Mahogany  
60"L 30"D 29"H

**JD7** Executive Desk  
Graphite  
60"L 30"D 29"H

### Credenzas & Lateral Files

**L26** Lateral File  
Mahogany  
36"L 20"D 29"H

**L27** Lateral File  
Graphite  
36"L 20"D 29"H

**CR6** Credenza  
Mahogany  
72"L 24"D 29"H

**CR7** Credenza  
Graphite  
72"L 24"D 29"H

### Files

**VF4** Vertical File  
4 Drawer  
27"L 19"D 52"H

**VF2** Vertical File  
2 Drawer  
27"L 19"D 28"H

# Product Display



PDL



BC6



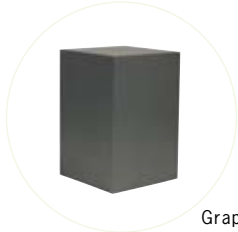
BC7



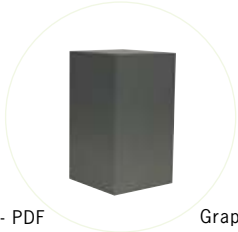
ET2



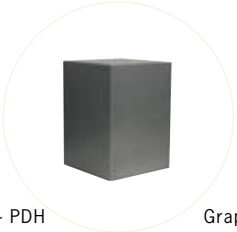
ET1



Graphite- PDF

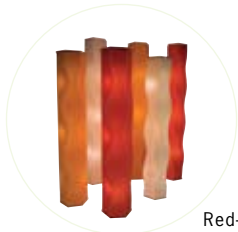


Graphite- PDH



Graphite- PDK

# Lamps



Red- LAF  
White- LAD  
Orange- LAE



LA1



LA2

# Refrigerators



R1R



R1Q

## Product Display

**PDL** Locking Door Pedestal  
Black  
24"L 24"D 42"H

**BC6** Bookcase  
Mahogany  
36"L 13"D 71"H

**BC7** Bookcase  
Graphite  
36"L 13"D 71"H

**ET2** Etagere  
Black  
30"L 16"D 70"H

**ET1** Etagere  
Pewter  
30"L 16"D 70"H

**PDF** Pedestal  
Graphite Nebula  
24"L 24"D 36"H

**PDH** Pedestal  
Graphite Nebula  
24"L 24"D 42"H

**PDK** Pedestal  
Graphite Nebula  
30"L 30"D 42"H

## Lamps

**LAF** Lumalight Lamp  
Red  
15"L 13"D 90"H

**LAD** Lumalight Lamp  
White  
15"L 13"D 90"H

**LAE** Lumalight Lamp  
Orange  
15"L 13"D 90"H

**LA1** Floor Lamp  
Pewter  
58"H

**LA2** Parisian Lamp  
Pewter  
28"H

## Refrigerators

**R1R** Refrigerator  
White  
14.0 cubic feet  
20"L 30"D 65"H

**R1Q** Refrigerator  
White  
4.0 cubic feet  
20"L 22"D 33"H

SOFAS & SECTIONALS					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
MPS	Sofa	"Memphis" - Black w/Chrome Legs	53"L x 31"D x 28"H	\$416	\$582
SED	3 pc Sectional	"Newport" - Charcoal Leather	113"L x 34"D x 33"H	\$1,019	\$1,426
SO1	Sofa ONLY	"South Beach" - Platinum Suede	69"L x 29"D x 33"H	\$494	\$691
SO2	3 pc Sectional	"South Beach" - Platinum Suede	152"L x 40"D x 33"H	\$1,024	\$1,433
SOC	Sofa	"Lisbon" - Black Leather	88"L x 36"D x 34"H	\$567	\$794
SOK	Sofa	"Rio" - Blue Suede w/Chrome Legs	76"L x 34"D x 33"H	\$460	\$644
SOM	Sofa	"Key West" - Black	85"L x 35"D x 33"H	\$437	\$612
SON	Sofa	"Marrakesh" - Light Beige	84"L x 37"D x 34"W	\$459	\$642
SOQ	Sofa	"Astro" - Light Beige	83"L x 36"D x 29"H	\$520	\$728
LOVESEATS					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
LSC	Loveseat	"Lisbon" - Black Leather	64"L x 36"D x 34"H	\$515	\$720
LSD	Loveseat	"Newport" - Charcoal Leather	54"L x 34"D x 33"H	\$490	\$686
LSM	Loveseat	"Key West" - Black	57"L x 35"D x 33"H	\$384	\$538
CLUB CHAIRS					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
CHC	Club Chair	"Lisbon" - Black Leather	40"L x 36"D x 34"H	\$405	\$567
CHD	Club Chair	"Newport" - Charcoal Leather, Armless	24"L x 34"D x 33"H	\$279	\$391
CHK	Club Chair	"Rio" - Blue Suede w/Chrome Legs	39"L x 34"D x 33"H	\$352	\$492
CHN	Club Chair	"Marrakesh" - Light Beige	34"L x 37"D x 38"W	\$334	\$467
CHQ	Club Chair	"Astro" - Light Beige	36"L x 36"D x 29"H	\$352	\$492
COD	Club Chair	"Newport" - Charcoal Leather, Corner	34"L x 34"D x 33"H	\$352	\$492
MPC	Club Chair	"Memphis" - Black w/Chrome Legs	27.5"L x 31.75"D x 27.5"H	\$295	\$413
OCCASIONAL CHAIRS					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
CCE	Occasional Chair	"Ice" - Transparent w/Chrome Frame	17.25"L x 20"D x 32"H	\$166	\$232
OCA	Occasional Chair	"T-Vac" - Translucent w/Chrome Legs	25"L x 23"D x 30"H	\$271	\$379
OCB	Occasional Chair	"Key West" - Tub, Black	31"L x 31"D x 31"H	\$315	\$441
OCC	Occasional Chair	"Stage" - Camel Slipcover	24"L x 26"D x 36"H	\$173	\$243
OCH	Occasional Chair	"Barcelona" - Black Leather, Armless	30"L x 31"D x 35"H	\$595	\$833
OCL	Occasional Chair	"Cappuccino" - Chocolate	29"L x 29"D x 34"H	\$276	\$387
OCR	Occasional Chair	"Stage" - Red Slipcover	24"L x 26"D x 36"H	\$173	\$243
OCU	Occasional Chair	"Globus" - White Leather w/Chrome Base	28"L x 26"D x 28"H	\$309	\$432
OCW	Occasional Chair	"Barcelona" - White Leather, Armless	28"L x 26"D x 28"H	\$604	\$845
OCY	Occasional Chair	"Stage" - Onyx Slipcover	24"L x 26"D x 36"H	\$173	\$243
OCZ	Occasional Chair	"Stage" - Beige Slipcover	24"L x 26"D x 36"H	\$173	\$243
OTTOMANS					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
CCB	Ottoman	Circular - Black Leather	6'L x 6'D x 17"H	\$487	\$682
CCW	Ottoman	Circular - White Leather	6'L x 6'D x 17"H	\$487	\$682
CCZ	Ottoman	Circular - ½ Black, ½ White Leather	6'L x 6'D x 17"H	\$487	\$682
OSA	Ottoman	Oval - Black	52"L x 32"D x 19"H	\$242	\$338
OSB	Ottoman	Oval - White	52"L x 32"D x 19"H	\$242	\$338
OSC	Ottoman	Cube - White Leather	17"L x 17"D x 18"H	\$108	\$151
OTC	Ottoman	Cube - Lemon	17"L x 17"D x 18"H	\$108	\$151
OTD	Ottoman	Cube - Blueberry	17"L x 17"D x 18"H	\$108	\$151
OTE	Ottoman	Cube - Raspberry	17"L x 17"D x 18"H	\$108	\$151
OTH	Ottoman	Cube - Black Leather	17"L x 17"D x 18"H	\$108	\$151
OTK	Ottoman	Half Round - Black Leather	6'L x 3'D x 17"H	\$324	\$454
OTL	Ottoman	Half Round - White Leather	6'L x 3'D x 17"H	\$324	\$454
OTM	Ottoman	Bench - Black Leather	24"L x 60"D x 17"H	\$314	\$440
OTN	Ottoman	Bench - White Leather	24"L x 60"D x 17"H	\$314	\$440
OTP	Ottoman	Square - Black Leather	40"L x 40"D x 17"H	\$271	\$379
OTQ	Ottoman	Square - White Leather	40"L x 40"D x 17"H	\$271	\$379
OTS	Ottoman	"South Beach" - Platinum Suede, Wedge	25"L x 31"D x 18"H	\$216	\$303
PWB	Ottoman	Pinwheel - Black & Red	10'7"L x 10' 7"D x 17"H	\$1,109	\$1,552
PWM	Ottoman	Pinwheel - Black, White & Red	10'7"L x 10' 7"D x 17"H	\$1,109	\$1,552

OCCASIONAL COCKTAIL TABLES					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
C1C	Cocktail Table	"Geo" - Glass w/Chrome Base	50"L x 22"D x 16"H	\$216	\$303
C1D	Cocktail Table	"Soho" - Chocolate w/Steel Base	38"L x 38"D x 18.5"H	\$296	\$415
C1E	Cocktail Table	"Silverado" - Glass w/Chrome Base	36"DIA x 17"H	\$238	\$334
C1F	Cocktail Table	"Geo" - Glass w/Black Base	50"L x 22"D x 16"H	\$216	\$303
C1K	Cocktail Table	"Inspiration"	42"L x 28"D x 18"H	\$244	\$341
C1M	Cocktail Table	"Visions" - Cherry	48"L x 28"D x 17"H	\$216	\$303
C1W	Cocktail Table	"Sydney" - White	48"L x 26"D x 18"H	\$231	\$323
C1Y	Cocktail Table	"Sydney" - Black	48"L x 26"D x 18"H	\$231	\$323
OCCASIONAL END TABLES					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
E1C	End Table	"Geo" - Glass w/Chrome Base	26"L x 26"D x 20"H	\$206	\$288
E1D	End Table	"Soho" - Chocolate w/Steel Base	26"L x 26"D x 27"H	\$268	\$375
E1E	End Table	"Silverado" - Glass w/Chrome Base	24"DIA x 22"H	\$216	\$303
E1F	End Table	"Geo" - Glass w/Black Base	26"L x 26"D x 20"H	\$206	\$288
E1K	End Table	"Inspiration"	24"L x 28"D x 22"H	\$249	\$348
E1M	End Table	"Visions" - Cherry	22"L x 24"D x 21"H	\$206	\$288
E1W	End Table	"Sydney" - White	27"L x 23"D x 22"H	\$205	\$287
E1Y	End Table	"Sydney" - Black	27"L x 23"D x 22"H	\$205	\$287
CONFERENCE TABLES					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
CB1	Conference Table	Round - Graphite Nebula	42"DIA x 29"H	\$297	\$416
CB2	Conference Table	6' - Graphite Nebula	72"L x 36"D x 29"H	\$379	\$531
CB3	Conference Table	8' - Graphite Nebula	96"L x 36"D x 29"H	\$443	\$620
CC5	Conference Table	Round - Mahogany	42"DIA x 29"H	\$281	\$394
CC6	Conference Table	6' - Mahogany	72"L x 36"D x 29"H	\$352	\$492
CC7	Conference Table	8' - Mahogany	96"L x 36"D x 29"H	\$433	\$606
CC8	Conference Table	10' - Mahogany	120"L x 36"D x 29"H	\$616	\$863
CD1	Conference Table	Round - Grey Nebula	42"DIA x 29"H	\$297	\$416
CD2	Conference Table	6' - Grey Nebula	72"L x 36"D x 29"H	\$379	\$531
CD3	Conference Table	8' - Grey Nebula	96"L x 36"D x 29"H	\$443	\$620
CE1	Conference Table	"Geo" - Glass w/Chrome Base	42"L x 42"D x 29"H	\$238	\$334
CE2	Conference Table	"Geo" - Glass w/Chrome Base	60"L x 36"D x 29"H	\$324	\$454
CF1	Conference Table	"Geo" - Glass w/Black Base	42"L x 42"D x 29"H	\$238	\$334
CF2	Conference Table	"Geo" - Glass w/Black Base	60"L x 36"D x 29"H	\$324	\$454
CG1	Conference Table	"Manhattan" - Glass w/Black Base	42"DIA x 29"H	\$271	\$379
CAFÉ TABLES					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
XTB	Café Table	Brushed Red Top w/Tulip Chrome Base	30"DIA x 29"H	\$223	\$312
XTC	Café Table	Brushed Blue Top w/Tulip Chrome Base	30"DIA x 29"H	\$223	\$312
XTE	Café Table	Brandy Top w/Tulip Chrome Base	30"DIA x 29"H	\$249	\$348
XTF	Café Table	Metallic Silver Top w/Tulip Chrome Base	30"DIA x 29"H	\$249	\$348
XTJ	Café Table	Graphite Nebula Top w/Tulip Chrome Base	30"DIA x 29"H	\$223	\$312
XTK	Café Table	Maple Top w/Tulip Chrome Base	30"DIA x 29"H	\$223	\$312
XTM	Café Table	Grey Nebula Top w/Tulip Chrome Base	36"DIA x 29"H	\$244	\$341
XTN	Café Table	Graphite Nebula Top w/Tulip Chrome Base	36"DIA x 29"H	\$244	\$341
XTP	Café Table	Maple Top w/Tulip Chrome Base	36"DIA x 29"H	\$249	\$348
ZTB	Café Table	Brushed Red Top w/Standard Black Base	30"DIA x 29"H	\$189	\$265
ZTC	Café Table	Brushed Blue Top w/Standard Black Base	30"DIA x 29"H	\$189	\$265
ZTE	Café Table	Brandy Top w/Standard Black Base	30"DIA x 29"H	\$216	\$303
ZTF	Café Table	Metallic Silver Top w/ Standard Black Base	30"DIA x 29"H	\$216	\$303
ZTJ	Café Table	Graphite Nebula Top w/Standard Black Base	30"DIA x 29"H	\$189	\$265
ZTK	Café Table	Maple Top w/Standard Black Base	30"DIA x 29"H	\$189	\$265
ZTM	Café Table	Grey Nebula Top w/Standard Black Base	36"DIA x 29"H	\$210	\$294
ZTN	Café Table	Graphite Nebula Top w/Standard Black Base	36"DIA x 29"H	\$210	\$294
ZTP	Café Table	Maple Top w/Standard Black Base	36"DIA x 29"H	\$216	\$303

CONFERENCE CHAIRS					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
CO4	Arm Chair	"Iso" - Black w/Charcoal Mesh, Flex Back	26"L x 24"D x 38"H	\$271	\$379
OTO	Executive Chair	"Otto" - Black, High Back	23"L x 21"D x 43"H	\$341	\$478
SC1	Side Chair	"New York" - Onyx Seat, Maple Back, Chrome Legs	23"L x 32"D x 33"H	\$173	\$243
SC2	Side Chair	"Brewer" - Grey w/Chrome Legs	20"L x 20"D x 32"H	\$156	\$219
SC3	Side Chair	"Brewer" - Onyx w/Black Legs	20"L x 20"D x 32"H	\$156	\$219
SC4	Side Chair	"Jetson" - Black	19"L x 18"D x 31"H	\$173	\$243
SC5	Executive Chair	"Tilt" - Onyx Seat w/Black Base	26"L x 25"D x 34"H	\$259	\$363
SC6	Arm Chair	"Manhattan" - Oyster Seat	26"L x 22"D x 34"H	\$189	\$265
SC8	Arm Chair	"Flex" - Black & Chrome w/Wheels	24"L x 22"D x 31"H	\$163	\$228
SC9	Side Chair	"Panton" - White	20"L x 24"D x 33"H	\$189	\$265
XC1	Executive Chair	"Luxor" - Black Leather, High Back	27"L x 28"D x 47"H (Adj)	\$314	\$440
XC2	Executive Chair	"Luxor" - Black Leather, Mid Back	27"L x 28"D x 41"H (Adj)	\$301	\$422
XC3	Guest Chair	"Luxor" - Black Leather	27"L x 28"D x 40"H	\$278	\$390
XC4	Executive Chair	"Altura" - Black Crepe, High Back	25"L x 25"D x 43"H (Adj)	\$297	\$416
XC5	Executive Chair	"Altura" - Black Crepe, Mid Back	25"L x 25"D x 37"H (Adj)	\$271	\$379
XC6	Guest Chair	"Altura" - Black Crepe	25"L x 20"D x 34"H	\$250	\$350
CONFERENCE CHAIRS - STACKING & UTILITY SEATING					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
CS8	Stacking Chair	"Berlin" - Black & White w/Chrome Frame	18"L x 22"D x 32"H	\$95	\$132
CS9	Stacking Chair	"Berlin" - Red & White w/Chrome Frame	18"L x 22"D x 32"H	\$95	\$132
DF1	Drafting Stool	"Altura" - Black Crepe	25"L x 26"D x 34"H	\$231	\$323
SY1	Task Chair	"Altura" - Black Crepe	25"L x 26"D x 21"H	\$155	\$218
BAR TABLES					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
VTB	Bar Table	Brushed Red Top w/Standard Black Base	30"DIA x 42"H	\$217	\$304
VTC	Bar Table	Brushed Blue Top w/Standard Black Base	30"DIA x 42"H	\$217	\$304
VTE	Bar Table	Brandy Top w/Standard Black Base	36"DIA x 42"H	\$232	\$325
VTF	Bar Table	Metallic Silver Top w/Standard Black Base	30"DIA x 42"H	\$232	\$325
VTJ	Bar Table	Graphite Nebula Top w/Standard Black Base	30"DIA x 42"H	\$217	\$304
VTK	Bar Table	Maple Top w/Standard Black Base	30"DIA x 42"H	\$217	\$304
VTM	Bar Table	Grey Nebula Top w/Standard Black Base	36"DIA x 42"H	\$226	\$316
VTN	Bar Table	Graphite Nebula Top w/Standard Black Base	36"DIA x 42"H	\$226	\$316
VTP	Bar Table	Maple Top w/Standard Black Base	36"DIA x 42"H	\$232	\$325
WTB	Bar Table	Brushed Red Top w/Tulip Chrome Base	30"DIA x 42"H	\$232	\$325
WTC	Bar Table	Brushed Blue Top w/Tulip Chrome Base	30"DIA x 42"H	\$232	\$325
WTE	Bar Table	Brandy Top w/Tulip Chrome Base	30"DIA x 42"H	\$281	\$394
WTF	Bar Table	Metallic Silver Top w/Tulip Chrome Base	30"DIA x 42"H	\$281	\$394
WTJ	Bar Table	Graphite Nebula Top w/Tulip Chrome Base	30"DIA x 42"H	\$232	\$325
WTK	Bar Table	Maple Top w/Tulip Chrome Base	30"DIA x 42"H	\$232	\$325
WTM	Bar Table	Grey Nebula Top w/Tulip Chrome Base	36"DIA x 42"H	\$271	\$379
WTN	Bar Table	Graphite Nebula Top w/Tulip Chrome Base	36"DIA x 42"H	\$271	\$379
WTP	Bar Table	Maple Top w/Tulip Chrome Base	36"DIA x 42"H	\$281	\$394
BARS					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
BR1	Bar/Counter	Martini Bar w/Frosted Glass Tops	50"L x 50"D x 47"H	\$971	\$1,360
BRC	Bar/Counter	Martini Bar Circle (3 x BR1)	100"L x 100"D x 47"H	\$2,809	\$3,932
BARSTOOLS					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
BCE	Barstool	"Ice" - Transparent w/Chrome Frame	16.75"L x 16"D x 32"H	\$176	\$247
BS1	Barstool	"Ohio" - Red Seat w/Chrome Base (Adj)	18"DIA x 31"H (Adj)	\$163	\$228
BS2	Barstool	"Ohio" - Black Seat w/Chrome Base (Adj)	18"DIA x 31"H (Adj)	\$163	\$228
BS3	Barstool	"Ohio" - Grey Seat w/Chrome Base (Adj)	18"DIA x 31"H (Adj)	\$163	\$228
BSC	Barstool	"Oslo" - White Seat w/Chrome Frame	17"L x 20"D x 30"H	\$200	\$279
BSD	Barstool	"Oslo" - Blue Seat w/Chrome Frame	17"L x 20"D x 30"H	\$200	\$279
BSL	Barstool	"Gin" - Maple Seat w/Chrome Base	16"L x 16"D x 29"H	\$173	\$243
BSN	Barstool	"Jetson" - Black	18"L x 19"D x 29"H	\$210	\$294
BSS	Barstool	"Banana" - Black Seat w/Chrome Base	21"L x 22"D x 30"H	\$189	\$265
BST	Barstool	"Banana" - White Seat w/Chrome Base	21"L x 22"D x 30"H	\$189	\$265

TRAINING ROOM					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
CO4	Chair	"Iso" - Black w/Charcoal Mesh, Flex Back	26"L x 24"D x 38"H	\$271	\$379
CP3	Training Table	Grey w/Privacy Panel & Wiring Grommets	48"L x 24"D x 30"H	\$271	\$379
CP4	Connector Wedge	Grey - matches/connects Training Tables	24"L x 24"D x 1"H	\$131	\$184
CP5	Computer Table	Graphite Nebula	36"L x 30"D x 42"H	\$305	\$426
PO1	Podium	Lectern - Cherry	24"L x 19"D x 50"H	\$271	\$379
PO3	Kiosk	Black w/Maple Top	24"L x 21"D x 42"H	\$379	\$531
WD2	Desk	Writing - Graphite	48"L x 24"D x 30"H	\$271	\$379
DESKS & BOOKCASES					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
BC6	Bookcase	Mahogany	36"L x 13"D x 66"H	\$271	\$379
BC7	Bookcase	Graphite	36"L x 13"D x 71"H	\$271	\$379
JD6	Desk	Executive - Mahogany	60"L x 30"D x 29"H	\$431	\$603
JD7	Desk	Executive - Graphite	60"L x 30"D x 29"H	\$410	\$573
CREDENZAS & LATERAL FILES					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
CR6	Credenza	Mahogany	72"L x 24"D x 29"H	\$431	\$603
CR7	Credenza	Graphite	72"L x 24"D x 29"H	\$405	\$567
L26	Lateral File	Mahogany	36"L x 20"D x 29"H	\$324	\$454
L27	Lateral File	Graphite	36"L x 20"D x 29"H	\$309	\$432
FILES					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
VF2	Vertical File	2 Drawer	27"L x 19"D x 28"H	\$189	\$265
VF4	Vertical File	4 Drawer	27"L x 19"D x 52"H	\$216	\$303
PRODUCT DISPLAY					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
BC6	Bookcase	Mahogany	36"L x 13"D x 66"H	\$271	\$379
BC7	Bookcase	Graphite	36"L x 13"D x 71"H	\$271	\$379
ET1	Étagère	Pewter	30"L x 16"D x 70"H	\$271	\$379
ET2	Étagère	Black	30"L x 16"D x 70"H	\$271	\$379
PDF	Pedestal	Graphite Nebula	24"L x 24"D x 36"H	\$324	\$454
PDH	Pedestal	Graphite Nebula	24"L x 24"D x 42"H	\$324	\$454
PDK	Pedestal	Graphite Nebula	30"L x 30"D x 42"H	\$347	\$485
PDL	Pedestal	Pedestal w/Locking Door - Black	24"L x 24"D x 42"H	\$352	\$492
LAMPS					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
LA1	Lamp	Floor - Pewter	58"H	\$163	\$228
LA2	Lamp	"Parisian" - Pewter	28"H	\$135	\$190
LAD	Lamp	"Lumalight" - White	15"L x 13"D x 90"H	\$271	\$379
LAE	Lamp	"Lumalight" - Orange	15"L x 13"D x 90"H	\$271	\$379
LAF	Lamp	"Lumalight" - Red	15"L x 13"D x 90"H	\$271	\$379
REFRIGERATORS					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
R1Q	Refrigerator	4.0 Cubic Feet - White	20"L x 22"D x 33"H	\$244	\$341
R1R	Refrigerator	14.0 Cubic Feet - White	20"L x 30"D x 65"H	\$595	\$833



## HANGING SIGNS & OVERHEAD STRUCTURES

**All hanging signs, banners and overhead structures must be assembled and installed by Hargrove, Inc. and must conform to Show Management and facility regulations. Hargrove, Inc. reserves the right to install and dismantle all hanging signs/overhead structures with approved devices/cable to ensure safety.**

- All hanging signs/overhead structures are subject to approval by Show Management. Hargrove, Inc. reserves the right to refuse to hang any sign/install any structure which we deem to be unsafe.
- It is recommended that hanging signs/overhead structures be shipped in separate containers directly to the advance receiving warehouse using the enclosed "Hanging Signs" label.
- Set-up instructions must be provided for signs/structures requiring assembly. Hanging anchor points must be pre-fabricated and ready for use. You must provide Hargrove, Inc. with detailed hanging/installation instructions indicating stress points.
- If your sign/structure requires electricity, it must be in accordance with the National Electrical Code. Be sure to order electrical service!
- Equipment and labor rates may be found on the Labor Price List enclosed in this manual. The minimum order for hanging signs/banners is one (1)-hour Boomlift w/crew for the installation and an additional one (1)-hour Boomlift w/crew for removal. Orders cancelled without 24-hour notice will be charged a one-hour cancellation fee per crew and equipment.
- The sign/structure will be placed within the confines of the booth upon dismantle.

**To order this service, please complete the following and return to Hargrove, Inc. along with the Labor Order Form and advance payment.**

### Description of Sign/Banner/Overhead Structure:

☐ Cloth/Vinyl    ☐ Wood    ☐ Systems    ☐ Metal    ☐ Other: \_\_\_\_\_  
☐ 1-sided    ☐ 2-sided    With: ☐ Pockets    ☐ Grommets  
☐ Rectangle    ☐ Square    ☐ Triangle    ☐ Circular    ☐ Other: \_\_\_\_\_

### Specifications:

Height: \_\_\_\_\_ Length: \_\_\_\_\_ Width: \_\_\_\_\_ Approx Weight: \_\_\_\_\_

**Assembly required?** ☐ Yes ☐ No

**Electricity required?** ☐ Yes \* ☐ No \* Order electrical service!

**Truss structure?** ☐ Yes \*\* ☐ No \*\* Detailed assembly instructions must accompany order.

### Placement:

# Feet from rear of booth: \_\_\_\_\_

# feet from left side of booth: \_\_\_\_\_

REAR  
 Booth # \_\_\_\_\_  
 FRONT

# feet from right side of booth: \_\_\_\_\_

# feet from front of booth: \_\_\_\_\_

# feet from floor to bottom of sign: \_\_\_\_\_

The contracted Exhibitor, or the display house or builder for the aforementioned Exhibitor, must by signature below certify and guarantee that ① the stress points for the hanging sign/structure are properly engineered and tested and ② the sign/structure is constructed to meet all applicable regulations and safety measures and can thus be hung safely.

By signing below, the Exhibitor releases Hargrove, Inc. and their contractors and agents from any liability in connection with this sign/structure, and agree to indemnify and hold harmless from any loss, damage or injury arising from this equipment.

**I certify that I have read and understand the information above and agree to be bound thereby:**

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

Submission Deadline: *Tuesday, October 12, 2010*

## EXHIBITOR APPOINTED CONTRACTOR (EAC) FORM

**Exhibitors who plan to have an exhibit service firm other than the Official Labor Contractor (i.e., other than Hargrove, Inc.) supervise their labor, unpack, erect, assemble, dismantle and/or pack display/equipment MUST abide by the following:**

<b>A)</b> Exhibitor must notify Show Management and Hargrove, Inc. in writing no later than <b>Tuesday, October 12, 2010</b> .	<b>G)</b> The EAC may not, under any circumstances solicit business on the show floor.
<b>B)</b> Exhibitor must ensure their contractor provide Hargrove with a Certificate of Insurance indicating a minimum of \$1,000,000 liability coverage, including property damage by <b>Tuesday, October 12, 2010</b> .	<b>H)</b> 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.
<b>C)</b> Exhibitor is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals, labor, etc.	<b>I)</b> Upon request the EAC shall provide evidence that it possesses applicable and current labor contracts and must comply with all labor agreements and regulations.
<b>D)</b> 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.	<b>J)</b> The Official Contractor has total control of all areas of the exhibit hall (i.e., aisles, loading docks, storage areas, etc.). The EAC must coordinate all of its activities with Hargrove, Inc.
<b>E)</b> The EAC shall share with Hargrove, Inc. all reasonable costs incurred as a result of/relating to the EAC's operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.	<b>K)</b> The Official Contractor has total control over such services as electrical, plumbing, telephone, cleaning, drayage, etc. Exhibitors shall provide only the material they own and is to be used in their exhibit space.
<b>F)</b> The EAC must provide Hargrove, Inc. and Show Management with the names of all personnel who will be working on the show floor. All personnel are required to wear identification badges at all times.	<b>L)</b> All EAC personnel must have proper identification during the installation and dismantling of the show. Anyone without proper ID will be asked to leave the show floor.

<b>Name of EAC/Service Firm:</b>		
<b>EAC Address:</b>		
<b>EAC Phone &amp; Fax:</b>		
<b>EAC Contact Name &amp; Email:</b>		

The EAC/Service Firm must notify Hargrove, Inc. of the names of all exhibiting companies for whom they have orders, the names of all employees working for them on the show. All exhibitor service firms must provide insurance certificates to Hargrove, Inc. and the sponsor of the exhibition. Please list show name, location, and Exhibitor name on Certificate of Insurance. Exhibitor Appointed Contractors will not be allowed access to the show floor without a Certificate of Insurance on file with Hargrove, Inc.

<b>COMPANY:</b>			<b>BOOTH #:</b>		
<b>ADDRESS:</b>			<b>CONTACT NAME:</b>		
<b>CITY:</b>			<b>SIGNATURE:</b>		
<b>STATE:</b>		<b>ZIP:</b>	<b>PHONE #:</b>		
<b>EMAIL:</b>			<b>FAX #:</b>		

## UNION RULES & REGULATIONS

### IN THE WASHINGTON, DC METROPOLITAN AREA

To assist you in planning for your participation in this Washington, DC metro-area show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. Please review the following to better understand the different jurisdictions of the Washington metro-area unions:

#### **CARPENTERS**

Local 491 claims all work relating to uncrating, re-crating, installation, maintenance and dismantling of exhibits within its jurisdictional boundaries. Exceptions: ① The unpacking and placing of exhibitors' products on the display may be done by exhibitors' full-time employees. ② Two (2) full-time employees of an exhibitor may work without Carpenter labor for one (1) hour on the move-in and one (1) hour on the move-out provided no power tools are used. ③ Full-time employees of an exhibitor may work within a 10' x 10' booth without Carpenter labor provided no power tools are used.

#### **TEAMSTERS UNION**

Local 639 claims work relating to delivery of freight, loading and unloading of freight, movement to and from storage areas and the operation of all mobile equipment (forklifts, tow motors, electric jacks, cranes, etc.) at the site of the exhibition within its jurisdictional boundaries. Exception: An exhibitor may move material that can be hand carried by one (1) person in one (1) trip, without the use of dollies, hand trucks, or other mechanical equipment. When exhibitors choose to hand carry in accordance with the foregoing, they will not be permitted access to loading dock area(s).

#### **FREIGHT HANDLING**

Hargrove, Inc. has the responsibility of receiving and handling all exhibit materials and empty crates. It is our responsibility to manage docks and schedule vehicles for smooth and efficient move-in and move-out of the exposition. Hargrove, Inc. will not be responsible for any material we do not handle.

#### **WORK BREAKS & GRATUITIES**

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

Paid breaks of fifteen minutes at the mid-point of each four hour block of work and a one hour meal break at the end of each four hour work period must be given each employee. Please attempt to work your people to conform to these mandatory break periods.

#### **IN GENERAL**

Any questions arising with regard to union jurisdictions or practices should be directed to the Hargrove, Inc. 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, Inc. 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.

## MOVE-OUT INFORMATION

To increase the efficiency of exhibitor move-out, Hargrove, Inc. has instituted the following Move-Out Schedule for this show. Be sure to pick up and review your statement of charges at the Hargrove Service Center prior to move-out. Remember that no adjustments to your account will be made after the close of the show.

**Saturday, October 30 from 7:00 PM to 11:00 PM – Exhibitor Move-Out officially begins.**

***NOTE: All day Saturday and Sunday, overtime rates are in effect. Please refer to the Material Handling and Labor price lists for applicable rates and budget accordingly.***

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.

**Sunday, October 31 at 8:00 AM – Exhibitor Move-Out resumes.**

**Driver Check-In and Bills of Lading Deadlines**

**Saturday, October 30**

Outside Carriers: 10:00 PM  
Bills of Lading: 11:00 PM

**Sunday, October 31**

Outside Carriers: 10:00 AM  
Bills of Lading: 11:00 AM

Exhibitors who wish to ship materials by any carrier other than the official carrier(s) should advise their carrier(s) to be checked in with the Hargrove Dock Supervisor by Saturday, October 30 at 10:00 PM for shipments leaving show site on Saturday, and by 10:00 AM on Sunday, October 31 for all other shipments. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Hargrove Service Center. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in at the loading dock by Sunday, October 31 at 10:00 AM, Hargrove, Inc. 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 Bills of Lading must be turned in to the Hargrove Service Center to be validated. Do not leave Bill of Lading in your booth, and do not turn in your Bill of Lading until your shipment is packed and ready to be loaded. Bills of Lading and additional labels will be available at the Hargrove Service Center at your convenience. No Bills of Lading will be issued until your balance is paid in full.

**Sunday, October 31 at 11:00 AM – Final clean up, Exhibitor Move-Out ends.**

## Material Handling Services & Price List



Material Handling			
Product #	Description	Price per CWT	Minimum
<b>NOTE:</b> Outbound shipments, at show's close, will be handled on overtime; a 35% overtime surcharge will be assessed.			
<b>Warehouse (Advance) Shipment</b>			
MH1	Crated or Skidded Shipment (includes display cases and cartons)	\$70.00	\$140.00
MH2	<u>Special Handling/Uncrated</u> , including: Pad Wrapped, Unskidded, Double Stacked, Double Handled, Side-Door or Street Unloading, Oversized Crates or Crated Shipments that Require Special Handling, and Shipments Without Documentation	\$94.50	\$189.00
MH3	Small Package - first piece (applies to shipments weighing 30 pounds or less)	\$40.00	\$40.00
MH4	Small Package - each additional	\$30.00	\$30.00
<b>Warehouse (Advance) Shipment Delivered after Published Deadline</b>			
MH5	Crated or Skidded Shipment (includes display cases and cartons)	\$105.00	\$210.00
<b>NOTE:</b> 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.			
<b>Show Site (Direct) Shipment</b>			
MH6	Crated or Skidded Shipment (includes display cases and cartons)	\$70.00	\$140.00
MH7	Crated Shipment via Special Carrier (FedEx, UPS, DHL, USPS, etc.)	\$87.50	\$175.00
MH8	<u>Special Handling/Uncrated</u> , including: Pad Wrapped, Unskidded, Double Stacked, Double Handled, Side-Door or Street Unloading, Oversized Crates or Crated Shipments that Require Special Handling, and Shipments Without Documentation	\$94.50	\$189.00
MH3	Small Package - first piece (applies to shipments weighing 30 pounds or less)	\$40.00	\$40.00
MH4	Small Package - each additional	\$30.00	\$30.00
<b>Overtime / Off-Target Surcharge (Each occurrence charged separately)</b>			
MH9	Crated or Skidded Shipment (includes display cases and cartons) - Rcvd at Warehouse	\$24.50	\$49.00
MH10	Crated or Skidded Shipment (includes display cases and cartons) - Rcvd at Show Site	\$24.50	\$49.00
MH11	Crated Shipment via Special Carrier (FedEx, UPS, DHL, USPS, etc.)	\$30.63	\$61.25
MH12	<u>Special Handling/Uncrated</u> , including: Pad Wrapped, Unskidded, Double Stacked, Double Handled, Side-Door or Street Unloading, Oversized Crates or Crated Shipments that Require Special Handling, and Shipments Without Documentation.	\$33.08	\$66.15
MH13	Shipment received at show site outside of the published exhibitor move-in schedule.	\$24.50	\$49.00
<b>Miscellaneous Service</b>			
MH14	Return to Warehouse (includes hold period* / first 5 days of storage)	\$40.00	\$200.00
MH15	Warehouse Storage Fee - per day (for storage before warehouse opens and/or after 5-day hold period*)	\$5.00	\$25.00
MH16	Motorized Vehicle Spotting Fees (round-trip, per vehicle)	CALL FOR QUOTE	
MH17	Marshalling Yard Fee (if applicable)	\$30 per shipment	

\* **Hold Period:** Materials returned to the warehouse will be held for 5-business days; materials cannot be picked up until after the hold period.

**NOTE:** An overtime surcharge, per CWT, will apply if your shipment (advance or direct) is moved to or from show site on overtime due to scheduling conflicts beyond Hargrove's control.

Crated:	Material that is in any type of shipping container or material that is skidded that can be unloaded at the dock with no additional handling required.
Uncrated:	Material that is shipped loose or pad wrapped, and/or unskidded machinery.
Special Handling:	Material delivered in such a manner that it requires additional handling, such as stacked shipments, ground unloading, side-door unloading, and/or constricted-space loading.
Off-Target:	Materials that are delivered NOT according to the move-in and/or target schedule; includes early delivery to show site.
Straight Time:	Materials handled Monday-Friday from 8:00 AM until 4:30 PM.
Overtime:	Materials handled Monday-Friday before 8:00 AM or after 4:30 PM, or anytime Saturday or Sunday.
Advance Freight to Show Site on Overtime:	Materials received at the advance warehouse on straight time but moved to show site on overtime due to scheduling conflict(s) beyond Hargrove's control.

Labor & Rigging Equipment				
Product #	Description	Price per Hour Advance (by 10/12/10)	Price per Hour Standard (10/13 - 10/26/10)	Price per Hour Floor Order (beginning 10/27/10)
<b>NOTE:</b> Standard orders are charged at 20% above the Advance rate; Floor orders at 40% above the Advance rate.				
<b>Display Labor</b>				
L1	Straight Time	\$78.00	\$93.60	\$109.20
L2	Overtime	\$108.00	\$129.60	\$151.20
L3	Double Time / Holiday	\$156.00	\$187.20	\$218.40
L4	Supervision Fee	30%, with \$50 minimum		
LS	Shrink Wrap Skid (per skid)	\$40.00	\$48.00	\$56.00
LB	Band Skid or Crate (per piece)	\$50.00	\$60.00	\$70.00
<b>Forklift &amp; Rigging Labor</b>				
L5	Forklift w/operator - up to 5,000 lbs. - Straight Time	\$203.00	\$243.60	\$284.20
L6	Forklift w/operator - up to 5,000 lbs. - Overtime	\$233.00	\$279.60	\$326.20
L7	Forklift w/operator - up to 5,000 lbs. - Double Time	\$281.00	\$337.20	\$393.40
L8	Forklift w/operator - over 5,000 lbs.	CALL FOR QUOTE		
L9	4-Stage Forklift w/operator	CALL FOR QUOTE		
L12	Forklift Cage w/Rigger	CALL FOR QUOTE		
L15	Boomlift w/3-man crew	CALL FOR QUOTE		
L18	Scissor Lift w/2-man crew - Straight Time	\$331.00	\$397.20	\$463.40
L19	Scissor Lift w/2-man crew - Overtime	\$391.00	\$469.20	\$547.40
L20	Scissor Lift w/2-man crew - Double Time	\$487.00	\$584.40	\$681.80
<b>Accessible Storage</b>				
L24	Accessible Storage - per 1/4-trailer per day storage fee*	\$207.00	\$248.40	\$289.80

\* **Accessible Storage:** A 1 1/2-hour minimum labor charge applies for each trip to storage. Refer to labor rates above.

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 1/2-hour after thereafter.
Cancellation Policy:	You must give 24-hour notice to cancel labor. Labor ordered and not used will be charged a one-hour "No Show" charge. This applies to installation and dismantle labor.
Hanging Sign Labor:	When ordering Hanging Sign labor, be sure to complete the Hanging Sign Order Form in this manual.
Hargrove-Supervised Labor:	When ordering Hargrove-supervised labor for installation and/or dismantling, be sure to complete the Hargrove-Supervised Labor Instruction Form in this manual.
* Accessible Storage Fee:	* Consists of storage space <u>plus</u> access labor. Accessible storage labor charges are billed in 1/2-hour increments. When a forklift is necessary, time for use of equipment will also be charged.
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 labor ordered at the START of the work day is guaranteed.
	> Exhibitor representative must check in at the labor desk to pick-up labor. It's the exhibitor's responsibility to return to the labor desk to sign labor out and verify billable time. No adjustments will be made once the labor ticket is signed.
	> Labor ordered after the discount deadline is charged at a 20% higher rate; labor ordered at show site is charged at a 40% higher rate..
PLEASE NOTE: When ordering dismantle labor, be sure to allow for sufficient time for empty containers to be returned.	



***All of your exhibit  
transportation needs  
will be taken care  
of with just one  
phone call.***



**HARGROVE**  
LOGISTICS

Hargrove Logistics is your single-source shipping and transportation solution for all of your exhibitor freight needs. We offer cost-effective shipping solutions, dependable service, efficient order processing, and superior customer-service.

With just one phone call, you can take care of all of your exhibit transportation needs. Hargrove's logistics experts will help you every step of the way - prior to a show, during move-in, on show days, and during move-out.

**Hargrove Logistics handles all modes of transportation and offers the following services:**

- Same Day Shipping
- Overnight
- 2nd Business Day
- Deferred 3-5 Business Days
- Full Trailer (Truck Load)
- Less Than Truck Load (LTL)
- Ocean
- Air
- Rail



Whether your shipment is national or international, large or small and/or requires special handling....Hargrove Logistics is your one source for all of your exposition transportation needs.

**Real-Time Tracking**

Hargrove's friendly transportation specialists can help you track or trace your shipment, should the need arise. All specialists have access to all online systems provided by our shipping partners.

**Easy Ordering**

Hargrove Logistics will provide you with a competitive quote on all of your shipping and transportation services. Our one-page Shipping Quote & Order Form, available in both printed and online service kits, allows you to arrange all of your shipping needs. If you have any questions as you are filling out the form, simply call one of our transportation specialists at 888-790-9792 ext. 4620 ...we'll be happy to help.

**Reliable Service**

Hargrove Logistics knows the importance of meeting deadlines and accommodating special requirements for your exhibitor freight. Hargrove Logistics only works with the most reliable carriers, who will take care of your freight and deliver it on-time.

**888.790.9792**  
**ext. 4620**

One Hargrove Drive  
Lanham, MD 20706  
[www.hargroveinc.com](http://www.hargroveinc.com)

**To find out how Hargrove Logistics can help you with your exhibit transportation needs, call 888.790.9792 ext. 4620, or send an email to [Logistics@Hargroveinc.com](mailto:Logistics@Hargroveinc.com)**

Expect **Service** | Expect **Quality** | Expect **Results**

Expect **HARGROVE**

**HARGROVE LOGISTICS SHIPPING FORM**  
 FOR SHIPPING RATES, PLEASE FAX THIS FORM TO 301-306-6253  
 FOR SHIPPING QUESTIONS, PLEASE CALL 301-306-4620  
[Logistics@hargroveinc.com](mailto:Logistics@hargroveinc.com)

**Event Name:**\_\_\_\_\_ **Booth Number:**\_\_\_\_\_

**Payment Method:** ☐ Hargrove Logistics Only    ☐ Hargrove Logistics and All Hargrove Orders  
☐ Credit Card (check card type & complete info below): ☐ Visa    ☐ MasterCard    ☐ Discover    ☐ AMEX  
☐ Check\* Enclosed: # \_\_\_\_\_ Dated \_\_\_\_/\_\_\_\_/\_\_\_\_ in the amount of \$ \_\_\_\_\_  
*\* NOTE: If paying by check, you are required to provide a Credit Card Authorization as a guarantee of payment.*

**Billing Address:**

## MATERIAL HANDLING INFORMATION

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

You may deliver directly to the Exhibit Hall only during published dates. Refer to "General Information" for specific dates and times for show-site freight receiving for this event.

When completing your Bill of Lading and shipping labels, please include the name of the show, your company name and your booth number. **For your convenience, sample labels are provided in this Manual. You may copy these labels or use your own if you need more labels than provided.**

<b>Advance Shipments – Deadline Thursday, October 21 at 4:00 PM</b>	<b>Direct Shipments – 1<sup>st</sup> Day to Receive Wednesday, October 27 at 1:00 PM</b>
Your Company Name & Booth Number Marine Corps Marathon Expo 2010 c/o Hargrove, Inc. YRC Washington 7600 Preston Drive Landover, MD 20785	Your Company Name & Booth Number Marine Corps Marathon Expo 2010 c/o Hargrove, Inc. Washington Convention Center – Hall D 801 Mount Vernon Place, NW Washington, DC 20001

Remember that all shipments must be PREPAID. DO NOT SHIP "COLLECT", AS **COLLECT SHIPMENTS WILL BE REFUSED**. You may confirm receipt of your shipment at Hargrove, Inc. by calling 301-306-4627.

For assistance with your shipment(s) to or from this event, contact Hargrove Logistics at 301-306-4620 or [Logistics@hargroveinc.com](mailto:Logistics@hargroveinc.com). For your convenience, a Hargrove Logistics Shipping Quote & Order Form is included in this Manual.

### Material Handling includes:

- ◆ Receiving and unloading your shipments at our warehouse (30 days free storage prior to show date)
- ◆ Reloading onto a Hargrove, Inc. 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 show (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 on your Hargrove, Inc. Show Bill of Lading).

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 Price List for detailed pricing information. Weight, taken from inbound Bills of Lading, is rounded up to the next hundred pounds. Hargrove, Inc. will assign a weight to shipments arriving without a Bill of Lading or certified weight tickets. Shipments received without weight tickets that are weighed by Hargrove, Inc. will be charged for double handling.

**OVERTIME** – An overtime surcharge, per cwt, for each occurrence will apply if:

- ❑ Shipments are received on overtime (Monday-Friday before 8:00 AM and after 4:30 PM, and ALL DAY Saturday, Sunday and holidays).
- ❑ A surcharge applies if your shipment is moved to or out of show site on overtime due to scheduling conflicts beyond Hargrove's control.
- ❑ A surcharge will also apply if your advance shipment is received at the warehouse on straight-time, but had to be delivered to show site on overtime due to scheduling conflicts beyond Hargrove's control.

**OUTBOUND INSTRUCTIONS AT CLOSE OF SHOW** – At the close of the show, each exhibitor must complete a Hargrove, Inc. Bill of Lading and shipping labels for his exhibit materials. Blank Bills of Lading and labels are available at the Hargrove Service Center. Any shipment left in a booth for which no disposition is provided, or if requested carrier fails to pick up or refuses to take shipment, Hargrove, Inc. reserves the right to re-route such shipment or return material to our warehouse at the exhibitor's expense. For more information, please see the Move-Out Information Sheet enclosed in this Manual.

## 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. We will try to explain what drayage is and how rates are established, which may help you save money and avoid unnecessary surcharges.

**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 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 Union labor rates, facility dock access, and the show schedule, to name just a few. Hargrove, Inc. is a Union company and therefore must use Union labor to move freight. These rates vary from city to city.

**Tips on how you can save 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.

**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, Inc. reserves the right to determine weights for all shipments for which weight tickets are not provided with delivery. When Hargrove, Inc. 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.
- Always ship your materials crated; loose or pad-wrapped items are assessed special handling fees.
- 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.

# HARGROVE

TRADE SHOWS | EVENTS | CUSTOM EXHIBITS

TO: HARGROVE, INC.  
YRC Washington  
7600 Preston Drive  
Landover, MD 20785

## Marine Corps Marathon Expo 2010

COMPANY NAME: \_\_\_\_\_

BOOTH NUMBER: \_\_\_\_\_

MUST BE RECEIVED BY:  
Thursday, October 21 at 4:00 PM

### ADVANCE SHIPPING LABEL

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

# HARGROVE

TRADE SHOWS | EVENTS | CUSTOM EXHIBITS

TO: HARGROVE, INC.  
YRC Washington  
7600 Preston Drive  
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Thursday, October 21 at 4:00 PM

### ADVANCE SHIPPING LABEL

# HARGROVE

TRADE SHOWS | EVENTS | CUSTOM EXHIBITS

TO: HARGROVE, INC.

Washington Convention Center

801 Mount Vernon Place, NW

Washington, DC 20001

## Marine Corps Marathon Expo 2010

COMPANY NAME: \_\_\_\_\_

BOOTH NUMBER: \_\_\_\_\_

NO SHIPMENTS ACCEPTED BEFORE:  
Wednesday, October 27 at 1:00 PM

### DIRECT SHIPPING LABEL

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

# HARGROVE

TRADE SHOWS | EVENTS | CUSTOM EXHIBITS

TO: HARGROVE, INC.

Washington Convention Center

801 Mount Vernon Place, NW

Washington, DC 20001

## Marine Corps Marathon Expo 2010

COMPANY NAME: \_\_\_\_\_

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NO SHIPMENTS ACCEPTED BEFORE:  
Wednesday, October 27 at 1:00 PM

### DIRECT SHIPPING LABEL



# HARGROVE

TRADE SHOWS | EVENTS | CUSTOM EXHIBITS

TO: HARGROVE, INC.  
YRC Washington  
7600 Preston Drive  
Landover, MD 20785

## Marine Corps Marathon Expo 2010

COMPANY NAME: \_\_\_\_\_

BOOTH NUMBER: \_\_\_\_\_

MUST BE RECEIVED BY:  
Thursday, October 21 at 4:00 PM

### HANGING SIGNS LABEL

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

# HARGROVE

TRADE SHOWS | EVENTS | CUSTOM EXHIBITS

TO: HARGROVE, INC.  
YRC Washington  
7600 Preston Drive  
Landover, MD 20785

## Marine Corps Marathon Expo 2010

COMPANY NAME: \_\_\_\_\_

BOOTH NUMBER: \_\_\_\_\_

MUST BE RECEIVED BY:  
Thursday, October 21 at 4:00 PM

### HANGING SIGNS LABEL

## LIMITS OF LIABILITY

Please read carefully, as the consignment of a shipment to Hargrove, Inc., or the placement of an order with Hargrove, Inc. by an Exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such Exhibitor (and/or other shipper) of the terms and conditions set forth below.

**NOTE: Protection of all materials belonging to the Exhibitor is the sole responsibility of the Exhibitor. Remember to insure your exhibit and all collateral materials from the time they leave your firm until they are returned after the show. A "rider" to an existing insurance policy can usually do this.**

### Damage & Loss

**HARGROVE, INC. and its subcontractors do not insure the Exhibitor's property against loss or damage.** Further, Hargrove, Inc. and its subcontractors do not provide for full replacement value should loss or damage occur. *The Exhibitor shall obtain insurance for Exhibitor's property.*

If Exhibitor's property is lost or damaged due to the performance or nonperformance of services provided by Hargrove, Inc. or its subcontractors, or due to negligence by Hargrove, its subcontractors or their employees, the liability of Hargrove, Inc. and its subcontractors shall be limited to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1000.00 per shipment, whichever is less. This amount shall be the Exhibitor's agreed upon damages.

Specifically, Hargrove and its subcontractors shall not be liable for:

- ☐ Damage to uncrated materials, improperly packed freight, and concealed damage or glass breakage.
- ☐ Loss, theft or disappearance of shipments while the booth is left unattended, i.e., once materials have been delivered to the Exhibitor's booth area during move-in, or, once shipments are packed and ready for loading on the move-out. Security of all exhibit materials contained in the rented booth space is the sole responsibility of the Exhibitor.
- ☐ Loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond Hargrove, Inc. and its subcontractors' control.
- ☐ Loss, shortages, or damage related to shipments received without proper documentation, i.e., freight bills without specified piece count (UPS, Federal Express, privately owned vehicles, local couriers, company vehicles, or miscellaneous air freight carriers).
- ☐ Actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an Exhibitor's materials which may make it impossible or impractical for the Exhibitor to exhibit its materials.

### Agreement between Hargrove, Inc. and Exhibitor

HARGROVE, INC. and its subcontractors shall not be bound by any claim presented more than 60 days after the date of the incident.

In the event of a dispute with Hargrove, Inc. and its subcontractors regarding loss or damage to any of the Exhibitor's property, the Exhibitor agrees that payment for services provided by Hargrove, Inc. or its subcontractors will not be withheld in any amount as an offset against the amount of any alleged loss or damage. The Exhibitor agrees to pay the full amount for the services provided by Hargrove, Inc. and its subcontractors prior to the close of the show. The Exhibitor further agrees that any claim against Hargrove, Inc. or its subcontractors will be handled as a separate transaction to be resolved on its own merits.

The Exhibitor agrees, in relation to the receiving, material handling, storage and reloading of its freight, that Hargrove, Inc. and its subcontractors will act as the Exhibitor's agent when signing any documentation related to its shipment. If any employee of Hargrove, Inc. and its subcontractors sign a delivery receipt, Bill of Lading or any documentation, it is agreed that Hargrove, Inc. and its subcontractors are doing so on behalf of the Exhibitor, and the Exhibitor accepts the responsibility of said shipment.

Empty container labels are available on site at the Hargrove, Inc. Exhibitor Service Center. Affixing the labels is the sole responsibility of the Exhibitor and/or his representatives. All previous labels should be removed. Hargrove, Inc. assumes no responsibility for containers with incorrect labels. Further, Hargrove, Inc. assumes all containers labeled "empty" to be empty, and therefore assumes no liability for material or equipment left inside a container marked as empty.

In all cases where Exhibitors store materials with Hargrove, Inc. (empty, accessible, dry, refrigerated, or otherwise), they do so at their own risk. Hargrove, Inc. assumes no liability for items placed in such storage.

HARGROVE, INC. 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. The Exhibitor will be responsible for payment to the carrier that Hargrove, Inc. and its subcontractors choose to reroute the Exhibitor's freight. Hargrove, Inc. and its subcontractors assume no responsibility as a result of rerouting or handling of freight.

## 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, Inc., 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.
- Never display “one-of-a-kind” items or irreplaceable samples unless someone is present at all times to keep an eye on them.
- 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 provides a 24-hour security system 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, Inc., 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.



**INSURE YOUR BOOTH!**

## SERVICE MANUAL SURVEY

We need your help! Would you please take a moment to complete the following?

<b>OVERALL APPEARANCE</b>	<b>POOR</b>	<b>FAIR</b>	<b>AVERAGE</b>	<b>ABOVE AVERAGE</b>
<b>ORGANIZATION</b>	<b>POOR</b>	<b>FAIR</b>	<b>AVERAGE</b>	<b>ABOVE AVERAGE</b>
<b>COMPLETENESS OF INFORMATION</b>	<b>POOR</b>	<b>FAIR</b>	<b>AVERAGE</b>	<b>ABOVE AVERAGE</b>
<b>IS THE INFORMATION EASY TO UNDERSTAND?</b>	<b>POOR</b>	<b>FAIR</b>	<b>AVERAGE</b>	<b>ABOVE AVERAGE</b>
<b>DID YOU RECEIVE YOUR MANUAL ON TIME?</b>	<b>YES</b>		<b>NO</b>	
<b>IN WHICH FORMAT(S) DO YOU PREFER AN EXHIBITOR SERVICE MANUAL?</b>	<b>HARD COPY (PRINT / CD)</b>	<b>HARD COPY &amp; ONLINE ACCESS</b>	<b>ONLINE MANUAL ONLY</b>	

Suggestions to improve the service manual: \_\_\_\_\_

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**THANK YOU FOR TAKING THE TIME TO COMPLETE THIS FORM.**

Your Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

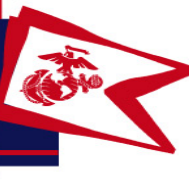
Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form to Hargrove, Inc., attention: Exhibitor Services**

## Additional Show Services

- ♦ Audio Video & Computer Equipment – **Projection, Inc.**
- ♦ Electrical Service – **Hi-Tech**
- ♦ Internet/Telephone/Cable TV Service – **SmartCity**
- ♦ Plants/Floral – **Urban Jungle**
- ♦ Plumbing (Air/Water/Drain) – **Hi-Tech Electric**
- ♦ Truss/Motorized Lift – **Hi-Tech Electric**

# MARINE CORPS MARATHON HEALTH AND FITNESS EXPO



October 29th-30th 2010

Phone: 202-249-3700  
E-Mail: wcc\_exhibits@projection.com  
Fax: 866-728-5938

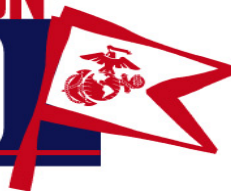


*Rates published are event prices for the duration of the event and subject to a 20% discount if ordered prior to (10/15/2010)*

Video / Audio	QTY	RATE	TOTAL	
1/2" VHS Player w / Repeat		\$220		
DVD Player w / Repeat				
20" Television-Video ONLY (Includes External Speakers) Input Connector:BNC Video, S-Video		\$185		
20" VIDEO / COMBO TelevisionVideo ONLY (Includes DVD & VHS Player - w / Internal Speakers) DVD Formats: DVD-Video (NTSC), DVD-R, DVD Ram, CD,CD-R/RW		\$355		
27" VIDEO / COMBO TelevisionVideo ONLY (Includes DVD & VHS Player- w / Internal Speakers) DVD Formats: DVD-Video, DVD-R, DVD Ram		\$390		
24" LCD Flat Panel Display Maximum - Analog 1920 x 1440 @ 60 Hz Maximum - Digital 1280 x 1024 @ 60 HzNative 1920 x 1200		\$730		
32" LCD Flat Panel Display Resolution: 1280 x 768		\$820		
Powered Sound System 2 - Speakers / Stands or Wall Mounts		\$375		
Wireless UHF Mic Kit Includes Lavalier / Headset / Handheld		\$250		
PC / Desktop Compatibles	QTY	RATE	TOTAL	
Laptop: P IV 2.0 Ghz, 1GB, 40 GigHD, DVD/CD-R, 14" Display, WIN XP Ofc. 2003 Pro,WiFi, 10/100 Base T, Mouse & Cable Lock		\$305		
Desktop: P IV 3.0Ghz, 1GB, 80 GigHD, DVD/CD-RW, WIN XP Ofc. 2003 Pro, Norton Anti-Virus, Gigabit Ethernet, Mouse & Keybd		\$265		
Computer Speakers		\$20		
Computer Display	QTY	RATE	TOTAL	
LCD Projector (3000 Lumens)-Best with Computer Input-VGA (HD-15), BNC RGBHV, DVI-D, BNC Video (Composite), BNC Video (Y, Pb, Pr)		\$850		
17" LCD Flat Screen-Unit Dimensions: 14.74W x 7.72D in. Native 1280 X 1024 (Computer Only)		\$170		
20" LCD Flat Screen-Unit Dimensions: 19.6W x 19.7H x 9.7D in. Native 1280 X 1024 (Computer Only)		\$270		
37" Plasma Display Panel (4:3 Ratio)-Screen Dimensions: 31-3/4 W x 23-3/4 H in. Resolution: 1024 x 768 XGA Including VGA & SVGA (Video) Internal Speakers- <b>Stand / Mount Included - Check Below</b>		\$995		
42" Plasma Display Panel (16:9 Ratio)-Screen Dimensions: 37.1 ( W ) x 21.3 ( H ) in. Resolution: Native XGA 1024x768 to SXGA 1280x1024=(Compressed 1280 X 768) Attachable Speakers- <b>Stand / Mount Included - Check Below</b>		\$750		
50" Plasma Display Panel (16:9 Ratio) Resolution: 640 x 480 (VGA) to 1280 X 1024 (compressed 1280 X 768) Attachable Speakers- <b>Stand / Mount Included - Check Below</b>		\$1,200		
60" Plasma Display Pane (16:9 Ratio) Resolution: 1365 x 768 Attachable Speakers- <b>Stand / Mount Included - Check Below</b>		\$2,200		
Attachable Plasma Speakers (Recommended 100 Sq Ft Range)		\$100		
PLEASE CHOOSE Plasma Mount for Above - No Charge <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> Floor Stand				
<b>SUB TOTAL: CARRY TO PAGE 2</b>				
Company Name				Booth Number



# MARINE CORPS MARATHON HEALTH AND FITNESS EXPO



October 29th-30th 2010

Phone: 202-249-3700

E-Mail: wcc\_exhibits@projection.com

Fax: 866-728-5938



*Rates published are event prices for the duration of the event and subject to a 20% discount if ordered prior to (10/15/2010)*

Exhibit Information	
Company Name:	Show Contact:
Booth #:	Show Contact #:
Delivery Date:	Ordered By:
Delivery Time: [ ] 8A-10A      [ ] 10A-12P      [ ] 1P-3P      [ ] 3P-5P	E-Mail Address:
Secondary Contract #:	Secondary Email Address:

Order Instructions

Totals	
EQUIPMENT SUB TOTAL pg. 1:	1) _____
EQUIPMENT SUB TOTAL pg. 2:	2) _____
EQUIPMENT TOTAL:	3) _____
EARLY ORDER DISCOUNT (20% if ordered prior to 10/15/2010)	4) _____
FINAL EQUIPMENT TOTAL:	5) _____
DELIVERY/SET-UP/PICKUP: 30% of line 3 or \$120.00 minimum	6) _____
ORDER SUB TOTAL:	7) _____
STATE SALES TAX: 6.00% of line 5	8) _____
TOTAL DUE:	9) _____

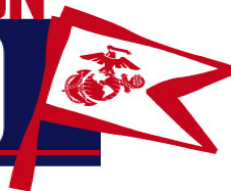
Payment Information	
Company Name:	Billing Address: City: State: Zip:
Authorization Signature:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Check (US Only) <input type="checkbox"/> Wire Transfer
Printed Name:	<div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div>

Remit to:	
	Projection Presentation Technology 801 Mount Vernon Place NW Washington DC, 20001  Fax All Orders To 866-728-5938 E-Mail: wcc_exhibits@projection.com

## Projection Presentation Technology

Company Name	Booth Number

# MARINE CORPS MARATHON HEALTH AND FITNESS EXPO



October 29th-30th 2010

Phone: 202-249-3700

E-Mail: wcc\_exhibits@projection.com

Fax: 866-728-5938



*Rates published are event prices for the duration of the event and subject to a 20% discount if ordered prior to (10/15/2010)*

## RENTAL AGREEMENT

All equipment rentals are based on Event Rates and apply to event days only. Rental prices do not include labor, delivery, electrical services, or removal of equipment from your booth. It is understood and agreed that EXHIBITOR is renting PROJECTION PRESENTATION TECHNOLOGY equipment for a specified period of time and is responsible for its safe return. EXHIBITOR hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to said property. All rental equipment must be returned to PROJECTION PRESENTATION TECHNOLOGY in the same condition as it was in at the time of delivery to EXHIBITOR, reasonable wear and tear excluded. EXHIBITOR will immediately notify PROJECTION PRESENTATION TECHNOLOGY of any damage to the rental equipment, and EXHIBITOR hereby agrees to be billed for any damage to, or loss of, rental equipment damaged while in EXHIBITOR'S care, custody and/or control. In no event shall EXHIBITOR permit any equipment to be used and/or possessed by other exhibiting parties other than the named EXHIBITOR without prior consent of PROJECTION PRESENTATION TECHNOLOGY.

## Cancellation

Cancellation of equipment rental and services must be received by the deadline date **(10/27/2010)** to avoid a minimum one-day charge on equipment. If equipment and services have already been provided at the time of cancellation, a handling charge and a minimum one-day charge on equipment will apply.

PLEASE NOTE: ALL PAYMENT, INCLUDING APPLICABLE TAX, IS DUE AT THE TIME SERVICES ARE ORDERED. PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.

## Payment Terms

Full payment, including any applicable tax, is due at the time services are ordered. All payments must be in U.S. dollars. Orders received without advance payment or after the deadline date **(10/15/2010)** will incur additional charges as indicated on the order form. All materials and equipment are on a rental basis for the duration of the event and remain the property of PROJECTION PRESENTATION TECHNOLOGY except where specifically identified as a sale. It is the EXHIBITOR'S responsibility to advise our Exhibit Service Personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If you are exempt from payment of sales tax, PROJECTION PRESENTATION TECHNOLOGY requires you to forward an exemption certificate for the state in which the services are to be used. Resale certificate are not valid unless EXHIBITOR is rebilling these charges to its customers. For International exhibitors, PROJECTION PRESENTATION TECHNOLOGY requires 100% prepayment of advance orders, and any orders or services placed at show site must be paid at the show.

These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF VA. In the event of any dispute between the EXHIBITOR and PROJECTION PRESENTATION TECHNOLOGY relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to PROJECTION PRESENTATION TECHNOLOGY for its services, as an offset against the amount of any alleged loss or damage. Any claims against PROJECTION PRESENTATION TECHNOLOGY shall be considered a separate transaction, and shall be resolved on its own merits. PROJECTION PRESENTATION TECHNOLOGY reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that PROJECTION PRESENTATION TECHNOLOGY may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.

## Unpaid Balances

Should there be any pre-approved unpaid balance after the close of the event, terms will be net, due and payable in Springfield, VA upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepayment basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by PROJECTION PRESENTATION TECHNOLOGY shall be either applied to reduce the principal unpaid balance or refunded to the payer.

## Agreement

I HAVE READ AND AGREED TO THE FOLLOWING TERMS AND CONDITIONS

Signed:

Date:

Company Name

Booth Number



Hi-Tech Electric  
2230 West Winton Avenue  
Hayward, California 94545  
510-293-6151  
510-293-6155 (FAX)  
dcexhibitorservices@hi-techelectric.com

Full payment is required to process order. Return with 100% remittance to above address.

Retainer Credit Card is required. Fed. ID # 88-0437088 2010\*\* Order Form

Name of Event **Marine Corps Marathon Health and Fitness Expo** Show Dates **October 29-30, 2010** Incentive Deadline **October 8, 2010**

Company Name		Booth Number	Check Number (If paying by check)
Credit Card Billing Address (exact address for credit card)			Purchase Order Number
City, State, Zip			Country
Credit Card Number	Expiration Date <input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMX		
E-mail	Phone	Fax	
Authorized Contact- please print	Cardholder Signature	Print/Type Cardholder Name	

\*\*\* Please have your Payment 21 days in advance to receive incentive price rates.\*\*\*

120/208/480 Volt • Electrical Outlets • Lighting

Description of Service	Quantity	Incentive	Base	TOTAL
<b>120V Outlet -- Place asterisk (*) for 24 hr. Power - Maximum of one (1) connection per outlet</b>				
5 Amp / 500 watts		\$ 92.00	\$ 111.00	
10 Amp / 1000 watts		\$ 113.00	\$ 136.00	
20 Amp / 2000 watts		\$ 166.00	\$ 204.00	
<b>208V 1Ø Motor &amp; Equipment Outlets - Maximum of one (1) connection per outlet</b>				
20 Amp - Minimum order for European Power		\$ 305.00	\$ 374.00	
30 Amp		\$ 414.00	\$ 510.00	
40 Amp		\$ 524.00	\$ 646.00	
50 Amp		\$ 578.00	\$ 719.00	
60 Amp		\$ 754.00	\$ 926.00	
100 Amp		\$ 936.00	\$ 1,143.00	
<b>208V 3Ø Motor &amp; Equipment Outlets - Maximum of one (1) connection per outlet</b>				
20 Amp		\$ 412.00	\$ 507.00	
30 Amp		\$ 599.00	\$ 723.00	
60 Amp		\$ 912.00	\$ 1,129.00	
100 Amp		\$ 1,654.00	\$ 1,985.00	
200 Amp		\$ 3,250.00	\$ 4,064.00	
400 Amp		\$ 5,349.00	\$ 6,686.00	
<b>Transformer(s) Circle Outlets Requiring Boost Please check if you have European power (see minimum order requirements in addition to European Transformer)</b>				
Boost 208V to 230V / Euro Transformer 208V-240V(min 20A 208v1P) <input type="checkbox"/>		\$ 153.00	\$ 183.00	
European Transformer 480v to 380v (min 60 amp 480v 3P)		\$ 366.00	\$ 608.00	
<b>480V 3Ø Motor &amp; Equipment Outlets</b>				
30 Amp		\$ 608.00	\$ 730.00	
60 Amp		\$ 1,095.00	\$ 1,314.00	
<b>200 AMP 1Ø &amp; 3Ø Motor &amp; Equipment Outlets -- Call for Quote</b>				
<b>Booth Lights</b> - Special lighting Requests will require a Labor Charge (subject to availability). <sup>1</sup> On Stanchion In-Line Booths Only 2 May Require Rigging Labor and / or Lift at Additional Charge				
90 Watt <sup>1</sup>		\$ 92.00	\$ 111.00	
250 Watt Krypton <sup>1</sup>		\$ 144.00	\$ 173.00	
Overhead Quartz Light <sup>2</sup>		\$ 334.00	\$ 408.00	
Stem Lights (Hard Wall use only)		\$ 92.00	\$ 111.00	
Track Lighting (3-75watt fixtures) 10ft. Spreader bar required.		\$ 200.00	\$ 210.00	

Hi-Tech Electric, LLC is not responsible for Acts of God, voltage fluctuation or power failure due to temporary conditions. For your own protection you should install a surge protector on your equipment. A HTE electrician should make all electrical installation connections to all electrical services. HTE will not be responsible for damage or injury to any person caused by the installation, connection, or plugging in of electrical outlets other than by a HTE electrician. By signing and delivering this form to Hi-Tech Electric, LLC, customer agrees to all terms and conditions printed on this form. All payments must be paid in full before services or any credits or claims can be processed.

**SUBTOTAL**

\$

**PAYMENT ENCLOSED**

\$

#### Special Requirements:

1. Dedicated circuits require 20 Amp outlets
2. 24 hour service is double the outlet rate
3. Higher wattages, voltages or special Lighting, please call for quote

#### Island Booths:

All Island booths require a scaled floor plan showing main power drop, exact outlet locations, dimensions, and orientation  
Installation will be delayed without the above

#### Labor

Installation: One hour minimum  
Dismantle: ½ hour minimum

#### Labor Rates:

Straight Time \$ 88.00  
Premium Time \$ 168.00

#### Scaled Floor Plan required for:

1. All booths with multiple outlet locations
2. All Island booths
3. All booths with 208V and higher
4. All booths with lighting orders

Various booth size grids may be downloaded from our FAQ page at :

[www.hi-techelectric.com](http://www.hi-techelectric.com)

Multiple quote requests for any booth due to revisions are subject to surcharge

**SEE REVERSE SIDE  
TO COMPLETE SERVICE ORDER FORM**

## TERMS AND CONDITIONS

### IMPORTANT

- a. 24-hour power & dedicated circuits will be double the listed price.  
*Use \* to indicate 24-Hour Outlet(s).*
- b. Electricity will be turned on within 30 minutes of show daily.
- c. To receive the incentive rate, we must receive your order, along with payment in full or credit card authorization, on or before deadline date. All other orders will be charged at the base rate.
- d. No credits will be issued on unused outlets or lights installed as ordered.
- e. Exhibitors using outlets without an order will be charged the base rate for outlets used.

### HI-TECH ELECTRIC JURISDICTION

*(Requires Hi-Tech Electric labor and/or materials)*

- a. Only HTE equipment is allowed for electrical distribution. Exhibitors are not permitted to bring their own electrical distribution system.
- b. HTE installs all motor and equipment hook-ups requiring hard wiring connections.
- c. HTE performs all installations and/or repair of electrical fixtures.
- d. HTE performs installation of all electrical motors and electrical apparatus to be energized
- e. HTE electrical labor is required to inspect pre-wired equipment that connects to HTE distribution systems.
- f. HTE provides labor for all overhead truss rigging and overhead booth lighting.
- G. HTE performs all installations of electrical cords under the carpet

### RIGGING LABOR

- a. \$ 88.00 per hour Straight Time 8am-4:30pm M-F
- b. \$168.00 per hour Premium Time After 4:30pm M-F  
Weekends & Holidays

### ELECTRICAL LABOR: OUTLET DISTRIBUTION

- a. Labor rates: \$88.00 Straight time 8-4:30pm M-F
- b. Labor rates: \$168.00 Premium Time  
Premium Time applies after 4:30pm, M-F /weekends and holidays.
- c. Lift Rates: \$152.00 per hour (one hour minimum) plus operator's time.
- d. Starting time can only be guaranteed when labor is requested.  
The minimum charge per booth is one hour installation and 1/2 the total time for dismantle. Labor charges will begin per Exhibitor's request. Failure to start labor as scheduled will result in one hour charge per electrician requested, unless 24 hour advance notice is provided in writing.

### OUTLET LOCATION & DISTRIBUTION

- a. All electrical outlets will be installed on the floor at the baseline back wall of in-line pipe and draped booths unless otherwise ordered.
- b. All electrical outlets for island booths will be dropped from one main drop location per the exhibitor's floor plan.  
If no plan is provided, the outlets will be installed at our discretion.
- c. Any additional power drops or locations are chargeable on a time and material basis.
- d. Distribution and connection of outlets are chargeable on a time and material basis.

### RIGGING JURISDICTION

- a. All exhibit hall rigging must provide a floor plan for approval by Hi-Tech.
- b. All motors for rigging must be ordered through Hi-Tech.
- c. All labor for rigging-to-building structures will be provided by Hi-Tech.
- d. No other contractors may attach motorized equipment for rigging to building.
- e. Rigging includes all motorized rigging-to-building structures.
- f. Failure to start labor as scheduled due to any delays with client-owned equipment will still result in the hourly charges per man hour.

## THIRD PARTY CREDIT CARD AUTHORIZATION

**Third-Party Credit Card information:** Exhibiting firm acknowledges the responsibility for any additional charges in the event the third party named does not make payment. All balances must be settled prior to the event closing.

Company Name		Booth Number		Check Number (If paying by check)	
Credit Card Billing Address (Exact address for credit card)				Purchase Order Number	
City, State, Zip				Country	
Credit Card Number		Expiration Date		<input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMX	
E-mail		Telephone Number		Fax Number	
Authorized Contact- please print		Cardholder Signature (1)		Print/Type Cardholder Name	

## LABOR REQUEST FOR ELECTRICAL DISTRIBUTION: Please Complete

Please send a PDF or DWG of all Island booths 30'x30' or larger to: [dcexhibitorservices@hi-techelectric.com](mailto:dcexhibitorservices@hi-techelectric.com)

- ☐ Floor Plan attached showing neighboring booths/aisles/main drop location
- ☐ Floor Plan will follow
- ☐ OK to Proceed without Exhibitor Present
- ☐ DO NOT Proceed without Exhibitor Present

Date \_\_\_\_\_

Time \_\_\_\_\_

Booth Number \_\_\_\_\_

*Installation of electrical order will be delayed without all of the above information.*

Electrical Labor Rates: \$88.00 Straight Time \$168.00 Premium Time One hour minimum Installation 1/2 hour minimum Dismantle	Rigging Labor Rates: \$ 88.00 Straight Time \$168.00 Premium Time Labor charges will be based from work order	Cancellations: Prior to Event 20% At Show Event 50% Once Installed NONE	Supervision Fee: 20% Supervision Fee For all booths requiring labor	Revisions: Revisions are subject to a 10% surcharge
--	--	--	---	--

Size of Booth _____
Type of Booth <input type="checkbox"/> Island <input type="checkbox"/> Peninsula <input type="checkbox"/> Inline

### Questions or Comments

Hi-Tech Electric  
2230 West Winton Avenue  
Hayward, California 94545  
510-293-6151  
510-293-6155 (FAX)  
[dcexhibitorservices@hi-techelectric.com](mailto:dcexhibitorservices@hi-techelectric.com)

**Tipping is not permitted. Any request from personnel for gratuities should be reported to the WCCA management immediately.**





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



Company Name		Booth / Room	
Billing Name		If a show directory is published, do you want your company name and assigned numbers listed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Billing Address		Show Dates: <b>10 / 29 / 10 To 10 / 30 / 10</b>	
City, State / Country, Zip		Incentive Order Deadline: <b>10 / 06 / 10</b>	
Contact	Telephone Number ( ) - ( )	Email	
Credit Card Number: <input type="checkbox"/> AMX <input type="checkbox"/> MC <input type="checkbox"/> Visa	Expiration Date (MM / YY):	Fax Number ( ) - ( )	
Print Card Holder Name:		Card Holder Signature and/or Acceptance of T's & C's:	

**Important! Important!** Please review the "Product Overview / Glossary" section of our literature to assure that the services you have selected will provide the required functionality for any application(s) you will be utilizing. **A complete description of all services and Terms & Conditions may be found online at [www.smartcity.com](http://www.smartcity.com) "Conventions" section.** Please call if assistance is needed.

Description of Service	Type	QTY	Incentive	Base	Total
<b>1. Internet – Networking Services: ( 10 / 100 Base - T )</b>					
a. NetPremium (Shared Ethernet Service, 1 Static Public IP address)	SE		\$ 1,195	\$ 1,495	
b. Additional Public IP Address / Device (NetPremium) - Max 10 addl allowed	IA-SP		\$ 150	\$ 185	
c. NetStandard (Shared EtherNAT Service, 1 Static Private IP address)	NE		\$ 995	\$ 1,245	
d. Additional Private IP Address / Device (NetStandard) - Max 10 addl allowed	IA-SN		\$ 125	\$ 155	
e. NetBasic (Shared up to 512K↑/1.5M↓)(1 Private DHCP IP, 1/Device) - Limited Qty	BE-1.5		\$ 795	\$ 995	
f. NetDedicated (Dedicated 1.54 Mbps w/5 IP addresses) - No addl IP's available	TS		\$ 3,495	\$ 4,370	
g. NetDedicated Plus (Dedicated 3 Mbps w/29 IP addresses)	TS-03		\$ 5,900	\$ 7,375	
<b>2. Internet – Networking Services: Equipment</b>					
a. Switch / Hub Rental (8 Port) – 10 / 100 Base -T	SW08		\$ 150	\$ 185	
b. Switch / Hub Rental (24 Port) – 10 / 100 Base -T	SW24		\$ 225	\$ 280	
c. Patch Cable (up to 50') – Cat 5e	PC		\$ 50	\$ 62	
<b>3. Voice Services: PBX Service – Dial "9" for an outside line</b>					
a. Single Line (no Instrument) (unrestricted long distance)	LO		\$ 275	\$ 345	
b. Multi-Line Phone w / 1 main Number & 1 rollover line (unrestricted LD)	ML		\$ 415	\$ 520	
<b>4. Voice Services: Dedicated Line ( Direct line do not dial "9" )</b>					
a. Dedicated Line - (no Instrument) (unrestricted) - Limited Quantity	DL		\$ 395	\$ 495	
<b>5. Voice Services: Special Services</b>					
a. Telephone Instrument (Single Line, Touchtone) upon request	SL / DI				
b. Long Distance Restrictions (Local & Credit Card / Local Only ) upon request	CC / TLD				
<b>6. Special Line Services (For 3<sup>rd</sup> Party Circuit Extensions - Must order circuit from local Bell Co or Other Provider)</b>					
a. Analog Extended Pots line from Demarc to Booth	DP		\$ 200	\$ 250	
b. ISDN BRI Extended circuit from Demarc to Booth	IS		\$ 400	\$ 500	
c. T-1 Extended Data / Telco circuit from Demarc to Booth (See T&C 8)	T2 / T1		\$ 2,000	\$ 2,500	
d. DS-3 Extended circuit from Demarc to Booth (See T&C 8)	T3		\$ 9,000	\$ 11,250	
e. Labor / Floor Work - Fee per hour (See T&C 1)	FW		\$ 125	\$ 125	
f. DSL Extended circuit from Demarc to Booth (Not Available)	HL		(Call if any questions)		
g. Point-to-Point / Special Engineering / VPN / Web Casting (See T&C 1)	VP / MI		(Call 888-446-6911 for quote)		
<b>7. Special Quote – Attachment A or SOW (if applicable)</b>	MI		(Call 888-446-6911 for quote)		
<b>8. Move - In / On - Site order fee (if ordering service after show move-in has started).</b>			<b>( 20% ) x ( Base Price )</b>		
<b>9. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue.</b>			<b>x ( number of lines )</b>		
			<b>SUBTOTAL</b>		
Unused portions of deposits returned with final billing.			<b>ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%</b>		
<b>TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 702-943-6001</b>			<b>GRAND TOTAL</b>		

**\*\*\* Incentive Price applies to orders received With Payment 21 days prior to the 1<sup>st</sup> day of show move-in. \*\*\***

FOR SMART CITY USE: Payment Rec'd (Amount):	Customer No: <b>2010 - 015 - 328 -</b>
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ORDER ON LINE: [www.smartcity.com/orders/placeorder.asp](http://www.smartcity.com/orders/placeorder.asp)

INTERNET - NETWORK / TELEPHONE SERVICE CONTRACT

## Terms and Conditions / Payment Options

1. **Smart City is the exclusive provider and installer of all Voice, Data and Network** services (wired and wireless) including communications cabling. This includes **all cabling** to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunications related cabling.
2. The use of the network connection(s) provided by Smart City may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and **cannot be resold or distributed to other companies or individuals.**
3. All devices for which Smart City directly or indirectly provides Internet / Network connectivity must pay a device charge or purchase a Smart City assigned IP address.
4. **Incentive Price** applies when a completed order with payment is received no later than 21 days prior to the first day of show move-in. **Base Price** applies to (a) all orders received from One (1) to Twenty (20) days before show move-in has started or (b) orders received on or before the 21 day Incentive Deadline without payment (c) **orders placed on site or after show move-in has started will be at Base Price plus an additional 20% X Base Price.**
5. **Internet / Network** – 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet access to our backbone, with shared or dedicated Internet access up to 512 Kbps or greater (depending on service ordered) via an RJ-45 jack, is provided for each connection ordered.
6. **Shared Internet Services Specific:** Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are **not allowed with any of our shared Internet / Network services.** This includes, but is not limited to, NetPremium, NetStandard, NetBasic, and NetExpress. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote.
7. Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP / IP software or power to the booth.
8. Limited Availability: T-1 / DS-3 and other special circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges.
9. **Wireless Specific:** (a) Smart City is the exclusive provider of voice, wired and wireless data service(s) for the Facility. **Wireless Devices not authorized by Smart City are strictly prohibited.** Customer(s) that desire to showcase their wireless products must contact Smart City 21 days in advance of show move-in to investigate the potential of Smart City engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). (b) The use of any wireless device that interferes with the facility's 2.5 / 5.8 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense.
10. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of service.
11. **Internet Performance Disclaimer:** Smart City does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone(s) beyond the Facility.
12. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City.
13. **CANCELLATION** – There is a minimum \$150 Cancellation fee. Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used.
14. Service problems must be reported to the Smart City Service Desk. Service claims will not be considered unless filed in writing by Customer prior to close of show.
15. **Any additional cost incurred by SMART CITY to: 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate.**
16. **Equipment Management:** (a) Customers should pick up hubs, wireless devices, telephone instruments and other rental equipment at the Smart City Service Desk. (b) The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Smart City Service Desk within one (1) hour following close of the show.
17. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. **Federal Tax ID is 65-0524748.**
18. **NOTE: THE CUSTOMER IS RESPONSIBLE FOR ALL INTERNATIONAL LONG DISTANCE AND OTHER APPLICABLE CHARGES AGAINST ASSIGNED TELEPHONE NUMBER(S)**
19. **All Single Line, Multi-Line, and Dedicated Line Telephone services include Directory Assistance, Information, "0+", Operator assisted, 1-800, 950, credit card type call usage and unlimited Domestic Long Distance. International Call charges will apply.**
20. **Long Distance (International Calls) and Line Restrictions:** (a) Toll restriction will block lines to local only or local and "1-800" calling only. All other "1+" or "0+" dialing will be blocked (this includes all long distance access). (b) All lines will be blocked from "976" and "900" dialing unless otherwise requested. Additional deposits may be applicable. (c) Smart City will provide a detailed listing of all toll / billable type calls made from applicable services. Additional LD deposits required for Intl companies.
21. A per line move fee starting at \$100 (Telephone), \$200 (Internet) may apply to relocate the line(s) after it is installed.
22. Prices are based upon current rates and are subject to change without notice.

(1) All Customer contracts and agreements are solely between SMART CITY and the prospective Customer; (2) SMART CITY is not the employee, agent or partner of the Facility; (3) The Facility is not a party to, nor shall it have any obligations or liabilities whatsoever to any Customer, under any Customer Contract including without limitation, the obligation to provide any of the services covered by such Customer Contract; (4) No representations or warranties are being made by the Facility with respect to any Customer Contract or any Communications Services; (5) The right of the Customer to receive any Communications Service will be terminated if this Agreement is terminated for any reason provided therein; and the Facility will have no obligation to continue providing such service unless the Facility elects in its sole discretion to continue to provide such services itself or through a third party; (6) The provisions of the Customer Contract are separate and independent from the provisions of the Customer's lease space in the building and shall not affect the Customer's obligations under such lease and without limiting the foregoing, in no event shall any default by SMART CITY under the Customer Contract or any failure with respect to any Communications Services have any effect on any Customer's obligations to the Facility under any lease or any other occupancy agreement between such Customer and the Facility.

23. **A valid Credit Card number with signature MUST be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.**
24. Smart City accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa.). Make all checks payable to: **Smart City.**
25. Due to the cost of processing checks, any refunds due in the amount of \$10.00 or less will not be refunded except upon written request.

### Mail or Fax Completed Orders with Payment and Floor Plan To

SMART CITY  
5795 W. BADURA AVENUE, SUITE 110  
LAS VEGAS, NEVADA 89118  
(888) 446-6911 FAX (702) 943-6001

## Customer Acceptance of All Smart City Terms and Conditions / Attachments:

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

**Print Authorized Name**

**Authorized Signature**

**Date**

FOR SMART CITY USE: Payment Rec'd (Amount):

Customer No: **2010 - 015 - 328 -**

ORDER ON LINE: [www.smartcity.com/orders/placeorder.asp](http://www.smartcity.com/orders/placeorder.asp)

\*\*\* Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. \*\*\*



# Network Security Declaration

Center: Washington CC (015) - DC

Show: Marine Corps Marathon Health & Fitness Expo

Company Name: \_\_\_\_\_

Booth / Room #: \_\_\_\_\_

Customer / Ref #: 2010 - 015 - 328 -

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

## Network Security Policy:

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

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

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

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

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

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

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

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: \_\_\_\_\_

Rental Company Contact: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Device(s) Operating System: \_\_\_\_\_ Total # of Devices: \_\_\_\_\_

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: \_\_\_\_\_

Virus Scan Last Updated: \_\_\_\_\_ Date Security Updates Last Performed: \_\_\_\_\_ Date

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

# Floor Plan – Communications Cable

Center: Washington CC (015) - DC

Show: Marine Corps Marathon Health & Fitness Expo

Company Name: \_\_\_\_\_

Booth / Room #: \_\_\_\_\_

Customer / Ref #: 2010 - 015 - 328 -

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

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

		Adjacent Booth or Aisle#											
Adjacent Booth or Aisle#													
		Adjacent Booth or Aisle#											

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

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

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

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

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



SMART CITY  
5795 W. BADURA AVE, SUITE 110  
LAS VEGAS, NEVADA 89118  
888-446-6911  
702-943-6001 (FAX)



Company Name		Booth / Room	
Billing Name		Show Dates: 10 / 29 / 10 To 10 / 30 / 10	
Billing Address		Incentive Order Deadline: 10 / 06 / 10	
City, State / Country, Zip		Email	
Contact	Telephone Number ( ) -	Fax Number ( ) -	
Install Date / / Time : / / Time :	Removal Date / / Time : / / Time :	Cell Number ( ) -	
Credit Card Number: <input type="checkbox"/> AMX <input type="checkbox"/> MC <input type="checkbox"/> Visa		Expiration Date (MM / YY): /	
Print Card Holder Name:		Card Holder Signature:	

**Important! Important!** Please review the "Product Overview and T's & C's" section of our literature to assure that the services you have selected will provide the required functionality for any application(s) you will be utilizing. **A complete description of all services and Terms & Conditions can be found online at [www.smartcity.com](http://www.smartcity.com) "Conventions" section.** Please call if assistance is needed.

Description of Service	Type	Qty	Incentive	Base	Total
1. Standard Cable TV Services					
a. Basic Service – Digital (Local & Basic Cable Channels, CNN) ▪ One Cable TV drop is provided with each service ordered.	CTV-B		\$ 525.00	\$ 655.00	
b. Premium Service - Digital (Local & Expanded Cable Channels, CNN) ▪ One Cable TV drop is provided with each service ordered.	CTV-P		\$ 625.00	\$ 780.00	
c. Cable TV Converter / Set-Top Box Rental (1 per TV) – Potentially Required ▪ Not required if TV has a built in QAM Tuner.	CTV-BX		\$ 50.00	\$ 65.00	
d. Custom Requests (Additional Premium Channels & Other Services)	MTV		(Call 202-249-3800 for quote)		
2. Special Services					
a. Labor / Floor Work – Fee per hour	FW-TV		\$ 125.00	\$ 125.00	
3. Special Quote – Attachment A or SOW (if applicable)	MTV		(Call 202-249-3800 for quote)		
4. Move - In / On - Site order fee (if ordering service after show move-in has started).			( 20% ) x ( Base Price )		
5. Distance Fee of \$500 for each drop / line outside the convention venue.			x (number of lines)		
SUBTOTAL					
ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%					
TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 702-943-6001			GRAND TOTAL		

**\*\*\* Incentive Price applies to orders received With Payment 21 days prior to the 1<sup>st</sup> day of show move-in. \*\*\***

### Customer Acceptance of All Smart City Terms and Conditions / Attachments:

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

<b>Print Authorized Name</b>		<b>Authorized Signature</b>		<b>Date</b>
FOR SMART CITY USE: Payment Rec'd (Amount):		Customer No: <b>2010 - 015 - 328 -</b>		
Payment Type:	<input type="checkbox"/> Check <input type="checkbox"/> Money Order <input type="checkbox"/> Cash <input type="checkbox"/> Wire Transfer <input type="checkbox"/> American Express <input type="checkbox"/> MasterCard / Visa			
Note:	CSR:	Date:		

ORDER ON LINE: [www.smartcity.com/orders/placeorder.asp](http://www.smartcity.com/orders/placeorder.asp)

**TERMS AND CONDITIONS (continued from page 1)**

<p>1. <b>Smart City is the exclusive provider and installer of all Cable TV, Voice, Data and Network</b> services (wired and wireless) including communications cabling. This includes <b>all cabling</b> to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunications related cabling.</p> <p>2. The use of the Cable TV connection(s) provided by Smart City may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and <b>cannot be resold or distributed to other companies or individuals.</b></p> <p>3. <b>Incentive Price</b> applies when a completed order with payment is received no later than 21 days prior to the first day of show move-in. <b>Base Price</b> applies to (a) all orders received from One (1) to Twenty (20) days before show move-in has started or (b) orders received on or before the 21 day Incentive Deadline without payment (c) <b>orders placed on site or after show move-in has started will be at Base Price plus an additional \$75 line/drop.</b></p> <p>4. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of service.</p> <p>5. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City.</p>	<p>6. <b>CANCELLATION</b> – There is a minimum \$150 Cancellation fee. Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred labor, material, and / or engineering costs. Credit will not be given for service(s) installed and not used. Service problems must be reported to the Smart City Service Desk. Service claims will not be considered unless filed in writing by Customer prior to close of show.</p> <p>7. <b>Any additional cost incurred by SMART CITY to: 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide (i.e. floor plans ) may be billed to the Customer at the prevailing rate.</b></p> <p>8. A per line move fee starting at \$200 may apply to relocate the line(s) after it is installed.</p> <p>9. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. <b>Federal Tax ID is 65-0524748.</b></p> <p>10. Prices are based upon current rates and are subject to change without notice.</p> <p>11. The Customer will be responsible for returning all rental equipment to the Smart City Service Desk within one (1) hour following close of the show. Missing equipment will incur charges at prevailing rates.</p>
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**RESTRICTIONS / CHANGES**

Customer acknowledges and agrees that it is prohibited by federal copyright law and the Cable Company's agreements with its programming providers from several usage scenarios as follows - Customer shall not, nor authorize or permit any other person to: (a) charge a cover charge or admission fee to the Premises for any cable television programming or cable related event, including, but not limited to, premium services and pay-per-view events, without the prior written consent of Smart City; (b) copy, record, dub, reproduce or alter any cable television programming/service or any part thereof; (c) transmit cable service beyond the outlets on the Premises installed by Smart City or authorized hereunder; or (d) permit the transmission, display or recording of any premium channel or pay-per-view event; or (e) tamper with or modify the cable converter unit, remote control device or any other equipment provided by Smart City to the Customer.

In the event the Customer engages in any of the conduct described above, in addition to any other remedies available at law or in equity, Smart City may terminate the cable services. All charges will apply and no refunds will be given. Additional charges may apply for problem resolution of any restriction violation.

Customer acknowledges and agrees that the Cable Company has the right at any time to preempt, without prior notice, specific programs and to determine what substitute programming, if any, shall be made available.

**LIMITATION OF LIABILITY**

**Limited Warranty.** SMART CITY warrants that: (a) it has the right to provide all CTV and Cable TV services (the "Services"). In the event that the Services are not performed in accordance with this warranty you agree to inform SMART CITY of such fact, by written notice prior to close of the Show / Event, and, as your sole and exclusive remedy, SMART CITY will either: (a) repair or replace the Services to correct any defects in performance without any additional charge to you, or (b) in the event that such repair or replacement cannot be done within a reasonable time, terminate the Customer Contract and provide you with a pro rata refund of the fees paid to SMART CITY for the Services hereunder with respect to such calendar year.

**LIMITATION OF LIABILITY.** EXCEPT FOR OUR WILLFUL MISCONDUCT OR GROSS NEGLIGENCE, YOU AGREE THAT UNDER NO CIRCUMSTANCES IS SMART CITY LIABLE TO YOU FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES OR LOST PROFITS ARISING OUT OF THE SYSTEMS OR OUR SERVICES OR OBLIGATIONS UNDER THIS AGREEMENT EVEN IF SMART CITY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN ANY EVENT, YOUR EXCLUSIVE REMEDY AND OUR ENTIRE LIABILITY TO YOU FOR ANY REASON UPON ANY CAUSE OF ACTION ARISING OUT OF THE SYSTEM OR OUR SERVICES UNDER THIS AGREEMENT SHALL BE THE AMOUNT ACTUALLY PAID BY YOU TO SMART CITY WITH RESPECT TO THOSE DEFICIENT SERVICES. THE LIMITATION OF LIABILITY PROVIDED BY THIS SECTION IS LIMITED TO OUR DUTIES AND LIABILITIES BY REASON OF THIS AGREEMENT ONLY, AND DOES NOT AFFECT ANY OTHER RELATIONSHIP SMART CITY MAY HAVE WITH YOU.

NO ACTION, REGARDLESS OF FORM, ARISING OUT OF OR RELATED TO THE USE OF THE SERVICES PURSUANT TO THIS AGREEMENT MAY BE BROUGHT BY YOU MORE THAN 12 MONTHS AFTER THE CAUSE OF ACTION FIRST AROSE.

(1) All Customer contracts and agreements are solely between SMART CITY and the prospective Customer; (2) SMART CITY is not the employee, agent or partner of the Facility; (3) The Facility is not a party to, nor shall it have any obligations or liabilities whatsoever to any Customer, under any Customer Contract including without limitation, the obligation to provide any of the services covered by such Customer Contract; (4) No representations or warranties are being made by the Facility with respect to any Customer Contract or any Communications Services; (5) The right of the Customer to receive any Communications Service will be terminated if this Agreement is terminated for any reason provided therein; and the Facility will have no obligation to continue providing such service unless the Facility elects in its sole discretion to continue to provide such services itself or through a third party; (6) The provisions of the Customer Contract are separate and independent from the provisions of the Customer's lease space in the building and shall not affect the Customer's obligations under such lease and without limiting the foregoing, in no event shall any default by SMART CITY under the Customer Contract or any failure with respect to any Communications Services have any effect on any Customer's obligations to the Facility under any lease or any other occupancy agreement between such Customer and the Facility.

12. A valid Credit Card number with signature **MUST** be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.

13. Smart City accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa,). Make all checks payable to: **Smart City.**

14. Due to the cost of processing checks, any refunds due in the amount of \$10.00 or less will not be refunded except upon written request.

**Mail or Fax Completed Orders with Payment and Floor Plan To**

SMART CITY  
5795 W. BADURA AVENUE, SUITE 110  
LAS VEGAS, NEVADA 89118  
(888) 446-6911 FAX (702) 943-6001

ORDER ON LINE: [www.smartcity.com/orders/placeorder.asp](http://www.smartcity.com/orders/placeorder.asp)

\*\*\* Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. \*\*\*



Mail or fax this form to:  
**Urban Jungle, Inc.**  
 P.O. Box 6165  
 McLean, VA 22106  
 703-241-8545 phone  
 866-516-3716 fax  
 [Tax ID #: 54-1796144]

## PLANT & FLORAL ORDER FORM

[info@urbanjungleinc.com](mailto:info@urbanjungleinc.com)

QTY	ITEM	ADVANCE *	SHOW PRICE	TOTAL
	Floral Arrangement (approx. 12" H)	\$ 55.00	\$ 65.00	
	Floral Arrangement (approx. 18" H)	\$ 70.00	\$ 80.00	
	Custom Floral Arrangement (call for assistance)	\$ 95.00	\$ 110.00	
	Bud Vases (list color preference)	\$ 25.00	\$ 30.00	
	Tropical Arrangements	\$ 65.00	\$ 80.00	
	Orchid Plants (4" _____ 6" _____)	\$ 50 / 75.00	\$ 60 / 85.00	
	Mum Plants (white _____ yellow _____ lavender _____)	\$ 25.00	\$ 30.00	
	Azaleas (red _____ pink _____ white _____)	\$ 30.00	\$ 35.00	
	Bromeliads (Red, pink, yellow, other)	\$ 30.00	\$ 35.00	
	Seasonal Plants (kalanchoe, gloxinia, cyclamen, etc.)	\$ 30.00	\$ 35.00	
	Small (6" pot) Fern _____ Ivy _____ Pothos _____	\$ 25.00	\$ 30.00	
	Large Fern _____ Ivy _____ Pothos _____	\$ 30.00	\$ 35.00	
	Glass Bowl for Cards (yours to keep)	\$ 25.00	\$ 30.00	
	<b>Pkg A:</b> (1) 6' Ficus topped w/ fern & blooming plant	\$ 125.00	\$ 135.00	
	<b>Pkg B:</b> (2) 3' plants and (1) Blooming plant	\$ 100.00	\$ 110.00	
	<b>Pkg C:</b> large container w/ivy and blooming plants	\$ 100.00	\$ 115.00	
	2' Green Plants	\$ 30.00	\$ 35.00	
	3' Green Plants	\$ 40.00	\$ 45.00	
	4' Green Plants	\$ 50.00	\$ 55.00	
	5' Green Plants	\$ 60.00	\$ 65.00	
	6' Green Plants	\$ 70.00	\$ 75.00	
	7' Green Plants	\$ 95.00	\$ 105.00	
	8' - 10' Ficus Trees	\$ 115.00	\$ 130.00	
<b>Decorative Containers: White Black Wicker</b>			<b>SUB TOTAL</b>	\$
♦ Call for prices on brass, chrome, terra cotta pots				
♦ Tax is based on show location.			<b>Sales Tax</b>	\$
♦ DC - 6% VA - 5% MD - 6% PA - 7%			See list at left	\$
HGRV	Call for items you may want but do not see on this list.		<b>TOTAL AMOUNT DUE:</b>	\$

*Please remit payment to URBAN JUNGLE, Inc.*

**Rental Price includes:** Container, top-dressing, delivery and pick-up. **All orders must be paid in full.** No adjustments will be made after the show closes. All green plants are rental items and are the property of Urban Jungle, Inc. Show site cancellations will incur a 100% cancellation fee. ***If tax-exempt in state of delivery, your certificate must be included with this order form.***

☐ **HAVE AN URBAN JUNGLE REP SEE US AT OUR BOOTH:** Date: \_\_\_\_\_ Time: \_\_\_\_\_

Exhibitor: \_\_\_\_\_  
 Firm Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_  
 Fax # \_\_\_\_\_  
 PO # \_\_\_\_\_  
 Email \*\*: \_\_\_\_\_

Show Name: **Marine Corps Marathon Health & Fitness Expo**  
 Dates: **October 29 - 30, 2010**

Location: **Washington Convention Center**  
 Booth #: \_\_\_\_\_

Payment Info: (circle one) AMEX VISA MC CHECK  
 Credit Card #: \_\_\_\_\_  
 Name on Card: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Security # \_\_\_\_\_  
 Signature: \_\_\_\_\_

{ Overnight order form to: Urban Jungle, Inc. 1631 Dempsey St. McLean, VA 22101 }

**\*\* Email is required for confirmation and final invoices.**

**\* Orders must be received two weeks prior to show date for advance price!**





Hi-Tech Electric  
2230 West Winton Avenue  
Hayward California 94545  
510-293-6151  
510-293-6155 (FAX)  
dcexhibitorservices@hi-techelectric.com

Full payment is required to process order. Return with 100% remittance to above address.  
Retainer Credit Card is required Fed. ID # 88-0437088 2010\*\*Order Form

Name of Event **Marine Corps Marathon Health and Fitness Expo** Show Dates **October 29-30, 2010** Incentive Deadline **October 8, 2010**

Company Name		Booth Number		Check Number (If paying by check)	
Credit Card Billing Address (exact address for credit card)				Purchase Order Number	
Country					
Credit Card Number		Expiration Date		<input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMX	
E-mail		Phone		Fax	
Authorized Contact- please print		Cardholder Signature		Print/Type Cardholder Name	

\*\*\* Please have your Payment 21 days in advance to receive incentive price rates.\*\*\*

### Plumbing Connections

Description of Service	Incentive	Base	TOTAL
<b>1. Compressed Air:90-100 lbs.PSI</b>			
a. Service charge for first GAS outlet at rear of booth	\$ 336.00	\$ 497.00	
b. Service charge for first AIR outlet at rear of booth - Air Only	\$ 218.00	\$ 262.00	
C. Each additional outlet within island + peninsula booths only	\$ 171.00	\$ 209.00	
D. Number of connections – size of connection _____	\$ 62.00	\$ 75.00	
e. CFM's Required _____ - Air Only	\$ 7.00	\$ 10.00	
F. 24-hour service required? No Yes (If yes, add 50%)			
<b>2. Water 1/2" and 3/4"</b>			
a. Service charge for first water outlet at rear of booth	\$ 218.00	\$ 262.00	
b. Each additional outlet within island + peninsula booths only	\$ 122.00	\$ 148.00	
C. Number of connections – size of connection _____	\$ 73.00	\$ 89.00	
d. PSI Required _____ GPM Required _____			
NOTE: Pressure may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, Exhibitor should arrange to have a pressure regulator valve or pump installed. Plumbing contractor not responsible for sediment, color or taste of water. Water filters are recommended we have them on request.			
<b>3. Drains 1/2" and 3/4" / Continuous Water &amp; Drain</b>			
a. Service charge for first drain outlet at rear of booth	\$ 165.00	\$ 201.00	
b. Each additional outlet within the same booth	\$ 122.00	\$ 148.00	
C. Number of connections – size of connection _____	\$ 73.00	\$ 89.00	
D. Continuous Water & Drain	\$ 305.00	\$ 365.00	
<b>4. Sinks &amp; Water Heaters ( Includes water &amp; drain )</b>			
a. Single Sink	\$ 410.00	\$ 470.00	
b. Double Sin	\$ 489.00	\$ 594.00	
C. Water Heater / 40 gallons each (Requires electrical connections ordered separately)			
A. Fill and Drain _____0-199 Gallons	\$ 122.00	\$ 148.00	
B. Fill and Drain _____0-200-399 Gallons	\$ 181.00	\$ 222.00	
C. Fill and Drain _____0-400 Gallons and over	\$ 270.00	\$ 323.00	
All ramping of utility lines in booth are done at time and material. Laying of lines under carpet or floor or spotting from ceiling will be an additional labor charge. Minimum per removal of lines is 1 hour each. Please attach floor plan with order to show location of lines.	<b>SUBTOTAL</b>		<b>\$</b>
	<b>PAYMENT ENCLOSED</b>		<b>\$</b>

SEE REVERSE SIDE TO COMPLETE SERVICE ORDER FORM

Straight Time: \$88.00 Monday – Friday 8:00am – 4:30pm  
Premium Time : \$168.00 Weekends / Holidays and after 4:30pm Monday – Friday



## TERMS AND CONDITIONS

1. Credit will not be given for connections installed and not used.
2. All materials and equipment furnished by Hi-Tech for this service order shall remain property and shall be removed ONLY by Hi-Tech at the close of the show.
3. Claims will not be considered unless filed by exhibitor prior to close of exposition.
4. Prices based upon current wage rates and are subject to change without notice.
5. Under no circumstances shall anyone other than Hi-Tech Electric/Plumbing personnel make service connections.
6. All equipment using water must have inlet and outlet properly tagged.
7. Unless otherwise directed, Hi-Tech Electric personnel are authorized to cut floor coverings to permit installation of service.
8. A separate connection fee will be made for each piece of equipment using connected service, whether connected directly or otherwise.
9. Hi-Tech will not be responsible for moisture, oil or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
10. Hi-Tech must have 30 days notice in order to supply special regulators, strainers, traps, etc.
11. All utility outlets include up to 50 feet of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and materials rates.
12. All outlets will be installed on the floor at the back wall of booth.
13. Hi-Tech will not be responsible for sediment, color or taste of water in line or loss of pressure.
14. All services will be disconnected / shut off at conclusion of show unless advance notice has been given and acknowledged.
15. All cylinders must be firmly attached to exhibit. If cylinder must be made secure by Hi-Tech Electric a labor charge may be added.
16. A connection of a regulator to cylinder or equipment will be subject to a 1 hour minimum labor charge plus materials at prevailing labor rate.
17. Orders for electricity or electrical labor to connect and operate any plumbing apparatus must be placed separately using the Electrical Service Contract.

## THIRD PARTY CREDIT CARD AUTHORIZATION

**Third-Party Credit Card information:** Exhibiting firm acknowledges the responsibility for any additional charges in the event the third party named does not make payment. All balances must be settled prior to event closing.

Account #

Expiration Date

Cardholder Name:

Address:

City

State

Zip

☐ VISA

☐ MC

☐ AMX

## LABOR REQUEST FOR PLUMBING DISTRIBUTION: Please Complete

☐ Floor Plan attached showing neighboring booths/aisles

☐ Floor Plan showing main drop location

☐ Floor Plan to follow

☐ OK to Proceed without Exhibitor present

☐ DO NOT Proceed without Exhibitor present

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Booth Number

***Installation of plumbing order will be delayed without all of the above information.***

### Labor Rates:

\$88.00 Straight Time

\$168.00 Premium Time

One hour minimum Installation

1/2 hour minimum Dismantle

### Cancellations:

Prior to Event: 20%

At Show Site: 50%

Once Installed: None

### Supervision Fees:

20% Supervision Fee:

All Island Booths

All booths with a floor plan

### Revisions:

Revisions are subject to  
a 10% surcharge

Size of Booth: \_\_\_\_\_

Type of Booth:

☐ Island

☐ Peninsula

☐ Inline

## QUESTIONS OR COMMENTS

Hi-Tech Electric • 2230 West Winton Avenue • Hayward, CA 94545 • 510-293-6151 • 510-293-6155 FAX

**\*\*Tipping is not permitted. Any request from personnel for gratuities should be reported to the WCCA management immediately.\*\***

2230 West Winton Avenue  
Hayward, CA 94545  
510-293-6151 Phone  
510-293-6155 FAX

# TRUSS / MOTORIZED HOIST/ LABOR ORDER 2010\*\*



Full payment is required to process order Incentive Deadline Date (21 days in advance): **October 8, 2010** Order increases 50% at show-site

<b>Event</b> Marine Corps Marathon Health and Fitness Expo	<b>Company Name</b>	<b>Booth No</b>
<b>Date of Event</b> October 29-30, 2010	<b>Billing Address</b>	
<b>Order Date</b>	<b>City, State, Zip</b>	<b>Country</b>
<b>Contact name-Please Print</b>	<b>Telephone</b>	<b>FAX</b>
	<b>E-mail</b>	

**Labor Rates: Important Information!** Straight Time: \$88.00 Premium Time: \$168.00 Lift Rates: \$152.00 per hour (one hour minimum) plus operator's time

Qty	Description	Incentive Price	Base Rate	Total
	10'x12x12 Truss	\$ 178.00	\$ 205.00	
	Corner Blocks	\$ 116.00	\$ 132.00	
	Chain Motor up to 1 Ton (HTE provides all motors for all overhead rigging)	\$ 498.00 Includes power and points	\$ 527.00	
	Rigging Points	\$ 105.00 per point	\$ 120.00	
	Overhead Quartz Lights	\$ 333.00	\$ 407.00	
	All Dimmer Boards & Custom Truss (Please call for quote)			\$

Day / Date	Installation	No. Stagehands	No. Riggers	Day / Date	Dismantle	No. Stagehands	No. Riggers
M				M			
T				T			
W				W			
Th				Th			
F				F			
Sa				Sa			
Su				Su			

## Rigging Jurisdiction

- All exhibit hall rigging must provide a floor plan for approval by HTE - PDF or DWG format required
- All labor for rigging-to-building structures will be provided by HTE.
- No other contractors may attach motorized equipment for rigging- to- building structures.
- Rigging includes all motorized rigging-to-building structures.
- Failure to start labor as ordered due to delays of client-owned equipment will still result in the hourly charges per man hour

☐ Visa
 ☐ MC
 ☐ Amex

## COMPANY CREDIT CARD AUTHORIZATION

Account # / Expiration date

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Cardholder's Name (please print)

Signature

Third Party Billing Information must be entered for this order to be scheduled

**Third Party Credit Card Information:** Exhibiting company acknowledges the responsibility for any additional charges in the event the third party does not make payment. All balances must be settled prior to the event closing.

☐ Visa
 ☐ MC
 ☐ Amex

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Account # / Expiration date

Cardholder's Name (please print)

Signature

## TERMS AND CONDITIONS

### IMPORTANT

- a. 24-hour power & dedicated circuits will be double the listed price.  
*Use \* to indicate 24-Hour Outlet(s).*
- b. Electricity will be turned on within 30 minutes of show daily.
- c. To receive the incentive rate, we must receive your order, along with payment in full or credit card authorization, on or before deadline date. All other orders will be charged at the base rate.
- d. No credits will be issued on unused outlets or lights installed as ordered.
- e. Exhibitors using outlets without an order will be charged the base rate for outlets used.

### HI-TECH ELECTRIC JURISDICTION

*(Requires Hi-Tech Electric labor and/or materials)*

- a. Only HTE equipment is allowed for electrical distribution. Exhibitors are not permitted to bring their own electrical distribution system.
- b. HTE installs all motor and equipment hook-ups requiring hard wiring connections.
- c. HTE performs all installations and/or repair of electrical fixtures.
- d. HTE performs installation of all electrical motors and electrical apparatus to be energized
- e. HTE electrical labor is required to inspect pre-wired equipment that connects to HTE distribution systems.
- f. HTE provides labor for all overhead truss rigging and overhead booth lighting.
- G. HTE performs all installations of electrical cords under the carpet

### RIGGING LABOR

- a. \$ 88.00 per hour Straight Time 8am-4:30pm M-F
- b. \$168.00 per hour Premium Time After 4:30pm M-F  
Weekends & Holidays

### ELECTRICAL LABOR: OUTLET DISTRIBUTION

- a. Labor rates: \$88.00 Straight time 8-4:30pm M-F
- b. Labor rates: \$168.00 Premium Time  
Premium Time applies after 4:30pm, M-F /weekends and holidays.
- c. Lift Rates: \$152.00 per hour (one hour minimum) plus operator's time.
- d. Starting time can only be guaranteed when labor is requested.  
The minimum charge per booth is one hour installation and 1/2 the total time for dismantle. Labor charges will begin per Exhibitor's request. Failure to start labor as scheduled will result in one hour charge per electrician requested, unless 24 hour advance notice is provided in writing.

### OUTLET LOCATION & DISTRIBUTION

- a. All electrical outlets will be installed on the floor at the baseline back wall of in-line pipe and draped booths unless otherwise ordered.
- b. All electrical outlets for island booths will be dropped from one main drop location per the exhibitor's floor plan.  
If no plan is provided, the outlets will be installed at our discretion.
- c. Any additional power drops or locations are chargeable on a time and material basis.
- d. Distribution and connection of outlets are chargeable on a time and material basis.

### RIGGING JURISDICTION

- a. All exhibit hall rigging must provide a floor plan for approval by Hi-Tech.
- b. All motors for rigging must be ordered through Hi-Tech.
- c. All labor for rigging-to-building structures will be provided by Hi-Tech.
- d. No other contractors may attach motorized equipment for rigging to building.
- e. Rigging includes all motorized rigging-to-building structures.
- f. Failure to start labor as scheduled due to any delays with client-owned equipment will still result in the hourly charges per man hour.

## THIRD PARTY CREDIT CARD AUTHORIZATION

**Third-Party Credit Card information:** Exhibiting firm acknowledges the responsibility for any additional charges in the event the third party named does not make payment. All balances must be settled prior to the event closing.

Company Name		Booth Number		Check Number (If paying by check)	
Credit Card Billing Address (Exact address for credit card)				Purchase Order Number	
City, State, Zip				Country	
Credit Card Number		Expiration Date		<input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMX	
E-mail		Telephone Number		Fax Number	
Authorized Contact- please print		Cardholder Signature (1)		Print/Type Cardholder Name	

## LABOR REQUEST FOR ELECTRICAL DISTRIBUTION: Please Complete

Please send a PDF or DWG of all Island booths 30'x30' or larger to: [dcexhibitorservices@hi-techelectric.com](mailto:dcexhibitorservices@hi-techelectric.com)

- ☐ Floor Plan attached showing neighboring booths/aisles/main drop location
- ☐ Floor Plan will follow
- ☐ OK to Proceed without Exhibitor Present
- ☐ DO NOT Proceed without Exhibitor Present

Date \_\_\_\_\_

Time \_\_\_\_\_

Booth Number \_\_\_\_\_

*Installation of electrical order will be delayed without all of the above information.*

Electrical Labor Rates: \$88.00 Straight Time \$168.00 Premium Time One hour minimum Installation 1/2 hour minimum Dismantle	Rigging Labor Rates: \$ 88.00 Straight Time \$168.00 Premium Time Labor charges will be based from work order	Cancellations: Prior to Event 20% At Show Event 50% Once Installed NONE	Supervision Fee: 20% Supervision Fee For all booths requiring labor	Revisions: Revisions are subject to a 10% surcharge
--	--	--	---	--

Size of Booth _____
Type of Booth <input type="checkbox"/> Island <input type="checkbox"/> Peninsula <input type="checkbox"/> Inline

### Questions or Comments

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**Tipping is not permitted. Any request from personnel for gratuities should be reported to the WCCA management immediately.**