



EXHIBITOR SERVICES KIT

NAEC 2023

September 12-13, 2023

Reno-Sparks Convention Center

Reno, NV

Welcome

Dear NAEC 2023 Exhibitor,

T3 Expo is proud to have been selected as the official service contractor for NAEC 2023. This document contains information and order forms for many of the services that we offer. Please take a few minutes to review and read this material carefully. Our goal is to help make your participation at this event a success. We recommend you place your orders as soon as possible in order to take advantage of the advance order discounts.

Our T3 Expo Customer Service department is ready to assist you with all your exhibiting needs; please contact help@t3expo.com or call +1.888.698.3397.

Thank you for your business,
From all of us at T3 Expo



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NAEC 2023 SHOW INFORMATION

National Association of Elevator Contractors

2023 Annual Convention and Exposition

Reno Sparks Convention Center

Reno, Nevada

Convention: Sunday, September 10 – Wednesday, September 13

Show Days: Tuesday, September 12 – Wednesday, September 13

2023 NAEC TRADE SHOW FACTS

ADMISSION AND BADGES:

Any exhibitor representative staffing an exhibit booth must be registered and display an official badge issued by Show Management. Only official badges issued by Show Management permit entry into the Exposition and admission to all programs and events associated with the National Association of Elevator Contractors (NAEC) Convention & Exposition. Badges shall be visibly displayed at all times within the exhibit area. The loaning of badges to anyone will not be permitted. **Children under 18, including infants, will not be permitted to enter the Exposition area at any time for any reason. Due to liability issues this policy will be strictly enforced.**

Exhibitor personnel will be allowed access to the hall one-hour prior to the show until one-hour after the show on official show days.

Badges will be available for pick up at the Registration Counter located in the Reno Sparks Convention Center. Please bring your registration confirmation. If you will require set-up or tear-down assistance from individuals who are not registered as Exhibitor Personnel please complete and return the "Installation/Dismantle Badge Application" included in the service kit by August 15, 2023.

AIRPORT/HOTEL TRANSPORTATION:

Air Service

The Reno-Tahoe International Airport (RNO) offers service from 12 major airlines, serving 22 nonstop destinations over 130+ arrivals and departures per day. A listing of destinations served can be found here: www.renoairport.com/flights/non-stop-destinations/.

Ground Transportation

Car Rentals

Ten rental car companies operate at the Reno-Tahoe International Airport through the Rental Car Center located at the baggage claim with most cars available right outside the terminal. Please contact your rental car company for hours of operation and other questions related to your reservation.

Alamo 877-222-9075

www.alamo.com

Avis 800-230-4898

www.avis.com

Budget 800-527-0700

www.budget.com

Dollar Rent A Car 800-800-3665

www.dollar.com

Enterprise 800-261-7331

www.enterprise.com

Hertz 800-654-3131

www.hertz.com

National 877-222-9058

www.nationalcar.com

Payless Car Rental 800-729-5377

www.payless.com

Thrifty Car Rental 800-847-4389

www.thrifty.com

Reno-Tahoe Rental Car 530-291-1799

www.renotahoerental.com

Taxi Services

Taxicabs can be accessed at the airport outside of the D doors north of Baggage Claim.

All Star Transportation 530-448-2552

www.taxitahoe.com

Anytime Taxi 530-414-4187

www.anytimetaxinorthtahoe.com

Capital Cab 775-885-0300

North Tahoe Checker Taxi 530-546-8844

www.tahoecheckertaxi.com

Reno-Sparks Cab 775-333-3333

www.renocab.com

Tahoe Thunder Taxi 530-807-7136

www.tahoethundertaxi.com

Whittlesea Checker Taxi 775-322-2222

www.taxirenotahoe.com

Yellow Cab of Reno 775-355-5555

www.yellowcabofreno.com

Ride Share

Ride Share pick up is located outside of the D Doors north of Baggage Claim. Follow signs outside of the D Doors, at the far north end of Baggage Claim, and look for the rideshare shelter in the ground transportation lot.

To ride with Lyft, access using the phone app or lyft.com to book a ride.

To ride with Uber, access using the phone app or uber.com to book a ride.

Drop-off with rideshare may occur anywhere along the front curb of the terminal building.

Sedan and Limousine Services

Sedan and Limousine services can be arranged directly with your preferred option. For a listing of limousine companies, please visit: www.renoairport.com/parking-transportation/transportation/

For driving directions from the Reno-Tahoe International Airport, see below in convention center information.

CONVENTION CENTER:

Reno-Sparks Convention Center

4590 S Virginia St

Reno, NV 89502

502-595-4381

Just south of downtown Reno and mere minutes from the Reno-Tahoe International Airport lies the captivating, modern and competitive Reno-Sparks Convention Center. For technological amenities and extensive capacity, this expanded and renovated state-of-the-art facility is built to order for progressive business.

The Reno-Sparks Convention Center boasts more than 600,000 square feet of single-level exhibition and meeting space with recently upgraded technology and award-winning service.

Learn more about Health and Safety protocols in place at the Reno-Sparks Convention Center, including their Global Biorisk Advisory Council® (GBAC) STAR™ accreditation.

Driving Directions

From Reno-Tahoe International Airport:

Take I-580 S/US-395. Turn right at Kumle Ln/Redfield Pkwy.

Parking:

Parking is available adjacent to the Convention Center for \$10/ day.

CONVENTION REGISTRATION INFORMATION:

All Exhibitor Personnel must be registered. An online registration form can be found at www.naeeconvention.com once registration opens. Direct any questions you may have about registration to development@naec.org. **Please note:** Expo Only Registrations cannot be used for Exhibitor Personnel.

Complimentary Exhibitor Personnel Registration: Included in your exhibit space are a number of complimentary full registrations for exhibitor personnel. The number of complimentary registrations allotted is based on your booth size.

	Exhibitors included in Booth Space
Up to 100 sq. ft.	2
Up to 200 sq. ft.	3
Up to 300 sq. ft.	4
Up to 599 sq. ft.	5

	Exhibitors included in Booth Space
Up to 699 sq. ft.	6
Up to 999 sq. ft.	7
Up to 1,999 sq. ft.	8
Larger than 2,000 sq. ft.	12

Additional Exhibitor Personnel Registration: If you require exhibitor personnel more than the complimentary registrations provided, please register them using the Exhibitor Personnel Registration Form or online when registration opens. There are two options for registering additional personnel – Full Meeting or Expo Worker Only. **Please note:** Expo Worker Only registration does not include any convention related events and is not eligible to purchase tickets to Optional or Social Events.

Complimentary registrations cannot be used for exhibitor personnel or suppliers. This policy has been established by the Exhibitor Advisory Committee and will be strictly enforced.

EXHIBIT SPACE RENTAL AGREEMENT:

The signer of the Exhibit Space Rental Agreement shall be the official representative of the exhibitor and shall have the authority to act on behalf of the exhibitor in all matters relating to the Exposition. Return of the signed Exhibit Space Rental Agreement and required fees indicates the exhibitor's request to reserve exhibit space and participate in the Exposition. Upon written confirmation by Show Management of receipt of an exhibitor's request for the reservation of exhibit space and the required fees, The Exhibit Space Rental Agreement becomes a legally binding agreement between the exhibitor and Show Management. Exhibitors agree to comply fully with the Rules, Regulations and Policies set forth, herein, and any such additional rules, regulations, and policies as may be adopted by Show Management. The exhibitor further agrees to abide by any and all agreements made between Show Management and T3 Expo, or its agents, and the Reno-Sparks Convention Center, or its agents.

EXHIBITOR DIRECTORY LISTING:

The 2023 Convention Program Book will contain a detailed listing for each exhibitor. A 2023 Exhibitor Directory Listing form containing the profile currently on file will be sent to each exhibitor by June 1. Please contact Lori Wolking at Lori@naec.org or 800-900-6232 for additional forms. The form is to be returned by **June 15, 2023**. If Show Management does not receive the form, the listing will be limited to the information contained on file. Listings contain company name, address, phone numbers, fax number, email address, website address and product/company description. Product/company descriptions are limited to 125 words or less. NAEC reserves the right to edit copy.

HOSPITALITY SUITES OR ROOMS:

Hospitality suites or rooms must not be used for exhibiting any product or service. Exhibits must be confined to the official Exposition area only. Any hotel room within Show Management's room block may not be used to display exhibitor materials that are in competition with the exhibits in the Exposition area. Show Management will utilize all available legal means to prevent agents, solicitors and representatives not exhibiting in the Exposition from the use of space elsewhere for display of their products. Suites and meeting space will not be released to non-exhibiting suppliers for entertainment or meeting purposes. Also, hospitality suites cannot be used while other official convention functions are taking place, such as training, exhibits or special event functions.

HOUSING:

You will receive a link to book your housing in your registration confirmation.

INSURANCE:

All exhibitors shall carry and maintain a minimum of \$1 million per occurrence and \$2,000,000 aggregate in insurance coverage that provides comprehensive general liability coverage, coverage against damage to persons and property, and hazard insurance insuring the exhibitors property and its exhibit space, to fully protect it and the National Association of Elevator Contractors, the Reno-Sparks Convention Center and T3 Expo against all risks in connection with its exhibit at the 2023 EXPO. All such insurance shall name the National Association of Elevator Contractors as additional insured effective for the duration of the show including move-in and move-out during the dates of **September 10-14, 2023**, including the shipping containers brought into or used in or about the convention center, nor for any acts or omissions of the exhibitor's employees, agents or representatives. The Exhibitor shall send the original certificate of insurance to T3 by **September 1, 2023**. **No Exhibitor will be allowed to set-up without the required certificate of insurance.** If you do not carry general liability insurance, you may purchase event insurance from Rainprotection. Information regarding event insurance from Rainprotection Insurance is included in this kit.

T3 Expo is the Official Service Contractor. If your company plans to use another contractor for its display installation and dismantling, it is your responsibility to inform your Exhibitor Appointed Contractor that they are required to submit a Certificate of Insurance to T3 by July 12, 2023.

PHOTOGRAPHY / VIDEOGRAPHY:

Exhibitors may photograph or videotape their own booths and equipment for any purposes they deem necessary. Other than an exhibitor's own booth, no exhibit, performance or event presented at the exposition shall be photographed, videotaped, broadcast or recorded by anyone or any party except the official show photographer. Legitimate members of the trade press, displaying Press badges, may photograph exhibits in the course of their work reporting the event.

PUBLICITY:

Any publicity or news releases issued by an exhibitor must be limited to the exhibit activities of the individual exhibitor. Exhibitor further agrees to refrain from posting on any part of the Atlantis Casino Resort Spa, Reno-Tahoe International Airport, or the Reno-Sparks Convention Center premises, any signs, posters, advertisements, etc.

RECOMMENDED DRESS:

Business attire is appropriate for most convention activities. Plan on casual attire for optional tour activities (if applicable) – comfortable shoes are a must! The Dreg's Party is ultra casual while the Welcome Reception will be business casual.

RULES AND REGULATIONS:

Exhibitors should read and be familiar with the rules and regulations, which are included in this kit, as well as on the application and contract. It is the exhibitor's responsibility to be sure their personnel and agents are familiar with these rules. This show conforms to the display rules and regulations guidelines established by trade show standards organizations, IAEE, EDPA, and ESCA. Exceptions are being granted due to the unique aspects of the elevator and escalator industry.

SECURITY:

Perimeter security will be provided in the exhibit area on a 24-hour basis beginning at 3:00 PM on September 8, 2023 and ending at 5:00 PM, on September 14, 2023. However, Show Management, the Reno-Sparks Convention Center, T3 Expo, or the security firm contracted to perform perimeter security will not be responsible for any loss, theft, disappearance, or damage to material or exhibits from any cause. Exhibitor hereby assumes all risks relating to property and materials to be displayed in the Exposition.

Entry to and exit from the exhibit areas will be possible only through the main entrances and all persons entering and leaving must wear a badge issued by exposition management. During installation, operation, and dismantling periods, no one will be permitted in the exhibit area before 8:00 am.

Lost or stolen property must be reported to the security office as soon as possible. Please remember that any claim must be properly documented to receive reimbursement from your insurance company.

STORAGE:

Exhibitors may keep a one-day supply of literature in their booths but can not store empty cartons in or behind booths. Empty crates, boxes, etc. that exhibitors have labeled “Empty” will automatically be removed from exhibitor’s booths, stored, and returned at the conclusion of the exhibition by T3 Expo Services. “Empty” stickers will be available from the T3 Expo Service desk.

SUIT-CASING POLICY:

What is Suit-casing? Suitcasing is when a non-exhibiting company solicits business in exhibit hall aisles, another company’s booth or public spaces within the convention center. Suit-casing practices include passing out brochures and business cards in the aisles or conducting meetings in special areas of the show floor such as the Delegate Lounge and Food Court.

What is NAEC’s Suit-casing Policy? Any attendee who is observed to be soliciting business in the aisles or other public spaces, in another company’s booth, or in violation of any portion of the NAEC Exhibition Policy will be asked to leave immediately. Additional penalties may be applied. Please report any violations you may observe to show management.

Attendee Awareness: Show management has alerted attendees of the policy on suit-casing through the registration brochures, confirmation letters, the program book, the exhibit hall guide and signs posted on the show floor. If approached by non-exhibiting companies soliciting their business during the trade show, we ask attendees to support the show’s exhibitors and not engage in a business matter with them at that time. They are asked to report the incident to show management.

SUPPLIER CODE OF CONDUCT:

When in another supplier’s booth

- No distribution of company literature, products, or promotional items is permitted.
- No canvassing of the other supplier’s customers is permitted.
- Common courtesy dictates that you leave the suppliers booth if they need to speak with a customer.

When selling business to business at the show

- Consider conducting business before or after the show hours.
- Consider a meeting at the show; separate from the show hours.
- Never take time from a supplier who is engaged in a sales discussion with a customer either in their booth or at another function unless you have their consent.

Non-Exhibiting Suppliers

- No parcels are permitted on the show floor.

When a violation of this Code of Conduct occurs

- The exhibitor should contact show management.
- A supplier member of the Exhibitor Advisory Committee and show management are encouraged to work out the conflict together with the suppliers.

WEATHER IN RENO:

Expect the average daytime temperature to be in the high 70s and low 80s with the average minimum temperature of 45°F.

T3 EXPO INFORMATION

Show Information

Location

Reno-Sparks Convention Center
4590 South Virginia Street
Reno, NV 89502

Exhibit Hall

Halls 1 & 2

Booth Package

Each 10' x 10' Exhibitor Booth includes:

8' High Back Wall Drape

3' High Side Rail

(1) Booth ID Sign (44"w x 7"h)

Booths 300 sq ft or less will receive a 44"w x 7"h booth ID sign.

Booths larger than 300 sq ft will receive a 44"w x 7"h booth ID sign upon request. Please email help@t3expo.com for assistance.

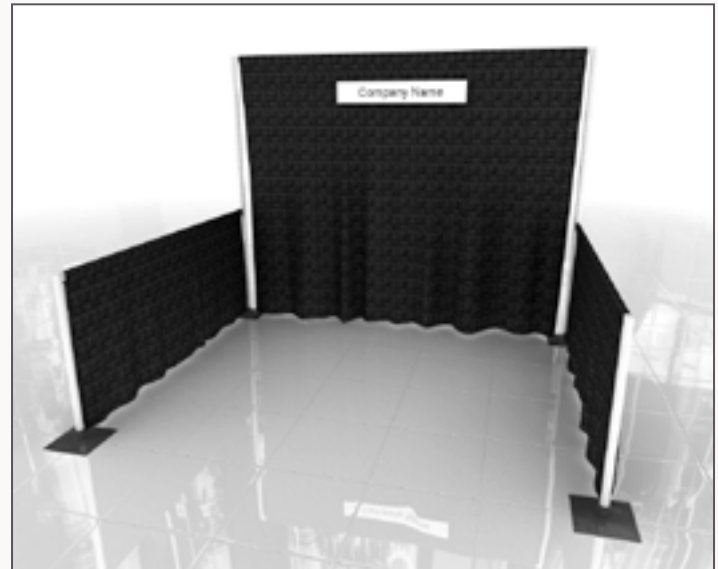
Show Colors

Drapes – Black

Side Rails – Black

Aisle Carpet – Tuxedo

Facility Hall Carpet – Tuxedo



The booth space is concrete and floor covering is required by show management. Please order in this kit or at order.t3expo.com.

Exhibitor Move-in	Exhibit Hours	Dismantle/Move-out	Carrier Check-in
Sunday, September 10 8:00 am – 5:00 pm	Tuesday, September 12 9:30 am – 5:00 pm	Wednesday, September 13 3:01 pm – 9:00 pm	Thursday, September 14 By 10:00 am
Monday, September 11 8:00 am – 5:00 pm	Wednesday, September 13 9:30 am – 3:00 pm	Thursday, September 14 8:00 am – 5:00 pm	–

PLEASE NOTE: Hours are subject to change. Colors and style may vary upon availability.

Important Dates & Deadlines Checklist

Monday, August 7, 2023	Presta™ Rental Exhibit Package Order Deadline
Monday, August 7, 2023	Receiving at Advance Warehouse Begins
Monday, August 14, 2023	Presta™ Rental Exhibit Package Artwork Submission Deadline
Monday, August 14, 2023	Exhibitor Appointed Contractor Form Deadline
Friday, August 18, 2023	T3 Service Orders Advanced Discount Deadline
Friday, August 18, 2023	Custom Furniture Advanced Discount Deadline
Monday, August 21, 2023	Presta™ Rental Exhibit Package Artwork Approval Deadline
Tuesday, September 5, 2023	Last Day for Advanced Shipments to Arrive without Surcharges
Sunday, September 10, 2023	Direct Shipments to Show Site May Begin Arriving After 8:00 am
Monday, September 11, 2023	All Exhibits Must Be Set by 5:00 pm
Thursday, September 14, 2023	All Carriers Must Check In by 10:00 am

Preshow Checklist

[Please click here to view our Terms and Conditions](#)

Review this entire Service Kit (PLEASE NOTE: Payment is required with all orders)

Arrange in-bound freight/Material Handling

If you, or any other vendor, are shipping materials to your booth, be sure to:

1. Choose **Advance** or **Direct Shipping**:

Advance Shipping:

- If you ship to the Advance Warehouse, your freight will be guaranteed to be in your booth for the first day of set up.
- Be sure to look at the Late to Warehouse date. Freight being received after the date will incur a surcharge.
- The Advance Warehouse is not able to accept loose unpackaged pieces. Shipping crates, fibers, cartons, hanging signs, carpet, padding and pallets are acceptable. Due to circumstances of timing or facility availability beyond the control of T3 Expo, this may result in an overtime surcharge: please refer to the Material Handling form.

Direct Shipping:

- If you ship direct to show site, note the dates that shipments can be received. Shipments arriving before these dates may be refused.
 - PLEASE NOTE: Any freight arriving on a Saturday, Sunday or before 8:00 am and after 4:30 pm Monday – Friday or observed local union holidays will incur an overtime surcharge.
2. Check the show timing to gauge which shipping option meets your scheduling parameters and make note of handling surcharges (overtime, off target, late/early to warehouse etc.).
 3. Fill out the Material Handling form in the Service Kit to estimate your costs and submit it with your payment.
 4. Label your freight correctly with your company name, booth number, event/show name and address listed in the Service Kit. Shipping label forms are provided in the Service Kit.
 5. Bring all copies of shipping documents with tracking numbers to show site.

Order rental booth structure and/or option, if applicable

- Please choose the appropriate option and/or configuration of your booth structure.

Order graphics/signage and submit artwork

- See the Print Production Artwork Requirements page in this Service Kit for format information and submission details.

Order booth furnishings/accessories

- There are forms in this Service Kit with many options to enhance the look of your exhibit. Discount price deadlines are noted on the forms.

Order T3 installation & dismantle labor, and / or submit EAC forms with proof of insurance

- Venues have different union regulations; please review the Labor Guidelines page to determine if you need to hire labor to set-up/tear down your exhibit properties.
- If you are using a firm other than the official service contractor, you must submit the Notification of Intent to Use EAC form and proof of insurance at least 30 days prior to the first day of exhibitor move-in. Without these documents, your EAC will not be allowed to set any exhibits.

Order additional/ancillary services

- There may be forms in this Service Kit for other services such as; accessible storage, sign hanging, custom furnishings, electricity, internet, audio visual, lead retrieval, cleaning, floral or catering.
- Some of these services are provided by vendors other than T3 Expo; be sure to submit forms and payments to the proper vendors. Please make note of ordering discount deadlines.

Submit your order with payment (REQUIRED)

- This will ensure all booth options, graphics, furnishings and accessories are reserved for your event. Orders received without payment cannot be processed.
- We accept Mastercard, Visa, American Express, company check or wire transfer.

Arrange out-bound freight

- Before the end of your event, be sure to visit the T3 Service Desk to pick up a Material Handling form.
- No Material Handling form will be distributed unless the account is paid in full.
- There will be a show carrier providing air and/or ground shipping options. If you are using your own carrier, you will need to schedule them on your own for a pickup.
- Please note the carrier check-in time on the Show Information page.
- If your carrier does not check-in by the date/time listed, your freight will be re-routed to ship with the show carrier at your expense.

On-site Checklist

Check all freight when you arrive

- Verify that all your shipments have arrived in your booth space. Please check against your shipping documentation before unpacking any freight.

Booth set-up

- If you are using T3 Expo Installation Labor, you must go to the T3 Service Desk to inform us that you are ready for your labor.
- Installation/Dismantle Labor start time is only guaranteed when ordered for 8:00 am.
- Once your booth is set up, tag your empty containers with Empty stickers which can be picked up at the T3 Service Desk.

Arrange outbound shipping

- Before the end of the event, visit the T3 Service Desk to pick up your Material Handling form(s). You need a separate Material Handling form for each outbound shipping destination.
- Material Handling form(s) will not be distributed until account is paid in full.
- There will be show carriers on-site for air and ground service.
- If you are using your own carrier, you must schedule them in advance to pick up your shipment(s).
- Note the Carrier Check-in date/time on the Show Schedule form.
- If your carrier doesn't check in by the date/time listed, your freight will be rerouted onto a show carrier at your expense.

Booth freight packed and ready to ship out

- Once your freight is packed and labeled to ship out, you must turn in your Material Handling form(s) at the T3 Service Desk.
- Do not leave your Material Handling form(s) in your booth space or on your freight.
- If you do not turn your Material Handling form(s) into the T3 Service Desk, your shipment may be delayed and/or rerouted to a show carrier.

SHIPPING INFORMATION

NAEC 2023
BOOTH #: _____

Material Handling

Choosing Your Carrier

Please carefully consider your carrier prior to booking your shipment(s) to and from the event. Various carriers are set up to operate on a certain schedule or with limited delivery procedures. Please be sure to review your carrier's policies. Some carriers will not deliver to a loading dock, some deliver without verification or signature of delivery. This may result in delays in delivery or additional fees.

POV (Privately Owned Vehicle): If you are delivering your materials to show site in your own vehicle, there may be Material Handling charges applied. Please refer to the Union Regulations in this kit and plan accordingly. T3 has jurisdiction over the loading dock based on these regulations.

Rate Classifications

Crated: Material that is skidded or in any type of shipping container that can be unloaded at the dock with no additional handling required.

Uncrated: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. The Advance Warehouse is not able to accept loose/unpackaged pieces; shipping crates, fibers, cartons and pallets are acceptable.

Small Package: A shipment of any number of pieces with a combined weight of 1-50 lbs that is received on the same day, from the same shipper and delivered by the same carrier at the same time.

Additional Fees May be Applicable

Late to Warehouse Fee: Shipments arriving after Tuesday, September 5, 2023 will be charged an additional 30%.

Off Target Fee: If your event has a targeted move in, you must schedule your delivery within your target time. If your freight is received Off Target, there will be an additional fee of 30% of your Material Handling costs for that shipment.

Shipments Returned to Warehouse: Shipments returned to the warehouse at close of the show will be charged an additional 30% per pound and must be picked up within 72 hours to avoid storage charges.

Overtime/Double Time

- Overtime is before 8:00 am and after 4:30 pm, Monday-Friday, and all day Saturday. Double Time is all day Sunday and observed Union holidays.
- Based upon the Material Handling rates quoted, a 30% surcharge per pound for each occurrence will apply if:
 - Shipments are received on overtime.
 - Your advance shipment to the warehouse is received during straight time hours, but due to scheduling beyond T3 Expo's control, is moved into show site on overtime.
 - Shipments are loaded out on overtime.

Outbound Shipping

- A Material Handling form MUST be filled out for any shipment leaving the Expo Hall. These forms can be picked up at the T3 Expo Service Desk. All accounts must be settled prior to requesting this form.
- Once you have filled out the Material Handling form and ALL of your booth materials are packed, labeled, and ready for shipping, please return the completed form to the T3 Expo Service Desk – **DO NOT LEAVE THIS FORM IN YOUR BOOTH SPACE.**

Carrier Check In: All carriers must be checked in no later than Thursday, September 14, 2023 by 10:00 am. If prior arrangements have not been made, the official show carrier will be on-site to coordinate or re-route shipments.

UPS or Federal Express: To use these carriers, you MUST have their shipping labels for each piece and schedule your pick up. Without these, your freight will NOT be picked up by either. If there is a Business Center on the property, it is recommended that you bring your items there.

PLEASE NOTE: There may be an additional fee from the facility for this service.

Advance Shipments to T3 Expo Warehouse

Advance Shipments will be received at the Advance Warehouse beginning on Monday, August 7, 2023. Shipments arriving prior to this date may be refused.

Crated or Uncrated

Shipment Weight x \$1.75/lb = \$ _____

Small Package Shipment - Total Shipment Weight 50 lbs or less

Small Package Shipment x \$70.00 ea. = \$ _____

Material Handling Estimate \$ _____

Direct Shipments to Show Site

Direct shipments will be received starting on Sunday, September 10, 2023 at 8:00 am. Shipments that arrive prior to this date may be refused by the Reno-Sparks Convention Center as T3 Expo will not have possession of the venue prior to this date and time.

Crated or Uncrated

Shipment Weight x \$1.95/lb = \$ _____

Small Package Shipment - Total Shipment Weight 50 lbs or less

Small Package Shipment x \$70.00 ea. = \$ _____

Material Handling Estimate \$ _____

Shipping Addresses

Advance Shipments to T3 Expo Warehouse

Address

To: (Exhibiting Company Name)
(Booth #)

For: NAEC 2023

c/o: T3 Expo
c/o: TForce Freight
8900 Terrabyte Drive
Reno, NV 89521

Information

Advance shipments will be accepted beginning on Monday, August 7, 2023 through Tuesday, September 5, 2023 between the hours of 9:00 am – 3:30 pm.

Shipments received after Tuesday, September 5, 2023 will be charged an additional 30% per pound.

Please note when overtime rates apply as stated on Material Handling pages.

Direct Shipments to Show Site

Address

To: (Exhibiting Company Name)
(Booth #)

For: NAEC 2023

c/o: T3 Expo
c/o: Reno-Sparks Convention Center
Halls 1 & 2
4590 South Virginia Street
Reno, NV 89502

Information

Direct shipments are accepted starting on Sunday, September 10, 2023 beginning at 8:00 am and throughout published event hours.

Please note when overtime rates apply as stated on Material Handling pages.

PLEASE NOTE: There is no Marshalling Yard at this venue.



Get the Show on the Road

TForce Freight Trade Show

Your booth is the centerpiece of your company's trade show presence. If it doesn't arrive intact and on-time, your business could miss out on a golden opportunity to gain exposure within the industry.

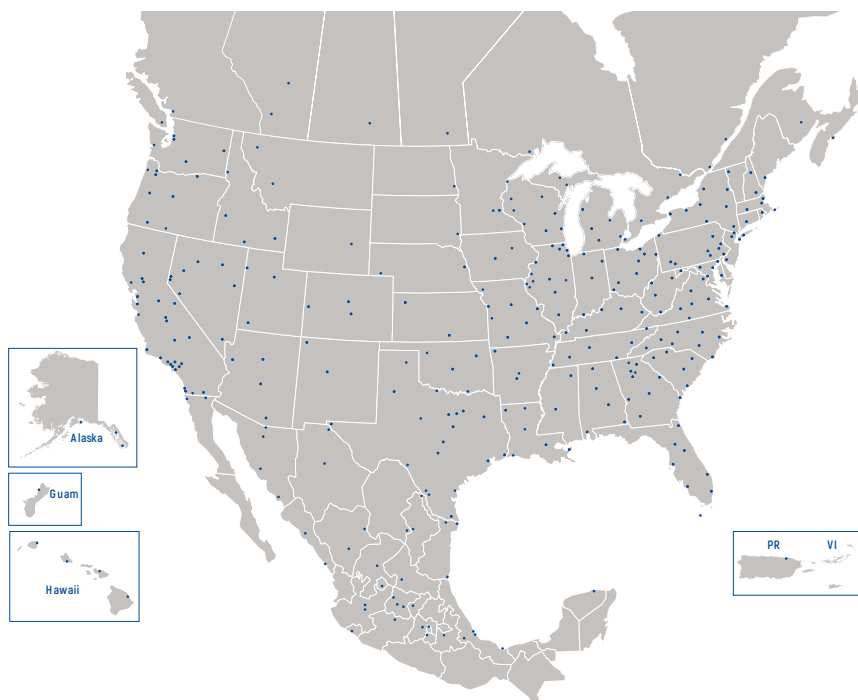
At TForce Freight, we understand your trade show needs, and we're here to ensure your trade show shipping experience is easier than ever.

Whether your booth is headed for the advanced warehouse or direct to the show site, the TForce Freight Trade Show team can provide you with dependable transit times at the right price — ensuring that your trade show experience goes off without a hitch.



Vast Network Coverage

TForce Freight Trade Show has established a massive network of more than 200 facilities throughout the United States. Which allows us to provide you competitive time-in-transit speeds to and from all major trade show markets.





TForce Freight Trade Show Features & Benefits



Guaranteed On-time

We are so confident in our ground freight shipping that we guarantee it's delivered on-time, or your money back.*



Professional Assistance

TForce Freight has trade show specialists available 24/7 to assist you with pre-planning your show. As well as, on-site Regional Managers to assist you with any questions or concerns during the show.



Real-Time Tracking

Experience advanced real-time tracking with TForce Freight technology. You can monitor packages, documents, and high valued goods and assets as they make their way from the loading dock to your exhibit.



Expedited Shipping

When you have a time-sensitive shipment that needs to be there, choose TForce Freight Expedited, and we'll put our seamless, multi-modal transportation network to work for you.



Faster Unloading

TForce Freight has developed strong relationships with several of the largest general service contractors, granting TForce Freight Trade Show with "Official Show Carrier" status at select venues. This allows TForce Freight to use a dedicated delivery door at the event, speeding up the delivery process.



Caravan Service

TForce Freight Trade Show has established a caravan service between select show locations. By joining the caravan you'll streamline your shipments and have your booth delivered to our advanced warehouse days before the show starts.

For more information or to schedule a pickup, please contact
TForce Freight Trade Show at: 800-988-9889 or tforcefreight.com

*Applies for trade show deliveries only. No-fee guarantee applies for shipments rated on current 560/525 tariff only. Shipments rated on customized rates are eligible for a "fee-based" guaranteed service. Certain restrictions apply. See rules tariff for more information.

These labels are provided for your convenience; please affix to each piece shipped to ensure proper delivery.

ADVANCE SHIPMENT

ACCEPTED FROM MONDAY, AUGUST 7, 2023 TO TUESDAY, SEPTEMBER 5, 2023

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: TForce Freight
8900 Terrabyte Drive
Reno, NV 89521

Event: **NAEC 2023**

Booth #: _____

Piece #: _____ of: _____ pieces

ADVANCE SHIPMENT

ACCEPTED FROM MONDAY, AUGUST 7, 2023 TO TUESDAY, SEPTEMBER 5, 2023

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: TForce Freight
8900 Terrabyte Drive
Reno, NV 89521

Event: **NAEC 2023**

Booth #: _____

Piece #: _____ of: _____ pieces

These labels are provided for your convenience; please affix to each piece shipped to ensure proper delivery.

DIRECT SHIPMENT

ACCEPTED BEGINNING SUNDAY, SEPTEMBER 10, 2023

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: Reno-Sparks Convention Center

Halls 1 & 2

4590 South Virginia Street

Reno, NV 89502

Event: **NAEC 2023**

Booth #: _____

Piece #: _____ of: _____ pieces

DIRECT SHIPMENT

ACCEPTED BEGINNING SUNDAY, SEPTEMBER 10, 2023

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: Reno-Sparks Convention Center

Halls 1 & 2

4590 South Virginia Street

Reno, NV 89502

Event: **NAEC 2023**

Booth #: _____

Piece #: _____ of: _____ pieces

These labels are provided for your convenience; please affix to each piece shipped to ensure proper delivery.

HANGING SIGN ADVANCE SHIPMENT

ACCEPTED FROM MONDAY, AUGUST 7, 2023 TO TUESDAY, SEPTEMBER 5, 2023

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: TForce Freight
8900 Terrabyte Drive
Reno, NV 89521

Event: **NAEC 2023**

Booth #: _____

Piece #: _____ of: _____ pieces

HANGING SIGN ADVANCE SHIPMENT

ACCEPTED FROM MONDAY, AUGUST 7, 2023 TO TUESDAY, SEPTEMBER 5, 2023

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: TForce Freight
8900 Terrabyte Drive
Reno, NV 89521

Event: **NAEC 2023**

Booth #: _____

Piece #: _____ of: _____ pieces

T3 SERVICE INFORMATION & FORMS

Exhibitor Order Deadline: **Monday, August 7, 2023**
Artwork Submission Deadline: **Monday, August 14, 2023**
Artwork Approval Deadline:..... **Monday, August 21, 2023**
An additional 25% rush fee will be added to the total price of the package if graphic files are received after Monday, August 14, 2023.

10' x 10' Presta™ Rental Exhibit Package



The following information is required; please return completed form to T3 Expo.

Review Package

9'w x 8'h Digitally Printed Back Wall
10' x 10' Standard Carpet
(1) White, Lockable Display Counter
(3) Clip Lights (electricity not included)
Labor to Install and Dismantle
First Day Cleaning

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

Submitting Artwork

Before submitting artwork, please see our Print Production Artwork Requirements. There you will find information on file setup and formats, as well as a link to upload graphics and download templates.

Select Carpet Color (Included in package price; check one)

Blue	Black	Green	Grey
Navy	Red	Tuxedo	

Submit This Form

Email this completed form along with the Payment Information Form to: orders@t3expo.com

10' x 10' Rental Exhibit Package	\$3,896.00
Sales Tax 8.27%	\$ _____
Estimated Rental Package Total	\$ _____
Pricing does not include electricity, internet connection or AV equipment.	

Exhibitor Order Deadline: **Monday, August 7, 2023**
Artwork Submission Deadline: **Monday, August 14, 2023**
Artwork Approval Deadline: **Monday, August 21, 2023**
An additional 25% rush fee will be added to the total price of the package if graphic files are received after Monday, August 14, 2023.

10' x 20' Presta™ Rental Exhibit Package



The following information is required; please return completed form to T3 Expo.

Review Package

- 18'w x 8'h Digitally Printed Back Wall
- 10' x 20' Standard Carpet
- (2) White, Lockable Display Counters
- (1) Reception Counter with Digital Graphic
- (6) Clip Lights (electricity not included)
- Labor to Install and Dismantle
- First Day Cleaning

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

Submitting Artwork

Before submitting artwork, please see our Print Production Artwork Requirements. There you will find information on file setup and formats, as well as a link to upload graphics and download templates.

Select Carpet Color (Included in package price; check one)

Blue	Black	Green	Grey
Navy	Red	Tuxedo	

Submit This Form

Email this completed form along with the Payment Information Form to: orders@t3expo.com

10' x 20' Rental Exhibit Package	\$6,397.00
Sales Tax 8.27%	\$ _____
Estimated Rental Package Total	\$ _____
Pricing does not include electricity, internet connection or AV equipment.	

Artwork Submission Deadline:
All artwork due by Monday, August 14, 2023

Print Production Artwork Requirements

PLEASE NOTE:

All artwork must be submitted in **CMYK** (not RGB/HEX).

General File Set Up

Please provide artwork in native forms whenever possible:

- **Adobe Illustrator and Adobe InDesign files are preferred**

When creating multiple-panel signs/structure graphics (booth back walls, etc.):

- **Use Adobe Illustrator for layout**
- Create artwork using one artboard for entire graphic. Don't use separate artboards for artwork spanning more than one panel.
- Include **2" bleeds** on all sides
- Convert fonts to outlines
- Embed all linked images

When creating single-panel graphics/smaller signs (meter boards, placards, etc.):

- **Use Adobe Illustrator or InDesign for layout**
- Include **1" bleeds** on all sides
- Convert fonts to outlines
- Embed or package all linked images

Images

Rasterized pixel-based images such as PSD, TIF or JPGs should be high resolution (150-300 dpi) at full size, 1:1 ratio. This includes images linked or embedded in InDesign or Illustrator files.

Based on viewing distance, below are some basic guidelines for resolution when working with formats such as PSD, TIF and JPG files.

48" x 96" Graphics and larger

Recommended resolution for graphic at full size dimensions:

- Viewing distance of 1-4 feet 200 dpi at full size
- Viewing distance of 5-9 feet 150 dpi at full size

Minimum resolution for graphic at full size dimensions:

- Viewing distance of 1-4 feet 150 dpi at full size
- Viewing distance of 5-9 feet 100 dpi at full size

Graphics smaller than 48" x 96"

- Viewing distance of 1-4 feet 100 dpi at full size

Preferred File Formats

- **Adobe Illustrator (AI or EPS):** Outline fonts and embed all links
- **Adobe InDesign:** Package all fonts and links
- **Adobe Photoshop (PSD, TIF or JPG):** For image files

Checklist

SET DOCUMENT MODE TO CMYK

USE APPROPRIATE DIMENSIONS AND SCALE

SET APPROPRIATE BLEEDS ON ALL SIDES

CHECK IMAGE RESOLUTION

CONVERT FONTS TO OUTLINES

EMBED IMAGES / SAVE & PACKAGE YOUR FILE

INCLUDE PDF PROOF

Submitting Artwork

Once your graphics are complete, please [CLICK HERE](#) to upload your graphic files or download templates.

Questions?

Questions regarding artwork may be emailed to:

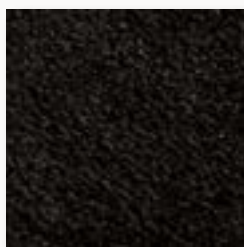
Exhibitor Graphics
graphics@t3expo.com

Please include, in all inquiries:

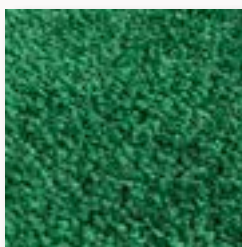
- Event name
- Company name
- Booth number
- Contact information

Floor Covering

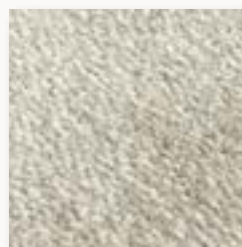
Upgraded Carpet – 30 oz. Premium 100% Nylon Carpet



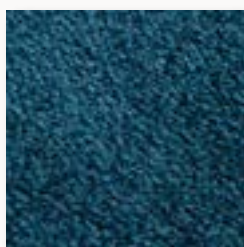
Black



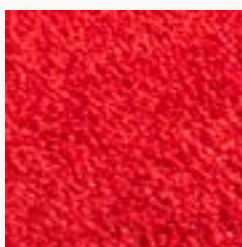
Green



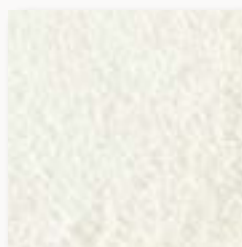
Grey



Navy

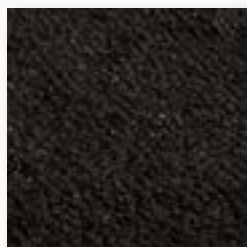


Red



White

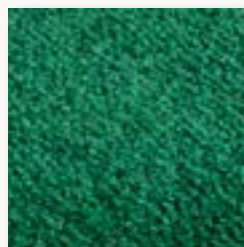
Standard Carpet – 16 oz. Nylon Carpet



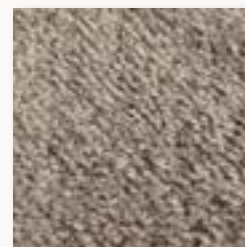
Black



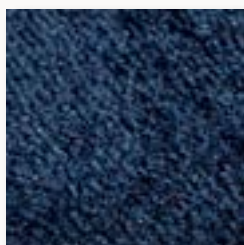
Blue



Green



Grey



Navy



Red



Tuxedo

PLEASE NOTE: Colors and style may vary upon availability.

T3 Advanced Discount Deadline:
Order and payment due by Friday, August 18, 2023

Floor Covering Order Form

Upgraded Carpet – 30 oz. Premium 100% Nylon Carpet

Please enter size and select carpet color

The booth space is concrete and floor covering is required by show management.

Booth Dimensions

Total Area

Discount Price

Standard Price

Extended Price

Size _____ x _____ = _____ sq. ft x \$7.33 or \$11.73 = \$ _____

Please select UPGRADED carpet color:
(check one)

Black
Navy

Green
Red

Grey
White

Standard Carpet – 16 oz. nylon carpet

Enter size and select carpet color

Discount Price

Standard Price

Extended Price

Discount Price

Standard Price

Extended Price

10' x 10' \$288.00 or \$461.00 \$ _____

10' x 20' \$576.00 or \$922.00 \$ _____

10' x 30' \$864.00 or \$1,383.00 \$ _____

10' x 40' \$1,152.00 or \$1,844.00 \$ _____

20' x 20' \$1,152.00 or \$1,844.00 \$ _____

20' x 30' \$1,728.00 or \$2,766.00 \$ _____

20' x 40' \$2,304.00 or \$3,688.00 \$ _____

30' x 30' \$2,592.00 or \$4,149.00 \$ _____

20' carpet comes as two matching 10' pieces.

Custom Size – Custom size is required for larger, island or peninsula booths, or if size needed is not shown above.

Please enter size and select carpet color

Booth Dimensions

Total Area

Discount Price

Standard Price

Extended Price

Size _____ x _____ = _____ sq. ft x \$2.88 or \$4.61 = \$ _____

Please select STANDARD or CUSTOM carpet color:
(check one)

Black
Navy

Blue
Red

Green
Tuxedo

Grey

Carpet Padding

Booth Dimensions

Total Area

Discount Price

Standard Price

Extended Price

½" Foam Padding* _____ x _____ = _____ sq. ft x \$1.41 or \$2.26 = \$ _____

1" Foam Padding* _____ x _____ = _____ sq. ft x \$2.82 or \$4.52 = \$ _____

Visqueen _____ x _____ = _____ sq. ft x \$1.13 or \$1.81 = \$ _____

Subtotal: \$ _____

Company Name: _____

Contact Name: _____

Email Address: _____

Cell Phone: _____

Booth #: _____

Sales Tax 8.27%\$ _____

Estimated Total Floor Covering\$ _____

Furniture – Standard Chairs



A. Bar Stool, Black



B. Side Chair, Black

PLEASE NOTE: Colors and style may vary upon availability.

Accessories / Pipe & Drape

Accessories

- A. Bag Stand – Chrome
- B. Brochure Holder
- C. Coat Tree – Chrome
- D. Display Board (8'w x 4'h)
- E. Display Counter –
(36" w x 41" h x 21" d)
Display Counter
with Decal (14" x 14")
Display Counter
with Custom Graphics
- F. Easel – Tripod
- G. Display Showcase –
(58" w x 38" h x 17.5" d)
- H. Literature Stand
- I. Sign Stand – Chrome
(22" w x 28" h)
- J. Stanchion (includes
7' retractable cord)
- K. Wastebasket

Pipe & Drape

- A. 8' High Drape
- B. 3' High Drape

PLEASE NOTE:
Colors and style may
vary upon availability.



T3 Advanced Discount Deadline:
Order and payment due by Friday, August 18, 2023

Furniture / Accessories / Pipe & Drape Order Form

Furniture

Quantity	Discount Price	Standard Price	Extended Price
A. Bar Stool – Black	x \$246.00	or \$344.00	= \$
B. Side Chair – Black	x \$164.00	or \$230.00	= \$

Accessories

Quantity	Discount Price	Standard Price	Extended Price
A. Bag Stand – Chrome	x \$260.00	or \$364.00	= \$
B. Brochure Holder	x \$98.00	or \$137.00	= \$
C. Coat Tree	x \$156.00	or \$218.00	= \$
D. Display Board (8'w x 4'h)	x \$265.00	or \$371.00	= \$
E. Display Counter (36"w x 41"h x 21"d)	x \$446.00	or \$624.00	= \$
Display Counter with Decal (14" x 14")*	x \$521.00	or \$699.00	= \$
Display Counter with Custom Graphics*	x \$571.00	or \$749.00	= \$
F. Easel – Tripod	x \$108.00	or \$151.00	= \$
G. Display Showcase (58" x 38" x 17.5d")	x \$490.00	or \$686.00	= \$
H. Literature Stand	x \$208.00	or \$291.00	= \$
I. Sign Stand – Chrome (22"w x 28"h)	x \$175.00	or \$245.00	= \$
J. Stanchion (with 7' retractable cord)	x \$114.00	or \$160.00	= \$
K. Wastebasket	x \$34.00	or \$48.00	= \$

Pipe & Drape

Quantity	Discount Price	Standard Price	Extended Price
A. 3' High Drape – Per Linear ft	x \$14.00	or \$20.00	= \$
B. 8' High Drape – Per Linear ft	x \$21.00	or \$29.00	= \$

Please Select Drape Color: (check one)

Black Blue Burgundy Gold Green Grey Plum Red White

*Submitting Artwork

Before submitting artwork, please see our Print Production Artwork Requirements. There you will find information on file setup and formats, as well as a link to upload graphics and download templates.

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

Sales Tax 8.27%\$ _____
Est. Total Furn/Access/Pipe&Drape.. \$ _____

Display Tables & Counters

Skirted Tables

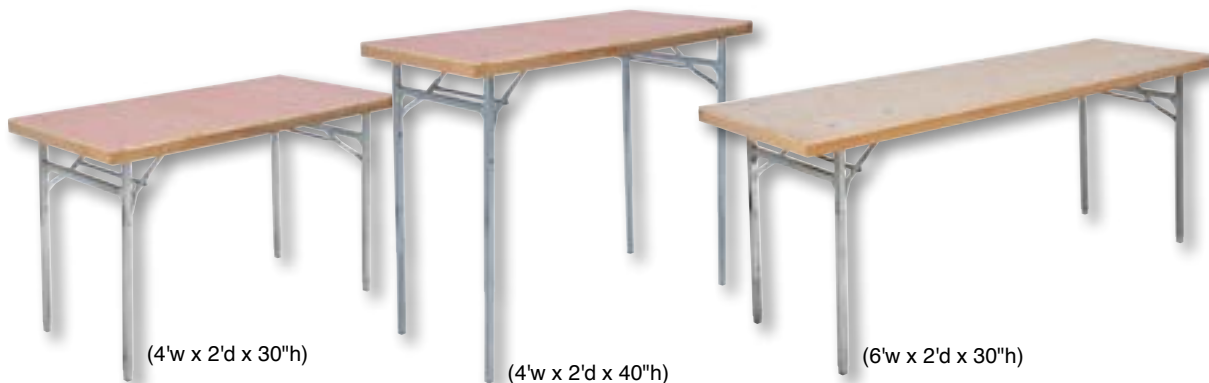
4'w x 2'd x 30"h (shown)
6'w x 2'd x 30"h
8'w x 2'd x 30"h
4'w x 2'd x 40"h
6'w x 2'd x 40"h
8'w x 2'd x 40"h

- Skirted tables include white vinyl top and pleated skirt on three sides.
- Fourth side skirting is available at an additional cost.
- 4' tables do not require fourth side skirting.



Unskirted Tables

4'w x 2'd x 30"h
6'w x 2'd x 30"h
8'w x 2'd x 30"h
4'w x 2'd x 40"h
6'w x 2'd x 40"h
8'w x 2'd x 40"h



Round Tables

30" diameter x 30"h – Black
30" diameter x 40"h – Black



Skirting not available on round tables.

PLEASE NOTE:

Colors and style may vary upon availability for items on this page.

T3 Advanced Discount Deadline:
Order and payment due by Friday, August 18, 2023

Display Tables & Counters Order Form

30" High Skirted (6' & 8' skirted on 3 sides only)

Quantity	Discount Price	Standard Price	Extended Price
4'w x 2'd	x \$211.00 or \$295.00 = \$		
6'w x 2'd	x \$245.00 or \$343.00 = \$		
8'w x 2'd	x \$287.00 or \$402.00 = \$		
4th Side Skirting (for 6' and 8' tables only)	x \$67.00 or \$94.00 = \$		

40" High Skirted (6' & 8' skirted on 3 sides only)

4'w x 2'd	x \$245.00 or \$343.00 = \$		
6'w x 2'd	x \$287.00 or \$402.00 = \$		
8'w x 2'd	x \$329.00 or \$461.00 = \$		
4th Side Skirting (for 6' and 8' tables only)	x \$77.00 or \$108.00 = \$		

Please Select Skirting Color: (check one)

Black Blue Burgundy Gold Green Grey Plum Red White

30" High Unskirted

Quantity	Discount Price	Standard Price	Extended Price
4'w x 2'd	x \$83.00 or \$116.00 = \$		
6'w x 2'd	x \$109.00 or \$153.00 = \$		
8'w x 2'd	x \$133.00 or \$186.00 = \$		

40" High Unskirted

4'w x 2'd	x \$109.00 or \$153.00 = \$		
6'w x 2'd	x \$133.00 or \$186.00 = \$		
8'w x 2'd	x \$158.00 or \$221.00 = \$		

Round Tables

30"d x 30"h, black	x \$131.00 or \$183.00 = \$		
30"d x 40"h, black	x \$146.00 or \$204.00 = \$		

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

Sales Tax 8.27% \$ _____
Est. Total Display Tables & Counters \$ _____

Display Labor & Forklift Order Form

Important Information

- Straight Time: 8:00 am to 4:30 pm, Monday-Friday.
- Overtime: Before 8:00 am and after 4:30 pm, Monday-Friday, and all hours on Saturday.
- Double Time: Sunday and observed union holidays.
- Show Site Labor Orders: Add 30% to hourly rates.
- T3 Expo bills 30 minutes minimum per laborer. Additional time is billed in 30 minute increments per laborer.
- Exhibitors ordering forklift will be assigned a forklift and an operator.
- Determination of crew size is at the discretion of T3 Expo.
- Starting time is to be confirmed with T3 Expo. Only labor ordered for 8:00 am start time is guaranteed. All other start times will begin as soon as labor is available.
- Exhibitors MUST check in at the T3 Expo Service Desk when ready for labor, and check out at the T3 Expo Service Desk upon completion of work.
- Exhibitors ordering forklift to assemble displays or for uncrating, unskidding, positioning and reskidding equipment or machinery will need to estimate their needs on this form.

Display Labor

	Straight Time	Overtime	Double Time
Labor	\$146.00	\$200.00	\$257.00
T3 Supervised Labor	\$189.80	\$260.00	\$334.10
Forklift and Operator.....	\$352.00	\$421.00	\$491.00

	Requested Date/Time	# of Laborers	# Hours	Hourly Rate	Total Cost
Installation	_____	_____ x _____	x _____	= \$ _____	
	_____	_____ x _____	x _____	= \$ _____	
Dismantle	_____	_____ x _____	x _____	= \$ _____	
	_____	_____ x _____	x _____	= \$ _____	

For Forklift Orders

Type of Work Being Performed

Unskid/reskid equipment
Place equipment
Build booth structure
Other: _____

Size of forklift required:

5,000 lb lift
10,000 lb lift
15,000 lb lift

Heaviest piece weight _____ Dimensions _____ x _____ x _____
length width height

For Display Labor – Supervision of all labor is required (check one)

Exhibitor Supervision On site/after hours contact cell phone: _____
On site/after hours contact name: _____

T3 Expo Supervision On site/after hours contact cell phone: _____
On site/after hours contact name: _____

Our fee for T3 Supervision is 30% of the exhibitor's total labor bill. In order to perform the labor without exhibitor's representative present, T3 Expo must receive detailed set-up instructions (blueprints/floor plans, etc.) with this labor order form. Exhibitor must also include outbound shipping instructions with this labor order form.

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

Set-Up Instructions Attached

Outbound Shipping Information Attached

Estimated Total Labor \$ _____

Hanging Sign Order Form

Important Information

- Straight Time: 8:00 am to 4:30 pm, Monday-Friday.
- Overtime: Before 8:00 am and after 4:30 pm, Monday-Friday, and all hours on Saturday.
- Double Time: Sunday and observed union holidays.
- Show Site Labor Orders: Add 30% to hourly rates.
- T3 Expo bills in one hour increments per crew for Sign Hanging.
- Hanging Signs should be sent in a separate container to the Advance Shipping Warehouse no later than Tuesday, September 5, 2023 using the enclosed "Hanging Sign" labels.
- All Hanging Signs are subject to approval and must conform to Show Management and facility regulations.
- Signs requiring electricity must be in accordance with the National Electrical Code.
- T3 Expo reserves the right to refuse to hang any sign which we deem to be unsafe.
- If any hang point supports over 250 lbs., notify T3 immediately for special authorization.

	Straight Time	Overtime	Double Time
Sign Assembly Labor.....	\$146.00	\$200.00	\$257.00
T3 Supervised Sign Assembly Labor.....	\$189.80	\$260.00	\$334.10

Does the sign require assembly? Yes No
(assembly labor performed at rates above)

Requested Date & Time**	# of Men	# of Hours	Hourly Rate	Total Cost
Installation _____	_____	x _____	x _____	= \$ _____
Dismantle _____	_____	x _____	x _____	= \$ _____

	Straight Time	Overtime	Double Time
Sign Hanging Lift/Crew	\$784.00	\$909.00	\$1,128.00

Requested Date & Time**	# of Lift(s) Crew(s)	# of Hours	Hourly Rate	Total Cost
Installation _____	_____	x _____	x _____	= \$ _____
Dismantle _____	_____	x _____	x _____	= \$ _____

Note: Final billing will include time, materials, assembly, installation and dismantle.
**We will do our best to accommodate the requested date and time.
Crew size is at the discretion of T3 Expo.

Supervision of all labor is required (check one)

Exhibitor Supervision On site/after hours contact cell phone: (____) _____
On site/after hours contact name: _____

T3 Expo Supervision On site/after hours contact cell phone: (____) _____
On site/after hours contact name: _____

In order to perform Labor without exhibitor's representative present, T3 Expo must receive detailed set-up instructions (blueprints/floor plans, etc.) with this form. This must also include outbound shipping instructions.

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

Set-Up Instructions Attached

Outbound Shipping Information Attached (for T3 Expo Supervised Dismantle only)

Estimated Total Hanging Sign.....\$ _____

Hanging Sign Description & Position

Description of Sign

Material

Cloth/Vinyl Wood System Metal Other _____

Single Sided Double Sided Pockets Grommets # of Hang Points _____

Shape

Square Circle Triangle Pinwheel Other _____

Dimensions

Height _____ Width _____ Length _____ Approx Weight _____ lbs.

Assembly Required?

Yes No

Electricity Required?

Yes No

Chain Motors Required? (call/email T3 Expo for rates)

Yes No Qty _____

Is exhibitor supervision required for T3 Expo to assemble and hang the sign?

Yes No

Position of Sign

Distance from the floor to the top of the sign _____ or _____ to maximum height allowed

Location

Center of Booth

See Diagram Below

Each square = _____

Adjacent Booth or Aisle # = _____

Use this grid to indicate the position of your hanging sign.

- Please indicate the scale of the grid (i.e. 1 square=1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers in the space around the grid.

Adjacent Booth or Aisle # = _____

Adjacent Booth or Aisle # = _____

Adjacent Booth or Aisle # = _____

Company Name: _____

Contact Name: _____

Email Address: _____

Cell Phone: _____

Booth #: _____

Accessible Storage & Cleaning Order Form

Important Information

Exhibitor must sign up for accessible storage at the on-site T3 Service Desk.

Accessible storage is for storing items such as giveaways or literature that need to be replenished.

Half hour minimum labor charge to bring items to storage and half hour minimum charge for each time retrieved. Actual hours will be included in final billing.

NOTE: If you are already paying for Advance or Direct Material Handling to T3 Expo, there is no additional charge for Empty Storage. If you are hand-carrying your exhibit and require storage, Empty Storage fees will apply.

Empty Storage fees cover the duration of the event.

Accessible Storage

Accessible Storage is \$2.50 per square foot per day.

*One half hour of labor will be charged to bring items to storage and one half hour for each time items are retrieved from or brought into storage.

Access Storage

	Area	# Days	Extended Price
\$2.50 per sq. ft x	_____ sq. ft. x	_____	= \$ _____

	Straight Time	Overtime	Double Time
Access Storage Labor	\$146.00	\$200.00	\$257.00

Empty Storage

	Quantity	Standard Price	Extended Price
Cardboard Box	_____ x	\$40.00 each	= \$ _____
Fiber Case	_____ x	\$50.00 each	= \$ _____

Cleaning

	Area	Price	# Days	Extended Price
Porter Service	_____ x _____ x	\$0.77 per sq. ft.	x _____	= \$ _____
Vacuuming	_____ x _____ x	\$0.70 per sq. ft.	x _____	= \$ _____

	Quantity	Standard Price
Shrink Wrap	_____	\$98.00

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

Est. Total Storage Services \$ _____

T3 Advanced Discount Deadline:
Order and payment due by Friday, August 18, 2023

Artwork Submission Deadline.....August 14, 2023

Signage Order Form

Important Information

Double square footage for double sided graphics.

Round square foot to next whole increment.

File conversion, retouching or color correction may incur additional charges.

T3 Expo can design layouts of graphics for an additional fee of \$125 per hour (Two hour minimum).

Please refer to the Print Production Artwork Requirements page for information on file set-up, and a link to upload your graphic files or download templates.

Signage

Standard Size Signs

	Quantity	Advanced Price	Standard Price	Extended Price
8.5"w x 11"h.....	_____	x \$45.00	or \$54.00	= \$ _____
11"w x 14"h.....	_____	x \$67.20	or \$81.00	= \$ _____
22"w x 28"h.....	_____	x \$112.00	or \$134.00	= \$ _____
28"w x 44"h.....	_____	x \$196.00	or \$235.00	= \$ _____

Subtotal = \$ _____

Custom Size Banner (in square feet)

Single Sided

	Advanced Price	Standard Price	Extended Price
_____ x _____ = _____ width height area	x \$20.00 (per square foot)	or \$22.00	= \$ _____

Double Sided (x2)

_____ x _____ = _____ width height area	x \$40.00 (per square foot)	or \$44.00	= \$ _____
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Subtotal = \$ _____

Company Name: _____

Contact Name: _____

Email Address: _____

Cell Phone: _____

Booth #: _____

Sales Tax 8.27%\$ _____

Estimated Total Signage\$ _____



CORT[®]

EVENTS

TRADESHOW

FURNISHINGS | 2022

[Click here to view the 2022 Trade Show Furnishings Catalog](#)

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QTY	CODE	ITEM	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
POWERED FURNITURE						
	BKCT5P	5' Table	Black Top, Silver	\$1,148	\$1,436	
	BKCT8P	8' Table	Black Top, Silver	\$2,207	\$2,759	
	BKCT10P	10' Table	Black Top, Silver	\$2,207	\$2,759	
	NPLCHP	Naples Chair	Black Vinyl	\$1,030	\$1,288	
	NPLLOP	Naples Loveseat	Black Vinyl	\$1,380	\$1,725	
	NPLSOP	Naples Sofa	Black Vinyl	\$1,589	\$1,987	
	CIYP	Sydney Cocktail Table	Black Top, Brushed Steel	\$433	\$541	
	CIWP	Sydney Cocktail Table	White Top, Brushed Steel	\$431	\$539	
	VNTBLK	Ventura Communal Bar Table	Black Top, Silver	\$1,342	\$1,678	
	VNTWHT	Ventura Communal Bar Table	White Top, Silver	\$1,342	\$1,678	
	VNTCBK	Ventura Communal Café Table	Black Top, Silver	\$1,082	\$1,352	
	VNTCVH	Ventura Communal Café Table	White Top, Silver	\$1,082	\$1,352	
	CUBPOW	Wireless Charging Table	White, AC Plug In	\$572	\$715	
	VILHUB	Village Charging Hub	Cream	\$364	\$454	
<i>Additional Powered Products under Office & Product Display on Page 2</i>						
SOFT SEATING COLLECTIONS						
	CHR002	Allegro Chair	Blue Fabric, Brushed Metal	\$590	\$737	
	SFA002	Allegro Sofa	Blue Fabric, Brushed Metal	\$837	\$1,046	
	BCHWHT	Baja Chair	White Vinyl	\$603	\$753	
	BLVWHT	Baja Loveseat	White Vinyl	\$956	\$1,195	
	BSFWHT	Baja Sofa	White Vinyl	\$1,115	\$1,395	
	FAIRCW	Fairfax Chair	White Vinyl, Brushed Metal	\$415	\$519	
	FAIRSW	Fairfax Sofa	White Vinyl, Brushed Metal	\$572	\$715	
	KEYCHR	Key Largo Chair	Black Fabric, Wood	\$376	\$470	
	KEYLOV	Key Largo Loveseat	Black Fabric, Wood	\$436	\$545	
	KEYSOF	Key Largo Sofa	Black Fabric, Wood	\$551	\$689	
	NPLCHR	Naples Chair	Black Vinyl	\$700	\$876	
	NPLLOV	Naples Loveseat	Black Vinyl	\$845	\$1,056	
	NPLSOF	Naples Sofa	Black Vinyl	\$1,002	\$1,252	
	PALSOF	Palm Beach Sofa	White Vinyl	\$876	\$1,095	
	STECOA	Sterling Chair	Gray Fabric	\$1,035	\$1,294	
	STESOF	Sterling Sofa	Gray Fabric	\$1,507	\$1,884	
	VALCHA	Valencia Chair	Spice Orange Velvet	\$461	\$577	
	VALSOF	Valencia Sofa	Coffee Brown Velvet	\$587	\$734	
	COCHTP	Cordoba Chair	Taupe Fabric, Black	\$660	\$825	
	COLVTP	Cordoba Loveseat	Taupe Fabric, Black	\$943	\$1,179	
ACCENT CHAIRS						
	ATHCHA	Atherton Chair	Brown Leather, Black Metal	\$778	\$972	
	BOWCHA	Bowery Chair	Ochre Fabric	\$729	\$912	
	CNTCHR	Century Chair	Gray Velvet	\$742	\$927	
	LABREA	La Brea Swivel Chair	Charcoal Gray Fabric, Chrome	\$494	\$618	
	LENCHA	Lena Chair	Moss Green Leather, Bronze	\$654	\$818	
	BCW	Madrid Chair	White Vinyl, Chrome	\$770	\$963	
	OCMWH	Meeting Chair	White Vinyl, Wenge	\$328	\$410	
	MONCHA	Montreal Chair	Blue, Black Metal	\$801	\$1,002	
	MNCHCH	Munich Armless Chair	Gray Fabric, Black	\$590	\$737	
	SWAN	Swanson Swivel Chair	White Vinyl, Chrome	\$431	\$539	
	TCHP	Tech Chair, No Tablet	Gray Vinyl, Chrome Base	\$572	\$715	
	TCHGRP	Tech Tablet Chair	Gray Vinyl, White Metal Tablet	\$556	\$695	
	WENCH	Wentworth Swivel Chair	Brown Vinyl	\$431	\$539	
	BNMCOW	Brooklyn Meeting Chair	White Vinyl, Oak-look	\$440	\$550	
	BNMCSW	Brooklyn Meeting Chair, Swivel	White Vinyl, Black Metal	\$440	\$550	
GROUP SEATING						
	BLDCRD	Blade Chair	Red	\$96	\$119	
	BLDCSB	Blade Chair	Sky Blue	\$96	\$119	
	SC3	Brewer Chair	Onyx, Chrome	\$211	\$264	
	XCHR	Christopher Chair	White Vinyl, Chrome	\$127	\$159	
	DUET	Duet Stack Chair	Black, Chrome	\$80	\$101	
	LMCHR	Laguna Chair	Maple, Chrome	\$180	\$226	
	LUCHCL	Lucent Chair	Frosted Acrylic, Chrome	\$237	\$297	
	MALGRY	Malba Chair	Gray, Chrome	\$137	\$171	
	MALGRN	Malba Chair	Green, Chrome	\$137	\$171	
	MARCBK	Marina Chair	Black Vinyl, Brushed Metal	\$191	\$238	
	MARCBR	Marina Chair	Brown Fabric, Brushed Metal	\$191	\$238	
	MARCB	Marina Chair	Ocean Blue Fabric, Brushed Metal	\$191	\$238	
	MARCRD	Marina Chair	Red Fabric, Brushed Metal	\$191	\$238	
	MARCVH	Marina Chair	White Vinyl, Brushed Metal	\$191	\$238	
	PASCHR	Pasadena Chair	White Molded Plastic w/Chrome Tower Base	\$451	\$564	
	SCIO	Razor Armless Chair	White	\$88	\$109	
	RSTDIN	Rustique Chair w/ Arms	Gunmetal	\$129	\$161	
	CS4	Syntax Chair	Black, Chrome	\$258	\$322	
	ZENCHR	Zenith Chair	White, Chrome	\$170	\$212	
OTTOMANS						
	BVLYBK	Beverly Bench Ottoman	Black Vinyl	\$484	\$606	
	BVLYBN	Beverly Bench Ottoman	Brown Fabric	\$484	\$606	
	BVLYGR	Beverly Bench Ottoman	Gray Fabric	\$484	\$606	
	BVLYLN	Beverly Bench Ottoman	Linen Fabric	\$484	\$606	
	BVLYOB	Beverly Bench Ottoman	Ocean Blue Fabric	\$484	\$606	
	BVLYRD	Beverly Bench Ottoman	Red Fabric	\$484	\$606	

QTY	CODE	ITEM	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
OTTOMANS (CONTINUED)						
	BVLYWH	Beverly Bench Ottoman	White Vinyl	\$484	\$606	
	BVSMBK	Beverly Small Bench Ottoman	Black Vinyl	\$402	\$503	
	BVSMBL	Beverly Small Bench Ottoman	Ocean Blue Fabric	\$402	\$503	
	BVSMBN	Beverly Small Bench Ottoman	Brown Fabric	\$402	\$503	
	BVSMGN	Beverly Small Bench Ottoman	Olive Green Fabric	\$402	\$503	
	BVSMGY	Beverly Small Bench Ottoman	Gray Fabric	\$402	\$503	
	BVSMNL	Beverly Small Bench Ottoman	Linen Fabric	\$402	\$503	
	BVSMILV	Beverly Small Bench Ottoman	Lavender Fabric	\$402	\$503	
	BVSMOR	Beverly Small Bench Ottoman	Orange Fabric	\$402	\$503	
	BVSMRD	Beverly Small Bench Ottoman	Red Fabric	\$402	\$503	
	BVSMWH	Beverly Small Bench Ottoman	White Vinyl	\$402	\$503	
	BVSMYL	Beverly Small Bench Ottoman	Yellow Fabric	\$402	\$503	
	END01B	Endless Curved Ottoman	Black Vinyl, Chrome	\$631	\$789	
	END01W	Endless Curved Ottoman	White Vinyl, Chrome	\$631	\$789	
	END02B	Endless Square Ottoman	Black Vinyl, Chrome	\$431	\$539	
	END02W	Endless Square Ottoman	White Vinyl, Chrome	\$431	\$539	
	MAR001	Marche Swivel Ottoman	White Vinyl	\$221	\$277	
	MAR002	Marche Swivel Ottoman	Gray Fabric	\$221	\$277	
	MAR003	Marche Swivel Ottoman	Linen Fabric	\$221	\$277	
	MAR004	Marche Swivel Ottoman	Raspberry Fabric	\$221	\$277	
	MAR005	Marche Swivel Ottoman	Red Fabric	\$221	\$277	
	MAR006	Marche Swivel Ottoman	Rose Quartz Fabric	\$221	\$277	
	MAR007	Marche Swivel Ottoman	Plum Fabric	\$221	\$277	
	MAR008	Marche Swivel Ottoman	Meadow Green	\$221	\$277	
	MAR009	Marche Swivel Ottoman	Pear Yellow Fabric	\$221	\$277	
	MAR010	Marche Swivel Ottoman	Blue Fabric	\$221	\$277	
	MAR011	Marche Swivel Ottoman	Orange Fabric	\$221	\$277	
	MAR012	Marche Swivel Ottoman	Forest Green Vinyl	\$221	\$277	
	MAR013	Marche Swivel Ottoman	Teal Velvet	\$221	\$277	
	MAR014	Marche Swivel Ottoman	Distressed Brown Vinyl	\$221	\$277	
	MAR015	Marche Swivel Ottoman	Black Vinyl	\$221	\$277	
	MAR016	Marche Swivel Ottoman	Ivory Faux Sheep Fur	\$221	\$277	
	VIB01	Vibe Cube Ottoman	Green Vinyl	\$152	\$191	
	VIB02	Vibe Cube Ottoman	Blue Vinyl	\$152	\$191	
	VIB04	Vibe Cube Ottoman	Red Vinyl	\$152	\$191	
	VIB05	Vibe Cube Ottoman	Bright Yellow Vinyl	\$152	\$191	
	VIB08	Vibe Cube Ottoman	Orange Vinyl	\$152	\$191	
	VIB09	Vibe Cube Ottoman	White Vinyl	\$152	\$191	
	VIB10	Vibe Cube Ottoman	Black Vinyl	\$152	\$191	
	VIB11	Vibe Cube Ottoman	Steel Blue Vinyl	\$152	\$191	
	VIB12	Vibe Cube Ottoman	Silver Vinyl	\$152	\$191	
	VIB13	Vibe Cube Ottoman	Purple Vinyl	\$152	\$191	
	VIB14	Vibe Cube Ottoman	Citrus Green Vinyl	\$152	\$191	
	VIB15	Vibe Cube Ottoman	Taupe Vinyl	\$152	\$191	
	VIB16	Vibe Cube Ottoman	Spice Orange Vinyl	\$152	\$191	
	VIB17	Vibe Cube Ottoman	Desert Rose Vinyl	\$152	\$191	
CAFÉ TABLES WITH STANDARD BLACK BASE						
	30BKSC	30" Round Café Table	Black Top	\$247	\$309	
	30BEB	30" Round Café Table	Blue Top	\$247	\$309	
	30AGBC	30" Round Café Table	Brushed Gunmetal Top	\$247	\$309	
	30YSBC	30" Round Café Table	Brushed Yellow Top	\$247	\$309	
	ZTI	30" Round Café Table	Graphite Nebula Top	\$247	\$309	
	ZTA	30" Round Café Table	Gray Acajou Top	\$247	\$309	
	30GSBC	30" Round Café Table	Green Top	\$247	\$309	
	ZTK	30" Round Café Table	Maple Top	\$247	\$309	
	30OSBC	30" Round Café Table	Orange Top	\$247	\$309	
	ZTB	30" Round Café Table	Red Top	\$247	\$309	
	30WH29	30" Round Café Table	White Top	\$247	\$309	
	30WDBC	30" Round Café Table	Barnwood Top	\$247	\$309	
	36BKSC	36" Round Café Table	Black Top	\$294	\$367	
	ZTN	36" Round Café Table	Graphite Nebula Top	\$294	\$367	
	ZTP	36" Round Café Table	Maple Top	\$294	\$367	
	ZTQ	36" Round Café Table	White Top	\$294	\$367	
CAFÉ TABLES WITH HYDRAULIC CHROME BASE						
	30MAHC	30" Round Café Table	Gray Acajou Top	\$361	\$451	
	30BRHC	30" Round Café Table	Red Top	\$361	\$451	
	30WHHC	30" Round Café Table	White Top	\$361	\$451	
	30WDHC	30" Round Café Table	Barnwood Top	\$361	\$451	
	30BKHC	30" Round Café Table	Black Top	\$361	\$451	
	30BEHC	30" Round Café Table	Blue Top	\$361	\$451	
	30AGHC	30" Round Café Table	Brushed Gunmetal Top	\$361	\$451	
	30YSHC	30" Round Café Table	Brushed Yellow Top	\$361	\$451	
	30GRHC	30" Round Café Table	Graphite Nebula Top	\$361	\$451	
	30GSHC	30" Round Café Table	Green Top	\$361	\$451	
	30MTHC	30" Round Café Table	Maple Top	\$361	\$451	
	30OSHC	30" Round Café Table	Orange Top	\$361	\$451	
	36BKHC	36" Round Café Table	Black Top	\$391	\$489	
	36GRHC	36" Round Café Table	Graphite Nebula Top	\$391	\$489	
	36MTHC	36" Round Café Table	Maple Top	\$391	\$489	
	36WTHC	36" Round Café Table	White Top	\$391	\$489	

QTY	CODE	ITEM	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
CAFÉ TABLES POWERED WITH BLACK BASE						
	P30CWH	30" Round Cafe Table, Powered	White Top, Black	\$850	\$1,063	
ACCENT TABLES						
	ALC100	Alondra Cocktail Table	Glass Top, Chrome	\$402	\$503	
	ALC200	Alondra Cocktail Table	Brandy Maple Top, Chrome	\$402	\$503	
	ALE100	Alondra End Table	Glass Top, Chrome	\$291	\$365	
	ALE200	Alondra End Table	Brandy Maple Top, Chrome	\$291	\$365	
	AURA	Aura Round Table	White Metal	\$175	\$219	
	CIC	Geo Cocktail Table	Glass Top, Chrome	\$304	\$380	
	CIFWB	Geo Cocktail Table	Brandy Maple Top, Black	\$350	\$438	
	EIC	Geo End Table	Glass Top, Chrome	\$247	\$309	
	EIFWB	Geo End Table	Brandy Maple Top, Black	\$307	\$384	
	MESCTB	Mesa Cocktail Table	Black Top, Bronze	\$258	\$322	
	MESCTG	Mesa Cocktail Table	Glass Top, Bronze	\$258	\$322	
	MESCTW	Mesa Cocktail Table	Barnwood Top, Bronze	\$258	\$322	
	MESETB	Mesa End Table	Black Top, Bronze	\$170	\$212	
	MESETG	Mesa End Table	Glass Top, Bronze	\$170	\$212	
	MESETW	Mesa End Table	Barnwood Top, Bronze	\$170	\$212	
	REGBN	Regis Bench/Table	Brushed Metal	\$405	\$506	
	REGOTT	Regis End Table	Brushed Metal	\$328	\$410	
	SEDBBK	Sedona Side Table	Black Top, Bronze	\$170	\$212	
	SEDBWH	Sedona Side Table	White Top, Bronze	\$170	\$212	
	SEDBWD	Sedona Side Table	Wood Top, Bronze	\$170	\$212	
	CIE	Silverado Cocktail Table	Glass, Chrome	\$335	\$418	
	EIE	Silverado End Table	Black Top, Brushed Steel	\$263	\$329	
	CIY	Sydney Cocktail Table	Black Top, Brushed Steel	\$338	\$422	
	SYDBEC	Sydney Cocktail Table	Blue Top, Brushed Steel	\$384	\$480	
	CIW	Sydney Cocktail Table	White Top, Brushed Steel	\$338	\$422	
	SYDWDC	Sydney Cocktail Table	Barnwood Top, Brushed Steel	\$384	\$480	
	EIY	Sydney End Table	Black Top, Brushed Steel	\$307	\$384	
	SYDBEE	Sydney End Table	Blue Top, Brushed Steel	\$335	\$418	
	EIW	Sydney End Table	White Top, Brushed Steel	\$307	\$384	
	SYDWDE	Sydney End Table	Barnwood Top, Brushed Steel	\$335	\$418	
	TAOBBK	Taos Side Table	Black Top, Bronze	\$170	\$212	
	TAOBWH	Taos Side Table	White Top, Bronze	\$170	\$212	
	TAOBWD	Taos Side Table	Wood Top, Bronze	\$170	\$212	
	TMBTBL	Timber Table	Wood	\$183	\$230	
BAR TABLES WITH STANDARD BLACK BASE						
	30BKSB	30" Round Bar Table	Black Top	\$247	\$309	
	30EBBB	30" Round Bar Table	Blue Top	\$247	\$309	
	30AGBB	30" Round Bar Table	Brushed Gunmetal Top	\$247	\$309	
	30YBBB	30" Round Bar Table	Brushed Yellow Top	\$247	\$309	
	VTI	30" Round Bar Table	Graphite Nebula Top	\$247	\$309	
	VTB	30" Round Bar Table	Gray Acajou Top	\$247	\$309	
	30GSBB	30" Round Bar Table	Green Top	\$247	\$309	
	VTK	30" Round Bar Table	Maple Top	\$247	\$309	
	30OSBB	30" Round Bar Table	Orange Top	\$247	\$309	
	VTB	30" Round Bar Table	Red Top	\$247	\$309	
	30WH42	30" Round Bar Table	White Top	\$247	\$309	
	30WDBB	30" Round Bar Table	Barnwood Top	\$247	\$309	
	36BKSB	36" Round Bar Table	Black Top	\$294	\$367	
	VTN	36" Round Bar Table	Graphite Nebula Top	\$294	\$367	
	VTP	36" Round Bar Table	Maple Top	\$294	\$367	
	VTW	36" Round Bar Table	White Top	\$294	\$367	
BAR TABLES WITH HYDRAULIC CHROME BASE						
	30BKHB	30" Round Bar Table	Black Top	\$361	\$451	
	30BEHB	30" Round Bar Table	Blue Top	\$361	\$451	
	30AGHB	30" Round Bar Table	Brushed Gunmetal Top	\$361	\$451	
	30YSHB	30" Round Bar Table	Brushed Yellow Top	\$361	\$451	
	30GRHB	30" Round Bar Table	Graphite Nebula Top	\$361	\$451	
	30GSHB	30" Round Bar Table	Green Top	\$361	\$451	
	30MTHB	30" Round Bar Table	Maple Top	\$361	\$451	
	30OSHB	30" Round Bar Table	Orange Top	\$361	\$451	
	30BRHB	30" Round Bar Table	Red Top	\$361	\$451	
	30WHHB	30" Round Bar Table	White Top	\$361	\$451	
	30WDHB	30" Round Bar Table	Barnwood Top	\$361	\$451	
	30MAHB	30" Round Bar Table	Gray Acajou Top	\$361	\$451	
	36BKHB	36" Round Bar Table	Black Top	\$391	\$489	
	36GRHB	36" Round Bar Table	Graphite Nebula Top	\$391	\$489	
	36MTHB	36" Round Bar Table	Maple Top	\$391	\$489	
	36WTHB	36" Round Bar Table	White Top	\$391	\$489	
BAR TABLES						
	RSTSQT	Rustique Square Metal Bar	Gunmetal	\$328	\$410	
	P30BWH	30" Bar Table, Powered	White Top, Black	\$850	\$1,063	
BARSTOOLS						
	BSS	Banana Barstool	Black, Chrome	\$299	\$374	
	BST	Banana Barstool	White, Chrome	\$299	\$374	
	BLDBRD	Blade Barstool	Red	\$175	\$219	
	BLDBSB	Blade Barstool	Sky Blue	\$175	\$219	
	XBAR	Christopher Barstool	White Vinyl, Chrome	\$216	\$271	
	LMBAR	Laguna Barstool	Maple, Chrome	\$221	\$277	
	ROLLBL	Lift Barstool	Black Vinyl, Chrome	\$252	\$315	
	ROLLGY	Lift Barstool	Gray Vinyl, Chrome	\$252	\$315	
	ROLLRD	Lift Barstool	Red Vinyl, Chrome	\$252	\$315	
	ROLLWH	Lift Barstool	White Vinyl, Chrome	\$252	\$315	
	LUBSCL	Lucent Barstool	Frosted Acrylic, Chrome	\$335	\$418	
	MARBBE	Marina Barstool	Ocean Blue Fabric, Brushed Metal	\$402	\$503	
	MARBBK	Marina Barstool	Black Vinyl, Brushed Metal	\$402	\$503	
	MARBBR	Marina Barstool	Brown Fabric, Brushed Metal	\$402	\$503	

QTY	CODE	ITEM	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
BARSTOOLS (CONTINUED)						
	MARBRD	Marina Barstool	Red Fabric, Brushed Metal	\$402	\$503	
	MARBWH	Marina Barstool	White Vinyl, Brushed Metal	\$402	\$503	
	RSTSTL	Rustique Barstool	Gunmetal	\$139	\$174	
	BS001	Shark Barstool	White, Chrome	\$384	\$480	
	BSR	Syntax Barstool	Black, Chrome	\$221	\$277	
	ZENBAR	Zenith Barstool	White, Chrome	\$185	\$232	
	BS002	Zoey Barstool	White, Chrome	\$263	\$329	
COMMUNAL TABLES WITH SOLID TOPS & SILVER FRAME						
	VNTBNP	Ventura Communal Bar Table	Black Top, Silver	\$798	\$998	
	VNTMNP	Ventura Communal Bar Table	Maple Top, Silver	\$798	\$998	
	VNTWNP	Ventura Communal Bar Table	White Top, Silver	\$798	\$998	
	VNTCBN	Ventura Communal Cafe Table	Black Top, Silver	\$667	\$834	
	VNTCMN	Ventura Communal Cafe Table	Maple Top, Silver	\$667	\$834	
	VNTCWN	Ventura Communal Cafe Table	White Top, Silver	\$667	\$834	
COMMUNAL TABLES WITH GROMMET HOLES & SILVER FRAME						
	VNTBMW	Ventura Communal Bar Table	Black Top, Silver	\$798	\$998	
	VNTBWW	Ventura Communal Bar Table	White Top, Silver	\$798	\$998	
	VNTCMW	Ventura Communal Cafe Table	Maple Top, Silver	\$667	\$834	
	VNTCWW	Ventura Communal Cafe Table	White Top, Silver	\$667	\$834	
CONFERENCE TABLES						
	36ATO	Atomic 36" Round Table	Glass Top, Chrome	\$384	\$480	
	42ATO	Atomic 42" Round Table	Glass Top, Chrome	\$384	\$480	
	WD3	Work Table	White Top, White	\$400	\$500	
	CB8	42" Round Madison Table	Gray Acajou, Black	\$461	\$577	
	CONF42	42" Round Table	White Top	\$461	\$577	
	42BKCT	42" Round Table	Black Top, Black	\$461	\$577	
	BKCT5N	5" Table	Black Top, Silver	\$675	\$844	
	BKCT8N	8" Table	Black Top, Silver	\$1,148	\$1,436	
	BKCT10N	10" Table	Black Top, Silver	\$1,301	\$1,626	
	CF2	Geo Table, Rectangle	Glass Top, Black	\$541	\$676	
	CE2	Geo Table, Rectangle	Glass Top, Chrome	\$541	\$676	
	CFI	Geo Table, Rounded Square	Glass Top, Black	\$384	\$480	
	CEI	Geo Table, Rounded Square	Glass Top, Chrome	\$384	\$480	
	MADC05	Madison 5" Table	Gray Acajou, Chrome	\$575	\$719	
	MADC08	Madison 8" Table	Gray Acajou, Chrome	\$1,148	\$1,436	
	MADC10	Madison 10" Table	Gray Acajou, Chrome	\$1,148	\$1,436	
EXECUTIVE CHAIRS						
	TASKST	Task Stool	Black Fabric, Black	\$191	\$238	
	CUPCHA	Cupertino Mid Back Chair	Black Vinyl	\$366	\$457	
	GENCHA	Genesis Chair	Black	\$319	\$400	
	PROGB	Pro Executive Guest Chair	Black Vinyl, Chrome	\$386	\$483	
	PROEXB	Pro Executive High Back Chair	Black Vinyl, Chrome	\$446	\$557	
	PROEXE	Pro Executive High Back Chair	White Vinyl, Chrome	\$389	\$487	
	PROMDB	Pro Executive Mid Back Chair	Black Vinyl, Chrome	\$361	\$451	
	PROMID	Pro Executive Mid Back Chair	White Vinyl, Chrome	\$353	\$442	
OFFICE & PRODUCT DISPLAY						
	TECH3	3 Drawer File Cabinet on Castors	Black Top, Black Metal	\$168	\$210	
	JD8	Madison Executive Desk	Gray Acajou, Chrome	\$726	\$907	
	TECH	Tech Desk, Powered	Black Metal, Black Laminate	\$541	\$676	
	TECH3B	Tech Desk, Powered w/ 3 Drawer File Cabinet	Black Metal, Black Laminate	\$667	\$834	
	BC8	Madison Bookcase	Gray Acajou, Chrome	\$525	\$657	
	PSHCCS	Posh Shelving	Chrome, Acrylic	\$618	\$773	
	PDL36B	Powered Locking Pedestal, 36"	Black	\$572	\$715	
	PDL36W	Powered Locking Pedestal, 36"	White	\$572	\$715	
	PDL42B	Powered Locking Pedestal, 42"	Black	\$683	\$854	
	PDL42W	Powered Locking Pedestal, 42"	White	\$683	\$854	
LAMPS						
	LA15	Mason Floor Lamp	Brushed Silver	\$263	\$329	
	LA14	Mason Table Lamp	Brushed Silver	\$173	\$216	
BARS & COUNTERS						
	MTBLPI	Midtown Bar, Lighted w/ Plug In	Taupe Glass Top, Pewter	\$1,942	\$2,427	
	MTBUUL	Midtown Bar, Unlighted	Taupe Glass Top, Pewter	\$1,813	\$2,266	
	MTCLPI	Midtown Powered Counter, Lighted w/ Plug In	Taupe Glass Top, Pewter	\$2,055	\$2,569	
	MTCFUL	Midtown Powered Counter, Unlighted	Taupe Glass Top, Pewter	\$1,828	\$2,286	
GREENERY						
	HDG4FT	Boxwood Hedge, 4'	Green, Black	\$572	\$715	
	HDG7FT	Boxwood Hedge, 7'	Green, Black	\$940	\$1,175	
DIVIDERS						
	DIVBAR	Clear Divider, Bar/Counter	Clear, Black	\$242	\$303	
	DIVFRE	Clear Divider, Freestanding	Silver, Clear	\$484	\$606	
	DIVFCR	Clear Divider, Freestanding Corner	Silver, Clear	\$971	\$1,214	
	DIVFWL	Clear Divider, Freestanding Wall	Silver, Clear	\$484	\$606	
	DIVFSF	Clear Divider, Sofa/Table	Silver, Clear	\$436	\$545	
	DIVFWB	Divider, Freestanding Whiteboard	Silver, White	\$606	\$757	
	MIRWHT	Miramar Divider, White	Molded Plastic	\$621.00	\$777.00	
	STNSGN	Stanchion Sign Holder	Chrome	\$225.00	\$244.00	
	STNCHI	Stanchion w/ Retractable Belt	Black, Chrome	\$235.00	\$257.00	

TOTAL

Email this completed form to: orders@t3expo.com

Sales Tax 8.27% \$ _____

Estimated Furniture Rental Total..... \$ _____

ADDITIONAL INFORMATION & FORMS

Payment Information

Important Information

*If paying by check or wire, T3 also requires a Credit Card as a contingency should either check or wire not clear in time to place your orders.

*Please make payable to T3 Expo, and mail to:

T3 Expo
8 Lakeville Business Park
Lakeville, MA 02347

Credit Card will be charged for items ordered if intended method of payment is not received at least two weeks prior to the first move in day of the event.

**Wire details will be sent to the contact email address upon receipt of this form.

Notwithstanding anything to the contrary in this Agreement, Exhibiting Company shall have the ultimate responsibility for the payment of all applicable fees as set forth and in accordance with the schedule set forth. Exhibiting Company's obligation to make payment in accordance with the schedule shall under no circumstances be relieved or excused due to the failure of any third party to issue payments on Exhibitor's behalf.

T3 Expo reserves all rights to withhold services should full payment not be received and cleared prior to the first day of move-in.

Accepted Credit Cards:

- Visa
- Mastercard
- American Express

T3 will use this authorization to charge your credit card for any additional subsequent orders placed by you or your representative for services rendered to your company for this event.

PLEASE NOTE: There is a 25% cancellation fee for any items that are cancelled more than 21 days prior to the first day of move-in. There is a 50% cancellation fee for all items that are cancelled 7-21 days prior to the first day of move-in and 100% cancellation fee for any items that are cancelled less than 7 days prior to the first day of move-in on September 10, 2023.

Services Ordered

Material Handling	= \$	_____
Presta™ Rental Exhibit Packages	= \$	_____
Floor Covering	= \$	_____
Furniture & Accessories	= \$	_____
Display Tables & Counters	= \$	_____
Display Labor & Forklift	= \$	_____
Hanging Sign	= \$	_____
Access & Empty Storage Services	= \$	_____
Signage	= \$	_____
Custom Furniture	= \$	_____
Total:	\$	_____

Exhibitor Profile

Company Name:		Booth #:
Street Address:		City:
State:	Zip:	Country:
Contact Name:		Email Address:
Cell Phone: ()		Fax: ()

Method of Payment

Company Check*

(Checks must be in U.S. Funds, payable to T3 Expo)

Wire Transfer**

Credit Card

Credit Card Information

Exhibiting Company:		Booth #:
Cardholder Name:		Email Address:
Account Number:	Card Type:	Expiration Date:
Signature:		CCID#:
Cardholder Billing Address:		
City/State/Zip:		

**Please Return EAC Form By:
Monday, August 14, 2023**

Notification Of Intent To Use EAC

Important Information

Inform your Exhibitor Appointed Contractor (EAC) that they **MUST** send a copy of their General Liability Insurance Certificate no later than 30 days prior to the first day of exhibitor move in or they will not be permitted to service your exhibit.

You **MUST** include the Exhibitor Name and Booth # under the Description of Operations section on the Certificate of Insurance.

It is the responsibility of the exhibitor to see that each representative of an EAC abides by the official rules and regulations of this event.

If your company plans to use a firm which is not the official service contractor as designated by Show Management, please complete this form and mail or email to the address listed below.

Please return to: **T3 Expo**
8 Lakeville Business Park
Lakeville, MA 02347
RE: NAEC 2023

Phone: +1.888.698.3397
Email: orders@t3expo.com

Exhibiting Company Information

Company Name:	Booth Number:
Contact Name:	
Signature:	Date:

Exhibitor Appointed Contractor Information

EAC Company Name:	
EAC Contact Name:	
EAC Address:	
City/State/Zip:	
Contact Email Address:	
Phone: ()	Fax: ()
Type of Service to be Performed:	

Third Party Authorization

Important Information

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from T3 Expo, to be bound by all terms and conditions as described in the Terms & Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party." T3 Expo reserves all rights to withhold services should full payment not be received and cleared prior to the first day of move-in. Notwithstanding anything to the contrary in this Agreement, Exhibiting Company shall have the ultimate responsibility for the payment of all applicable fees as set forth and in accordance with the schedule set forth. Exhibiting Company's obligation to make payment in accordance with the schedule shall under no circumstances be relieved or excused due to the failure of any third party to issue payments on Exhibitor's behalf.

All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

T3 Expo reserves all rights to withhold services should full payment not be received and cleared prior to the first day of move-in. Notwithstanding anything to the contrary in this Agreement, Exhibiting Company shall have the ultimate responsibility for the payment of all applicable fees as set forth and in accordance with the schedule set forth. Exhibiting Company's obligation to make payment in accordance with the schedule shall under no circumstances be relieved or excused due to the failure of any third party to issue payments on Exhibitor's behalf.

Third Party covering the following charges for exhibitor:

Material Handling
Presta™ Rental Package
Floor Covering
Furniture & Accessories
Display Tables & Counters
Display & Labor Forklift
Hanging Sign
Access & Empty
Storage Services
Signage
Custom Furniture
All Services

Exhibiting Company Authorization of Third Party Billing

Exhibitor Name:	Date:
Exhibitor Signature:	

Exhibiting Company Information

Exhibiting Company Name:	Booth Number:
Exhibiting Company Address:	
City/State/Zip:	
Contact Name:	Email Address:
Phone: ()	Fax: ()

Third Party Company Information

Third Party Company Name:	
Third Party Billing Address:	
City/State/Zip:	
Contact Name:	Email Address:
Phone: ()	Fax: ()
Third Party Responsible For (list services):	

Third Party Credit Card Authorization

Cardholder Name:	CCID #:	Expiration Date:
Account Number:	Card Type:	
Authorized Signature:		
Card Holder Billing Address:	Email Address:	
City/State/Zip:		

United States Fire Department Regulations

For Exhibits, Exhibitions, Displays and Trade Shows – Public & Private

Booth Construction

Booths, platforms and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to the Fire Department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus will be of a 3-wire UL approved type.

Fire Department

A permit shall be required for the following:

- 1) Display and operate any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- 2) Display or operate any electrical, mechanical, or chemical device which may be deemed hazardous by the Fire Department.
- 3) Use or storage of inflammable liquids and dangerous chemicals.
- 4) Display any internal combustion engine (special requirements available upon request).
- 5) Use of compressed gases. (Permit available for 32CF bottles that are half full or less).

Obstructions

Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily seen locations and may be required to be posted with designating signs.

Fire-Retardant Treatment

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oilcloth, tarpaper, nylon and certain other plastic materials cannot be made flame-retardant, and their use is prohibited.

Combustibles

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain one gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

Storage behind booths is strictly prohibited.

Reno, NV Labor Guidelines

For Exhibits, Exhibitions, Displays and Trade Shows, Public & Private

To simplify show preparation, we are certain you will appreciate knowing in advance that labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following:

UNION LABOR:

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

EXHIBIT LABOR JURISDICTION:

Union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays unless this work is done by exhibiting company personnel. They may be employed by completion of labor forms enclosed in this manual. They are not required to place your products on your display: to open cartons containing your products; nor to perform testing, maintenance or repairs on your products. If, however, you hire any labor to assist you, it must be through the Official Service Contractor or a contractor which meets all of the regulations as an Exhibitor Appointed Contractor (EAC).

FREIGHT HANDLING JURISDICTION:

T3 Expo receives and handles all exhibit materials and empty crates. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the event. T3 Expo will not be responsible, for any material they do not handle. T3 Expo will have control of the loading docks at all times.

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

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall.

Safety

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. T3 Expo cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, labor can be ordered through T3 Expo by returning the Display Labor order form in this Exhibitor Service Kit in advance, or returning it on show site to T3 Expo's Service Desk.

Tipping

T3 Expo requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status and we feel that tipping is not necessary; this applies to all employees. Any request for tipping should be brought to the attention of a T3 Expo representative at the Service Desk.

ANCILLARY INFORMATION & FORMS

Reno-Sparks Convention

Exhibitor Rental Form

More Inspiration. Less Restriction.

Sold to

Name:

Company Name:

Street Address:

City, ST, ZIP Code

Phone | Fax

Sales No

Date

By:

Set-up Date: _____ Time: _____ M T W Th F SA SU

Strike Date: _____ Time: _____ M T W Th F SA SU

Room / Booth # _____ SHOW NAME: _____

Quantity	No. of Days	Description Video Package	Unit Price	Discount	Line Total
		HD LCD(4800 Lumen) w/8x8 Tripod Screen	\$550		
		32" LCD Monitor w/ stand	\$300		
		43" LED Monitor w/stand	\$400		
		55" LED Monitor w/stand	\$500		
		VIDEO			
		HD LCD (4800 Lumen) Proj.	\$500		
		8 X 8 Tripod Screen	\$100		
		12 X 12 Cradle Screen	\$175		
		SOUND			
		Wireless Hand or Lav. Mic	\$150		
		PC Audio Patch	\$35		
		Background Music Patch	\$50		
		House Audio Patch	\$75		
		4 Channel Audio Mixer	\$40		
		1 PA Speaker & 4 Ch. Mixer	\$175		
		2 PA Speakers & 4 Ch. Mixer	\$275		
		LIGHTING AND ELECTRICAL			
		A/C Cable ONLY	\$20		
		Power Strip ONLY	\$25		
		LED Up-lights (2 LED Lighting Bars)	\$150		
		Leko Light w/ I-Beam Clamp	\$75		

**Rental fee will apply if cancelled less than 48 hours from set-up time.

***All rental prices are per day.

AV Manager: Mark Harrington, Ph.775-827-7778, Fax:775-827-7701

Email: ITorders@renotahoeusa.com

Total Discount

Subtotal

Setup & Strike

Total

\$60.00



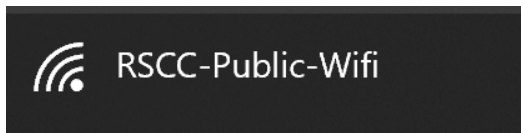
Event Name:

Voucher Codes:

Reno-Sparks Convention Center Wi-Fi Connection

How to connect to RSCC-Public Wi-Fi:

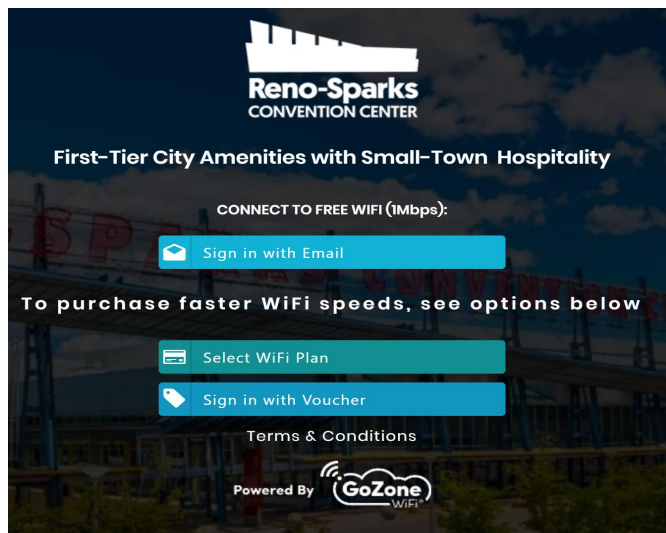
1. Open Settings, choose network then click "Show available networks."
2. Search in available networks for "RSCC-Public-WiFi" network and click on it.



3. You will get a warning about joining an open network. You will need to be able to connect to this network in order to use any Wi-Fi services.



4. You will then be connected to the "RSCC-Public-WiFi" network. A splash page should then open in your browser.





5. Upgraded Wi-Fi can be purchased on this page as well.

6. Select "Sign in with voucher" and select the plan you have purchased.

Click sign in with Voucher and enter your voucher code.

Redeem Voucher

Your Plan:

BASIC: Complimentary - 1mbps/Emails, Text Messaging

STANDARD: \$19.95 - 3mbps/Credit Card Processing, Streaming Music

PREMIUM: \$29.95 - 5-8mbps/Faster File Downloads, Video Streaming

ELITE: \$39.95 - 10mbps/Zoom, Livestream

of Days:

of Devices:

Please note: Your Wi-Fi package will begin once activated.

For any Wi-Fi questions or issues, please contact Mark Harrington, IT Supervisor, at (775) 291-8457.



NAEC 2023

**Reno-Sparks Convention Center
September 12-13 2023**

ORDER ELECTRICAL ONLINE!

Take advantage of discounted rates!

Order your electrical services online by

08/ 22/ 2023

ORDERING.EDLEN.COM

Quick, secure, and easy to use!

You may receive an email to finalize your order from
ExhibitorServices-LasVegas@edlen.com

EDLEN
The Power People

Edlen Electrical Exhibition Services

6705 South Eastern Avenue, Las Vegas, NV 89119

702.385.6911 • lasvegas@edlen.com • www.edlen.com

ELECTRICAL ORDER

The Power People

ELECTRICAL EXHIBITION SERVICES

6705 South Eastern Avenue, Las Vegas, NV 89119

Phone: (702) 385-6911 Fax: (702) 385-1810

LasVegas@edlen.com

E ☐ M ☐**Advance Payment Deadline Date: 08/22/23**

EXHIBITOR:		BTH #	
EVENT:	NAEC 2023		
FACILITY:	RENO-SPARKS CONVENTION CENTER		
DATES:	September 12-13, 2023	EVENT #093001RN	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS
INLINE AND PENINSULA DELIVERY The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).
ISLAND BOOTH DELIVERY ONE LOCATION Island booths that only need power delivered to one location incur (1) hour labor charge for installation & removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.
ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
208/480V POWER DELIVERY AND CONNECTIONS Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order.
24 HOUR SERVICES Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.
CANCELLATIONS Credits will not be issued for services delivered and not used. See #16, 22 & 23 on back of form for additional details.
TERMS & CONDITIONS I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)			145.00	218.00	
1000 WATTS (10 AMPS)			228.00	342.00	
1500 WATTS (15 AMPS)			260.00	390.00	
2000 WATTS (20 AMPS)			320.00	480.00	
208 VOLT SINGLE PHASE					
20 AMPS			625.00	938.00	
30 AMPS			725.00	1088.00	
60 AMPS			995.00	1493.00	
208 VOLT THREE PHASE					
20 AMPS			750.00	1125.00	
30 AMPS			960.00	1440.00	
60 AMPS			1250.00	1875.00	
100 AMPS			1650.00	2475.00	
200 AMPS			2950.00	4425.00	
400 AMPS			3538.00	3807.00	
TRANSFORMER(S) Boost 208 Volt to 230 Volt					
Transformer (20 amp minimum charge)			Total Amps: _____ x 5.50 = _____		

Please call for information on any services you require that are not listed here.**480V CONNECTIONS Approximately 480V A.C. 60 Cycle - Prices are for Entire Event**

480 VOLT THREE PHASE					
20 AMPS			1484.00	2226.00	
30 AMPS			1762.00	2643.00	
60 AMPS			2086.00	3129.00	
100 AMPS			3034.00	4551.00	

120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)

15' EXTENSION CORD		27.00	
POWER STRIP		27.00	

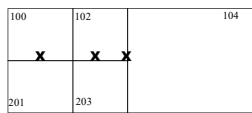
TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM	TOTAL	
PRINT NAME:		
EMAIL:	PHONE:	

TERMS & CONDITIONS

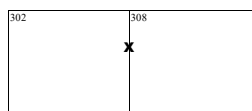
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the order form for advance payment rates to apply. Orders received without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
3. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email of any such corrections.
4. Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
5. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
6. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
7. Island Booths - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
8. There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.
9. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
10. Edlen Supervision—A supervisory charge of 10% of the prevailing labor rate will apply to all labor that exceeds one hour.
11. For a dedicated outlet, order a 20 amp outlet.
12. No inverters, self contained power supplies or devices that convert battery power to 120 volt power allowed.
13. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Contact our local office to discuss any additional charges.
14. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
15. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
16. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be issued for unused items.
17. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
18. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
19. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
20. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
21. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
22. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen (21) calendar days or less prior to the first contracted event move in date. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
23. If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
24. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
25. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
26. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
27. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
28. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

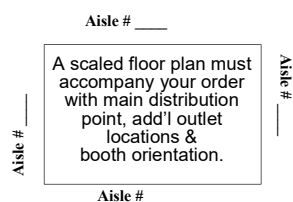
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



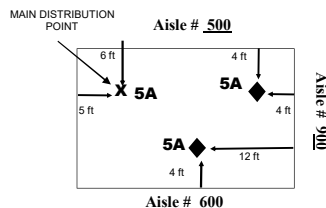
(IN-LINE BTHS) (PENINSULA)



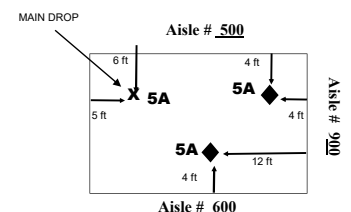
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE ELECTRICAL ORDER FORM**

ELECTRICAL LABOR INSTRUCTIONS

Advance Payment Deadline Date: 08/22/23



ELECTRICAL EXHIBITION SERVICES
6705 South Eastern Avenue, Las Vegas, NV 89119
Phone: (702) 385-6911 Fax: (702) 385-1810
LasVegas@edlen.com

EXHIBITOR:		BTH #	
EVENT:	NAEC 2023		
FACILITY:	RENO-SPARKS CONVENTION CENTER		
DATES:	September 12-13, 2023	EVENT #093001RN	

LABOR ORDERING INSTRUCTIONS

Step 1 Review Jurisdiction Information Below

The work outlined under Electrical Jurisdiction below must be performed by Edlen Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

Step 2 Complete the Appropriate Forms

There are 3 different forms utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. This form should be completed for all island booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

B. Electrical Booth Work

This form is used to estimate electrical labor required in the construction of your booth.

C. Hanging Sign

This form is used to estimate electrical labor in the assembly, installation & dismantle of electrical signs.

Step 3 Return the following forms to Edlen

Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

ELECTRICAL JURISDICTION

WORK REQUIRING EDLEN ELECTRICIANS

- | | |
|---|---|
| 1. Electrical distribution under carpet | 6. Overhead power distribution |
| 2. Data/network cable under carpet that is owned by an exhibitor or I&D house | 7. Overhead coaxial (network) cable distribution |
| 3. Connection of all 208 volt or higher services | 8. Assembly & installation of lighting of static lighting hung from truss or ceiling |
| 4. Assembly and disassembly of electrical hanging signs, including rotation and header signs. | 9. Hardwiring of any electrical apparatus |
| 5. Installation of all lighting including lights that require tools for installation | 10. Installation of plasmas, TV's, LCD/LED/video monitors and digital displays excluding video walls. |

POWER DELIVERY

Power is delivered from the ceiling in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1'6" floor space. Please call if you have any concerns.

ELECTRICAL DISTRIBUTION**Advance Payment Deadline Date: 08/22/23**

ELECTRICAL EXHIBITION SERVICES
 6705 South Eastern Avenue, Las Vegas, NV 89119
 Phone: (702) 385-6911 Fax: (702) 385-1810
 LasVegas@edlen.com

EXHIBITOR:		BTH #	
EVENT:	NAEC 2023		
FACILITY:	RENO-SPARKS CONVENTION CENTER		
DATES:	September 12-13, 2023	EVENT #093001RN	

ELECTRICAL DISTRIBUTION UNDER CARPET

ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space. This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the "Labor Estimate" Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

- Provide an Electrical Layout Form:
 - The electrical layout must indicate each power outlet and its location with exact measurements.
 - The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
 - Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
 - If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.
- What date will you begin building your booth?
 - Date: _____ Time: _____
- Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?
 - Describe flooring: _____
 - Estimated date and time flooring installation will begin. Date: _____ Time: _____
- Show site supervisor:

Name _____ Cell # _____

Email _____ Company _____
- The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.
- In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS		DISTRIBUTION LABOR ESTIMATE		
Labor Minims	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	MAN HRS	RATE	TOTAL
		ST	\$145.00	
		OT	\$290.00	
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.			
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.			
		LIFT RENTAL		
		HOURS	RATE	TOTAL
			\$260.00	
TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM		ESTIMATED TOTAL		

AUTHORIZATION

PRINT NAME:	DATE:
--------------------	--------------

Maximize Your Exhibit Investment With Lead Capture Services.

The RCS ExpoSmart App turns any Apple or Android* smartphone or tablet into a sales capture & qualifying tool.

Scan an attendee badge to capture their information, add qualifiers and notes creating more qualified leads for your sales team to win more business.

You don't have that? No problem. You can order one of our devices loaded with the ExpoSmart App.

Features

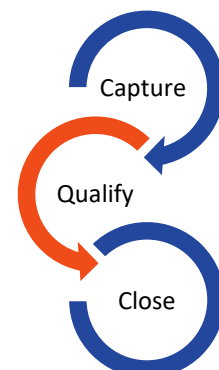
- Quickly scan badges.
- Add Notes and Qualifiers to prioritize future sales action.
- Secure login for online access to your leads after the event.
- Easily transfer leads to your CRM or solicit straight from the spreadsheet.

Upgrades

- **ExpoAction:** Automatically send a simple text email to prospects, when you scan their badge, thanking them for visiting your booth.
- **Custom Qualifiers:** Customize the qualifiers you add to leads to clearly qualify your leads. Up to 20 qualifiers with 20 characters each.

Ready to Order? Click the "order online" button.

ORDER ONLINE



Lead Retrieval Order Form

ITEM	UNIT PRICE	QUANTITY	TOTAL
------	------------	----------	-------

STEP 1

EXPOSMART LEAD RETRIEVAL SCANNING OPTIONS:

Early Bird Thru 7/21 **Advance 7/22-8/25** **On-Site 8/26-9/13** (Prices quoted in U.S. dollars only)

Your Device

☐ **ExpoSmart App** - Single Device \$ 315.00 \$ 410.00 \$ 505.00 X _____ = \$ _____

☐ **ExpoSmart App** - Up to 5 Devices
(Compatible with Android and iPhone) \$ 550.00 \$ 715.00 \$ 880.00 X _____ = \$ _____

Our Device

☐ **RCS Phone + ExpoSmart app** \$ 425.00 \$ 550.00 \$ 680.00 X _____ = \$ _____

STEP 2

Upgrades added to your scanning option order:

Above app or device must be selected prior to choosing optional services

☐ **ExpoAction email** \$ 250.00 \$ 325.00 \$ 400.00 X _____ = \$ _____

☐ **Custom Qualifier Questions** \$ 125.00 \$ 165.00 \$ 200.00 X _____ = \$ _____

☐ **High Speed Scanner** \$ 95.00 \$ 120.00 \$ 140.00 X _____ = \$ _____
**can only be ordered with Our Device*

☐ **Delivery & pick-up** \$ 150.00 X _____ = \$ _____
(Please provide an on-site mobile phone number below to schedule your delivery)

STEP 3

Ready to Order? Click the "order online" button.

ORDER ONLINE <http://www.rcsreg.com/leads/naec2023>

Processing Fee \$ 10.00

TOTAL \$ _____

STEP 3

CONTACT INFORMATION

Name _____ Booth # _____

Company _____ Mobile Phone _____

Address _____

City, ST, Zip _____ email _____
(email **receipt** will be sent once order is processed)

Country _____ email _____
(email **confirmation** will be sent once order is processed)

STEP 3

PAYMENT:

- a confirmation will be sent when order is processed if email provided -

Credit Card - Orders must be processed online

Check (US funds drawn on a US bank) - Make payable to **REGISTRATION CONTROL SYSTEMS**

Mail completed form with check to:
EXHIBITOR SERVICES DESK
REGISTRATION CONTROL SYSTEMS
1833 Portola Rd., Suite D
Ventura, CA 93003

[email: exhibitorserv@rcsreg.com](mailto:exhibitorserv@rcsreg.com)
Orders must be pre-paid.
No purchase orders will be accepted.

STEP 3

To ensure availability, order early.

No refunds for advance orders or units not utilized onsite. Refunds are not issued for unreported defects.

Please return units within one hour of the close of the event.

Non-returned units recovered by RCS will be charged a full delivery charge.

Lost or damaged units will be charged a replacement fee of \$1,800.00.

I agree to the above terms and conditions _____
(signature required for faxed or mailed in orders)

PLEASE RETAIN A COPY FOR YOUR RECORDS

Guidelines for Food and Beverage Sampling

Reno Sparks Convention Center

Catering Services
4590 S Virginia St
Reno NV 89502

Phone (775) 203-8240 Email: wenthe-sloan@aramark.com

Food and Beverage Sampling Terms:

1. Items dispensed are limited to products manufactured, processed or distributed by exhibiting firm.
2. All Items are limited to SAMPLE SIZE and must be distributed from exhibit location
 - a. Beverage samples are limited to a maximum of two fluid ounces of product
 - b. Food Items are limited to "Bite Size" portions of 1 oz.
 - c. Food and/or beverage items as traffic promoters (i.e. popcorn, coffee, bar service) MUST be purchased through Catering Services.
 - d. Firms wanting to distribute sample food and/or beverage at non-industry related events, or larger portions must pay Catering Services a waiver fee equal to 50% of the Catering Services retail price for similar item.
 - e. Exhibiting Firms who wish to contract Catering Services to perform kitchen prep must ship product through the Catering Services Warehouse. Appropriate storage, handling, and labor fees will apply.
3. Exhibiting firm must provide Catering Services no later than three business days before the first day of the event with a certificate of liability with coverage of \$1,000,000 per occurrence and Naming ARAMARK Corporation, the City of Reno and Reno Sparks Convention Center as additional Insured.
4. Exhibiting firms are not authorized to sell any food or beverage items.

Alcohol Sampling Terms:

1. All Alcoholic Beverages dispensed are limited to products manufactured, processed, or distributed by exhibiting firm.
2. Exhibiting Firms who wish to dispense alcoholic beverages must ship product through the Catering Services Warehouse via a Nevada Licensed Distributor.
3. Alcoholic beverages received by Catering Services will be immediately inventoried and stored until the start of service. Following completion of all scheduled services any left over product will be inventoried to figure total consumption.
4. Exhibiting firms dispensing alcohol must contract a Catering Service Bartender. Catering Services Bartenders are required to pour all alcoholic beverages.
5. Alcohol Sample sizes are limited to the following:
 - a. Liquor: 1/2oz
 - b. Wine: 1oz
 - c. Beer: 2oz
6. Corkage Fees (*based on consumption*):
 - 6 Wine 750ml: \$15.00++ per bottle
 - 7 Beer 12oz: \$2.50++ per bottle
 - 8 Beer Keg: \$162.50 per bottle
 - 9 Liquor 750ml: \$100.00++per bottle
 - 10 Liquor 1 Liter: \$125.00++ per bottle
 - 11 Banquet Bartender \$125 per day per bar up to (4) hours
7. Exhibiting firm must provide Catering Services no later than three business days before the first day of the event with a certificate of liability with coverage of \$1,000,000 per occurrence and Naming ARAMARK Corporation, the City of Reno and the Reno Sparks Convention Center as additional Insured.
8. Catering Services at Reno Sparks Convention Center follow all appropriate HACCP steps when handling and storing product.
9. Exhibiting firms are not authorized to sell any food or beverage items

Food and Beverage Sampling Shipping and Storage Guidelines:

1. All products contracted for Kitchen Prep, or Alcohol Sampling must be received and inventoried by a Catering Services Representative.
2. All Alcoholic Beverage must be delivered by a Nevada Licensed Distributor.
3. Catering Services can provide dry, refrigerated, or freezer storage prior to, and during scheduled events.
 - a. Exhibiting Firms must make storage arrangements with Catering Services at least 30 days prior to event in order to ensure space availability.
 - b. All product contracted to be stored by Catering Services must be received no earlier than one week prior to event start, and no later than two days prior to event start.
 - c. Catering Services Warehouse Hours are Monday through Friday 7am-3pm.
 - d. Catering Services Warehouse Address:
ARAMARK at the Reno Sparks Convention Center
4590 S Virginia St
Reno NV 89502
ATTN: Sloan Wenthe
 - e. When shipping product to the Catering Services Warehouse, please include the following information on all boxes:
 - i. Item Description
 - ii. Dry, Refrigerated, or Freezer Storage
 - iii. Name of Show and Exhibiting Firm
 - iv. Catering Services Sales Managers name
 - v. Number of total boxes (i.e., 1 of 10)
 - f. Prior to shipping your product, please inform your sales manager of the following:
 - i. What date you expect your shipment to arrive at the Reno Sparks Convention Center.
 - ii. How many total boxes are you shipping, and what size are they?
 - iii. How many total pallets?
 - iv. How are we to store your product? Dry, Refrigerated, or Freezer.

Kitchen Prep Guidelines:

Catering Services can provide Kitchen preparation services to assist exhibiting firm's food and beverage sampling needs. Kitchen preparation needs must be submitted in writing to the Catering Services Sales Office at least 21 days prior to event start. All kitchen preparation requests received less than 21 days prior to the start of the show will incur a 15% late processing fee.

1. The following Guidelines must be followed when submitting kitchen preparation recipes for food and beverage sampling.
 - a. Complete recipe list submitted in writing to Catering Services Sales Office. Your recipe notes must include:
 - i. Complete recipe and preparation instructions, calculated into institutional sizes.
 - ii. Quantity of product to be prepared by Catering Services
 - iii. Provide a list/quantity of all products from recipe that your exhibiting firm will be providing. *(Catering Services must provide all food and beverage items within recipe or used for sampling that are not manufactured, processed, or distributed by exhibiting firm.)*
 - iv. Provide a list/quantity of all Catering Services provided items.
 - v. What time(s) and quantities would you like the kitchen prepared product sent to your booth? *(a \$75.00+ deliver fee will apply for each delivery)*
 - vi. A description of any special instructions that may be needed. (i.e., how should your product be served/displayed, portioned, etc)
 - vii. A list of all miscellaneous serving supplies you will need Catering Services to provide for you. (i.e., utensils, chafers, bowls, plates, etc. See Booth Supplies/Rental Equipment for pricing). *Please note that Catering Services does not supply complimentary utensils, etc needed for booth sampling.*

Food and Beverage Sampling/Kitchen Prep Fees

Storage/Handling Fees (*product shipped in lesser quantities will be pro rated based on the following fees*):

- \$250.00+ per pallet, per day: dry storage
- \$375.00+ per pallet, per day: refrigerated storage
- \$500.00+ per pallet, per day: freezer storage

Labor Fee's

- Delivery fee: \$75.00+, per delivery of product to booth
- Dedicated Attendant/Catering Server fee: \$165.00+ (4 hour minimum)/ \$41.25+ each additional hour
- Chef Attendant/Kitchen Prep Fee: \$165.00+(4 hour minimum)/ \$41.25+ each additional hour
- Chef Consultation Fee: \$200.00+ (recommended for all kitchen prep recipe orders)
- Bartender fee: \$165.00+ (4 hour minimum)/ \$41.25+ each additional hour

Food and Beverage Sampling Booth Supplies and Equipment Rental Fees

- Ice 25lb Bag: \$25.00++ OR (1) Ice Cambro 125 lbs \$125++
- Water Cooler Rental: \$25.00++ (per day) - 5-gallon water jug: \$25.00++
- Gloves (Box of 100): \$12.00++
- Heat Lamp: \$50.00+ per day*
- Chafer with Two Sterno: \$35.00+ per day*
- Additional set (2) of Sterno: \$6.00+ each pair
- Sheet Pan: \$5.00+ per day*
- Bus Tub: \$10.00+ per day*

**AUTHORIZATION REQUEST
SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION**

ARAMARK Sports & Entertainment Services has **exclusive** food and beverage distribution rights within the Reno Spark Convention Center. Exposition organizations and/or their exhibitors may distribute sample food and/or beverage products only with the written approval of ARAMARK Sports & Entertainment Services.

GENERAL CONDITIONS:

- 1) Items dispensed are limited to products **manufactured, processed or distributed by exhibiting firm.**
- 2) All Items are limited to SAMPLE SIZE and must be distributed from exhibit location.
 - A) Beverage samples are limited to a maximum of two fluid ounces of product.
 - B) Food Items are limited to "Bite Size" portions of 1 oz.
 - C) Food and/or beverage items as traffic promoters (i.e. popcorn, coffee, bar service) **MUST** be purchased through Catering Services.
 - D) Firms wanting to distribute sample food and/or beverage at non-industry related events or larger portions must pay Catering Services a waiver fee.
- 3) Exhibiting Firms who wish to dispense alcoholic beverages must ship product through the Catering Services Warehouse. Appropriate corkage and bartending fees will apply.
- 4) Exhibiting firm must provide Catering Services no later than three business days before the first day of the event with a certificate of liability with coverage of \$1,000,000 per occurrence and Naming ARAMARK Corporation, the City of Reno and the Reno Sparks Convention Center as additional Insured.

Name of Event: _____
Firm Name: _____
Booth Number: _____
Address: _____
State & Zip Code: _____
Contact: _____
Contact: _____

Event Date: _____
Phone: () _____
Fax: () _____
City: _____

Title: _____
Title: _____

Product(s) you wish to dispense: _____
Size of Portion to be dispensed: _____ Proposed method of dispersion: _____
Quantity to be dispensed: _____
Explain purpose for offering samples: _____

Before sending/faxing, please sign under 'Agreed', indicating you have read and agree with the conditions above.

Approved: _____
By Catering Services

Agreed: _____
By The Exhibiting Firm

Return To:
Catering Services Sales Department
At the Reno Sparks Convention Center
4590 S Virginia St
Reno NV 89502
Phone: (775) 203-8240 * Email: wenthe-sloan@aramark.com

Guidelines for Display Rules and Regulations

2019 North American Update



The following **Guidelines for Display Rules and Regulations** have been established by the International Association of Exhibitions and Events® (IAEE) to assist in promoting continuity and consistency among North American exhibitions and events. This revised 2019 edition is offered as a resource for exhibition and event organizers to use in creating consistent and fair exhibiting standards for their events.

Recognizing that every show is unique, IAEE presents the information contained within as recommendations or suggestions for exhibiting standards each Organizer should consider. Organizers are encouraged to review the **Guidelines** and then develop their own show-customized set of exhibiting rules and regulations based on the individual features of their specific exhibition or event.

Once an Organizer has finalized their show's official set of display rules, it is good practice to provide access to a digital copy within the show's exhibitor prospectus, an exhibitor services kit, and the official rules and regulations pertaining to exhibitor participation. By providing exhibitors with the professional standards expected of their displays and participation, they will be prepared to properly design, build and plan their booth's layout and content allowing for an environment where all exhibitors will have the opportunity for successful interaction with their audiences.

Important Note: Although compliance with fire, safety, the U.S. Americans with Disabilities Act (ADA), and other state, federal or provincial government requirements have been addressed, Organizers should always check with exhibition service contractors and the facility for specific details on local regulations and requirements.

*IAEE is a global association that serves as the foremost authority on exhibitions and events management and operations, and these **Guidelines** are the model for most North American exhibitions and events but in all instances, organizations should consult their legal counsel. In no event shall IAEE be held liable for damages of any kind in connection with the material, methods, information, techniques, opinions or procedures expressed, presented, or illustrated in these **Guidelines** or related materials.*



International
Association of
Exhibitions and Events®

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IAEE has identified two distinctly different styles of show display regulations. One style is “Line-of-Sight” while the second is “Cubic Content.” Organizers should decide which style is best suited to their event or designated section of the event.

LINE-OF-SIGHT STYLE

Line-of-Sight display rules provide restrictions on certain areas of booths to allow attendees to view neighboring booths in their line of sight as they walk the floor. There are a variety of booth types, and each one is addressed below with specific insight on how to implement Line-of-Sight regulations.

LINEAR BOOTH

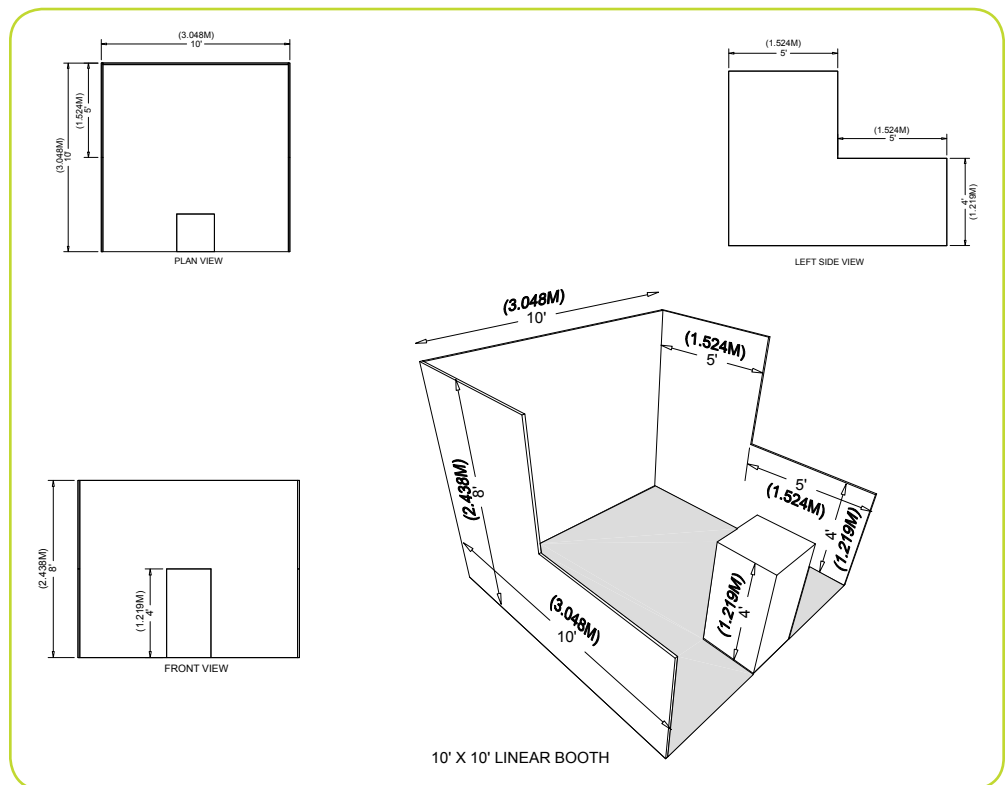
The ability to have products or services easily seen by attendees as they walk the aisles is essential to all exhibitors, and that is the basis for including a Linear Booth Line-of-Sight setback rule. Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Dimensions

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is generally specified to prevent display materials from imposing on neighboring exhibits behind the back wall.

Use of Space

Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), etc., display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.

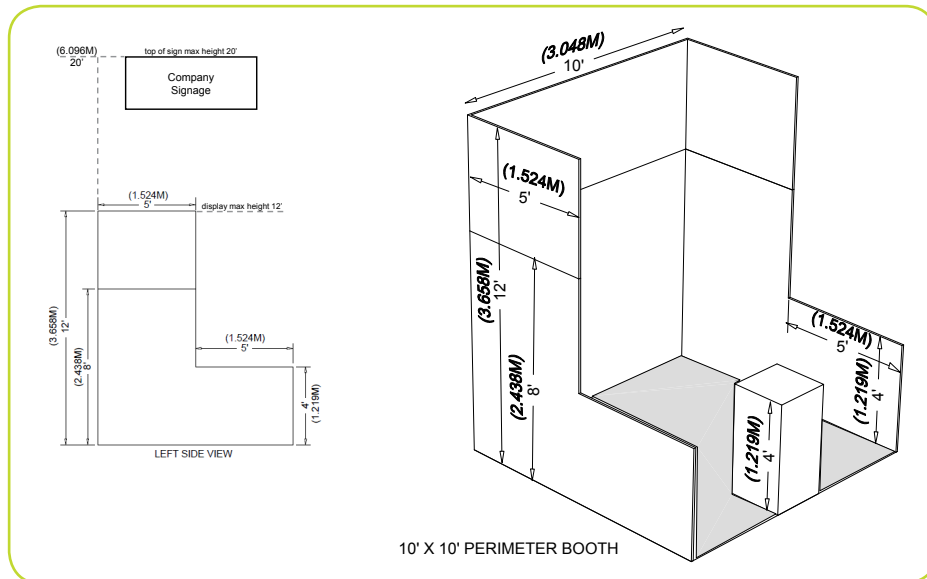


CORNER BOOTH

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All guidelines for Linear Booths apply.

PERIMETER BOOTH

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

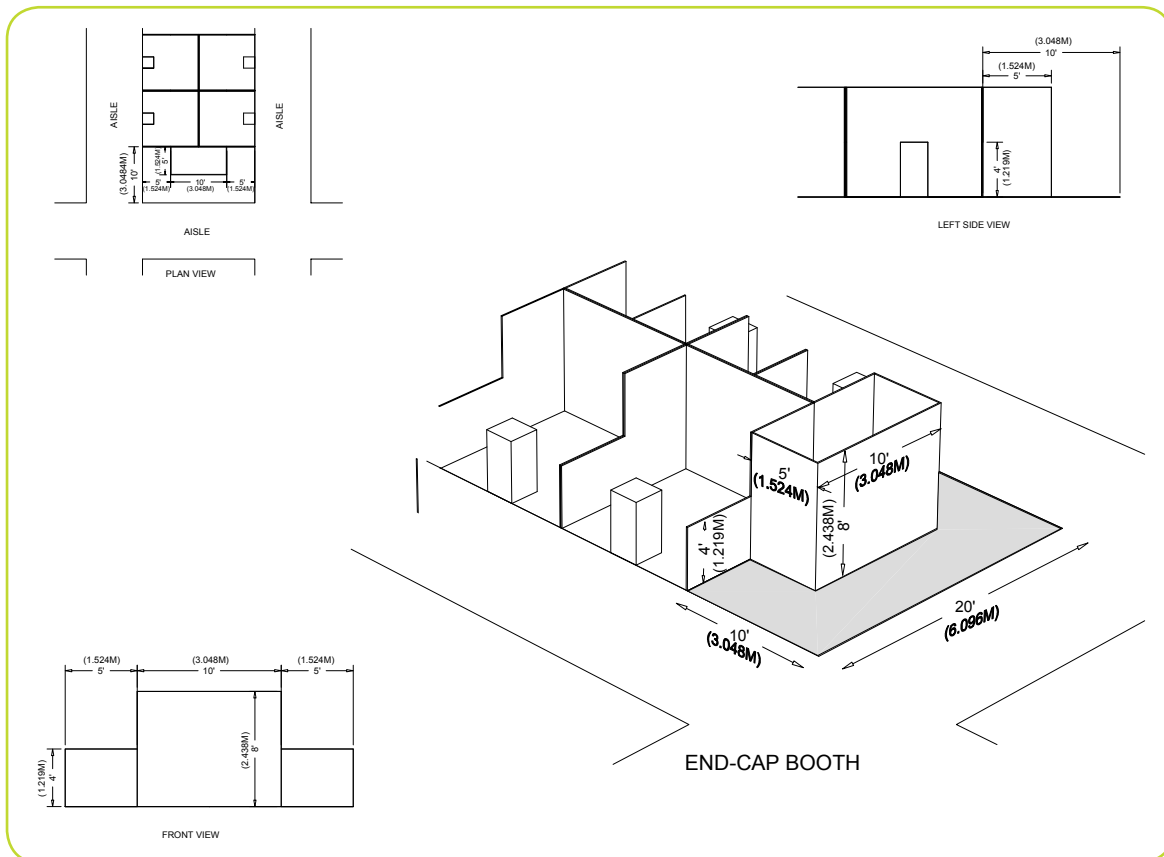


Dimensions and Use of Space

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

END-CAP BOOTH

An End-cap configuration is essentially an in-line (linear) booth placed in the position of a Peninsula or Split Island. For shows that have Line-of-Sight rules and not Cubic Content, this configuration must follow the dimensions below. Organizers should be alert to exhibitors reserving End-cap configurations to ensure they do not violate Linear Booth Line-of-Sight regulations for neighboring exhibits. (In most cases, this booth style is not recommended due to the Line-of-Sight issues, and Organizers should be aware of these challenges when using them.)

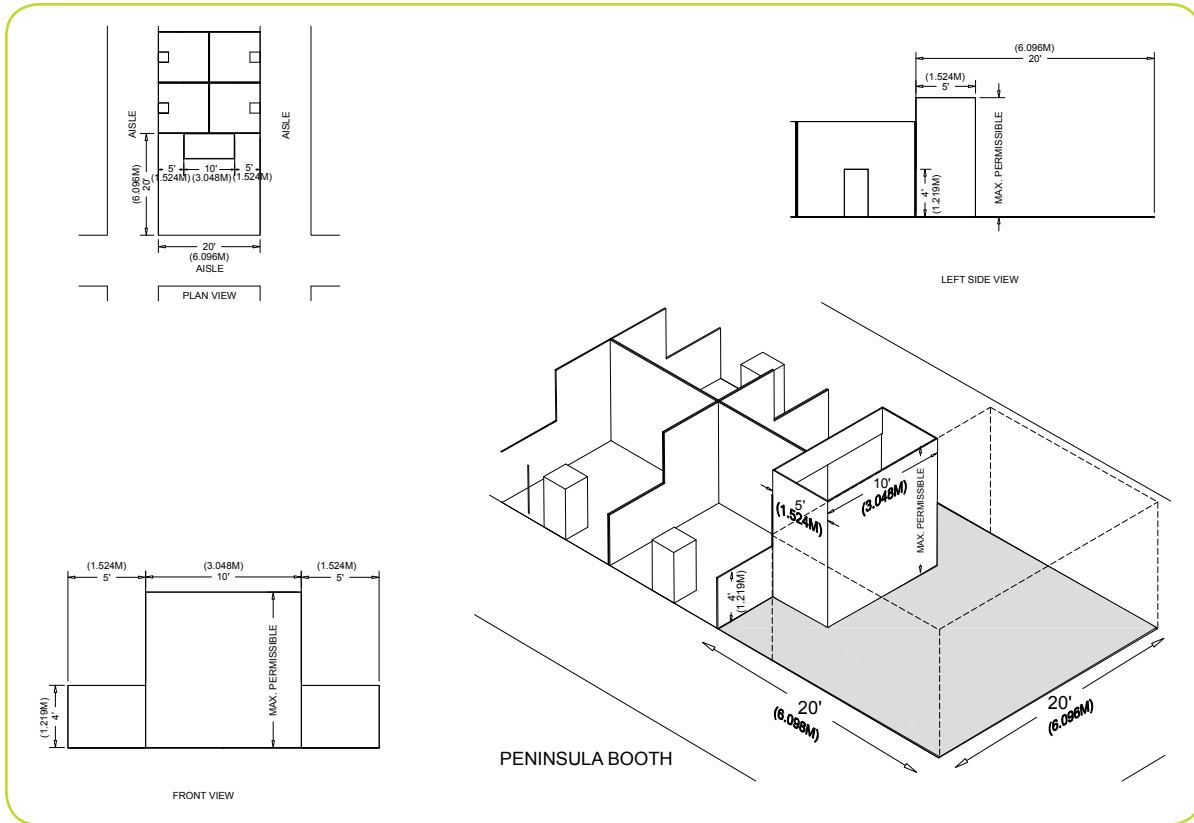


Dimensions and Use of Space

End-cap Booths are generally 10ft (3.05m) deep by 20ft (6.10m) wide. The maximum back wall height allowed is 8ft (2.44m) and the maximum backwall width allowed is 10ft (3.05m) at the center of the backwall with a maximum 5ft (1.52m) height on the two side aisles. Within 5ft of the two side aisles, the maximum height for any display materials is 4ft.

PENINSULA BOOTH

A Peninsula Booth is exposed to aisles on three sides. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth which is referred to as a “Split Island Booth.”

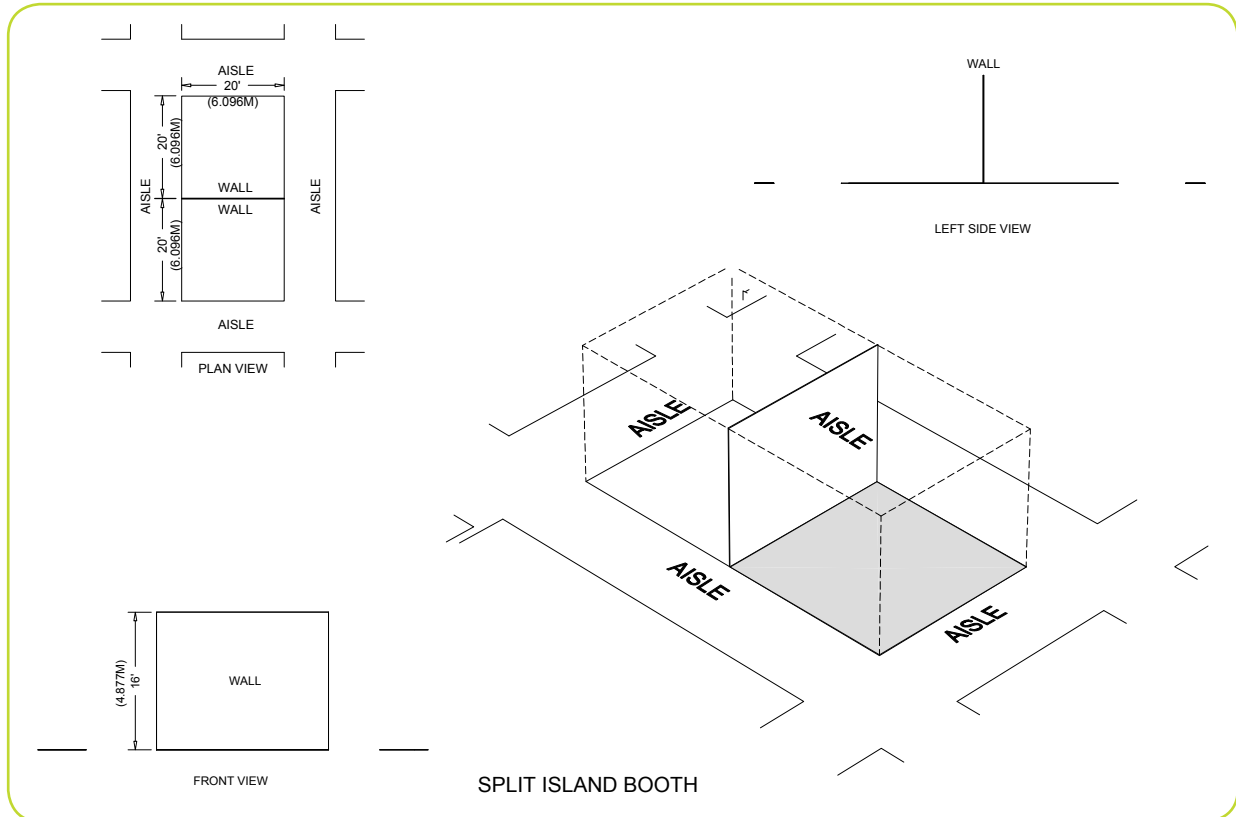


Dimensions and Use of Space

A Peninsula Booth is usually 20ft by 20ft (6.10m by 6.10m) or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining Linear Booths. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage for the center portion of the back wall. Double-sided signs, logos and graphics shall be set back 10ft (3.05m) from adjacent booths.

SPLIT ISLAND BOOTH

A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth.

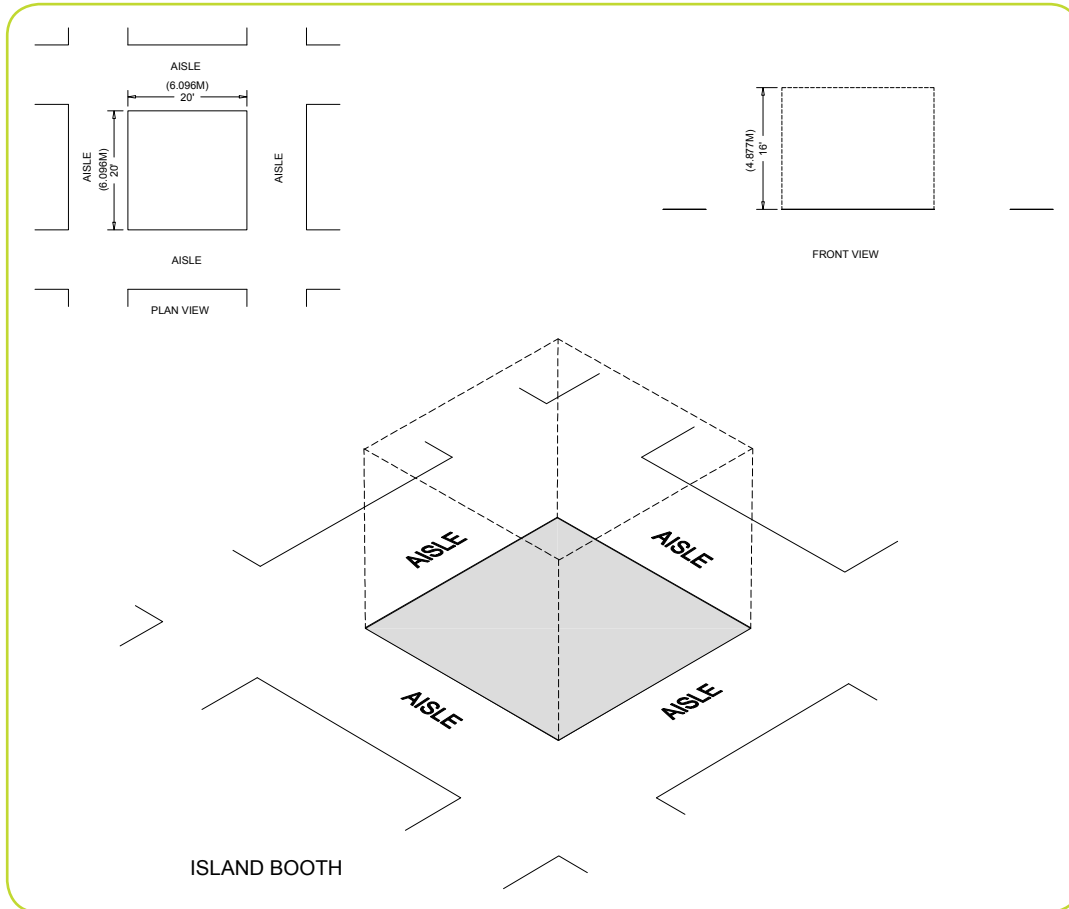


Dimensions and Use of Space

The entire Cubic Content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage. The entire Cubic Content of the space may be used up to the maximum allowable height. Double-sided signs, logos and graphics shall be set back 10ft (3.05m) from adjacent booths.

ISLAND BOOTH

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

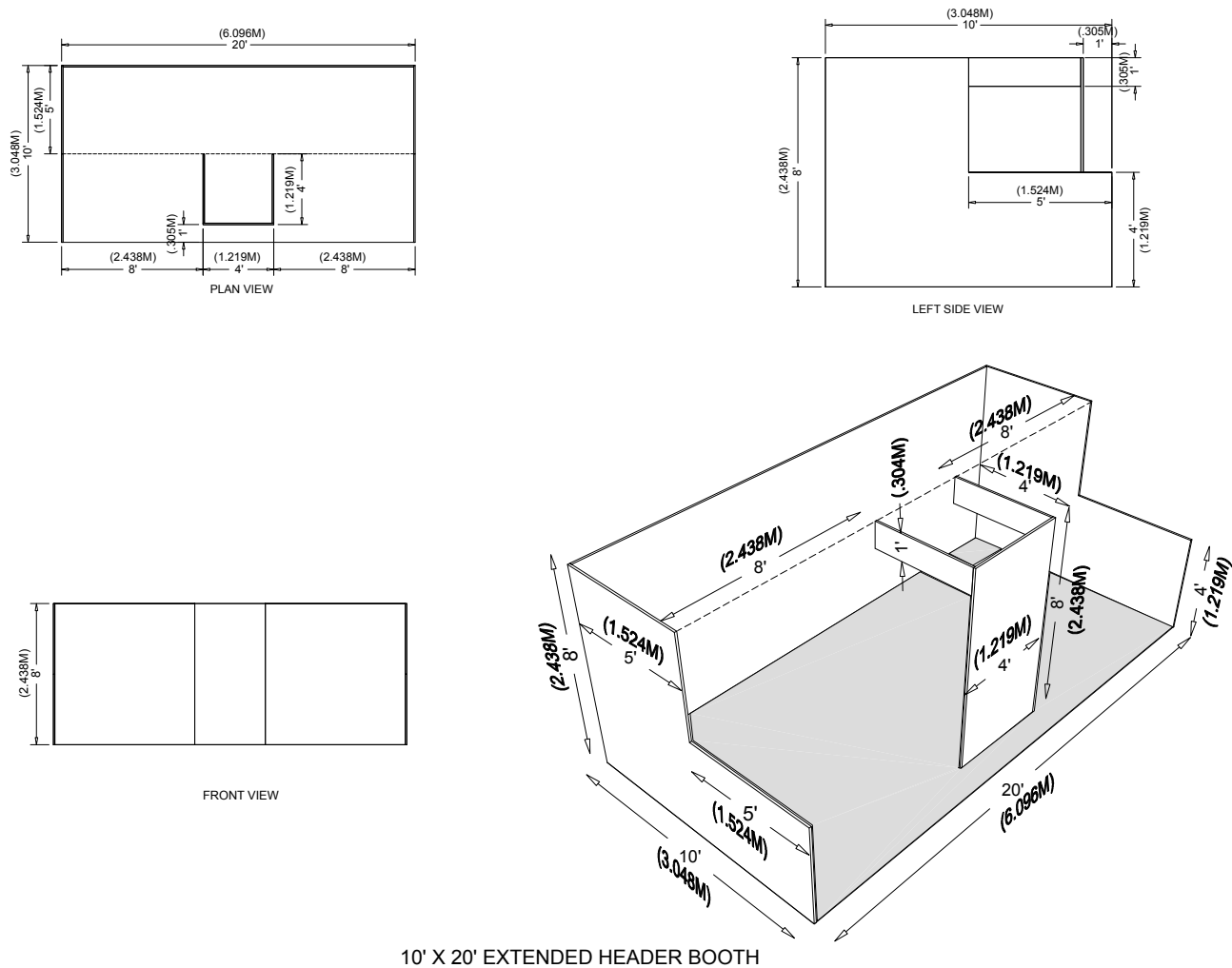


Dimensions and Use of Space

An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently. The entire Cubic Content of the space may be used up to the maximum allowable height, which is usually a range of 16ft to 20ft (4.88m to 6.10m), including signage.

EXTENDED HEADER BOOTH 20FT (6.10M) OR LONGER

An Extended Header Booth is a Linear Booth 20ft (6.10m) or longer with a center extended header.



Dimensions and Use of Space

All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8ft (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9ft (2.7m) from the back wall.

CUBIC CONTENT STYLE

Cubic Content style allows exhibits to fully occupy the width, depth and height of the booth footprint. For example, a 10ft by 10ft (3.05m x 3.05m) booth would be allowed to utilize the full volume of the cube of a 10ft wide (3.05m) x 10ft deep (3.05m) x 8ft (2.44m) high area.

It is the choice of the Organizer to allow use of full Cubic Content in linear exhibit space or to observe the Line-of-Sight set-back rule. It is common at certain types of exhibitions or events to eliminate the Line-of-Sight requirement for Linear, End-cap, and Peninsula Booths that back up to Linear Booths. This permits exhibitors to utilize the full Cubic Content of the booth.

Organizers that utilize Cubic Content in Linear Booths do so for one or all of these reasons:

- Cubic Content is more conducive to certain types of product displays or experiences.
- Cubic Content maximizes the exhibit space and investment.
- Generally, exhibitions outside North America utilize Cubic Content making the show friendlier to international exhibitors.
- Cubic Content reduces the need to police exhibits to enforce Line-of-Sight setback rules.

Use of Cubic Content may create situations where the Organizer must address exhibits that have unfinished walls. A determination must be made as to responsibility for finishing these unfinished walls.

It is prudent for the Organizer considering Cubic Content to examine the concerns, advantages and disadvantages prior to putting Cubic Content guidelines into practice. It is often wise to consult with the exhibition's Exhibits Advisory Board or perhaps conduct a focus group of the exhibition's or event's exhibitors to determine their interest and gain their feedback and support for the concept. Organizers must be proactive in communicating with exhibitors and understand the effect it will have on the exhibition or event.

To learn more about Cubic Content, read the [IAEE White Paper: Evaluating and Implementing Cubic Content into Linear Exhibit Space](#).

OTHER IMPORTANT CONSIDERATIONS

REMOTE-CONTROLLED DEVICES

Products such as remote-controlled cars, drones, planes, helicopters, robots, etc. are to be demonstrated in a safely controlled area of the exhibit floor (i.e. Demonstration Area). When a remote-controlled device is to be used for the purpose of demonstrating a product that requires use of an area outside of the exhibitor-assigned booth space, the Organizer will provide a Demonstration Area for this purpose. The Demonstration Area should include safe netting or other barrier appropriate to accommodate product(s) being demonstrated and be included on the master floor plan submitted for Fire Marshal approval. Each individual facility reserves the right to determine what constitutes a safe and controlled Demonstration Area prior to final plan approval.

NOTE for Drone Operation: Local facility and city ordinances are in effect in most areas and prohibit drone activity near the public or in public spaces. The accepted drone default regulation is the [FAA Small UAS Rule Part 107](#) which requires drone operators to obtain a Remote Pilot Certificate. Commercial regulations often require permits and insurance.

CANOPIES AND CEILINGS

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for Linear or Perimeter Booths should comply with Line-of-Sight requirements. (See “Use of Space” for Linear or Perimeter Booths).

The bottom of the canopy should not be lower than 7ft (2.13m) from the floor within 5ft (1.52m) of any aisle. Canopy supports should be no wider than three inches 3in (.08m). This applies to any booth configuration that has a sight line restriction, such as a Linear Booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings and other similar coverings. Check with the appropriate local agencies prior to determining specific exhibition rules.

HANGING SIGNS & GRAPHICS

Most exhibition and event rules allow for Hanging Signs and Graphics in all standard Peninsula and Island Booths, usually to a maximum height range of 16ft to 20ft (4.88m to 6.10m) from the top of the sign, or as determined by the Organizer. End-cap Booths do not qualify for Hanging Signs and Graphics. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they should comply with all ordinary use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type. (An exception to this rule is made for Perimeter Booths, which can have a 12ft [3.66m] backwall but max sign height can be 20ft. [6.10m]. See page 2 Perimeter Booth for diagram.)

Hanging Signs and Graphics should be set back 10ft (3.05m) from adjacent booths and be directly over contracted space only.

Approval for the use of Hanging Signs and Graphics, at any height, should be received from the Organizer at least 60 days prior to installation. Variances may be issued at the Organizer’s discretion. Drawings should be available for inspection.

TOWERS AND MULTI-STORY EXHIBITS

A Tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used. Fire and safety regulations in many facilities strictly govern the use of Towers. A building permit or safety lines may be required.

A Multi-story Exhibit is a booth where the display fixture includes two or more levels. In many cities, a Multi-story Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as the Organizer because it is deemed to be a “structure” for building purposes. The city building department generally needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met. Organizers should be prepared to assist exhibitors in this application process.

It is recommended that Organizers require exhibitors to provide engineering stamped documents for all Multi-story Exhibits and towers over 8ft (2.44m) in height. If engineering stamps are not required, exhibitors using these types of structures should, at a minimum, provide drawings for inspection.

ISSUES COMMON TO ALL BOOTH TYPES

U.S. AMERICANS WITH DISABILITIES ACT (ADA)

In the U.S., all exhibiting companies are required to be in compliance with the U.S. Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301, and from the ADA website at www.ada.gov.

Some examples of how to design an exhibit for ADA compliance:

- Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle. Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12 inches of run (change in length). Ramps should have a minimum width of 36 inches.
- Ramp the entry or use hydraulic lifts to trailer exhibits.
- Avoid double-padded plush carpet to ease mobility device navigation.
- Provide the same attendee experience on both levels of a two-story exhibit.
- Offer a signer or other auxiliary hearing-impaired apparatus for sound presentations or have a printed copy of the presentation available.
- Run an audio presentation for people with sight problems.
- Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair.

To avoid potential fines by the U. S. Department of Justice, exhibitors must adhere to the ADA rules. Exhibits are not exempt from ADA compliance.

STRUCTURAL INTEGRITY

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

It is recommended that all exhibits 20ft by 20ft (6.10m by 6.10m) and larger require a drawing, plans or renderings, preferably digital, to be submitted to the Organizer, and to the show's Official Services Contractor.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

FLAMMABLE AND TOXIC MATERIALS

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of, and must adhere to, all local regulations regarding fire/safety and environment.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the U.S. Environmental Protection Agency, or the appropriate government entity in the country the exhibition will be held, and the facility.

HAZARDOUS WASTE

Hazardous waste requires special arrangements to be prepared in advance of event dismantle with either the facility or a local independent disposal company. Exhibitors are responsible for all costs associated with such specialized removal.

STORAGE

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, as long as these items do not impede access to utility services, create a safety problem, or look unsightly.

ELECTRICAL

Every exhibit facility has different electrical requirements; however, minimum guidelines are suggested:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be “SO” cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for “extra hard usage.” It is particularly important for exhibitors to use flat electrical cord in under-carpet installations.
- Cord wiring above floor level can be “SJ” which is rated for “hard usage.”
- Using zip cords, two-wire cords, latex cords, plastic cords, lamp cords, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps should be prohibited.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load surge protectors.
- Local code commonly requires access to electrical cords and connections along the back wall of exhibit booths; typically, the back 9 inches of the space should remain accessible for this purpose. (This would apply to all booth types with a back wall.)

To better understand electrical at exhibitions, see the CEIR article [Demystifying Electrical Services for the Exhibitor](#).

LIGHTING

It is important to remember that lighting issues need to be identified as early as possible during the move-in process so they can be addressed and corrected while the necessary equipment is still available on the show floor and booths can be accessed.

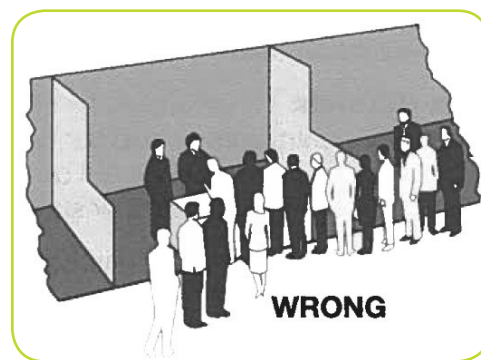
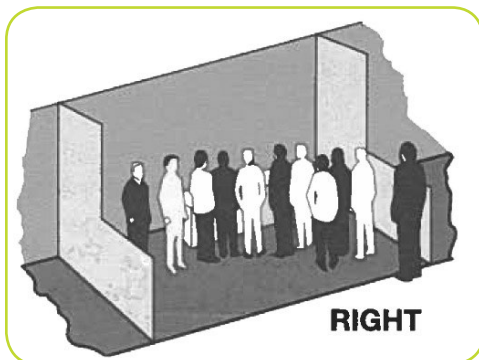
Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to the Organizer for approval.
- Lighting should not project onto other exhibits or exhibition aisles. Lighting, including gobos, should be directed to the inner confines of the booth space.
- Lighting that is potentially harmful, such as lasers, ultraviolet lights or flashing or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by the Organizer.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- LED lights can be very bright yet generally generate less heat.
- Currently, some convention facilities are not allowing certain types of quartz halogen lighting fixtures in exhibits due to potential fire hazards.
- Reduced lighting for theater areas should be approved by the Organizer, the utility provider, and the facility.

DEMONSTRATIONS

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations, product demonstrations, press conferences and other media events in a manner which assures all exhibitor personnel and attendees of such in-booth events are within the contracted exhibit space and not encroaching on the aisles or neighboring exhibits. Any queue lines formed for exhibitor customer interaction must also be contained within the booth footprint. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance with all other previously listed rules and regulations. Exhibitors should be aware of, and adhere to, local regulations regarding fire/safety and environment.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3ft (.91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified exhibitor personnel.



SOUND/MUSIC

In general, the use of sound equipment in booths is permitted as long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths). Generally, sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. If an exhibitor or attendee is standing within ten feet of an exhibitor's booth and cannot carry on a normal voice-level conversation, the noise source is too loud. (Refer to the U.S. Occupational Safety and Health Act [OSHA] at www.osha.gov for more information.)

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. Authorized licensing organizations, including but not limited to [ASCAP](#), [BMI](#) and [SESAC](#), collect copyright fees on behalf of composers and publishers of music. It is the exhibitors' responsibility to be informed of copyright laws and submit fees to the appropriate organizations.

VEHICLES

Rules for display vehicles vary widely depending on the facility and local fire and safety regulations. Compliance with fire, safety, the U.S. Americans with Disabilities Act (ADA), and other city, county, federal, and provincial government requirements is the responsibility of the Organizer.

Important Note: Always check with local exhibition service contractors and/or the facility for all requirements regarding display vehicles.

Below are a few common examples of display vehicle regulations:

- Display vehicles must have battery cables disconnected and taped, and alarm systems deactivated.
- Fuel tank openings shall be locked or sealed in a manner to prevent escape of vapors through filler caps.
- Vehicles shall be limited in the amount of fuel that can remain in the tanks; specific amounts vary but one example is no more than one-quarter the tank capacity or a maximum of five gallons of fuel, whichever is less.
- Fueling or de-fueling of vehicles on the facility premises is prohibited.
- Once placed, display vehicles may not be started or moved without the approval and direction of show management.
- Auxiliary batteries not connected to engine starting system may remain connected. External power is recommended for demonstration purposes. No battery charging is permitted inside buildings.
- Combustible/flammable materials must not be stored beneath display vehicle. There may be no leaks underneath vehicles.
- It is not recommended that Organizers hold or take possession of display vehicle keys during the event. However, it is recommended that an official policy be established for the handling of vehicle keys which might include identifying booth contacts with mobile numbers should vehicles need to be moved in an emergency or some other unforeseen situation.

ADVISORY NOTES TO EXHIBITION ORGANIZERS

FIRE EQUIPMENT

Fire hoses, extinguishers, and audible or visual devices for fire alarms should be visible and accessible at all times.

HANGING SIGNS

Although these Guidelines indicate 16ft to 20ft (4.88m to 6.10m) as a maximum height range to the top of the sign, some exhibitions permit other heights, or have no height limit. However, most Organizers do impose height limits. Caution should be exercised so exhibitors will not compete over air space for hanging signs. (See page 2 for details and a diagram for hanging signs in Perimeter Booths.)

Exhibitors should be advised to install “hanging points” at the time of manufacture of the sign or display. It is also advisable to have Hanging Signs labeled and cased separately so that they can be easily identified on-site as they usually must be installed before other exhibit construction can begin.

HARDWALL BOOTHS

Exhibitions that provide Hardwall Booths should specify if these structures can be used for display and attaching products.

PERIMETER OPENINGS

Local fire and/or facility regulations may require larger exhibit booths to have a certain number of openings within the perimeter walls for safe egress. Regulations vary with each location, but one example would be to provide, at a minimum, one 6ft (1.83m) wide opening every 30ft (9.14m).

PIPE AND DRAPE

These are commonly used at exhibitions and events in the United States to define exhibit space. Organizers often include in their rules and regulations that this equipment is not intended as a display fixture. Therefore, product and signs should not be attached or affixed. Measurements of booths must allow for size of pipe on sides and back.

PRODUCT HEIGHT

Some exhibitors have products that exceed display height restrictions. Organizers should establish guidelines for displaying such products. For example, some exhibitions or events require that these exhibitors reserve only perimeter space. Products exceeding height restrictions for Islands and Peninsulas are usually permitted, providing they are displayed in operating mode, and the names and logos, etc. on the product are as it is sold. NOTE: Any special height variances allowed should apply only to those products represented, produced or manufactured by the exhibitor and would not apply to ancillary display or marketing items (such as promotional flags, signs, etc.).

HEIGHT VARIANCES

Height Variances may be issued for all types of booths. However, in a Linear Booth, the back side of any structure over 8ft (2.44m) must be free of trademarks, graphics and/or logos. Tall flags or markers on the front aisle of Linear Booths are prohibited. Pop up tents or canopies may be allowed but must follow all local fire and facility regulations.