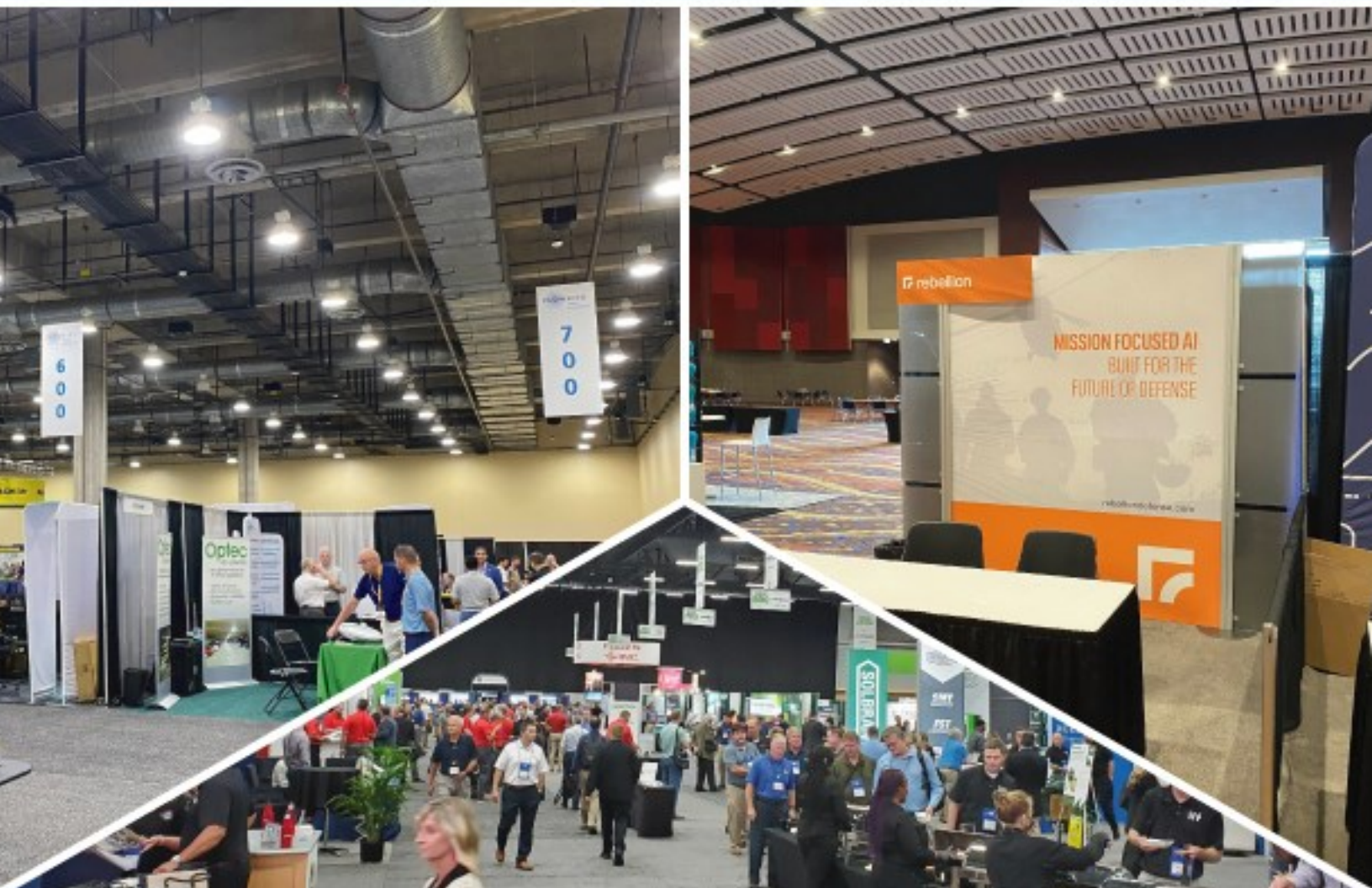


# VALLEY

## EXHIBITOR

### SERVICES KIT



### Valley Exhibitor Service Information

- 815.873.1500; press one (1) for Exhibitor Services Department
- Fax: 815.873.1544 | email: events@valleyexpodisplays.com | online ordering: www.boomer/valleyexpodisplays.com
- Office Hours: Mon - Fri; 8:00AM - 4:30PM (Central Time)
- No telephone orders accepted. Please complete and submit your order by fax, email or through our online portal.

### Show Management Information

- Wisconsin Assisted Living Association
- Heather Novoselac
- (608) 288-7730
- hnovoselac@ewala.org

### Booth Package Items

The below booth package comes with your registration for the event. You can order additional items from the following order forms.

A standard 8' x 10' booth will include:

- Blue & White 8' Back Drape and 3' Side Drape
- (1) 8' Skirted Table
- (2) Chairs
- (1) 11" x 17" Identification Sign

Your exhibit area is carpeted with facility carpeting.

### Event Schedule Information

|                            |           |               |                 |
|----------------------------|-----------|---------------|-----------------|
| <b>Exhibitor Move In:</b>  | Wednesday | March 6, 2024 | 12:30pm-4:30pm  |
|                            | Thursday  | March 7, 2024 | 5:30am - 7:30am |
| <b>Show Hours:</b>         | Wednesday | March 6, 2024 | 5:00pm-8:30pm   |
|                            | Thursday  | March 7, 2024 | 7:30am-7:30pm   |
| <b>Exhibitor Move Out:</b> | Thursday  | March 7, 2024 | 3:15pm - 8:00pm |

### ST/OT/DT Rate Information

This show moves in and out on **overtime** and is subject to overtime rates for labor as well as **additional surcharges** for material handling services. We will attempt whenever possible, to perform the work on straight time, contingent upon the schedules of the show management and/or the convention facility.

### Shipping Addresses & Receiving Dates

#### Advance to Warehouse

Receiving Dates:

**2/1/2024 thru 3/1/2024**

Receiving Hours:

**Mon-Fri 7:30AM-2:30PM**

TO: Exhibiting Company Name and Booth #  
 FOR: 2024 WALA Annual Spring Conference  
 Valley  
 C/O Valley Expo & Displays  
 4950 American Rd  
 Rockford , IL 61109

#### Direct to Show Site

Receiving Dates and Times:

**3/6/2024; 12:30pm-4:30pm**

**3/7/2024; 5:30am - 7:30am**

TO: Exhibiting Company Name and Booth #  
 FOR: 2024 WALA Annual Spring Conference  
 Kalahari Resort  
 C/O Valley Expo & Displays  
 1305 Kalahari Drive  
 Wisconsin Dells, WI 53965

### Important Deadlines Dates

**Discount Price Deadline: Wednesday, February 14, 2024**

*Orders received after discount deadline date will be processed at standard pricing, no exceptions.*

**Pre-Show Ordering Deadline: Saturday, March 2, 2024**

**First Day for Warehouse Deliveries: Thursday, February 1, 2024**

**Last Day for Warehouse Deliveries: Friday, March 1, 2024**

**First Day Freight Can Arrive at Show Site: Wednesday, March 6, 2024**

*Freight received before or after the receiving dates above will incur an additional surcharge and may be delayed in delivery.*

All carriers, including POVs, must check in at the Valley Freight Desk no later than **6:00PM on 3/7/2024**. Freight reroutes will begin promptly **after 6:00PM on 3/7/2024**. Exhibitor freight will be rerouted to official show carrier for transportation at exhibitor's expense.

### Preshow Ordering Deadline

Valley does not take orders over the phone. All preshow orders must be entered online, faxed or emailed by **3/2/2024**. After this date orders must be placed at the Valley Service Desk at the show site during exhibitor move in. Items ordered at show site are subject to availability.

### Payment Policies

- Payment information and a credit card on file are required when placing an order. Orders received without full payment or credit card information **will not** be processed.
- A credit card on file is required when using Valley. Any additional charges incurred for equipment and/or services will be billed to the card on file. All charges must be paid prior to close of show.
- For your convenience, we accept all major credit cards as well as cash, checks, ACH and wire transfers. When paying by wire transfer a 3% surcharge will apply.

### Cancellations & Adjustments

- Orders cancelled prior 15 + days from move in will be charged 50% of the original price. Orders cancelled less than 15 days out from move in will be charged 100% of the original price.
- Exhibitors may make adjustments to their order online before the preshow order deadline date.
- No adjustments/refunds will be issued after 14 days from the last day of the event, **NO EXCEPTIONS!**

### Tax Exemption

- If your company is exempt from payment of sales tax, Valley Expo & Displays requires an exemption certificate for the State in which the services are used. Valley cannot omit sales tax from your order without a copy of your certificate.

### Third Party Payment Billing Exhibitor Appointed Contractor

- All third party and EAC forms must be completely filled out and submitted to Valley. The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.
- Exhibitors must inform their EAC that Valley must receive a copy of EAC's General Liability Insurance Certificate no later than 30 days prior to the first day of exhibitor move in, or EAC will not be permitted to service exhibitor's exhibit.
- Processing fees will apply \$25.00 Third Party Processing Fee, \$45.00 EAC Processing Fee.

### Miscellaneous Items

- Rental items not ordered, yet found in booth space, are invoiced at "Standard" pricing.
- All rental items are subject to applicable taxes.
- All rental items remain the property of Valley Expo & Displays.
- All rental items are subject to availability.
- You are able to place your order without your booth number(s). Booth number(s) may be assigned at a later date and your order will be updated accordingly.
- The show aisles and public spaces are not a part of an exhibitor's booth space and must be kept clear.
- No children under the age of 18 are allowed on the show floor during move in or move out due to safety concerns.

### Empty Containers

- Pick up "empty labels" at the Valley Service Desk. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

The show closes at **7:30:00 PM** on **March 7,2024**. Please do not tear down prior to the close of the show. Valley will begin returning empty containers, cartons and skids as soon as the aisle carpet is removed. The aisle carpet removal may take up to 2 hours to complete.

### Outbound Procedure

- All outbound shipments require a Valley Bill of Lading. To preorder your Valley Bill of Lading please refer to the outbound shipping information form included in this kit. All prepared Bills of Lading will be available at show site and distributed to your booth before move out. If you do not receive a Bill of Lading please see the Valley Service Desk.
- No Bill of Lading will be issued until your invoice has been paid in full.
- Leave your shipment in your booth and return the completed Bill of Lading to the Valley Service Desk when your materials are packaged, labeled and ready to be shipped. Turning in your Bill of Lading indicates to Valley that your shipment is ready to be loaded.
- It is the responsibility of each exhibitor to arrange for transportation of booth materials after the event with any carrier you choose. Exhibitors must schedule pick ups directly with their chosen carrier as well as provide carrier specific shipping labels, if required by your carrier, for pick up. Our Exhibitor Services Representatives, at the Valley Service Desk, are available during move out to assist you in arranging shipping through the official show carrier. For peace of mind and easy set up, contact before the event for transportations services rates.

### Excessive Trash & Booth Abandonment

- Any excessive trash consisting of display materials, carpet, padding, crates and/or pallets will be disposed of and charged a handling fee and disposal fee during move in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move out, that is not labeled for an outbound shipment, will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include installation & dismantle labor, forklift labor and/or dumpster fee.

### Vendor Partners

#### 208 Volt Electrical Service ONLY & Internet Services

Kalahari Resort

#### Plumbing & Compressed Air Services

Kalahari Resort



For your convenience, Valley offers online ordering. You can order your Valley services, view show schedule, review previous and current account information, and print invoices.

Place your order or receive access to Valley’s Exhibitor Portal at <https://valleyexpodisplays.boomerecommerce.com/Pages/Security/Login.aspx>. You must login or create an account and follow the simple instructions for ordering.

If you need assistance at any time during your visit to Valley’s Exhibitor Portal, you can contact us using our Request for Assistance feature on the top, right side of the screen. Representatives are available Monday - Friday, 8:00AM - 4:30PM CST.



### Three Ways to Login

#### Online Ordering Email

Exhibitors will receive an email from [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com) containing the following:

Username - Exhibitor email (provided by show management)

Temporary Password - XXXXXXXX

Link to Valley's Exhibitor Portal/Online Ordering

Click on the link and update your password to gain access to Valley’s Exhibitor Portal.

#### Previous Ordered with Valley

If you have previously placed orders with us, enter your login name (your e-mail address previously provided) and your updated password on Valley’s Exhibitor Portal. If you have forgotten your password, press "Forgot Password" to receive a new temporary password via email.

#### 1st Time Registering

To register for the first time for Valley’s Exhibitor Portal, please click here. Select “Register Now” and complete your registration setup, once complete an email will be sent with your login credentials.

Select your event by clicking “Shop Now”



Once logged in, please confirm your profile information. If you need to update your information, please contact us at [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com).

- To order, utilize the blue department drop-down menus to the left hand side of the screen.
- After adding your selections to the shopping cart, click the “Secured Checkout” button on the top right of the page. Then,
  - Review Your Customer Details
  - Accept the Terms and Conditions
  - Apply Payment and Secure Your Credit Card On File
  - Final Review of Your Order
  - Complete Payment (An Order Confirmation will be automatically emailed to the contact on the order.)

You may choose to pay by credit card, check payable to Valley Expo & Displays, or bank wire transfer. However, we require your credit card authorization to be on file before we process your order(s) for service. **For your convenience, we will use your online credit card information for additional amounts incurred as a result of show site orders placed by your representative. This includes freight handling and any unpaid balance due for Valley services.** Refunds/credits for services will be issued after the close of the event only. **We cannot accept phone orders**, however, you may fax/mail/email your order to us, provided we have your complete, valid credit card information.

### Pre-Show Orders

All pre show orders **must** be received by 3/2/2024. After this date orders must be placed at the service desk at the show site during exhibitor move in. Items ordered at show site are subject to availability.

Place orders online at: <https://valleyexpodisplays.boomerecommerce.com>

Email all order forms along with this form to [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com)

Fax all order forms along with this form to 815.873.1544

**Please note** all orders emailed or faxed will incur a \$25.00 administrative processing fee.

### Change of Payment Fee

Once a payment is processed by credit card, any changes to the payment method will incur a Change of Payment Method Transaction Fee of 3% of the total invoice.

### Discount Deadline

Orders received without payment or after the discount price deadline of **Wednesday, February 14, 2024** will be charged at the standard price.

### ACH/Wire Transfer Information

You may choose to pay by check or ACH/wire transfer, however a credit card is required on file to process all orders. In order to accurately process the transfer of funds from your account, please complete the following information and email it along with a copy of the wire receipt to [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com). A \$25.00 service charge will be added for processing U.S. wire transfers. A \$50.00 service charge will be added for international wire transfers.

The following information must be included on the bank copy of the wire transfer confirmation:

NAME OF SHOW BEING ATTENDED: **2024 WALA Annual Spring Conference**

EVENT CODE: **6240303**

















|                                  |  |  |                                     |                                     |                                       |
|----------------------------------|--|--|-------------------------------------|-------------------------------------|---------------------------------------|
| <b>ACH Information</b>           | Account Name:<br><b>Valley Exposition Services, Inc.</b> | Bank Name:<br><b>Illinois Bank and Trust</b> | Routing Number:<br><b>071925554</b> | Account Number:<br><b>1108596</b>   |                                       |
| <b>Wire Transfer Information</b> | Account Name:<br><b>Valley Exposition Services, Inc.</b> | Bank Name:<br><b>Dubuque Bank and Trust</b>  | Account Number:<br><b>1108596</b>   | SWIFT CODE (US):<br><b>DUBTUS44</b> | SWIFT CODE (INTL):<br><b>DUBTUS44</b> |













#### Miscellaneous

| Product ID | Item Name                                      | Discount Price | Standard Price | Quantity | Total |
|------------|--|----------------|----------------|----------|-------|
| AdminFee   | Processing Fee for Orders Mailed/Faxed/Emailed | \$ 25.00       | \$ 25.00       | _____    | _____ |
| 3PartyFee  | Third Party Processing Fee                     | \$ 25.00       | \$ 25.00       | _____    | _____ |
| EACFee     | EAC Processing Fee                             | \$ 45.00       | \$ 45.00       | _____    | _____ |

#### Booth Packages

| Product ID  |                                    | Discount Price | Standard Price | Quantity | Total |
|---|------------------------------------|----------------|----------------|----------|-------|
| Please select skirting color choice below      Orders received without color selected will receive show colors      Please select carpet color choice below   |                                    |                |                |          |       |
| ___Black  ___Blue  ___Burgundy  ___Teal  ___Silver  ___Red  |                                    |                |                |          |       |
| ___Purple  ___White  ___Gold  ___Green    |                                    |                |                |          |       |
| ___Blue  ___Green  ___Black  ___Burgundy    |                                    |                |                |          |       |
| ___Red  ___Gray   |                                    |                |                |          |       |
| BP258   | Complete Booth Package             | \$ 848.75      | \$ 1,103.40    | _____    | _____ |
| BP897   | Bar Stool & Cocktail Table Package | \$ 318.30      | \$ 413.80      | _____    | _____ |
| BP548   | 42" Skirted Table Booth Package    | \$ 530.45      | \$ 689.60      | _____    | _____ |

#### Booth Tables - Skirted, Plain, Cocktail

| Product ID  | Item Name                               | Discount Price | Standard Price | Quantity | Total |
|---|---|----------------|----------------|----------|-------|
| Please Select skirting color choice below      Orders received without color selected will receive show colors  |   |                |                |          |       |
| ___Black  ___Blue  ___Burgundy  ___Teal  ___Silver  ___Red  ___Purple  ___White  ___Gold  ___Green  |   |                |                |          |       |
| F10   | 4' Skirted Table (30" High)             | \$ 252.50      | \$ 328.25      | _____    | _____ |
| F20   | 6' Skirted Table (30" High)             | \$ 299.75      | \$ 389.70      | _____    | _____ |
| F30   | 8' Skirted Table (30" High)             | \$ 336.75      | \$ 437.80      | _____    | _____ |
| F40   | 4' Skirted Table (42" High)             | \$ 264.95      | \$ 344.45      | _____    | _____ |
| F50   | 6' Skirted Table (42" High)             | \$ 322.10      | \$ 418.75      | _____    | _____ |
| F60   | 8' Skirted Table (42" High)             | \$ 384.10      | \$ 499.35      | _____    | _____ |
| F130  | 30" Skirting Only (4th Side)            | \$ 122.80      | \$ 159.65      | _____    | _____ |
| F140  | 42" Skirting Only (4th Side)            | \$ 142.00      | \$ 184.60      | _____    | _____ |
| F70   | 4' Plain Table (30" High)               | \$ 113.50      | \$ 147.55      | _____    | _____ |
| F80   | 6' Plain Table (30" High)               | \$ 166.75      | \$ 216.80      | _____    | _____ |
| F90   | 8' Plain Table (30" High)               | \$ 199.80      | \$ 259.75      | _____    | _____ |
| F100  | 4' Plain Table (42" High)               | \$ 153.35      | \$ 199.40      | _____    | _____ |
| F110  | 6' Plain Table (42" High)               | \$ 205.40      | \$ 267.05      | _____    | _____ |
| F120  | 8' Plain Table (42" High)               | \$ 237.30      | \$ 308.50      | _____    | _____ |
| F150  | White Vinyl, 8' Long Table Top Covering | \$ 23.85       | \$ 31.05       | _____    | _____ |
| F160  | 30" Round Cocktail Table (30" High)     | \$ 191.45      | \$ 248.90      | _____    | _____ |
| F170  | 30" Round Cocktail Table (42" High)     | \$ 207.50      | \$ 269.75      | _____    | _____ |

#### Booth Chairs and Barstool

|       |                     |           |           |       |       |
|-------|---------------------|-----------|-----------|-------|-------|
| F180  | Folding Chair       | \$ 39.25  | \$ 51.05  | _____ | _____ |
| F1901 | Side Chair          | \$ 99.70  | \$ 129.65 | _____ | _____ |
| F2001 | Padded Chair        | \$ 128.15 | \$ 166.60 | _____ | _____ |
| F210  | Bar Stool with Back | \$ 161.20 | \$ 209.60 | _____ | _____ |

#### Booth Accessories

|      |                         |           |           |       |       |
|------|-------------------------|-----------|-----------|-------|-------|
| F220 | Tripod Adjustable Easel | \$ 65.60  | \$ 85.30  | _____ | _____ |
| F240 | Garment Rack            | \$ 73.95  | \$ 96.15  | _____ | _____ |
| F250 | Bag Stand               | \$ 159.45 | \$ 207.30 | _____ | _____ |
| F280 | Literature Stand        | \$ 344.55 | \$ 447.95 | _____ | _____ |
| F230 | Wastebasket             | \$ 29.85  | \$ 38.85  | _____ | _____ |
| F313 | 8' Upright with Bases   | \$ 28.95  | \$ 37.65  | _____ | _____ |



#### Booth Accessories

| Product ID | Item Name  | Discount  | Standard  | Surcharges | Estimate |
|------------|--|-----------|-----------|------------|----------|
| F314       | Crossbar   | \$ 19.35  | \$ 25.20  |            |          |
| F3141      | 120V Stem Light                                  | \$ 40.50  | \$ 52.65  |            |          |
| F290       | Table Riser 1' x 1' x 4' White Skirted           | \$ 140.50 | \$ 182.65 |            |          |
| F300       | Posterboard 4' x 8'                              | \$ 435.15 | \$ 565.70 |            |          |
|            | Placement Required _____Vertical _____Horizontal |           |           |            |          |
| F260       | 3' Drape (Side) per sq ft                        | \$ 13.85  | \$ 18.05  |            |          |
| F270       | 8' Drape (Back) per sq ft                        | \$ 19.40  | \$ 25.25  |            |          |

#### Grid Wall and Accessories

| Product ID | Item Name                              | Discount Price | Standard Price | Quantity | Total |
|------------|--|----------------|----------------|----------|-------|
| F6201      | 2' w x 8' h Gridwall Panel             | \$ 105.90      | \$ 137.70      |          |       |
| F62011     | 2' w x 8' h Gridwall Panel with T-Base | \$ 148.35      | \$ 192.90      |          |       |
| F640       | 24" Shelf w/ shelf brackets            | \$ 27.45       |                |          |       |
| F650       | 48" Shelf w/ shelf brackets            | \$ 38.55       |                |          |       |
| F660       | 6 Ball Waterfall Mount                 | \$ 18.35       |                |          |       |
| F670       | Hang Rail Mount                        | \$ 20.70       |                |          |       |
| F680       | Picture Hanger Mount                   | \$ 5.05        |                |          |       |
| F690       | Hat Display Mount                      | \$ 11.70       |                |          |       |
| F700       | Peg Hook                               | \$ 5.05        |                |          |       |
| F7001      | Peg Hook Package (6 Hooks)             | \$ 10.65       |                |          |       |

#### Specialty Furniture

| Product ID | Item Name           | Discount Price | Standard Price | Quantity | Total |
|------------|---------------------|----------------|----------------|----------|-------|
| Blanc      |                     |                |                |          |       |
| 18228-0847 | Blanc Sofa          | \$ 999.00      | \$ 1,298.70    |          |       |
| 18167-0614 | Blanc Loveseat      | \$ 953.10      | \$ 1,239.05    |          |       |
| 18284-0834 | Blanc Chair         | \$ 796.50      | \$ 1,035.45    |          |       |
| 18024-0072 | Blanc Bench Ottoman | \$ 477.90      | \$ 621.30      |          |       |
| 18184-0274 | Blanc Cube          | \$ 166.05      | \$ 215.90      |          |       |

#### Whisper

|            |                                      |           |             |  |  |
|------------|--------------------------------------|-----------|-------------|--|--|
| 18228-0607 | Whisper White Leather Sofa           | \$ 953.10 | \$ 1,239.05 |  |  |
| 18167-0471 | Whisper White Leather Loveseat       | \$ 913.95 | \$ 1,188.15 |  |  |
| 18284-0487 | Whisper White Leather Chair          | \$ 757.35 | \$ 984.60   |  |  |
| 18024-0003 | Whisper White Leather Bench Ottoman  | \$ 422.55 | \$ 549.35   |  |  |
| 18184-0034 | Whisper White Leather Square Ottoman | \$ 422.55 | \$ 549.35   |  |  |
| 18184-0038 | Whisper White Leather Round Ottoman  | \$ 422.55 | \$ 549.35   |  |  |

#### Function

|            |                                      |           |           |  |  |
|------------|--------------------------------------|-----------|-----------|--|--|
| 18284-0554 | Function White Leather Armless Chair | \$ 508.95 | \$ 661.65 |  |  |
| 18066-0016 | Function White Leather Corner        | \$ 546.75 | \$ 710.80 |  |  |

#### Continental

|            |   |           |             |  |  |
|------------|---|-----------|-------------|--|--|
| 18303-0006 | Continental White Leather Curved Loveseat   | \$ 984.15 | \$ 1,279.40 |  |  |
| 18304-0002 | Continental White Leather Reverse Loveseat  | \$ 953.10 | \$ 1,239.05 |  |  |
| 18296-0006 | Continental White Leather Wedge Ottoman     | \$ 422.55 | \$ 549.35   |  |  |
| 18184-0283 | Continental White Leather Curved Bench      | \$ 499.50 | \$ 649.35   |  |  |
| 18184-0284 | Continental White Leather Half Moon Ottoman | \$ 422.55 | \$ 549.35   |  |  |

| Product ID            | Item Name                                 | Discount Price | Standard Price | Quantity | Total |
|-----------------------|---|----------------|----------------|----------|-------|
| <b>Sophistication</b> |   |                |                |          |       |
| 18228-0674            | Sophistication White Leather Sofa         | \$ 984.15      | \$ 1,279.40    |          |       |
| 18167-0466            | Sophistication White Leather Loveseat     | \$ 664.20      | \$ 863.50      |          |       |
| 18284-0563            | Sophistication White Leather Chair        | \$ 499.50      | \$ 649.35      |          |       |
| 18066-0017            | Sophistication White Leather Corner       | \$ 499.50      | \$ 649.35      |          |       |
| 18184-0130            | Sophistication White Leather Ottoman      | \$ 375.30      | \$ 487.90      |          |       |
| <b>Boca</b>           |   |                |                |          |       |
| 18066-0026            | Boca Black Leather Corner                 | \$ 546.75      | \$ 710.80      |          |       |
| 18284-0786            | Boca Black Leather Armless                | \$ 508.95      | \$ 661.65      |          |       |
| <b>Metro</b>          |   |                |                |          |       |
| 18228-0602            | Metro Black Leather Sofa                  | \$ 820.80      | \$ 1,067.05    |          |       |
| 18167-0467            | Metro Black Leather Loveseat              | \$ 789.75      | \$ 1,026.70    |          |       |
| 18284-0482            | Metro Black Leather Chair                 | \$ 616.95      | \$ 802.05      |          |       |
| 18184-0179            | Metro Black Leather Square Ottoman        | \$ 422.55      | \$ 549.35      |          |       |
| 18024-0008            | Metro Black Leather Bench Ottoman         | \$ 422.55      | \$ 549.35      |          |       |
| <b>Suave Midnight</b> |   |                |                |          |       |
| 18228-0085            | Suave Midnight Sofa                       | \$ 718.20      | \$ 933.70      |          |       |
| 18167-0069            | Suave Midnight Loveseat                   | \$ 623.70      | \$ 810.85      |          |       |
| 18284-0151            | Suave Midnight Chair                      | \$ 468.45      | \$ 609.00      |          |       |
| <b>Grammercy</b>      |   |                |                |          |       |
| 18228-0605            | Grammercy Charcoal Leather Sofa           | \$ 913.95      | \$ 1,188.15    |          |       |
| 18167-0469            | Grammercy Charcoal Leather Loveseat       | \$ 796.50      | \$ 1,035.45    |          |       |
| 18284-0485            | Grammercy Charcoal Leather Chair          | \$ 508.95      | \$ 661.65      |          |       |
| 18066-0015            | Grammercy Charcoal Leather Corner         | \$ 585.90      | \$ 761.70      |          |       |
| 18184-0036            | Grammercy Charcoal Leather Round Ottoman  | \$ 422.55      | \$ 549.35      |          |       |
| 18184-0033            | Grammercy Charcoal Leather Square Ottoman | \$ 422.55      | \$ 549.35      |          |       |
| <b>Parma</b>          |   |                |                |          |       |
| 18228-0789            | Parma Brown Leather Sofa                  | \$ 820.80      | \$ 1,067.05    |          |       |
| 18167-0577            | Parma Brown Leather Loveseat              | \$ 789.75      | \$ 1,026.70    |          |       |
| 18284-0710            | Parma Brown Leather Chair                 | \$ 616.95      | \$ 802.05      |          |       |
| 18024-0061            | Parma Brown Leather Bench Ottoman         | \$ 422.55      | \$ 549.35      |          |       |
| <b>Montana Mocha</b>  |   |                |                |          |       |
| 18228-0784            | Montana Mocha Sofa                        | \$ 772.20      | \$ 1,003.90    |          |       |
| 18167-0573            | Montana Mocha Loveseat                    | \$ 679.05      | \$ 882.80      |          |       |
| 18284-0704            | Montana Mocha Chair                       | \$ 523.80      | \$ 680.95      |          |       |
| <b>Madison</b>        |   |                |                |          |       |
| 18228-0823            | Madison Sofa                              | \$ 953.10      | \$ 1,239.05    |          |       |
| 18284-0794            | Madison Chair                             | \$ 554.85      | \$ 721.35      |          |       |
| 18184-0256            | Madison Sky Bench                         | \$ 391.50      | \$ 508.95      |          |       |
| 18184-0252            | Madison Ottoman - Willow                  | \$ 249.75      | \$ 324.70      |          |       |
| 18184-0253            | Madison Ottoman - Sand Dollar             | \$ 249.75      | \$ 324.70      |          |       |
| 18184-0254            | Madison Ottoman - Apricot                 | \$ 249.75      | \$ 324.70      |          |       |
| 18184-0255            | Madison Ottoman - Sunflower               | \$ 249.75      | \$ 324.70      |          |       |
| <b>Chandler</b>       |   |                |                |          |       |
| 18228-0795            | Chandler Red Leather Sofa                 | \$ 820.80      | \$ 1,067.05    |          |       |
| 18167-0581            | Chandler Red Leather Loveseat             | \$ 789.75      | \$ 1,026.70    |          |       |
| 18284-0717            | Chandler Red Leather Chair                | \$ 616.95      | \$ 802.05      |          |       |
| 18024-0062            | Chandler Red Leather Bench Ottoman        | \$ 422.55      | \$ 549.35      |          |       |

| Product ID   | Item Name            | Discount Price | Standard Price | Quantity | Total |
|--------------|----------------------|----------------|----------------|----------|-------|
| <b>Evoke</b> |                      |                |                |          |       |
| 13229-0007   | Evoke Sofa           | \$ 1,240.65    | \$ 1,612.85    | _____    | _____ |
| 13041-0015   | Evoke Chair          | \$ 664.20      | \$ 863.50      | _____    | _____ |
| 13054-0011   | Evoke Cocktail Table | \$ 422.55      | \$ 549.35      | _____    | _____ |
| 13110-0009   | Evoke End Table      | \$ 375.30      | \$ 487.90      | _____    | _____ |
| 13110-0008   | Evoke Cube           | \$ 265.95      | \$ 345.75      | _____    | _____ |

|             |               |             |             |       |       |
|-------------|---------------|-------------|-------------|-------|-------|
| <b>Niko</b> |               |             |             |       |       |
| 18228-0858  | Niko Sofa     | \$ 1,015.20 | \$ 1,319.80 | _____ | _____ |
| 18167-0622  | Niko Loveseat | \$ 928.80   | \$ 1,207.45 | _____ | _____ |
| 18284-0856  | Niko Chair    | \$ 772.20   | \$ 1,003.90 | _____ | _____ |

|                     |                              |           |           |       |       |
|---------------------|------------------------------|-----------|-----------|-------|-------|
| <b>Stage Chairs</b> |                              |           |           |       |       |
| 18284-0478          | Midnight Stage Chair         | \$ 305.10 | \$ 396.65 | _____ | _____ |
| 18284-0477          | Chamois Stage Chair          | \$ 305.10 | \$ 396.65 | _____ | _____ |
| 18284-0476          | Buckskin Stage Chair         | \$ 305.10 | \$ 396.65 | _____ | _____ |
| 18284-0621          | Empire Chair Black Leather   | \$ 546.75 | \$ 710.80 | _____ | _____ |
| 18284-0564          | Empire Chair White Leather   | \$ 546.75 | \$ 710.80 | _____ | _____ |
| 05035-0028          | Tulip Black Fabric Chair     | \$ 329.40 | \$ 428.25 | _____ | _____ |
| 18284-0785          | Monarch Chair - Bright White | \$ 349.65 | \$ 454.55 | _____ | _____ |

|                               |   |           |           |       |       |
|-------------------------------|---|-----------|-----------|-------|-------|
| <b>Ottomans &amp; Benches</b> |   |           |           |       |       |
| 18184-0283                    | Continental White Leather Curved Bench    | \$ 499.50 | \$ 649.35 | _____ | _____ |
| 18184-0179                    | Metro Black Leather Square Ottoman        | \$ 422.55 | \$ 549.35 | _____ | _____ |
| 18184-0034                    | Whisper White Leather Square Ottoman      | \$ 422.55 | \$ 549.35 | _____ | _____ |
| 18184-0033                    | Grammercy Charcoal Leather Square Ottoman | \$ 422.55 | \$ 549.35 | _____ | _____ |
| 18024-0008                    | Metro Black Leather Bench Ottoman         | \$ 422.55 | \$ 549.35 | _____ | _____ |
| 18024-0003                    | Whisper White Leather Bench Ottoman       | \$ 422.55 | \$ 549.35 | _____ | _____ |
| 18024-0062                    | Chandler Red Leather Bench Ottoman        | \$ 422.55 | \$ 549.35 | _____ | _____ |
| 18024-0002                    | Grammercy Charcoal Leather Bench Ottoman  | \$ 422.55 | \$ 549.35 | _____ | _____ |
| 18024-0061                    | Parma Brown Leather Bench Ottoman         | \$ 422.55 | \$ 549.35 | _____ | _____ |
| 18184-0192                    | Essentials White Leather Storage Ottoman  | \$ 585.90 | \$ 761.70 | _____ | _____ |
| 18184-0036                    | Grammercy Charcoal Leather Round Ottoman  | \$ 422.55 | \$ 549.35 | _____ | _____ |
| 18184-0038                    | Whisper White Leather Round Ottoman       | \$ 422.55 | \$ 549.35 | _____ | _____ |
| 18184-0028                    | Grammercy Charcoal 1/4 Round Ottoman      | \$ 259.20 | \$ 337.00 | _____ | _____ |
| 18184-0030                    | Whisper White 1/4 Round Ottoman           | \$ 259.20 | \$ 337.00 | _____ | _____ |
| 18184-0256                    | Madison Sky Bench                         | \$ 391.50 | \$ 508.95 | _____ | _____ |
| 18184-0252                    | Madison Ottoman - Willow                  | \$ 249.75 | \$ 324.70 | _____ | _____ |
| 18184-0253                    | Madison Ottoman - Sand Dollar             | \$ 249.75 | \$ 324.70 | _____ | _____ |
| 18184-0254                    | Madison Ottoman - Apricot                 | \$ 249.75 | \$ 324.70 | _____ | _____ |
| 18184-0255                    | Madison Ottoman - Sunflower               | \$ 249.75 | \$ 324.70 | _____ | _____ |

|                                      |  |             |             |       |       |
|--------------------------------------|--|-------------|-------------|-------|-------|
| <b>Banquettes &amp; Turning Beds</b> |  |             |             |       |       |
| 18011-0011                           | Essentials White Banquette (2 pcs)             | \$ 1,240.65 | \$ 1,612.85 | _____ | _____ |
| 18011-0001                           | Whisper White Tufted Leather Banquette (2 pcs) | \$ 1,240.65 | \$ 1,612.85 | _____ | _____ |
| 18011-0002                           | Grammercy Charcoal Leather Banquette (2 pcs)   | \$ 1,240.65 | \$ 1,612.85 | _____ | _____ |
| 02082-0033                           | Essentials White Leather Turning Bed           | \$ 1,490.40 | \$ 1,937.55 | _____ | _____ |

| Product ID           | Item Name             | Discount Price | Standard Price | Quantity | Total |
|----------------------|-----------------------|----------------|----------------|----------|-------|
| <b>Cube Ottomans</b> |                       |                |                |          |       |
| 18184-0274           | Blanc Cube            | \$ 166.05      | \$ 215.90      | _____    | _____ |
| 18184-0129           | Cube Ottoman - White  | \$ 166.05      | \$ 215.90      | _____    | _____ |
| 18184-0128           | Cube Ottoman - Black  | \$ 166.05      | \$ 215.90      | _____    | _____ |
| 18200-0001           | Cube Ottoman - Red    | \$ 166.05      | \$ 215.90      | _____    | _____ |
| 18200-0002           | Cube Ottoman - Green  | \$ 166.05      | \$ 215.90      | _____    | _____ |
| 18200-0003           | Cube Ottoman - Blue   | \$ 166.05      | \$ 215.90      | _____    | _____ |
| 18200-0004           | Cube Ottoman - Purple | \$ 166.05      | \$ 215.90      | _____    | _____ |

|                |  |             |             |       |       |
|----------------|--|-------------|-------------|-------|-------|
| <b>Charged</b> |  |             |             |       |       |
| 22100-0001     | Essentials Turning Bed w/Charging Station Insert | \$ 1,653.75 | \$ 2,149.90 | _____ | _____ |
| 22051-0001     | Boca Bright White Corner - Charged               | \$ 623.70   | \$ 810.85   | _____ | _____ |
| 22050-0001     | Boca Bright White Armless - Charged              | \$ 577.80   | \$ 751.15   | _____ | _____ |
| 22001-0001     | Aspen Bar Table - Charged                        | \$ 967.95   | \$ 1,258.35 | _____ | _____ |
| 22002-0002     | Aspen Cocktail Table - Charged                   | \$ 546.75   | \$ 710.80   | _____ | _____ |
| 22200-0001     | White Conference Table - Charged                 | \$ 1,302.75 | \$ 1,693.60 | _____ | _____ |
| 18284-0861     | Patrice Tablet Chair                             | \$ 602.10   | \$ 782.75   | _____ | _____ |
| 22052-0001     | Lincoln Bench - Charged                          | \$ 913.95   | \$ 1,188.15 | _____ | _____ |

|                          |                                  |           |           |       |       |
|--------------------------|----------------------------------|-----------|-----------|-------|-------|
| <b>Occasional Tables</b> |                                  |           |           |       |       |
| 12107-0008               | Tribeca End Table                | \$ 297.00 | \$ 386.10 | _____ | _____ |
| 12230-0005               | Tribeca Console Table            | \$ 329.40 | \$ 428.25 | _____ | _____ |
| 12055-0008               | Tribeca Cocktail Table           | \$ 311.85 | \$ 405.45 | _____ | _____ |
| 18024-0010               | Novel End Table                  | \$ 375.30 | \$ 487.90 | _____ | _____ |
| 18024-0011               | Novel Cocktail Table             | \$ 422.55 | \$ 549.35 | _____ | _____ |
| 99-12304-05              | Aria Red End Table               | \$ 297.00 | \$ 386.10 | _____ | _____ |
| 99-12050-05              | Aria Red Cocktail Table          | \$ 311.85 | \$ 405.45 | _____ | _____ |
| 99-12304-03              | Aria Green End Table             | \$ 297.00 | \$ 386.10 | _____ | _____ |
| 99-12050-03              | Aria Green Cocktail Table        | \$ 311.85 | \$ 405.45 | _____ | _____ |
| 99-12304-06              | Aria Blue End Table              | \$ 297.00 | \$ 386.10 | _____ | _____ |
| 99-12050-06              | Aria Blue Cocktail Table         | \$ 311.85 | \$ 405.45 | _____ | _____ |
| 99-12304-04              | Aria Purple End Table            | \$ 297.00 | \$ 386.10 | _____ | _____ |
| 99-12050-04              | Aria Purple Cocktail Table       | \$ 311.85 | \$ 405.45 | _____ | _____ |
| 99-12304-01              | Aria White End Table             | \$ 297.00 | \$ 386.10 | _____ | _____ |
| 99-12305-01              | Aria White Console Table         | \$ 329.40 | \$ 428.25 | _____ | _____ |
| 99-12050-01              | Aria White Cocktail Table        | \$ 311.85 | \$ 405.45 | _____ | _____ |
| 99-12304-02              | Aria Charcoal End Table          | \$ 297.00 | \$ 386.10 | _____ | _____ |
| 99-12305-02              | Aria Charcoal Console Table      | \$ 329.40 | \$ 428.25 | _____ | _____ |
| 99-12050-02              | Aria Charcoal Cocktail Table     | \$ 311.85 | \$ 405.45 | _____ | _____ |
| 12107-0512               | Fuze End Table                   | \$ 321.30 | \$ 417.70 | _____ | _____ |
| 12055-0453               | Fuze Cocktail Table              | \$ 360.45 | \$ 468.60 | _____ | _____ |
| 12230-0116               | Fuze Console Table               | \$ 391.50 | \$ 508.95 | _____ | _____ |
| 12107-0493               | London End Table                 | \$ 321.30 | \$ 417.70 | _____ | _____ |
| 12230-0110               | London Console Table             | \$ 391.50 | \$ 508.95 | _____ | _____ |
| 12055-0428               | London Cocktail Table            | \$ 360.45 | \$ 468.60 | _____ | _____ |
| 12107-0494               | Brooklyn II Square End Table     | \$ 274.05 | \$ 356.30 | _____ | _____ |
| 12107-0495               | Brooklyn II Round End Table      | \$ 274.05 | \$ 356.30 | _____ | _____ |
| 12055-0429               | Brooklyn II Rect Cocktail Table  | \$ 305.10 | \$ 396.65 | _____ | _____ |
| 12055-0430               | Brooklyn II Round Cocktail Table | \$ 305.10 | \$ 396.65 | _____ | _____ |
| 12107-0282               | Vivid End Table                  | \$ 297.00 | \$ 386.10 | _____ | _____ |
| 12230-0081               | Vivid Console Table              | \$ 329.40 | \$ 428.25 | _____ | _____ |

| Product ID                  | Item Name                                    | Discount Price | Standard Price | Quantity | Total |
|-----------------------------|--|----------------|----------------|----------|-------|
| <b>Occasional Tables</b>    |  |                |                |          |       |
| 12055-0273                  | Vivid Cocktail Table                         | \$ 311.85      | \$ 405.45      | _____    | _____ |
| 12107-0331                  | Club End Table w/ Built-in LED Lighting      | \$ 375.30      | \$ 487.90      | _____    | _____ |
| 12055-0318                  | Club Cocktail Table w/ Built-in LED Lighting | \$ 422.55      | \$ 549.35      | _____    | _____ |
| 12003-0038                  | Rose Table                                   | \$ 329.40      | \$ 428.25      | _____    | _____ |
| 12003-0039                  | Zanzibar Table                               | \$ 329.40      | \$ 428.25      | _____    | _____ |
| 12107-0296                  | Cube, Black 24" End Table                    | \$ 305.10      | \$ 396.65      | _____    | _____ |
| 12107-0297                  | Cube, White 24" End Table                    | \$ 305.10      | \$ 396.65      | _____    | _____ |
| 12055-0285                  | Cube, Black 24" Cocktail Table               | \$ 297.00      | \$ 386.10      | _____    | _____ |
| 12055-0286                  | Cube, White 24" Cocktail Table               | \$ 297.00      | \$ 386.10      | _____    | _____ |
| 12003-0056                  | Phoebe Table - Yellow                        | \$ 197.10      | \$ 256.25      | _____    | _____ |
| 12003-0052                  | Phoebe Table - Lime Green                    | \$ 197.10      | \$ 256.25      | _____    | _____ |
| 12003-0053                  | Phoebe Table - Rose                          | \$ 197.10      | \$ 256.25      | _____    | _____ |
| 12003-0051                  | Phoebe Table - Gold                          | \$ 197.10      | \$ 256.25      | _____    | _____ |
| 12003-0074                  | Phoebe Table - Teal                          | \$ 197.10      | \$ 256.25      | _____    | _____ |
| 12107-0467                  | Hylton Tablet Table                          | \$ 265.95      | \$ 345.75      | _____    | _____ |
| <b>Bars &amp; Bar Backs</b> |  |                |                |          |       |
| 05012-0076                  | VIP Frosted Plexi Glow Bar 6'                | \$ 1,084.05    | \$ 1,409.30    | _____    | _____ |
| 05012-0075                  | VIP Frosted Plexi Glow Bar 4'                | \$ 913.95      | \$ 1,188.15    | _____    | _____ |
| 05012-0053                  | Black Bar - 2 Shelf                          | \$ 499.50      | \$ 649.35      | _____    | _____ |
| 05012-0054                  | White Bar - 2 Shelf                          | \$ 499.50      | \$ 649.35      | _____    | _____ |
| 12112-0010                  | Blox Bar Back                                | \$ 623.70      | \$ 810.85      | _____    | _____ |
| 05001-0017                  | Piazza Bar Back - Black                      | \$ 585.90      | \$ 761.70      | _____    | _____ |
| 05001-0018                  | Piazza Bar Back - White                      | \$ 585.90      | \$ 761.70      | _____    | _____ |
| <b>Bar Stools</b>           |  |                |                |          |       |
| 05237-0264                  | Vienna Stool - Gray                          | \$ 311.85      | \$ 405.45      | _____    | _____ |
| 05237-0263                  | Vienna Stool - Orange                        | \$ 311.85      | \$ 405.45      | _____    | _____ |
| 05237-0262                  | Vienna Stool - Teal                          | \$ 311.85      | \$ 405.45      | _____    | _____ |
| 05237-0038                  | Criss Cross Bar Stool - Espresso             | \$ 280.80      | \$ 365.05      | _____    | _____ |
| 05237-0039                  | Criss Cross Bar Stool - White                | \$ 280.80      | \$ 365.05      | _____    | _____ |
| 05237-0305                  | Colin Stool                                  | \$ 234.90      | \$ 305.40      | _____    | _____ |
| 99-05237-01                 | Silk Back Bar Stool - Black                  | \$ 265.95      | \$ 345.75      | _____    | _____ |
| 99-05237-02                 | Silk Back Bar Stool - White                  | \$ 265.95      | \$ 345.75      | _____    | _____ |
| 99-05237-06                 | Silk Back Bar Stool - Blue                   | \$ 265.95      | \$ 345.75      | _____    | _____ |
| 99-05237-03                 | Silk Back Bar Stool - Green                  | \$ 265.95      | \$ 345.75      | _____    | _____ |
| 99-05237-04                 | Silk Back Bar Stool - Purple                 | \$ 265.95      | \$ 345.75      | _____    | _____ |
| 99-05237-05                 | Silk Back Bar Stool - Red                    | \$ 265.95      | \$ 345.75      | _____    | _____ |
| 05237-0221                  | Euro Bar Stool - Black                       | \$ 265.95      | \$ 345.75      | _____    | _____ |
| 05237-0270                  | Hourglass Bar Stool - Black                  | \$ 290.25      | \$ 377.35      | _____    | _____ |
| 05237-0271                  | Hourglass Bar Stool - White                  | \$ 290.25      | \$ 377.35      | _____    | _____ |
| 05237-0160                  | Equino Bar Stool - Black                     | \$ 290.25      | \$ 377.35      | _____    | _____ |
| 05237-0041                  | Equino Bar Stool - White                     | \$ 290.25      | \$ 377.35      | _____    | _____ |
| 05237-0298                  | Clara Stool                                  | \$ 280.80      | \$ 365.05      | _____    | _____ |
| 05237-0215                  | Marcus Bar Stool - Gunmetal                  | \$ 211.95      | \$ 275.55      | _____    | _____ |
| 05237-0156                  | Regal Stool - Brown Leather                  | \$ 290.25      | \$ 377.35      | _____    | _____ |
| 05237-0169                  | Caprice Bar Stool - Black                    | \$ 290.25      | \$ 377.35      | _____    | _____ |
| 05237-0042                  | Sonic Bar Stool - Black                      | \$ 234.90      | \$ 305.40      | _____    | _____ |
| 05237-0300                  | Nexus Stool                                  | \$ 243.00      | \$ 315.90      | _____    | _____ |

| Product ID         | Item Name                                  | Discount Price | Standard Price | Quantity | Total |
|--------------------|--|----------------|----------------|----------|-------|
| <b>Café Chairs</b> |  |                |                |          |       |
| 05035-0032         | Vienna Chair - Gray                        | \$ 197.10      | \$ 256.25      |          |       |
| 05035-0031         | Vienna Chair - Orange                      | \$ 197.10      | \$ 256.25      |          |       |
| 05035-0030         | Vienna Chair - Teal                        | \$ 197.10      | \$ 256.25      |          |       |
| 99-05035-10        | Silk Back Armless Chair - Black            | \$ 166.05      | \$ 215.90      |          |       |
| 99-05035-11        | Silk Back Armless Chair - White            | \$ 166.05      | \$ 215.90      |          |       |
| 99-05035-15        | Silk Back Armless Chair - Blue             | \$ 166.05      | \$ 215.90      |          |       |
| 99-05035-12        | Silk Back Armless Chair - Green            | \$ 166.05      | \$ 215.90      |          |       |
| 99-05035-13        | Silk Back Armless Chair - Purple           | \$ 166.05      | \$ 215.90      |          |       |
| 99-05035-14        | Silk Back Armless Chair - Red              | \$ 166.05      | \$ 215.90      |          |       |
| 05035-0008         | Leslie Chair - White                       | \$ 148.50      | \$ 193.05      |          |       |
| 05035-0010         | Criss Cross Chair - Espresso               | \$ 187.65      | \$ 243.95      |          |       |
| 05035-0011         | Criss Cross Chair - White                  | \$ 187.65      | \$ 243.95      |          |       |
| 05035-0023         | Elio Chair                                 | \$ 166.05      | \$ 215.90      |          |       |
| 14233-0025         | Caprice Chair - Black                      | \$ 166.05      | \$ 215.90      |          |       |
| 14233-0005         | Comet Stack Arm Chair - Black              | \$ 228.15      | \$ 296.60      |          |       |
| 14233-0006         | Comet Stack Armless Chair - Black          | \$ 211.95      | \$ 275.55      |          |       |
| 05221-0039         | Regal Dining Chair - Brown                 | \$ 234.90      | \$ 305.40      |          |       |
| 14233-0016         | Sonic Chair - Black                        | \$ 166.05      | \$ 215.90      |          |       |
| 05035-0050         | Nexus Chair                                | \$ 197.10      | \$ 256.25      |          |       |
| 05035-0051         | Clara Chair                                | \$ 187.65      | \$ 243.95      |          |       |
| 05035-0052         | Colin Chair                                | \$ 166.05      | \$ 215.90      |          |       |
| <b>Bar Tables</b>  |  |                |                |          |       |
| 99-05245-01        | Euro Bar Table Black/Black 30" Round       | \$ 297.00      | \$ 386.10      |          |       |
| 99-05245-02        | Euro Bar Table Black/Black 36" Round       | \$ 305.10      | \$ 396.65      |          |       |
| 99-05245-04        | Silk Bar Table Black/Chrome 30" Round      | \$ 297.00      | \$ 386.10      |          |       |
| 99-05245-05        | Silk Bar Table Black/Chrome 36" Round      | \$ 305.10      | \$ 396.65      |          |       |
| 99-05245-14        | City Bar Table Maple/Black 30" Round       | \$ 297.00      | \$ 386.10      |          |       |
| 99-05245-15        | City Bar Table Maple/Black 36" Round       | \$ 305.10      | \$ 396.65      |          |       |
| 99-05245-07        | Park Ave Bar Table Maple/Chrome 30" Round  | \$ 297.00      | \$ 386.10      |          |       |
| 99-05245-08        | Park Ave Bar Table Maple/Chrome 36" Round  | \$ 305.10      | \$ 396.65      |          |       |
| 99-05245-16        | Summit Bar Table White/Black 30" Round     | \$ 297.00      | \$ 386.10      |          |       |
| 99-05245-17        | Summit Bar Table White/Black 36" Round     | \$ 305.10      | \$ 396.65      |          |       |
| 99-05245-10        | Blanco Bar Table White/Chrome 30" Round    | \$ 297.00      | \$ 386.10      |          |       |
| 99-05245-11        | Blanco Bar Table White/Chrome 36" Round    | \$ 305.10      | \$ 396.65      |          |       |
| 99-05245-22        | Fuze Bar Table                             | \$ 336.15      | \$ 437.00      |          |       |
| 99-05245-12        | Blanco Bar Table - White/Chrome 24" Square | \$ 297.00      | \$ 386.10      |          |       |
| 99-05245-13        | Blanco Rectangle Bar Table - White/Chrome  | \$ 460.35      | \$ 598.50      |          |       |
| 99-05245-20        | Spectrum Bar Table Red                     | \$ 321.30      | \$ 417.70      |          |       |
| 99-05245-21        | Spectrum Bar Table Blue                    | \$ 321.30      | \$ 417.70      |          |       |
| 99-05245-18        | Spectrum Bar Table Purple                  | \$ 321.30      | \$ 417.70      |          |       |
| 99-05245-19        | Spectrum Bar Table Green                   | \$ 321.30      | \$ 417.70      |          |       |
| 05012-0002         | Chardonnay Glass & Chrome Bar Table        | \$ 422.55      | \$ 549.35      |          |       |
| 05202-0049         | Zinc Bar Table                             | \$ 445.50      | \$ 579.15      |          |       |
| 05204-0001         | Aspen Bar Table                            | \$ 827.55      | \$ 1,075.85    |          |       |

| Product ID         | Item Name                                  | Discount Price | Standard Price | Quantity | Total |
|--------------------|--|----------------|----------------|----------|-------|
| <b>Café Tables</b> |  |                |                |          |       |
| 99-05036-01        | Euro Café Table Black/Black 30" Round      | \$ 297.00      | \$ 386.10      | _____    | _____ |
| 99-05036-02        | Euro Café Table Black/Black 36" Round      | \$ 305.10      | \$ 396.65      | _____    | _____ |
| 99-05036-04        | Silk Café Table Black/Chrome 30" Round     | \$ 297.00      | \$ 386.10      | _____    | _____ |
| 99-05036-05        | Silk Café Table Black/Chrome 36" Round     | \$ 305.10      | \$ 396.65      | _____    | _____ |
| 99-05036-07        | Park Ave Café Table Maple/Chrome 30" Round | \$ 297.00      | \$ 386.10      | _____    | _____ |
| 99-05036-08        | Park Ave Café Table Maple/Chrome 36" Round | \$ 305.10      | \$ 396.65      | _____    | _____ |
| 99-05036-14        | City Café Table Maple/Black 30" Round      | \$ 297.00      | \$ 386.10      | _____    | _____ |
| 99-05036-15        | City Café Table Maple/Black 36" Round      | \$ 305.10      | \$ 396.65      | _____    | _____ |
| 99-05036-16        | Summit Café Table White/Black 30" Round    | \$ 297.00      | \$ 386.10      | _____    | _____ |
| 99-05036-17        | Summit Café Table White/Black 36" Round    | \$ 305.10      | \$ 396.65      | _____    | _____ |
| 99-05036-10        | Blanco Café Table White/Chrome 30" Round   | \$ 297.00      | \$ 386.10      | _____    | _____ |
| 99-05036-11        | Blanco Café Table White/Chrome 36" Round   | \$ 305.10      | \$ 396.65      | _____    | _____ |
| 99-05036-22        | Fuze Café Table                            | \$ 336.15      | \$ 437.00      | _____    | _____ |
| 99-05036-12        | Blanco Café Table White/Chrome 24"Square   | \$ 297.00      | \$ 386.10      | _____    | _____ |
| 99-05036-13        | Blanco Café Table White/Chrome Rectangle   | \$ 460.35      | \$ 598.50      | _____    | _____ |
| 99-05036-20        | Spectrum Café Table Red                    | \$ 321.30      | \$ 417.70      | _____    | _____ |
| 99-05036-21        | Spectrum Café Table Blue                   | \$ 321.30      | \$ 417.70      | _____    | _____ |
| 99-05036-18        | Spectrum Café Table Purple                 | \$ 321.30      | \$ 417.70      | _____    | _____ |
| 99-05036-19        | Spectrum Café Table Green                  | \$ 321.30      | \$ 417.70      | _____    | _____ |
| 05090-0001         | Aspen Dining Table                         | \$ 710.10      | \$ 923.15      | _____    | _____ |
| 05088-0505         | Brio Dining Table                          | \$ 953.10      | \$ 1,239.05    | _____    | _____ |

|                       |  |           |           |       |       |
|-----------------------|--|-----------|-----------|-------|-------|
| <b>Office Seating</b> |  |           |           |       |       |
| 14136-0002            | Tamiri Black Leather High Back Chair               | \$ 375.30 | \$ 487.90 | _____ | _____ |
| 14176-0007            | Tamiri Black Leather Mid Back Chair                | \$ 329.40 | \$ 428.25 | _____ | _____ |
| 14128-0002            | Tamiri Black Leather Guest Chair                   | \$ 305.10 | \$ 396.65 | _____ | _____ |
| 14136-0081            | Accord Black Leather High Back                     | \$ 468.45 | \$ 609.00 | _____ | _____ |
| 14136-0010            | Accord White Leather High Back                     | \$ 468.45 | \$ 609.00 | _____ | _____ |
| 14250-0013            | Goal Black Task Chair With Arms                    | \$ 249.75 | \$ 324.70 | _____ | _____ |
| 14250-0014            | Goal Black Task Chair Armless                      | \$ 228.15 | \$ 296.60 | _____ | _____ |
| 14136-0080            | Enterprise High Back Black Fabric Conference Chair | \$ 329.40 | \$ 428.25 | _____ | _____ |
| 14176-0046            | Enterprise Mid Back Black Fabric Conference Chair  | \$ 305.10 | \$ 396.65 | _____ | _____ |
| 14128-0096            | Enterprise Guest Black Fabric Conference Chair     | \$ 280.80 | \$ 365.05 | _____ | _____ |
| 14307-0003            | Goal Black Drafting Stool - Arms                   | \$ 265.95 | \$ 345.75 | _____ | _____ |
| 14307-0004            | Goal Black Drafting Stool - Armless                | \$ 249.75 | \$ 324.70 | _____ | _____ |

|                          |  |           |             |       |       |
|--------------------------|--|-----------|-------------|-------|-------|
| <b>Conference Tables</b> |  |           |             |       |       |
| 14062-0105               | 42" Round Conference Table - Black       | \$ 414.45 | \$ 538.80   | _____ | _____ |
| 14062-0106               | 42" Round Conference Table - Mahogany    | \$ 414.45 | \$ 538.80   | _____ | _____ |
| 14062-0224               | Conference Rectangle Table 6' - Black    | \$ 703.35 | \$ 914.40   | _____ | _____ |
| 14062-0220               | Conference Rectangle Table 6' - Mahogany | \$ 703.35 | \$ 914.40   | _____ | _____ |
| 14062-0281               | Conference Rectangle Table 6' - White    | \$ 741.15 | \$ 963.50   | _____ | _____ |
| 14062-0225               | Conference Rectangle Table 8' - Black    | \$ 757.35 | \$ 984.60   | _____ | _____ |
| 14062-0226               | Conference Rectangle Table 8' - Mahogany | \$ 757.35 | \$ 984.60   | _____ | _____ |
| 14062-0282               | Conference Rectangle Table 8' - White    | \$ 796.50 | \$ 1,035.45 | _____ | _____ |

|                         |                             |           |           |       |       |
|-------------------------|-----------------------------|-----------|-----------|-------|-------|
| <b>Office Furniture</b> |                             |           |           |       |       |
| 14309-0001              | Computer Kiosk - Black      | \$ 608.85 | \$ 791.55 | _____ | _____ |
| 14179-0005              | Computer Kiosk - White      | \$ 608.85 | \$ 791.55 | _____ | _____ |
| 14029-0098              | 5 Shelf Bookcase - Black    | \$ 585.90 | \$ 761.70 | _____ | _____ |
| 14029-0091              | 5 Shelf Bookcase - Mahogany | \$ 585.90 | \$ 761.70 | _____ | _____ |
| 14072-0108              | Black Credenza              | \$ 546.75 | \$ 710.80 | _____ | _____ |

| Product ID              | Item Name                                     | Discount Price | Standard Price | Quantity | Total |
|-------------------------|---|----------------|----------------|----------|-------|
| <b>Office Furniture</b> |   |                |                |          |       |
| 14083-0105              | Black Double Pedestal Desk                    | \$ 623.70      | \$ 810.85      | _____    | _____ |
| 14072-0038              | Genoa Storage Credenza - Mahogany - 2 Drawer  | \$ 546.75      | \$ 710.80      | _____    | _____ |
| 14072-0039              | Genoa Kneespace Storage Credenza - Mahogany   | \$ 546.75      | \$ 710.80      | _____    | _____ |
| 14083-0117              | Genoa Exec. Desk - Mahogany - Double Pedestal | \$ 648.00      | \$ 842.40      | _____    | _____ |
| 05088-0365              | Vivid Café - Square Table Glass               | \$ 508.95      | \$ 661.65      | _____    | _____ |
| 05088-0364              | Vivid Café - Rectangle Table Glass            | \$ 585.90      | \$ 761.70      | _____    | _____ |
| 05088-0498              | Brooklyn II Rect Dining Table                 | \$ 608.85      | \$ 791.55      | _____    | _____ |
| 05088-0499              | Brooklyn II Round Dining Table                | \$ 477.90      | \$ 621.30      | _____    | _____ |
| 05090-0001              | Aspen Dining Table                            | \$ 710.10      | \$ 923.15      | _____    | _____ |
| 05088-0505              | Brio Dining Table                             | \$ 953.10      | \$ 1,239.05    | _____    | _____ |

| <b>Metal File &amp; Storage Cabinets</b> |  |           |           |       |       |
|--|--|-----------|-----------|-------|-------|
| 14148-0001                               | 2 Drawer Vertical File - Letter Size Black | \$ 203.85 | \$ 265.05 | _____ | _____ |
| 14147-0001                               | 2 Drawer Vertical File - Legal Size Black  | \$ 265.95 | \$ 345.75 | _____ | _____ |
| 14148-0002                               | 4 Drawer Vertical File - Letter Size Black | \$ 274.05 | \$ 356.30 | _____ | _____ |
| 14147-0002                               | 4 Drawer Vertical File - Legal Size Black  | \$ 305.10 | \$ 396.65 | _____ | _____ |
| 14143-0006                               | 2 Drawer Lateral File - Black              | \$ 274.05 | \$ 356.30 | _____ | _____ |
| 14143-0144                               | 2 Drawer Lateral File - Black              | \$ 274.05 | \$ 356.30 | _____ | _____ |
| 14143-0008                               | 4 Drawer Lateral File - Black              | \$ 336.15 | \$ 437.00 | _____ | _____ |
| 14034-0015                               | Storage Cabinet - Black                    | \$ 336.15 | \$ 437.00 | _____ | _____ |

| <b>Pedestals</b> |                                  |           |           |       |       |
|------------------|----------------------------------|-----------|-----------|-------|-------|
| 12091-0023       | Display Pedestal 14" x 42" Black | \$ 406.35 | \$ 528.30 | _____ | _____ |
| 12091-0004       | Display Pedestal 24" x 42" Black | \$ 492.75 | \$ 640.60 | _____ | _____ |
| 12091-0002       | Display Pedestal 18" x 42" Black | \$ 453.60 | \$ 589.70 | _____ | _____ |
| 12091-0030       | Display Pedestal 14" x 42" White | \$ 406.35 | \$ 528.30 | _____ | _____ |
| 12091-0024       | Display Pedestal 14" x 36" Black | \$ 344.25 | \$ 447.55 | _____ | _____ |
| 12091-0034       | Display Pedestal 24" x 36" Black | \$ 492.75 | \$ 640.60 | _____ | _____ |
| 12091-0031       | Display Pedestal 14" x 36" White | \$ 344.25 | \$ 447.55 | _____ | _____ |
| 12091-0033       | Display Pedestal 24" x 36" White | \$ 492.75 | \$ 640.60 | _____ | _____ |
| 12091-0025       | Display Pedestal 14" x 30" Black | \$ 321.30 | \$ 417.70 | _____ | _____ |
| 12091-0003       | Display Pedestal 24" x 30" Black | \$ 468.45 | \$ 609.00 | _____ | _____ |
| 12091-0001       | Display Pedestal 18" x 30" Black | \$ 329.40 | \$ 428.25 | _____ | _____ |
| 12091-0032       | Display Pedestal 14" x 30" White | \$ 321.30 | \$ 417.70 | _____ | _____ |
| 14309-0001       | Locking Pedestal Black           | \$ 608.85 | \$ 791.55 | _____ | _____ |
| 14179-0005       | Locking Pedestal White           | \$ 608.85 | \$ 791.55 | _____ | _____ |
| 12091-0055       | Fuze Pedestal                    | \$ 336.15 | \$ 437.00 | _____ | _____ |
| 12091-0043       | London Pedestal                  | \$ 336.15 | \$ 437.00 | _____ | _____ |

| <b>Miscellaneous Items</b> |  |           |           |       |       |
|----------------------------|--|-----------|-----------|-------|-------|
| 14189-0066                 | Stanchion Chrome                       | \$ 94.50  | \$ 122.85 | _____ | _____ |
| 11526-0001                 | Stanchion Rope - Red Velour            | \$ 48.60  | \$ 63.20  | _____ | _____ |
| 14308-0009                 | Literature Stand - Black               | \$ 228.15 | \$ 296.60 | _____ | _____ |
| 14308-0010                 | Literature Stand - Aluminum            | \$ 228.15 | \$ 296.60 | _____ | _____ |
| 14308-0005                 | Literature Rack - Black Metal          | \$ 234.90 | \$ 305.40 | _____ | _____ |
| 01209-0003                 | Compact Refrigerator Black - 4.0 Cu Ft | \$ 422.55 | \$ 549.35 | _____ | _____ |



| Product ID      | Item Name                         | Discount Price | Standard Price | Quantity | Total |
|-----------------|-----------------------------------|----------------|----------------|----------|-------|
| <b>Lighting</b> |                                   |                |                |          |       |
| 09417-0001      | Brushed Steel Table Lamp - White  | \$ 166.05      | \$ 215.90      | _____    | _____ |
| 09392-0001      | Brushed Steel Floor Lamp - White  | \$ 228.15      | \$ 296.60      | _____    | _____ |
| 09417-0001      | Brushed Nickel Table Lamp - White | \$ 166.05      | \$ 215.90      | _____    | _____ |
| 09392-0001      | Brushed Nickel Floor Lamp - White | \$ 228.15      | \$ 296.60      | _____    | _____ |
| 09417-0001      | Rubbed Bronze Table Lamp - White  | \$ 166.05      | \$ 215.90      | _____    | _____ |
| 09392-0001      | Rubbed Bronze Floor Lamp - White  | \$ 228.15      | \$ 296.60      | _____    | _____ |
| 09392-0001      | Neutrino Steel Floor Lamp - Steel | \$ 211.95      | \$ 275.55      | _____    | _____ |

### Booth Carpet and Padding

Please select carpeting color choice. Orders received without color selected will receive show colors.

#### Standard Carpet Colors



#### Additional Color Options for Custom Carpet ONLY



|       |                           |             |             |       |       |
|-------|---------------------------|-------------|-------------|-------|-------|
| F3209 | 10' x 10' Standard Carpet | \$ 404.80   | \$ 526.25   | _____ | _____ |
| F3304 | 10' x 20' Standard Carpet | \$ 810.90   | \$ 1,054.20 | _____ | _____ |
| F3404 | 10' x 30' Standard Carpet | \$ 1,215.25 | \$ 1,579.85 | _____ | _____ |

| Product ID | Item Name                     | Booth Size    | Discount Price | Standard Price | Square Feet | Total |
|------------|-------------------------------|---------------|----------------|----------------|-------------|-------|
| F350       | Custom Carpet per sq ft       | _____ X _____ | \$ 9.05        | \$ 11.80       | _____       | _____ |
| F3602      | Luxury Booth Carpet per sq ft | _____ X _____ | \$ 9.70        | \$ 12.65       | _____       | _____ |
| F370       | Padding per sq ft             | _____ X _____ | \$ 3.85        | \$ 5.05        | _____       | _____ |
| F380       | Visqueen per sq ft            | _____ X _____ | \$ 1.80        | \$ 2.35        | _____       | _____ |
| F390       | Additional Taping per sq ft   | _____ X _____ | \$ 3.85        | \$ 5.05        | _____       | _____ |

### Display Rentals

| Product ID | Item Name  | Discount Price | Standard Price | Quantity | Total |
|------------|--|----------------|----------------|----------|-------|
| 1292       | Counter Kit #129 Fan Counter                           | \$ 2,249.70    |                | _____    | _____ |
| 1341       | Counter Kit #135 Rectangle Counter                     | \$ 2,003.30    |                | _____    | _____ |
| 1342       | Counter Kit #137 Rectangle Counter w/ Display Case Top | \$ 2,404.95    |                | _____    | _____ |
| 1414       | Counter Kit #040 Square Counter                        | \$ 2,610.75    |                | _____    | _____ |
| 1344411    | Counter Kit #09 Hybrid Pro                             | \$ 3,206.80    |                | _____    | _____ |
| 1416       | Counter Kit #1540 Backlit Counter w/Accent             | \$ 2,652.25    |                | _____    | _____ |
| 14161      | Counter Kit #12 Hybrid Pro                             | \$ 4,694.05    |                | _____    | _____ |
| 141611     | Counter Kit #02 Hybrid Pro                             | \$ 3,182.45    |                | _____    | _____ |

#### Display Rentals

| Product ID | Item Name                               | Discount Price | Standard Price | Quantity | Total |
|------------|---|----------------|----------------|----------|-------|
| 1343       | Counter Kit #138 Full View Display Case | \$ 2,050.45    |                |          |       |
| 1417       | Counter Kit #095 Long Rectangle Counter | \$ 3,182.45    |                |          |       |
| 1418       | Kit #CT01 Charging Table                | \$ 2,667.90    |                |          |       |
| 14181      | Kit Charging Counter                    | \$ 2,355.20    |                |          |       |
| 1419       | Kit #0303 3' BeMtrix Lightbox           | \$ 4,401.90    |                |          |       |
| 14191      | Kit #0309 94.74" Vector Lightbox        | \$ 1,820.25    |                |          |       |
| 141911     | Portable Popup Bar - Mini               | \$ 1,563.40    |                |          |       |
| 1419111    | Portable Popup Bar - Large              | \$ 1,687.20    |                |          |       |
| 1419112    | Blade Lite 400 Retractable Banner       | \$ 1,318.90    |                |          |       |
| 14191121   | Formulate Banner 600 Banner             | \$ 1,390.75    |                |          |       |
| 141912     | Campaign Counter                        | \$ 1,694.65    |                |          |       |
| 1419121    | Tension Fabric Kiosk 01                 | \$ 4,393.10    |                |          |       |

#### Carpet Colors for below 10', 20' & 20' x 20' Island Displays ONLY

Please select carpeting color choice. Orders received without color selected will receive show colors.



|              |   |              |  |  |  |
|--------------|---|--------------|--|--|--|
| 10014        | Inline Kit #1102 (DK 102) Floor Standing Hardwall Display         | \$ 3,675.80  |  |  |  |
| 1420         | Kit #1024 10' Fabric Graphic Backwall                             | \$ 6,802.15  |  |  |  |
| 1421         | Kit #1055 10' Fabric Graphic Backwall w/Accents Wings             | \$ 5,369.70  |  |  |  |
| 10004        | Kit 1105 10' Vertical Curve 10ft Fabric Backwall                  | \$ 2,806.75  |  |  |  |
| 1422         | Kit #1018 Fabric Graphic Backwall w/ECO- Glass Stand off Accents  | \$ 5,129.95  |  |  |  |
| 1423         | Kit #1058 BeMatrix Backwall                                       | \$ 9,677.40  |  |  |  |
| 1000414      | Kit #1005 LightBox Wall   | \$ 3,970.45  |  |  |  |
| 108711151    | Inline Kit #2367 (DK367) 20ft Hardwall Display                    | \$ 6,887.20  |  |  |  |
| 10004141     | Kit 2007 Vector Frame fabric Light box                            | \$ 6,506.05  |  |  |  |
| 5895745      | Kit #2056 20' Fabric Graphic Backwall                             | \$ 7,094.10  |  |  |  |
| 1000421      | Formulate Master 20ft WS1 Straight Frame Fabric Backwall Kit 2395 | \$ 4,529.15  |  |  |  |
| 1425         | Kit #2389 20' Backwall w/Counter                                  | \$ 10,550.70 |  |  |  |
| 1426         | Kit #2053 Inline Lightbox Graphic Backwall w/ Counters            | \$ 12,265.15 |  |  |  |
| 1427         | Kit #2028 20' Fabric Backwall w/Canopies                          | \$ 12,008.90 |  |  |  |
| 10871111     | Inline Kit #4087 20ft x 20ft Island Display                       | \$ 16,838.45 |  |  |  |
| 1428         | Kit #9049 Island 20 x 20 Display w/Connecting Accents             | \$ 17,828.40 |  |  |  |
| 10004211111  | Kit #4017   | \$ 25,533.15 |  |  |  |
| 100042111111 | Kit #4018   | \$ 23,177.25 |  |  |  |
| 14291        | Kit #4019   | \$ 27,964.35 |  |  |  |
| 1429         | Kit #9024 Island 20 x 20 Display w/Header Graphics                | \$ 52,252.00 |  |  |  |

#### Material Handling Services

##### 1.) Select the category that best describes your shipment.

- Crated:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Special Handling:** Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **FedEx, UPS, & DHL** are included in this category due to their delivery procedures.
- Uncrated:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

##### 2.) CWT - One Hundred Weight

Charges will be based on the weight of your shipment, weight will be rounded to the next 100 pounds. Example 463lb will be rounded up to 500lb. Each 100 pounds is considered one "cwt" (one hundred weight). Example 500lb is 5 CWT. All shipments are subject to reweigh. (200 pounds minimum charged on all shipments weighing 51 - 200 pounds)

$$\begin{array}{ccccccc} \text{Total Shipment Weight} & \underline{\hspace{2cm}} & \text{Rounded to nearest 100} & = & \underline{\hspace{2cm}} & \div & 100 & = & \underline{\hspace{2cm}} & \text{CWT} \\ \text{Example} & 463 & & & 500 & & & & 5 & \end{array}$$

##### 3.) Select CWT Rate for Inbound and/or Outbound

Inbound / Outbound

- Example *ST/ST* Move in on straight time, move out on straight time  
*ST/OT* Move in on straight time, move out on overtime  
*OT/OT* Move in on overtime, move out on overtime

- Standard Rate (ST) - Shipments received 8:00AM to 4:30PM Monday through Friday  
 Overtime Rate (OT) - Shipments received before 8:00AM and after 4:30PM on weekdays and all day Saturday  
 Double Time Rate (DT) - Shipments received on Sunday and holidays  
 Overtime/Double Time rates will be applied to all freight received at the warehouse that must be moved into or out of booth during above listed times

##### 4.) Add surcharges if applicable

| Surcharge Information   | Per CWT |
|---|---------|
| Early/Late Surcharge - Shipments received outside of receiving dates (does not guarantee delivery to booth by beginning of move in) | 20%     |
| No Weight ticket - Reweigh Surcharge (Exhibitors can request weight tickets from their carrier)                                     | 25%     |

| Advance Warehouse (200lb minimum) Price Per CWT |                             |     | First Date Receiving: February 1, 2024 |           | Last Date Receiving: March 1, 2024 |           |            |          |
|---|-----------------------------|-----|--|-----------|------------------------------------|-----------|------------|----------|
| Product ID                                      | Item Name                   | CWT | ST/ST                                  | ST/OT     | OT/ST                              | OT/OT     | Surcharges | Estimate |
| MHS20171  | Advance (Crated or Skidded) |     | \$ 222.20                              | \$ 277.75 | \$ 277.75                          | \$ 333.30 |            |          |
| MHS20172  | Advance (Special Handling)  |     | \$ 288.70                              | \$ 360.88 | \$ 360.88                          | \$ 433.05 |            |          |

| Direct to Show Site (200lb minimum) Price Per CWT |                             |     | Receiving Dates & Times |           | 3/6/2024; 12:30pm-4:30pm |           | 3/7/2024; 5:30am - 7:30am |          |
|---|-----------------------------|-----|-------------------------|-----------|--------------------------|-----------|---------------------------|----------|
| Product ID  | Item Name                   | CWT | ST/ST                   | ST/OT     | OT/ST                    | OT/OT     | Surcharges                | Estimate |
| MHS20173  | Showsite (Crated)           |     | \$ 235.95               | \$ 294.94 | \$ 294.94                | \$ 353.93 |                           |          |
| MHS20174  | Showsite (Special Handling) |     | \$ 306.30               | \$ 382.88 | \$ 382.88                | \$ 459.45 |                           |          |
| MHS20175  | Showsite (Uncrated)         |     | \$ 340.80               | \$ 426.00 | \$ 426.00                | \$ 511.20 |                           |          |

#### Lightweight Shipment

A lightweight shipment is a shipment totaling any number of pieces with a **combined weight not to exceed 50lbs** that is received on the same day and delivered by the same carrier. Lightweight Shipment can be sent to either the advance warehouse or directly to show site within receiving dates listed above

| Product ID | Item Name   | Rate      | Quantity | Estimate |
|------------|---|-----------|----------|----------|
| MHS20176   | Lightweight Shipment Estimate - First Package         | \$ 131.60 |          |          |
| MHS20177   | Lightweight Shipment Estimate - Additional Package(s) | \$ 32.70  |          |          |

#### Additional Material Handling Services

| Product ID | Item Name                   | Rate     | Quantity | Total |
|------------|-----------------------------|----------|----------|-------|
| MHS643     | Banding per sq ft           | \$ 1.25  |          |       |
| MHS622     | Shrink Wrap per pallet/skid | \$ 95.00 |          |       |

One (1) hour minimum labor charge will apply

|   |                         |  |
|---|-------------------------|--|
| <b>Labor - Installation &amp; Dismantle Services</b>    | Install Dates & Times   | 3/6/2024; 12:30pm-4:30pm & 3/7/2024; 5:30am - 7:30am |
| <b>Exhibitor Supervised (Exhibitor MUST be present)</b> | Dismantle Dates & Times | 3/7/2024; 3:15pm - 8:00pm                            |

| Product ID | Item Name                                  | # of People | X     | Approx Hrs. Per People | =     | Total Hours | @     | Hourly Rate (See Below) | =     | Estimate |
|------------|--|-------------|-------|------------------------|-------|-------------|-------|-------------------------|-------|----------|
| L105       | Installation Labor - Exhibitor Supervision | _____       | _____ | _____                  | _____ | _____       | _____ | \$ _____                | _____ | _____    |
| L205       | Dismantle Labor - Exhibitor Supervision    | _____       | _____ | _____                  | _____ | _____       | _____ | \$ _____                | _____ | _____    |

**Hourly Rate Information**

**Install Labor | Requested Start**

| Date  | Time  | Description                                   | Discount  | Standard  |
|-------|-------|---|-----------|-----------|
| _____ | _____ | Straight Time - 8:00AM and 4:30PM on weekdays | \$ 281.70 | \$ 366.25 |

**Dismantle Labor Requested Start**

| Date  | Time  | Description  | Discount  | Standard  |
|-------|-------|--|-----------|-----------|
| _____ | _____ | Overtime - Before 8:00AM and after 4:30PM on weekdays and all day Saturday | \$ 422.55 | \$ 549.38 |
| _____ | _____ | Double time - All day Sunday and holidays                                  | \$ 563.40 | \$ 732.50 |

Exhibitor **must** check in at the Valley Service Desk to pick up laborers. Upon completion of work, exhibitors must return to the Valley Service Desk to release laborers and to sign the work order indicating the labor completed. Failure to pick up labor at the Valley Service Desk will result in a one (1) hour per man no show charge.

Brief description of labor required:

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|  |                         |  |
|--|-------------------------|--|
| <b>Labor - Installation &amp; Dismantle Services</b>             | Install Dates & Times   | 3/6/2024; 12:30pm-4:30pm & 3/7/2024; 5:30am - 7:30am |
| <b>Valley Supervised (Exhibitor does not need to be present)</b> | Dismantle Dates & Times | 3/7/2024; 3:15pm - 8:00pm                            |

| Product ID | Item Name                               | # of People | X     | Approx Hrs. Per People | =     | Total Hours | @     | Hourly Rate (See Below) | =     | Estimate |
|------------|---|-------------|-------|------------------------|-------|-------------|-------|-------------------------|-------|----------|
| L104       | Installation Labor - Valley Supervision | _____       | _____ | _____                  | _____ | _____       | _____ | \$ _____                | _____ | _____    |
| L204       | Dismantle Labor - Valley Supervision    | _____       | _____ | _____                  | _____ | _____       | _____ | \$ _____                | _____ | _____    |

**Hourly Rate Information**

| Description  | Discount  | Standard  |
|--|-----------|-----------|
| Straight Time - 8:00AM and 4:30PM on weekdays                              | \$ 352.05 | \$ 457.70 |
| Overtime - Before 8:00AM and after 4:30PM on weekdays and all day Saturday | \$ 528.08 | \$ 686.55 |
| Double time - All day Sunday and holidays                                  | \$ 704.10 | \$ 915.40 |

**Required Information**

Freight will be shipped to: Advance Warehouse \_\_\_\_\_ Direct to Show Site \_\_\_\_\_

Inbound Carrier: \_\_\_\_\_ Tracking/PRO #: \_\_\_\_\_

Total # of: Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_ Skids \_\_\_\_\_ Other \_\_\_\_\_

Setup Plans/Photo: Attached to order \_\_\_\_\_ To be sent with Exhibit, in crate # \_\_\_\_\_ Sent to [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com) \_\_\_\_\_

Flooring/Carpet: With exhibit \_\_\_\_\_ Rented from Valley \_\_\_\_\_

Electrical Placement: Electrical under carpet \_\_\_\_\_ Electrical in back of booth \_\_\_\_\_ Other, must provide floor plan \_\_\_\_\_

Graphic: With exhibit \_\_\_\_\_ Shipped separately \_\_\_\_\_ Tracking/PRO # \_\_\_\_\_

Special Tools/Hardware/Equipment Required: \_\_\_\_\_

**Outbound Shipping Information**

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Attn \_\_\_\_\_

Method of shipment\*: Common Carrier \_\_\_\_\_ UPS \_\_\_\_\_ FedEx \_\_\_\_\_ Show Carrier \_\_\_\_\_

*\*If no carrier is provided prior to the show opening, your freight will be shipped with the show carrier.*

If labels are provided where will they be? \_\_\_\_\_

|   |  |                                    |  |  |  |
|---|--|------------------------------------|--|--|--|
| <b>Forklift - Installation &amp; Dismantle Services</b> |  | <b>Install Dates &amp; Times</b>   | 3/6/2024; 12:30pm-4:30pm & 3/7/2024; 5:30am - 7:30am |  |  |
|   |  | <b>Dismantle Dates &amp; Times</b> | 3/7/2024; 3:15pm - 8:00pm                            |  |  |

| Product ID | Item Name             | # of Forklift(s) X | Approx Hrs. Per Labor(s) | Total Hours @ | Hourly Rate (See Below) = | Estimate |
|------------|-----------------------|--------------------|--------------------------|---------------|---------------------------|----------|
| L703       | Forklift Installation | _____              | _____                    | _____         | \$ _____                  | _____    |
| L702       | Forklift Dismantle    | _____              | _____                    | _____         | \$ _____                  | _____    |

Hourly Rate Information

| Forklift Installation Labor Requested Start | Date | Time | Description   | Discount    | Standard    |
|---|------|------|---|-------------|-------------|
|   |      |      | <b>Straight Time</b> - 8:00AM and 4:30PM on weekdays                              | \$ 708.00   | \$ 920.40   |
|   |      |      | <b>Overtime</b> - Before 8:00AM and after 4:30PM on weekdays and all day Saturday | \$ 1,062.00 | \$ 1,380.60 |
|   |      |      | <b>Double time</b> - All day Sunday and holidays                                  | \$ 1,416.00 | \$ 1,840.80 |

Exhibitor **must** check in at the Valley Service Desk to pick up Forklift. Upon completion of work, exhibitors must return to the Valley Service Desk to release laborers and to sign the work order indicating the labor completed. Failure to pick up Forklift labor at the Valley Service Desk will result in a one (1) hour per man no show charge.

Is the item the forklift is lifting over 5,000lbs \_\_\_\_\_ YES \_\_\_\_\_ NO

Any special requirements? (Slings, long tines) \_\_\_\_\_

**Booth Cleaning Services**

| Product ID | Item Name  | Discount Price | Standard Price | Square Feet | Total |
|------------|--|----------------|----------------|-------------|-------|
| BC1011     | Vacuuming Once Prior to Show Opening per sq ft                   | \$ 1.05        | \$ 1.40        | _____       | _____ |
| BC205      | Vacuuming Prior to Show Opening Each Day (2 Days) per sq ft      | \$ 2.05        | \$ 2.70        | _____       | _____ |
| BC4021     | Porter Service Once Prior to Show Opening per sq ft              | \$ 1.10        | \$ 1.45        | _____       | _____ |
| BC5028     | Porter Service Prior to Show Opening Each Day (2 Days) per sq ft | \$ 2.20        | \$ 2.90        | _____       | _____ |
| BC10111    | Dust Mopping Service Once Prior to Show Opening per sq ft        | \$ 0.65        | \$ 0.85        | _____       | _____ |
| BC2052     | Dust Mopping Prior to Show Opening Each Day (2 Days) per sq ft   | \$ 1.20        | \$ 1.60        | _____       | _____ |

**Booth Sign and Banner** 30% Rush fee if order received after, 2/14/2024.

| Product ID | Item Name               | Pricing   | Quantity | Total |
|------------|-------------------------|-----------|----------|-------|
| S10        | 11" x 14" Foamcore Sign | \$ 117.45 | _____    | _____ |
| S20        | 14" x 22" Foamcore Sign | \$ 164.75 | _____    | _____ |
| S50        | 22" x 28" Foamcore Sign | \$ 416.55 | _____    | _____ |
| S60        | 28" x 44" Foamcore Sign | \$ 567.70 | _____    | _____ |
| S70        | 2' x 4' Vinyl Banner    | \$ 286.40 | _____    | _____ |
| S80        | 2' x 6' Vinyl Banner    | \$ 343.95 | _____    | _____ |
| S90        | 2' x 8' Vinyl Banner    | \$ 516.95 | _____    | _____ |
| S100       | Easel Back              | \$ 22.70  | _____    | _____ |
| S110       | Sign Grommets           | \$ 8.45   | _____    | _____ |

**Electrical Services**

| Product ID | Item Name                                | Discount       | Standard  | Quantity | Total |
|------------|--|----------------|-----------|----------|-------|
| E10        | 120 Volt AC (500 Watts)                  | \$ 141.75      | \$ 184.30 | _____    | _____ |
| E20        | 120 Volt AC (501-1000 Watts)             | \$ 157.35      | \$ 204.60 | _____    | _____ |
| E30        | 120 Volt AC (1001-1500 Watts)            | \$ 169.15      | \$ 219.90 | _____    | _____ |
| E40        | 120 Volt AC (1501-2000 Watts)            | Call for Quote |           | _____    | _____ |
| E60        | 208 Volt, Single Phase AC                | Call for Quote |           | _____    | _____ |
| E70        | 10', 3 Prong 20 AMP Rated Extension Cord | \$ 46.45       | \$ 60.40  | _____    | _____ |

#### Audio Visual

| Product ID | Item Name                         | Rental Rate | Quantity | Total |
|------------|-----------------------------------|-------------|----------|-------|
| AV1010     | 75" LED Monitor                   | \$ 2,271.85 | _____    | _____ |
| AV1109     | 65" LED Monitor                   | \$ 1,703.90 | _____    | _____ |
| AV1011     | 55" LED Monitor                   | \$ 1,262.15 | _____    | _____ |
| AV1013     | 49" LED Monitor                   | \$ 978.25   | _____    | _____ |
| AV1015     | 40" LED Monitor                   | \$ 757.35   | _____    | _____ |
| AV1016     | 32" LED Monitor                   | \$ 536.50   | _____    | _____ |
| AV1020     | 24" LED Monitor                   | \$ 347.20   | _____    | _____ |
| AV1051     | Dual Pole Floor Stand - 72" / 84" | \$ 220.95   | _____    | _____ |
| AV1055     | Blu Ray Player                    | \$ 157.85   | _____    | _____ |
| AV1056     | Media Player                      | \$ 157.85   | _____    | _____ |

This form is to be used if an exhibiting company wishes to have a third party handle their display and be billed for exhibitor services. The Method of Payment Form **MUST** be completed by the third party in order to be billed for services, **however, we also must be provided with the exhibiting company's credit card information below for our files.** Unless otherwise requested, all charges incurred will be billed to the third party. Please note a \$25.00 processing fee will be applied to order for all 3rd party forms received.

It should be understood that by signing this form or placing an order, the exhibiting company agrees it is ultimately responsible for payment of charges. **If your third party does not pay all charges in full before the end of the show, all charges will revert to the exhibiting company, due on receipt.**

Exhibiting Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Exhibitor Name: \_\_\_\_\_

Exhibitor Signature: \_\_\_\_\_

Exhibiting  
Company

Exhibiting Company's credit card information:

\_\_\_ Visa \_\_\_ MC \_\_\_ Amex \_\_\_ Discover \_\_\_/\_\_\_ Exp. Date \_\_\_ CVC

Account #: \_\_\_\_\_

\_\_\_\_\_  
Name On Card

\_\_\_\_\_  
Signature

Indicate which services are to be invoiced to the Third Party:

Services  
to be  
billed to  
third party

\_\_\_ ALL VALLEY SERVICES

\_\_\_ RENTAL FURNITURE/CARPET/SIGNS

\_\_\_ I&D LABOR/SUPERVISION

\_\_\_ BOOTH CLEANING

\_\_\_ MATERIAL HANDLING IN & OUT

\_\_\_ OTHER: \_\_\_\_\_

Third Party Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

E-Mail for Invoice: \_\_\_\_\_

Third Party  
Company  
Information

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Submit this form if the exhibiting company intends to use a third party contractor other than Valley. If the exhibiting company fails to comply with any of the requirements listed below the exhibitor appointed contractor will not be permitted to service your exhibit, and Valley Expo & Displays must be hired for installation and dismantle labor. The exhibitor appointed contractor will be able to provide supervision only. Please note there is a \$45.00 processing fee for all EAC's forms received.

Exhibitor appointed contractors must use labor supplied by Valley unless the following requirements are fulfilled:

**Contractor  
Requirements**

1. The exhibitor must notify Wisconsin Assisted Living Association and Valley of the intention to utilize an independent contractor no later than 30 days prior to the first day of move in, furnishing the name, address and telephone number of the firm.
2. The exhibitor shall provide evidence that the exhibitor appointed contractor has proper certificates of insurance with at least the minimum as described below, unless Wisconsin Assisted Living Association requires more.
  - a. Comprehensive General Liability not less than \$ 1,000,000 with respect to injuries to any one person in an occurrence.
  - b. \$ 2,000,000 with respect to injuries to more than one person in any occurrence.
  - c. Workers' Compensation Insurance including employee liability coverage in the minimum amount not less than \$ 1,000,000 of individual and/or aggregate coverage and/or statutory limitation.
  - d. Automobile Liability with a limit of not less than \$ 1,000,000 combined single limit - each accident.
  - e. Umbrella/Excess Liability with a limit of not less than \$ 1,000,000 each occurrence and {\$ 1,000,000} each aggregate.
  - f. **Valley, Wisconsin Assisted Living Association and the Kalahari Resort must be named as additional insureds on a primary and non-contributory basis.**
3. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Valley.
4. For services such as electrical, plumbing, telephone, and cleaning and drayage, no contractor other than the Official Service Contractor will be approved. This regulation is necessary due to licensing, insurance, and work done on equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
5. The exhibitor appointed contractor:
  - a. Must agree to abide by all rules and regulations of the show, as outlined in this exhibitor kit, including all union rules and regulations.
  - b. Will share with Valley all reasonable costs related to its operation, including but not limited to overtime pay for stewards, restoration of exhibit space to its initial condition.
  - c. Must furnish Wisconsin Assisted Living Association and Valley Expo with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Wisconsin Assisted Living Association.
  - d. Shall be prepared to show evidence that it has a valid authorization from the exhibitor for services. The exhibitor appointed contractor may not solicit business on the exhibit floor.
  - e. Must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the exhibitor's booth space and must be kept clear.
  - f. Shall provide, if requested, evidence to Valley that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The exhibitor appointed contractor must not commit or allow to be committed by persons in its employment any acts could lead to work stoppages, strikes, or labor problems.
  - g. Must coordinate all of its activities with Valley.
  - h. Must comply with all reasonable rules and regulations of Kalahari Resort, Wisconsin Assisted Living Association and Valley in order to create a safe work environment. A failure to do so can result in a delay or termination of EAC's right to continue if the condition cannot be corrected.
6. All information must be received by Valley Exhibitor Services Department no later than 30 days prior to the first day of move in.

**Contractor  
Information**

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

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

Exhibitor Appointed Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact at Show: \_\_\_\_\_

Type of Service to be performed: \_\_\_\_\_



We know your time is important, so to make ordering fast, easy and cost effective, Valley offers the following booth packages. These booth packages are designed to provide you with everything a well prepared exhibitor needs at a significant cost savings. Items offered may not be substituted.

### Complete Booth Package

BP258

\$848.75      \$1,103.40  
Discount                  Standard

Package Includes:

- (1) 6' L x 24"D x 30"H Skirted Table
- (2) Side Chairs
- (1) Wastebasket
- (1) 10' x 10' Standard Carpet



### Bar Stool & Cocktail Table Package

BP897

\$318.30      \$413.80  
Discount                  Standard

Package includes:

- (1) 30" Round x 42"H Cocktail Table
- (1) Bar Stool with Back
- (1) Wastebasket



### 42" Skirted Table Booth Package

BP548

\$530.45      \$689.60  
Discount                  Standard

Package includes:

- (1) 6' L x 24"D x 42"H Skirted Table
- (2) Bar Stools with Back
- (1) Wastebasket



All orders are subject to availability of equipment. Prices include delivery to the booth and removal. All equipment remains the property of Valley.

### Skirted Tables

#### Height 30"

**4' L x 24" D x 30" H**

F10

\$252.50    \$328.25

Discount    Standard

**6' L x 24" D x 30" H**

F20

\$299.75    \$389.70

Discount    Standard

**8' L x 24" D x 30" H**

F30

\$336.75    \$437.80

Discount    Standard

#### Bar Height 42"

**4' L x 24" D x 42" H**

F40

\$264.95    \$344.45

Discount    Standard

**6' L x 24" D x 42" H**

F50

\$322.10    \$418.75

Discount    Standard

**8' L x 24" D x 42" H**

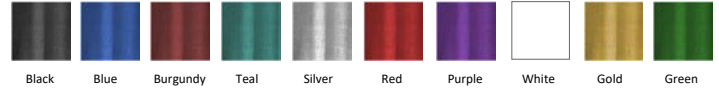
F60

\$384.10    \$499.35

Discount    Standard



#### Skirting Colors Available



4th Side Skirting (available in above colors)

30" Skirting

F130

\$122.80    \$159.65

Discount    Standard

42" Skirting

F140

\$142.00    \$184.60

Discount    Standard

### Plain Tables

#### Height 30"

**4' L x 24" D x 30" H**

F70

\$113.50    \$147.55

Discount    Standard

**6' L x 24" D x 30" H**

F80

\$166.75    \$216.80

Discount    Standard

**8' L x 24" D x 30" H**

F90

\$199.80    \$259.75

Discount    Standard

#### Bar Height 42"

**4' L x 24" D x 42" H**

F100

\$153.35    \$199.40

Discount    Standard

**6' L x 24" D x 42" H**

F110

\$322.10    \$267.05

Discount    Standard

**8' L x 24" D x 42" H**

F120

\$237.30    \$308.50

Discount    Standard



White Vinyl Topping

F150

\$23.85    \$31.05

Discount    Standard

### Cocktail Tables

#### Height 30"

**30" Round x 30" High**

F160

\$191.45    \$248.90

Discount    Standard

#### Bar Height 42"

**30" Round x 42" High**

F170

\$207.50    \$269.75

Discount    Standard



All orders are subject to availability of equipment. Prices include delivery to the booth and removal.  
All equipment remains the property of Valley Expo & Displays.

### Chairs and Barstool



**Folding Chair**

F180

\$39.25    \$51.05  
Discount    Standard



**Side Chair**

F1901

\$99.70    \$129.65  
Discount    Standard



**Padded Chair**

F2001

\$128.15    \$166.60  
Discount    Standard



**Bar Stool with Back**

F210

\$161.20    \$209.60  
Discount    Standard

### Booth Accessories



**Tripod Adjustable Easel**

F220

\$65.60    \$85.30  
Discount    Standard



**Garment Rack**

F240

\$73.95    \$96.15  
Discount    Standard



**Bag Stand**

F250

\$159.45    \$207.30  
Discount    Standard



**Literature Stand**

F280

\$344.55    \$447.95  
Discount    Standard



**Wastebasket**

F230

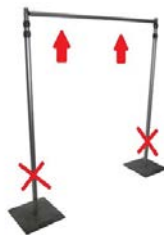
\$29.85    \$38.85  
Discount    Standard



**8' Upright with Bases**

F313

\$28.95    \$37.65  
Discount    Standard



**Crossbar**

F314

\$19.35    \$25.20  
Discount    Standard



**120V Stem Light**

F3141

\$40.50    \$52.65  
Discount    Standard



**Table Riser 1' x 1' x 4'**

F290

\$140.50    \$182.65  
Discount    Standard



**Posterboard 4' x 8'**

F30

Placement: Vertical or Horizontal  
\$435.15    \$565.70  
Discount    Standard

All orders are subject to availability of equipment. Prices include delivery to the booth and removal. All equipment remains the property of Valley Expo & Displays.

### Booth Accessories



#### 8' Back Drape-Per Linear Foot

F270

\$19.40

\$25.25

Discount

Standard

#### 3' Side Drape-Per Linear Foot

F260

\$13.85

\$18.05

Discount

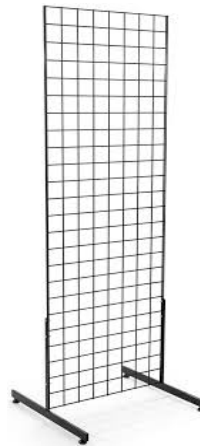
Standard

### Grid Wall and Accessories



Items showcased in picture

- (2) 2' x 8' Gridwall Panel
- (2) 2' x 8' Gridwall Panel with T-Base
- (1) 24" Shelf w/shelf brackets
- (1) 48" Shelf w/shelf brackets
- (1) Hang rail Mount
- (1) Hat Display Mount
- (1) 6 Ball Waterfall Mount
- (5) Peg Hooks



#### 2'W x 8'H Gridwall

With T-Base

F62011

\$148.35

\$192.90

Discount

Standard



#### 2'W x 8'H Gridwall

Gridwall Panel Only

F6201

\$105.90

\$137.70

Discount

Standard



#### Shelf w/ shelf brackets

24" F640

48" F650

\$27.45

\$38.55



#### 6 Ball Waterfall Mount

F660

\$18.35



#### Hang Rail Mount

F670

\$20.70



#### Picture Hanger Mount

F680

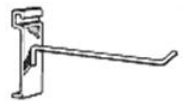
\$5.05



#### Hat Display Mount

F690

\$11.70



#### Peg Hook

Single Hook F700

\$5.05

Pkg of 6 Hooks F7001

\$10.65



### 13 oz Standard Carpeting

Rental prices include installation, front edge taping and pickup at the close of the show. If your carpet order is different than your booth size, you **MUST** include a layout diagram. Failure to provide the diagram will result in a 25% surcharge and any additional labor onsite to correct placement issues. Please send layout diagram to [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com) or attach to your order online.

#### 10' x 10' Carpet

F3209

\$404.80    \$526.25  
Discount    Standard

#### 10' x 20' Carpet

F3304

\$810.90    \$1,054.20  
Discount    Standard

#### 10' x 30' Carpet

F3404

\$1,215.25    \$1,579.85  
Discount    Standard

#### Available Colors



### Crown Jewel 18 oz. Custom Carpeting

Custom carpeting is available in 10' widths only. Rental prices include installation, carpet taping and pickup at the close of the show. You must include a layout for carpet installation if your carpet request size is different from your booth size. If you require additional carpet to cover steps, skids, or display fixtures, please include a floorplan and a quote will be forwarded to you before we proceed.

#### 18 oz Custom Carpeting

F350

Per Sq Ft

\$9.05    \$11.80  
Discount    Standard

#### Designer Plus 28 oz. Luxury Carpeting

Luxury carpet combines plush comfort with durable ability and is great for high traffic areas. Luxury carpet packages include 10' wide carpet, delivery, visqueen covering, installation, carpet tape, and carpet removal. You must include a layout for carpet installation if your carpet request size is different from your booth size. If you require additional carpet to cover steps, skids, or display fixtures, please include a floorplan and a quote will be forwarded to you before we proceed.

#### 28 oz Luxury Carpeting

F3602

Per Sq Ft

\$9.70    \$12.65  
Discount    Standard

#### Available Colors



**Don't forget to order vacuuming services. See Vacuum & Porter Service forms.**



#### Padding

F370

Per Sq Ft

\$3.85    \$5.05  
Discount    Standard

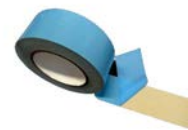


#### Visqueen

F380

Per Sq Ft

\$1.80    \$2.35  
Discount    Standard



#### Carpet Tape

F390

Per Sq Ft

\$3.85    \$5.05  
Discount    Standard

Don't need a full exhibit? Check out Valley's accessory options including lightboxes, iPad stands, counters, monitor stands, and hanging signs. There are even charging stations and portable tables.

Counter Rentals include: graphic, material handling, installation and dismantle of exhibit only.



**Counter Kit 129**

**Fan**

1292

\$2,249.70



**Counter Kit 135**

**Rectangle**

1341

\$2,003.30



**Counter Kit 137**

**Rectangle w/Display Top**

1342

\$2,404.95



**Counter Kit 40**

**Square**

1414

\$2,610.75



**Counter Kit 09**

**Square Backlit**

1344411

\$3,206.80



**Counter Kit 1540**

**Square w/accents Backlit**

1416

\$2,652.25



**Counter Kit 12**

**Backlit**

14161

\$4,694.05



**Counter Kit 02**

**Backlit**

141611

\$3,182.45



**Counter Kit 138**

**Full View Display case**

1343

\$2,050.45



**Counter Kit 95**

**Long Rectangle**

1417

\$3,182.45

Don't need a full exhibit? Check out Accessory Options like lightboxes, iPad stands, counters, monitor stands, and hanging signs. There are even charging stations and portable tables.

Miscellaneous Rentals include: graphic, material handling, installation and dismantle of exhibit only.

### CHARGING STATIONS



**Charging Table**

1418  
\$2,667.90



**Charging Counter**

Fabric Graphic  
14181  
\$2,355.20

### LIGHTBOXES



**Kit 0303 96" Lightbox**

Fabric Graphic  
1419  
\$4,401.90



**Kit 0309 94.74" Lightbox**

Fabric Graphic  
14191  
\$1,820.25

### BARS



**Portable Popup Bar Mini**

Fabric Graphic  
141911  
\$1,563.40



**Portable Popup Bar Large**

Fabric Graphic  
1419111  
\$1,687.20

### BANNERS



**Blade Lite 400  
Retractable Banner**

1419112  
\$1,318.90



**Formulate Banner 600  
Pillowcase Graphic**

14191121  
\$1,390.75

### WORK STATIONS



**Campaign Counter**

141912  
\$1,694.65



**Tension Fabric Kiosk 01**

1419121  
\$4,393.10

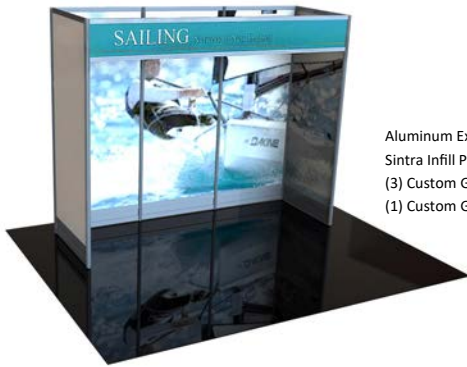
Whether an inline, island, corner or peninsula booth, rental displays are an elegant, practical, and cost effective alternative.

10' display rentals include: standard carpeting, padding, graphic, material handling, installation and dismantle of exhibit only.

### Kit 1102

10014

\$3,675.80



Aluminum Extrusion Frame with Cool Gray Sintra Infill Panels  
(3) Custom Graphic Panels  
(1) Custom Graphic Header

### Kit SYK-1024

1420

\$6,802.15



Kit Includes  
Aluminum SEG Frames with Press-Fit SEG Custom Fabric Graphic.  
(1) Workstation Counter with (2) Wireless/Wired Charging Ports.  
(1) Large Monitor Mount - Holds up to 43" Monitor  
(1) Locking Reception Counter with Vinyl Custom Graphic  
(1) Detachable Floating Custom Graphic with brackets  
(1) iPad Swivel Mount  
(2) Locking Aluminum Base Plates

### Kit 1055

1421

\$5,369.70



Large Format Silicone Edge Custom Fabric Graphic 7.5 ft. x 7.5 ft. Aluminum Extrusion Frame  
(2) Convex Two-Piece Wings — Sintra  
(2) 5 Watt LED Light  
(1) Monitor Support and Monitor Mount— Holds up to 43" Monitor

### Kit 1105

10004

\$2,806.75



Formulate VC1 Vertical Curve 10 ft. Fabric Display  
Zipper Pillowcase Graphic

### Kit 1058

1423

\$9,677.40



Freestanding Hardwall, Aluminum Extrusion with a Gray Base and Side Panels  
Custom Graphics are Produced on Sintra and Applied to Frame with Velcro  
(1) Counter Kit 135.

Lightweight Recycled Aluminum Extrusion Frame  
(6) ECO-Glass Stand Off Accents  
(1) Tension Custom Fabric Graphic-Velcro Attachment. (66" W x 86" H)  
(1) ECO-Board Direct Print Stand Off Custom Graphic Header  
(2) LED Energy Efficient Lights  
(1) Small Monitor Mount. (10" to 36")



### Kit RE-1018

1422

\$5,129.95

### Kit 1005

1000414

\$3,970.45

Freestanding Single Sided Lightbox Backwall Constructed of Aluminum Extrusion with a Gray Base and Side Panels  
Custom Graphics are Produced on a Backlit Fabric and Sewn with SEG to Insert into the Frame of the Box





Rentals include: standard carpeting, padding, graphic, material handling, installation and dismantle of exhibit only.

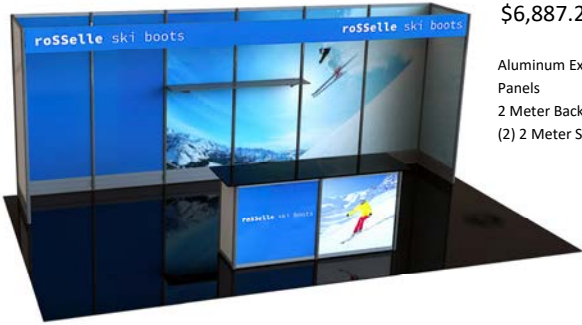
Please see audio visual order forms for available monitors.

### Kit 2367

108711151

\$6,887.20

Aluminum Extrusion Frame with Cool Gray Sintra Infill Panels  
2 Meter Back Wall Counter with Sliding Doors  
(2) 2 Meter Shelves



### Kit 2007

10004141

\$6,506.05

Vector Frame™ fabric light box Rectangle 2007 spans near 20ft wide and features a durable 100mm aluminum extrusion frame, one large, seamless push-fit backlit fabric graphic and LED edge lighting. Single and double-sided graphic options are available. LED lights come

### Kit RE-2056

5895745

\$7,094.10

Engineered Aluminum Structure  
(2) Large Format Silicone Edge Fabric Graphics.(SEG)  
(2) 7.5 ft. x 7.5 ft . Aluminum Extrusion Frames  
(4) 5 Watt LED Lights



### Kit 2395

1000421

4529.1500000000005

Straight Aluminum Frame  
Zipper Pillowcase Custom Fabric Graphic

Engineered Aluminum Extrusion

- (1) Front Silicone Edge Fabric Graphic. (approx. 95" H x 42" W)
- (1) Front Silicone Edge Fabric Graphic. (approx. 95" H x 68" W)
- (1) Front Silicone Edge Fabric Graphic. (approx. 95" H x 110" W)
- (3) Rear Reflective Fabrics
- (2) Backlit Counters with Locking Storage

### Kit RE-2053

1426

\$12,265.15



Freestanding Hardwall Constructed of Aluminum Extrusion with a Gray Base and Side Panels

Custom Graphics are Produced on Sintra and Applied to Frame with Velcro

- (1) Counter Kit 135

### Kit 2389

1425

\$10,550.70



### Kit RE-2028

1427

\$12,008.90

Engineered Aluminum Extrusion with Silicone Edge Custom Graphics  
(2) Flat Canopies with Black Fabric Covers  
(6) 50 Watt Halogen Arm Lights  
(2) Small Curved Counters with Open Storage



Rentals include: standard carpeting, padding, graphic and material handling. *Please see audio visual order forms for available monitors.*



**Kit 4087**  
10871111  
\$16,838.45

Brushed Aluminum Extrusion  
Creating a Center Tower and Two  
Side Panels with Gray Infill Panels

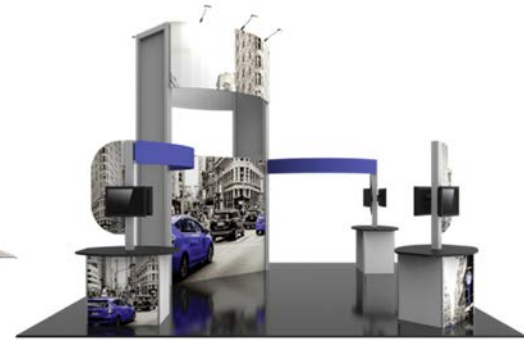
- (6) Stem Lights
- (1) Counter Kit 129
- Dimensions 20' x 20' x 12' x or 16' High



**Kit RE-9049**  
1428  
\$17,828.40

Lightweight Recycled Aluminum Extrusion Frame

- (6) LED Energy Efficient Lights
- (4) Literature Shelves
- (1) Large Monitor Mount
- (1) Built-in Tower Counter w/ Black Laminated Top
- (2) Frosted Acrylic Divider Panels
- (1) Large Curved Counter with Locking Door for Storage (White Sintra Infill Panels)
- Dimensions (1) 103" x 55" x 37" @ 900 lbs.



**Kit 4017**  
10004211111  
\$25,533.15

Heavy-duty Aluminum Extrusion Frame

- Push-fit SEG Fabric Graphics
- 15' 9" Central Tower Structure Broadcasts your Brand Across the Show Floor
- (2) Curved Side Arms Provide Additional Room for Displaying Messaging
- A Trio of Kiosks Combining Dual Monitor Mounts and Rigid Display Panels
- Counters with Locking Storage Provide Additional Room for Messaging, Functionality and Storage
- LED Display Lighting atop the Central Tower Illuminates Messaging for a Clear Display
- Dimensions 20' x 20'



**Kit 4019**  
14291  
\$27,964.35

Heavy-duty Aluminum Extrusion Frame

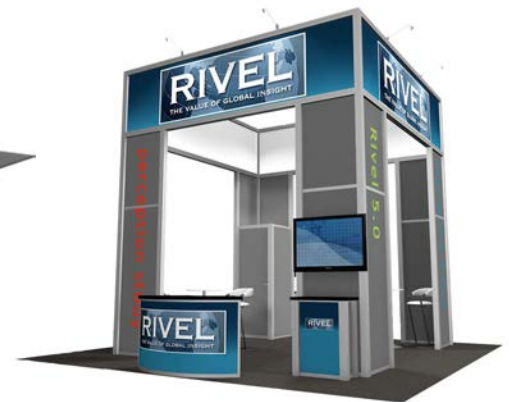
- Push-fit SEG Fabric Graphics
- Four Towering Display Panels Rise 15' 9" to the Ceiling and Provide the Ideal Messaging Solution across a Busy Show Floor
- Central Storage Room Provides a Secure Space to Keep Additional Materials
- (2) Semi-private Meeting Areas Feature Curved Frosted Plex Infills
- Dual Monitor Mounts Provide the Ability to Integrate Digital Messaging Easily
- LED Display Lights atop the Structure Illuminate Messaging so that it is Easy-to-see across the Show Floor
- Dimensions 20' x 20'



**Kit 4018**  
100042111111  
\$23,177.25

Square-shaped, Heavy-duty Aluminum Extrusion Frame

- Push-fit SEG Fabric Graphics
- Standing 11' 10" Tall
- Topped with LED Display Lights
- A Counter with Locking Storage
- Literature Racks
- Dimensions 20' x 20'



**Kit RE-9024**  
1429  
\$52,252.00

(1) Large Curved Counter with Locking Door & Interior Shelf

- (2) Small Rectangular Counters with Interior Shelves
- (1) Storage Closet with Locking Door
- (2) Large Monitor Mounts. (up to 46")
- (8) Halogen Arm Lights
- (3) Bar Stools with Backs



# SHIPPING vs. MATERIAL HANDLING

## What is Shipping



Shipping is the process of a carrier picking up items from your office, or any place of origin, and transporting it to the dock of either the advance warehouse or event facility. Shipping

is separate from Freight Handling. Exhibitors may use any carrier they want, including the official show carrier, ABF Freight.

<https://arcb.com/abf-freight>

## What is Material Handling



Material Handling is the process of receiving a shipment from your carrier and managing on site handling of the shipment through the event cycle. It is a standard event procedure with associated costs based on shipment weight.

Valley is the sole provider of Material Handling Services. Exhibitors or their hired EAC/carriers may not deliver freight to exhibit spaces delivered by common carrier/ground services or operate any type of mechanical or powered equipment. Material handling is a billable service.

### Material Handling Process:

- The unloading of freight from your carrier once it arrives at the receiving dock.
- The transporting freight from dock to your booth space.
- The removing of empty shipping containers (boxes, crates and pallets) from your booth.
- The temporary storage of your empty shipping containers during the duration of the show.
- The return of empty shipping containers to your booth at the close of event.
- The transfer of your freight back to the loading dock once your chosen carrier has arrived.
- The loading of your freight into your carrier’s vehicle for return shipping.

### One easy way to keep charges low?

Whether you ship to the advance warehouse or directly to show site, it is in your best interest to consolidate your shipment as much as possible. Each shipment that arrives separately is assessed the minimum charge.

Consolidate shipments when total weight is less than 200 lbs. **It can save you money!** For example:

#### 3 Separate Shipments

60 lbs. charged @ 200 lbs. Minimum \$ 444.40  
 52 lbs. charged @ 200 lbs. Minimum \$ 444.40  
 65 lbs. charged @ 200 lbs. Minimum \$ 444.40= \$ **1,333.20**

#### 1 Consolidated Shipment

3 pieces (1 shipment)  
 177 lbs. charged @ 200 lbs. Minimum = \$ **444.40**

**Added benefit** - your shipments are less likely to get misplaced if they are packaged together with larger items.



## SHIPPING

### Advance Warehouse Direct to Show Site

2024 WALA Annual Spring Conference

Kalahari Resort / March 6-7,2024

The official Show Carrier for this event is ABF Freight, however you can use any carrier you choose to ship your items. You have two options for shipping your advance freight—either to the warehouse or directly to show site (if applicable). Material handling charges will incur for shipments received at either the advance warehouse or directly to show site. To avoid delay in receiving your shipment at show site, please make sure you have a material handling order and credit card on file.

#### Shipping to the Advanced Warehouse

- **Advance Warehouse Address: Valley, 4950 American Rd, Rockford , IL 61109**
- Freight accepted: **2/1/2024 - 3/1/2024**
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date of **3/1/2024**. Your freight will still be received after the deadline date, but additional charges will be incurred and possible delay in delivery.
- The warehouse will receive shipments Monday through Friday, except holidays.
- 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 indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor setup.
- Please call our Exhibitor Services Department at 815.873.1500 if you want to ship oversized material that requires special equipment to the warehouse.

#### Shipping to Show Site

- **Show Site/Direct Freight Address: Kalahari Resort, 1305 Kalahari Drive, Wisconsin Dells, WI 53965**
- Direct freight will be accepted: 3/6/2024; 12:30pm-4:30pm 3/7/2024; 5:30am - 7:30am
- Do not send shipments directly to show site before **3/6/2024**. Kalahari Resort may refuse shipment and/or shipment runs the risk of being lost. Valley not responsible for shipments sent directly to Kalahari Resort out side date range indicated above
- All shipments must have a Bill of Lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Once your carrier arrives and is unloaded, the shipment will be brought to booth.
- Please call our Exhibitor Services Department at 815.873.1500 if you want to ship oversized material that requires special equipment to Kalahari Resort.

#### Prepaid or Collect Shipping Charges

- 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.

#### Labeling Your Freight

- The label should contain the following:
  - Exhibiting Company Name
  - Booth Number(s)
  - Name of the Event - **2024 WALA Annual Spring Conference**
- For your convenience please use the advance shipping label and/or the direct to show site shipping label provided in this exhibitor kit.

#### Protecting Materials

Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show-time between your departure and the actual pickup of your materials. During these 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.

# RUSH

EXHIBITOR MATERIAL

FROM:

**ADVANCE SHIPMENT**

TO:

EXHIBITING COMPANY

2024 WALA ANNUAL SPRING CONFERENCE

SHOW NAME

BOOTH NUMBER

VALLEY

VALLEY

4950 AMERICAN RD

ROCKFORD , IL 61109

C/O

**Shipment Should Arrive Between:**

**2/1/2024 thru 3/1/2024**

SHIPMENTS. Drivers must check in by 2:30 pm to be guaranteed same day unloading.

Carrier \_\_\_\_\_

Number of pieces \_\_\_\_\_ of \_\_\_\_\_

# RUSH

EXHIBITOR MATERIAL

FROM:

**ADVANCE SHIPMENT**

TO:

EXHIBITING COMPANY

2024 WALA ANNUAL SPRING CONFERENCE

SHOW NAME

BOOTH NUMBER

VALLEY

VALLEY

4950 AMERICAN RD

ROCKFORD , IL 61109

C/O

**Shipment Should Arrive Between:**

**2/1/2024 thru 3/1/2024**

SHIPMENTS. Drivers must check in by 2:30 pm to be guaranteed same day unloading.

Carrier \_\_\_\_\_

Number of pieces \_\_\_\_\_ of \_\_\_\_\_

# RUSH

EXHIBITOR MATERIAL

FROM:

## DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

2024 WALA ANNUAL SPRING CONFERENCE

SHOW NAME

BOOTH NUMBER

KALAHARI RESORT  
VALLEY

C/O

1305 KALAHARI DRIVE  
WISCONSIN DELLS, WI 53965

**Shipment Should Arrive:**

**3/6/2024; 12:30pm-4:30pm**

**3/7/2024; 5:30am - 7:30am**

Carrier \_\_\_\_\_

Number of pieces \_\_\_\_\_ of \_\_\_\_\_

# RUSH

EXHIBITOR MATERIAL

FROM:

## DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

2024 WALA ANNUAL SPRING CONFERENCE

SHOW NAME

BOOTH NUMBER

KALAHARI RESORT  
VALLEY

C/O

1305 KALAHARI DRIVE  
WISCONSIN DELLS, WI 53965

**Shipment Should Arrive:**

**3/6/2024; 12:30pm-4:30pm**

**3/7/2024; 5:30am - 7:30am**

Carrier \_\_\_\_\_

Number of pieces \_\_\_\_\_ of \_\_\_\_\_



**Special Handling** Shipments received that are packed in a manner as to require additional handling/labor are deemed special handling. Examples of shipments falling into this category would be constricted space unloading, ground unloading, stacked shipments, designated piece unloading, shipment integrity, mixed shipments, no Bill of Lading or documentation, carpet/pad only shipments.

- **Constricted Space** Freight packed in trailer to full capacity. Shipments are not easily accessible because trailer is loaded by cubic space, or top to bottom and side to side.
- **Stacked Shipments** Shipments with multiple pieces stacked on top of one another throughout the majority of the truck or trailer requiring unstacking during the unloading process.
- **Mixed Shipments** Mixed shipments are shipments that contain a mixture of uncrated and crated materials, and the uncrated portion is minimal deeming the shipment special handling but not uncrated. But in cases where greater than 50% of the load by volume is uncrated the load will be categorized as uncrated.
- **Shipment Integrity** Shipments loaded on a carrier in a manner requiring separating or sorting to reestablish the integrity of each shipment.
- **Carpet/Pad Only** Carpet and/or pad only shipments are time and labor intensive, and require additional manpower and tools (e.g. carpet poles, flatbed carts or scooters, dollies).
- **No Documentation** Shipments received from small package carriers (including, among others, Fed Ex, UPS, & DHL) that are delivered without documentation or Bills of Lading that require additional sorting, processing, and tools for delivery.
- **Designated Piece Unloading** Shipments loaded in such a manner that require the unloading/loading crew to be directed by driver to remove items in a particular order, or unloading and reloading items to reach certain pieces behind others remaining on the trailer.
- **Padded Van Deliveries** this applies to van line carriers that transport freight at cubic displacement rates, operate a non-standard dock height equipment, require freight on the truck to be unloaded in a specific order or orientation, or require that freight on the truck be moved to unload the actual delivery.

**Disposal Fee** A disposal fee & minimum 1 hour of labor will be charged for all booth materials (booth displays, flooring, etc.) that are left unclaimed after show move out.

**Overtime/Double-time SURCHARGE: Overtime: 25% • Double Time: 50%** Shipments that are moved and/or handled on overtime and/or double time hours will incur a surcharge based on the handling times noted on the receiving/shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a Bill of Lading is submitted to the Valley Service Desk AND the driver has checked in.

**Early/Late Shipments to the Warehouse SURCHARGE: 25%** A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening. Any shipment arriving to show site after show open will be charged a surcharge.

**Reroute/Forced Freight** Due to failure of exhibitor carrier to check in at the designated times, Valley will cosign exhibitor's shipment to the Official Show Carrier for transportation at exhibitor's expense.

**FIB/LIB** Shipment found/left in booth by exhibitor. Shipment will be rerouted to the Official Show Carrier for transportation at exhibitor's expense.

**Reweigh of Shipments FEE: \$ 25.00 per forklift load** An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

**Empty Crate Storage FEE: \$ 75.00 per piece** A charge per crate, carton or skid applies when Valley handles the storage and return of empties from a shipment not received by Valley and therefore not subject to material handling charges.

**Lightweight Shipments** Shipment weighing 50 pounds or less will qualify for the lightweight shipment rate. Shipments exceeding 50 pounds will be billed standard material handling fees at the prevailing show rates. All shipments must have certified weight tickets.

**Priority Empty Labels FEE: \$ 75.00 per label** Limited quantities available on a per event basis.

**Marshaling Yard FEE: \$ 45 per Shipment/Carrier** Where Valley as the show contractor must lease space for Marshaling Yard operations because no space is provided by the facility, Valley may charge a one time fee per shipment processed inbound and/or outbound through the Marshaling Yard.

**POV:** Personally Operated Vehicle.

**Vehicle Placement:** Valley charges a round-trip fee to place a vehicle on the tradeshow floor.



## PRIVATELY & COMPANY OWNED VEHICLES (POV/COV)

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

Event management, Valley and the facility have worked together to provide an option for exhibitors that meet the below POV requirements.

### What is considered a POV—Privately Owned Vehicle

Privately owned class 1 or 2 vehicles include: Automobiles, Pick-up Trucks, Mini-Vans, Full-size Vans and Sport Utility vehicles.

### What is considered a COV—Commercial Owned Vehicle

Commercial owned class 1 or 2 vehicles include: Pick-up Trucks, Mini-Vans, Full-size Vans and Sport Utility vehicles and vehicles displaying company logos permanently affixed to vehicle.

### Acceptable Loading and Unloading:

Displays or other event related materials must be unloaded or loaded by hand or with the use of a manual cart or dolly by the full-time employee of the exhibiting company.

### Material Handling:

Due to safety concerns and in order to maintain an organized orderly flow during load-in and load out periods, exhibitors and their employee's are **not** allowed to use forklifts, pallet jacks, motorized dollies, or similar motorized or hydraulic equipment to load unload, or transport materials.

### Allowed time to Unload/Load

You will be allotted 20 minutes to load/unload your vehicle, take your equipment, displays or other event material to your exhibit space to drop them off.

This is only a loading/unloading area. It is **NOT** a parking area while you assembly your booth.

. **Please note:** Due to limited dock space for POV we anticipate that during peak periods, wait time can be expected.

### Vehicles that qualify



Sedan



SUV



Pickup



Van

### Vehicles that DO NOT qualify



Trailer



Commercial Van



Rentals



Bobtail



Stakebed





# MATERIAL HANDLING SERVICES

As the official service contractor, Valley is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering it to the booth, handling of empty containers to and from storage, and removing of material from the booth for loading onto your outbound carrier. Shipments by carriers not giving delivery receipts or Bill of Lading, will be accepted and delivered to your booth space with no guarantee of piece count or condition. No liability whatsoever will attach to Valley for those shipments. Valley assumes no liability for lost or damaged items stored during any event. Cost to transport your exhibit material to and from the convention or event is not included.

- Straight Time :** 8:00AM to 4:30PM Monday through Friday
- Overtime:** 4:30PM to 8:00AM Monday through Friday; All day Saturday
- Double Time:** All day Sunday and Holidays  
(Overtime/double time will be applied to all freight received at the warehouse that must be moved into or out of booth during above listed times)

### Estimating Standard Material Handling Charges

⇒ Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one "cwt" (one hundred weight). All shipments are subject to reweigh. **(200 pounds minimum charged on all shipments weighing 51 - 200 pounds)**

- Select the category that best describes your shipment. There are two categories for advance freight and three categories for direct freight:

- Crated:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Special Handling:** Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS Ground, & DHL** are included in this category due to their delivery procedures.
- Uncrated:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Add overtime and/or double time charges for inbound if material is delivered to the booth during the overtime and/or double time period.  
 Add overtime and/or double time charges for outbound if material is loaded onto the outbound carrier during the overtime and/or double time period.  
 Add the early/late surcharge if the shipment is accepted at the show site before or after the deadline dates.

| Surcharge Information                                     | Rate                  |
|---|-----------------------|
| Early/Late Delivery Show Site/Advance Warehouse Surcharge | 20% Surcharge per CWT |
| Overtime - Inbound and/or Outbound Surcharge              | 25% Surcharge per CWT |
| Double Time - Inbound and/or Outbound Surcharge           | 50% Surcharge per CWT |
| No Weight ticket - Reweigh Surcharge                      | 25% Surcharge per CWT |

**Advanced Warehouse Shipments** Single pieces over 5000 pounds cannot be accepted at warehouse.  
**FIRST DAY FREIGHT CAN ARRIVE: THURSDAY, FEBRUARY 1, 2024**  
**LAST DAY FREIGHT CAN ARRIVE: FRIDAY, MARCH 1, 2024**

| Item ID  | Item              | Total Weight<br>Rounded to nearest 100 | ÷ 100 = | CWT | X | Standard Rate<br>Per CWT | X | Inbound<br>Surcharge | X | Outbound<br>Surcharge | X | Additional<br>Surcharge | = | Standard Rate +<br>Surcharges | X | CWT | = | Freight Handling<br>Estimate |
|----------|-------------------|--|---------|-----|---|--------------------------|---|----------------------|---|-----------------------|---|-------------------------|---|-------------------------------|---|-----|---|------------------------------|
| MHS20171 | Crated or Skidded |  | ÷ 100 = |     | X | \$222.20                 | X |                      | X |                       | X |                         | = | \$                            | X |     | = | \$                           |
| MHS20172 | Special Handling  |  | ÷ 100 = |     | X | \$288.70                 | X |                      | X |                       | X |                         | = | \$                            | X |     | = | \$                           |

### Direct to Facility/Show Site Shipments

**FIRST DAY FREIGHT CAN ARRIVE: WEDNESDAY, MARCH 6, 2024**

| Item ID  | Item              | Total Weight<br>Rounded to nearest 100 | ÷ 100 = | CWT | X | Standard Rate<br>Per CWT | X | Inbound<br>Surcharge | X | Outbound<br>Surcharge | X | Additional<br>Surcharge | = | Standard Rate +<br>Surcharges | X | CWT | = | Freight Handling<br>Estimate |
|----------|-------------------|--|---------|-----|---|--------------------------|---|----------------------|---|-----------------------|---|-------------------------|---|-------------------------------|---|-----|---|------------------------------|
| MHS20171 | Crated or Skidded |  | ÷ 100 = |     | X | \$235.95                 | X |                      | X |                       | X |                         | = | \$                            | X |     | = | \$                           |
| MHS20172 | Special Handling  |  | ÷ 100 = |     | X | \$306.30                 | X |                      | X |                       | X |                         | = | \$                            | X |     | = | \$                           |
| MHS20173 | Uncrated          |  | ÷ 100 = |     | X | \$340.80                 | X |                      | X |                       | X |                         | = | \$                            | X |     | = | \$                           |

**Example Only** 623lbs Crated Freight sent to the Advance Warehouse by Common Freight Carrier - YRC

| Select Freight Category |                   | Calculate CWT                          |         |     |   | Add All Applicable Surcharges to Standard Rate |   |                      |   |                       |   |                         |   | Calculate Freight Handling Estimate |   |     |   |                              |
|-------------------------|-------------------|--|---------|-----|---|--|---|----------------------|---|-----------------------|---|-------------------------|---|-------------------------------------|---|-----|---|------------------------------|
| Item ID                 | Item              | Total Weight<br>Rounded to nearest 100 | ÷ 100 = | CWT | X | Standard Rate<br>Per CWT                       | X | Inbound<br>Surcharge | X | Outbound<br>Surcharge | X | Additional<br>Surcharge | = | Standard Rate +<br>Surcharges       | X | CWT | = | Freight Handling<br>Estimate |
| MHS20171                | Crated or Skidded | 700                                    | ÷ 100 = | 7   | X | \$ 222.20                                      | X | 25%                  | X | N/A                   | X | N/A                     | = | \$ 277.75                           | X | 7   | = | \$ 1,944.25                  |

**Lightweight Shipment** A lightweight shipment is a shipment totaling any number of pieces with a **combined weight not to exceed 50lbs** that is received on the same day and delivered by the same carrier. Lightweight Shipment can be sent to either the advance warehouse or directly to show site, please be aware of dates and times for each location indicated on the Show Information pages.

| Item ID  | Item   | Total Weight<br>Not to exceed 50lbs | Number of | X | Standard Rate | = | Totals | Add Totals together<br>for both 1st Package/<br>Carton & Additional<br>Package/Carton | = | Freight Handling |
|----------|--|-------------------------------------|-----------|---|---------------|---|--------|---|---|------------------|
| MHS20171 | Lightweight - First Package/Carton           |                                     | 1         | X | \$131.60      | = |        |   | = | \$               |
| MHS20172 | Lightweight - Each Additional Package/Carton |                                     |           | X | \$32.70       | = |        |   |   |                  |



EXHIBITORS SHIPPING MACHINERY AND/OR FREIGHT WEIGHING OVER 2,000LBS MUST RETURN THIS FORM

1. Estimate total number of pieces being shipped:

\_\_\_\_\_ **Crate(s)**

Dimensions of each crate

\_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight

\_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight

\_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight

\_\_\_\_\_ **Skid/Pallet(s)**

\_\_\_\_\_ Standard Pallet Size 48" x 40"

Dimensions of each skid other than standard size

\_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight

\_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight

\_\_\_\_\_ **Machinery**

Please send pictures of Machines to [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com)

Dimensions of each Machine

\_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight

\_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight

\_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight

\_\_\_\_\_ **Other**

Dimensions of each

Description of item \_\_\_\_\_

\_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight

Description of item \_\_\_\_\_

\_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight

Description of item \_\_\_\_\_

\_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight

2. Shipping

\_\_\_\_\_ Advance to Warehouse

\_\_\_\_\_ Direct to Show Site

3. List carrier name(s):

\_\_\_\_\_

4. Tracking Number(s)

\_\_\_\_\_

5. Are there any special handling equipment required to unload your exhibit materials, i.e. extended forklift blades, special slings, lifting bars, etc.?

\_\_\_\_\_ Extended Blades \_\_\_\_\_ Slings \_\_\_\_\_ 4 Stage Lift

\_\_\_\_\_ Other, list below

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

It is the responsibility of the Exhibitor to provide proper special handling instructions. Failure to provide these instructions will result in the elimination of any liability for loss or damage by Valley Expo & Displays.



# OUTBOUND INFORMATION

Outbound shipping is not an automatic process. Each shipment must have material handling services on order and a completed Bill of Lading in order to ship materials from the show. All pieces must be labeled individually. After materials are packed, labeled and ready to be shipped, the completed Bill of Lading must be turned in at the Valley Service Desk. **Do not leave this in your booth with your shipment.**

Call your designated carrier with pick-up information. In the event your carrier fails to show by the carrier check in time indicated on the shipping information form, your shipment will be rerouted to Valley's official show carrier at the exhibitor's expense.

### Tear Down

The show closes at **7:30:00 PM on March 7,2024**. Please do not tear down prior to the close of the show. If your event has aisle carpet, the aisle carpeting will be removed before forklift service or empty crates will be returned. Please allow time for removal. Once completed, empty crates will be brought to your booth.

### Outbound Pick-Up Address & Carrier Check In

- All outbound shipments must be picked up from Kalahari Resort, 1305 Kalahari Drive, Wisconsin Dells, WI 53965
- Each exhibitor is responsible for arranging prompt pick-up and removal of outbound shipments. If you are using a carrier other than the official show carrier, it is your responsibly to contact the carrier and advise them that they must be checked in and the appropriate times.
- Drivers are placed in line for loading on a first come, first served basis, provided the exhibitor is completely packed and a Bill of Lading has been turned into the Valley Service Desk. Should your carrier fail to check in by the designated time, Valley Expo & Displays reserves the right to re-route the shipment via the official show carrier as necessary, at the exhibitor's expense.

### Outbound Bill of Lading Procedure

- All outbound shipments require a Valley Bill of Lading. Bills of Lading will be distributed to your booth before move out. If you do not receive a Bill of Lading please see the Valley Service Desk.
- A Bill of Lading must be completed for each truckload and destination. If you have multiple shipping destinations or multiple truckloads to one destination, additional Bills of Lading are available at the Valley Service Desk.
- No Bill of Lading will be issued until your invoice has been paid in full.
- Return the completed Bill of Lading to the Valley Service Desk when your materials are packaged and ready to be shipped. Turning in your Bill of Lading indicates to Valley that your shipment is ready to be loaded.
- The name of the carrier listed on your completed Bill of Lading must match the name of the carrier checking in or your freight will not be released.

### Outbound Miscellaneous Services

|             |   |
|-------------|---|
| Shrink Wrap | <b>\$95.00</b> per pallet + dismantle labor (please see labor order form for dismantle labor rates) |
| Banding     | <b>\$1.25</b> per foot + dismantle labor (please see labor order form for dismantle labor rates)    |

### Excessive Trash & Booth Abandonment

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged a handling fee and disposal fee during move in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include installation & dismantle labor, forklift labor and/or dumpster fee.

All installation and dismantling work will be performed under the direction of exhibitor supervising qualified personnel in compliance with any applicable labor contracts. A booth representative must be present during move in or out.

**Labor Hours & Rate Information**

| Description   | Discount | Standard |
|---|----------|----------|
| <b>Straight Time</b> - 8:00AM and 4:30PM on weekdays                              | \$281.70 | \$366.25 |
| <b>Overtime</b> - Before 8:00AM and after 4:30PM on weekdays and all day Saturday | \$422.55 | \$549.38 |
| <b>Double time</b> - All day Sunday and holidays                                  | \$563.40 | \$732.50 |

**Minimum  
Charge &  
Cancellation  
Information**

A **minimum charge** of one (1) hour per man will apply to all labor orders, with the time commencing upon assignment of labor in accordance with your order. Half (1/2) hour minimum per man is charged thereafter.

Labor must be cancelled in writing 24 hours in advance to avoid a one (1) hour cancellation fee per worker.

We will attempt whenever possible to perform the work on straight time, contingent upon the schedules of the show producer and/or convention facility.

**Labor  
Check  
In & Out**

Exhibitor **must** check in at the Valley Service Desk to pick up laborers. Upon completion of work, exhibitors must return to the Valley Service Desk to release laborers and to sign the work order indicating the labor completed.

Failure to pick up labor at the Valley Service Desk will result in a one (1) hour per man no show charge.

**When scheduling dismantle, be sure to allow sufficient time for empty containers to be returned to your booth.**

**Hours of  
Operation**

Move In Dates & Times

3/6/2024; 12:30pm-4:30pm  
3/7/2024; 5:30am - 7:30am

Move Out Dates & Times

3/7/2024; 3:15pm - 8:00pm

**Example Only**

| Type of Service | # of Workers X | # Hours X | Labor Rate | Total Estimate |
|-----------------|----------------|-----------|------------|----------------|
| Installation    | 2              | 2         | \$ 281.70  | \$ 1,126.80    |
| Dismantling     | 1              | 1         | \$ 281.70  | \$ 281.70      |

**Authorization to Provide Labor Services:** By completing the Event Labor Form, it is understood that Valley Expo & Displays and its subcontractors do not automatically insure materials, that insurance, if any, shall be arranged by the Exhibitor and the amounts payable to Valley Expo & Displays for labor services are based on the value of the services rendered and the scope of Valley Expo & Displays' liability as herein set forth. The amounts payable to Valley Expo & Displays are unrelated to the value of the Exhibitor's property being handled by Valley Expo & Displays or its subcontractors. It is impractical and extremely difficult to fix the value of each item handled by Valley Expo & Displays or its subcontractors. It is agreed therefore that if Valley Expo & Displays or its subcontractors should be found liable for loss or damage to Exhibitor's materials, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum less than or equal to the charges for services rendered as agreed upon damages, and such agreed upon damages shall be the Exhibitor's exclusive remedy.

Lessen the hassle of setting up your booth or exhibit by adding Valley supervised labor. Valley will do all the heavy lifting for you. All labor is performed under the supervision of Valley personnel.

A booth representative does not need to be present during move in or out. Great for exhibitors that need to catch a flight right after the close of the event. Valley will supervise the dismantle of your exhibit space, pack and label, complete all necessary outbound documentation and once your carrier arrives, move your shipment from your booth space to docking area to be loaded onto your carrier.

**Documentation Requirements**

Exhibitor must forward all necessary instruction, drawing and/or diagrams in advance with this order. Please send layout diagram to the information listed above or attach to your order online. Email [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com) for instructions on how to attach a file on-line. A 25% Surcharge will apply to labor order if necessary documentation is not received as well as any additional labor onsite to correct resulting issues.

| Description   | Discount | Standard |
|---|----------|----------|
| <b>Straight Time</b> - 8:00AM and 4:30PM on weekdays                              | \$352.05 | \$457.70 |
| <b>Overtime</b> - Before 8:00AM and after 4:30PM on weekdays and all day Saturday | \$528.08 | \$686.55 |
| <b>Double time</b> - All day Sunday and Holidays                                  | \$704.10 | \$915.40 |

A **minimum charge** of one (1) hour per man will apply to all labor orders, with the time commencing upon assignment of labor in accordance with your order. Half (1/2) hour minimum per man is charged thereafter.

Labor must be cancelled in writing 24 hours in advance to avoid a one (1) hour cancellation fee per worker.

**Example Only**

| Type of Service | # of Workers X | # Hours X | Labor Rate | Total Estimate |
|-----------------|----------------|-----------|------------|----------------|
| Installation    | 2              | 2         | \$ 352.05  | \$ 1,408.20    |
| Dismantling     | 1              | 1         | \$ 352.05  | \$ 352.05      |

**Please forward all documentation for setup and/or tear down of exhibit to [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com)**

**Authorization to Provide Labor Services:** By completing the Event Labor Form, it is understood that Valley Expo & Displays and its subcontractors do not automatically insure materials, that insurance, if any, shall be arranged by the Exhibitor and the amounts payable to Valley Expo & Displays for labor services are based on the value of the services rendered and the scope of Valley Expo & Displays' liability as herein set forth. The amounts payable to Valley Expo & Displays are unrelated to the value of the Exhibitor's property being handled by Valley Expo & Displays or its subcontractors. It is impractical and extremely difficult to fix the value of each item handled by Valley Expo & Displays or its subcontractors. It is agreed therefore that if Valley Expo & Displays or its subcontractors should be found liable for loss or damage to Exhibitor's materials, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum less than or equal to the charges for services rendered as agreed upon damages, and such agreed upon damages shall be the Exhibitor's exclusive remedy.

Information must be completed and sent along with order forms before Valley supervised labor will be performed.

**Inbound  
Shipping &  
Set Up  
Information**

Exhibiting Company Name: \_\_\_\_\_ Booth No : \_\_\_\_\_

Freight will be shipped to:      Advance Warehouse \_\_\_\_\_      Direct to Show Site \_\_\_\_\_

Date Shipped: \_\_\_\_\_      Inbound Carrier: \_\_\_\_\_      Tracking/PRO #: \_\_\_\_\_

Total # of:    Crates \_\_\_\_\_    Cartons \_\_\_\_\_    Fiber Cases \_\_\_\_\_    Skids \_\_\_\_\_    Other \_\_\_\_\_

Setup Plans/Photo:    Attached to order \_\_\_\_\_    To be sent with Exhibit, in crate # \_\_\_\_\_    Sent to events@valleyexopdisplays.com \_\_\_\_\_

Flooring/Carpet:      With exhibit \_\_\_\_\_      Rented from Valley \_\_\_\_\_

Electrical Placement:    Electrical under carpet \_\_\_\_\_    Electrical in back of booth \_\_\_\_\_    Other, must provide floor plan \_\_\_\_\_

Graphic:      With exhibit \_\_\_\_\_      Shipped separately \_\_\_\_\_      Tracking/PRO # \_\_\_\_\_

Special Tools/Hardware/Equipment Required: \_\_\_\_\_

**Outbound  
Shipping  
Information**

Ship to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Method of shipment\*:    Common Carrier \_\_\_\_\_    UPS \_\_\_\_\_    FedEx \_\_\_\_\_    Show Carrier \_\_\_\_\_

*\*If no carrier is provided prior to the show opening, your freight will be shipped with the show carrier.*

If labels are provided where will they be? \_\_\_\_\_

Freight Charges:    Prepaid    Collect

Bill to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE COMPLETE THIS FORM FOR ALL IN-BOOTH FORKLIFT AND LABOR NEEDED. TO DETERMINE IF YOU NEED IN-BOOTH FORKLIFT AND LABOR, PLEASE READ THIS FORM CAREFULLY.**

In booth forklift and labor may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery. A forklift is required for moving equipment and materials weighing 200 pounds or more within your booth. If you require a forklift, a crew will be assigned consisting of a Rigger Foreman and forklift up to 5,000lbs with an operator. Please call for quote if forklift over 5,000lbs is required.

**Forklift time required to move freight to and from the dock to your booth is included in the material handling charges, refer to Advance or Direct order forms for further information.**

**Rate Information**

| Description   | Discount Rate (per hour) | Standard Rate (per hour) |
|---|--------------------------|--------------------------|
| <b>Straight Time</b> - 8:00AM and 4:30PM on weekdays                              | \$708.00                 | \$920.40                 |
| <b>Overtime</b> - Before 8:00AM and after 4:30PM on weekdays and all day Saturday | \$1,062.00               | \$1,380.60               |
| <b>Double time</b> - All day Sunday and Holidays                                  | \$1,416.00               | \$1,840.80               |

The minimum charge for forklift crew is one (1) hour per worker and forklift. Forklift rental thereafter is charged in half (1/2) hour increments. All rates are subject to change if necessitated by increased labor and material costs.

Forklift orders cancelled without a 24 hour notice will be charged a one (1) hour cancellation fee per worker and equipment ordered. If the forklift is not used at the time confirmed, there will be a one (1) hour no-show fee charged per worker and equipment ordered.

**Forklift Check In & Out**

Exhibitor **must** check in at the Valley Service Desk to request their forklift operator when ready for service. Requested starting times cannot be guaranteed, however, every effort is made to meet all requests. Valley reserves the right to dispatch all forklift calls based upon availability of forklift crews and in the order that the requests are confirmed. Upon completion of work, exhibitors must return to the Valley Service Desk to sign the completed work ticket and confirm accuracy of the work order. Failure to request forklift service at the Valley Service Desk will result in a one (1) hour per man no show charge.

**Hours of Operation**

When scheduling dismantle, be sure to allow sufficient time for empty containers to be returned to your booth

Move In Dates & Times

3/6/2024; 12:30pm-4:30pm  
3/7/2024; 5:30am - 7:30am

Move Out Dates & Times

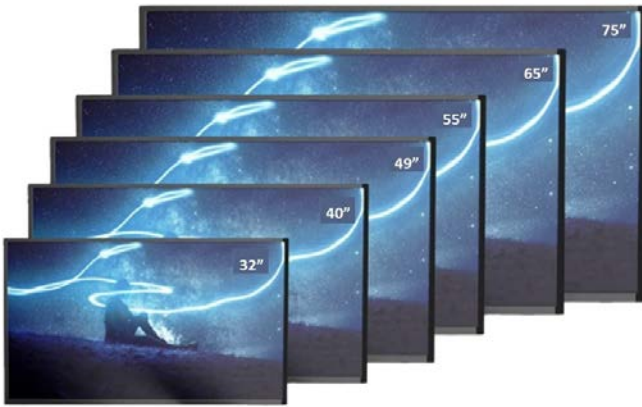
3/7/2024; 3:15pm - 8:00pm

**Example Only**

| Type of Service | # of Forklifts X | # Hours X | Labor Rate | Total Estimate |
|-----------------|------------------|-----------|------------|----------------|
| Installation    | 1                | 2         | \$708.00   | \$1,416.00     |
| Dismantling     | 1                | 1         | \$708.00   | \$708.00       |

All Audio Visual rental includes delivery and setup of rental equipment, HDMI cord, TV remote, power strip and pickup of equipment at close of show.

### LED Monitor



| <u>Product ID</u> | <u>Item Description</u> | <u>Event Rental</u> |
|-------------------|-------------------------|---------------------|
| AV1110            | 75" LED Monitor         | \$ 2,271.85         |
| AV1009            | 65" LED Monitor         | \$ 1,703.90         |
| AV1011            | 55" LED Monitor         | \$ 1,262.15         |
| AV1013            | 49" LED Monitor         | \$ 978.25           |
| AV1015            | 40" LED Monitor         | \$ 757.35           |
| AV1016            | 32" LED Monitor         | \$ 536.50           |
| AV1020            | 24" LED Monitor         | \$ 347.20           |



| <u>Product ID</u>                   | <u>Monitor Accessories</u>       | <u>Event Rental</u> |
|-------------------------------------|----------------------------------|---------------------|
| AV1051                              | Dual Pole Floor Stand with Shelf | \$ 220.95           |
| <b><u>Multi Media Solutions</u></b> |                                  |                     |
| AV1055                              | Blu Ray Player                   | \$ 157.85           |
| AV1056                              | Media Player                     | \$ 157.85           |

**Please call for quote if you are looking for other AV offerings.**

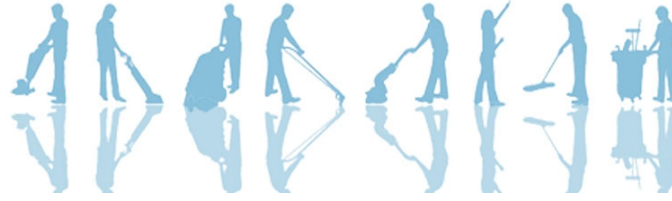
**Delivery:** An authorized representative must be present at the time of delivery and pickup. Equipment will be delivered to and picked up from your booth. Delivery fee may apply.

**Labor, Installation & Dismantle (I&D):** Any order requiring labor, including the installation and dismantling of equipment, will be subject to a labor charge please refer to labor install and dismantle order forms located within this kit for labor rates. Valley does not supply labor to mount hanging brackets to your booth. This must be done prior to setting up any equipment that is to be mounted on your booth.

**Equipment:** Customer is responsible for the security of rented equipment and will be required to pay for any items that are lost or stolen during the rental period (anytime after delivery and before pickup of equipment).

**Guarantee:** Equipment is guaranteed to be operational upon delivery to your booth. It is assumed that the renter has an understanding of the operation of equipment. Equipment problems must be reported immediately to our service desk. Any loss or damage of said equipment will be paid for by the renter. **Cancellation:** Equipment rental cancellation will be charged 50% of rental fee. On-site cancellations will be charged 100% of rental fee.





As the exclusive booth cleaning provider, our team is here to assist you with all cleaning services. We will vacuum/dry mop your exhibit space, take out the trash and replace the trash bag after exhibitor hours, working silently behind the scenes to maintain booth cleanliness post set-up or throughout the entire event. Prices are based on total square footage of booth regardless of area to be cleaned. Exhibitor appointed contractors are prohibited from providing cleaning services.

### Standard Booth Size ( 8' x 10' ) = Square Footage ( 80 square feet per booth )

**Carpet Vacuuming:** Booth carpeting is clean upon installation, however vacuuming services are available. Charges are based on booth square footage. Display installation and move in process can result in soiled carpet, therefore we recommend ordering vacuuming at least once prior to show opening.

| Carpet Vacuuming                        | Product ID | Discount | Standard |
|---|------------|----------|----------|
| Once Prior to Show Opening              | BC2011     | \$ 1.05  | \$ 1.40  |
| 2 Days - Prior to Show Opening Each Day | BC205      | \$ 2.05  | \$ 2.70  |

**Porter Service:** Includes wipedown & dusting of all display surfaces and furnishings and emptying of wastebaskets nightly.

| Porter Service                          | Product ID | Discount | Standard |
|---|------------|----------|----------|
| Once Prior to Show Opening              | BC4021     | \$ 1.10  | \$ 1.45  |
| 2 Days - Prior to Show Opening Each Day | BC5028     | \$ 2.20  | \$ 2.90  |

**Dust Mopping:** Includes dust mopping of all exhibitor provided flooring surfaces.

| Dust Mopping                            | Product ID | Discount | Standard |
|---|------------|----------|----------|
| Once Prior to Show Opening              | BC6021     | \$ 0.65  | \$ 0.85  |
| 2 Days - Prior to Show Opening Each Day | BC6022     | \$ 1.20  | \$ 1.60  |



VR5D | FLATBED UV PRINTER

Your booth design can make or break the success of your promotional event. Stand out from the competition! We've got you covered with our comprehensive line of trade show display printing products. Valley has added the Vanguard Digital Printing Systems VR5D flatbed UV printer. It combines revolutionary technology, industry leading quality and outstanding speeds to satisfy the demands of the industry schedule. With the VR5D it gives the ability to print on a variety of substrates including foam, pvc, vinyl, acrylic and more! Our sign shop can produce any type of sign or banner you need, including multiple colors, photographic reproductions, etc. If an option or

feature you want is not listed on this form, please call us for a special quote. Get the attention of attendees with bold and graphic printed banners, pop-up displays, feather flags and other indoor signs that show off your brand logo and colors. Make sure all your trade show displays feature design elements to form a strong, cohesive look that represents what your brand is all about.

|  |         |           |           |              |
|--|---------|-----------|-----------|--------------|
| With Valley's VR5D from Vanguard Digital Printing systems, you are only limited by your imagination.. Exhibitors have already put the VR5D through its paces by printing on: | PVC     | PAPER     | STONE     | METAL        |
|  | VINYL   | FOAM      | BRICK     | PLASTIC      |
|  | ACRYLIC | COROPLAST | PORCELAIN | GLASS        |
|  | CANVAS  | STYRENE   | RUBBER    | CARDBOARD    |
|  | LEATHER | WOOD      | FABRIC    | AND MORE!!!! |

**Upload your artwork to: <https://spaces.hightail.com/uplink/valley>** Please see the following page for artwork requirements on "Supplied Digital Arts Standards" form.

Orders received after, Wednesday, February 14, 2024 will receive an additional 30% rush fee.

|                                       | Description                       | Product ID | Pricing  |
|---------------------------------------|-----------------------------------|------------|----------|
| Foamcore<br>Signs White<br>Background | 11" x 14"                         | S10        | \$117.45 |
|                                       | 14" x 22"                         | S20        | \$164.75 |
|                                       | 22" x 28"                         | S50        | \$416.55 |
|                                       | 28" x 44"                         | S60        | \$567.70 |
| Vinyl Banners<br>White<br>Background  | 2' X 4'                           | S70        | \$286.40 |
|                                       | 2' X 6'                           | S80        | \$343.95 |
|                                       | 2' X 8'                           | S90        | \$516.95 |
|                                       | Grommets for hanging are included |            |          |
| Miscellaneous                         | Easel Back                        | S100       | \$22.70  |
|                                       | Sign Grommets                     | S110       | \$8.45   |
|                                       | Color Background                  |            | Add 25%  |

In an effort to provide you with the best graphics for your display, Valley requests that you review these file and media requirements when you supply digital art. Supplying the proper files insures that your output will look the way you expect, and keep additional charges to a minimum. If you have questions about file formats, resolution, or other graphics concerns, please call us at 815-873-1500 press 1 for exhibitor services department or e-mail [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com).

### Raster (Pixel-based) Art -

Raster art is the way most continuous tone images are produced. Scanned images, Photoshop files, tif, jpg, & bmp are examples of raster or pixel-based art. Resolution for these files should be at least 300dpi *at output size*. For example, a file for 16 x 20 inch output should be 4800 pixels by 6000 pixels. Both cmyk and rgb are acceptable but **cmyk is preferred. Its helpful if all your files are consistently one or the other.**

#### Use for:

**Photographic or continuous tone** images.

### Vector Art -

Vector art is 'resolution independent', meaning it can be scaled to any size with no loss of quality.

Illustrations created in Adobe Illustrator or Freehand are vector art. EPS files are the most common format for vector art.

**NOTE:** A Raster image imported or placed, and then saved in these programs is not changed into vector art...*it is still a raster image* and may not be suitable for some output options.

Logos & illustrations produced as cut vinyl **MUST** be vector art. If you cannot supply vector art, you may be charged for the time required to convert/recreate your art in the proper format.

#### Use for:

**Cut vinyl, large format text, logos, graphic elements.**

**Art Size:** Art files should be submitted with at least 0.5" bleed. (ex. 22" x 28" sign would be 22.5" x 28.5")

**Raster Art** can be supplied as Photoshop, jpg, tif, eps, bmp or other standard raster formats.

**Vector Art** should be **Adobe Illustrator (.ai), InDesign (.indd) or .eps (from Illustrator or InDesign)** files with text converted to paths. Include all linked files. If text is not converted to paths, all fonts must be included. When sending vector art use the package option in Illustrator or InDesign to properly export all necessary files.

**QuarkExpress** users, supply eps files with fonts embedded. Native Quark files are no longer supported.

**Media:** Click here to submit files to <https://spaces.hightail.com/uplink/valley>

Please include a color hardcopy or pdf. Critical PMS colors should be indicated on the hardcopy.

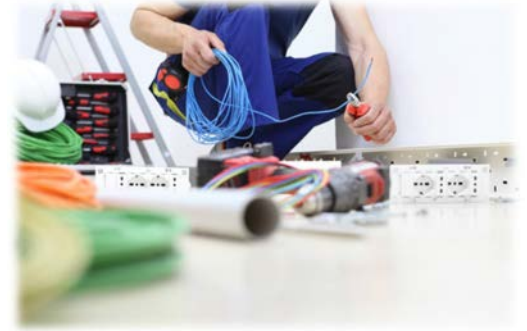
## Still have questions?

Call 815-873-1500

or

E-mail: [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com)

All orders subject to availability of power at the show site. Prices include installation to booth, maintenance during the show hours, removal after the show and electrical consumption during show hours. Additional wiring within the booth is not included. **Wall and column outlets are not part of the booth space and are not to be used by exhibitors.**



The following current is generally available: **120 volts, single phase; and 208 volts.** All equipment in use must be properly tagged and wired with complete information as to type of current, voltage, phase cycle, horsepower, etc. Overloading and over current are the exhibitor's responsibility. Prices for electrical service not listed will be quoted upon request.

- Valley is not responsible for any damage to electronic components or equipment
- No refunds issued for power failure due to reasons beyond our control
- Exhibitors that are using electrical service in their booths without an order on file will be charged standard pricing plus a 25% surcharge

|                                | Description                | Product ID | Discount       | Standard       |
|--------------------------------|----------------------------|------------|----------------|----------------|
| 120 Volt                       | 500 Watts                  | E10        | \$ 141.75      | \$ 184.30      |
|                                | 501 - 1000 Watts           | E20        | \$ 157.35      | \$ 204.60      |
|                                | 1001 - 1500 Watts          | E30        | \$ 169.15      | \$ 219.90      |
|                                | 1501 - 2000 Watts          | E40        | \$ 183.05      | \$ 238.00      |
|                                | 2001 - Over Watts          | E50        | Call for Quote | Call for Quote |
| 208 Volt<br>Single<br>Phase AC | Per Outlet                 | E60        | Call for Quote | Call for Quote |
| Extension<br>Cord              | 10', 3 Prong, 20 AMP Rated | E70        | \$ 46.45       | \$ 60.40       |

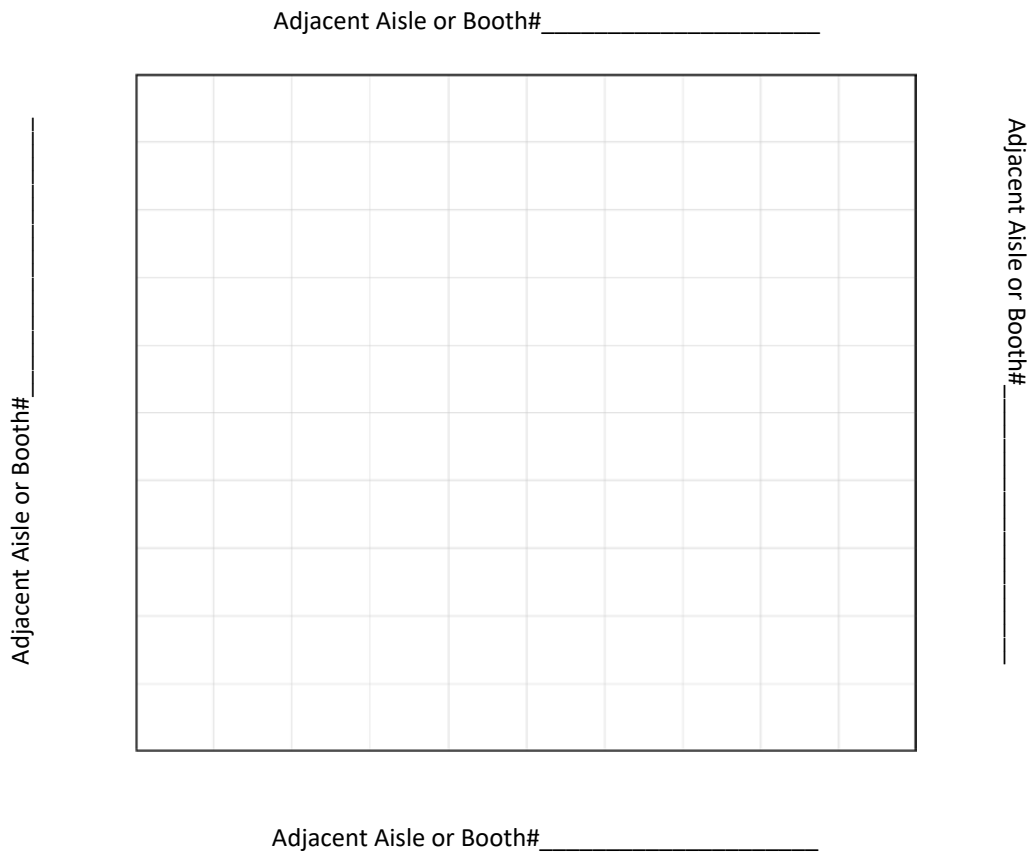
Special requirements will be quoted on a time and material basis. Electricians hired for special wiring will be charged based on local union rates. If you have special electrical requirements, please be sure to contact us no later than 10 working days prior to the show to ensure availability.

For your convenience Valley has provided the grid below for booths up to 10 x 10 for placement of the following or as needed.

- Carpet Layout if different then booth size
- Electrical placement (if applicable)
- Hanging Sign Placement
- Equipment/Furniture Placement

If you are using this grid for a hanging sign, include the total height from the floor to the top of the sign.

Enter in the booth numbers above, below, and on each side of your booth to ensure proper placement!



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

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

Contact: \_\_\_\_\_

Email: \_\_\_\_\_

# (Kalahari Fax 608.254.8609) Service Order Form

## Service Order Form For Trade Show Exhibitors

Name of Show / Event: \_\_\_\_\_ Date of Show / Event: \_\_\_\_\_  
Company / Booth Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Telecommunications / Other Utilities

| Qty | Description                        | Charge      | # of days | Total | Qty | Description                                | Charge      | # of days | Total |
|-----|------------------------------------|-------------|-----------|-------|-----|--|-------------|-----------|-------|
| ___ | 208v Electrical 20amp single phase | \$200 / day | ___       | ___   | ___ | Water Hook UP (available in certain areas) | \$50 / Flat | ___       | ___   |
| ___ | VGA or HDMI Cable                  | \$20 / day  | ___       | ___   | ___ | 32" Monitor                                | \$75 / day  | ___       | ___   |
| ___ | Video Data Projector               | \$325 / day | ___       | ___   | ___ | 60" Monitor (Limited Availability)         | \$200 / day | ___       | ___   |
| ___ | Lexon Ice                          | \$25        | ___       | ___   | ___ | 6' x 8' Screen                             | \$40 / day  | ___       | ___   |
|     |                                    |             |           |       | ___ | High Speed Internet                        | \$100 / day | ___       | ___   |

TOTAL: \_\_\_\_\_

24% Service Charge: \_\_\_\_\_

Sales Tax: 6.75% of Sub-Total: \_\_\_\_\_

TOTAL AMOUNT DUE: \_\_\_\_\_

### Rules and Regulations

1. Some services are on a first come / first served basis.
2. Canceled orders, prior to show, will receive a 50% refund.
3. Kalahari Resort is not responsible for any power surges or other power fluctuations.
4. The use of triple or quad attachment plugs is strictly prohibited.
5. Fuel powered equipment or vehicles, open flames, and exhibits over 2000 pounds must receive prior approval in writing from the resort.
6. Any damage to the resort will be the sole responsibility of the exhibitor.
7. Exhibit space is carpeted. Exhibitor is responsible for repair / replacement charges to damaged carpet.
8. Specific plug adapters to match Kalahari's available plugs are exhibitors responsibility.

\* A Kalahari representative will call you for payment information once the service order has been received.

I have read, understand and agree to all the Rules and Regulations as stated above.