



Atlanta Apartment Association Trade Show
Exhibitor Manual
May 15, 2024





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Exhibitor Load-in Times

The Cobb Galleria Centre DOES NOT permit vehicles to drive into the exhibit hall.

In order to facilitate an orderly move-in, the following load-in times have been designated for **TUESDAY, May 14th, 2024:**

BOOTH TYPE / LOCATION:	TIME:
<u>ISLAND LOCATION</u> (10X20) OR (20X20)	8:00 A.M. – 9:00 A.M.
<u>10x20 LOCATION (SIDE-BY-SIDE)</u>	8:00 A.M. – 9:00 A.M.
<u>AISLES 100-200</u>	9:00 A.M. – 10:00 A.M.
<u>AISLES 300-400</u>	10:00 A.M. – 11:00 A.M.
<u>AISLES 500-600</u>	11:00 A.M. - NOON
<u>AISLES 700-900</u>	NOON – 1:00 P.M.

If for any reason your company decides not to exhibit **OR** set up at your assigned time on May 14th, AAA must be notified (events@atl-apt.org), or booth space will be allocated to other exhibitors at discretion of AAA. If exhibitor shows up to exhibit after May 14th without notifying AAA of intentions, AAA will attempt to assign available space at that time if available.

The Hall will close at **5:00 P.M. on Tuesday**. EXHIBITORS WILL NOT BE ALLOWED TO LOAD-IN ON WEDNESDAY AND WILL NOT BE PERMITTED IN THE EXHIBIT HALL ON WEDNESDAY UNTIL 10:00 a.m.

LOAD-OUT TIMES

LOAD OUT IS PROHIBITED BEFORE THURSDAY MORNING AT 8:00 A.M.

Exhibitors will be allowed to hand carry valuable items through the exhibit hall entrance with a property removal pass on Wednesday evening. Reentry is not permitted after 5:30 P.M.

Dismantling of booths must be done Thursday morning 5/16, between 8:00 A.M. and noon. The exhibit hall closes at 5:30 P.M. Wednesday. Exhibitors will not be permitted to remain in the show hall after 6:00 P.M. on Wednesday night.

THIS WILL BE STRICTLY ENFORCED.



Exhibitor FAQs

- All aisle booths will be provided with 8' high backdrop drapes, 33" high side drapes and a 7"x44" sign indicating the booth number and company name of exhibitor. In keeping with the uniformity of the Show, Exhibitors must use the backdrop drapes provided by the Atlanta Apartment Association.
- Trade Show colors: Backdrop drapes: Red, Gold, White
Side Rails: Blue Jay
- **All booths must be carpeted or have some type of floor covering.** The floor covering must not present any hazards and must extend to the aisle where it will join the aisle carpeting. Any booth not meeting these requirements will be carpeted by the Service Contractor at the exhibitor's expense.
- Island booths cannot exceed 16 feet high. Drapes are not provided for island booths, but exhibitors may order them at their expense. Any area deemed "unsightly" behind drapes or pop-up booths must be covered by drapes at exhibitor's expense.
- Exhibitors shall not display or place any product, sign, partition, apparatus, shelving or other construction which extends more than **8' above** the floor or more than **4' forward** from the back wall of an aisle booth.
- **All food/beverages, including candy and alcohol, must be ordered through the official catering service of the Galleria Centre.** Alcoholic beverages will not be served to anyone under the legal drinking age. Exhibitors may not serve alcoholic beverages without first presenting a certificate of insurance in advance to the Atlanta Apartment Association office. Further, any exhibitor serving food/beverages must complete the required Cobb Galleria Forms included in this Exhibitor Kit. These forms must be submitted to the Galleria Centre **at least 14 DAYS PRIOR** to the Trade Show.
- Drawings for prizes may be conducted by exhibitors within their exhibit areas if done in a dignified manner. Announcements will not be made. Interviews, distribution of literature, demonstrations and the like will be permitted only within the exhibitor's space. Aisles must be kept clear of exhibit materials and personnel.
- Stickers and helium balloons are prohibited in the Galleria Centre. All animals are prohibited in the Galleria Centre – this includes spiders, snakes, pets, etc.
- If your exhibit is to include a vehicle, you **MUST** adhere to and complete the vehicle form in this Exhibitor Kit!
Note: This form must be submitted to Show Management **30 days prior** to the Trade Show!
- Please **DO NOT** take giveaways from other exhibitors!
- "SAAave the Day!" themed awards will be given out at the Opening Ceremony!
- Make sure you have a representative at the 1:00pm Opening Ceremony! Your company may be recognized!
- Please be aware that the Atlanta Apartment Association has never and will **never sell Trade Show Attendees' contact information**. If you receive any emails promoting the sale of an Atlanta Apartment Association Trade Show attendee list, this is a phishing scam. We advise you block the sender and ignore it.
- **Order badges at www.aabadges.com! Deadline to order: April 12th!**



Show date: Wednesday, May 15th from 1:00pm until 5:30pm

Location: Cobb Galleria Centre
Two Galleria Pkwy.
Atlanta, GA 30339

Booth Number: What is your booth number?

Arrival Time: When do you expect your team to arrive?

Dress Code: What is your team wearing?

Team / Post Show Dinner: Is your team meeting up after the show? When, where? Are clients invited?

Reminders for your team:

- **Your BADGE is required** to enter the show floor! (Are you leaving your team's badges at will call, or will one team member pick up and distribute all badges? Let your team know!)
- Attend the opening ceremony! You might win an award!
- Do not take other exhibitors' giveaways! It makes us look bad!
- Act professionally. Stay off your cell phone in the booth. Do not consume food or alcohol in the booth!
- Stay at the booth during the show! *If you'd like to explore, arrive prior to 12:30!* During the show, we need you to be receiving customers!
- Consider bringing a credit card in case clients want a drink. This is a great opportunity to build a relationship.
- **Include expectations that are specific to your company / brand!**

Additional items to consider:

- Appoint a team member to keep track of important items in the booth, such as business cards that have been collected! Better yet, sign up for lead retrieval service so your team does not have to keep up with all the little pieces of paper!
- Think about having a team member in charge of managing your give-a-ways.
- Do not have so much fun Wednesday that you forget **load-out is Thursday from 8am until noon.**



Atlanta Apartment Association 2024 Trade Show

Interactive Floor Plan Advertising

Featured Listing, Map Sponsor & Lead Retrieval Service - \$600

- This will add your logo to the trade show map home page, your logo will pop up on your booth, a 300-character description will be included with your profile & lead retrieval service will be available to your company (with device rental).

Featured Listing – Map Sponsor - \$375

- This will add your logo to the trade show map home page with a hyperlink to your website. Your logo will pop up on your booth as well, as a 300-character description in your profile.

Booth Logo & Description - \$150

- This will add your logo to your booth on the trade show map, as well as a 300-character description in your profile.

Booth Logo - \$75

- This will add your logo to your booth on the online trade show floorplan.

Return this form with payment to events@atl-apt.org OR scan the QR Code below to purchase the items online.

Forward your 300-character description and high-resolution logo to events@atl-apt.org.

Company Name: _____

Advertising Option Selected: _____

E-Mail Address: _____

Contact Name: _____

Website hyperlinked to logo: _____

VISA, MasterCard, American Express or Discover

Card #: _____

Name on card: _____ Total to be charged: _____

Signature: _____

Billing Address: _____

Security Code: _____ Exp. Date: _____

Make checks payable to: Atlanta Apartment Association
8601 Dunwoody Place, Suite 318
Atlanta, GA 30350
770-670-4888, events@atl-apt.org





2024 Trade Show Exhibitor Reminders

- **Show Date:** *May 15th, 2024*
- **Place:** *Cobb Galleria Centre*
- **Booth Judging:** *11:00 a.m.*
- **Opening Ceremony:** *May 15th 1:00 p.m.*
- **Show Hours:** *1:00 p.m. – 5:30 p.m.*
- **Load-In:** *May 14th, 2024*
8:00 a.m. – 5:00 p.m.
- **Load-Out:** *May 16th, 2024*
8:00 a.m. – Noon

- If for any reason your company decides not to exhibit or set up by 4:00 on May 14th, AAA must be notified, or booth space will be allocated to other exhibitors at discretion of AAA. If exhibitor shows up to exhibit after May 14th without notifying AAA of intentions, AAA will attempt to assign available space at that time if available.
- All Exhibitors badges must be picked up at load-in. Additional badges and/or substitutions will be charged \$100/badge.
- **ALL food/beverage, including alcohol and candy, MUST be ordered through the Cobb Galleria (770-955-8000) at least 14 DAYS PRIOR to the Trade Show.**
- Cobb Galleria does not allow helium balloons, stickers, or animals in the exhibit hall.
- Doors will open to exhibitors at 10:00 a.m. on May 15th.
- All attendees must be at least 16 years of age.
- Please refrain from taking “giveaways” or marketing items from other exhibitors.
- If your exhibit is to include a vehicle, you **MUST** adhere to and complete the vehicle form in this Exhibitor Kit!
Note: This form must be submitted to Show Management **30 days prior** to the Trade Show!
- Associates **MUST** have booth space to attend the Show.



Property Removal Form

Show: 2024 Trade Show
Facility: Cobb Galleria
Centre

Company: _____

Individual: _____

Booth Number: _____

Description and number of items:

Company Representative's Signature: _____

Date: _____

Time: _____

This form must be presented to the security officer at the door to the exhibit hall to hand carry any items out of the exhibit hall.



Plan early for the 2025 Trade Show! May 14th, 2025

Submit your 2025 Application before the close of the show to secure the BEST LOCATION!

All exhibitors are encouraged to register for the 2025 show by turning in your application and deposit to the AAA booth located in booth #900 in the back corner of the show. Your chances of securing the same booth location in 2025 are much better if your application is turned in before the close of the 2024 show.

All booths are on a first come, first serve basis after the close of the 2024 show.

All exhibitors that submit 2025 contracts prior to 4:30 on May 15th will be entered into a drawing for two \$1,250 vouchers to be credited towards your 2025 booth. The drawing will be held at the close of the 2024 Show.

- *All contracts require a 50% deposit with the application. All major credit cards accepted. All booth deposits are nonrefundable and nontransferable.*
- *Contracts will be available at the AAA booth (#900) and online at www.aaatradeshow.com.*
- *Contracts and deposits must be received by 5:30 p.m. on May 15th, 2024 at the AAA booth (#900).*

WE APPRECIATE YOUR SUPPORT OF THE 2024 TRADE SHOW AND HOPE YOU DECIDE TO EXHIBIT AGAIN NEXT YEAR!

PLEASE CONTACT events@atl-apt.org or 770-670-4888 WITH ANY QUESTIONS.



Quick Facts

Dear Exhibitor,
 RPMxpo services is pleased to have been chosen as the Official service Contractor for the **2024 Atlanta Apartment Association Trade Show**. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you. If you need assistance please contact our Customer Service Department at 678-742-7310.

All questions regarding the convention's policies, space assignments, display limitations and event schedules should be directed to:

Atlanta Apartment Association
 8601 Dunwoody Place Suite 318
 Atlanta, GA, 30350
 United States
 Phone: (770) 518-4248
 E-Mail: events@atl-apt.org
 Web: https://www.atl-apt.org

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

RPMxpo services
 242 Westfork Court, Suite A
 Lithia Springs, GA 30122
 Phone: (678) 742-7310
 Fax: (770) 679-8751
 E-Mail: info@RPMxpo.com
 Web: https://rpmxpo.boomercommerce.com

Included in this service kit are order forms for various items that you may require. The RPMxpo forms are to be returned to our office via fax, email or mail.
 Order forms for products/services provided by official suppliers other than RPMxpo should be sent to the specific provider of the service. Please do not send utility, AV, internet services, etc. forms to RPMxpo. Please review these forms and submit your order as early as possible.

Exhibit Schedule

Exhibitor Move-in:	Tuesday, May 14, 2024	ISLAND BOOTHS (20x20, 10x20) 8:00 am - 9:00 am
		10x20 Booths (Side by Side) 8:00 am - 9:00 am
Exhibitor Move-in:	Tuesday, May 14, 2024	Aisles 100—200 9:00 am - 10:00 am
		Aisles 300—400 10:00 am - 11:00 am
		Aisles 500—600 11:00 am - 12:00 pm
		Aisles 700—900 12:00 pm - 1:00 pm
		All Booths 1:00 pm - 5:00 pm
Exhibit Hours:	Wednesday, May 15, 2024	1:00 pm - 5:30 pm
Exhibitor Move-out:	Thursday, May 16, 2024	8:00 am - 12:00 pm

PLEASE NOTE:

EXHIBITOR MOVE IN WILL CLOSE AT 5:00PM ON TUESDAY, MAY 14TH. EXHIBITORS ARE NOT ALLOWED TO LOAD IN WEDNESDAY MORNING.

LOAD OUT IS PROHIBITED BEFORE THURSDAY MORNING, MAY 16, 2024

All exhibits must be dismantled and removed by Thursday, May 16th at 12:00 pm.

Your Carrier must sign in for pick-up before 10:00 am or freight may be re-consigned through the official show carrier, ABF Freight.

Important Deadlines

Advance Price Discount Deadline for all RPMxpo orders.....	Friday, April 19, 2024
First day on target shipments to arrive at the warehouse without a surcharge	Friday, April 19, 2024
Last day on target shipments to arrive at the warehouse without a surcharge.....	Friday, May 3, 2024
Last day off target shipments to arrive at the warehouse WITH a surcharge.....	Friday, May 10, 2024
First day freight can arrive at show site	8:00 am on Tuesday, May 14, 2024



Quick Facts - continued

Your 10' X 10' Booth Includes:

- 1 - 8' high Backwall Drape - RED/GOLD/WHITE
- 2 - 3' high Sidewall Drape - RED
- 7" x 44" Booth ID Sign displaying exhibitor's company name and booth number (Substitutions are prohibited)

The Exhibit floor is NOT carpeted. The aisle carpet will be Red.

BOOTH FLOOR COVERING IS MANDATORY!!

Note:

- **Corner booths only come with one side drape.**
(unless requested)
- **Island booths do not come with backwall, sidewall or ID Sign.**
(unless ordered at exhibitors' expense)
- **To order your badges, go to www.aabadges.com**

Shipping Address

Shipments to Advance Warehouse:	Direct to Show Site:
To avoid an off target surcharge: Shipments must arrive no later than 5/3/24 . Shipments received after 5/3/24 are subject to a 25% surcharge, unless shipping via ABF Freight. Shipments will not be accepted if delivered after 5/10/24	Shipments will not be accepted if delivered before 5/14/24
Atlanta Apartment Association Trade Show c/o RPMxpo 242 Westfork Court Suite A Lithia Springs, GA 30122 Phone Number: (678) 742-7310 Booth # _____	Atlanta Apartment Association Trade Show Cobb Galleria Centre c/o RPMxpo 2 Galleria Pkwy Atlanta, GA 30339 Booth # _____



Ordering Options

PLACING YOUR ORDER

We have two options in place to make placing your order easy and convenient. Online ordering is available and can be accessed 24/7 to place your order and access all details of the event. We also offer the exhibitor manual in PDF format. Listed below are the simple instructions for placing your orders for the furnishings and services you require for your booth:

Online Ordering — Follow the easy steps to place your order online.

1. You will receive an email containing your personal User Name and Password and the link to the ordering website.
2. Follow the link found in the email referenced above, then enter your User Name and Password.
3. You should now be on our Welcome page and have access to place your order or look up details concerning the show.
4. After you place your order, you will receive a confirmation via email. Your order will be processed by RPMxpo within one business day and you will then receive your paid invoice via email.

Faxed / Emailed Orders — For your convenience, we also have a printable PDF version of our exhibitor service manual. This manual contains information concerning all facets of the event including important deadlines, your set-up and dismantle schedule, shipping details, shipping labels and order forms for all the services and furnishings you will require for your booth.

1. To place your order using the PDF forms, just print and complete the applicable forms for the products and/or services you will need.
 - A. RPMxpo Forms — Return the form(s), along with your check payment or a completed Payment and Credit Card Authorization Form, to RPMxpo by fax, email or mail. Orders will not be processed without a method of payment.
 - B. Other Providers' Forms — Order forms for other Official Providers such those for utilities, audio/visual, computer and floral rental should be sent to the provider listed on the form. Please do not send the forms to RPMxpo.

We suggest that you copy or download the RPMxpo PDF exhibitor manual to your computer desktop. You will then be able to access it at any time for order forms and for information concerning the show.

Important — In order to qualify for the lower Advance Rate pricing, your order and full payment must be received by the *Return Deadline Date* listed on the forms.

If you have any questions about how to place your order, Please feel free to call us at 678-742-7310 or email us at Info@RPMxpo.com.



User Login Request

RPMxpo Online Ordering
 Please complete this form if you:

- Have not received the User Login Link
- Need password reset
- Had the User Login Link sent to the incorrect Representative

Check an option

In order to receive the Ur Login Link, the following information needs to be completed			
Company Name:	Booth #:		
Street Address:	City:	State:	ZIP:
Phone #:	Fax #:		
Ordered By:	E-Mail:		
Signature:	Date:		

Return completed form to RPMxpo via:
Email: info@RPMxpo.com -OR- Fax: 770-679-8751



Payment Policies

● Payment Options

RPMxpo is the official general service contractor for **2024 Atlanta Apartment Association Trade Show** and is Pleased to offer you three convenient ways to pay for any and all show services provided by RPMxpo.

● Credit Card

- We accept MasterCard, Visa, Discover and American Express. To authorize charges, you must complete the enclosed **Credit Card Authorization Form**. By completing and returning the Payment and Credit Card Authorization Form you are authorizing RPMxpo to charge your credit card for any and all charges incurred.

● Wire Transfer in U.S. Funds

- To avoid fraudulent activity, wire transfers must only be sent to:
- Please call RPMxpo at 678-742-7310 for wire transfer information

*ANY ATTEMPTS TO SEND A WIRE TRANSFER TO ANY ACCOUNT OTHER THAN AS SPECIFICALLY STATED ABOVE WILL BE AT THE FULL RISK OF THE SENDER. RPMxpo ASSUMES NO RISK AND WILL NOT BE HELD LIABLE FOR ANY WIRE TRANSFER THAT DOES NOT CONFORM PRECISELY AS WRITTEN ABOVE.

- Wire transfers must be initiated and confirmed at least two weeks prior to move-in. Wire transfers must include your company name, show name and booth number.
- Due to the various processing fees we incur from banks clearing wire transfers into our accounts, RPMxpo will charge the following fees:

- **Domestic incoming wire transfer fee: \$25.00**
- **International incoming wire transfer fee: \$50.00**

● Checks

- All checks must be in U.S. funds drawn on a U.S. Bank.
- For advance payments by company check Please submit your check with the anticipated charges, along with the completed order forms. All check payments must be received and cleared prior to show move in. Although you may choose to pay by company check or cash, for all charges incurred at show site, **we require your signed Credit Card Authorization Form** to be on file with RPMxpo, in advance, to guarantee payment. Please make all checks payable to: **RPMxpo**. Absolutely no check payments will be taken on site.

● Show Site Orders

To save money, take advantage of the pre-show discounts by ordering as many of your requirements as soon as possible in advance. **For the discount prices to be in effect, your order must be received by the Return Deadline Date of Friday, April 19, 2024, and payment must accompany your order.** Orders received after the Return Deadline Date or made at the Exhibitor service Desk during the show will be billed at standard rates listed on the various order forms.

● Payment Terms

To process your order for services and materials listed in the Exhibitor service Manual, we require your signed **Payment and Credit Card Authorization Form** to be on file with RPMxpo to guarantee payment. Invoices for outstanding balances will be available at the Exhibitor service Desk for your review and payment. Pre-payments will be indicated, and any balance due must be paid in full upon receipt. If payment is left unpaid after the close of the event, a monthly recurring late fee of 2.5% will be applied. All payment disputes must be resolved prior to leaving the event.

Invoices will be distributed on the last day of the event. If you have any questions or concerns in regard to any of your charges, Please stop by the Exhibitor service Desk. No charges will be disputed after the close of the event.

Additionally, **exhibitors will be charged for the equipment they use in their booth**. RPMxpo is authorized to charge the exhibitor's credit card for any charges incurred following the show, e.g., dismantle labor, outbound overtime drayage charges, etc. In the circumstances, RPMxpo will charge the exhibitor's credit card on file, and email an invoice to the exhibitor, outlining the charges which were billed.

All charges are payable in U.S. funds drawn on a U.S. Bank. **No telephone orders will be accepted.**

● Cancellation Policy

- Any and all orders cancelled before the discount deadline will be refunded at 100% of the original price. Any and all orders cancelled after the discount deadline but within 48 hours of the order date will be refunded at 100%. Any and all orders cancelled more than 48 hours of the event move in will receive a credit of 50% of the original price. Any and all orders cancelled less than 48 hours of the event move in are non-refundable. No refunds will be issued.
- Any and all Custom and Executive Furnishings cancelled before the discount deadline will be refunded at 100% of the original price. Any and all Custom and Executive Furnishings cancelled prior to 48 hours of the event move in will be refunded at 50% of the original price. No refunds will be issued for orders cancelled less than 48 hours prior to move in.
- Labor service orders cancelled prior to 48 hours of the event move in will be refunded at 75% of original price. Labor service orders cancelled less than 48 hours prior to move in will be invoiced 50% of the original order.

- **Note:** All materials are on a rental basis for the duration of the event, and must be returned in good working order and remain the property of RPMxpo.



Credit Card Authorization Form **Deadline: 4/19/24**

Please complete the information requested and return the payment in full with this form and your orders. You may choose to pay by credit card or check; however, we require your credit card authorization to be on file with RPMxpo. For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show orders placed by your representative for this event.

Payment Method:			
<input type="checkbox"/>	Corporate Credit Card		
<input type="checkbox"/>	Personal Credit Card		
<input type="checkbox"/>	Check		
<input type="checkbox"/>	Wire Transfer (fee applies)*		
*Please note: You may choose to pay by Check or Wire Transfer; however, a credit card is required to be on file for any charges not covered by check or wire payment.			
Card Type:			
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
Card Number:			

Expiration Date:		CVV2 (security) Code:	
____/____		____	

ORDER RECAP		
Enter totals from each completed form		
<i>* Note: Items taxable in the State of Georgia.</i>		
Table Order Form	\$	
Booth Accessories Order Form	\$	
Booth Carpet/Padding Order Form	\$	
Material Handling Order Form	\$	
Caddie/Cart Load service Order Form	\$	
Display Labor Order Form	\$	
Forklift Order Form	\$	
Booth Cleaning/Porter service Order Form	\$	
Accessible Storage Order Form	\$	
TOTAL AMOUNT DUE →	\$	

Company Name:	Booth #:
Cardholder's Name:	
Cardholder's Billing Address:	
City:	State: ZIP:
Cardholder's Signature:	Date:
Email:	
<i>ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AS SET FORTH ON FOLLOWING PAGE</i>	



Limits of Liability and Responsibility

1. RPMxpo shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage.
2. RPMxpo shall not be responsible for loss, theft or disappearance of exhibitor's materials after same has been delivered to the exhibitor's booth.
3. RPMxpo shall not be responsible for loss, theft or disappearance of exhibitor's materials before they are picked up from exhibitor's booth for reloading after the show. Bills-of-Lading covering outgoing shipments, which are furnished by RPMxpo, to the exhibitor, will be checked at the time of actual pick-up from the booth and corrections made where discrepancies occur.
4. RPMxpo shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
5. If found liable for any loss or damage, RPMxpo's sole and maximum liability for loss of or damage to EXHIBITOR'S materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$.50 per lb. per shipment based on the weight of the article(s) lost or damaged, or a maximum liability of \$50.00 per shipment, whichever is less. RPMxpo shall be liable ONLY for loss of or damage to articles actually physically handled or for articles for which RPMxpo specifically acknowledges receipt in writing. RPMxpo shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from or related to a claim for loss or damage of material. In no event will RPMxpo be held liable for any concealed damage-no exceptions.
6. RPMxpo shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of materials to RPMxpo by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as acceptance by such exhibitor (and/or shipper) on the terms and conditions set forth.



Third Party Authorization Form **Deadline: 4/19/24**

You may arrange for a third party to handle your display and be billed for the services. RPMxpo will agree to this arrangement if the third party has a satisfactory payment record with us. Both firms must complete this form, and return this form by the deadline date. In the event of nonpayment by the third party, the exhibitor agrees to accept responsibility for payment of all charges incurred.

Exhibiting Company Name: _____ Booth # _____

Contact Person: _____

CHECK ITEMS TO BE BILLED TO THIRD PARTY:

- ALL SERVICES
 Booth Cleaning
 Material Handling
 I & D Labor
 Forklift
 Booth Furnishings
 Signs
 Other (Please specify) _____

PAYMENT METHOD: Credit Card Check Wire

CARD TYPE:    

CARD NUMBER

EXP. DATE

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

Please enter the CVV2 (security) Code listed on your card:

Third Party Information	
Name of Third Party:	
Cardholder's Name:	
Cardholder's Billing Address:	
City:	State:
Cardholder's Signature:	
Authorized On-Site Representative:	
Email:	
Signature:	Date:



Non-Official Contractor Request Form **Deadline: 4/19/24**

A non-official contractor, or exhibitor-appointed contractor (EAC), is any company other than the designated official contractors. For Exhibitors intending to use their own labor (for installation and/or dismantle) or contract for such services separately from RPMxpo, Please read the following restrictions, requirements and restraints.

The following services cannot be provided by any EAC:

Electrical • Plumbing • Telephone Lines • Drayage • Rigging • Cleaning • Catering

If an exhibitor wishes to u an EAC that requires access to the exhibit hall either before, during or after the show, the following criteria must be met or access will not be granted:

- ◆ Exhibitor must inform RPMxpo that they have contracted with an EAC by completing this form and returning it by the deadline date shown above. If form is not submitted by the deadline date, the EAC will not be allowed to perform work in the hall except to supervise the official contractor-provided labor.
- ◆ The EAC hired by the exhibitor must, by the deadline date show above, provide RPMxpo with a current Certificate of Insurance with minimum limits of \$500,000 property damage per occurrence, \$1,000,000 personal injury per occurrence, workers compensation aggregate coverage of \$1,000,000 per occurrence, and naming RPMxpo as additionally insured for the time period of the show (including move-in and move-out days).
- ◆ The EAC must abide by the rules and regulations of the show and all pertinent union regulations.
- ◆ EAC employees are required to check in at the EAC Check in desk located at the service Center each day prior to work to obtain the proper wrist band for the day.
- ◆ If the EAC is empowered to incur expenses on behalf of the exhibitor, a Third Party Payment Authorization Form must be completed and returned to RPMxpo. The exhibitor agrees that he is ultimately responsible for the cost of all services provided in connection to the exhibitor's booth.
- ◆ The EAC agrees to have evidence in the booth that it has a valid authorization from the Exhibitor for services.
- ◆ The EAC must confine its operations to the exhibit area of its client(s). No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's booth space.
- ◆ The EAC may not solicit business on the exhibit floor.
- ◆ The EAC must have all business license, work permits and insurance required by State and City governments and Facility management before beginning work, and shall provide Show Management with evidence of compliance.
- ◆ If required, the EAC must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The EAC must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.
- ◆ EAC will not be permitted to load or unload exhibitor display or freight at the loading dock or POV designated areas. This is the sole responsibility of RPMxpo.

PLEASE NOTE: A valid and current copy of Exhibitor's Certificate of Insurance must accompany this document. If such proof is not provided, Exhibitor will not be allowed to u the EAC's services.

Complete this form ONLY if your company is using a services Contractor other than the official decorator to unpack, erect, assemble, dismantle or pack your display.

Return this form along with Certificate of Insurance, name and address of the employee(s) who are working your booth by Friday, April 19, 2024.

Name of service Firm:	
Exhibiting Company Name:	Booth#:
Authorized On-Site Representative:	
Email:	
Signature:	Date:

Standard Booth Rental

Deadline: 4/19/24

CHOOSE YOUR RENTAL MODEL:

DEADLINE FOR DISCOUNT RATES (as priced below):
DEADLINE for prices below + 15%: Up to 7 days after Deadline
DEADLINE for prices below + 50%: From the 15th - 21 days after Deadline

DEADLINE for prices below + 35%: From the 8th - 14 days after Deadline
DEADLINE for prices below + 50%: From the 15th - 21 days after Deadline



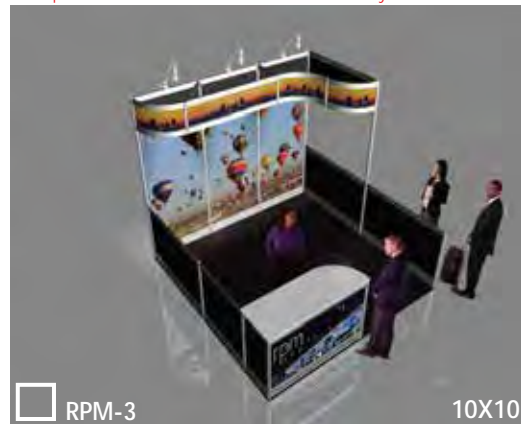
RPM-1 10X10

\$2,520 - includes full-wall lighted banner graphic



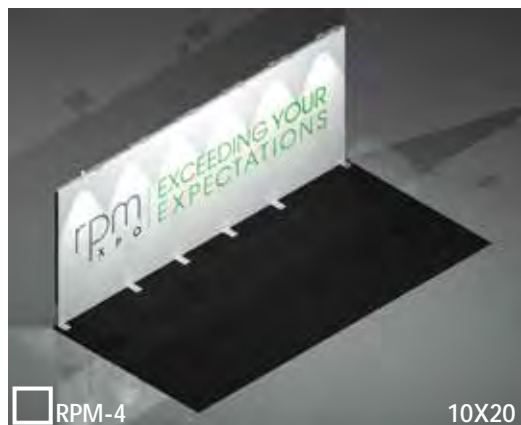
RPM-2 10X10

\$3,450 - includes 3 lighted graphic panels, graphic header, and storage/display cabinet



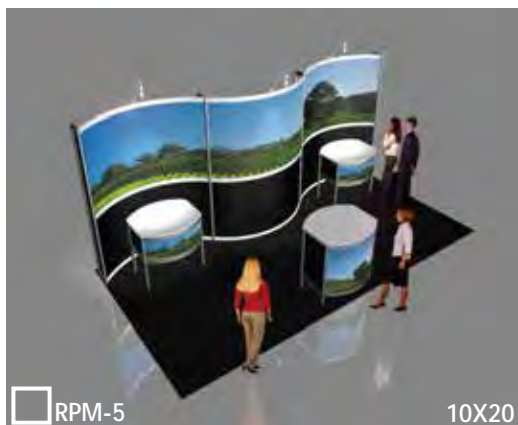
RPM-3 10X10

\$3,875 - includes 3 lighted graphic panels, graphic header, storage/display cabinet with graphic, and side rails



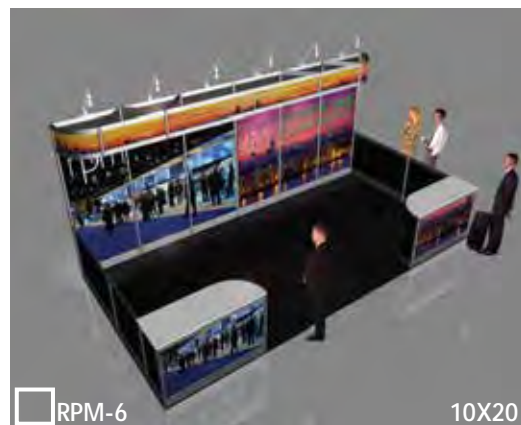
RPM-4 10X20

\$4,985 - includes full-wall lighted banner graphic



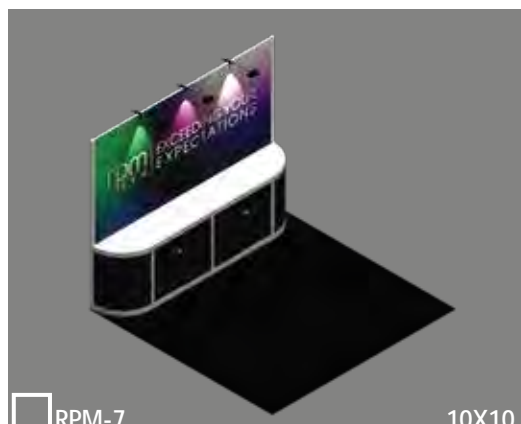
RPM-5 10X20

\$5,975 - includes 3 curved, lighted graphic panels, 2 display counters with graphics, and reception storage/display counter with graphic



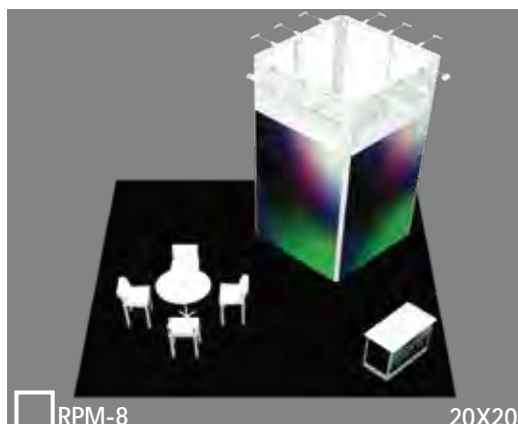
RPM-6 10X20

\$7,654 - includes 6 lighted graphic panels, graphic header, 2 storage/display cabinets with graphics, and side rails



RPM-7 10X10

\$3,945 - includes full-wall lighted banner graphic



RPM-8 20X20

\$17,750 - includes 16' high lighted Tower, 1 storage cabinet, 42" high pedestal table, 4 padded stools

In-line Models include standard carpet (choice of 4 colors); 20'x20' Models include custom carpet (choice of 6 colors). All models include daily carpet cleaning, delivery to show site, drayage (material handling) from loading dock to your booth space, and installation/dismantle labor. All Models include your choice of black, white, or gray for your blank (non-graphic) panels.

PLEASE BE SURE TO REACH OUT TO **CARLOS FRANCOS** @ carlos@rpmxpo.com

THANK YOU FOR CHOOSING

FOR YOUR EXHIBIT NEEDS!

Custom Booth Accessories

RATES AFTER DEADLINE DATE:
 Up to 7 days after Deadline +15%
 From the 8th - 14 days after the deadline +35%
 From the 15th - 21 days after the deadline +50%



1 meter x 8'
Display Cabinet



1 meter Oval
Display Cabinet



1 meter
Display
Counter



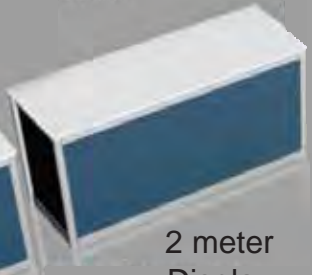
1 meter Curved
Display Cabinet



1/2 meter
Display
Pedestal



1 meter
Display
Cabinet



2 meter
Display
Cabinet



Waterfall
Rack



Bag
Rack



Padded
Chair



Padded
Stool



30'' or 42'' High
Pedestal Table



Literature
Rack



Stanchions

Don't Forget To Order:

- TV Monitor
- Stem Lights
- Shelves
- Hanging Sign
- Graphics
- Pegboard Substrate
- Slat Wall Substrate
- Grid Wall
- Hooks
- Tables
- Wastebasket
- Carpet
- Cleaning
- Electrical
- A/V

COMPLETE YOUR ORDER:

ADDITIONAL ACCESSORIES AS WELL AS OUR EXTENSIVE SHOW SERVICES ARE DESCRIBED IN THIS SEVERICE KIT.

PLEASE BE SURE TO REACH OUT TO **CARLOS FRANCOS** @ carlos@rpmxpo.com

THANK YOU FOR CHOOSING



FOR YOUR EXHIBIT NEEDS!



Modular Hardwall Accessories Order Form **Deadline: 4/19/24**

MODULAR HARDWALL ACCESSORIES				
Quantity	Description	Advance Rate	Standard Rate	Amount
	Velcro Panel Insert (replaces PVC panel)	\$ 189.16	\$ 236.45	\$
	Pegboard Panel Insert (1 m x 8' high) (replaces PVC panel)	\$ 160.49	\$ 200.61	\$
	Hanging Rod Attachment	\$ 170.05	\$ 212.56	\$
	Cascading Waterfall Attachment	\$ 45.89	\$ 57.36	\$
	Extra White PVC Panel	\$ 315.21	\$ 394.01	\$
	Extra Velcro Panel	\$ 362.99	\$ 453.74	\$
	1 Meter Counter (36"x42"x18")	\$ 520.28	\$ 650.35	\$
	2 Meter Counter (72"x36"x18")	\$ 594.98	\$ 743.73	\$
	Locks for Counters	\$ 48.83	\$ 61.04	\$
	1 Straight Shelf & 2 Brackets	\$ 89.77	\$ 112.21	\$
	1 Angled Shelf & 2 Brackets	\$ 108.93	\$ 136.16	\$
	Side Rail (each)	\$ 285.60	\$ 357.00	\$
Sub-Total				\$
6% State Sales Tax				\$
TOTAL AMOUNT →				\$

Payment Policy: Payment in full for rental charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted. All rental items are subject to availability.

Cancellation Policy: Rental orders cancelled *prior* to delivery will be refunded at 100% of original price. Rental orders cancelled *after* delivery will receive a credit of 50% of the original price to be applied to a new purchase at standard rates. No refunds will be issued.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



Tables Order Form

Deadline: 4/19/24

DRAPED DISPLAY TABLES				
COLORS: Black, Blue, Gold, Grey, Purple, Red, Teal and White Price includes white vinyl top & 3 sides draping				
Qty	Description	Advance Rate	Standard Rate	Amount
	2' X 4' X 30" High	\$ 124.35	\$ 155.44	\$
	2' X 6' X 30" High	\$ 174.1	\$ 217.63	\$
	2' X 8' X 30" High	\$ 191.69	\$ 239.61	\$
	2' X 4' X 42" High	\$ 158.28	\$ 197.85	\$
	2' X 6' X 42" High	\$ 205.93	\$ 257.41	\$
	2' X 8' X 42" High	\$ 220.89	\$ 276.11	\$
UNDRAPED DISPLAY TABLES				
	2' X 4' X 30" High	\$ 47.05	\$ 58.81	\$
	2' X 6' X 30" High	\$ 76.19	\$ 95.24	\$
	2' X 8' X 30" High	\$ 69.16	\$ 86.45	\$
	2' X 4' X 42" High	\$ 62.08	\$ 77.60	\$
	2' X 6' X 42" High	\$ 87.34	\$ 109.18	\$
	2' X 8' X 42" High	\$ 87.54	\$ 109.43	\$
TABLE DRAPING - 4TH SIDE				
COLORS: Black, Blue, Gold, Grey, Purple, Red, Teal and White				
	For 30" High Table	\$ 77.24	\$ 96.55	\$
	For 42" High Table	\$ 84.26	\$ 105.33	\$

ROUND PEDESTAL TABLES				
Qty	Description	Advance Rate	Standard Rate	Amount
	Round Pedestal Table (30" H X 30" D)	\$ 230.34	\$ 287.93	\$
	Round Pedestal Table (42" H X 30" D)	\$ 245.76	\$ 307.20	\$
Sub-Total				\$
6% State Sales Tax				\$
TOTAL AMOUNT →				\$



30" H
Pedestal Table



42" H
Pedestal Table



Choose Your Table Draping Colors



Black Blue Gold Grey Purple Red Teal White

Please note: The drape colors shown above are represented as accurately as possible; however, due to the variances among computer monitors and printers, the colors displayed on your screen or printed form may not depict an accurate reproduction of the actual swatch color.

Payment Policy: Payment in full for rental charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted. All rental items are subject to availability. Exhibitors will be charged for the equipment they use in their booth.

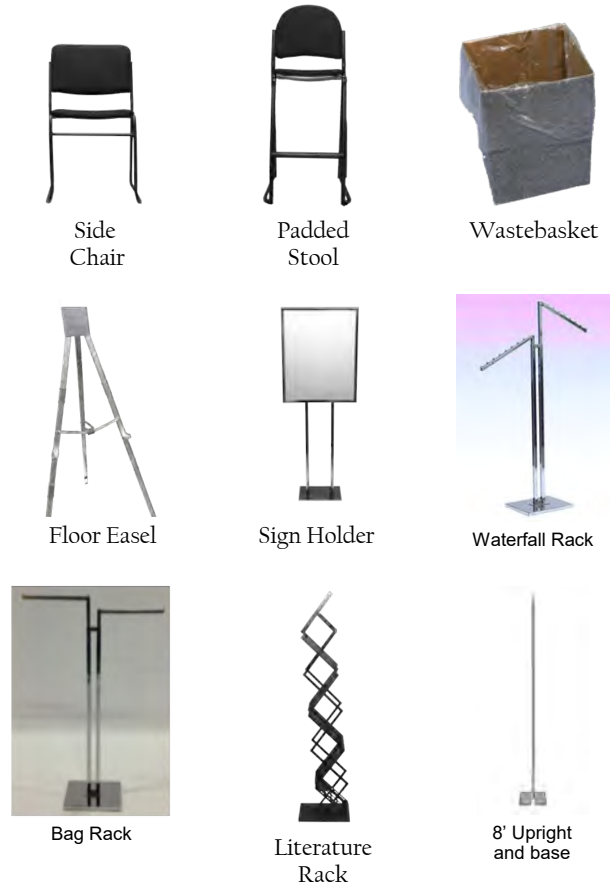
Cancellation Policy: Rental orders cancelled 48 hours prior to delivery will be refunded at 50% of original price. Rental orders cancelled after delivery are non-refundable.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



Booth Accessories Order Form **Deadline: 4/19/24**

BOOTH ACCESSORIES				
Qty	Description	Advance Rate	Standard Rate	Amount
	Side Chair	\$ 73.59	\$ 91.99	\$
	Padded Stool	\$ 77.04	\$ 96.30	\$
	Wastebasket	\$ 22.60	\$ 28.25	\$
	Floor Easel	\$ 41.17	\$ 51.46	\$
	Sign Holder	\$ 132.61	\$ 165.76	\$
	Waterfall Rack	\$ 157.87	\$ 197.34	\$
	Z Rack	\$ 157.87	\$ 197.34	\$
	Bag Rack	\$ 157.87	\$ 197.34	\$
	Literature Rack	\$ 231.13	\$ 288.91	\$
	8' Upright and base	\$ 25.26	\$ 31.58	\$
	Crossbar	\$ 25.26	\$ 31.58	\$
Sub-Total				\$
6% State Sales Tax				\$
TOTAL AMOUNT →				\$



Payment Policy: Payment in full for rental charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted. All rental items are subject to availability. Exhibitors will be charged for the equipment they u in their booth.

Cancellation Policy: Rental orders cancelled 48 hours *prior* to delivery will be refunded at 50% of original price. Rental orders cancelled *after* delivery are non-refundable.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

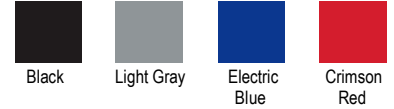


Booth Carpet/Padding Order Form **Deadline: 4/19/24**

STANDARD CARPET
 Price includes installation.
 Please select your color from those at right under "Standard Carpet Colors."
 No guarantee of color match when ordering multiple carpets.

Color	Quantity	Size	Advance Rate	Standard Rate	Amount
		10' X 10'	\$ 204.68	\$ 255.85	\$
		10' X 20'	\$ 456.04	\$ 570.05	\$
		10' X 30'	\$ 605.78	\$ 757.23	\$

Standard Carpet Colors

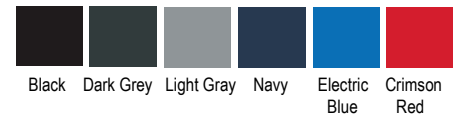


Other colors available upon request

CUSTOM SIZE CARPET
 Includes poly covering for protection and installation to fit booth space.
 Note: 100 Square Foot Minimum Order
 Please select your color from those at right under "Custom Size Carpet Colors."

Dimensions	Total Sq. Ft.	Color	Advance Rate	Standard Rate	Amount
' X '			\$ 3.75 sq. ft.	\$ 4.69 / sq. ft.	\$

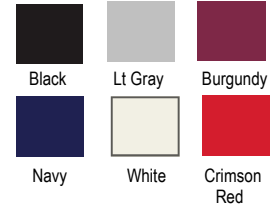
Custom Size Carpet Colors



26 OZ. PLUSH CUSTOM-SIZE CARPET
 Includes poly covering for protection and installation to fit booth space.
 Note: 100 Square Foot Minimum Order
 Please select your color from those at right under "26 oz. Plush Carpet Colors."

Dimensions	Total Sq. Ft.	Color	Advance Rate	Standard Rate	Amount
' X '			\$ 5.48 / sq. ft.	\$ 6.85 / sq. ft.	\$

26 oz. Plush Carpet Colors



CUSTOM PADDING
 Note: 100 Square Foot Minimum Order

Dimensions	Total Sq. Ft.	Advance Rate	Standard Rate	Amount
' X '		\$ 1.35 / sq. ft.	\$ 1.69 / sq. ft.	\$

VISQUEEN
 Note: 100 Square Foot Minimum Order

Dimensions	Total Sq. Ft.	Advance Rate	Standard Rate	Amount
' X '		\$ 1.25 / sq. ft.	\$ 1.56 / sq. ft.	\$

Please note: The carpet colors shown above are represented as accurately as possible; however, due to the variances among computer monitors and printers, the colors displayed on your screen or printed form may not depict an accurate reproduction of the actual swatch color.

Sub-Total	\$
6% State Sales Tax	\$
TOTAL AMOUNT →	\$

Payment Policy: Payment in full for rental charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted. All rental items are subject to availability. Exhibitors will be charged for the equipment they use in their booth.

Cancellation Policy: Rental orders cancelled 48 hours prior to delivery will be refunded at 50% of original price. Rental orders cancelled after delivery are non-refundable.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



Shelving Units & Table Risers Order Form

Deadline: 4/19/24

All shelves and feet will be delivered to your booth; however, it is the exhibitor's responsibility to install and dismantle them. (Note: There is a 12" space between shelves.)

MULTI-SHELF SHELVING UNITS				
Quantity	Description	Discount Rate	Standard Rate	Amount
4' LONG	2-Shelf Unit	\$ 63.22	\$ 79.03	\$
	4-Shelf Unit	\$ 125.71	\$ 157.14	\$
6' LONG	2-Shelf Unit	\$ 74.31	\$ 92.89	\$
	4-Shelf Unit	\$ 148.14	\$ 185.18	\$
Sub-Total				\$
6% State Sales Tax				\$
TOTAL AMOUNT →				\$



4' 2-Shelf Unit
4'L x 32"H x 11"D



4' 4-Shelf Unit
4'L x 49"H x 11"D



6' 2-Shelf Unit
6'L x 32"H x 11"D



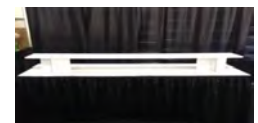
6' 4-Shelf Unit
6'L x 49"H x 11"D

- 2- Shelf units sit on top of the table
- 4- Shelf units sit on the floor ONLY
- 4- Shelf Units DO NOT sit on top of the tables

TABLE RISERS				
Quantity	Description	Discount Rate	Standard Rate	Amount
4' LONG	8" H - Table Riser	\$ 45.83	\$ 57.29	\$
	12" H - Table Riser	\$ 45.83	\$ 57.29	\$
	18" H - Table Riser	\$ 45.83	\$ 57.29	\$
6' LONG	8" H - Table Riser	\$ 52.29	\$ 65.36	\$
	12" H - Table Riser	\$ 52.29	\$ 65.36	\$
	18" H - Table Riser	\$ 52.29	\$ 65.36	\$
Sub-Total				\$
6% State Sales Tax				\$
TOTAL AMOUNT →				\$



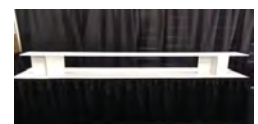
4' L x 8" H Table Riser



6' L x 8" H Table Riser



4' L x 12" H Table Riser



6' L x 12" H Table Riser



4' L x 18" H Table Riser



6' L x 18" H Table Riser

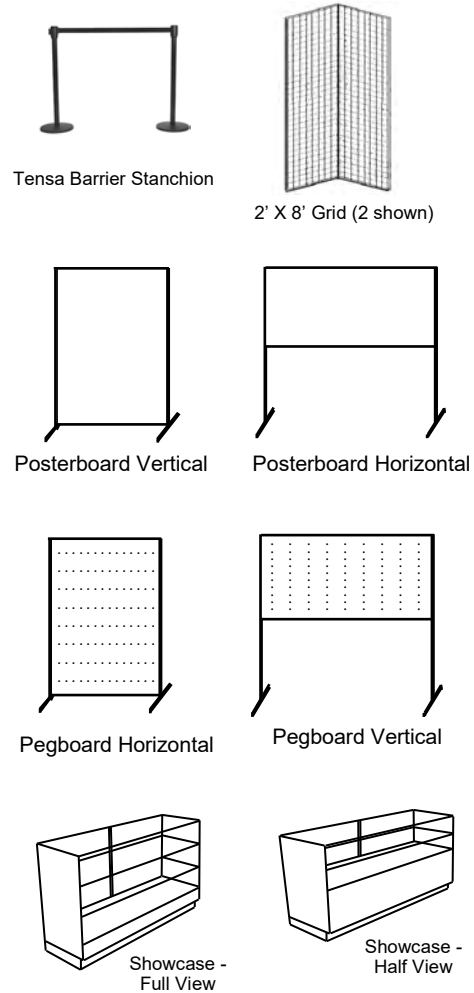
Cancellation Policy: Any and all orders cancelled before the discount deadline will be refunded at 100% of the original price. Any and all orders cancelled after the discount deadline but within 48 hours of the order date will be refunded at 100%. Any and all orders cancelled more than 48 hours of the event move in will receive a credit of 50% of the original price. Any and all orders cancelled less than 48 hours of the event move in are non-refundable. No refunds will be issued. Refer to Payment Policies for full description.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



Specialty Equipment Order Form **Deadline: 4/19/24**

SPECIALTY EQUIPMENT				
Qty	Description	Discount Rate	Standard Rate	Amount
	Tensa Barrier Stanchion	\$96.56	\$120.70	\$
	24" X 96" Grid (Minimum order of 2)	\$170.04	\$212.55	\$
	Posterboard: 37" X 88" Black Panel - Vertical	\$218.87	\$273.59	\$
	Posterboard 88" x 37" Black Panel - Horizontal	\$218.87	\$273.59	\$
	Pegboard in Frame: 48" X 96" White Panel - Vertical	\$218.87	\$273.59	\$
	Pegboard in Frame: 96" X 48" White Panel - Horizontal	\$218.87	\$273.59	\$
	Showcase - 6' Full View	Call for Pricing	Call for Pricing	\$
	Showcase - 6' Half View	Call for Pricing	Call for Pricing	\$
Sub-Total				\$
6% State Sales Tax				\$
TOTAL AMOUNT →				\$



Cancellation Policy: Any and all orders cancelled before the discount deadline will be refunded at 100% of the original price. Any and all orders cancelled after the discount deadline but within 48 hours of the order date will be refunded at 100%. Any and all orders cancelled more than 48 hours of the event move in will receive a credit of 50% of the original price. Any and all orders cancelled less than 48 hours of the event move in are non-refundable. No refunds will be issued. Refer to Payment Policies for full description.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

rpmXPO GUIDELINES FOR PRINTED ARTWORK

So that we can provide for you our best possible image results, please observe the following when setting up your graphic files for print:

- 150 dpi minimum resolution - 300 dpi is preferred
- CMYK color format
- .PDF file format, only
- 100% file size (full print size)*
- Exact image size and name as shown in our extracts
- Minimum 1/8" (.125") bleed all sides, with crop marks
- Or, *for single-sided images, only*, you have the option of surrounding the image with cut lines in any spot color named "Thru_cut". No bleed is then required.

*For very large images, half-size or quarter-size files may be submitted. In such cases, please indicate '1/2 size file' or '1/4 size file.' Your images will be printed full size.

Thank you.



Graphic Artwork Order Form **Deadline: 4/19/24**

Sign prices are based on customer supplying print-ready graphics in the requested format (see previous page).
 In order to receive the discount rate, graphics must be received by Thursday,
 Need to hang your sign? Order sign hanging located on **page #**

Qty	Description	Discount Rate	Standard Rate	Amount
STANDARD FOAMCORE SIGNS, SINGLE-SIDED				
	Vertical 22" X 28"	\$80.00	\$100.00	\$
	Horizontal 28" X 22"	\$80.00	\$100.00	\$
	Vertical 28" X 44"	\$160.00	\$200.00	\$
	Horizontal 44" X 28"	\$160.00	\$200.00	\$
	Meterboard 34" X 74"	\$327.00	\$408.75	\$
ACCESSORIES				
	Foamcore 4' X 8'	\$82.00	\$102.50	\$
	Velcro	\$18.00	\$22.50	\$
Qty	Description	Discount Rate	Standard Rate	Amount
REPLACEMENT ID SIGN - CARDSTOCK				
	44" x 7" Horizontal	\$ 40.00	\$ 50.00	\$
Total Sq. Ft.	Description	Discount Rate	Standard Rate	Amount
VINYL BANNERS WITH DIGITAL PRINTING Grommets Included or Pole Pocket				
	Vertical / sq. ft. _____ x _____	\$ 20.00 per sq. ft.	\$ 25.00	\$
	Horizontal / sq. ft. _____ x _____	\$ 20.00 per sq. ft.	\$ 25.00	\$

Qty	Size	Discount Rate	Standard Rate	Amount
WHITE FOAMCORE SIGN with EASEL BACK Price Bad on Block Letters, Black Lettering				
	8 1/2" X 11"	\$ 65.00	\$ 81.25	\$
Orientation: <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical <ul style="list-style-type: none"> • Signs ordered less than ten business days prior to show opening and on Saturday, Sunday or Holidays will be billed at double the Standard Rates. • Prices will be quoted on all special work (logos, trademarks, special lettering cut-out, odd sizes, etc.) • All advance order signs will be available for customer pick-up at the show site service desk. • NO GUARANTEED DELIVERY TIME ON ORDERS PLACED AT THE SHOW SITE SERVICE DESK. 				

Sub-Total	\$
6% State Sales Tax	\$
TOTAL AMOUNT →	\$

Cancellation Policy: Sign orders cancelled before the return deadline will be refunded at 50%. Sign orders cancelled after the return deadline will not be eligible for refund.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



Back and Side Drape Order Form **Deadline: 4/19/24**

BACK DRAPE AND SIDE RAILS				
Price is per linear foot and includes required hardware (uprights, crossbars, etc.). Drape must be ordered in increments of 10' with a minimum of 10'. AVAILABLE COLORS: Black, Blue, Burgundy, Gold, Gray, Purple, Red, and White				
Drape Height	Color	# of Linear Feet Required	Rate per Linear Foot	Amount
3 FEET HIGH			\$ 4.50 / linear foot	\$
8 FEET HIGH			\$ 10.00 / linear foot	\$
Sub-Total				\$
6% State Sales Tax				\$
TOTAL AMOUNT →				\$

Cancellation Policy: Any and all orders cancelled before the discount deadline will be refunded at 100% of the original price. Any and all orders cancelled after the discount deadline but within 48 hours of the order date will be refunded at 100%. Any and all orders cancelled more than 48 hours of the event move in will receive a credit of 50% of the original price. Any and all orders cancelled less than 48 hours of the event move in are non-refundable. No refunds will be issued. Refer to Payment Policies for full description.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



Labor Jurisdictions - Georgia

LABOR

Georgia is a "right-to-work" state. Exhibitor personnel may set up their own exhibits if so desired using their own tools and company personnel. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates using the enclosed order forms.

EXHIBIT LABOR JURISDICTION

Exhibit labor claims jurisdiction for the installation, dismantling and first cleaning of prefabricated exhibits and displays when this work is done by RPM personnel. They may be employed by completion of labor forms enclosed in this manual.

Union Labor is not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance or repairs on your products.

MATERIAL/FREIGHT HANDLING JURISDICTION

RPMXPO Services has the responsibility of receiving and handling all exhibit materials and empty crates that come in via over-the-road carriers. It is RPM's responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. RPM will not be responsible, however, for any materials they do not handle

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed away at the owner's expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements have been made with RPMXPO Services to store empty crates. Please refer to the Material Handling Information sheet in this service manual for the handling of empties, disposal of skids, etc.

GRATUITIES/BREAKS

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon when the union has a 15-minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to RPMXPO Services.

IN GENERAL

Exhibitors do not have to respond to grievances or complaints from union and trade personnel with respect to work jurisdictions. Please refer all such disputes and/or questions to RPMXPO Services management personnel immediately.

SAFETY

Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other furniture is PROHIBITED. The furniture is not designed to support your standing weight. RPMXPO Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Display Labor Order Form included in this manual and the necessary ladders and tools will be provided.



Sign Hanging Information

**RPMxpo Services is responsible
for supervision, assembly, installation, and removal
of all hanging signs.**

If you wish your representative to be present during the assembly, installation, and removal of your sign, please check the appropriate box on the Sign Hanging Order Form.

Remember:

1. All signs must be designed to comply with Show Management rules and regulations and facility limitations.
2. Make sure all signs, with the exception of cloth banners and signs under 100 lbs., have structurally engineered rigging points as well as blueprints displaying a current structural engineer's stamp.
3. If your sign requires electricity, make sure it is in working order and in accordance with the National Electric code. Place your order for electrical services and electrical labor on the Electrical Service Order Form.
4. All signs to be hung from the ceiling should be sent in a separate container on a separate bill of lading marked "Hanging Sign." This container should be shipped in advance to the RPMxpo Warehouse, arriving no later than **Friday, April 19, 2024**.
5. Include exhibitor contact information with the order.
6. Include engineer-stamped assembly and hanging instructions with the order. RPMxpo accepts no liability for any work completed without such instructions, when required. Work is done at exhibitor's risk and exhibitor shall indemnify and defend RPMxpo and Show Management from any claims arising out of or related to the installation of any sign without approved drawings. Any signs that are assembled by RPMxpo will incur a minimum one hour of labor, this charge also includes the inspection prior to hanging. All hanging signs must be inspected prior to hanging, and will incur a minimum one hour of labor regardless if RPMxpo assembles.
8. Installation and removal times will be established per the availability of the hall and access to the area under the sign.



Sign Hanging Order Form **Deadline: 4/19/24**

RPMxpo reserves the right to assemble, install, & dismantle signs with approved devices & type of cable to safely hang sign

- All signs must be approved by Show Management prior to hanging.
- All sign orders must be received in Advance of Deadline Date. All orders received after the deadline date will be charged an additional 25%. Orders received at the Service Desk are subject to availability and a 25% surcharge.
- A full set of plans must be provided and forwarded to RPMxpo Services together with the completed Suspended Sign Hanging Order Form.

Sign Hanging Rates

If sign requires assembly, dismantle, installation of supporting devices or hoisting cable, work will be done on a <i>Time and Material</i> basis.			
	Straight Time 8:00 am to 5:00 pm Monday through Friday	Overtime After 5:00 pm until 8:00 am Monday through Friday, all day Saturday and Sunday.	Double Time All holidays and any time a worker works more than ten (12) hours in the same day
High Lift and Crew Three Worker Crew Required	\$ 474.96 per hour, per crew, one hour minimum on installation, one hour minimum on dismantle thereafter ½ hr. increments	\$ 712.44 per hour, per crew, one hour minimum on installation, one hour minimum on dismantle thereafter ½ hr. increments	\$ 949.92 per hour, per crew, one hour minimum on installation, one hour minimum on dismantle thereafter ½ hr. increments

PLEASE TELL US ABOUT YOUR SIGN

1. TYPE OF SIGN: Wood Metal Cloth Banner Electrical Other: _____

2. SIZE OF SIGN: Height: _____ Length: _____ Width: _____ Weight: _____ lbs.

3. # OF STRUCTURAL PICK POINTS: _____ LBS. AT EACH POINT: _____ lbs.

4. SHAPE OF SIGN: Square Rectangular Circular Triangular Other: _____

5. IS YOUR SIGN ELECTRICAL? Yes No
If yes, order requirements on Electrical Services Order Form and notate "For Hanging Sign."

6. DOES YOUR SIGN REQUIRE ASSEMBLY? Yes No
Standard Rate: \$80.93 per hour, one hour minimum
Overtime Rate: \$121.40 per hour, one hour minimum
 Install: Inspection Only Inspection and Assembly Date: _____ Time: _____
 Dismantle: Disassembly Date: _____ Time: _____

PLEASE COMPLETE YOUR SIGN HANGING LABOR REQUIREMENTS BELOW:					
	Dates Required	Time Requested	# of Crews Required	Estimated # of Hours Per Crew	Estimated Amount
ERECT	Tuesday, May 14th				\$
DISMANTLE	Thursday, May 16th				\$
TOTAL AMOUNT →					\$

Cancellation Policy: Labor service orders cancelled prior to 48 hours of the event move in will be refunded at 75% of the original price. Labor service orders cancelled less than 48 hours prior to move in will be invoiced 50% of the original order. Refer to Payment Policies for full description.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

HANGING SIGN

EXHIBIT MATERIAL

Rush to:

Atlanta Apartment Association
c/o RPMxpo
242 Westfork Court Suite A
Lithia Springs, GA 30122

rpm | EXCEEDING YOUR EXPECTATIONS
X P O
Atlanta Apartment Association Trade Show
Cobb Galleria Centre
Atlanta, GA
May 15, 2024

Exhibitor

Booth #

On target shipments, without surcharge, must arrive by:

May 3, 2024

Off target shipments, with surcharge, must arrive no later than:

May 10, 2024



HANGING SIGN

EXHIBIT MATERIAL

Rush to:

Atlanta Apartment Association
c/o RPMxpo
242 Westfork Court Suite A
Lithia Springs, GA 30122

rpm | EXCEEDING YOUR EXPECTATIONS
X P O
Atlanta Apartment Association Trade Show
Cobb Galleria Centre
Atlanta, GA
May 15, 2024

Exhibitor

Booth #

On target shipments, without surcharge, must arrive by:

May 3, 2024

Off target shipments, with surcharge, must arrive no later than:

May 10, 2024



- These shipping labels are provided for your convenience to assist in preparing shipments direct to show site.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of these labels as needed.
- Important note: Hazardous materials will not be accepted at show site.

IMPORTANT: These labels are for Advance Warehouse Shipments ONLY.



Display Labor Order Form **Deadline: 4/19/24**

Display Labor for Installation and Dismantling of Exhibits — Power Tools Are Not Supplied —		
Straight Time 8:00 am to 5:00 pm Monday through Friday.	Overtime After 5:00 pm until 8:00 am Monday through Friday, all day Saturday and Sunday.	Double Time All holidays and any time a worker works more than ten (12) hours in the same day
\$80.93 per hour, one hour minimum per worker, thereafter 1/2 hr. increments.	\$121.40 per hour, one hour minimum per worker, thereafter 1/2 hr. increments.	\$161.86 per hour, one hour minimum per worker, thereafter 1/2 hr. increments.
All Labor orders received after the return deadline date will be charged an additional 25%		

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

PLEASE INDICATE SERVICEREQUIRED:

- EXHIBITOR'S SUPERVISION – All work performed must be under the supervision of the Exhibitor
- RPMxpo SUPERVISION – Hourly rate plus 30% Supervision charge. Minimum \$40.00. Detailed set-up and outbound shipping instructions must be sent in advance.

	Dates Required	# of Workers Requested	Time of Day Requested	Estimated # of Hours Per Worker	Estimated Amount
SET-UP	Tuesday, May 15th				\$
DISMANTLE	Thursday, May 16th				\$
TOTAL AMOUNT →					\$

Name of Carrier: _____ # of Crates: _____ # Cartons: _____ # of Skids: _____

Display shipped to:	<input type="checkbox"/> Warehouse	<input type="checkbox"/> Show Site	<input type="checkbox"/> Display includes Carpet	<input type="checkbox"/> Will Rent Carpet
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PLEASE INCLUDE YOUR SET-UP PLANS WITH YOUR ORDER

After Dismantle Return Display to: _____

Payment Policy: Credit Card information must be on file for all display labor services. All outstanding invoices must be settled at the service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover and American Express accepted.

Cancellation Policy: Display labor service orders cancelled 48 hours prior to move in will be refunded at 50% of original price. Display labor service orders cancelled less than 48 hours prior to move-in will be invoiced a minimum of one hour per worker.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



Forklift Order Form **Deadline: 4/19/24**

Order Forklift Labor only if you need to assemble, move, unskid, relocate, unpack heavy equipment, after it has been delivered to your booth.

PLEASE NOTE: Exhibitors are allowed a one-time spotting of equipment or machinery (within 6" tolerance) in its initial delivery as handed from carrier to booth, provided exhibitor or his representative is present at time of delivery to booth. It is not necessary to order forklift labor for this function; however, any additional movement or unskidding at exhibit booth will require a forklift order. Do not order forklift labor for motorized or mobile equipment.

Workmen and material handling equipment ordered for the start of the day will be provided at 8:00 AM. Any orders, after 8:00 AM, will be assigned after finishing earlier requests. Exhibitors must verify any forklift labor and material handling equipment orders on the show floor. All workmen and material handling equipment must be signed in and out at the service Desk.

Forklift Labor Rates

Forklift Crew Consists of One Ground Man and One Forklift Operator			
	Straight Time 8:00 am to 5:00 pm Monday through Friday	Overtime After 5:00 pm until 8:00 am Monday through Friday, all day Saturday and Sunday	Double Time All holidays and any time a worker works more than ten (12) hours in the same day
Fork Lift with Operator Up to 5,000 lbs. Capacity	\$ 261.18 per hour, one hour minimum, per worker, thereafter ½ hr. increments	\$ 391.77 per hour, one hour minimum, per worker, thereafter ½ hr. increments	\$ 522.36 per hour, one hour minimum, per worker, thereafter ½ hr. increments
Additional Worker	\$ 80.93 per hour, one hour minimum, per worker, thereafter ½ hr. increments	\$ 121.40 per hour, one hour minimum, per worker, thereafter ½ hr. increments	\$ 161.86 per hour, one hour minimum, per worker, thereafter ½ hr. increments
Over 5,000 lbs. & 4 Stage Forklift	Quoted Upon Request		
Standard Operating Procedure	All Labor orders received after the return deadline date will be charged an additional 25% Anything that requires straps, shackles, and a 4 Stage Forklift, will come with an additional worker. (see additional worker prices above)		

	Dates Required	service Required	Time Requested	Estimated # of Hours Per Crew	Estimated Amount
SET-UP	Tuesday, May 14th				\$
DISMANTLE	Thursday, May 16th				\$
# of Pieces to be Spotted: _____ Heaviest Pieces: _____					TOTAL AMOUNT → \$

Payment Policy: Credit Card information must be on file for all rigging labor services. All outstanding invoices must be settled at the service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted.

Cancellation Policy: Forklift labor service orders cancelled 48 hours prior to move in will be refunded at 50% of original price. Forklift labor service orders cancelled less than 48 hours prior to move-in will be invoiced a minimum of one hour per worker.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



Booth Cleaning/Porter Service **Deadline: 4/19/24**

VACUUMING								
All carpets ordered from RPMXPO are installed clean for your use; however, you may want to order cleaning services for debris created during set-up.								
Booth Dimensions		Total Square Feet	X	Advance Rate	or	Standard Rate	# of Days Required	Amount
ft.	ft.	ft.	X	\$.47 / sq. ft.	or	\$.59 / sq. ft.	1	\$
MINIMUM CHARGE - 100 Sq. ft. per day							TOTAL AMOUNT →	
							\$	

PERIODIC PORTER SERVICE										
Porter Service includes emptying wastebaskets within the booth every two hours during the show. It may be ordered once for the first day of the show only or daily. Please choose either Once (before initial opening) or Daily Porter Service below.										
PORTER SERVICE— First Day	Booth Dimensions		Total Square Feet	X	Advance Rate	or	Standard Rate	X	# of Days Required	Amount
	ft.	ft.	ft.	X	\$.68 / sq. ft.	or	\$.85 / sq. ft.	X	1	\$
PORTER SERVICE - Daily (Rate is all 3 days - not per ft/per day)	Booth Dimensions		Total Square Feet	X	Advance Rate	or	Standard Rate	# of Days Required	Amount	
	ft.	ft.	ft.	X	\$ 1.75 / sq. ft.	or	\$ 2.19 / sq. ft.	3	\$	
MINIMUM CHARGE - 100 Sq. ft.							TOTAL AMOUNT →			
							\$			

Cancellation Policy: Labor service orders cancelled prior to 48 hours of the event move in will be refunded at 75% of the original price. Labor service orders cancelled less than 48 hours prior to move in will be invoiced 50% of the original order. Refer to Payment Policies for full description.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



Privately Owned Vehicle (POV) Service Information

Exhibitors who desire to unload and load out their own equipment from Privately Owned Vehicles on the show floor may do so. There is not a charge associated with POV move in and move out unless assistance is required from RPMxpo.

A POV (privately owned vehicle) is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. U-Hauls, cargo vans and box trucks are NOT considered a POV.

Your vehicle must unload on the receiving dock. RPMxpo personnel will direct vehicles to the appropriate loading area after you check in at the POV Desk.

Freight that is too large or heavy must be handled by RPMxpo at the published material handling rates. No personal trucks (1 ton or over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.

PLEASE NOTE: *This service is reserved for exhibitors only. Third Party Contractors are not permitted to use this service and all materials and freight must be handled by RPMxpo. RPMxpo personnel will determine what constitutes as a privately owned vehicle (POV).*



Storage Order Form

RPM now offers Show-to-Show Storage of your Exhibit Materials. Storing with RPM means vastly reduced shipping charges, no more lost or delayed freight and most importantly, Priority in-booth Delivery! All exhibit materials are stored in our secure, local facility right here in Atlanta. When the show closes, just pack up your display and we will take care of it from there!

STORAGE RATES 1,000 lb. Minimum

The following services and rates include: loading crated freight/booth equipment from your booth onto a truck, transporting freight to storage facility, storing for 6 months, loading freight onto truck, transporting to show site and delivering to exhibitor booth.

Please complete all sections below:

1. We will be storing:
- a. # of boxes _____ c. # of cartons _____ e. # of skids _____
- b. # of cases _____ d. # of crates _____
2. Description of product we are storing: _____

CWT (weight/100)	X	\$7.75 (per cwt.)	X	6 (months)	=	Storage Charge — Estimated Amount Due
	X		X		=	\$
+ Transportation Fee						\$ 250.00
TOTAL AMOUNT →						\$

TERMS AND CONDITIONS:

1. It is the responsibility of the exhibitor to pack all display items in crates or on pallets prior to being picked up. Should RPM need to crate and palletize items, standard labor rates will apply.
2. Pallets, shrink wrap and proper protection will be provided per exhibitor's request at no charge. Fragile items that require crating or special protection will be approved by at exhibitor at their expense.
3. Rates are NOT inclusive of material handling services.
4. Transportation rates will increase should exhibitor display exceed one trailer load of equipment.
5. Storage auto-renews every 6 months. Exhibitor must cancel at the RPM service desk prior to close of the show.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



F.A.Q.

HOW DO I SHIP TO WAREHOUSE?

(i.e. advance shipment to warehouse)

- We will accept freight beginning 30 days prior to show move-in.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Material Handling Order Form. Your freight will be accepted after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday 8:00 a.m. to 4:30 p.m. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

HOW DO I SHIP TO SHOW SITE? (i.e. direct to show site)

- Freight will be accepted only during exhibitor move in. Please refer to the Exhibitor Information page for specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Be sure to check your service manual if you are targeted for a specific date or time.

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

- We do not accept collect shipments. Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading "prepaid."
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

HOW SHOULD I LABEL MY FREIGHT?

- The label should contain the exhibiting company name, booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is located on the Material Handling Order Form page. We have also included in your service manual labels for both warehouse and show site shipments for you to copy and attach to cartons as needed.
- Some labels are color coded, so Please check the service manual before making copies.
- Try to label every carton that is skidded with at least your name & booth number.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up "Empty Labels" at the RPMxpo service Desk. Place a label on each container. Please consolidate containers if possible. Labeled containers will be picked up periodically and stored during the show.
- At the close of the show, the empty containers will be returned to the booths in random order. Depending upon the size of the show, this process may take several hours.

HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

- Consistent with trade show industry practices, there may be a lap of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound of the show - the time between your departure and the actual pickup of your materials. During the times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

- For your convenience, ABF Freight will be on site to handle outbound transportation.
- Each shipment must have a completed RPMxpo Bill of Lading form in order to ship materials from the show. All pieces must be labeled individually. (You can pick up a bill of lading from the RPMxpo service Desk.)
- After materials are packed, labeled, and ready to be shipped, the completed RPMxpo Bill of Lading must be turned in at the RPMxpo service Desk. DO NOT leave the bill of lading in your booth.
- Provide your designated carrier with pickup information. Please refer to the Exhibitor Information page for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will be rerouted through ABF Freight.
- You must notify your carrier of the dates & times of pick-up if you are not using ABF Freight.

DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by adding "riders" to your existing policies.



Shipping Definitions

CRATED - Referred to as “Common Carrier Shipments”

- Crates, fiber cases, cartons, etc. that are not stacked but placed side by side on the trailer.

UNCRATED - Referred to as loose or pad wrapped; i.e., your exhibit material is not protected in a shipping container.

ADDITIONAL HANDLING - Referred to as “Van Line Shipments” or “Special Handling”

- In this instance, the carrier delivering your exhibit to the show is charging you by space used (per cubic foot) as opposed to charging by weight (per 100 lbs.) Exact measurements of your crates are taken by your carrier for loading and unloading the trailer. Customarily, these carriers charge in such a manner as is advantageous to them to maximize the space inside the trailer. This process may require additional RPMXPO labor to load/unload.

SMALL PACKAGE SERVICE - Referred to as packages, cartons or envelopes.

- Any **single shipment** that arrives at the warehouse or show site weighing less than 35 lbs. In this category are shipments received from UPS, FedEx, DHL, AirBorne Express, etc.

*Standard Time:

- Monday-Friday 8:00 am to 5:00 pm

*Overtime:

- Monday-Friday prior to 8:00 a.m. and after 5:00 p.m. Also, all day Saturday, Sunday and observed union holidays.

In addition:

- Advance shipments are subject to overtime if moved into show site during overtime hours due to scheduling conflicts beyond RPM’s control.
- Shipments during “move-in” or “move-out” are subject to overtime charges if handled during overtime hours due to scheduling conflicts beyond RPM’s control.
- If “move-in” and “move-out” are both on overtime they will be billed separately on your invoice.

*Double Time:

- All day Sunday, holidays and any time a worker works more than (12) hours in the same day.

Money Saving Tips

Helpful Hint for Small Shipments!

To reduce material handling costs, ship all materials in one shipment, not several shipments. example of savings below.

Before the show...



THE WRONG WAY

— Shipped as three separate shipments —

RECEIVED:

54 lbs. charged @ 200 lbs. min x \$88.00/cwt. \$176.00
 59 lbs. charged @ 200 lbs. min x \$88.00/cwt. \$176.00
 72 lbs. charged @ 200 lbs. min x \$88.00/cwt. \$176.00

Total 185 lbs. Total Cost:..... \$528.00



THE MONEY SAVING WAY

— Shipped everything together as a single shipment* —

RECEIVED:

3 pieces totaling 185 lbs. @ 200 lbs. min x \$88.00/cwt. **\$176.00**

TOTAL SAVINGS... \$352.00!

- The Material Handling charge from RPMxpo for handling your freight should not be confused with the cost from your carrier to transport your freight to and from the show.

After the show...

- 1) Obtain an RPMxpo Bill of Lading from the service Desk.
- 2) Once your freight is packed and ready to ship, complete and return the RPMxpo Bill of Lading to the service Desk.
- 3) If not using ABF Freight, you must make and/or confirm arrangements for pick-up with your choice of carriers.
- 4) Be sure your chosen carrier is declared on the RPMxpo Bill of Lading.
- 5) Make sure all crates, packages, etc. are clearly addressed (remove all old address labels).

*Failure to follow the steps could result in freight being re-routed through ABF Freight and assessed additional shipping charges.



Material Handling Terms & Conditions

Please read carefully! You are entering a contract which may limit your possible recoveries in case of loss or damage.

The terms and conditions set forth below, become a part of the contractual agreement between RPMxpo and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed by agreeing to the rules and regulations of exhibiting at the event. This Bill of Lading and/or Delivery Receipt will act as a binding document for any potential claims. By signing this RPM Bill of Lading, Exhibitor/ Exhibitor's Agent guarantees payment for shipping services provided by RPM and/or RPM's Agent — no exceptions.

1. **DEFINITIONS.** The name RPMxpo shall be construed within the meaning of this contract as ABF Freight services and their employees, officer, agents, and assigns including any subcontractors that RPMxpo may appoint. The term EXHIBITOR refers to any party who contracts for services with RPMxpo.

2. **RPMxpo RESPONSIBILITIES.** RPMxpo shall be responsible only for those services which it directly provides, and hereby agrees to execute its contractual duties in good faith. RPMxpo assumes no responsibilities for any persons, parties, or other contracting firms not under RPMxpo direct supervision and control. RPMxpo shall not be responsible for loss, delay, or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other cause beyond RPMxpo reasonable control, or for ordinary wear and tear in the handling of materials.

3. **INSURANCE.** It is understood that RPMxpo is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide RPMxpo with a release of subrogation to the extent that any insurance settlement is received.

4. **CLAIMS(S) FOR LOSS.** EXHIBITOR agrees that any and all claims for loss or damage shall be submitted to RPMxpo prior to the conclusion of the show when alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purpose the "conclusion" of the show shall be construed as the end of the day on which EXHIBITOR must vacate the show site. All claims reported after the (30) day period will be rejected. In no event shall a suit or action be brought against RPMxpo more than one year after the date that loss or damage occurred.

5. **INDEMNIFICATION.** Exhibitor agrees to indemnify, forever hold harmless and defend RPMxpo and their employees, officers, and agents from and against any and all claims, cause of action, fines, penalties, damages, liabilities, judgments, and expense on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to, by any of the following:

- EXHIBITOR'S negligent supervision of any labor secured through RPMxpo or the negligent supervision of such labor by any of EXHIBITOR'S employees, agents, representatives, invitees, and/or any EXHIBITOR appointed contractor (EAC).
- EXHIBITOR'S negligence, willful misconduct, or deliberate act, or such actions of Exhibitor's employees, agents, invitees, representatives, or EACs at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of RPMxpo equipment.
- EXHIBITOR'S violation of Federal, State, or Local ordinances.
- EXHIBITOR'S violation of Show Regulations and/or Rules as published by Facility and/or Show Management.

6. **PACKAGING AND CRATES.** RPMxpo shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped materials, or shrink-wrapped materials RPMxpo shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. RPMxpo shall not be responsible for crates and packaging which are unsuitable for handling, partially assembled, or having prior damage.

7. **EMPTY CONTAINERS.** Affixing "empty storage" labels to containers is the sole responsibility of EXHIBITOR or his representative. All previous labels should be removed. RPMxpo assumes no responsibility for removal or mis delivery of containers with old labels or incorrect information on labels, or for loss or damage to materials stored in containers labeled "empty."

RPMxpo's **LIABILITY LIMITS.** If found liable for any loss or damage, RPMxpo's sole and maximum liability for loss of or damage to EXHIBITOR'S materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$.50 per lb. per shipment bad on the weight of the article(s) lost or damaged, or a maximum liability of \$50.00 per shipment, whichever is less. RPMxpo shall be liable ONLY for loss of or damage to articles actually physically handled or for articles for which RPMxpo specifically acknowledges receipt in writing. RPMxpo shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from or related to a claim for loss or damage of material. In no event will RPMxpo be held liable for any concealed damage-no exceptions.

8. **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between EXHIBITOR and RPMxpo relative to any loss or damage claim, the EXHIBITOR shall not be entitled to and shall not withhold payment to RPMxpo as an offset against the amount of the alleged loss or damage. Any claim against RPMxpo shall be considered a separate transaction and shall be resolved on its own merit.

9. **INBOUND SHIPMENTS.** Consistent with trade show industry practices, there may be a lap of time between the delivery of shipment(s) to the booth and the arrival of the EXHIBITOR or his representative. During such time the materials will be left unattended. RPMxpo is not, and cannot be, responsible for loss, damage, theft, or disappearances of EXHIBITOR'S material after they have been delivered to the EXHIBITOR'S booth at show site.

10. **OUTBOUND SHIPMENTS.** Consistent with trade show industry practices, there may be a lap of time between the completion of packing and the actual pick up of EXHIBITOR'S materials from the booth for loading onto a carrier. During such time the materials will be left unattended. RPMxpo shall not be responsible for loss, damage, theft of, or disappearance of EXHIBITOR'S material before they have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted to RPMxpo by EXHIBITOR. Notations of exceptions to conditions of materials, or piece counts will be made on the form submitted by EXHIBITOR. RPMxpo assumes no responsibility for loss, damage, theft, or disappearance of EXHIBITOR'S materials after they have been delivered to EXHIBITOR'S appointed carrier, or agent for transportation after the show. RPMxpo loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. RPMxpo assumes no liability for any materials after carrier assumes custody of materials. If EXHIBITOR'S designated carrier fails to show by the move out deadline after a show, RPMxpo shall have the authority to route EXHIBITOR'S shipment via an alternate carrier, or return shipment to a local warehouse for disposition at EXHIBITOR'S expense.



Material Handling Rate Schedule

RPMxpo has been designated as the official drayage contractor with responsibility for the unloading, delivery, reloading and processing of all exhibitors' freight shipments.

DISPLAY MATERIALS RATE SCHEDULE		
200 lb Minimum		
All shipments are delivered to booth space, empty containers are removed, stored and returned. Materials picked up at booth and loaded onto outbound carrier.		
	Crated Materials	Uncrated and/or Loo Shipments
	<i>STANDARD RATES</i>	<i>STANDARD RATES</i>
WAREHOUSE ADVANCE RECEIVING	ST Rate: \$55.47/cwt. Receive crated materials only at our warehouse 30 days prior to show.	Shipments of loose or uncrated materials will not be received at the warehouse. They must be shipped directly to the show site.
DIRECT SHIPMENT TO SHOW SITE	ST Rate: \$53.41/wt. Receive shipments at show site on move-in dates only.	ST Rate: \$67.70/cwt. Receive shipments at show site on move-in dates only.
OVERTIME RATE	Add 25% if handled in OR out on overtime. Add 50% if handled in AND out on overtime. All shipments handled on Saturday, Sunday, Holidays and before 8:00 am or checked in after 5:00 pm on weekdays will be subject to overtime surcharges.	
RATES FOR SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING RECEIVED AT THE EXHIBIT SITE will be subject to a 25% surcharge in addition to the above show site rates. This applies to all trucks, due to the height of the truck bed, which cannot be unloaded at the docks. If crated materials are combined with uncrated and loose materials in the same shipment and the bill-of-lading does not identify the various classifications, the whole shipment will be charged at the UNCRATED AND LOOSE MATERIAL RATE, PLUS SPECIAL HANDLING RATE.		

ALL SHIPMENTS MUST BE NT PREPAID and all shipments must have a bill-of-lading showing number of pieces, weight, and description of merchandise. Display freight should be on a separate bill-of-lading from machinery freight. Mixed shipments will be charged at the Display freight rate. Trucks without a bill-of-lading or documented weight will be directed to a public scale or estimated weights will prevail. Estimated weights will be binding by both parties.

- Rates are based on incoming weight only. All weights are rounded off to the next 100 lbs. (cwt). Each shipment received is considered separately. Freight handling charges are the responsibility of the exhibitor.
- Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.
- Empty container labels will be available at the serviceDesk. Affixing the labels is the sole responsibility of the exhibitor or his representative. RPMxpo services assumes no responsibility for removal of containers with old or empty labels or for valuables stored inside containers while containers are in storage.
- Outbound shipping labels & bills-of-lading will be available at the serviceDesk. Exhibitor or his representative must pack & label their exhibit material and turn in a bill-of-lading for each shipment at the serviceDesk before leaving the Show. RPMxpo services will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick-up by the removal date of the Show, RPMxpo services reserves the right to re-route exhibit material by an alternate carrier. As a result of re-routing or handling no liability will be assumed by RPMxpo services.



Material Handling Order Form **Deadline: 4/19/24**

*To avoid an off target surcharge, shipments consigned to the warehouse must arrive by **5/3/24**
 Shipments received after **5/3/24** are subject to a 25% surcharge, unless shipping via ABF Freight.
 Shipments consigned to the warehouse will not be accepted if delivered after **5/10/24**
 Shipments consigned to show site will not be accepted if delivered before **5/14/24***

WHERE TO SHIP:

WAREHOUSE:

Atlanta Apartment Association
 c/o RPMxpo
 242 Westfork Court
 Suite A
 Lithia Springs, GA 30122
 Phone: (678) 742-7310
 Booth # _____

SHOW SITE:

Atlanta Apartment Association
 c/o RPMxpo
Cobb Galleria Centre
 2 Galleria Pkwy
 Atlanta, GA 30339
 Booth # _____

HANGING SIGNS:

Atlanta Apartment Association
 c/o RPMXPO
 242 Westfork Court
 Suite A
 Lithia Springs, GA 30122
 Booth # _____

The Show Name, Your Company Name and Booth Number MUST be referenced on all freight.

AUTHORIZATION TO PROVIDE MATERIAL HANDLING

We hereby authorize RPMxpo services to handle our shipment(s) in accordance with the information above and on the rever side of this form, and have read this order and agree to the terms and provisions hereof including those on the rever side and acknowledge receipt of a copy. We agree that RPMxpo services will provide its services as our agent, and not as bailee or shipper, and if any employee of RPMxpo services shall sign a delivery receipt, bill-of-lading, or other documents, we agree that they will do so as our agent, and we accept the responsibility therefor. We agree, in the event of a dispute with RPMxpo services relative to any loss or damage to any of our materials or equipment that we will not withhold payment of any amount due to them for drayage or any other services provided by RPMxpo services as an offt against the amount of the alleged loss or damage. Instead, we agree to pay RPMxpo services for the full amount of the invoice for all such charges, and we further agree that any claim we may have against RPMxpo services shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

Please Complete	Piece Count	Estimated Weight	ST Rate Per CWT (100 lbs.)	ST Charges	Estimated Amount
Warehouse Advance Receiving-Crated			\$55.47	\$	\$
Warehouse Advance Receiving- Special Handling			25% Surcharge - \$70.19	\$	\$
Direct Shipment to Show Site-Crated			\$53.41	\$	\$
Direct Shipment to Show Site-Uncrated			25% Surcharge - \$67.70	\$	\$
Specialized Carrier Shipment (small package shipments under 35lbs.)			28.07 each carton	\$	\$
Warehouse and Direct Shipment to Show Site - Envelope Service			11.57	\$	\$
NOTE: 200 LB MINIMUM PER SHIPMENT				TOTAL AMOUNT →	\$

Loading / Unloading Overtime:
 Saturday & Sunday : All Day
 Monday - Friday: After 5:00pm until 8:00am
 Any shipments received, and/or loaded, during overtime hours will be charged an additional 25%

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

**Atlanta Apartment Association
c/o RPMxpo
242 Westfork Court Suite A
Lithia Springs, GA 30122**



Atlanta Apartment Association Trade Show
Cobb Galleria Centre
Atlanta, GA
May 15, 2024

Exhibitor

Booth #

On target shipments, without surcharge, must arrive by:
5/3/24

Off target shipments, with surcharge, must arrive no later than:
5/10/24



ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

**Atlanta Apartment Association
c/o RPMxpo
242 Westfork Court Suite A
Lithia Springs, GA 30122**



Atlanta Apartment Association Trade Show
Cobb Galleria Centre
Atlanta, GA
May 15, 2024

Exhibitor

Booth #

On target shipments, without surcharge, must arrive by:
5/3/24

Off target shipments, with surcharge, must arrive no later than:
5/10/24



- The shipping labels are provided for your convenience to assist in preparing shipments direct to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the advance warehouse.
- Please make additional copies of the labels as needed.
- Important note: Warehouse is not temperature controlled.
- Hazardous materials will not be accepted at warehouse.

IMPORTANT: The labels are for Advance Warehouse Shipments ONLY.



DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

**Atlanta Apartment Association
Cobb Galleria Centre
c/o RPMxpo
2 Galleria Pkwy
Atlanta, GA 30339**



Atlanta Apartment Association
Cobb Galleria Centre
Atlanta, GA
May 15, 2024

Exhibitor

Booth #

*Exhibitor move-in begins:
5/14/24*



DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

**Atlanta Apartment Association
Cobb Galleria Centre
c/o RPMxpo
2 Galleria Pkwy
Atlanta, GA 30339**



Atlanta Apartment Association
Cobb Galleria Centre
Atlanta, GA
May 15, 2024

Exhibitor

Booth #

*Exhibitor move-in begins:
5/14/24*



- The shipping labels are provided for your convenience to assist in preparing shipments direct to show site.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of the labels as needed.
- Important note: Hazardous materials will not be accepted at show site.

IMPORTANT: The labels are for Direct to Show Site Shipments ONLY.



Accessible Storage Order Form

ACCESSIBLE STORAGE

RPMXPO will go to all reasonable lengths to secure your product; however, we are not responsible for the contents of open boxes put into storage. All storage will be delivered to your booth first. Once the piece count has been verified, the product will be moved into storage.

THE CHARGES FOR ACCESSIBLE STORAGE ARE AS FOLLOWS:

- STORAGE CHARGE — \$75.00 per 16 square feet per day (size of a 4' x 4' pallet)
- LABOR CHARGE — 1/2 hour minimum labor charge per move, based on the rates set forth in this manual on the "Display Labor Order Form" (\$ 80.93 per hour ST, \$ 121.40 per hour OT, \$161.86 per hour DT)

Please complete all sections below:

1. We will require _____ square feet of space in Accessible Storage for:
 - a. # of boxes _____
 - b. # of cases _____
 - c. # of cartons _____
 - d. # of crates _____
 - e. # of skids _____
2. Description of product we are storing: _____
3. We will need access to this product: _____
 _____ times a day at _____ a.m. and/or _____ times a day at _____ p.m.

STORAGE CHARGE (\$ 75.00 per 16 sq ft increment)	X	Qty of Sq. Ft. Required (16 sq ft increments)	X	Total # of Days You Will Need Access	=	Storage Charge — Est. Amount Due
\$ 75.00	X		X		=	\$
LABOR CHARGE — ST (1/2 hr. min. labor charge — \$ 80.93hr ST — per move.)	X	# of Times per Day You Will Need Access	X	Total # of Days You Will Need Access	=	ST Labor Charge — Est. Amount Due
\$ 80.93 ST (min. 1/2 hr)	X		X		=	\$
LABOR CHARGE — OT (1/2 hr. min. labor charge — \$ 121.40hr OT — per move.)	X	# of Times per Day You Will Need Access	X	# of Days Required	=	OT Labor Charge — Est. Amount Due
\$ 121.40hr OT (min. 1/2 hr)	X		X		=	\$

TOTAL AMOUNT → \$

Payment Policy: Payment in full of all charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

Your official air freight and ground freight carrier ABF FreightSM

Let ABF Freight make your next trade show the easiest you have attended!

ABF Freight has over 90 years of experience in the freight industry and has a dedicated Trade Show Division with service throughout North America.

Choose guaranteed, expedited shipping solutions – air or ground – with special discounted rates for your inbound and outbound shipments.

For personalized quotes, please call our Trade Show Division

800.654.7019

Our Services Include:

Priority handling of your inbound and outbound shipments.

Guaranteed expedited air and ground services.

LTL ground transportation

International transportation



Trust your important trade show shipment to the leader in exhibition transportation services



REQUEST FOR INFORMATION

ABF FREIGHTSM • TRADE SHOW SERVICES

Show Name _____ Booth Number _____

Show Dates _____

Contractor _____

Name _____ Title _____

Company _____

Street Address _____

P.O. Box _____ City _____ State _____

Zip (P.O. Box) _____ Zip (Street Address) _____

Phone _____ Fax _____ Email _____

Estimated Exhibit Weight _____ Number of Shows Per Year _____

Normal Number of Exhibit Pieces _____ Crates _____ Cartons _____ Cases _____ Carpet _____

Would you like an ABF Freight Trade Show coordinator to call you with a quote or information? Yes No

If you are faxing this form, please print a copy, complete the requested information, and then fax to **479.785.8701**.

If you are completing electronically, you can either print and fax your request or click on the submit button to send your request to one of our Trade Show specialists.

ABF Freight • Trade Show Services • P.O. Box 10048 • Fort Smith, AR 72917-0048



800-654-7019

tradeshow@freight.abf.com | abf.com

3801 Old Greenwood Road • Fort Smith • AR • 72903



SAFETY FIRST



SAFETY IS VERY IMPORTANT FOR EVERYONE WORKING IN THE EXHIBIT HALL — ESPECIALLY YOU!

RPMxpo is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, Please bring it to the attention of an RPMxpo supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Below you will find a list of Exhibitor Safety Guidelines that we request you follow while at show site. The Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees and other exhibitors. Enjoy the show and do it safely!

THANK YOU FOR YOUR COOPERATION!

EXHIBITOR SAFETY GUIDELINES AT SHOWSITE

- Children under the age of 14 will not be permitted on the show floor during the set-up and dismantling of the show. There will be no exceptions.
- Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
- Standing on chairs, tables and other furniture is **PROHIBITED**. The furniture is not designed to support your standing weight. RPMxpo cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, Please order labor on the Display Labor Order Form included in this manual and the necessary ladders and tools will be provided.
- Forklifts and carts are to be used by authorized personnel only. Please do not operate this equipment. Ask for help.
- Be aware of the forklifts moving throughout the aisles and docks. Please steer clear of them, especially when they are carrying a crate or load.
- Never run in the exhibit hall. Please walk. Watch your step in the aisles and around the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. secure or remove any cords where you or others are going to be walking.
- Report any fires immediately or pull the nearest fire alarm. Please keep fire exits clear.
- If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured.
- Unattended items in booths are easy theft targets.
- Use good housekeeping. Dispose of waste properly and keep materials stacked securely. Please keep in mind the safety of your employees.

REMEMBER: SAFETY DOESN'T HAPPEN BY ACCIDENT!

Show Name: AAA

Dates: _____



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

Cobb Galleria Centre

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

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

HOW TO ORDER: Email order to order@tlc-florist.com/ Mail hard copy to: P.O. Box 538, Rex, GA 30273 or 121 Pine Dr., Stockbridge, Ga 30281 / or Fax to (770) 474-4676 Questions? Please email plant@tlc-florist.com or call (770) 507-6777
*** PRICES IN BOLD PRINT ARE DISCOUNT PRICES FOR ORDERS RECEIVED 2 WEEKS PRIOR TO EXHIBITOR MOVE-IN**

**FROM SIMPLE AND ELEGANT TO WILD AND COLORFUL!
 LET A TLC DESIGNER CREATE THE PERFECT LOOK JUST FOR YOU!**

If you would like to specify color, size, type flowers, please do so below—**prices start at \$80.00.**

Qty _____ tropical flowers—Price \$ _____ each

Qty _____ Spring flowers—Price \$ _____ each

Color _____

Width _____ Height _____

Additional Request: _____

*Don't know what you want? Just want a splash of color?
 Let TLC designers choose your fresh seasonal flowers!*

Qty _____ TLC pick my colors, size, type flowers \$70.00 ea

Visit www.tlc-florist.com for additional sample pictures.
 For free design assistance, please call 770-507-6777 or email plant@tlc-florist.com with any questions.



TLC Designers can provide the following:

- **Water Features**
 - **Fountains**
 - **Ponds**
 - **Water falls**
 - **Swamps**
 - **Garden Areas**
 - Tropical :**
(beach scenes;
rain forests)
 - Seasonal:**
(Spring, Fall, Holiday)
 - Formal :**
(serenity garden,
English garden)
 - **Border Areas:**
 - Hedges**
(control flow)
 - Lawn or Golf**
(promotional)
 - Trees**
(privacy)
- Special services are Available for hospitality Suites, award banquets, And VIP room deliveries.**

COLORFUL POTS OF VIBRANT FLOWERS!

Seasonal

12"-18"H

\$30.00/\$40.00 each

Qty _____

White _____

Yellow _____

Lavender _____

Orange _____

Pink _____



Azaleas—12"H

\$40.00/\$50.00 each

Qty _____

White _____

Pink _____

Red _____



Bromeliads—12"-18"H

\$40.00/\$50.00 each

Qty _____

Purple _____ Red _____

Yellow _____ Orange _____

*See next
 page for
 green plants.*

Ferns



Ferns
\$40.00/\$50.00 each

Qty ____

Ivy



Ivy—10”H x 10”W
\$40.00/\$50.00 each

Qty ____

Pothos



Pothos—12”H x 12”W
\$40.00/\$50.00 each

Qty ____

3' Green Plants



\$50/\$60.00 each Qty ____

Standard 4' to 6' Green Plants



4' @ **\$60/\$70** each Qty ____
 5' @ **\$70/\$80** each Qty ____
 6' @ **\$80/\$96** each Qty ____

7' H & Taller plants & Planters are available
 Call 770-507-6777 for price/availability



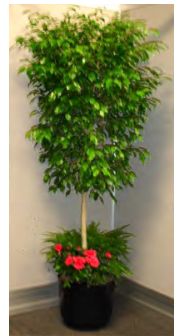
Planters are 2 1/2' long.

Top-dressed with greenery & seasonal color.

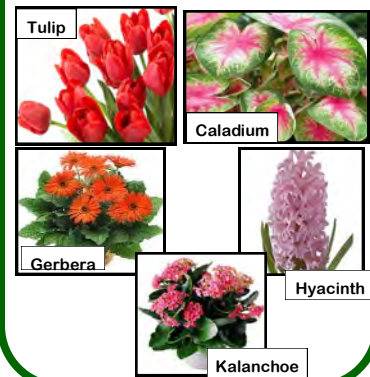
4' @ **\$150/\$180** each, Qty ____
 5' @ **\$160/\$190** each, Qty ____
 6' @ **\$170/\$206** each, Qty ____

Please choose requested seasonal color below.

- ___ white,
- ___ pink,
- ___ red
- ___ white,
- ___ yellow,



Seasonal Flowering Plants
 Call for Price & Availability



Rental price includes: Decorative container, top dressing, professional maintenance, installation and pick up. There is a one-time \$10.00 charge for **daily** floral delivery. **ALL ORDERS MUST BE PAID - IN - FULL PRIOR TO SHOW CLOSING.** We accept cash, company check, VISA, MASTERCARD, AMERICAN EXPRESS. Adjustments cannot be made after the close of the show. All rental items remain property of TLC Atlanta Convention Plant Services, Inc. **There is a restocking fee for orders cancelled less than 2 weeks prior to show opening.** **Orders placed after the open of an event may be subject to a delivery fee.**
Prices subject to change 2 weeks prior to move in.

Order Cost Summary

Select Container:
 Included in rental cost
 ___ Black ___ White

Chrome, Brass, Terra Cotta, & Other Containers are available.
 Please call 770-507-6777 for pricing.

Subtotal _____
 6% Sales Tax _____
 3% CC Proc Fee _____
 Request ACH pmt invoice when emailing this order to avoid 3% fee
 Total _____



AAA Trade Show
Cobb Galleria
Atlanta, GA
May 15, 20204

Lead Retrieval Services Order Form

 Featuring qConnection

Contact Information (Please Print)

Company Name:	Booth Number:
Contact Name:	Email:
City, State:	Zip:
Onsite Contact Name:	Onsite Contact Phone:
Onsite Contact Email:	

Order Options

Item Description	Quantity	On or before: 04/12/24 (\$50 late fee applies after 04/12/24)	Total
qConnection App: Exhibitors use own iPhone®, iPod touch®, iPad® (ios 7.1,7.1.1) or Android TM phone or tablet (version 4.4) Package Includes: qConnection lead retrieval app downloaded from apple app store or google play, event set-up through unique access code, and qConnection show management website access. *must purchase one license per device		\$215/265	
Apple® device Rental: Package Includes: Apple® device rental with qConnection lead retrieval app pre-loaded on the device, event set-up through unique access code, and qConnection show management website access.		\$235/\$285	
Developer's Kit: Package Includes: Detailed badge specifications that allow an exhibitor to customize their own device(s) and scan attendees visiting their booth to collect bar code information.		\$400/\$450	
		Grand Total	

Payment Information

Check Payments:	Credit Card Payments: Order Online: https://www.prereg.net/qconnect Email: info@prereg.net Phone: 678.341.3000
<p style="text-align: center;">Checks payable to: Eleventh & Gather/QConnect 6840 Meadowridge Ct Alpharetta, GA 30005</p> <p style="text-align: center;">Advance orders must be accompanied by full payment.</p> <p style="text-align: center;">Eleventh & Gather Fed Employ. ID # 20-0499150</p>	<p style="text-align: center;">Please complete cardholder information if paying with credit card:</p> <p>Card Number: _____</p> <p>Expiration Date: _____ CVV: _____</p> <p>Name on Card: _____</p> <p>Billing Zipcode: _____</p>

All orders must be placed at least 10 days prior to event to ensure availability. Any order received less than 10 days prior to event MAY be refused and you will have to purchase onsite. If orders are not placed in advance, there is no guarantee one will be available. All Cancellations must be received in writing no later than five (5) days prior to event to receive a full refund. Any request after will not be refunded. Rentals must be picked up at the lead retrieval desk prior to the start of the event from a Eleventh & Gather manager, in order to receive proper operating instructions. All equipment must be returned to the lead retrieval desk within 45 minutes after the close of the event or a \$100 late fee will be applied. A Non-Refundable charge of \$1200 will be applied for devices not returned to Eleventh & Gather at close of show. Data connection is required for qConnection attendance updates. Eleventh & Gather will not be held responsible for poor/inadequate data coverage in convention hall. It is the exhibitors responsibility to provide themselves with a data connection, whether it be inside or outside the convention building. A Eleventh & Gather manager will upload lead to the qConnection website when units are returned or this can be done daily at the lead retrieval desk. Exhibitor understands that they are purchasing a license to rent the equipment only and no equity or ownership is imparted by this rental agreement.




Signature: _____ Date: _____



Exhibitor Rental Form

MONITORS		QTY	SHOW RATE	TOTALS
24" Monitor with Wall Mount or Table Top Stand <i>- Includes HDMI Cable, Power Strip & Power Extension</i>			\$350.00	\$0.00
32" Monitor with Wall Mount or Table Top Stand			\$450.00	\$0.00
43" Monitor with Wall Mount or Table Top Stand			\$650.00	\$0.00
50" Monitor with Wall Mount or Table Top Stand			\$750.00	\$0.00
55" Monitor with Wall Mount or Table Top Stand			\$950.00	\$0.00
65" Monitor with Wall Mount or Table Top Stand			\$1,450.00	\$0.00
80" Monitor with Wall Mount or Table Top Stand			\$1,950.00	\$0.00
Select type of cable needed to connect monitor to your laptop			HDMI CABLE	
Will there be audio playing on monitor(s)?		YES	NO	
Dual Post Stand w. Black Spandex Sock			\$200.00	\$0.00
COMPUTERS/IPADS		QTY	SHOW RATE	TOTALS
Standard Laptop for Power Point (NO VIDEO) or Virtual Meeting Streaming (inbound) <i>Intel Core i5 (7th Generation or newer) 4 Core, Base 2.5GHz Turbo 3.5 GHz, 8gb DDR4 Memory, 256GB SSD, Intel UHD Graphics</i> <i>Operating System: Windows 10 32bit or 64bit</i> <i>Software: Office 365, Windows Media Player, Acrobat Reader, Chrome, Webex, Zoom</i> <i>Accessories: 720p webcam, built in mic & speakers, USB-C to USB-A (F) and USB-C to ethernet and HDMI as needed</i>			\$295.00	\$0.00
Advanced Laptop for Power Point & Video Playback or Encoding/Streaming (outbound/two way) <i>USB 3.0, Intel Core i7 (7th Generation or newer) 6 Core, Base 2.6GHz Turbo 4.4GHz, 16gb DDR4 Memory, 256GB M.2 PCIe NVME SSD, NVIDIA GeForce Graphics 4GB GDDR5</i> <i>Operating System: Windows 10 64bit</i> <i>Software: Office 365, Windows Media Player, Acrobat Reader, Chrome, Webex, Zoom</i> <i>Accessories: 720p webcam, built in mic & speakers, USB-C to USB-A (F) and USB-C to ethernet and HDMI as needed, drivers as needed for encoders, audio interface, etc</i>			\$395.00	\$0.00
Mac Book Air for Power Point, Keynote, video playback or Virtual Meeting Streaming (inbound) <i>Mac Book Pro Intel Core i5 Base 1.8GHz Turbo 2.9GHz, 8gb LPDDR3 Memory, 256GB SSD, Intel HD Graphics 6000</i> <i>Operating System: macOS 10.14: Mojave or newer</i> <i>Software: Office 365, Keynote, QuickTime Acrobat Reader, Chrome, Webex, Zoom</i> <i>Accessories: 720p webcam, built in mic & speakers, USB-C to USB-A (F) and USB-C to ethernet and HDMI as needed, drivers as needed for encoders, audio interface, etc</i>			\$495.00	\$0.00
Mac Book Pro for Video Capture and Playback or Encoding/Streaming (outbound/two way) <i>Mac Book Pro Retina Intel Core i7 Base 2.6 GHz Turbo 4.3 GHz, 16gb DDR4 Memory, 512GB SSD, Intel UHD Graphics 630 and AMD Radeon Pro 555X (or better)</i> <i>Operating System: macOS 10.14: Mojave or newer</i> <i>Software: Office 365, Keynote, QuickTime Acrobat Reader, Chrome, Webex, Zoom</i> <i>Accessories: 720p webcam, built in mic & speakers, USB-C to USB-A (F) and USB-C to ethernet and HDMI as needed, drivers as needed for encoders, audio interface, etc</i>			\$595.00	\$0.00
iPad with 4G Data Access <i>- Includes 1 GB of Data</i> <i>- Each additional GB of Data charged at \$25 a GB</i> <i>- Includes Charger</i>			\$350.00	\$0.00
iPad with WiFi Only <i>- Includes Charger</i>			\$325.00	\$0.00

PRESENTATION ACCESSORIES	QTY	SHOW RATE	TOTALS
Wireless PowerPoint Advancer		\$75.00	\$0.00
Laser Pointer		\$50.00	\$0.00
PRINTERS	QTY	SHOW RATE	TOTALS
Black LaserJet Printer w. Toner, Network Card and Cables		\$425.00	\$0.00
Color LaserJet Printer w. Toner, Network Card and Cables		\$550.00	\$0.00
LED WALL	QTY	SHOW RATE	TOTALS
Various sized LED Walls PLEASE CALL		TBD	TBD
AUDIO	QTY	SHOW RATE	TOTALS
Computer Speakers		\$50.00	\$0.00
Powered Speaker on Stand		\$195.00	\$0.00
Wireless Microphone Combo Kit (Handheld or Lavalier)		\$250.00	\$0.00
4 Channel Mixer		\$125.00	\$0.00
DI Box: For Laptop Audio		\$50.00	\$0.00
IMPORTANT INFORMATION			TOTALS
Payment: Tallen Technology Rentals requires pre-payment on all orders.			\$ -
If additional labor required, it is subject to prevailing rate at \$75.00 an hour			TBD
Delivery			\$ 100.00
Set-Up			\$ 95.00
Strike			\$ 95.00
Applicable Taxes			TBD
		GRAND TOTAL	
TERMS & CONDITIONS			
<p>The provisions regarding cancellation of events are governed by the terms of Tallen's Cancellation Policy (the "Cancellation Policy"), which is linked on the website below. The terms and conditions of the Cancellation Policy are hereby incorporated by reference as if fully set forth herein. Tallen reserves the right to amend the Cancellation Policy prospectively upon written notice to client, which will not apply to any already scheduled events, but will apply to all future events scheduled after the date that notice of amendment is given to client.</p> <p style="text-align: center;">Tallen cannot be held responsible for 3rd party platform stability or internet connectivity issues.</p> <p style="text-align: center;">https://tallen-inc.com/cancellation-policy/</p>			
<p>DELIVERY: Tallen cannot deliver to an empty booth. If we cannot deliver on the specified time and date because the Onsite Contact is unavailable or booth is not ready, the customer will be responsible for additional re-delivery costs billable at \$75/hr. with 1 hour minimum charge. An Authorized Client Representative must sign for all equipment upon delivery. Any orders placed within 72 hours of delivery date may face additional fees.</p>			
<p>UNION SETUP FEE: Any Freight, Drayage, Union or Power fees are not included and will be billed to the clients master account.</p>			
<p>RENTAL AGREEMENT: It is understood that the customer is renting equipment for a specific period of time, and is responsible for returning all equipment in an undamaged working condition Customer agrees to pay for any and all damages to equipment.</p>			
SETUP & STRIKE LABOR			
Setup & strike labor, if required, is subject to prevailing rate at \$75.00 an hour (call for OT/DBL rates).			
OPERATIONAL LABOR			
Operational labor, if required, is subject to prevailing rate at \$75.00 an hour with a 5 hour minimum (call for OT/DBL rates).			

COMPANY INFORMATION		METHOD OF PAYMENT	
Company name		Name on Card	
Address		Type of Card	
City, State, Zip		Credit Card #	
Phone Number		Exp.	
Fax Number		Billing Address	
Email		City, State, Zip	
By signing below, you agree to allow Tallen Technology Rentals to use the indicated credit card number for all AV charges for this event			
Authorized Signature			
Print Name			
Date			
EVENT INFORMATION			
Delivery Address:	2 Galleria Parkway Southeast, Atlanta, GA 30339		
Booth #			
Delivery Date and Time:			
Run Date and Time:	May 15 2024 at 1pm - 5:30pm		
Pick Up Date and Time:	May 15 2024 at 5:30pm		
On-Site Contact name and Phone Number :			
Order Comments:			
<p>This is only a partial inventory list of regularly requested items. If you do not see what you are looking for please call.</p> <p>Tallen - Mike Hollmen</p> <p>hollmen@tallen-inc.com Cell: (732) 670-5480</p>			
			
			



COBB GALLERIA CENTRE
 Two Galleria Parkway, Atlanta, GA 30339 Telephone (770) 955-8000 – Fax (770) 989-5233
VEHICLE AUTHORIZATION FORM

Event Name		Event Date(s)		
Company Name		Phone #		Fax #
Address	City	State	Zip Code	

TERMS AND CONDITIONS

- *The Cobb County Fire Marshal has stringent requirements for displaying vehicles in the Cobb Galleria Centre. This form must be completed and returned to Show Management 30 days before the event date, or displaying vehicles will be strictly prohibited.*
- *A vehicle includes any gas-powered engine, hybrid or electric vehicle.*
- *The Show Manager must submit the Vehicle Authorization Form to the Event Coordinator along with the floor plans for review and final approval by the Fire Marshal 21 days before the event date.*
- *Use of vehicles is subject to final review and approval by the Cobb County Fire Marshal.*

COBB COUNTY FIRE CODE GUIDELINES FOR VEHICLES IN THE COBB GALLERIA CENTRE

- Vehicles must:
 - Contain no more than 1/4 tank of fuel or 5 gallons of fuel, whichever is less
 - Have a locking gas cap
 - Have battery cables disconnected and taped (does not apply to hybrid or electric vehicles)
- Vehicles cannot be moved during event hours.

REQUEST FOR MOTORIZED VEHICLE USE

DESCRIPTION				LOCATION
(Must be marked on actual Floor Plan)				
Year	Make	Model	Type	

I agree to adhere to all Cobb County Fire Marshal regulations regarding use of the above referenced equipment during the event.

Signature of applicant: _____

Event Services Verification _____

Fire Marshal's Approval _____



Cobb Galleria Food & Beverage Policy

A company/organization **may only distribute samples of food and/or non-alcoholic beverage products that the company/organization produces or sells in its normal day to day operations.** Samples may only be distributed in such quantities that are reasonable to promote the merchandise.

Items dispensed are limited to products manufactured by or licensed for distribution by exhibiting firms and must be related to the purpose of the show.

All items should be limited to SAMPLE SIZE PORTIONS. IF YOU DO NOT COMPLY WITH THE SAMPLE SIZE REQUIREMENTS BELOW, YOU MAY BE ASKED TO DISCONTINUE SAMPLING.

- o Beverages limited to a maximum 4 oz. container. No alcoholic beverages.
- o Food items limited to “bite size.”

No outside bottled water permitted for any reason – see below for instructions to order food and/or beverage through CGC.

CGC must provide food and/or beverage items used as traffic promoters (i.e. coffee, candy, popcorn, soda, bar service, etc.).

Cobb Galleria Centre offers online ordering for booth catering services. Visit cobb Galleria.com/exhibitors/online-ordering to place your order for items that do not meet the guidelines and requirements as listed above.



COBB GALLERIA CENTRE
ATLANTA

Dear Exhibitor,

Thank you for exhibiting at the Cobb Galleria Centre. I invite you to check out the [Online Ordering](#) page on our website for more information on purchasing everything you need for your booth, including utility services, technology, and booth catering. Ordering in advance through this site will help you avoid service desk lines and save you money.

The system is easy to use. Go to the [Exhibitor Service Center](#) to select your show, and create a username and password that is unique to you. Click [here](#) to download instructions for the online ordering process.

If you have any questions or problems logging in, please contact us at services@cobb Galleria.com or 770-989-5016.

Cobb Galleria Centre is a cashless facility. All exhibitor orders, made through this system or on-site, are credit/debit card only.

Thank you!

Jacqueline Dixon
Operations Assistant
Cobb Galleria Centre
Two Galleria Parkway
Atlanta, GA 30339

Direct: 770-989-5016
Fax: 770-989-5222
services@cobb Galleria.com

Visit us on the web at cobb Galleria.com



Exhibitor Service Center Online Ordering Instructions

cobb Galleria.com/exhibitors/online-ordering/

1. Choose your show from the Calendar of Events.



Calendar of Events

Name: Date:

15 - 16
MAY

FRANCHISE EXPO
Cobb Galleria Centre (CGC)



[Go to Store](#)

21 - 23
MAY

Spring Atlanta Home Show
Cobb Galleria Centre (CGC)



[Go to Store](#)

26 - 27
MAY

Design 2 Part Show
Cobb Galleria Centre (CGC)



[Go to Store](#)

2. Sign-in to your account. If this is your first time ordering, click “Sign Up” to create an account. Please make note of your login and password information.



Sign In

I have previously registered and my password is:

Email

Password

Remember me

[Forgot your password?](#) | I have never registered [Sign Up](#)

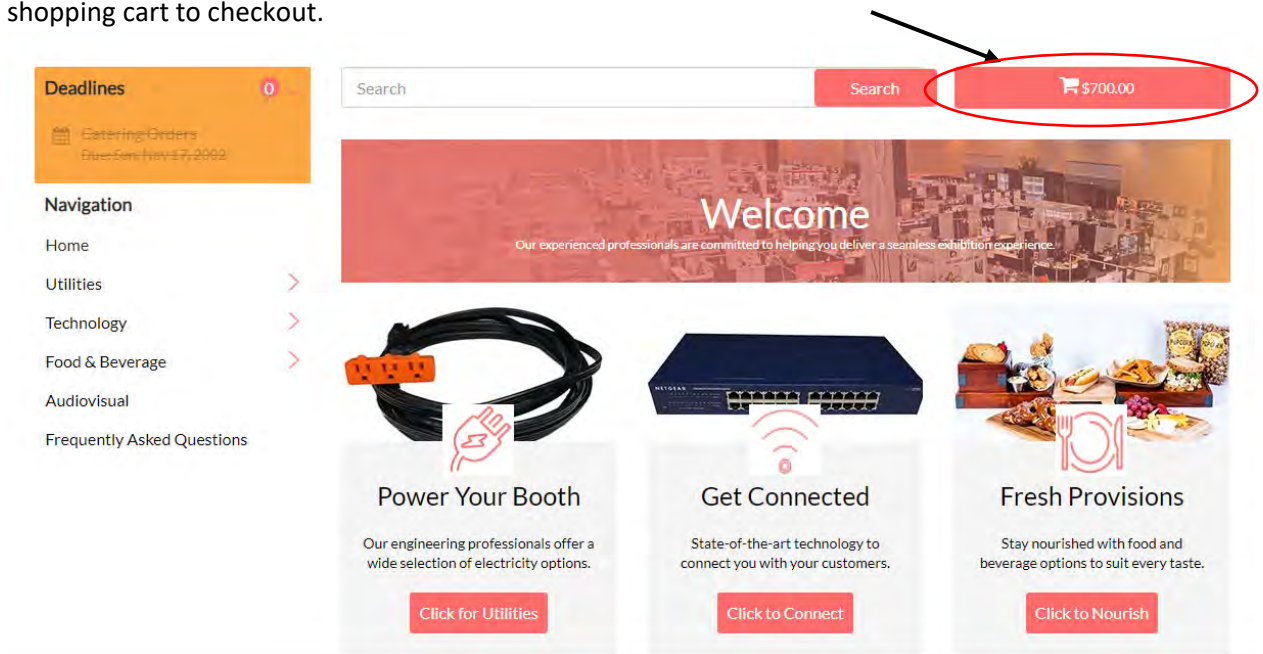
3. Enter your booth information. If you do not know your booth number or other information, leave it blank and click “OK.”

Enter TBD if booth # is unknown

Booth Area Feet²

Open Sides

4. Shop for products using the Amazon-like shopping platform. Add items to your cart. Click the shopping cart to checkout.



5. If you order items requiring booth placement, you will be able to draw them or upload a diagram on the Pre Checkout page.

Item Placement

- Complete Item Placement Grid
 Upload File

You have items that require placement. Please use the grid below to indicate where these items should be placed within your booth.

1) Configure Booth

What shape is your booth?

■ □ ○

└

Add Booth Note:

Add

Reset

2) Place Items

3) Free Draw

ESC Test Event*** DO NOT USE**[5017

Scale: 1 square = 1 sq. ft./ ~.3 sq. meter (click to edit)

Aisle/Booth # ___ Aisle/E

Front of Booth

Back to Cart

Checkout

Item Placement

- Complete Item Placement Grid
- Upload File

You have items that require placement. Please use the grid below to indicate where these items should be placed within your booth.

✓ Configure Booth ?

✓ Place Items ?

1: 20amp - 208v Single Phase (x1)
Add note for 20amp - 208v Single Phase

Add
Reset

3) Free Draw ?

ESC Test Event*** DO NOT USE***|5017
Scale: 1 square = 1 sq. ft./ ~.3 sq. meter (click to edit)

Aisle/Booth # ___

Aisle/E

Front of Booth

Back to Cart

Checkout

- Proceed to checkout, and enter payment information. Once your order is placed, you will immediately receive a confirmation email that includes a copy of your receipt.
- You can log in to this site and make modifications to your order up to 3 business days in advance of the show start.
- If you have any questions or problems, please contact us at services@cobbgalleria.com or 770-989-5016.